

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



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

**TELECONFERENCE ZOOM MEETING**

<https://us02web.zoom.us/j/82181960647>

**Meeting ID: 821 8196 0647**

(Teleconference/Electronic Meeting Protocols are  
attached)

**Agenda**

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

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

**1. CALL TO ORDER**

**2. ROLL CALL**

- Welcome New Members
- Nominate Committee Chair and Vice Chair

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.*

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF CONFORMED AGENDA**

**5. OPEN FORUM**

*Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.*

## **COMMITTEE REVIEW/ACTION**

### **6. Review and Support Items (J. Mog)**

6a. Discuss 2021 Work Plan – Staff seeking Committee Input and Support

6b. ARC Policy – Staff seeking Committee Support

### **7. MONTHLY STAFF REPORT**

#### **7a. Open Violations, CC&R Violation Manager Case Detail Report – December through January**

- Initial Notices - 2
- Final Notices - 0
- Pre-Legal Notices – 1
- Pending – 0
- Courtesy Notices Sent – 9
- Ticketed Violations - 3
- Cleared Cases - 10
- 64 cases total Open

#### **7b. Architectural Review Projects – December through January**

- Projects Reviewed – 21
- Approved – 21
- Denied – 0
- Held Over – 2

#### **7c. Staff Updates**

- Silver Springs – Staff update to Committee
- Air Park CC&R and Air Park Management Collaboration – Staff update to Committee
- New Mailer Campaigns in the works – Staff update to Committee

### **8. District Strategic Plan – Presentation and Discussion**

### **9. Items for March and Future CC&R Committee Agendas**

### **10. Items to take to the Board of Directors**

### **11. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

### **12. ADJOURNMENT**



# Teleconference/Electronic Meeting Protocols

## Cameron Park Community Services District

(Effective April 2, 2020)

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

*WHEREAS, March 17, 2020, Governor Newsome issued Executive Order N-29-20 suspending parts of the Brown Act that required in-person attendance of Board members and citizens at public meetings; and*

*WHEREAS, on March 19, 2020, Governor Newsome issued Executive Order N-33-20 directing most individuals to shelter at home or at their place of residence.*

*NOW, THEREFORE, the Cameron Park Community Services District will implement the following protocols for its Board and committee meetings.*

The guidance below provides useful information for accessing Cameron Park Community Services District (“District”) meetings remotely and establishing protocols for productive meetings.

### **BOARD AND COMMITTEE MEMBERS:**

- **Attendance.** Board and Committee Members should attend District meetings remotely from their homes, offices, or an alternative off-site location. As per the Governor’s updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District’s website. They will also be sent by email to all Board and Committee Members. Note that under the circumstances, District staff may not be able to send paper packets.
- **Board and Committee Member Participation.** Meeting Chair(s) will recognize individual Board and Committee Members and unmute their device so that comments may be heard or will read comments if they are provided in writing only.

## **PUBLIC PARTICIPATION:**

- **Attendance.** The District’s office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District’s website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:
  - **How to Observe the Meeting:**
    - **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248 7799. Enter the Meeting ID# listed at the top of the applicable Board or Committee agenda followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://us04web.zoom.us/j/911111111111> if the line is busy.
    - **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link listed at the top of the applicable Board or Committee agenda using a computer with internet access that meets Zoom’s system requirements (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
    - **Mobile:** Log in through the Zoom mobile app on a smartphone and enter the Meeting ID# listed at the top of the applicable Board or Committee agenda.
  - **How to Submit Public Comments:**
    - **Before the Meeting:** Please email your comments to [admin@cameronpark.org](mailto:admin@cameronpark.org), with “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed 3 minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. Emails running longer than the time limit will not be finished. All comments received at least 2 hours prior to the meeting on the day the meeting will be held, will be included as an agenda supplement on the District’s website

under the relevant meeting date, and provided to the Directors/Committee Members at the meeting. Comments received after that time will be treated as contemporaneous comments.

- **Contemporaneous Comments:** During the meeting, the Board President/Committee Chair or designee will announce the opportunity to make public comments. If you would like to make a comment during this time, you may do so by clicking the “raise hand” button. You will be addressed and un-muted when it is your turn to speak (not to exceed the 3 minute public comment time limit).

