

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



Covenants, Conditions & Restrictions (CC&R) Committee
Monday, August 2, 2021
5:30 p.m.

TELECONFERENCE ZOOM MEETING

<https://us02web.zoom.us/j/81452836859>

Meeting ID: 814 5283 6859

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

Members: Vice Chair Bob Dutta (BD), Patricia Rivera (PR), Kelly Kantola (KK)
Chair Director Monique Scobey (MS), Director Ellie Wooten (EW)
Alternate Director Sid Bazett (SB)

Staff: General Manager Jill Ritzman, CC&R Compliance Officer Jim Mog

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.

DEPARTMENT MATTERS

6. Review and Support Items (J. Mog)

- a. Architectural Review Committee Handbook, 2nd Review
- b. Consolidating CC&Rs “White Paper” Analysis - Discussion

7. MONTHLY STAFF REPORT

7a. Open Violations, CC&R Violation Manager Case Detail Report

- Referred to Legal - 2
- Pre-Legal Notices – 0
- Final Notices - 5
- Initial Notices – 15
- Variance – 1
- Court Decision - 1
- Door Hangers – 0
- 5/26/21 - 7/6/21 New Cases - 4
- 5/26/21 - 7/6/21 Cleared Cases - 1
- Total Cases Open = 62

7b. Architectural Review Projects – Period – 7/6/21 – 7/27/21

- Projects Reviewed – 17
- Approved – 16
- Held Over – 1

8. Staff Updates

- a. CCR20-1049 – 3808 Archwood Rd.

9. Items for September and Future CC&R Committee Agendas

- Revenue Enhancements

10. Items to take to the Board of Directors

11. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

12. ADJOURNMENT



Teleconference/Electronic Meeting Protocols

Cameron Park Community Services District

(Effective April 2, 2020)

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

WHEREAS, March 17, 2020, Governor Newsom 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 Newsom 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, July 12, 2021
5:30 p.m.

TELECONFERENCE ZOOM MEETING

<https://us02web.zoom.us/j/84078498761>

Meeting ID: 840 7849 8761

(Teleconference/Electronic Meeting Protocols are attached)

Conformed Agenda

Members: Vice Chair Bob Dutta (BD), Patricia Rivera (PR), Kelly Kantola (KK)
Chair Director Monique Scobey (MS), Director Ellie Wooten (EW)
Alternate Director Sid Bazett (SB)

Staff: General Manager Jill Ritzman, CC&R Compliance Officer Jim Mog

- 1. CALL TO ORDER - 5:30pm**
- 2. ROLL CALL – BD/PR/MS/EW, Absent: KK**

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**
- 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.

DEPARTMENT MATTERS

6. Review and Support Items (J. Mog)

- a. CCR20-1049 - 3808 Archwood – Move to Limited Legal - *APPROVED*
- b. Architectural Review Committee Handbook – READDRESS AUGUST MEETING
- c. CCR082-311-008 Shady Glen Road Fence – APPROVED FOR CHAIN LINK AT 6’ TALL

7. MONTHLY STAFF REPORT

7a. Open Violations, CC&R Violation Manager Case Detail Report

- Pre-Legal Notices – 1
- Final Notices - 5
- Initial Notices – 10
- Variance – 1
- Door Hangers – 8
- 5/26/21 - 7/6/21 New Cases - 5
- 5/26/21 - 7/6/21 Cleared Cases - 2
- Total Cases Open = 58

7b. Architectural Review Projects – Period – 5/26/21 – 7/6/21

- Projects Reviewed – 38
- Approved – 36
- Conditionally Approved – 1
- Moved from ARC review to CC&R Committee Review - 1

8. Staff Updates

- a. CCR20-1049 – 3808 Archwood Rd. – Pre-Legal Notice issued
- b. CCR20—1035 – 3451 La Canada Dr. – Pre-Legal Notice Issued – Cleared for Compliance
- c. CCR21-1012 - 2843 Knollwood Dr. – REPORT BACK - Fence Workshop team with Kelly and Patricia – Fence project and violation resolved.

