

Cameron 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**

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

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

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

**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**

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

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

**14. 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, November 1, 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

- 1. CALL TO ORDER - 5:35 PM**
- 2. ROLL CALL - BD/PR/MS. Ellie Wooten and Kelly Kantola - Absent**

*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. Appeal – 3807 Archwood Rd. Cameron Park. – Exterior House Paint.** – *Committee Supported that staff will not pursue additional action due to no color palette in the CC&Rs.*

**7. Review, Discuss & Approve Updated CC&R Handbook (J. Mog)** - *CC&R Handbook reviewed with committee. Committee requested revisions to the handbook and asked for it to return to the committee on 12/6/21 for final review and support.*

## **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** – *Fire Wise committee was discussed. PR and MS requested to be considered for this future committee.*

**13. ADJOURNMENT – 6:50 PM**



## ARC Agenda Transmittal

**DATE:** December 6, 2021

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

**AGENDA ITEM #7:** **PROPOSED AMENDMENT FOR CAMERON PARK #13, SECTION #7  
LIVESTOCK**

**RECOMMENDED ACTION: REVIEW AND COMMENT**

A resident is proposing an amendment to their CC&R to allow chickens in the neighborhood of Cameron Park N. Unit #13, Section #7. CC&R amendments are the property of homeowners within the neighborhood. There are 7 lots that make up Cameron Park #13, lots 1 through 6 and Parcel C. Fifty one percent of the 7 owners must agree to the amendment for it to pass.

Cameron Park Community Services District, CC&R Office, enforces CC&Rs; therefore, it's in the best interest of property owners and District staff to reach an agreement about the amendment language to ensure successful enforcement. Staff would like to involve the CC&R Committee in the review of this proposed language.

Attachment:

- 7a. – Cameron Park #13, Section #7 Proposed Amendment
- 7b. – Cameron Park #13 CC&R Document

Section 7 amendment of the declaration of covenants, conditions, restrictions for Cameron Park Unit 13

ORIGINAL:

7) No animals, livestock, or poultry of any kind shall be raised, bred, or kept on any residential lot or lots, except that dogs, cats, or any other small household pets may be kept, provided that they are not kept, bred, or maintained for any commercial purpose on the afore-designated residential lots.

AMENDMENT: proposed additions are shown by *bold italics*

7) No animals, livestock, *roosters or poultry other than five (5) female chickens maximum* shall be raised, bred or kept on any residential lot or lots, except that dogs, cats, or any other small household pets may be kept, provided that they are not kept, bred, or maintained for any commercial purpose on the afore-designated residential lots.

*No chicken coop or other chicken housing structure shall be erected, kept or maintained within front yards. All chicken containing lots shall be maintained free from excessive litter, garbage, and the accumulation of manure, so as to discourage the proliferation of flies, other disease vectors, and offensive odors. Enclosure for chickens shall not exceed 100 sq. feet and are not to exceed six (6) feet in overall height. All setback requirements apply to any enclosure. Roaming chickens are prohibited. Slaughtering of animals on any lot is prohibited. The non-commercial keeping of female chickens is not for product distribution.*

## Section 7 amendment of the declaration of covenants, conditions, restrictions for Cameron Park Unit 13

Name:	Signature:
3352 Cambridge Road, Cameron Park, CA	Lot #1 Parcel #082-621-003-000
Name:	Signature:
3347 Cambridge Road, Cameron Park, CA	Lot# 2. Parcel #082-622-001-000
Name:	Signature:
3351 Cambridge Road, Cameron Park, CA	Lot # 3 Parcel #082-622-010-000
Name:	Signature:
3415 Cambridge Road, Cameron Park, CA	Lot #4 Parcel #082-622-007-000
Name:	Signature:
3425 Cambridge Road, Cameron Park, CA	Lot # 5 Parcel #082-622-008-000
Name:	Signature:
3435 Cambridge Road, Cameron Park, CA	Lot # 6 Parcel #082-622-009-000
Name: Cameron Park Country Club	Signature:
3201 Royal Drive, Cameron Park, CA	Parcel C



