

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



Covenants, Conditions & Restrictions (CC&R) Committee
Monday, January 10, 2022
5:30 p.m.

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

Agenda

Members: Kelly Kantola (KK) Candice Hill-Calvert (CHC), Tim Israel (TI),
Eric Aiston (EA), Director Ellie Wooten (EW)
Alternate Director Sid Bazett (SB)

Staff: General Manager André Pichly, 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. Designation of Chair and Vice Chair for the CC&R Committee (A. Pichly)

7. Welcome to 2022 CC&R Committee (J. Mog)

8. **Work Plan 2022** (A. Pichly, J. Mog, Committee Members)
9. **Determine Date and Time for 2022 CC&R Committee Meetings** (A. Pichly)
10. **MONTHLY STAFF REPORT**
 - a. Open Violations, CC&R Violation Manager Case Detail Report (written report)
 - Total Cases Open = 52
 - Initial Notices – 8
 - Referred to Legal – 0
 - Pre-Legal Notices – 0
 - Final Notices - 5
 - Courtesy Notices – 10
 - Variance – 1 (renewal forthcoming)
 - Prior Month’s Cleared Cases - 22
 - b. Architectural Review Projects – Period – 12/2/21 – 1/5/21
 - Projects Reviewed – 16
 - Approved – 16
6. **Staff Updates**
 - CC&R Support Staff Hired
7. **Items for Future CC&R Committee Agendas**
 - 3248 Chasen Drive Variance Expiration for Commercial Vehicles
8. **Items to take to the Board of Directors**
 - 2022 CC&R Department Work Plan
9. **MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**
10. **ADJOURNMENT**

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



Covenants, Conditions & Restrictions (CC&R) Committee
Monday, December 6, 2021
5:30 p.m.

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

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

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

1. CALL TO ORDER 5:34

2. ROLL CALL BD/PR/MS/EW

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 with edit to remove note regarding Director Scobey's absence

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. Revenue Enhancements for Local Public Agencies (J. Ritzman, Presentation)

7. Proposed CC&R Amendment for Cameron Park #13, Section 7 (J. Mog)

- *Committee members provided comment regarding the amended language, suggesting that the word “excessive” be removed and the addition of “fully” to better define the enclosure for chickens.*

8. Review Final Draft CC&R Handbook (J. Mog) APPROVED

9. 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 - 5
- Initial Notices – 15
- Variance – 1
- 10/26/21 - 12/1/21 New Cases - 7
- 10/26/21 - 12/1/21 Cleared Cases - 19
- Total Cases Open = 65

8b. Architectural Review Projects – Period – 10/26/21 – 12/1/21

- Projects Reviewed – 17
- Approved – 17

10. Staff Updates

- Annual Committee Member appointments - deadline for submitting interest is December 15, 2021 for a 2022 appointment.
- New General Manager, André Pichly started work on December 1, and will be attending meetings beginning in January 2022.

11. Items for Future CC&R Committee Agendas

- Temporary variance for commercial ranch vehicle

12. Items to take to the Board of Directors

- CC&R Handbook on December Board of Directors Agenda as a consent item

13. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

14. ADJOURNMENT 6:39

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Board Clerk
Administrative Assistant II

Chair
CC&R Committee



Agenda Transmittal

DATE: January 10, 2022

FROM: Jim Mog, CC&R Officer

AGENDA ITEM #7: WELCOME TO CC&R COMMITTEE

RECOMMENDED ACTION: Review & Discuss

Welcome to the CC&R Committee! Staff will be briefing the 2022 CC&R Committee about guiding documents, CC&R Office Projects and steps staff are taking to meeting the District's CC&R Objective: Prevention and Early Detection to lead to compliance.