9. Items for July and Future CC&R Committee Agendas – *ARC Handbook will be readdressed at August*

meeting

10. Items to take to the Board of Directors

11. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

12. ADJOURNMENT – 6:43pm



Agenda Transmittal

DATE: August 2, 2021

FROM: **Jim Mog, CC&R Compliance Officer**

AGENDA ITEM #6A: **ARCHITECTURAL REVIEW COMMITTEE (ARC) HANDBOOK**

RECOMMENDED ACTION: **REVIEW AND SUPPORT ARC HANDBOOK**

INTRODUCTION

On July 12, 2021, the CC&R Committee briefly reviewed the ARC Handbook, and asked staff to return to the Committee in August for final comments and concurrence (Attachment A). It should be noted that in February 2021, the ARC Committee, CC&R Committee and Board of Directors approved Policy 4061 providing policy framework for ARC (Attachment B).

DISCUSSION

The new ARC Handbook is a procedural guide for the ARC members, providing parameters for their duties. Staff is requesting the CC&R Committee review and support the new Handbook. If changes occur in the future, both ARC and CC&R Committee will review and approve.

Attachment:

A – Architectural Review Committee Handbook

B – Policy 4061

ARCHITECTURAL REVIEW COMMITTEE

HANDBOOK

1.1 ARCHITECTURAL APPROVAL REQUIRED:

1.1.1 Introduction: The purpose of the ARC Committee is to review residential proposals for improvements or alterations in accordance with the Cameron Park Neighborhood CC&Rs. This includes any and all exterior improvements to the dwelling or property. For improvements or alterations on House Paint, Fences, Room Additions, Sheds, Tree removals, Re-roofs, Solar, Siding, Pools and Patio Covers etc. Proposals for Residential Alterations (including required landscaping for some neighborhoods) are subject to the provisions of this Article and may not be made until approved in accordance with the provisions of this Article. Approval by the District Architectural Committee does not constitute approval by the County, if required. Owner must apply to the County and obtain approval from the County for all Alterations that require such County approval.

1.1.2 Exceptions: The provisions of this guide requiring architectural approvals do not apply to previously approved improvements such as, repainting or refinishing any Improvement in the same color, hue, intensity, tone, and shade or repairing or replacing any Improvement with the same materials. Where applicable per individual CC&R's, the provisions of this guide requiring architectural approvals include planting or removing landscaping except for landscaping within completely enclosed portions of Lots. The Architectural Committee may establish additional exceptions as deemed necessary for the betterment of the community in accordance to the architectural standards set forth in the CC&Rs.

1.1.3 Limitation of Liability: Neither the Committee or any members or successors shall be liable in damages to anyone submitting any plans or requests to them for approval or to any owner of land affected by the these covenants by reason of mistake in judgement, negligence's arising out of or in connection with the approval or disapproval or failure to approve any such plans or request. Every person who submits any plans or requests to the Committee for approval agrees, by submission thereof, any and every said owner of any said property agrees by acquiring title thereto, that he will not bring any such action or suite to recover any such damages.

Neither the Architectural Committee nor any of its members shall have any duty to question or investigate the adequacy of any engineer's recommendations or to take any steps to ensure that the Owner complies with any such engineering recommendations.

1.2 ARCHITECTURAL COMMITTEE: CPCSD District Policy 4060 establishes the ARC Committee as a standing committee of the Board of Directors. The Architectural Committee shall initially be composed of three (3) persons. The District Board President may appoint all of the members of the Architectural Committee and all replacements on an annual term per the CPCSD District Policy 4060.

1.2.1 Members: Members of the community are hereby appointed and designated by the District Board President as members of the Architectural Committee. Each member of the Architectural Committee will voluntarily serve until replaced or until a written resignation is submitted to the remaining members. The District Board President may appoint a replacement member.