#### **FOR ALL PARTICIPANTS:**

- **Get Connected:** Please download Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Ensure Quiet.** All audience members will be muted during the meeting until they are addressed by the Board/Committee as their time to speak. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to remote meetings will likely include some challenges. Please bear with us as we navigate this process.

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



**Covenants, Conditions & Restrictions (CC&R) Committee**  
**Monday, December 7, 2020**  
**5:30 p.m.**

**TELECONFERENCE ZOOM MEETING**

<https://us02web.zoom.us/j/88153171496>

**Meeting ID: 881 5317 1496**

(Teleconference/Electronic Meeting Protocols are attached)

**Conformed Agenda**

Members: Chair Sidney Bazett (SB), Vice Chair Gerald Lillpop (GL), Bob Dutta (BD)  
Director Felicity Wood Carlson (FC), Director Holly Morrison (HM)  
Alternate Director Ellie Wooten

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

- 1. CALL TO ORDER - 5:30pm**
- 2. ROLL CALL – SB/GL/BD/FC/HM**

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.*

- 3. APPROVAL OF AGENDA - Approved**
- 4. APPROVAL OF CONFORMED AGENDA - Approved**
- 5. OPEN FORUM**

*Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.*

## **COMMITTEE REVIEW/ACTION**

### **6. Review New ARC Fee Items for Approval (J. Mog)**

- *Reviewed and discussed New ARC Fee Items, Move to Board*

*HM/FC – Motion Passed  
Ayes – SB, GL, BD, FC, HM  
Noes – None  
Absent – None  
Abstain – None*

### **7. MONTHLY STAFF REPORT**

#### **7a. Open Violations, CC&R Violation Manager Case Detail Report – November**

- Initial Notices - 0
- Final Notices - 1
- Pre-Legal Notices – 1
- Pending – 0
- Courtesy Notices Sent – 1
- Cleared Cases - 21
- 58 cases total Open

#### **7b. Architectural Review Projects – November**

- Projects Reviewed – 10
- Approved – 10
- Denied – 0
- Held Over – 0

#### **7c. Staff Updates**

- Mira Loma – Staff update to Committee
- Silver Springs – Staff update to Committee
- CC&R Case Violations Past Due Inspections – Staff update to Committee
- Air Park CC&R and Air Park Management Collaboration – Staff Update to Committee

### **8. Items for January and Future CC&R Committee Agendas**

### **9. Items to take to the Board of Directors**

- *New ARC Fee items*

### **10. MATTERS TO AND FROM COMMITTEE MEMBERS**

### **11. ADJOURNMENT – 6:23pm**

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** February 1, 2021

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

**AGENDA ITEM #6A:** 2021 COMMITTEE WORK PLAN

**RECOMMENDED ACTION:** Discuss and Forward to the Board of Directors

In February 2020, Standing Committees developed annual work plans that were approved by the Board of Directors on February 19, 2020 as the District Work Plan. An annual Work Plan is useful to staff and Board members in initiating and prioritizing projects.

The Board of Directors President is asking for Standing Committees to review and update the 2020 Work Plan for 2021, and forward to the Board of Directors for compilation, discussion and approval as a District Work Plan.

### Attachment

6AA. 2020 District Work Plan



*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** February 19, 2020

**FROM:** Monique Scobey, President  
District Standing Committees

**AGENDA ITEM #13:** **DISTRICT 2020 WORK PLAN**

**RECOMMENDED ACTION: APPROVE**

### **INTRODUCTION**

Since 2017, staff and Board members have developed work plans associated with the annual budgets and other important projects. The purpose of these work plans is to prioritize the District's limited resources. For calendar year 2020, Board President asked each Standing Committee to develop a Committee Work Plan which will be consolidated into a District Work Plan.

### **DISCUSSION**

The below list summarizes the Committee Work Plans.

#### Fire & Emergency Services Committee

- Revise Weed and Rubbish Abatement Ordinance to provide more flexibility in implementing a community fire safe program and additional enforcement options.
- Plan for Capital Asset Improvements to better Training Facilities and Fire Station 88, utilizing Fire Development Impact Fees and other grant funding sources.
- Implement programs funded by California Climate Investment Grant including community education and fire fuel reduction projects.

