

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



**Covenants, Conditions & Restrictions (CC&R) Committee**  
**Monday, November 1, 2021**  
**5:30 p.m.**

**Cameron Park Community Center**  
**2502 Country Club Drive, Cameron Park, CA 95682**

**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

*Director Scobey has a planned absence; therefore, Director Bazett will attend as the alternate*

**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. Appeal – 3807 Archwood Rd. Cameron Park. – Exterior House Paint.**

**7. Review, Discuss & Approve Updated CC&R Handbook (J. Mog)**

**8. MONTHLY STAFF REPORT**

8a. Open Violations, CC&R Violation Manager Case Detail Report

- Referred to Legal – 2 (1 old and need Legal Status)
- Pre-Legal Notices – 0
- Final Notices - 4
- Initial Notices – 19
- Variance – 1
- 9/24/21 - 10/25/21 New Cases - 6
- 9/24/21 - 10/25/21 Cleared Cases - 4
- Total Cases Open = 79

8b. Architectural Review Projects – Period – 9/23/21 – 10/25/21

- Projects Reviewed – 19
- Approved – 18
- Denied – 1

**9. Staff Updates**

- Annual Committee Member appointments - deadline for submitting interest is December 15, 2021 for a 2022 appointment.

**10. Items for Future CC&R Committee Agendas**

- Revenue Enhancements in December, 2<sup>nd</sup> presentation

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

**12. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

**13. ADJOURNMENT**

# COVID Procedure Updates: Social Distancing & Mandatory Use of Masks at Cameron Park Community Services District, Board of Directors Meetings

1. All community members and meeting attendees are required to wear a mask or face covering upon entering and remaining within the Community Center. The mask or face covering must cover the nose, mouth and chin.
  - a. The following persons are exempted from the requirement to wear a mask or face covering and will not be required to provide proof of such exemption:
    - i. Children under two years of age;
    - ii. Persons with medical conditions who cannot safely wear a mask or face covering (e.g. due to breathing difficulties, cognitive difficulties, hearing or communication difficulties);
    - iii. Persons who cannot wear or remove a mask or face covering without assistance;
    - iv. Employees who are in an area of the premise that is not designated for public access, or who are within or behind a physical barrier.
  - b. Temporary removal of the mask or face covering is permitted where necessary for the following purposes:
    - i. Actively engaging in an athletic or fitness activity including water-based activities;
    - ii. Consuming food or drink;
    - iii. For any emergency or medical purpose.
2. This policy will be implemented and enforced in “good faith” to primarily educate people on masks and face coverings and promote their use in enclosed public spaces.
  - a. Persons with exemptions listed under 1a) are not required to show proof of exemption.
  - b. Signs about the requirement to wear masks or face coverings shall be posted at all public entrances.
  - c. Persons entering or remaining without a mask or face covering will be given a verbal reminder of the policy’s masking requirement.
3. Social distancing is encouraged whenever possible. Chairs and tables will be spaced to support social-distancing.

Thank you for your cooperation and consideration. As individuals we can choose to help build a safe, healthy, and active community.

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



**Covenants, Conditions & Restrictions (CC&R) Committee**  
**Monday, October 4, 2021**  
**5:30 p.m.**

**Cameron Park Community Center**  
**2502 Country Club Drive, Cameron Park, CA 95682**

**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

*Director Scobey has a planned absence; therefore, Director Bazett will attend as the alternate*

1. **CALL TO ORDER** 5:33
2. **ROLL CALL** KK, EW, SB. *Director Scobey planned absence. BD, PR absent due to miscommunication regarding in-person meeting.*

*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. Presentation – Revenue Enhancements** (J. Ritzman; power point presentation will be provided)  
*J. Ritzman provided an overview of revenue enhancement opportunities for special districts. Due to Committee member absences, Committee recommended that the presentation be given again next month.*

**7. Review and Support Items** (J. Mog)

- Proposed 2022 Fee Schedule *Approved with changes: Tree Rmoval to remain \$40.00, Add “Fixed Generator” To be \$50.00 Review Fee.*

**8. MONTHLY STAFF REPORT**

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

- Referred to Legal - 1
- Pre-Legal Notices – 0
- Final Notices - 3
- Initial Notices – 19
- Variance – 1
- 8/26/21 - 9/23/21 New Cases - 11
- 8/26/21 - 9/23/21 Cleared Cases - 9
- Total Cases Open = 73

7b. Architectural Review Projects – Period – 8/26/21 – 9/23/21

- Projects Reviewed – 23
- Approved – 23
- Held Over – 0

**9. Staff Updates**

- Annual Committee Member appointments - deadline for submitting interest is December 15, 2021 for a 2022 appointment.

