

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Minutes for Thursday, June 15, 2017 (6 PM)
Conference Room of University Glen Apartments, Town Center
45 Rincon Drive, Camarillo, CA

1. **Call to Order**

- a. HAC members present: Diana Estes, Susan Engelmann, and Kayleigh Fry.
Absent: Russ Petruzzelli and Julie Rutherford.
Meeting called to order at 18:02 by Diana Estes, acting HAC Chair due to the absence of Russ Petruzzelli.

2. **Approval of Minutes**

- a. The May Meeting Minutes have been review and approved. The meeting minutes are expected to be posted online shortly.

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

- a. Officer Mitchell reported a few situations around the asphalt slurry project. Several cars needed to be towed to facilitate the work,
b. Officer Mitchell mentioned that now with the summer arriving this is anticipated to be a bit of a slow period. There will be third party organizations using the campus for various events over the summer.
c. An owner mentioned they had seen a broken glass on the road along Channel Islands Drive near Camarillo in the Glen. Officer Mitchell commented no report of a break in. Estes asked whether the glass could be cleaned up. HAC Manager, Friesen, commented that a work order request was put in with the University to clean-up the glass.

4. **Management Office Report (E&S Ring CI/Site Authority Reps)**

- a. The UGCAM/HAC Manager's office has temporarily moved to 1130 Santa Cruz Harbor. This office is located on the hillside side of the pool house. Hours are 9:00-5:00 M-F. Phone number for the office is 805-702-4038. Part of the reason for the temporary office move is because the renovation of the Leasing Office is scheduled to begin in July. This HAC meeting will be the last meeting in this Leasing Office's Conference Room. We will let everyone know where the July HAC meeting will be held.
b. June 30, 2017, is the end of the fiscal year. At the Site Authority Meeting in April a CAM budget for the fiscal year 2017-2018 was presented and approved.
 - Beginning July 1, 2017 the monthly CAM fee for the single family detached homes will be \$174.15.
 - The CAM fee for the townhouses will be \$246.31.

The UGCAM Office is working on getting a mailing out to all owners regarding the changes to the monthly CAM fees. KW-P's RENTCafe will also reflect the changes to the monthly CAM fee amounts.

At this time, the owners are invited to address all of the payments made by check via bank drafts to be addressed to: UGCAM Manager, 45 Rincon Drive, Suite 103-3B, Camarillo, CA 93012.

- c. KW-P continues to work with individual owners on accessing/payments via KW-P's RENTCafe. UGCAM management encourages all owners to utilize the payment features of RENTCafe.
- d. June 30, 2017, is the end of the fiscal year. At the Site Authority Meeting in April a CAM budget for the fiscal year 2017-2018 was presented and approved.
 - Beginning July 1, 2017 the monthly CAM fee for the single family detached homes will be \$174.15.
 - The CAM fee for the townhouses will be \$246.31.

The UGCAM Office is working on getting a mailing out to all owners regarding the changes to the monthly CAM fees. KW-P's RENTCafe will also reflect the changes to the monthly CAM fee amounts.

At this time, the owners are invited to address all of the payments made by check via bank drafts to be addressed to: UGCAM Manager, 45 Rincon Drive, Suite 103-3B, Camarillo, CA 93012.