1.2.2 Address: The address of the Architectural Committee is 2502 Country Club Drive. Cameron Park, CA. The Architectural Committee shall not be an "association," as that term is defined in California Civil Code Section 4080.

1.3 POWERS OF THE ARCHITECTURAL COMMITTEE: The Architectural Committee shall have the following powers:

1.3.1 Review Plans: To review and approve, disapprove or conditionally approve all plans, submittals, applications and requests made or tendered to it by Owners, or their agents, pursuant to the provisions of the CC&Rs. In connection therewith, the Architectural Committee may investigate and consider the architecture, design, layout, landscaping, fence detail, and other features of the proposed improvement;

1.3.2 Adopt Rules: To adopt rules and regulations for the transaction of business, scheduling of meetings, conduct of meetings and related matters;

1.3.3 Specify Materials: To require the submission of site plans, diagrams, photographs, materials or other presentation material as may be necessary or appropriate for complete review and consideration of the proposed project.

1.3.4 Adopt Architectural Standards: To adopt architectural rules, regulations and guidelines ("Architectural Standards") which are consistent with the purpose and intent of the CC&Rs and the design of the Project to be used in making the Architectural Committee's determination to approve, disapprove or conditionally approve any matter submitted to it for decision. The Architectural Standards may interpret and implement the provisions of the CC&Rs by setting forth the standards and procedures for architectural review and guidelines for architectural design, placement of buildings, color schemes, exterior finishes and materials and similar features which may be used in the Project.

1.3.5 Fees: Fee proposals by staff and the ARC Committee are to be submitted to the Board of Directors to adopt a schedule reasonable for processing submittals and to establish the time and manner in which such fees shall be paid.

1.4 DUTIES OF ARCHITECTURAL COMMITTEE: The Architectural Committee shall:

1.4.1 Time Limitation: Render a decision on each matter submitted to it, in writing, within thirty (30) days of receipt of all submitted data required by its rules and regulations. Failure to render a decision within said period of time shall be deemed to be an approval of the matter as submitted. The approved plans and specifications, if any, shall be digitally retained by the District and the Architectural Review Committee.

1.4.2 Publish Rules: Publish and make available to Owners and prospective owners all of its rules, regulations and criteria from time to time adopted, if any.

1.4.3 Appointment and Designation: The Architectural Committee may, from time to time, by a majority vote of the members thereof, delegate any of its rights or responsibilities hereunder to one or more duly licensed architects, legal, CC&R Committee or other qualified persons who shall have full authority to council the Architectural Committee or act on behalf of the Architectural Committee in all matters delegated.

1.5 CONDITIONS PRECEDENT TO APPROVAL: As conditions precedent to approval of any matter submitted to it, the Architectural Committee must ordinarily be able to find that:

1.5.1 Architectural Review: General architectural considerations, including the character, scale, and quality of the design, the architectural relationship with the site and other buildings, building materials, colors, screening of exterior appurtenances, exterior lighting and similar elements have been incorporated in order to ensure the compatibility of the proposed improvement with its design concept and the character of adjacent buildings;

1.5.2 Site Review: General site considerations including site layout, open space and topography, orientation and locations of buildings, vehicular access, circulation and parking, setbacks, height, walls, fences, and similar elements have been designed to provide a desirable environment; and

1.5.3 Landscape Review: For Complete Landscape projects; General landscape project consideration, including the location, type, size, color, texture and coverage of plant materials, provisions for irrigating, Maintaining and protecting landscaped areas and similar elements have been considered to ensure visual relief, to complement buildings and structures, and to provide an attractive environment for the enjoyment of the Owners in general and the enhancement of property values in the Project generally. Landscape projects are to consider fire resistant plant life and ground cover. Maintenance of landscape or replacement of dead plant life are not subject to ARC submittal and review.