**10. Items for Future CC&R Committee Agendas**

- CC&R Handbook Update (November)

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

- 2022 Architecture Review Fees

**12. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

**13. ADJOURNMENT 6:35**

October 11, 2021

Cameron Park CSD ACR Committee

RE: 3807 Archwood Rd Architectural Review Denial Notice

We dispute your attempt to enforce the Cameron Park North Unit 2 CC&Rs.

- 1 Per Clause 11 of the document downloaded from the Cameron Park Community Service District website, the CC&Rs for CP North Unit 2 expired June 1, 2015.

**CLAUSE 11.** Since this document has expired, the CC&Rs for CP North Unit 2 expired June 1, 2015. The CC&Rs shall be binding on all property owners until June 1, 2010, which time they shall be automatically extended for another five (5) years.

Note successive period, not successive periods.

- 2 We have lived in this house for thirty-five years, and painted it several times, with no complaints from CC&R code enforcement. A review of the ACR Committee meeting agendas for this calendar year shows fewer than ten house paint submissions, making us believe this enforcement attempt is arbitrary. You can't reasonably expect us to know that the ACR has decided that a coat of paint is a significant change to the house elevation when it hasn't been interpreted that way in the past, and so few people in the community appear to know about that interpretation.

As far as the neighborhood complaint is concerned, please forward the details of the complaint(s) to us, and we'll attempt to mend whatever ill will exists personally.

Regards,

Ted and Sally Dahlkamp

3807 Archwood Road

Cameron Park, CA 95682



## **CC&R Agenda Transmittal**

**DATE:** November 1, 2021

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

**AGENDA ITEM #7:** **CC&R HANDBOOK UPDATE**

**RECOMMENDED ACTION:** **REVIEW AND SUPPORT**

### **INTRODUCTION**

On July 20th, 2016, the Board of Directors approved an update of the CC&R Handbook that we use today. Staff is recommending additional updates to simplify the description of duties for the CC&R committee, align procedural items to current practices, and refer to Board Policy 3060 - Board Committees regarding community member appointments.

Staff is requesting the CC&R committee to review the changes made in "Track Changes", provide comment and support the item for approval by the Board of Directors. A "clean version" is also provided.

### **Attachment:**

- 7A – Cameron Park Community Services District CC&R Handbook in "track changes"
- 7B - Cameron Park Community Services District CC&R Handbook in "clean version"

**CAMERON PARK COMMUNITY SERVICES DISTRICT  
CC&R PROCEDURES HANDBOOK**

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~~**ATTACHMENTS** Initial Notice, Final Notice, Pre Legal Notice~~



**CAMERON PARK COMMUNITY SERVICES DISTRICT  
CC&R PROCEDURES HANDBOOK**

**PROCEDURE: CC&R ENFORCEMENT**

**ARTICLE I**

**OVERVIEW**

- A. **Authority:** Pursuant to Government Code Section 61601.10, in November 1986, the residents of Cameron Park voted to extend the authority of the Cameron Park Community Services District (“District” or “CPCSD”) to include enforcement of the Declarations of the Covenants, Conditions and Restrictions (“CC&Rs”) which are recorded in each subdivisions comprising of Cameron Park.
- B. **Funding:** The Cameron Park Community Services District can collect anywhere from \$7.00 to \$12.00 dollar fee per parcel to fund the CC&R enforcement program. In addition, the District will continue its efforts to seek fining authority through approved legislature of the Davis-Sterling Act. Monies received, if any, from the payment of fines levied against property owners for CC&R violations, will be used solely for the purpose of funding the Districts CC&R enforcement program. In addition, should the District be successful in recovering its attorney fees or costs of suit in a CC&R enforcement action, the recovered funds will also be re-deposited in the CC&R enforcement fund.
- C. **Goals & Objectives:** The objective of the District is to enforce all CC&Rs in a uniform, consistent and non-discriminatory manner. CC&R enforcement is necessary in order to preserve and enhance property values throughout the community, to protect and maintain the quality of all residential areas in Cameron Park.
- D. **Open Communication:** The District encourages members of the community to communicate to the ~~Board and CC&R Committee and~~ staff any concerns or suggestions they may have concerning the enforcement of the CC&Rs or actions taken by the District, and the District encourages members of the community to report, by telephone or written complaint, possible CC&R violations to the CC&R Compliance Officer.
- E. **Enforcement Personnel:** The District employs a CC&R Compliance Officer who shall perform duties in a reasonable, timely and non-discriminatory manner. The District’s principal objective in appointing a CC&R Compliance Officer is to provide resident property owners with a means of impartially overseeing enforcement of the CC&Rs. To this end, every agenda for a regular CC&R Committee meeting shall provide an opportunity for members of the public to directly address the committee on items of interest or concern. ~~Whenever an interested community member desires to address the CC&R Committee the community member shall notify the CC&R Compliance Officer at least one (1) week prior to the next regularly scheduled committee meeting in order to allow the committee to allocate sufficient time on the agenda for the member’s presentation.~~

