

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Minutes for Thursday, March 16, 2017 (6 PM)
Conference Room of University Glen Apartments, Town Center
45 Rincon Drive, Camarillo, CA

Attendees

Russ Petruzzelli	Owner--HAC Chair
Alec Macdonald	Owner
Diana Estes	Owner--HAC Member
Kayleigh Fry	Owner—HAC Member
Susan Engelmann	Owner—HAC Member
Wolfgang Paasch	Owner
Mark Hewitt	Owner
Steven Borecki	Owner
Carol Borecki	Owner
Christi Gruele	Owner
Darcel Lang	Owner
Kim Petruzzelli	Owner
Miriam Olson	Owner
Sandi Boyd	Owner
Susan Doswell	Owner
Dr. Tiina Itkonen	Owner
Mary G Walzer	Owner
Chris Williamson	Owner
Mary Laurence	Owner
Jim Welborn	Owner
Brett Eastman	Owner
Curtis DeBoni	Police Dept.
Caroline Doll	CSUCI Business & Finance
Ben Gordon	KW-MF
Cathy Leap	KW-Properties
Jake Friesen	UG HAC Manager

1. **Call to Order**

- a. 6:05 PM by Russ Petruzzelli, HAC Chair. HAC Present: Susan Engelman, Kayleigh Fry, and Diana Estes. Absent: Julie Rutherford.

2. **Approval of Minutes**

- a. Russ Petruzzelli noted that the February Meeting Minutes were posted online can be reviewed there and approved by email. The meeting minutes are also on NextDoor.

3. **Public Safety Report** (Officer Curtis DeBoni, CSUCI Police Department)

- a. DeBoni reported a “quiet month” in University Glen.
- b. DeBoni reported the apprehension of a suspect and arrest in the sexual assault case on Campus. The police department can post on NextDoor as an Agency Member, so the police report can be reviewed there.
- c. Next week is Spring Break so there will be less activity on Campus.

4. **Management Office Report** (KW-Properties, E&S Ring, and CI/Site Authority Rep.)

- a. Jake Friesen is the new HAC Manager/CAM Manager. He started on February 1, 2017. As HAC Manager his responsibilities include attending the HAC Meetings and writing the follow-up HAC Meeting Minutes. His email address is UGCAM@kennedywilson.com. Maintenance requests will eventually be done via this email address.
- b. The new accounting system to pay CAM fees is anticipated to be up and running by Friday, March 24th. We will be sending instructions how to register on this system and look forward to receiving the CAM payments for April on April 10th.
- c. The registration with the new CAM payment system will include a provision for an email address by which we, the CAM Management, can communicate with you.
- d. There are many landscape maintenance issues and we are working the University landscapers to address all issues of which we are aware. This includes filling in the ruts on the DG paths.
- e. Complaints regarding dog feces have come in. We are working with the maintenance personnel to make sure there are bags at the dog stations. If a station runs out of bags, let us know.
- f. Jake Friesen reported on the status of the Safety Day scheduled for April 29th 10:00-1:00. Representatives from the Police department approached E&S Ring regarding paying for the food portion of the annual event. The bill for the food last year was \$5,400 and for table set-up \$2,700= \$8,100 (Total). Further investigation with Dave Nirenberg of Auxiliary Services verified the food at Safety Day in the past has NOT been paid for by CAM fees. Russ put out a call on Next Door for a time to discuss the food associated with Safety Day. The group met and Carol Borecki suggested we get pizza for 300 people (30 pizzas @ \$10.00/pizza = \$300.00.) As of this evening E&S Ring/KW-MF has agreed to provide a maximum budget figure of \$2,000.00 to support the food and set-up for Safety Day. We are moving ahead with planning the Safety Day based on this financial commitment from E&S Ring/KW-MF. (Post Note: The University offered to provide the food for Safety Day in a manner similar to past years with the expenses being borne by the rental units—University Glen Apartments, ie. E&S Ring and the University’s rental townhouses. No monies from home owners will be used in fund Safety Day.)

- g. Regarding the painting of the front courtyard walls of the single family detached homes, the UGCAM Manager is looking further into this concern.
- h. In the interest of keeping the HAC members apprised of construction activities the University had planned or underway, University Facilities and the University Architect approached the CAM Manager about setting up a monthly meeting to inform us of their construction activities. The first meeting is set up for Thursday, April 13th. Mandy Robles with E&S Ring and myself will attend this meeting.
- i. In response to the HAC's concern about parking issues in the East Campus, Caroline Doll with the University has sent out the latest parking rules for the East Campus. We will forward this document to everyone via email shortly.
- j. The next Site Authority is meeting on Monday, April 17th at 11:30 in Broome Library. The public is invited.