EL DORADO COUNTY

56043-305

Mail To:

First American Title  
P.O. Box 1237  
Placerville, CA 95667

Attn: Joe O'Shea

CIVIL RECORDS  
REC'D AT REQUEST OF  
FIRST AMERICAN TITLE OF TAHOE

DEC 21 1977

AT 10:20 P.M. EAST 10:20 CLOCK A.M.  
EL DORADO COUNTY, CALIFORNIA

*James J. Downey*  
RECORDER

DECLARATION OF RESTRICTIONS

CAMERON PARK UNIT NO. 13

KLAUS HANF COMPANY, A California corporation, 3542 Montclair Road, Shingle Springs, California 95602, owner of a certain tract of land and subdivision situated in the County of El Dorado, State of California, generally known and described as Lots 1, 2, 3, 4, 5, and 6 of Cameron Park Unit No. 13, the original plat of which was recorded in the Office of the County Recorder of El Dorado County, on November 20, 1974, in Book "F" of Maps, Page 39, does hereby certify and declare that it has established and does hereby establish the following restrictions, covenants, conditions, servitudes, easements, and reservations, subject to which said lots and portions thereof shall be held, used, leased, sold, and conveyed, each of which is for the benefit of said property and each and every owner thereof, both present and future, and shall inure to and pass with the said property or any portion thereof and shall apply to and bind the respective successors in interest of the present owners and their heirs, executors, assigns, and administrators as follows:

1) No lot shall be used except for residential purposes in accordance with such use as set forth in Section 9411 of the Regulations of the El Dorado County Department of Planning, September, 1965, as amended from time to time by the County of El Dorado, provided, however, that amendments of said Regulations shall not apply retroactively for purposes of this Declaration:

2) No Single-family, detached residence shall be erected, altered, placed or permitted to remain on Lots 2, 3, 4, 5, and 6 which is less than nineteen hundred (1900) square feet of living area or on Lot 1 which is less than fourteen hundred (1400) square feet of living area.

3) No residential structure nor any part thereof shall be erected upon any lot or lots nearer to the street or streets adjacent thereto than twenty (20) feet from the front lot property line, nor closer than fifteen (15) feet from the rear lot property line, nor closer than ten (10) feet to any side lot property line except that where good cause exists the Architectural Committee may reduce the side lot property line set-back to five (5) feet. A side yard of five (5) feet shall be required for a detached garage or other permitted accessory building located fifty (50) feet or more from the front property line.

4) No building or other structure shall be erected, altered, placed, or permitted to remain on any lot unless it is approved by the Architectural Committee, as provided in Paragraph 2 hereof.

5) No trailer, motor home, basement, tent, shack, garage, or other out-building shall be used as temporary or permanent residence.

6) When erection of a structure is one begun, the work thereon must be prosecuted diligently and said structure must be completed within a reasonable time, said reasonable time to be determined by the Architectural Committee.