If the Architectural Committee makes a negative finding on one or more of the items set forth in this Section, it shall ordinarily disapprove such matter, or condition its approval so as to allow such findings to be made.

1.6 FORM OF APPROVALS, CONDITIONAL APPROVALS AND DENIALS: All approvals, conditional approvals and denials must be in writing. Any denial of a proposal must state the reasons for the decision to be valid. Any proposal which has not been approved, conditionally approved or rejected in writing within thirty (30) days from the date of submission will be deemed approved. Decisions made by the ARC Committee may be appealed to the CC&R Committee. The date of submission shall be the date the submission is actually received by a member of the Architectural Committee.

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Architectural Review Committee

POLICY NUMBER: 4061

- 4061.1** The Architectural Review Committee is a Standing Committee of the Board of Directors, and reports to the Covenants, Conditions and Restrictions (CC&R) Committee. The Committee is comprised of three community members.
- 4061.2** The Architectural Review Committee serves the residential community and shall have the following powers:
- 4062.1a** Review and approve, disapprove or conditionally approve all plans, submittals, applications and requests by property owners, or their agents.
 - 4062.1b** Investigate and consider the architecture, design, layout, landscaping, fence detail, and other features of the proposed improvement.
- 4061.3** The Architectural Review Committee shall follow adopted architectural rules that are consistent with the purpose and intent of in the Covenants, Conditions and Restrictions (CC&R) for the specified residential neighborhood, such as architectural design, placement of buildings, color schemes, exterior finishes and materials, fencing, landscaping and similar features which may be used in the proposed improvement project.
- 4061.4** A decision of the Architectural Review Committee may be appealed to the CC&R Committee.



Agenda Transmittal

DATE: August 2, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #6B: CONSOLIDATION OF CC&RS WITHIN CAMERON PARK

RECOMMENDED ACTION: Review and Discuss

Introduction

For the past year or more, Board and community members have discussed whether an effort to consolidate the approximately 86 neighborhood Covenants, Conditions and Restrictions (CC&R) into one CC&R for all of Cameron Park is a viable initiative. Staff compiled this “White Paper” analysis using a Strengths, Weaknesses, Opportunities and Threats (SWOT) format.

Strengths =	Attributes of the idea or initiative
Weaknesses =	Poor or unintended outcome of the initiative
Opportunities =	Good outcomes from initiative
Threats =	Things that impede or block the initiative

Discussion

Staff will present the SWOT analysis, discussing each element in more detail; and is requesting feedback from the CC&R Committee members regarding their assessment of regarding the consolidation of CC&Rs.

An alternative to consolidating into one CC&R, would be to consolidate into a fewer number of CC&Rs divided by groupings of neighborhoods.

<p style="text-align: center;">STRENGTHS</p> <p>Easy to understand & communicate. Efficiency for enforcement. Single message for a marketing campaign.</p>	<p style="text-align: center;">WEAKNESSES</p> <p>Each neighborhood is unique; one size may not fit all. Little to no District resources to initiate or manage a campaign to consolidate. CCRs have various requirements to make changes. Need to reach agreement in each of the 86 CCRs to accomplish goal.</p>
<p style="text-align: center;">OPPORTUNITIES</p> <p>Cost reduction for operations. Greater compliance. Community engagement and partnership building. Address appropriate changes in 1970's and 80's documents, such as multiple cars.</p>	<p style="text-align: center;">THREATS</p> <p>Residents may not agree for consolidation to occur. Time consuming; therefore residents may turnover and education would need to re-start. Need to manage a vote in each CC&R, to occur at the same time or sequentially. Dedicated group of resident volunteers to be responsible for initiative.</p>