5. Unfinished Business

a. The CAM Budget

- Regarding the CAM budgets, Russ queried Erik Blaine and there are two additional CAM budgets for the past two fiscal years on the University website on the homeowners/residents page. Russ reported that the budgets offered are not as spelled out as many owners desire. Jake stated UGCAM management is setting up separate CAM operating and reserve accounts. UGCAM management is working with the University with regarding funding to the new reserve account based on the 2014 Reserve Study.
- Russ stated that the separate CAM operating and reserve accounts are moving forward from February 1, 2017, when KW-Properties became UGCAM Manager. How the reserve accounts were handled before that is up to the Owners to address.
- Wolfgang Paasch expressed concern regarding the accounting for the reserves from what was taken in CAM fees and what shows up on the Site Authority's CAM budget. Wolfgang quoted the CAM budget for the fiscal year 2014-15. Wolfgang stated that he has asked about this discrepancy for years and has not received an answer. Wolfgang described his frustration in the past.
- Russ suggested to wait and get the firm Reserve Account number from the Site Authority which will be put in the new/separate UGCAM Reserve Account. Following receipt of that number, Russ suggested going back to the NextDoor accounting committee and determine what the discrepancies are. Russ offered that in the "worse case" the owners could request a forensic audit of the Site Authority by the California State Attorney General's office.

- Sandi Boyd stated that the owners need to be ready to fight for the monies that were paid in good faith to address deferred maintenance issues. Now over time the owner's properties have been degraded and the funds to make the repairs are necessary.
 - Wolfgang Paasch stated the approximately \$600,000 were collected annually in reserve CAM fees. Over 10-years, that suggests \$6,000,000 should be available in the Reserve Account.
 - Russ noted that the new management structure is the result of the Owners going to the Site Authority over a year ago and demanding clarity with regard to the CAM fees.
 - Russ stated there is accounting group on NextDoor for anyone who wants to get involved with the conversation about the Reserve Account.
 - One owner asked the question whether the sale of the townhouses by the Site Authority could be used to replenish the Reserve Account. Wolfgang suggested the monies have been used to pay off debt.
- b. Regarding Safety Day, Ben Gordon stated that it appears the payment for the food at past Safety Days was through revenues from the apartments. There is a benefit to having Safety Day for the community.
- Caroline Doll gave a bit of history regarding Safety Day which was started about 11-years ago by the Police Department.
 - We will move forward with Safety Day. The financing will be worked out.
 - Ben Gordon pointed out that the apartment pay CAMs also. It was pointed out that the apartment's portion of the CAMs is significant and has a vested interest in how the CAMs are budgeted and spent.
- c. Russ offered a historic description of the CAM management.
- d. Ben Gordon stated the CAMs are intended for Common Area Maintenance items exclusively. The Reserves requirements are informed by the Reserve Study. He stated as owner of the apartments there is a strong interest to make sure there are sufficient funds in the Reserve Account to address the anticipated maintenance items for the entire community.
- e. Jake Friesen stated that as CAM Manager KW-P does not have the abilities to pay for discretionary event items. That is why this entire question regarding who is going to pay for the Safety Day food came up.
- f. Diana Estes questioned Ben Gordon about when the apartments were purchased by KW-MP what did the University disclose about the Reserve Accounts to KW-MP. Ben commented that KW-MP received past CAM reconciliation statements. Seeing those reconciliation statements are not

particularly helpful, KW-MP depended on their experience in the industry and the focus was largely on the value of the apartment operations. There is interest whether the CAMs are adequately funded, how they are funded going forward, and basically KW-MP purchased based on a “risk-adjusted” price based on the unknowns. That said, KW-MP purchased the property as a marketed property and paid a significant sum and determined this was an opportunity which KW could increase the value of the investment by bringing in additional efficiencies to the operations. Ben stated his sense is the University has had the best interest of University Glen in mind throughout the life of the community. Ben commented he did not sense there was fraud or purposeful misrepresentation.

