

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Covenants, Conditions & Restrictions (CC&R) Committee
Monday, April 6, 2020
5:30 p.m.

Cameron Park Community Services District
2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Sidney Bazett (SB), Vice Chair Gerald Lillpop (GL), Bob Dutta (BD)
Director Felicity Wood Carlson (FC), Director Holly Morrison (HM)
Alternate Director Ellie Wooten

Staff: General Manager Jill Ritzman, CC&R Compliance Officer Kate Magoolaghan

**Meeting has
been cancelled**
(See attached reports for CC&R
department updates)



Agenda Transmittal

DATE: April 6, 2020

FROM: Kate Magoolaghan, CC&R Compliance Officer

SUBJECT: Operational Update during COVID-19 Crisis

We find ourselves in the midst of extraordinary times. As each of us has experienced some degree of disruption in our daily lives, the District is committed to continuing to serve the residents of Cameron Park to the greatest extent possible while following the guidance of State and Local authorities. It is paramount that the District work within its authority to ensure the safety of staff, their families, and residents, including Directors and volunteer committee members. This report is intended to keep the CC&R Committee and residents apprised of the current status of CC&R and ARC operations.

OPERATIONAL CHANGES

At the direction of the General Manager, the CC&R Department is evaluating the impact of the COVID-19 crisis on CC&R/ARC operations. Staff has been tasked with assessing current work demand, expected loss of revenue due to a sharp decline in ARC applications and the need to provide essential services. Staff has made the following operational changes.

CC&R Committee

- CC&R Meetings will be temporarily suspended.
 - Staff will provide a monthly report to the CC&R Committee
 - In the event that a matter involving legal action or any other time sensitive matter requiring Committee action arises, the next regularly scheduled meeting will be held via Zoom Meeting

At the current time, the only matter requiring Committee action would be the Temporary Variance renewal for the commercial vehicle at 3248 Chasen Drive which will expire in

April. The process involves providing an opportunity for neighbors to provide comment. Following discussion with legal counsel, it was determined that a 30 day administrative extension of the variance would be appropriate at this time.

Staff continues to work on procedural amendments as noted in the 2020 District Work Plan. The presentation of these procedures will recommence when regular meetings resume.

Enforcement Activity

- Staff is working remotely from home.
 - Staff is limiting face to face interactions with the public and other staff
 - The CC&R office phone has been forwarded to the CC&R cell phone
 - Staff is able to remotely access many of the needed tools in order to remain productive and accessible
 - Staff has reduced paid work hours by 20% to 32hrs per week
- Staff is communicating with the General Manager to address ongoing CC&R enforcement activities.

Staff has been in contact with El Dorado County Code Enforcement. At the current time, they are responding to immediate health, life and safety concerns. While CC&Rs are not designed to ensure health and safety, it is typical for enforcement staff to become aware of these types of situations and routinely helps facilitate response from the appropriate agency. It is common for residents to contact CC&R enforcement staff when they do not know who to call. Staff is committed to remaining available to help residents during this crisis.

Staff will continue to respond to complaints that are considered “High Priority” according to the Board approved priority list.

- Situations where non-compliance to applicable CC&Rs may pose a risk to public safety.
- Active or imminent dangers would be referred to the appropriate authority (i.e. Sheriff, Fire Department, Code Enforcement, Child Protective Services, Adult Protective Services, etc.).

Response for all other complaints will be evaluated on a case by case basis. Staff will continue to monitor current violations.

Architectural Review

- ARC Meetings will be modified
 - Meetings will be held bi-weekly on an as-need basis
 - Staff is working with ARC members to conduct meetings by Zoom
 - ARC forms will not be signed by ARC members. Votes will be conducted verbally
 - All submissions are required to be submitted electronically
 - Decision Notices will be sent electronically to the email on the submission form

Architectural Review Application submissions have drastically slowed but do continue to trickle in. Spring is typically a busy time for ARC with many of the larger projects (i.e. new home construction, additions, and pools) going through the process. Fees collected for these projects account for a significant portion of the projected ARC revenue for the current fiscal year. It is too soon to speculate what effect the economic impact of the COVID-19 crisis will have on ARC revenues going forward. ARC revenues make up approximately 20% of the annual budget for the CC&R department.

CONCLUSION

Staff continues to monitor the current COVID-19 crisis and will adapt accordingly as the situation evolves. Staff will continue to provide essential services to residents while protecting the safety and well-being of everyone affected.