### Parks & Recreation Committee

- Initiate and implement plans for Park Improvement Projects with support from the District's landscape architect and grant writer, utilizing the Park Development Impact Fees and additional sources of funding. Determining a replacement for the Swimming Lagoon is a high priority.
- Develop new base for operations of the Recreation Department, to improve efficiencies, to maximize revenues, reduce expenditures, maintain self-sufficiency, improve customer service, and increase overall participation in programs and use of facilities.
- Implement Summer Spectacular as a self-sufficient event, with plans based on community and stakeholder feedback.

### 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.

### Budget & Administration Committee

- Initiate a new District 5-Year Strategic Plan involving the community and stakeholders.
- Develop Five-Year Budget Projection to assist in guiding future budget decisions.
- Establish a Reserve Policy and Reserve Accounts for Capital Asset Improvements and Economic Uncertainties.
- Attain the District of Distinction Certification from Special District Leadership Foundation.
- Plan for District Sustainability.



## Agenda Transmittal

**DATE:** February 1, 2021

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

**AGENDA ITEM #6B:** ARCHITECTURE REVIEW POLICY

**RECOMMENDED ACTION:** Review and forward to the Board of Directors

### Introduction

The Cameron Park Community Services District's Policies and Bylaws did not recognize the role and responsibility of the Architecture Review Committee. The Architecture Review Committee is cited in most of the District's CC&Rs. The Board of Directors updated Policy 4060 – Board Committees at their December meeting to memorialize the Architecture Review Committee as a Standing Committee of the Board of Directors and to set forth an appointment process for Committee members.

### Architecture Review Committee

The Architecture Review Committee reviewed and supported draft Policy 4061 – Architecture Review Committee at their January 19, 2021 meeting. Since the meeting, staff added language stating their responsibilities were for residential improvements and not commercial.

### Discussion

The CC&R Committee's 2020 Work Plan listed the development of guidelines and procedures for the Architecture Review Committee (ARC). Since the CC&R and ARC committees review projects on private properties to ensure consistency with the neighborhoods CC&Rs, it is important to have documented framework for their decisions in both policy and procedures. Policy 4061 is staff's first step towards providing comprehensive framework for ARC. Procedures will be developed later this spring.

Staff is also reviewing the CC&R Committee Handbook and will be forwarding updates to the Committee for review and support.

### Attachment

6BB. Draft Policy 4061 Architectural Review Committee

# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Architectural Review Committee

POLICY NUMBER: 4061

**4061.1** The Architectural Review Committee is a Standing Committee of the Board of Directors, and acts as a sub-set of the Covenants, Conditions and Restrictions (CC&R) Committee. The Committee is comprised of three community members.

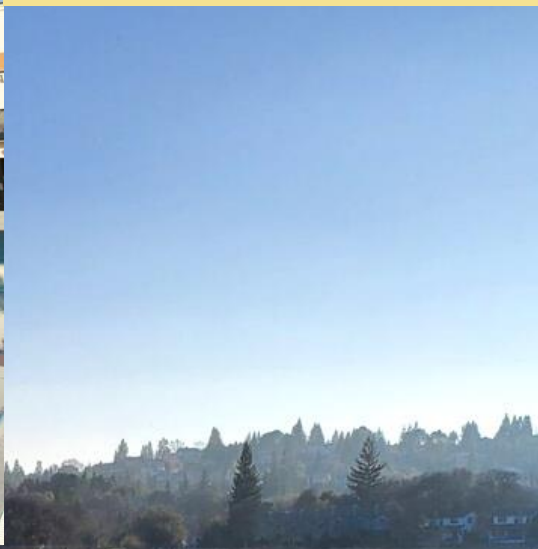
**4061.2** The Architectural Review Committee serves the Residential Community and shall have the following powers:

**4062.1a** Review and approve, disapprove or conditionally approve all plans, submittals, applications and requests by property owners, or their agents.

**4062.1b** Investigate and consider the architecture, design, layout, landscaping, fence detail, and other features of the proposed improvement.

**4061.3** The Architectural Review Committee shall follow adopted architectural rules that are consistent with the purpose and intent of in the Covenants, Conditions and Restrictions (CC&R) for the specified residential neighborhood, such as architectural design, placement of buildings, color schemes, exterior finishes and materials, fencing, landscaping and similar features which may be used in the proposed improvement project.