Guiding Documents

- ✓ CC&R Handbook (available District website; hard copy available at the meeting)
- ✓ Architecture Review Committee Handbook (available on the District website; hard copy available at the meeting)
- ✓ CC&R Committee Priorities, Board-approved (Attachment 7A)
- ✓ Community Member Orientation Binder (to be distributed soon)
- ✓ District 2021-2026 Strategic Plan (available on the District website; overview Attachment 7B)

CC&R Office Projects

- CC&R part-time staff person – duties
- Field inspections and Door Hangers
- Neighborhood Campaign Letters

Attachments:

7A – CC&R Enforcement Priorities

7B – District Strategic Plan Overview



Agenda Transmittal

DATE: April 17, 2019

FROM: Kate Magoolaghan, CC&R Compliance Officer

AGENDA ITEM #8: CC&R VIOLATION ENFORCEMENT PRIORITIES

RECOMMENDED ACTION: REVIEW AND APPROVE

INTRODUCTION

At the CC&R Committee meeting on February 4, 2019, staff presented a report detailing some of the challenges associated with parking violation enforcement. As part of that discussion, staff was asked to outline overall enforcement priorities to be presented to the Committee for review. The following report has been prepared as framework for response priorities and resource allocation. The implementation of such priorities will contribute to an increased level of enforcement consistency and greater transparency.

DISCUSSION

Staff continues to navigate the volume of complaints submitted to the CC&R compliance office. The nature of the complaints range from nuisances to visual blight to health and safety concerns. Staff must continually re-prioritize workload in order to address as many of these concerns as possible in a timely manner. The availability of resources limits the ability of staff to promptly respond to some types of complaints. In some cases, complaints do not fall within the purview of CC&R enforcement. Staff is recommending the establishment of guidelines for response priorities.

Staff has drafted the following priority levels based on:

- Impact on property values and impact on quality of life
- Available resources and ability to enforce each violation type
- CC&R workshop feedback

- Public safety resulting from non-compliance with applicable CC&Rs
- The frequency of each type of complaint

High Priority

1. Issues to include situations where non-compliance to applicable CC&Rs may pose a risk to public safety.

District staff will address if the complaint is within the purview of the CC&R Office. An example would be an overgrown hedge that blocks an important sightline on a public roadway.

Active or imminent dangers would be referred to the appropriate authority (i.e. Sheriff, Fire Department, Code Enforcement, Child Protective Services, Adult Protective Services, etc.).

Medium Priority - Issues to include conditions that directly affect property values; conditions that create visual blight and RV/Boat/Trailer/Commercial vehicle parking.

2. Property maintenance deficiencies (roofs, exterior walls, fences, decks etc.)
3. Debris
4. RV/Boat/Trailer/Commercial vehicle parking
5. Landscaping/Yard maintenance
6. Inoperable vehicles (significant damage, flat tires, on jacks, missing parts etc.)
7. Property improvement projects that have not received Architectural Review Committee Approval

Low Priority - Issues that will be addressed as resources allow. Some of these issues are difficult to verify with available resources.

8. Trash receptacles improperly stored
9. Overnight parking
10. Too many cars parked in driveway
11. On street parking of passenger vehicles
12. All other reported CC&R violations

Staff is often contacted regarding situations that either do not fall within the realm of CC&Rs, or are ineffectively addressed due to authority or resource limitations. In an effort to best serve the community, it is often more effective to refer some situations to a partnering agency with greater authority to properly address these resident concerns. These situations may include but are not limited to:

- Abandoned Vehicles - El Dorado County Sheriff Vehicle Abatement
- Barking Dogs - El Dorado County Animal Control
- Drainage - El Dorado County Department of Transportation
- Fire Hazards - Cameron Park Fire Department
- Home Based Businesses - El Dorado County Code Compliance
- Noise Nuisances - El Dorado County Sheriff
- Road Repair - El Dorado County Department of Transportation

Staff recommends reserving the District's right to refer some complaints to other agencies when appropriate. This is in no way intended to forfeit the District's ability to concurrently seek CC&R compliance nor waive the option of pursuing compliance for such matters in the future.

CC&R COMMITTEE RECOMMENDATION

CC&R Committee reviewed and discussed the report during the April 1, 2019 committee meeting. They moved to send the report to the Board of Directors for approval.

