

**UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL**  
**Minutes for Thursday, November 16, 2017 (6 PM)**  
Sage Hall, Room 2030, CSU Channel Islands  
One University Drive, Camarillo, CA

1. **Call to Order**

- a. At 6:00 PM Julie Rutherford, Chair of the HAC, called the meeting to order.
- b. HAC members present:
  - Julie Rutherford
  - Chris Williamson
  - Mark Hewitt
  - Susan Engelmann
  - Carolyn Phillips

2. **Approval of Minutes**

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

3. **Public Safety Report**

- a. Sargent DeBoni with the Police Department presented the University Glen Safety Report. DeBoni commented that the absence of the Police Department at the October HAC meeting was due to a miscommunication.
- b. On the night of October 26<sup>th</sup> a 3-year old child on Platt's Harbor was reportedly attacked by a neighborhood cat. DeBoni reports that over the past two-years the same cat has attacked two other children and a dog. The Police documented the incident so animal control can follow up.
- c. The evening of Halloween, October 31<sup>st</sup>, a parked vehicle along the 300 block of Landing Cove was hit. The party who hit the vehicle did not leave their information. It may be a red Ford Mustang. If anybody has any information about this incident, please contact the Police Department.
- d. On November 5<sup>th</sup> about 9:45 PM in the 200 block of Anacapa Island Drive, an owner reported they believed someone may have been trying to get into their back gate and their side yard. The person reported hearing rattling. No property was reported stolen. About an hour later, 10:45 PM in the 200 block of Landing Cove, someone called reporting seeing a Hispanic male with a moustache wearing a plaid shirt was "acting oddly". When the police arrived in the area they were unable to find the individual in question. No specific crime was reported.
- e. As a follow up to the incident of July 9, 2017, when vehicles were broken into. A suspect has been identified and an arrest warrant has been issued by the DA's office.
- f. Regarding the incident on August 11, 2017, when a rash of vehicles were broken into, another suspect has been identified and an arrest warrant has been issued for that suspect.

- g. Susan Engelmann reported her neighbor had a motor cycle run into the front of their truck on Channel Islands Drive. Officer DeBoni reported the owner of the truck was informed by the owner of the motor cycle of the incident. A police report was submitted.
- h. Chris Williamson asked Sargent DeBoni whether because University Glen is an “isolated” community the criminal element sees University Glen as an easy target. Sargent DeBoni commented that the Police Department has a very visible presence in CSUCI and University Glen. DeBoni also mentioned that the layout of University Glen does not provide easy escape routes for a perpetrator.

4. **Updates from the Community Advisory Group (CAG) by Mark Hewitt, HAC Representative.**

- a. Mark Hewitt reported landscape issues were discussed and that it seems the members of the CAG are “hearing” the residents’ concerns.
- b. M. Hewitt relayed that the HAC would like to have Missy Jarnagin address the next meeting of the HAC on December 21, 2017. It was suggested that questions could be posed to M. Jarnagin in advance so they could be addressed during the presentation to the HAC. The CAG wants to be able to assure M. Jarnagin that her presentation to the HAC will be respectful.
- c. M. Hewitt reported talking with Wolfgang Paasch, owner, who offered questions which will be forwarded to M. Jarnagin at the next CAG’s meeting on November 30<sup>th</sup>.
- d. W. Paasch stated the four or five questions he gave to M. Hewitt only addressed questions about the most recent financial report. The 30 to 40 questions previously sent to the Site Authority still stands as Paasch stated answers to that list of questions has not been received.
- e. Hewitt reported the CAG talked about Executive Order 1108, the smoke and tobacco free environment directive from the Chancellor’s Office. The recommendation is to have no smoking in the common areas. Smoking in the private courtyards and patios would be permitted.
- f. Carolyn Phillips stated she had directed a series of questions to M. Jarnagin who will continue to be on leave until the first week of November. Caroline Doll reported that M. Jarnagin is back from a leave of absence. C. Phillips stated she had sent an email about the accounting practices for the UG Reserves and has not received a response.
- g. C. Doll reported that M. Jarnagin and another senior staff person have been assigned to focus work on the Site Authority-East Campus/accounting-budgeting.
- h. C. Phillips stated her questions were “foundational” with regards to the accounting for the East Campus. C. Doll stated she’ll review C. Phillips’ email.
- i. M. Hewitt stated that Dr. Stephen Clark who is also a member of the CAG has submitted 8 to 10 questions. Hewitt stated that with W. Paasch’s, C. Phillips’, and Dr. Clark’s questions there are at least 15-questions to present to M. Jarnagin for her response.
- j. C. Doll stated she believes M. Jarnagin plans to present the methodology to the CAG on November 30<sup>th</sup>.
- k. C. Doll stated that it has been suggested that a company who is in the business of doing reserve studies make a presentation to the CAG in order for the group to better understand the process, function, and application of the results for planning and budgeting purposes.

