

University Glen Community Advisory Group Meeting Minutes  
Thursday, June 22, 2017 4:00 pm – 5:30 pm  
Sage Hall, Rm. 2030

In attendance: Stephen Clark (Faculty/Resident), Miriam Olson (Resident), Jake Friesen (KW Property Manager), Russ Petruzzelli (Resident /HAC Chair), Rhonda Rodriguez (Faculty/Resident), Bill Robe (Community Member/Chair), , Caroline Doll (CSUCI/SA Liaison), Mark Wagner (E.S. Ring, Property Management for KW Multifamily)

Absent: Jesse Elliott (Faculty/Resident), Karen Romney (Resident/Retired Educator), David Press (Community Member), Ben Gordon (KW Representative)

**Chair Report (Bill Robe)**

The meeting was called to order at 4:05 pm. Chair Robe welcomed the group and reported that he had met with counsel for the University regarding the question of ownership of the walls dividing parcels. It appears the walls are not common areas and maps indicate they are clearly within the boundaries of homeowners but a final opinion has not been received from counsel. This question effects responsibility for painting of the walls.

**CSUCI/Site Authority Report (Caroline Doll)**

- 32 Acre Development Project - Work continues in preparation to bring the project to the CSU Board of Trustees during the July 2017 meeting. Question and Answers about the development can be found online at <https://www.csuci.edu/ci-2025/documents/uglen-phase2-faqs-32-acre.pdf>
- Website – Information on the website will be updated to remove outdated information and to include new information helpful to University Glen residents.
- Campus guidelines for herbicide Use (Glyphosate) - In response to the request from the last meeting, campus and Chancellor’s Office staff were asked if a position has been taken on the use of glyphosate. The CSU is monitoring developments and is not contemplating action at this time. Regulators are contemplating “safe harbor” levels and if clarity is reached, CSU would implement actions as appropriate. The campus has a set of guidelines which it follows with respect to application of pesticides, herbicides, and fertilizers. These guidelines are in compliance with permits and best practices and staff are trained accordingly.
- Gap in Street Lights on Channel Islands Drive – Staff in the Chancellor’s Office (CO) facilitate establishment of easements and assist with the drafting the ancillary documentation that compliment them. The campus has made contact with CO staff and requested that they assist with determining what So. CA. Edison easements are currently in place, who from Edison it is appropriate to contact, what cost would be, and whose responsibility it will be to finance installation of the additional street lighting.
- Common Area Maintenance Accounting Transition – Weekly conference calls have been occurring and are ongoing to finalize transition of accounting duties from the campus to KW

Properties. Once the fiscal year closes June 30, 2017, accounts will be reconciled and reviewed; it is anticipated that financials will be finalized then distributed around the end of September.

Discussion following report:

Question: Russ Petruzzelli – What is the status on the question regarding reserves? Can Ysabel Trinidad be invited to the next meeting to discuss them? Answer: Bill Robe will reach-out and make the request for a representative to attend the next meeting to discuss reserves.

Note: Rhonda Rodriguez requested that the financial report be provided by September 31, 2017.

Note: Bill Robe stated that a reserve study is soon to be undertaken and would like to have the selected consultant attend a meeting to explain and discuss the study.

### **Kennedy Wilson/E.S. Ring Report (Mark Wagner)**

In the absence of Ben Gordon, Mark presented the report on behalf of KW and also provided the ES Ring report.

- Fountains - After clean-up and re-tiling, fountains are being brought back online.
- The community slurry seal project is under way and will be concluded just after 7/4/17 after work on the Town Center parking lots has been completed.

Comment: Rhonda Rodriguez reported that work was sub-standard on road by 223 Anacapa Island Dr. Mark will follow-up with the contractor in the morning. Comment was made that there are also areas in Phase C that need attention.

- Town Center (Office Area) Improvements – The space will be gutted and transformed to include a new gym and community gathering areas. Plans have been submitted for approvals. Staff are moving to the space Jake has been occupying while work is being completed tomorrow. Jake is temporarily relocating to an office in the pool complex on Santa Cruz Island Dr. Phone numbers and email addresses will remain the same.

Comment: It was noted that a new location for upcoming HAC meetings will need to be identified.

- Q Dumplings – The space in the Town Center former occupied by Sitar is to become a new restaurant, plans are being submitted by the new operator.
- Tortillas is working on expanding into adjacent space.
- Painting project – Work will start soon to re-paint the Town Center and apartment buildings. Preparation will include replacing rusted common area doors and will begin next week. Sprinkler heads will be adjusted to prevent water from hitting metal surfaces, and surveys conducted periodically.
- Painting of Town Homes – Colors are being selected, hopefully they will be available by the July HAC meeting. Pricing to paint the single family homes has already been received for those homeowners who would like to contract with the painters to have their homes painted.

### **Property Management Report (Jake Friesen)**

- Landscaping – Monthly meetings are being held with KW Properties (KWP) and the campus to better understand the landscaping work being performed, the decision making process, to

discuss short and long-term solutions to landscaping issues and to facilitate communication between the campus and East Campus stakeholders. There is a section of exposed irrigation pipe on Landing Cove which residents have been complaining about for a long time. The campus is getting a quote to purchase mulch as a short term solution to the problem. Long term alternatives will be discussed.

- Monthly Financial Reports – In April it was reported that monthly reports would be made available in efforts to be transparent. It is recognized that according to the terms of the Ground Sublease reports are required annually.

Discussion: Separation of accounts, setting up new processes, and transitioning to KW Properties accounting is complicated and nearing the end of the fiscal year. Some bills are still outstanding. What is reasonable in terms of reporting was discussed; it was suggested that perhaps quarterly reports, rather than monthly reports, should be provided.

Question: Stephen asked who is working on the landscaping. Jake responded that it is a one-time contract to mulch, trim and clear select areas of the community. Three bids were received and KWP executed the contract for the work.

#### New Business

- Parking issues - Rhonda Rodriguez was interested in developing a more streamlined process for providing parking passes for guests and associated parameters for approving requests. Bill Robe suggested this should originate at HAC with recommendation to the Advisory Group for submittal to Site Authority.
- There was lack of clear understanding regarding No Parking restrictions. Some believed No Parking restrictions did not apply between 5pm Friday to 7 am Mon. Others were unaware of this and there are no signs posted.
- It was requested that Ray Porras or someone from Transportation and Parking attend an Advisory Group meeting to discuss existing parking restrictions as well as creation and enforcement of parking codes.
- Miriam expressed concern that some residents are renting rooms in their homes and tenants may not be entitled to extra parking beyond current allowances.

The meeting concluded at 5:30 pm, some discussion continued after the close of the meeting.

Next Meeting: July 27, 2017