- e. The asphalt slurry coat project is nearing completion with what appears to be a minimal amount of inconvenience to owners.
- f. The one-time landscaping contractor is completing their work in the next week or so.
- g. The exterior stucco painting project is scheduled to begin in the Coves in July. The contractor and University are scheduled to have a meeting on June 28, 2017. This painting process will include a landscaper going ahead of the painters trimming the shrubbery away from the building so the painters have access to all parts of the buildings. The painting process will include pressure washing the stucco wall surface before painting. The contractor will be made aware of the requirement to contain all water from the pressure washing on the property and not allow it to run into the gutters which drain directly in to the creek.
- h. Regarding the selection of the colors for the painting project, KW-MF is working with the University's architect to determine the final selection of colors for the apartments. The townhouse paint colors will be directed by the University's architect.
- i. The timeframe for the painting project is 3-4 months.
- j. Update regarding the proposed street lights along Channel Islands. Caroline Doll, the CSUCI Representative, reported contacting staff in the Chancellor's Office for help investigating the easements along Channel Islands Drive. Based on information found online, it appears that Southern California Edison would charge a community such as University Glen to install additional street lights. During the development of the 32-acres which is upcoming, that may be a good time to work with SCE on the street lights along Channel Islands Drive.
- k. Regarding the painting of the 18-foot portion of curb red. This has been approved to be done by the University. This also brought up a question whether other portions of curb needs to be painted, i.e. at mailboxes. Caroline Doll reported the University is putting together a group to review the codes with regard to painting of curbs in residential developments.
- l. Susan Engelmann brought up a concern regarding the "hole" in the vicinity of Cuyler Harbor at Santa Cruz Harbor on the gully side of the street. This area is reported to have been a leaking irrigation head and has been repaired. The concern that the "hole" was left in an unsafe condition for two-weeks during the repair was noted.

- m. The status of the DG paths was discussed. Particularly on the path between the Town Center and the bridge leading to Phase 1C. It appears the run off from the sprinkler is causing the DG path to become slippery. Communication with the landscaping crew is required.
- n. Question regarding the replanting of trees which have been removed. Further investigation is required. Specific locations include
 - Kayleigh Fry--212 Anacapa Island Drive
 - Jim Welborn--312 Santa Cruz Harbor Drive
 - Carolyn Phillips--382 Anacapa Island Drive
 - Bob Bolger--302 Anacapa Island Drive (reports he keeps trimming limbs off the tree because it seems to be dying).
- o. In the interest of transparency, Susan Engelmann asked about the status of the financial reports to be given to the owners UGCAM Manager Friesen stated that KW-P continues to work with the University's accounting staff regarding the 2016-2017 accounting. The University typically reconciles accounts following the closing of the fiscal year on June 30 and the reports are posted in September.
- p. Wolfgang stated he would like to know the reason the new CAM fees are lower the previous years' CAM fees.
- q. Susan Engelmann brought up the status of the UGCAM Manager's report being made available to the Owners. UGCAM Manager, Friesen stated the report for April had been developed and forwarded to the University and the Site Authority (who KW-P's contract is with). UGCAM continues to work with the University and the Site Authority to provide a transparent accounting of the credits and expenditures associated with the UGCAMs. It was noted that the HAC members and owners also can bring their concerns to the Site Authority's University Glen Community Advisory Group which includes owners--Russ Petruzzelli, Miriam Olson, Rhonda Rodriguez, Stephen Clark, and Karen Romney. Bill Robe is the Chairman of the UG Community Advisory Group.
- r. UGCAM Manager thanked Kayleigh Fry and Diana Estes, the two members of the HAC whose terms are completed at the end of June, for their service.

5. Unfinished Business

6. New Business

- a. Regarding the HAC elections, the two candidates for the HAC, Mark Hewitt and Chris Williamson, have been elected to 2-year terms on the HAC. Their term will begin on July 1, 2017, and their first HAC meeting as HAC members will be July 20th.
- b. Miriam Olson mentioned the landscaping at the front of the townhouses in the past has not been replanted by the landscaping contractor. She suggested the owners get a commitment from the University to develop a plan to replace all of the common area planting in University Glen on a scheduled program, block by block/case by case basis before individual owners are told they are not allowed to replant the common areas in front of their homes.
- c. Mark Hewitt questioned, is there a person at the University who could assist in the selection of replacement plants? Caroline Doll verified that the University has an arborist on staff but could not speak to his availability.

7. Ongoing Status Reports

8. Architectural Reviews

a. Property Improvement Application reviews.