- F. **Meetings:** The CC&R Committee shall meet, once a month to address items of interest or concern except as follows: If (a) there are no agenda items requiring a vote by the CC&R Committee and (b) the District has not received any requests from community members desiring to address the CC&R Committee, then the decision may be made to cancel the meeting. However, if two successive meetings are cancelled for any reason(s), the CC&R Committee shall convene the next regular scheduled monthly meeting. The CC&R Compliance Officer in conjunction with the CC&R Committee Chairperson may make the decision to cancel meetings. All CC&R Committee meetings shall be public.
- G. **Agendas:** The committee shall post, on District bulletin boards [and District website](#), an agenda for each meeting at least seventy-two (72) hours prior to each meeting per Gov't. Code 54954.2.

CAMERON PARK COMMUNITY SERVICES DISTRICT  
CC&R PROCEDURES HANDBOOK

PROCEDURE: CC&R VIOLATIONS

ARTICLE II

A. **Investigation of CC&R Violations:** When the CC&R Compliance Officer receives a complaint regarding an apparent CC&R violation or if the Compliance Officer observes a possible violation, the following steps shall be taken:

- 1.) Determine which CC&R provisions apply to the tract and if a violation exists.
- 2.) Perform a visual inspection before taking further action.
- 3.) Resident complaints ~~may be presented orally, via telephone or in writing are received via the District website.~~ Complainant is not required to leave name, address or telephone number. If complainant chooses to leave name, address and telephone number it becomes public record. ~~Complainant will be advised prior to leaving their name and address that doing so creates a public record of said name and address.~~

~~B. **Monthly Reports to CC&R Committee:** The CC&R Compliance Officer shall be responsible for the preparation of a monthly report. The report shall specifically identify each complaint or violation received, any action taken, current disposition of all pending complaints, dates, times of hearings, if applicable, and any other relevant information which the CC&R Compliance Officer deems necessary. Copies of the report shall be maintained at the District's office and shall be made available to interested community members for three (3) years upon request. The report will contain all escalating cases i.e. Initial Notices, Final Notices, Pre-legal, Legal, Refer to Legal and Variances. The report will not list Unverified Complaints, Courtesy notices, Referred to Outside Agencies or Verbal warnings.~~

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**CAMERON PARK COMMUNITY SERVICES DISTRICT  
CC&R PROCEDURES HANDBOOK**

**PROCEDURE: CC&R ENFORCEMENT PROCESS**

**ARTICLE III**

**A. First Contact Notice to Owners:** The CC&R Officer will engage property owners through a variety of mediums including person to person conversations, Door Hangers, Verbal Warnings and Courtesy Notices.

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~~**A. B. Initial Notice to Owners:**~~ When the CC&R Compliance Officer determines that a property owner and/or resident is engaging in conduct or activity or has created a condition which reasonably appears to be a violation of the CC&Rs applicable to the owner's property, the Officer shall first issue an initial notice, via first class mail, written to the recorded owner of the property. The Notice shall specifically set forth the following:

1. Specific nature of the CC&R violation including a reference to the paragraph or section number alleged to be violated.
2. A request that the conduct or activity constituting the alleged violation be resolved and rectified.
3. Appellate steps available to the resident in relation to the violation

**B. Final Notice to Owners:** In the event the property owner/resident fails to comply with the First Notice of the CC&R violation, the CC&R Compliance Officer shall issue a Final Notice informing the property owner ~~he/she has ten (10) days~~ to contact the CC&R Officer and comply to the violation. ~~unless the owner has contacted~~ The CC&R Officer ~~may grant and~~ a longer time ~~is needed~~, depending on the situation, ~~and is granted by the CC&R Officer.~~ Appellate steps: Steps to appeal the violation will also be listed within the Final Notice.