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- 7) No animals, livestock, or poultry of any kind shall be raised, bred, or kept on any residential lot or lots, except that dogs, cats, or other small household pets may be kept, provided that they are not kept, bred, or maintained for any commercial purpose on the afore-designated residential lots.
- 8) No billboard or advertising shall be placed or maintained on any lot or lots in this subdivision without the prior written approval of the Architectural Committee, which approval shall not be granted until any such billboards or signs have been previously approved as to size and location by the Planning Department of the county of El Dorado.
- 9) No derrick or other structure designed for use in boring, mining, or quarrying for oil, gas, or minerals shall ever be erected, placed, maintained, or permitted to remain on any portion of this subdivision.
- 10) No owners or occupants of any lot or plot in this subdivision shall place, store, park, or keep house-trailers, motor homes, or commercial-type vehicles of any kind, (excluding pick-up trucks of 3/4 ton or less) on any lot in this subdivision.
- 11) No owners or occupants of any lot or plot in said subdivision may place, store, or keep building materials or appliances (except during the course of construction or remodeling, which has been approved by the Architectural Committee) or other materials of any nature which detract from the residential character and esthetic appearance of the neighborhood, nor shall owners or occupants place, store, or keep unsightly boxes, bottles, or cans on premises, unless enclosed by fencing so that such unsightly objects may not be visible from the ground.
- 12) No buildings, fences, walls, or other permanent structure shall be erected, altered, or placed on any lot in said subdivision until building plans, specifications, and plot plans showing the location of the structures on the lot have been submitted to, and approved in writing as to conformity and harmony of external design and as not interfering with the reasonable enjoyment of any other lot, by the Architectural Committee that exists pursuant to the Declaration of Restrictions for Cameron Park North Unit No. 8 as recorded July 2, 1968, in Book 884, at Page 737, and amended October 8, 1968, in Book 901, at Page 283, in the Official Records of El Dorado County. Upon failure of the Committee or its designated representative to approve or disapprove plans and specifications within thirty (30) days after the same have been delivered to the Committee, and a written receipt therefor received, and/or delivered to the Committee by registered mail, approval thereof will be deemed to have been made, provided the proposed construction complies with all the provisions otherwise of this Declaration.
- 13) Declarant, may, at its sole discretion, while still owner of fifty-one (51) percent or more of the lots in Cameron Park Unit No. 13, amend the restrictions, covenants, conditions, servitudes, easements, and reservations set forth herein.
- 14) If any restrictive covenant or condition herein specified, or any part thereof, is invalid or for any reason becomes unenforceable, no other restriction, covenant, or condition, or any part thereof, shall become affected or impaired thereby.
- 15) Nothing contained in this Declaration shall impair or defeat the lien of any mortgage or deed of trust made in good faith

EL DORADO COUNTY

and for value, but title to any property subject to this Declaration obtained through sale in satisfaction of any lien, mortgage, or deed of trust, made in good faith and for value, shall hereinafter be held subject to all of the restrictions and provisions hereof.

16) Any breach or violation of any of the conditions herein contained may be enjoined, abated, or remedied by appropriate proceedings by an owner or owners of a lot or lots in said subdivision and any damages for any breach of the terms, restrictions, and provisions of this Declaration are hereby declared not to be adequate compensation, and the continuation thereof may be enjoined or abated by appropriate proceedings by the Declarant or by the owner or owners of any other lot or lots in said Subdivision.

17) The various restrictive measures and provisions of this Declaration are declared to constitute mutual equitable covenants and servitudes for the protection and benefit of the lots or parcels in said subdivision and failure by the Declarant or any other person or persons entitled so to do to enforce any measure or provision, upon violation thereof, shall not stop or prevent enforcement thereafter or be deemed a waiver of the right to do so.

18) These covenants, restrictions, and agreements shall run with the land and shall continue in full force and effect until January 1, 2023, at which time the same shall be automatically extended for successive periods of ten (10) years, unless, by a duly executed and recorded statement, the then owners of sixty (60) percent or more of said lots in said subdivision, shown on the recorded map hereof, elect to terminate or amend said restrictions in whole or in part.

19) Each grantee of a conveyance or purchaser under a contract or agreement of sale, by accepting a deed or a contract of sale or agreement of purchase, accepts the same subject to all of the covenants, restrictions, easements, and agreements set forth in this Declaration, and agrees to be bound by same.

20) No delay or omission on the part of Declarants or their successors in interest or on the part of the owner or owners of any of said sites, in exercising any right, power, or remedy herein provided, in the event of any breach of said conditions herein contained, shall be considered as a waiver thereof, or acquiescence therein.

Dated this 16th day of December, 1977.