**4061.4** A decision of the Architectural Review Committee may be appealed to the CC&R Committee.



# Strategic Planning

{Stakeholders Meeting}

CAMERON PARK COMMUNITY  
SERVICES DISTRICT

# Today's agenda



THANK YOU FOR BEING HERE - LET'S DIG IN

- What is a Strategic Plan?
- What a Strategic Plan is NOT
- Why Now?
- Your Role Today
- Your Input
- Summary and wrap up

*The information for this presentation was created by CPCSD staff, using the information from a Strategic Planning webinar with our consultant, BHI Management Consulting.*





## A DIRECTIONAL PLANNING DOCUMENT

It serves to support a clear mission and move a deliberate vision forward. All other internal plans are subservient to the Strategic Plan.

# What is a Strategic Plan?



## OUR "BIG PICTURE" ROAD MAP

Its the clear picture of where we are going and what our plans are to get there - all agreed upon by Board, staff, and community stakeholders.



## IT DRIVES AN AGENCY TO SUCCESS

It ensures efficiency when we need to do more with less, it is the continuity in times of transition.

# What a Strategic Plan is NOT...

- A MASTER PLAN
- A CAPITAL IMPROVEMENT PLAN
- AN INFRASTRUCTURE PLAN
- AN ANNUAL PLANNING OR GOAL PLANNING SESSION
- UNILATERALLY DEVELOPED
- DEALING WITH FUTURE DECISIONS
  - Rather, it is dealing with the futurity of present decisions

## THE BOTTOM LINE:

A Strategic Plan is our "where we are going plan." It will move our agency to action over the next five years. It will include a mission statement, vision and values, as well as strategic goals and objectives with annual planning maintenance.





# Why Now?

## OUR PREVIOUS STRATEGIC PLAN IS NO LONGER CURRENT

It was created in 2014 by a Board and Staff team that no longer are with the District. With a new team and changing community conditions, a new Strategic Plan will guide decisions.

## WE NEED TO DO MORE WITH LESS

The COVID-19 crisis has impacted every industry in the country - including small government agencies. Now more than ever we need a plan in place to make sure we are efficient with the limited resources we have available to us.

## PREPARING FOR TRANSITION

Developing a Strategic Plan now will help us stay the course with transition in Board membership and leadership staff positions.





# Your Role Today

## AS A STAKEHOLDER

We need your insight and input on some key elements to help us build our Strategic Plan.

We will go through the questions we developed for our community survey.

When you are thinking about your answers, please answer on behalf of the group or business you are representing.

# Survey

Part 1

WHAT ARE THE THINGS THAT MAKE CAMERON PARK A "SPECIAL PLACE TO LIVE?"

*From the following list, which of these items are currently true of Cameron Park?*

- Well kept neighborhoods and community parks
- Proximity to local recreational opportunities
- Good schools
- Great neighborhoods
- Proximity to regional recreational opportunities
- A strong sense of community
- Affordable homes
- Community amenities for Seniors
- Community amenities for youth and families
- Stable property values
- Close proximity to fire and emergency services
- Adequate waste collection and recycling services
- Other (please define)





# Survey

Part 2

WHAT ARE THE THINGS THAT WOULD MAKE CAMERON PARK A MORE "SPECIAL PLACE TO LIVE?"

*Which of these items do you feel are currently NOT TRUE of Cameron Park?*

- Well kept neighborhoods and community parks
- Proximity to local recreational opportunities
- Good schools
- Great neighborhoods
- Proximity to regional recreational opportunities
- A strong sense of community
- Affordable homes
- Community amenities for Seniors
- Community amenities for youth and families
- Stable property values
- Close proximity to fire and emergency services
- Adequate waste collection and recycling services
- Other (please define)

# Survey

Part 3

WHAT WOULD YOU SAY ARE THE MOST IMPORTANT ISSUES OR CHALLENGES FACING THE CAMERON PARK COMMUNITY SERVICES DISTRICT IN THE NEXT 5 YEARS?

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## NEXT STEPS

District staff are conducting multiple stakeholder meetings, conducting community outreach via social media, while our Board works alongside our consultant at public workshops to develop the guiding principles of our Strategic Plan.

# Wrap Up

## ONCE DEVELOPED

The Strategic Plan will be integrated into all facets of the District's operations and visited annually over the next five years as a planning tool.

## THANK YOU

for your time and insight today.

Strategic Plan Stakeholder Meeting