**C. Pre-Legal Notice to Owners:** In the event the property owner/resident fails to comply to the Final Notice of CC&R violation, the CC&R Compliance Officer ~~shall~~ may issue a Pre-Legal Notice informing the property owner of the date, time and place of the meeting and the District's intent to forward said CC&R violation to District's legal counsel. All Pre-Legal Notices are to be sent by ~~Certified Mail~~ First Class mail with tracking number. The meeting will be held in open session unless otherwise advised by legal counsel to meet in closed session in accordance with existing law set forth in the Brown Act. The Committee shall open the meeting and allow a reasonable time for all information as follows:

- Compliance Officer presents all facts and circumstances comprising of the alleged violation of the CC&Rs.
- The property owner shall then be given the opportunity to present any evidence, witnesses or comments.
- The Committee shall afford interested community members and each member of the committee an opportunity to address issues, questions, evidence or make a relevant comment.

- The CC&R Committee recommendation, by motion and vote for Legal Action, shall be forwarded to the Board of Director's by the CC&R Compliance Office

~~D.~~ **Hearing Continuance:** If the property owner/resident demonstrates, to the CC&R Compliance Officer good cause as to why he/she cannot attend the scheduled meeting, the requesting party shall be granted one continuance as a matter of right. The hearing shall be rescheduled to the next regularly scheduled CC&R meeting and notice of meeting shall be sent by first class mail to the property owner, at least ten (10) days prior to the date scheduled for the meeting.

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~~D.~~ **E. Failure to Appear:** If the property owner/resident fails to appear at the meeting or to request continuance, the Committee shall proceed with the meeting and may reach a decision based upon the presentation of the CC&R Compliance Officer and the testimony, if any of other interested parties.

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~~F.~~ **Failure to Comply (Pre-Legal Notice):** If the property owner/~~resident~~ fails to participate in a meeting to resolve the alleged CC&R violation, or the property owner/~~resident~~ has been adjudged found by the CC&R Committee in the CC&R meeting to be in violation of the applicable CC&Rs, or if the property owner/~~resident~~ fails to correct the condition or to cease the activity constituting the alleged violation, the CC&R Committee's recommendation shall be referred to the CPCSD Board of Director's for final disposition. The Board, in its discretion, can either may affirm or overturn the decision of the CC&R Committee, and if the Committee's action is upheld, refer the matter to legal counsel with instructions to pursue all appropriate legal and/or equitable remedies to compel compliance.

~~G.~~ **Repeat Offenders:** If the property owner/~~resident~~ repeats a prior violation, then the CC&R Compliance Officer shall issue a notice via first class mail, written to the recorded owner of the property. The notice shall specifically set forth the following:

1. Specific nature of the CC&R violation including a reference to the paragraph or section number alleged to be violated.
2. A request that the conduct or activity constituting the alleged violation is resolved and rectified.
3. Appellate steps available to the owner/~~resident~~ in relation to the violation.
4. A statement that if the property owner/~~resident~~ fails to timely comply, then the District's next enforcement step will be the step after the last step that the District had previously taken upon the prior violation that has been repeated.

The notice applies no matter when the prior violation occurred. A repeat of a prior violation is a violation that is the same or substantially similar to the prior violation. For example, a repeat of a prior violation is when an owner/~~resident~~ had parked a recreational vehicle without it being properly screened in violation of the CC&Rs and then later parks a different recreational vehicle without screening in violation of the CC&Rs.

**CAMERON PARK COMMUNITY SERVICES DISTRICT  
CC&R PROCEDURES HANDBOOK**

PROCEDURE: CC&R COMMITTEE

ARTICLE IV

**General Description of the CC&R Citizen Committee Selection & Appointment:**

Members of the community are hereby appointed and designated by the District Board President as members of the CC&R Committee per Policy 3060 Board Committees

- ~~• A notice shall be placed in the local newspaper soliciting volunteers to the CC&R Committee.~~
- ~~• All Members of the committee must live in Cameron Park.~~
- ~~• Three residents shall be appointed by the CC&R Committee in a volunteer capacity.~~
- ~~• Members shall be appointed by the CC&R Committee via a quorum vote of the Committee.~~
- ~~• If a volunteer cannot participate on the committee, a notice will be placed in the newspaper soliciting volunteers to the CC&R Committee. All residents must submit an application to be a committee member wherein:~~

Interested community members are to submit for selection process:

- a. Previous experience on volunteer committees
- b. Reason for wanting to be a committee member are specified.
- c. Availability to participate in the meetings and other likely responsibilities of a Committee member.