CC&R Violation Manager Case Detail Report

Case#	Status	Violation(s)	Street #	Street Name	
CCR20-1049	Referred to Legal	Cameron Park North Unit No. 2 - Clause 4a - Open Cameron Park North Unit No. 2 - Clause 3 Architectural Review Required - Open Cameron Park North Unit No. 2 - Vehicle Parking and Storage - Open	3808	ARCHWOOD	Rd
CCR19-1035	Referred to Legal	Airpark Estates - Improperly stored Materials - Open	3115	BOEING	Rd
CCR21-1038	Final Notice Sent	Cameron Park North Unit No. 2 - Vehicle Parking and Storage - Open	3006	MERRYWOOD	Cir
CCR21-1030	Final Notice Sent	Viewpointe - Section 11. - Open Viewpointe - Section 11. - Open	3423	CHARITO	
CCR21-1018	Final Notice Sent	Creekside Estates Unit Nos. 2 and 3 - II. Special Provisions - K. - Open	2781	HILLCREST	Dr
CCR21-1012	Final Notice Sent	Cameron Park North Unit No. 3 - Failure to Obtain Architectural Review Committee Approval - Open	2483	KNOLLWOOD	Dr
CCR19-1068	Final Notice Sent	Bar J Ranch Unit 1 - Vehicle Restrictions - Open	3056	CAMEROSA	Cir
CCR21-1042	Initial Notice Sent	Cameron Park North Unit No. 3 - Failure to Obtain Architectural Review Committee Approval - Open	2700	KNOLLWOOD	Dr
CCR21-1036	Initial Notice Sent	Other - Open	3929	HEIGHTS	Ct
CCR21-1031	Initial Notice Sent	Cameron Park North Unit No. 8 - Improper Exterior Alteration - Open	3296	CAMBRIDGE	Rd
CCR21-1014	Initial Notice Sent	Cameron Park North Unit No. 8 - Failure to Obtain Architectural Review Committee Approval - Open	3518	SANTOS	Cir
CCR20-1050	Initial Notice Sent	Cameron Park North Unit No. 1 - Inappropriately stored materials - Open	3451	FAIRWAY	Dr
CCR20-1045	Initial Notice Sent	Cameron Park North Unit No. 7 - Improperly Stored Materials - Open	2862	ALHAMBRA	Dr
CCR20-1040	Initial Notice Sent	Air Park Estates - Architectural Committee approval required - Open Air Park Estates - Architectural Committee approval required - Open Airpark Estates - Recreational Vehicle Parking Restrictions - Open	3036	BOEING	Rd
CCR20-1027	Initial Notice Sent	Cambridge Oaks Unit 3 - Unmaintained Lot - Open	615	TARAYA	Ct

CCR20-1016	Initial Notice Sent	Cameron Park North Unit No. 3 - Vehicle Restrictions - Open	3545	KIMBERLY	Rd
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
CCR20-1004	Initial Notice Sent	Cameron Park North Unit No. 1 - Improperly Stored Vehicle - Open	3840	DE SABLÁ	Rd
CCR19-1109	Initial Notice Sent	Eastwood Park Unit #2 - Clause 3.10 Trash - Open	3429	RABEN	Way
CCR19-1083	Initial Notice Sent	Air Park Estates - Commercial Vehicle Parking - Open	3182	FAIRWAY	Dr
CCR19-1069	Initial Notice Sent	Bar J Ranch Unit 1 - Unmaintained Landscaping - Open	3025	CAMEROSA	Cir
CCR19-1058	Initial Notice Sent	Cameron Park North Unit No. 2 - Improperly Stored Materials - Open	2809	WENTWORTH	Rd
CCR21-1017	Court Decision	Other - Open	2967	ROYAL PARK	Ct
CCR19-1025	Appeal/Variance Requested	Eastwood Park Unit 1 - Article 3. Use Restrictions - 3.04B. Recreational Vehicle Parking - Open	3248	CHASEN	Dr

Number of Cases: 62

CC&R Violation Manager Case Detail Report

Copyright (c) 2000-2021 Cameron Park Community Services District All rights reserved.

Confidential Information - Do Not Distribute

Generated By: Jim Mog 7/28/2021 3:16 PM