

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:

Item #	Property Address	Unit	Violation	CC&R Violation Case #	Recommended Action
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- Withdrawn - 1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/91011220960> 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, 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.

CC&R Violation Manager Case Detail Report

Case#	Status	Violation(s)	Street #	Street Name	Street Type	Subdivision
CCR19-1035	Referred to Legal *Pending	Airpark Estates - Improperly stored Materials - Open	3115	BOEING	Rd	AIR PARK EST AM
CCR20-1000	Final Notice Sent	Cameron Park North Unit No. 3 - Improperly Stored Materials - Open	3154	OAKWOOD	Rd	CAMERON PK N 3
CCR19-1086	Final Notice Sent	Cameron Park North Unit No. 3 - Improperly Stored Materials - Open	3559	KIMBERLY	Rd	CAMERON PK N 3
CCR19-1068	Final Notice Sent	Bar J Ranch Unit 1 - Vehicle Restrictions - Open	3056	CAMEROSA	Cir	BAR J RANCH #1
CCR19-1043	Final Notice Sent	Cameron Park North Unit No. 2 - Vehicle Parking and Storage - Open Cameron Park North Unit No. 2 - Improperly Stored Materials - Open	2695	COUNTRY CLUB	Dr	CAMERON PK N 2
CCR19-1036	Final Notice Sent	Bar J Ranch Unit 2 - Unmaintained Landscaping - Open Bar J Ranch Unit 2 - Unmaintained Lot - Open	2349	EL MESITA	Ct	BAR J RANCH #2
CCR20-1021	Final Notice Sent	Cameron Park North Unit No. 2 - Improperly Stored Materials - Open Cameron Park North Unit No. 2 - Vehicle Parking and Storage - Open Cameron Park North Unit No. 2 - Unallowed Commercial use of property - Open Cameron Park North Unit No. 2 - Visible Laundry Prohibited - Open	3951	HILLSBOROUGH	Rd	CAMERON PK N 2
CCR19-1072	Final Notice Sent	Cameron Park North Unit No. 2 - Improperly Stored Materials - Open	2825	WENTWORTH	Rd	CAMERON PK N 2
CCR20-1027	Initial Notice Sent	Cambridge Oaks Unit 3 - Unmaintaned Lot - Open	615	TARAYA	Ct	CAMBRIDGE OAKS #3

CCR20-1020	Initial Notice Sent	Cameron Woods Unit No. 6 - Architectural Committee Approval Required - Open Cameron Woods Unit No. 6 - Setbacks - Open	1980	RIBIER	Way	CAMERON WOODS #6
CCR20-1016	Initial Notice Sent	Cameron Park North Unit No. 3 - Vehicle Restrictions - Open	3545	KIMBERLY	Rd	CAMERON PK N 3
CCR20-1010	Initial Notice Sent	Cameron Park North Unit No. 2 - Improperly Stored Materials - Open	2879	COUNTRY CLUB	Dr	CAMERON PK N 2
CCR20-1005	Initial Notice Sent	Cameron Park North Unit No. 1 - Improperly Stored Vehicle - Open Cameron Park North Unit No. 1 - Inappropriately stored materials - Open	3932	LOS SANTOS	Dr	CAMERON PK N 1
CCR20-1004	Initial Notice Sent	Cameron Park North Unit No. 1 - Improperly Stored Vehicle - Open	3840	DE SABLE	Rd	CAMERON PK N 1
CCR19-1109	Initial Notice Sent	Eastwood Park Unit #2 - Clause 3.10 Trash - Open	3429	RABEN	Way	EASTWOOD PARK #2
CCR19-1069	Initial Notice Sent	Bar J Ranch Unit 1 - Unmaintained Landscaping - Open	3025	CAMEROSA	Cir	BAR J RANCH #1
CCR19-1105	Pending	Deer Creek Estates Unit 1 - Vehicles - Open	2964	OAKLEAF	Dr	DEER CRK EST 1
CCR19-1102	Pending	Air Park Estates - Architectural Committee approval required - Open	3181	WESTERN	Dr	AIR PARK EST AM
CCR19-1094	Pending	Eastwood Park Unit 1 - Vehicle Parking - Open Eastwood Park Unit 1 - Vehicle Parking - Open	3240	VELD	Way	EASTWOOD PARK #1