**Tasks to be performed by CC&R Committee Members:**

- Conduct ~~initial~~ meetings referred to the Committee by the CC&R Compliance Officer.
- Recommend legal action to the CPCSD Board to compel compliance of CC&R infractions.
- Review and update policies and procedures for ultimate approval by the Board
- Conduct open communication with the public in collaboration with the CC&R Officer. ~~to hear any concerns regarding CC&Rs.~~
- ~~• Empowerment: to resolve any matter through action that the CC&R Compliance Officer and resident, specific to a particular violation, cannot resolve between themselves the committee may propose, by a majority vote, a resolution of violation. If the property owner consents in writing to the resolution, it shall be binding. Any citizen of Cameron Park, or property owner of Cameron Park, may appeal the resolution by providing written notice to the compliance officer who will have the appeal placed on the next appropriate regularly scheduled CPCSD board meeting for consideration.~~

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**CAMERON PARK COMMUNITY SERVICES DISTRICT  
CC&R PROCEDURES HANDBOOK**

**PROCEDURE: CC&R OFFICE DESCRIPTIONS:**

**ARTICLE V**

**Offices and Description of Each Office**

- Chairperson - Conduct all meetings
- Vice-chairperson - Shall back up Chairperson

Officer Nomination Procedures - The officers shall be elected at the January meeting by a quorum vote of the committee, and shall take over responsibilities immediately after officer selection.

Quorums - For valid action, the Committee can only take action if a quorum of at least three (3) voting members are present at a duly noticed meeting. A valid action requires a unanimous vote with three (3) members present.

Role of District Staff - The CC&R Compliance Officer or an individual appointed by the General Manager shall act as secretary, take notes of meetings, create and issue all correspondence and other memoranda to and from the Committee. ~~Publication through the Cameron Courier to heighten the residents' awareness of the CC&R rules shall be published.~~

~~Attendance Requirements - If a member of the Committee fails to attend three consecutive regular meetings, without good cause, a new member will be chosen as a replacement to fill the vacancy.~~

~~Relationship to District Board of Directors - The CC&R Committee shall be advisory to the CPCSD Board and shall follow all policies, rules and regulations established by the Board.~~

~~Procedures for Amending Policy - All policies must be approved by the Board of Director's. The Committee shall submit any policy recommendations to the General Manager to forward to the Board.~~

**CAMERON PARK COMMUNITY SERVICES DISTRICT  
CC&R PROCEDURE HANDBOOK**

PROCEDURE: ARCHITECTURAL REVIEW/CC&R PROCESS:

ARTICLE VI

- ~~A. The District has primary responsibility for seeing that all properties included within the District comply with the tract CC&Rs applicable to the parcel. The Cameron Park Community Services District Architectural Review Committee, does not grant variances. It exercises its duties only to the extent that the Architectural Review Committee is authorized to do so by the CC&Rs for the specific unit.~~
- ~~B. Upon notice by the CC&R Compliance Officer of nonconformance with existing CC&Rs relating to an architectural review matter, the property owner shall submit an application request to the Architectural Review Committee. The property owner must submit an application with a full set of plans showing that all requirements are being met by the CC&Rs for that unit. The Architectural Review Committee shall render a decision, in writing within thirty (30) days of receipt of the request.~~
- ~~C. Appeal of the CPCSD Architectural Review Committee: If any property owner is not satisfied with the decision of the Architectural Review Committee, he/she may file notice of appeal, within ten (10) days of the date of the decision, with the CC&R Compliance Officer, who shall place the appeal on the CC&R Agenda. Written notice shall be mailed to the property owner ten (10) days prior to the meeting. The meeting shall be conducted in accordance to meeting procedures. Architectural Review Committee decisions, appealed to the CC&R Enforcement Committee will require may be accompanied by a written legal opinion by counsel as necessary. The CC&R Committee may have the authority to override or affirm the decision of the ARC Committee.~~
- ~~D. If the property owner/resident fails to appear at the meeting or to request continuance, the Committee shall proceed with the meeting and may reach a decision based upon the presentation of the CC&R Compliance Officer and the testimony, if any of other interested parties.~~
- ~~E. Amendment to Existing CC&Rs: CC&Rs may be amended in accordance with the amendment provisions contained in the CC&Rs and other legal requirements, if any. The District however, may respond to inquiries and offer suggestions concerning proposed amendments when such input or comment is requested by the proponents of the amendment. It shall be the responsibility and obligation of property owners to provide the District with a copy of any amendments passed by the necessary percentage of property. [The District website](#)~~