- l. C. Phillips stated the copies of the reserve studies done for University Glen that she received do not include the calculations on the first page of the report for the amount of money to be designated for reserves each year.
- m. J. Friesen stated that the UG reserve studies he has seen do offer the Remaining Usable Life (RUL) for the items covered by the reserve study, including a factor for inflation.
- n. C. Phillips requested a copy of the reserve study which has all of the pages in numerical order. C. Doll stated she would look into supplying this to Phillips.
- o. W. Paasch stated his concern is not about the company doing the reserve study but what is done with the reserve study once it is submitted to the Site Authority.
- p. Julie Rutherford stated that her concern is not only going forward but how much owners have paid into reserves for the replacement of items in past years. Rutherford stated an accounting of the money that has been paid into the reserves needs to happen. Money was paid into the reserves for a specific purpose as stated in the reserve studies. Rutherford asked "where did this money go?"
- q. J. Rutherford said she commends everyone on the amount of patience over the past 4-years. However, not to receive answers to owners' questions is "ridiculous".
- r. Chris Williamson suggested M. Hewitt organize the questions he has received into items about the reserve monies from the past, where is the reserve study today, and then how do the reserves get treated going forward? Williamson posed a legal question, seeing University Glen is not an HOA, what laws apply? Williamson offered that perhaps the University is not required to handle the reserves the same way as an HOA? What are the parameters stated by the Ground Sublease?
- s. C. Phillips offered that even in commercial leases there is an accounting of all of the taxes, etc.
- t. C. Phillips expressed the ongoing concern over the landscaping in University Glen. She stated it appears owners have little say in determining who and how the University Glen landscaping is serviced. She mentioned that it is her understanding that the University does not have a "vendor" contract in place with regard to the landscaping in University Glen.
- u. J. Rutherford stated that it was time to let the CAM managers, KW-P, manage the landscaping.
- v. J. Friesen, UGCAM Manager stated that when UGCAM receives a specific landscaping concern through an email to UGCAM@kennedywilson.com, a work order is entered into the University's work order system to be addressed by the University's landscaping crew. The University's landscaping crew has been responding to these work orders in a timely manner. If for some reason completion of the requested work is delayed, the person who made the request receives a communication from the UGCAM manager.
- w. J. Friesen, HAC Manager, suggested that M. Hewitt bring the owners concerns regarding the landscaping to the Community Advisory Group's meeting on November 30<sup>th</sup>.

