

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Minutes for Thursday, September 21, 2017 (6 PM)
Broome Library, Room 1750, CSU Channel Islands
One University Drive, Camarillo, CA

1. **Call to Order**

- a. At 6:10 PM Susan Englemann, HAC member called the meeting to order in the absence of HAC Chair, Julie Rutherford.
- b. HAC members present:
 - Chris Williamson
 - Mark Hewitt
 - Carolyn PhillipsHAC member not present: Julie Rutherford, Chair.

2. **Approval of Minutes**

- a. The August Meeting Minutes have been reviewed and approved online. The August HAC Meeting Agenda and Meeting Minutes will be posted on the CSUCI website.

3. **Non-Tobacco Campus Directive**

- a. Deanne Ellison, Interim Executive Director of University Auxiliary Services for CSUSI, has been tasked to get feedback from the University Glen Community with regard to the Chancellor's Executive Order 1108. On August 23, 2017, President Beck instituted Executive Order 1108 on the campus making CSUCI campus a tobacco free zone.
 - The first question is does Executive Order 1108 apply to Site Authority Land? At this time there is not a definite answer. In the interest of preparing to respond to the question of how the residents on Site Authority feel about the provisions set forward in Executive Order 1108 a survey was mailed out to all Owners in University Glen.
 - D. Ellison asked if anyone had questions about the survey.
 - C. Williamson inquired what the Ground Sublease says about tobacco usage with regard to being a "nuisance".
 - D. Ellison responded that with regard to use of tobacco in University Glen the Ground Sublease is "silent".
 - Several members of the community asked about the use of medical cannabis. D. Ellison explained that with Executive Order 1108 the use of medical cannabis would not change from the policy which is in place at the present time.
 - D. Watts mentioned the situation where in the recent past there was a house near Platt's Harbor where there were a lot of cigarette butts left. Ellison commented that what to do about this type of situation is up to the community to decide whether the situation is a hazard, nuisance, littering etc.

- S. Boyd mentioned that people who smoke will find a place to smoke and the resulting butts will be left behind. Her suggestion is to have a way to capture this toxic litter before it gets moved further into the community by animals, etc.
- D. Ellison commented that if there is an influx of campus students/residents to smoke in UG, there are mechanisms on campus to address this concern.
- S. Bolger mentioned the concern of smokers being pushed to the perimeter of the campus to smoke and not putting out their cigarette butts. This is a definite fire hazard with all of the brush in the community and at the perimeter of UG.
- D. Ellison suggested she will take the concern stated that smokers are being pushed to the perimeters of Campus and this poses a fire hazard to everyone.
- M. Olson asked whether the Executive Order 1108 is “etched in stone” or can the feedback from the community result in amendments to the order? Olson suggested a designated smoking area on campus which is not result in a fire hazard to the entire community.
- Another member of the community offered that a cigarette butt machine placed at the location where smokers gather would address the majority of the litter issues as given a place to put the butts smokers generally would dispose of the cigarette butts.
- W. Paacsh raised his concern about the rules legislated to the CSU campuses are extended to all land under the jurisdiction of the Site Authority.
- D. Ellison expressed appreciation for the opportunity speak to the HAC. She offered that when the results from the surveys are tabulated the results will be made available.

4. **Public Safety Report** (Mike Morris-Acting Police Chief, and Chris Jetton-Acting Lieutenant, CSUCI Police Department)

- a. Chief John Reid is still the acting Police Chief at CSUCI. However, he is on a temporary assignment to Chico State to assist them as Interim Police Chief.
- b. Chief Morris offered he is available to all members of the community. If there are concerns come to Chief Morris and he will talk with you. The trust and confidence of the UG Community in the Police Department is very important to Chief Morris.
- c. Lieutenant Jetton reports that since the last meeting on August 17th there have been no significant issues to report.
- d. Since the last HAC meeting the fall term has begun with the increase in people and traffic.
- e. W. Paasch mentioned safety issue that at the round-a-bout at Rincon the Anacapa Island Drive he has noticed vehicles not going all the way around the round-a-bout but taking the short-cut turning left directly from Rincon to Anacapa Island Drive. Lieutenant Jetton said he will take this observation back to his patrol crews.
- f. D. Watts asked about the previous reports of a cars being broken into. Lieutenant Jetton reports that one of the suspects associated with the car break-in has been arrested. And there is a pending case on another suspect.