Rev. BOD Meeting 7/20/16

07.16.2014 CC&R Procedures Handbook BOD approved.doc



~~provides a guide and procedures for amending CC&R's owners within the affected CC&R jurisdiction, within ten (10) days of the passage of the amendment. When the amendment is duly approved by the appropriate vote and recorded with El Dorado County it becomes effective and binding on property owners.~~

~~F. **Meetings:** The Architectural Review Committee shall meet, twice monthly to review project applications. Meetings shall be public. Once the committee has reached a decision a copy will be forwarded to the applicant/property owner with the committee's reasons for approval/disapproval. A written record of each meeting of the Architectural Review Committee shall be kept by the CC&R Compliance Officer. The committee may meet and act on proposed property improvement applications only if a quorum of two (2) committee members are present.~~

~~G. **Agendas:** The committee shall post, on District bulletin boards, an agenda for each meeting at least seventy-two (72) hours prior to each meeting per Gov't Code 54954.2.~~

~~H. **Goals & Objectives:** The Cameron Park Community Services District believes that the expeditious and accurate processing of property improvement applications is essential to protect and maintain the quality of residential areas in the community and that it is the Architectural Review Committees responsibility to process all property improvement applications in a timely, reasonable and nondiscriminatory manner.~~

~~**B. Temporary Variance for Hardship:** The CC&R Committee may grant a temporary variance for hardship. Temporary Variance for Hardship was approved by the CC&R Committee on January 7<sup>th</sup> 2019. This process for a temporary variance and its requirements for approval are specific and are not permitted in any CC&R that prohibits variances.~~

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**CAMERON PARK COMMUNITY SERVICES DISTRICT  
CC&R PROCEDURES HANDBOOK**

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**CAMERON PARK COMMUNITY SERVICES DISTRICT  
CC&R PROCEDURES HANDBOOK**

**PROCEDURE: CC&R ENFORCEMENT**

**ARTICLE I**

**OVERVIEW**

- A. Authority:** Pursuant to Government Code Section 61601.10, in November 1986, the residents of Cameron Park voted to extend the authority of the Cameron Park Community Services District (“District” or “CPCSD”) to include enforcement of the Declarations of the Covenants, Conditions and Restrictions (“CC&Rs”) which are recorded in each subdivisions comprising of Cameron Park.
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- D. Open Communication:** The District encourages members of the community to communicate to the CC&R Committee and staff any concerns or suggestions they may have concerning the enforcement of the CC&Rs or actions taken by the District, and the District encourages members of the community to report, by telephone or written complaint, possible CC&R violations to the CC&R Compliance Officer.
- E. Enforcement Personnel:** The District employs a CC&R Compliance Officer who shall perform duties in a reasonable, timely and non-discriminatory manner. The District’s principal objective in appointing a CC&R Compliance Officer is to provide resident property owners with a means of impartially overseeing enforcement of the CC&Rs. To this end, every agenda for a regular CC&R Committee meeting shall provide an opportunity for members of the public to directly address the committee on items of interest or concern.
- F. Meetings:** The CC&R Committee shall meet, once a month to address items of interest or concern except as follows: If (a) there are no agenda items requiring a vote by the CC&R Committee and (b) the District has not received any requests from community members desiring to address the CC&R Committee, then the decision may be made to cancel the meeting. However, if two successive meetings are cancelled for any reason(s), the CC&R Committee shall convene the next regular scheduled monthly meeting. The CC&R Compliance Officer in conjunction with the CC&R Committee Chairperson may make the decision to cancel meetings. All CC&R Committee meetings shall be public.
- G. Agendas:** The committee shall post, on District bulletin boards and District website an agenda for each meeting at least seventy-two (72) hours prior to each meeting per Gov’t. Code 54954.2.

**CAMERON PARK COMMUNITY SERVICES DISTRICT  
CC&R PROCEDURES HANDBOOK**

**PROCEDURE: CC&R VIOLATIONS**

**ARTICLE II**

A. **Investigation of CC&R Violations:** When the CC&R Compliance Officer receives a complaint regarding an apparent CC&R violation or if the Compliance Officer observes a possible violation, the following steps shall be taken:

- Determine which CC&R provisions apply to the tract and if a violation exists.
- Perform a visual inspection before taking further action.
- Resident complaints are received via the District website. Complainant is not required to leave name, address or telephone number. If complainant chooses to leave name, address and telephone number it becomes public record.

**Monthly Reports to CC&R Committee:** The CC&R Compliance Officer shall be responsible for the preparation of a monthly report. The report will contain all escalating cases i.e. Initial Notices, Final Notices, Pre-legal, Legal, Refer to Legal and Variances. The report will not list Unverified Complaints, Courtesy notices, Referred to Outside Agencies or Verbal warnings.