- Elsa Silbert, 311 Cuyler Harbor Drive made application for the lattice added to the top of her courtyard wall in November 2016. A motion was made and seconded. The motion was approved.
- Darcel & Smiley Lang, 312 Twin Harbor Drive made application for the installation of screen door for their French door. A motion was made and seconded. The motion was approved.
- Travis & Kelli Miller, 237 Landing Cove made application for the installation of a Direct TV satellite dish. During the discussion the concern that the dish not be mounted on a pole (per the sketch) but on the roof in as non-visible location as possible. A motion was made and seconded. The motion was approved.
- Chris Williamson & Ricardo Alvarez, 242 Anacapa Island Drive made application for the installation of a deck in the courtyard and plantings throughout the property. During discussion it was pointed out the area between the street curb and the retaining wall is considered common area and is not to be planted by the owner. Following discussion a motion was made to approve Items 1 (in concept only) 2, 3, 4a, 4b, 4c & 6 of the application. S. Engelmann made a motion to accept the application with modifications to include the items listed above. K. Fry seconded the motion. The motion was approved. (The items deleted from the application will be resubmitted at a future date for consideration by the HAC.)
- Robert Bolger, 302 Anacapa Island Drive made application to add an exhaust vent for the oven/microwave which will painted to match the adjacent exterior stucco color. A motion was made by and seconded. The motion was approved.

9. Construction Updates

a. None

10. Upcoming Events

a. None

11. Public Comments

a. None

12. HAC Comments

- a. Mark Hewitt asked about the status of the testing of the hillside overlooking the Santa Cruz Harbor pool area (the blue tarp). It was stated the testing was done on May 26, 2017, and the UGCAM Manager is not aware of a report being issued.
- b. Susan Engelmann reported walking her dog and experiencing several owners whose dogs are not on leash. One large white dog named "Bella" in particular. This dog is reported to be owned by a renter in the apartments. UGCAM Manager to talk with E&S Ring about this dog/owner.

13. Future Neighborhood Improvements

- a. No Discussion.

14. **Meeting Adjourned**

- a. Diana Estes, acting HAC Chair adjourned the meeting at 7:40 PM.

Attendees:

Kayleigh Fry	Owner
Diana Estes	Owner
Susan Engelmann	Owner
Darcel Lang	Owner
Ricardo Alvarez	Owner
Mark Hewitt	Owner
Steven Borecki	Owner
Chet Jones	Owner
Gloria Jones	Owner
Miriam Olson	Owner
Bob Bolger	Owner
Jim Welborn	Owner
Wolfgang Paasch	Owner
Tom Bokhart	Renter
Caroline Doll	CSUCI Administration
Jake Friesen	UGCAM Manager

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 Frenchie'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.



Upcoming Meetings

University Glen HAC

<http://www.csuci.edu/siteauthority/uglen-residents/homeownersadvisory/>

2017 Next Meeting: Thursday July 20th

University Glen Community Advisory Group

<http://www.csuci.edu/siteauthority/uglen-residents/univ-glen-advisory-group.htm>

Next Meeting Dates/Times: TBD

CSUCI Site Authority

<http://www.csuci.edu/siteauthority>

2017: Mondays 11:30 AM: Aug 7, Oct 2, Dec 4

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

For Current Homeowners: All payments of CAM fees shall be made via KennedyWilson's *RENTCafe* or by mailing a check to 45 Rincon Drive, Suite 103-3B, Camarillo, CA 93012 or by delivering a check to the UGCAM Manager's temporary office at 1130 Santa Cruz Harbor Drive, Camarillo, CA 93012. (The University's CondoCafe is no longer available to make monthly CAM fee payments.) All maintenance requests shall be made via email at UGCAM@kennedywilson.com. For questions about monthly CAM payments or other questions, contact Jake Friesen, UGCAM Manager at 805-702-4038 or by email at 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 Noel Coronado at 805-437-2673 or noel.coronado@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.