

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



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

**TELECONFERENCE ZOOM MEETING**

<https://us02web.zoom.us/j/86895296669>

**Meeting ID: 868 9529 6669**

(Teleconference/Electronic Meeting Protocols are attached)

**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

**1. CALL TO ORDER**

**2. ROLL CALL**

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.*

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF CONFORMED AGENDA**

**5. OPEN FORUM**

*Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.*

**COMMITTEE REVIEW/ACTION**

**6. Appoint CC&R Policy and Procedure Subcommittee Members (K. Magoolaghan)**

Action: Review and Approve

**7. MONTHLY STAFF REPORT**

**Items Requiring Action:**

<b>Item #</b>	<b>Property Address</b>	<b>Unit</b>	<b>Violation</b>	<b>CC&amp;R Violation Case #</b>	<b>Recommended Action</b>
7a.	2695 Country Club Dr	Cameron Park North Unit #2	1. Improperly Stored Trailer 2. Improperly Stored Materials	ARC19-1043	Move from Final Notice to Pre-legal
7b.	2559 Kimberly Rd	Cameron Park North Unit #3	Improperly Stored Materials	ARC19-1086	Move from Final Notice to Pre-legal
7c.	3154 Oakwood Rd	Cameron Park North Unit #3	Improperly Stored Materials	ARC20-1000	Move from Final Notice to Pre-legal

**7d. Open Violations**

- Initial Notices - 8
- Final Notices - 7
- Pre-Legal Notices –0
- Pending – 3
- Legal Cases – 1

**7e. Architectural Review – May and June**

- Projects Reviewed – 57 (May-17, June- 40)
- Approved – 55
- Denied – 0
- Withdrawn - 1
- Held Over to July – 1

**7f. Staff Update**

**8. Items for August and Future CC&R Committee Agendas**

**9. Items to take to the Board of Directors**

**10. MATTERS TO AND FROM COMMITTEE MEMBERS**

**11. ADJOURNMENT**



# Teleconference/Electronic Meeting Protocols

## Cameron Park Community Services District

(Effective April 2, 2020)

*WHEREAS, on March 4, 2020, Governor Newsome proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and*

*WHEREAS, March 17, 2020, Governor Newsome issued Executive Order N-29-20 suspending parts of the Brown Act that required in-person attendance of Board members and citizens at public meetings; and*

*WHEREAS, on March 19, 2020, Governor Newsome issued Executive Order N-33-20 directing most individuals to shelter at home or at their place of residence.*

*NOW, THEREFORE, the Cameron Park Community Services District will implement the following protocols for its Board and committee meetings.*

The guidance below provides useful information for accessing Cameron Park Community Services District (“District”) meetings remotely and establishing protocols for productive meetings.

### **BOARD AND COMMITTEE MEMBERS:**

- **Attendance.** Board and Committee Members should attend District meetings remotely from their homes, offices, or an alternative off-site location. As per the Governor’s updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District’s website. They will also be sent by email to all Board and Committee Members. Note that under the circumstances, District staff may not be able to send paper packets.
- **Board and Committee Member Participation.** Meeting Chair(s) will recognize individual Board and Committee Members and unmute their device so that comments may be heard or will read comments if they are provided in writing only.

## **PUBLIC PARTICIPATION:**

- **Attendance.** The District’s office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District’s website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:
  - **How to Observe the Meeting:**
    - **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248 7799. Enter the Meeting ID# listed at the top of the applicable Board or Committee agenda followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://us04web.zoom.us/j/91111111111> if the line is busy.
    - **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link listed at the top of the applicable Board or Committee agenda using a computer with internet access that meets Zoom’s system requirements (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
    - **Mobile:** Log in through the Zoom mobile app on a smartphone and enter the Meeting ID# listed at the top of the applicable Board or Committee agenda.
  - **How to Submit Public Comments:**
    - **Before the Meeting:** Please email your comments to [admin@cameronpark.org](mailto:admin@cameronpark.org), with “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed 3 minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. Emails running longer than the time limit will not be finished. All comments received at least 2 hours prior to the meeting on the day the meeting will be held, will be included as an agenda supplement on the District’s website

under the relevant meeting date, and provided to the Directors/Committee Members at the meeting. Comments received after that time will be treated as contemporaneous comments.