- g. C. Phillips mentioned that on the community social media site students were reported walking along Potrero Road and smoking. This appears to be an “unintended consequence” of Executive Order 1108.
- h. R. Petruzzelli stated Executive Order 1108 is a Policy. How does the police department address Policies vs. Laws? Chief Morris stated that as Police Officers they do not actively go enforcement Policy Violations. With regard to Policy 1108, the enforcement is administered through social/peer enforcement. If the situation would escalate in some manner the CSUCI Student Code of Conduct could come into effect. Lieutenant Jetton stated the current state law is there shall be no smoking within 25-feet of a public building.
- i. D. Lang asked with regard to enforcement—what is the police department’s authority? Lieutenant Jetton stated they are the University Police Department. The police officers are fully certified police officers in the State of California. The jurisdiction for the Police Department is the CSUCI Campus. The police department also services the community of University Glen. The officers have full authority throughout the State of California. D. Lang asked about the police department’s authority with regard to neighbor-to-neighbor issues. Officer Jetton stated that if you feel threatened call the Police Department. The police will come out. Assess the situation. Take statements and file reports. The police department does not enforce neighbor disputes. Chief Morris stated that if the issue has to do with the ground sublease, the police department does not have direct authority to take action. Chief Morris stated that as a community police department they are concerned with “quality of life” concerns. Because neighbor disputes are a quality of life issue, the police department is available to assist with neighbor to neighbor issues by assisting in getting the police reports to the proper people in the community.
- j. Chief Morris stated that all state universities in the State of California have sworn police departments. Most private higher educational institutions have at least a non-sworn security patrol.
- k. To contact the Police Department in an emergency call 911 on Campus. For non-emergencies call the University’s Police Department Dispatcher at 805-437-8444.

5. **UG Community Advisory Group Report**

- a. Caroline Phillips attended the UG Community Advisory Group’s monthly meeting on Thursday, September 28th. Miriam Olson, Owner, also attended the UG Community Advisory Group’ meeting.
- b. The highlight of the meeting was the report by Missy Jarnigan, Associate Vice President of Budgeting and Planning with CSCUI about the University Glen reserve account.
- c. C. Phillips stated her understanding is that the reserve account includes repair work which is mentioned in the reserve studies. This includes items like painting the townhouses, roofs, roads and such items. She went on to state that landscaping is not considered a reserve item because there is a line item in the annual budget for landscape maintenance.
- d. C. Phillips mentioned that M. Jarnigan’s statement that the fire clearance was taken out of the reserves should be considered improper and reviewed.
- e. C. Phillips reported M. Jarnigan stated that starting in 2011 \$82,000.00 was in the reserve fund for the single family detached homes.
- f. W. Paasch stated he again requests to see a copy of the itemized ledger for the UG Reserve Account.