DECLARANT  
KLAUS HANF COMPANY




EL DORADO COUNTY

STATE OF CALIFORNIA) ss,  
COUNTY OF EL DORADO)

On December 16, 1977, before me, the undersigned, a Notary Public in and for said County and State, personally appeared KLAUS HANF, known to me to be the President of the Corporation which executed the within instrument, and also known to me to be the person who executed it on behalf of such Corporation, and acknowledged to me that such Corporation executed the within instrument pursuant to its By-Laws or a resolution of its Board of Directors.

WITNESS my hand and official seal.

  
Notary Public in and for  
said County and State

My Commission expires:

June 29, 1979



END OF DOCUMENT

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*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** December 6, 2021

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

**AGENDA ITEM #8:** **CC&R HANDBOOK - FINAL**

**RECOMMENDED ACTION:** Review & Approve

With the CC&R Committee feedback in November, staff made edits and finalized the CC&R Handbook. Attached for the Committee's final review is a clean version of the CC&R Handbook.

Attachments:

8A. CC&R Handbook – final, clean copy

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

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**ATTACHMENTS** Attachment A: CA Government Code Section 61601.10  
Attachment B: Temporary Variance for Hardship


**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 (Attachment A), 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 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:

- 1.) Determine which CC&R provisions apply to the tract and if a violation exists.
- 2.) 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.

**B. Monthly Reports to CC&R Committee:** The CC&R Compliance Officer shall be responsible for the preparation of a monthly CC&R Case Management 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
- C. Final Notice to Owners:** In the event the property owner 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 with 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.
- D. 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.
- E. 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

- F. 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.
- G. 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.
- H. 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: ROLES OF COMMITTEE AND STAFF:**

**ARTICLE V - OFFICERS**

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

Officer Nomination Procedures - The Committee 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

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.

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

**PROCEDURE:**            **CC&R PROCESS:**

**ARTICLE VI**

**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. 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 owners as described in each CC&R. 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. . The District website provides a guide and procedures for amending CC&R's.

**Temporary Variance for Hardship:** The CC&R Committee may grant a temporary variance for hardship (Attachment B.) 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.

**Attachment A****Section 61601.10 of the Government Code:**

(a) Notwithstanding the provisions of Section 61600, whenever the board of directors of a district listed in subdivision (b) determines by resolution that it is feasible, economically sound, and in the public interest, and if a majority of the voters voting on the proposition vote in favor of the additional purpose pursuant to Section 61601, the district may enforce the covenants, conditions, and restrictions adopted for each tract within the district and assume the duties of the architectural control committee for each tract within the district for the purposes of maintaining uniform standards of development within each tract as adopted in the covenants, conditions, and restrictions. The district shall exercise the duties of an architectural control committee for any tract only to the extent that an architectural control committee is authorized by the covenants, conditions, and restrictions that apply to the tract. For the purposes of this subdivision, “tract” means any parcel of land for which the county or the city has authorized development. The district may divest itself of the power in the same manner as the power was acquired.

(b) This section shall apply only to the following districts:

- (1) Bel Marin Keys Community Services District.
- (2) Big River Community Services District.
- (3) Brooktrails Community Services District.
- (4) Cameron Estates Community Services District.
- (5) Cameron Park Community Services District.
- (6) El Dorado Hills Community Services District.
- (7) Golden West Community Services District.
- (8) Lake Shastina Community Services District.
- (9) Rancho Murieta Community Services District.
- (10) Salton Community Services District.
- (11) Sea Oasis Community Services District.
- (12) Stallion Springs Community Services District.
- (13) Tenaja Community Services District.
- (14) Springfield Meadows Community Services District.
- (15) Wallace Community Services District.
- (16) Mountain House Community Services District.
- (17) Bear Valley Community Services District.

