

University Glen Community Advisory Group Meeting Minutes
Thursday, April 20, 2017, 4:00 pm – 5:30 pm
Broome Library, Rm. 1310

In attendance: Stephen Clark (Faculty/Resident), Jesse Elliott (Faculty/Resident), Miriam Olson (Resident), Jake Friesen (KW Property Manager), Russ Petruzzelli (Resident/HAC Chair), Mark Wagner (E&S Ring Appt. Mgmt), Bill Robe (Community Member/Chair), David Press (Community Member), Ben Gordon (KW Representative), Caroline Doll (CSUCI/SA Liaison)

Absent: Rhonda Rodriguez (Faculty/Resident), Karen Romney (Resident/Retired Educator).

Chair Report (Bill Robe):

The meeting was called to order at 4:10 pm. Chair Robe introduced new member, Jesse Elliott. Chair reported on his Site Authority presentation in which he raised the issues of the lighting along Channel Islands Dr. and the confusion over maintenance responsibilities for the low walls in front of single-family residences.

- Lighting. Site Authority staff indicated the lighting issue had been under previous consideration and was delayed due to Edison requirements. Installation of streetlights is done by Edison and must go through their approval processes. SA staff indicated it will be addressed shortly but due to Edison involvement, it might best be addressed during Phase 2 construction.
- Painting single-family residence low walls. Staff attorney will review the ground sublease and deliver a legal opinion at the August SA meeting. **Chair Robe indicated that painting was imminent and a legal opinion may be needed sooner than the August SA meeting.**
- DISCUSSION following report - Chair Robe lead a discussion regarding differentiating between the Advisory Group and the HAC suggesting a goal of resolving issues at the lowest level. Resident issues should be addressed, as much as possible, through property management. If unable to resolve, the purpose of the Advisory Group is to evaluate other alternatives including seeking guidance from SA. Acknowledging the ground sublease as the guiding document, all agreed some issues are not addressed or lack clarity and will need SA guidance.

CSUCI/Site Authority Report (Caroline Doll):

- Accounting transition. Staff and KW properties continue the work of transitioning accounting duties to Property Mgmt. and to create, clarify and document procedures to promote understanding and efficiencies among stakeholders.

- Phase 2 Auto Lease. Campus has been in contact with the tenant leasing phase 2 land for auto storage. Tenant represents it is using Roundup to control weeds.
- EIR Update. Public comment period for Phase 2 environmental impact report (EIR) is now closed. Rincon Consultants is working with campus to complete the report which will then be posted on the campus website.
- Phase 2 update. Presentations are in preparation to provide further detail on the 32 acre Phase 2 development plans.
- DISCUSSION following report – In response to concerns from the community and in light of the recent CalEPA action on the active ingredient in Roundup, the **HAC Chair requests written documentation in the form of a letter from the auto storage tenant stating the name of the herbicide used for weed control and confirming compliance with State of California, CSUCI and University Glen regulations.**

Kennedy Wilson (“KW”)/E&S Ring Report (Ben Gordon/Mark Wagner):

- Exterior painting. Mock-ups of the color scheme have been provided for approval. Painting is scheduled to begin mid-May and will take approx. 4 months. In addition to painting the Town Center, apartments and townhomes, single-family residence owners will be offered access to painting contractor in order to benefit from scale pricing (at resident’s expense.)
- Update on improvements. Town Center plans are nearing end of the design/review process. KW anticipates plans will be submitted first week of May with construction beginning mid-June and continuing for 4-5 months. KW will provide more detail at the next meeting to include plans for fitness center and other amenities for use by all East Campus residents.
- Phasing of Improvements. KW is planning phased improvements to include Cathedral Cove – repurposing the fitness center; Santa Cruz pool – maintain as a fitness center for now. Work will include pavers for pool deck, replaster, new equipment, furniture and bbq.
- Town Center Tenants. Q Dumplings, an Asian/fusion/fresh food concept, will be taking possession in April and work with design team for improvement plans. KW indicated a need to formalize a process for approval.
- Procedures. KW confirmed it has been working with Caroline Doll to create a framework or process for getting a variety of things approved. The current lack of a formal process causes delays and confusion.
- Elective improvements. As an item in need of SA clarification, Ben Gordon asked how elective improvements or community events could be included in

CAM budgeting. This would include music events or items not necessary but deemed desirable to enhance the community.

- **DISCUSSION** following report – Including elective items in CAM budget will require agreement between residents and KW regarding specifics. Additionally, it was agreed that there would need to be some indication that a majority of residents paying CAM fees were supportive for SA to give consideration to inclusion of such elective or optional expenses. **Can budget and budget process be amended for these situations?**

The Group noted that the ground sublease gives the SA the ability to make modifications from time to time. Advisory Group may consider recommendations to expand HAC function beyond architectural review as now provided.

Jake Friesen believes it would be within his jurisdiction as property manager to obtain bids for such things as entertainment, community building and other activities. It was suggested that Survey Monkey could be used to poll residents for support of specific amenities or other elective CAM expenses.

Property Management Report (Jake Friesen):

- Reserve Study. A new reserve study is under consideration after July to update and include new info in October budgeting.
- Misc. Updates –
 - New rent café system will begin May 1; Condo Café will be closed for future payments.
 - All maintenance requests should be directed to CAM manager email (UGCAM@kennedywilson.com)
 - There will be 4 options for making payments.
 - Annual brush clearance to be complete by June 1.
 - DG path repairs have begun.
 - The CAM Budget passed with a reduction in fees - \$174/mo. for single-family residence, \$246/mo for townhomes.
 - There will be a 5K run on 4/23 and Safety Day on 4/29.
 - Asphalt slurry will begin 5/30.
- DISCUSSION per Property Mgmt Report:
 - Enforcement of rules and regulations is still an issue. A request was made to report fines and citations to HAC for confirmation. HAC wants to see follow-through per Article VII of ground sublease.
 - The ground sublease references April 1 as the date when Maintenance Rent (CAM) is to be reconciled to actual and reported to residents. Jake mentioned this policy is not followed because the fiscal year runs from July to June. **HAC requests written clarification from Property Management regarding**

dates as actual practice conflicts with the ground sublease provisions.

- Standards of maintenance is a continuing issue. Residents voiced disappointment that grounds maintenance for East Campus may suffer as a result of focus on Campus maintenance in anticipation of graduation.

HAC Report (Russ Petruzzelli):

- Voting Notices. Russ request that the voting notices for HAC member elections be sent out as soon as possible. He further requests earlier notice next year.
- Fountains. HAC requests the fountains be turned on again now that the drought has diminished. KW confirmed its intent to do so.
- Miscellaneous. The remote control is missing for Santa Cruz gym equipment and needs replacement. HAC has requested a better TV in gym.
- Parking Citations. Parking citations were issued in the Town Center for violating 60-90 minute parking during recent a music event on a weekend.

DISCUSSION following report – Regarding parking citations, it was suggested that those issuing citations use discretion during community events when Town Center parking is more available. Caroline Doll recommends better advance notification.

New Business:

Chair Robe suggested changing date of Advisory Group meetings to occur the week following the HAC meeting. Robe will circulate an email to determine availability of Group members.

The meeting was adjourned at 5:35.