

El Dorado Hills Community Services District
CC&R Citizens Advisory Committee

JOB DESCRIPTION FOR COMMITTEE VOLUNTEERS

PURPOSE

The purpose of the CC&R Citizens Advisory Committee volunteer is to:

1. Promote and encourage voluntary compliance with the Covenants, Conditions and Restrictions within the committee member's own neighborhood.
 2. Advise the El Dorado Hills Community Services District Board of Directors regarding CC&R violations and recommend Third and Final Notice issuance for unresolved CC&R violations.
1. Act as a member of the hearing body for appeals of fines or other enforcement penalties
 - a. When appropriate, acknowledge new neighbors and assure they have CC&Rs from title company.

QUALIFICATIONS

The volunteers must meet the following qualifications:

1. Own property and reside in the subdivision s/he is representing and property is currently in compliance with CC&Rs.
2. Be willing and available to attend and participate in monthly meetings for a two (2) year term and be available to carry out responsibilities of committee representative.

SKILLS

It is essential that volunteers:

1. Have positive communication skills
2. Have knowledge of or be willing to become familiar with and understand the CC&Rs for the village being represented.
3. Have ability to follow established policies and procedures in attempting to gain voluntary compliance with CC&Rs from residents in neighborhood.

DUTIES & RESPONSIBILITIES

Duties and responsibilities include:

1. May assist CSD Compliance staff by making first contact with residents who allegedly are in violation of the CC&Rs:
 - A. in a non-threatening, diplomatic, neighborly manner.
 - B. either in person, by telephone, or in writing .
 2. Notify CSD Compliance staff of communication with residents regarding CC&R violations.
 3. Attend and participate in monthly CC&R CAC meetings.
 4. Keep informed of progress concerning resolution or non-resolution, of various violations in her/his neighborhood.
 5. Review and update policies and procedures for approval by the Board of Directors.
 6. Conduct regular neighborhood inspections. (Frequency of "tours" will vary with each village, the perceived need and the individual representative, but at least once a month.)
1. Participate on sub-committees pertaining to CC&R enforcement

We promote fair and consistent CC&R enforcement.

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INFORMATION FOR VOLUNTEER APPLICANTS

INTRODUCTION

Each village may have two representatives on the CC&R Citizens Advisory Committee (CAC). Members are appointed to two-year terms in alternating years. Terms can be automatically renewed if there are no new volunteers to take the place of existing volunteers. The process for appointment to the CC&R CAC is as follows:

1. Applicant must complete this application and return to CC&R Compliance staff at the CSD Pavilion, 1021 Harvard Way, El Dorado Hills, CA 95762, or fax to the attention of the CC&R Compliance staff at 916-933-6359.
2. Eligible applications are submitted to the CC&R CAC for review and possible selection by the committee. If the committee *selects* an applicant, a recommendation is made to the EDH CSD Board of Directors for appointment.
3. Appointments to the committee are made by the El Dorado Hills CSD Board of Directors at a regularly scheduled board meeting.

Committee Volunteers

The purpose of the CC&R Citizens Advisory Committee (CAC) is to promote and encourage voluntary compliance with the CC&Rs within the committee member's own neighborhood. By following established policies and procedures which were approved by the CSD Board of Directors, committee members can assist CSD's compliance staff with the enforcement process. This is accomplished by the neighborhood representative making the first, neighborly contact with the alleged violator. This contact should be made in a diplomatic, non-threatening way, either in person, by telephone, or in writing. One of the goals of the neighborhood representative is to inform, but not alienate, the residents about CC&R issues.

Good organization and communication skills are essential in effectively reaching our goal of fair and consistent enforcement. Occasionally, unresolved violations escalate to the point of attorney involvement. When this situation occurs, proper documentation must be maintained to assist in providing due process in a hearing, mediation or court setting.

A volunteer should be able to give sufficient time to the responsibilities of a village representative which include a "tour" of the village noting specific CC&R violations in an established manner. Frequency of "tours" will vary with each village, but could be as much as once a week, but not less than once per month.

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APPLICATION FOR VOLUNTEERS
Please print legibly or type all information

Name: _____
Last First Daytime phone Evening phone

Address: _____

Which village or subdivision do you wish to represent?

Do you own property in the village which you would like to represent? _____

Is this property the same as your address listed above? _____ If no, please explain. _____

Please list your past and current volunteer activities _____

Currently, meetings are held the last Monday of the month at 7:30 p.m. Will you be available to attend an evening meeting once per month? _____

Are you familiar with the CC&R document(s) for your village? _____

Please list any experience in communication techniques, human relations skills, or in dealing with difficult people. _____

Would you be willing and available to receive communication training at a regularly scheduled monthly meeting? _____

Is there anything about CC&R enforcement in El Dorado Hills that you would like to see changed or improved? _____
If yes, please share your idea of how and what can be changed or improved.

What do you believe should be the priorities for overall CC&R enforcement in El Dorado Hills? _____

Please list a few of your priorities for CC&R enforcement in your village (not specific addresses, but issues) _____

What do you see as the CC&R CAC's goal in the enforcement of CC&R's in El Dorado Hills? Please explain how you would like to contribute to this goal. _____

To the best of your knowledge, is your property in compliance with the CC&R document which governs your property? _____
If no, please explain. _____

Signature of applicant

Date of application