- g. Russ Petruzzelli moved that no monies for the Safety Day Event shall come from the CAM account. Susan Engelmann seconded the motion. The motion was passed unanimously.
- h. Russ reiterated the landscaping is being attended to and stated that if owners have concerns there are several avenues to bring your concerns to the fore, CondoCafe and the CAM manager’s email, UGCAM@kennedywilson.com.
- i. The Site Lighting-Channel Island’s Drive Committee comprised of owners, Diana Estes, Susan Engelmann, Mark Hewitt, and Jim Welborn met. Mark Hewitt developed six pages of drawings showing the suggested additional lighting to be installed, both street lights and bollards at the stairs. Area in question is along Channel Island Drive between Rincon Drive and Anacapa Island Drive.
- j. Dianna Estes made a motion to accept the letter (with modifications to include the street lighting) and drawings presented by the Site lighting committee and present the letter & drawings to Bill Robe of the Homeowners Advisory Council to present to the Site Authority during the meeting scheduled for April 17, 2017. The motion was seconded by Susan Engelmann. There was brief comments/discussion. The motion passed unanimously.
- k. Presentation of the site lighting committee’s report to the Site Authority by Bill Robe at the next Site Authority meeting may serve as an example of a protocol owners (through the HAC) may utilize to bring their concerns to the Site Authority.
- l. Discussion about the painting of the homes. The painting scheme is being finalized by E&S Ring/KW-MF. The concern about who paints the front court yard walls at the single family detached homes is being considered. A more formal discussion is forthcoming.
- m. Russ Petruzzelli reported the “First Fridays” Live Community Music received donations of \$63.00 during the March 3rd event. (Post Note: The event will be held as scheduled, April 7th at 5:30 PM).
- n. It was stated that the community needs to come up with a mechanism to procure funds to support events and activities. It was suggested one HAC member be responsible for chairing a subcommittee for Social Events.

- o. Upcoming elections were discussed. The process of the elections was discussed. Additional information is forthcoming.
- p. Russ mentioned the concern about enforcement of parking rules, the garbage cans should be in within 24-hours etc.

6. **New Business**

- a. After discussion with the community manager and the residents in attendance regarding how the University Glen Community Manager enforces the community items listed in the Ground Sub Lease, Russ Petruzzelli moved to form a committee to coordinate residents' desires with the Community Manager. (The intent being to give the residents more voice in how enforcement is managed.) Diana Estes seconded the motion. During the discussion a question about the police policing the parking in University Glen was raised. Caroline Doll mentioned the parking changes to the parking lots at the Town Center. The motion to create a committee to facilitate compliance passed unanimously.

7. **Ongoing Status Reports**

- a. None

8. **Architectural Reviews**

- a. None

9. **Construction Updates**

- a. None

10. **Upcoming Events**

- a. Dr. Tiina Itkonen announced that April 23rd is the Autism Run will be coming through our community again. April 4th is International Autism Awareness Day at Broome Library on Campus.

11. **Public Comments**

- a. None

12. **HAC Comments**

- a. None

13. **Future Neighborhood Improvements**

- a. No Discussion.

14. **Meeting Adjourned**

- a. Chair Petruzzelli adjourned the meeting at 7:35 PM.

The following list of items is added to the Meeting Minutes for Information to University Glen.

Future Neighborhood Improvements

The following items are on a "Wish List" (*Included to retain resident's suggestions and concerns*)

- a) Beautification of DG path along creek adjacent Frenchy's Cove.
- b) Expanding the dog park.
- c) Suggestion for trees & picnic tables/benches between Community Garden & Dog Park.
- d) Children's Playground in the Commons Park.

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Upcoming Meetings

University Glen HAC

<http://www.csuci.edu/siteauthority/uglen-residents/homeownersadvisory/>
2017 Next Meetings: Thursday April 20th, May 18th at 6:00 PM

University Glen Community Advisory Group

<http://www.csuci.edu/siteauthority/uglen-residents/univ-glen-advisory-group.htm>
Next Meetings: April 20, 2017 and May 18th -- 4 PM to 5:30 PM

CSUCI Site Authority

<http://www.csuci.edu/siteauthority>
2017: Mondays 11:30 AM: Apr 10, Aug 7, Oct 2, Dec 4

Contact Information for Residents (Taken from <http://www.csuci.edu/siteauthority/uglen-residents/>)

For Current Homeowners: continue to use Condo Café to report maintenance and common area issues, as well as pay CAM fees. If you wish to pay by check, mail all payments to: Site Authority, One University Drive, Lindero Hall 2nd Floor, Camarillo, CA 93012. For additional issues, please contact:
Community Manager Jake Friesen at 805-702-4038 or UGCAM@kennedywilson.com.

For Current Townhome Renters: continue to use Rent Café to communicate concerns, ask questions, report maintenance issues, and pay monthly rent. If you wish to pay your rent by check, mail all payments to: Site Authority, One University Drive, Lindero Hall 2nd Floor, Camarillo, CA 93012. For additional issues, please contact Dawn Smith at 805-437-2677 or dawn.smith@csuci.edu.

Home sales in the University Glen community, please contact Lori Lang at 805-437-2678 or lori.lang@csuci.edu.

Apartment rentals in the University Glen community, please contact University Glen Apartments at 805-465-0249.

Emergency Pager Number:

All Homeowner & Townhome Renters maintenance emergencies outside of business hours: 805-739-8132.