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

- a. J. Friesen, UGCAM Manager, stated UGCAM is working to clarify the content and timing of the financial information that will be released regularly moving forward.
- b. It is UGCAM Manager's understanding that Missy Jarnagin is working on the final reconciliation for the 2016-2017 fiscal year. It is anticipated the report will be provided to the Community Advisory Group first then to the HAC.
- c. J.Friesen reported the townhouse painting project has begun. Notices have been sent to the first two townhouse blocks to be painted, the 300-block of E, Twin Harbor Drive and the 200-block (odd numbers) of Landing Cove. There are plans to position a 40-yard dumpster near the blocks being painted. A 3-yard green waste dumpster is also being planned. Notices are sent out approximately 3-4 weeks ahead of the start of the painting.
- d. J. Friesen reported the equipment at the Santa Cruz Island Fitness Center has been repaired.
- e. J. Friesen reported the jets in the spa at the Santa Cruz Island Pool have been replaced recently.
- f. J. Friesen reported the pool lights at the Santa Cruz Island pool have been replaced.
- g. J. Friesen stated the pest control contractor for University Glen, Remedy Pest Elimination is on site weekly on Tuesdays. Remedy Pest Control provides "walls-out" pest control for the entire community. This includes rodents, ants, etc. Bait stations for rodent control are filled once a month with an environmentally approved bait. Remedy Pest Elimination is available for owners who would like a "walls-in" pest control service at a charge of \$50.00/visit. Contact Remedy Pest Elimination, Joel Bustamante, at 805-240-1140 should you wish to contract for treatment of interior spaces in your home.

**6. Unfinished Business**

- a. Facilities Services with the University anticipates covering the area of the compromised slope adjacent to the Santa Cruz Island Pool with a UV resistance tarp sometime in the next several weeks before the start of the rainy season.
- b. In response to the request from homeowners for access up the service road that leads to the water towers for recreation/exercise purposes, Facilities Services has secured a quote to install a fence around the water towers on the hill. The installation of fencing around the water towers would permit the demolition of the chain-link gate at the bottom of the hill on N. Channel Islands Drive. The cost of the fencing around the water towers may be prohibitive.
- c. UGCAM is talking with a local electrical contractor about providing a design-build quote for the installation of additional bollards recommended in the HAC safety lighting report presented during the spring of 2017.

**7. New Business**

- a. Concern was expressed for the lack of lighting for the stairway on the hillside between the Town Center and the Library. This concern has been communicated to Facilities Services.
- b. Suggestion was made Property Improvement Applications for townhouses improvements, i.e. lattice and fencing requests, be curtailed until the completion of the townhouse painting project.

8. **Architectural Reviews**

- a. In the 700 block of N. Channel Islands Drive, an owner suggested a location to install a satellite dish. The members of the HAC replied with a preferred location for the satellite dish on the alley side of the townhouse on the stucco wall above the garage.

9. **Construction Updates**

- a. The completion of the Cathedral Cove pool renovation is scheduled to occur between the middle to end of December. UGCAM is working with E&S Ring to arrange the distribution of the FOB electronic security system keys.
- b. Regarding the curb painting project, the punch list items are scheduled to be completed by the middle of December. This includes the painting of the curb at the intersection of Santa Cruz Island Drive and N. Channel Island Drive near the bus stop.

10. **Upcoming Events**

11. **Public Comments**

12. **HAC Comments**

13. **Meeting Adjourned**

- a. Julie Rutherford, HAC Chair adjourned the meeting at 8:03 PM.

Attendees:

Julie Rutherford	HAC Chair
Mark Hewitt	HAC Member
Chris Williamson	HAC Member
Susan Engelmann	HAC Member
Carolyn Phillips	HAC Member
Sandi Bolger	
Susan Doswell	
Brett Eastman	
Wolfgang Paasch	
Jasmine DePaulo	
Jim Welborn	
Kristen Casillas	
Darcel Lang	
Joel Helling	
Kelsey Pritsker	
Lori MacDonald	
Mark Haug	
Curtis DeBoni	Police Department
Jon Jenkins	Police Department
Caroline Doll	CSCUI Representative
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 Frenchy'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 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 December 21, 2017.

University Glen Community Advisory Group

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

Next Meeting Dates/Times: Thursday November 30<sup>th</sup> at 4:00 in Broome Library, Room 1310.

CSUCI Site Authority

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

2017: Monday 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. All maintenance requests shall be made via email at [UGCAM@kennedywilson.com](mailto: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](mailto: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 2<sup>nd</sup> Floor, Camarillo, CA 93012. For additional issues, please contact Mike McConnell at 805-437-2675 or [mike.mcconnell@csuci.com](mailto:mike.mcconnell@csuci.com).

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

Non-Emergency Number for Police Dispatcher: 805-437-8444.