- g. W. Paasch inquired about where the insurance settlement money went following the brush fire in May 2014.
- h. C. Doll with the University stated M. Jarnigan continues to work on the reserve account accounting. She offered to return to the UG Community Advisory Group again, possibly next month, to present additional updates. She said she was available to discuss the reserve fund with members of the community.
- i. C. Phillips expressed her concern that monies were collected through the owners' CAM payments for the large maintenance items documented in the reserve study done by an outside consultant and then the University offers they paid for items not described in the reserve study from the Reserve Account.
- j. C. Williamson stated that because the owners in University Glen are not a HOA, the same rules do not appear to apply per the Ground Sublease.
- k. C. Doll offered a brief history of University Glen describing various management teams which oversaw University Glen. She went on to state that the account protocols used in the past are not as detailed as owners are requesting. Doll stated that at the end of the day what matters in that what needs to get done (repaired) is getting done (repaired/updated).
- l. S. Boyd asked if there is a chart of accounts which makes sense. UGCAM manager J. Friesen stated that Kennedy Wilson-Properties is working diligently with the University to provide an understandable chart of accounts using best practices in accounting.
- m. S. Boyd offered that members of the community who have experience is accounting for educational institutions and HOAs are available to assist with this work of getting the accounting into a clear framework to move forward. C. Doll with the University responded that any assistance offered by the community to the University would be up to M. Jarnigan to consider.
- n. M. Hewitt questioned the history of the life-span reports for the UG Community. J. Friesen, UGCAM Manager offered to show M. Hewitt the original reserve study with its regular updated which outline the repair/maintenance schedule for the items listed in the reserve study. The most recent update to the reserve study was in 2014.
- o. R. Petruzzelli questioned that the reserves for the University show \$19M and the reserves for the Single Family Homes to be at about \$100,000. Why the discrepancy? C. Doll responded that the \$19M includes the power plant and other items.
- p. C. Phillips reported John Gormley, the Campus Architect reported the Facilities Services has a plan to get the landscaping in University Glen back to the way it should be. C. Phillips questioned the thinking which suggests the landscaping will be make the way it was in the past and the owners will be charged for something the owners feel should have been taken care of all along. C. Phillips offered the she is concerned about what seems to be an adversarial attitude of the University towards the UG owners considering the owners in University Glen pay an additional tax which goes directly to the University to live in UG and then also monthly CAM fees.
- q. M. Olsen stated that when M. Jarnigan completes her work Olsen does not want the University to come back and say to the Owners--now you need to pay to bring the property up to where it needs to be.
- r. C. Williamson suggested getting bids from other landscape companies to determine whether there is enough money in the budget to maintain the landscaping in University Glen.

- s. M. Haug stated that he has lived in UG 10 years and the roofs will need to be replaced in the next 15-years or so. He is asking if the money is not there now, where the money will be in 15-years.
- t. S. Boyd suggested the owners in University Glen will need to make a decision sooner or later how to move forward to have the University provide the reserves necessary to complete the repairs/maintenance items offered in the reserve studies.

6. **Management Office Report (KW-P/E&S Ring/Site Authority Representatives)**

- a. J. Friesen, UGCAM Manager, reports that during the week of September 18th, CALFire has been in University Glen cutting the overgrown weeds along Channel Islands at Fry's Harbor and along Santa Crus Island Drive at Fry's Harbor.
- b. Following the HAC meeting in August three community members got together and made recommendations about the number and location of rattlesnake warning signs to be placed at the perimeter of the community. During the week of September 18th twelve triangular signs were placed in close proximity to the doggie stations. The University provided the signs and installed the signs.
- c. M. Hewitt reported meeting with Chief Mike Morris, Caroline Doll, Guy Spevak, and Jake Friesen and developed a scheme to paint the curbs throughout University Glen. This will be completed as part of the asphalt slurry project. A minimal number of parking spaces were eliminated with the reworking of the painting on the curbs.
- d. Regarding the trash cans in the alleys of Anacapa Island/Landing Cove and Landing Cove/Channel Islands, following the August HAC meeting the trash cans which were not placed behind the wooden courtyard gate were given a Notice. As a result of these Notices, it came to UGCAM's attention that the initial design in Phase 1A of the UG Development intended for the trash cans to be stored in the garages. With the heat, this approach did not last very long and the trash cans were stored outside. Knowing the history of the trash cans being stored in a location visible from the alley, the HAC Manager suggests a committee of several community members look at some of these locations and come up with solutions to possibly screen the view of the trash cans.
- e. The fitness equipment in Santa Cruz Island Fitness Center has been evaluated by Xtreme Fitness, UGCAM's fitness equipment vendor. UGCAM and E&S Ring are working to coordinate the most cost effective repairs/replacement/use of existing equipment from Cathedral Cove Fitness Center to provide a complete compliment of operational fitness equipment in the Santa Cruz Island Fitness Center.
- f. J. Friesen, the UGCAM Manager stated that all owners have received ledger statements outlining the status of each CAM account. Please let the UGCAM Manager if you have any questions. Late fees will begin to be assessed on September 25, 2017.
- g. The HAC Manager stated EJ Harrison, the community's trash vendor, can provide a 3-yrd. green waste container. The green waste container would be emptied once a week—on Thursdays. A location for the green waste container needs to be determined. One possible location is near the Santa Cruz Island Pool adjacent to the University sandbagging operation.
- h. The HAC Manager has met with the University's Campus Architect regarding the selection of the paint colors for the townhouses. The color board for the paint colors was presented. There will be two color schemes for the stucco walls. The