CONCLUSION

As staff continues to restructure current operations in order to be more efficient and provide a higher level of service to Cameron Park residents, the implementation of enforcement priorities is recommended. Pursuant to the primary goal of CC&Rs to protect home values, staff feels the recommended set priorities will better support that mission. The establishment of such priorities will provide guidelines for managing the limited resources available for CC&R enforcement. By approving the aforementioned priorities, staff will respond to complaints based on priority level. If priorities are not established, staff will respond to complaints on a case-by-case basis due to the wide range of issues.



Cameron Park Community Services District

Mission, Core Values & Vision

from the CPCSD 2021-2026 Strategic Plan

OUR MISSION is to enrich our community's quality of life for the health, safety and wellbeing of Cameron Park residents.

OUR CORE VALUES

- Stable and sustainable finances
- Responsible stewardship of District assets
- Creating community identity and pride
- Environmental sustainability
- Respectful and collaborative leadership
- Serving the diverse makeup of our community
- Professional, skilled employees
- Engagement with community members, service organizations and our partners



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cameronpark.org



VISION

This Vision establishes focused strategic priorities for the next five years. The Vision statements are presented in no particular order.

Be Financially Stable and Adaptable

- Annual budgets are operationally balanced
- Reserves are funded to sustain assets
- Maximize revenue enhancement opportunities

Become a Firewise Community

- Reduce the risk of wildfire through community involvement
- Build community and citizen pride as results are achieved
- Provide high quality fire protection and advanced life support services

Enhance the Sense of Community

- Community feedback and ideas are valued
- Reach under-served areas of the community
- Provide caring service delivery, effective communications, engaging recreation programs, a robust park system and well-maintained community center
- Active education and engagement about Conditions, Covenants and Restrictions to maintain an attractive, welcoming community (CC&Rs)

Govern Effectively

- Nurture unity of purpose after respectful deliberations of varied opinions
- Be accountable for actions and decisions
- Maintain a high level of ethics and integrity
- Have personal resiliency and development
- Demonstrate strategic leadership and sense of team
- Plan for staff succession and professional development

Take Steps for Environmental Sustainability

- Impacts to the environment are considered when making strategic and operational decisions
- Create opportunities for re-use and recycling
- Meet new waste collection and recycling mandates





Agenda Transmittal

DATE: January 10, 2022

FROM: Jim Mog CC&R Manager

AGENDA ITEM #8: 2022 CC&R WORK PLAN

RECOMMENDED ACTION: Discuss and Forward to the Board of Directors

Introduction

In February of 2021, Standing Committees developed annual work plans that were approved by the Board of Directors on February 17, 2021 as the District Work Plan. An annual Work Plan is useful to staff and Board members in initiating and prioritizing projects. Staff welcomes input from Committee members for a 2022 Work Plan, and have provided ideas below.

2021 CC&R Department Work Plan – Items Completed

- Update the CC&R Handbook to reflect current best practices and provide framework for Committee functions. - *Completed*
- Create guidelines and procedures for the Architecture Review Committee to include in the CC&R Handbook. - *Completed*
- Develop a White Paper regarding opportunities to consolidate all CC&Rs into a single community-wide CC&R. - *Completed*

2022 CC&R Department Work Plan Staff Ideas

- Develop uniformed fence guidelines that collaborate with the El Dorado County Fence Code.
- Provide a Power Point Presentation CC&R Public Workshop for residents to attend.

- Research and Develop a short video about Common Restrictions, ARC Requirements and Violations for District Website.

Attachment

8A – 2021 District Work Plan

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: February 17, 2021

FROM: Eric Aiston, Board President

AGENDA ITEM #14: **2021 WORK PLAN**

RECOMMENDED ACTION: APPROVE

The Cameron Park Community Services District Board of Directors' Standing Committees reviewed, discussed and updated the 2020 Work Plan. Below lists the 2021 Work Plan for each Standing Committee.