**CAMERON PARK COMMUNITY SERVICES DISTRICT  
CC&R PROCEDURES HANDBOOK**

**PROCEDURE: CC&R ENFORCEMENT PROCESS**

**ARTICLE III**

- A. First Contact Notice to Owners:** The CC&R Officer will engage property owners through a variety of mediums including person to person conversations, Door Hangers, Verbal Warnings and Courtesy Notices.
- B. Initial Notice to Owners:** When the CC&R Compliance Officer determines that a property owner and/or resident is engaging in conduct or activity or has created a condition which reasonably appears to be a violation of the CC&Rs applicable to the owner's property, the Officer shall first issue an initial notice, via first class mail, written to the recorded owner of the property. The Notice shall specifically set forth the following:
1. Specific nature of the CC&R violation including a reference to the paragraph or section number alleged to be violated.
  2. A request that the conduct or activity constituting the alleged violation be resolved and rectified.
  3. Appellate steps available to the resident in relation to the violation
- B. Final Notice to Owners:** In the event the property owner/resident fails to comply with the First Notice of the CC&R violation, the CC&R Compliance Officer shall issue a Final Notice informing the property owner to contact the CC&R Officer and comply to the violation. The CC&R Officer may grant a longer time depending on the situation. Steps to appeal the violation will also be listed within the Final Notice.
- C. Pre-Legal Notice to Owners:** In the event the property owner/resident fails to comply to the Final Notice of CC&R violation, the CC&R Compliance Officer may issue a Pre-Legal Notice informing the property owner of the date, time and place of the meeting and the District's intent to forward said CC&R violation to District's legal counsel. All Pre-Legal Notices are to be sent by First Class mail with tracking number. The meeting will be held in open session unless otherwise advised by legal counsel to meet in closed session in accordance with existing law set forth in the Brown Act. The Committee shall open the meeting and allow a reasonable time for all information as follows:
- Compliance Officer presents all facts and circumstances comprising of the alleged violation of the CC&Rs.
  - The property owner shall then be given the opportunity to present any evidence, witnesses or comments.
  - The Committee shall afford interested community members and each member of the committee an opportunity to address issues, questions, evidence or make a relevant comment.
  - The CC&R Committee recommendation, by motion and vote for Legal Action, shall be forwarded to the Board of Director's by the CC&R Compliance Office

- D. Hearing Continuance:** If the property owner/resident demonstrates, to the CC&R Compliance Officer good cause as to why he/she cannot attend the scheduled meeting, the requesting party shall be granted one continuance as a matter of right. The hearing shall be rescheduled to the next regularly scheduled CC&R meeting and notice of meeting shall be sent to the property owner.
- E. Failure to Appear:** If the property owner/resident fails to appear at the meeting or to request continuance, the Committee shall proceed with the meeting and may reach a decision based upon the presentation of the CC&R Compliance Officer and the testimony, if any of other interested parties.
- F. Failure to Comply (Pre-Legal Notice):** If the property owner fails to participate in a meeting to resolve the alleged CC&R violation, or the property owner has been found by the CC&R Committee to be in violation of the applicable CC&Rs, or if the property owner fails to correct the condition or to cease the activity constituting the alleged violation, the CC&R Committee's recommendation shall be referred to the CPCSD Board of Director's for final disposition. The Board may affirm or overturn the decision of the CC&R Committee. If the Committee's action is upheld, refer the matter to legal counsel with instructions to pursue all appropriate legal and/or equitable remedies to compel compliance.
- G. Repeat Offenders:** If the property owner repeats a prior violation, then the CC&R Compliance Officer shall issue a notice via first class mail, written to the recorded owner of the property. The notice shall specifically set forth the following:
1. Specific nature of the CC&R violation including a reference to the paragraph or section number alleged to be violated.
  2. A request that the conduct or activity constituting the alleged violation is resolved and rectified.
  3. Appellate steps available to the owner in relation to the violation.
  4. A statement that if the property owner fails to timely comply, then the District's next enforcement step will be the step after the last step that the District had previously taken upon the prior violation that has been repeated.

The notice applies no matter when the prior violation occurred. A repeat of a prior violation is a violation that is the same or substantially similar to the prior violation. For example, a repeat of a prior violation is when an owner had parked a recreational vehicle without it being properly screened in violation of the CC&Rs and then later parks a different recreational vehicle without screening in violation of the CC&Rs.