**Attachment B****Temporary Variance for Hardship.**

1. a. Property owners requesting a temporary variance due to a hardship must submit a request to the CC&R Committee. A \$50.00 application fee will be due at that time. The CPCSD will place the property owner's request on the CC&R Committee's meeting agenda for review and action.

b. After the property owner obtains the CC&R Committee's approval for the temporary variance, conditioned on the property owner obtaining written signed consents from proximal neighbors ("conditional approval"), then the property owner must engage proximal neighbors as follows.

c. Within thirty days of the CC&R Committee giving conditional approval for the temporary variance, the property owner must obtain written signed consent to the variance from no less than 66.7% of the property owners that are both within (i) 250 feet of the subject property boundary and (ii) within the same subdivision. CC&R Officer reserves the right to reasonably adjust the distance on a case by case basis when additional property owners may be affected.

d. The property owner must obtain the written signed consent pursuant to 1.a. above on a form provided by the District, which outlines the proposed variance.

e. If the property owner is able to obtain the required consents, then they may submit the form to the CC&R Compliance Officer for final approval.

1. Upon the CC&R Compliance Officer's final approval:

a. The temporary variance will be granted for a period of 60 days from the final approval. The variance will be posted on the CPCSD website and in a conspicuous location at the District Office during that time.

b. If after 60 days no complaints pertaining to the requested temporary variance have been submitted to the CC&R Compliance Officer, the temporary variance will automatically convert to the full timeframe as approved by the CC&R Committee not to exceed 12 months from commencement. If the CC&R Compliance Officer receives complaints within the 60-day period, then the CPCSD will notify the property owner of the complaints, and the CC&R Committee will place the matter of the temporary variance on its meeting agenda for review and action, which may include termination of the temporary variance.

c. A \$50.00 administrative fee will apply and must be paid prior to the temporary variance going into effect.

2. If a property owner would like to renew the temporary variance:



- a. The CC&R Compliance Officer must receive written notification of the request to renew at least 60 days prior to the expiration of the temporary variance.
  - b. Once the CC&R Compliance Officer receives the request to renew, it will place the matter of the renewal on the CC&R Committee's meeting agenda for review and action, which may include granting the request for the renewal. While the request is pending, the temporary variance will remain in effect. .
  - c. A request for variance is not required for renewal. However, the District will send the owner's renewal request to the neighboring property owners as determined per 1(a) of this procedure at least fifteen days before the CC&R Committee decides whether to grant the property owner's request, to allow for public comment.
  - d. An additional \$50.00 Administrative Fee will also apply and must be paid for each subsequent renewal of the variance.
3. Once a variance is granted, the following conditions will also apply:
- a. If the subject property is sold, the temporary variance will be automatically terminated.
  - b. If the property owner deviates from any of the conditions imposed by the CC&R Committee, then the variance will be terminated immediately upon confirmation of the deviation by the CPCSD CC&R Compliance Officer.

**Variations will not be granted where a given set of CC&Rs explicitly prohibit such variations.**

## 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
CCR21-1055	Final Notice Sent	Cameron Park North Unit No. 1 - Improperly Stored Vehicle - Open	3710	SUDBURY	Rd
CCR21-1047	Final Notice Sent	Cambridge Estates - Article VII Nuisance - 1. - Open	3810	TRESTLE GLEN	Ct
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
CCR19-1058	Final Notice Sent	Cameron Park North Unit No. 2 - Improperly Stored Materials - Open Cameron Park North Unit No. 2 - Clause 1 - CC&R Compliance to residents. - Open	2809	WENTWORTH	Rd
CCR21-1062	Initial Notice Sent	Cameron Park Unit No. 12 - Section 10. - Open	2824	CAMBRIDGE	Rd
CCR21-1056	Initial Notice Sent	Cameron Park North Unit No. 1 - Improperly Stored Vehicle - Open	3752	SUDBURY	Rd
CCR21-1045	Initial 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
CCR21-1031	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 SABLA	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
CCR19-1025	Appeal/Variance Requested	Eastwood Park Unit 1 - Article 3. Use Restrictions - 3.04B. Recreational Vehicle Parking - Open	3248	CHASEN	Dr

Number of Cases: 65

CC&R Violation Manager Case Detail Report  
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