Budget and Administration Committee

- Complete the District 5 Year Strategic Plan,
- Update the 5 Year Budget Projection,
- Develop Funding Plan for Capital Asset Reserves,
- Attain District of Distinction Certification,
- Develop an Annual Calendar for Board of Directors Actions related to District Finances,
- Plan for Financial Sustainability to continue services post-pandemic.

CC&R Committee

- Update the CC&R Handbook to reflect current best practices and provide framework for Committee functions.
- Create guidelines and procedures for the Architecture Review Committee to include in the CC&R Handbook.

- Develop a White Paper regarding opportunities to consolidate all CC&Rs into a single community-wide CC&R.

Fire & Emergency Services Committee

- Complete education and fuel reduction projects funded by the California Climate Investment grant.
- Continue to look for grants that will fund Fire Department equipment and programs.
- Explore opportunity to implement a First Responder Fee to support Fire Department Advanced Life Support Paramedic services.
- Plan Improvements at Fire Station 88 to accommodate current operations and staffing levels.
- Fire Station Training Tower Construction and Activation of Training Programs.
- In support of El Dorado County Public Health, take an active role in the County's response to the COVID pandemic with immunizations, community education and implementation measures to protect the health of Fire Department personnel and the residents they serve.

Parks and Recreation Committee

- Implement planning for a new playground feature at the old Swimming Lagoon site, including facility design/specifications and determine funding for improvements.
- Support new base of operations for Recreation Department as COVID restrictions lessen and community needs change.
- Plan for a Park Entry Sign program to clearly identify as a Cameron Park Community Services District public park, and plan for a hierarchy of signs on the interior of parks, directional, informative, educational and park rules.

CC&R Violation Manager Case Detail Report

Case#	Status	Violation(s)	Street #	Street Name	
CCR19-1025	Appeal/Variance Requested	Eastwood Park Unit 1 - Article 3. Use Restrictions - 3.04B. Recreational Vehicle Parking - Open	3248	CHASEN	Dr
CCR21-1055	Final Notice Sent	Cameron Park North Unit No. 1 - Improperly Stored Vehicle - Open	3710	SUDBURY	Rd
CCR21-1045	Final Notice Sent	Eastwood Park Unit 5 - Article 3. Use Restrictions - 3.04 Parking Vehicles - Closed Eastwood Park Unit 5 - Article 4. Architectural Control Committee - 4.02 Approval Required - Open	3191	CHASEN	Dr
CCR21-1018	Final Notice Sent	Creekside Estates Unit Nos. 2 and 3 - II. Special Provisions - K. - Open	2781	HILLCREST	Dr
CCR21-1014	Final Notice Sent	Cameron Park North Unit No. 8 - Failure to Obtain Architectural Review Committee Approval - Open	3518	SANTOS	Cir
CCR19-1068	Final Notice Sent	Bar J Ranch Unit 1 - Vehicle Restrictions - Open	3056	CAMEROSA	Cir
CCR21-1056	Initial Notice Sent	Cameron Park North Unit No. 1 - Improperly Stored Vehicle - Open	3752	SUDBURY	Rd
CCR21-1031	Initial Notice Sent	Cameron Park North Unit No. 8 - Improper Exterior Alteration - Open	3296	CAMBRIDGE	Rd
CCR21-1007	Initial Notice Sent	Cameron Park North Unit No. 2 - Vehicle Parking and Storage - Open	3694	LARKSPUR	Lane
CCR20-1045	Initial Notice Sent	Cameron Park North Unit No. 7 - Improperly Stored Materials - Open	2862	ALHAMBRA	Dr
CCR20-1027	Initial Notice Sent	Cambridge Oaks Unit 3 - Unmaintained Lot - Open	615	TARAYA	Ct
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 Cameron Park North Unit No. 1 - Inappropriately stored materials - Open Cameron Park North Unit No. 1 - Improperly Stored Vehicle - Open	3932	LOS SANTOS	Dr
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
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Number of Cases: 52

CC&R Violation Manager Case Detail Report

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