**CAMERON PARK COMMUNITY SERVICES DISTRICT  
CC&R PROCEDURES HANDBOOK**

**PROCEDURE: CC&R COMMITTEE**

**ARTICLE IV**

**General Description of the CC&R Citizen Committee Selection & Appointment:**

Members of the community are hereby appointed and designated by the District Board President as members of the CC&R Committee per Policy 3060 Board Committees

Interested community members are to submit for selection process;

- a. Previous experience on volunteer committees
- b. Reason for wanting to be a committee member are specified.
- c. Availability to participate in the meetings and other likely responsibilities of a Committee member.

**Tasks to be performed by CC&R Committee Members:**

- Conduct meetings referred to the Committee by the CC&R Compliance Officer.
- Recommend legal action to the CPCSD Board to compel compliance of CC&R infractions.
- Review and update policies and procedures for ultimate approval by the Board
- Conduct open communication with the public in collaboration with the CC&R Officer.

**CAMERON PARK COMMUNITY SERVICES DISTRICT  
CC&R PROCEDURES HANDBOOK**

**PROCEDURE: CC&R OFFICE DESCRIPTIONS:**

**ARTICLE V**

**Offices and Description of Each Office**

- Chairperson - Conduct all meetings
- Vice-chairperson - Shall back up Chairperson

Officer Nomination Procedures - The officers shall be elected at the January meeting by a quorum vote of the committee, and shall take over responsibilities immediately after officer selection.

Quorums - For valid action, the Committee can only take action if a quorum of at least three (3) voting members are present at a duly noticed meeting. A valid action requires a unanimous vote with three (3) members present.

Role of District Staff - The CC&R Compliance Officer or an individual appointed by the General Manager shall act as secretary, take notes of meetings, create and issue all correspondence and other memoranda to and from the Committee



**CAMERON PARK COMMUNITY SERVICES DISTRICT  
CC&R PROCEDURE HANDBOOK**

**PROCEDURE: ARCHITECTURAL REVIEW/CC&R PROCESS:**

**ARTICLE VI**

- A. **Amendment to Existing CC&Rs:** CC&Rs may be amended in accordance with the amendment provisions contained in the CC&Rs and other legal requirements, if any. The District however, may respond to inquiries and offer suggestions concerning proposed amendments when such input or comment is requested by the proponents of the amendment. It shall be the responsibility and obligation of property owners to provide the District with a copy of any amendments passed by the necessary percentage of property. The District website provides a guide and procedures for amending CC&R's
- B. **Temporary Variance for Hardship:** The CC&R Committee may grant a temporary variance for hardship. Temporary Variance for Hardship was approved by the CC&R Committee on January 7<sup>th</sup> 2019. This process for a temporary variance and its requirements for approval are specific and are not permitted in any CC&R that prohibits variances.

## CC&R Violation Manager Case Detail Report

Case#	Status	Violation(s)	Street Number	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
CCR19-1068	Final Notice Sent	Bar J Ranch Unit 1 - Vehicle Restrictions - Open	3056	CAMEROSA	Cir
CCR21-1055	Initial Notice Sent	Cameron Park North Unit No. 1 - Improperly Stored Vehicle - Open	3710	SUDBURY	Rd
CCR21-1049	Initial Notice Sent	Cameron Park North Unit No. 2 - Vehicle Parking and Storage - Open Cameron Park North Unit No. 2 - Unallowed Commercial use of property - Open	3718	CAMBRIDGE	Rd
CCR21-1047	Initial Notice Sent	Cambridge Estates - Article VII Nuisance - 1. - Open	3810	TRESTLE GLEN	Ct
CCR21-1046	Initial Notice Sent	Eastwood Park Unit 5 - Article 4. Architectural Control Committee - 4.02 Approval Required - Open	3161	CHASEN	Dr
CCR21-1045	Initial Notice Sent	Eastwood Park Unit 5 - Article 3. Use Restrictions - 3.04 Parking Vehicles - Open Eastwood Park Unit 5 - Article 4. Architectural Control Committee - 4.02 Approval Required - Open	3191	CHASEN	Dr
CCR21-1037	Initial Notice Sent	Cambridge Hills - 11) Trailer, Commercial Vehicle and Recreational Vehicles - Open Cambridge Hills - 12) Unsightly Materials - Open	3371	CAMBRIDGE	Rd
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
CCR21-1007	Initial Notice Sent	Cameron Park North Unit No. 2 - Vehicle Parking and Storage - Open	3694	LARKSPUR	
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 SABLE	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
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: 79

CC&R Violation Manager Case Detail Report

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