campus architect is working to determine which colors will be painted on which townhouse building. There will be three door colors for each townhouse owner to choose from. We are working with the University's Campus Architect to present the townhouse colors at the October HAC meeting. At the same time we are working to have the updated exterior paint colors for the Single Family Detached homes along with an introduction of the Single Family Detached homeowners to Roussos, the painting contractor who is painting the apartments and the townhouses.

- i. M. Hewitt suggested sending out a mailing to the single family detached home owners letting them know the painting contractor for the townhouses will be approaching them painting their homes. Hewitt wondered how the single family units which are needing repairs/maintenance will be handled if the homeowner does not maintain their single family unit.

7. Unfinished Business

8. New Business

9. Architectural Reviews

- a. During the month of August/September there were one Property Improvement Applications which were presented, distributed to the members of the HAC, and approved. The one application is for the following block:
 - 200 Block of Smugglers Cove- installation of retractable door screens. The installation of the retractable door screens was Approved.
- b. Three Property Improvement Applications are offered for the members of the HAC action during the September 21st HAC Meeting.
 - 300 block of Twin Harbor Drive—installation of 2-foot wide lattice work on their courtyard fence. The height of the finished fence extension will not exceed 6'-0". This application was Approved.
 - A second application on 300 block of Twin Harbor Drive—installation of 2-foot wide lattice work on their courtyard fence. The height of the finished fence extension will not exceed 6'-0". This application was Approved.
 - 300 block of Cuyler Harbor is seeking directive regarding the placement/relocation of the satellite dish presently mounted on the second floor balcony overlooking Cuyler Harbor. The HAC members suggest the satellite dish be relocated to the alley so it is not visible from Cuyler Harbor.

10. Construction Updates

- a. The renovation of the Cathedral Cove pool area is continuing and is anticipated to be completed by November 15, 2017. With the completion of the Cathedral Cove pool an electronic security access system will be implemented which will provide access using an electronic FOB. Prior to the opening of the renovated Cathedral Cove pool area two FOBs per household will be distributed. Further information about the FOB distribution will be forthcoming.

11. Upcoming Events

12. Public Comments

13. **HAC Comments**

14. **Future Neighborhood Improvements**

15. **Meeting Adjourned**

- a. Susan Engelmann, HAC member (acting as HAC Chair) adjourned the meeting at 8:15 PM.

Attendees:

Susan Engelmann	HAC Member
Carolyn Phillips	HAC Member
Chris Williamson	HAC Member
Mark Hewitt	HAC Member
Wolfgang Paasch	Owner
Steven Borecki	Owner
David Watts	Owner
Mario Casillas	Owner
Kristen Casillas	Owner
Darcel Lang	Owner
Miriam Olson	Owner
Susan Doswell	Owner
Sandra Bolger	Owner
Mary Labbett	Owner
Russ Petruzzelli	Owner
Sandi Boyd	Owner
Steve Boyd	Owner
Lori MacDonald	Owner
Alec MacDonald	Owner
Brett Eastman	Owner
Mark Haug	Owner
Caroline Doll	CSUCI Administration
Jake Friesen	HAC 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 the Community Garden & Dog Park.
- d) Children's Playground in the Commons Park.
- e) Addition of cell tower on the ridge by the water towers.

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Upcoming Meetings

University Glen HAC

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

2017 Next Meeting: Thursday October 19th

University Glen Community Advisory Group

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

Next Meeting Dates/Times: Wednesday, October 25th at 4:00 in Broome Library, Room 1310.

CSUCI Site Authority

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

2017: Mondays 11:30 AM: 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 Kennedy Wilson'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 Mike McConnell at 805-437-2675 or mike.mcconnell@csuci.com.

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.