- **Contemporaneous Comments:** During the meeting, the Board President/Committee Chair or designee will announce the opportunity to make public comments. If you would like to make a comment during this time, you may do so by clicking the “raise hand” button. You will be addressed and un-muted when it is your turn to speak (not to exceed the 3 minute public comment time limit).

#### **FOR ALL PARTICIPANTS:**

- **Get Connected:** Please download Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Ensure Quiet.** All audience members will be muted during the meeting until they are addressed by the Board/Committee as their time to speak. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to remote meetings will likely include some challenges. Please bear with us as we navigate this process.

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



**Covenants, Conditions & Restrictions (CC&R) Committee**  
**Monday, May 4, 2020**  
**5:30 p.m.**

**TELECONFERENCE ZOOM MEETING**

<https://us02web.zoom.us/j/88687600504>

**Meeting ID: 886 8760 0504**

(Teleconference/Electronic Meeting Protocols are attached)

**Conformed 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

- 1. CALL TO ORDER – 5:32pm**
- 2. ROLL CALL – SB/GL/BD/FC/HM**

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.*

- 3. APPROVAL OF AGENDA – Approved**

*HM joined the meeting at 5:37pm.*

- 4. APPROVAL OF CONFORMED AGENDA - Approved**

- 5. OPEN FORUM**

*Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.*

## **COMMITTEE REVIEW/ACTION**

### **6. Temporary Variance Renewal Request -3248 Chasen, commercial vehicle parking (K. Magoolaghan)** Action: Review and Approve

- *Motion to approved Temporary Variance Renewal for 3248 Chasen Drive..*

*FC/BD – Motion Passed  
Ayes – SB, GL, BD, FC, HM  
Noes – 0  
Absent – 0  
Abstain – 0*

## **7. MONTHLY STAFF REPORT**

### **7a. Open Violations**

- Initial Notices - 5
- Final Notices - 5
- Pre-Legal Notices –0
- Pending – 7
- Legal Cases – 1

### **7b. Architectural Review – March and April**

- Projects Reviewed – 35
- Approved – 34
- Denied – 1
- Held Over to May – 0

### **7c. Staff Update**

## **8. Items for June and Future CC&R Committee Agendas**

## **9. Items to take to the Board of Directors**

## **10. MATTERS TO AND FROM COMMITTEE MEMBERS**

## **11. ADJOURNMENT – 6:21pm**



## **Agenda Transmittal**

**DATE:** July 6, 2020

**FROM:** Kate Magoolaghan, CC&R Compliance Officer

**AGENDA ITEM #6:** **CC&R POLICY AND PROCEDURE SUBCOMMITTEE**

**RECOMMENDED ACTION:** **APPOINT CC&R POLICY AND PROCEDURE SUBCOMMITTEE MEMBERS**

### **INTRODUCTION**

The CC&R Committee 2020 Work Plan, approved by the Board of Directors, states:

- Update the CC&R Handbook to reflect current best practices;
- Create guidelines and procedures for the Architectural Review Committee.

Current CC&R procedures are outdated and require expanding in some areas in order to encompass the scope of the department's work. These updated procedures and policies will provide guidance to future staff and CC&R Committees for consistent and effective enforcement.

### **DISCUSSION**

Staff is recommending the formation of a CC&R Policy and Procedure Subcommittee to streamline the review process, and to make recommendations to the full five-member CC&R Committee.

The Subcommittee will consist of two members of the CC&R Committee. Members will be selected by the CC&R Committee through nomination and committee vote. The Subcommittee will meet frequently to discuss document details, and provide edits and feedback to staff prior to presentation to the full five-member CC&R Committee. Regular updates will be provided to the CC&R Committee by the Subcommittee members. The process is designed to be efficient for both staff and the CC&R Committee.

The estimated project timeframe is six months.