

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL

Minutes for Thursday, January 18, 2018 (6 PM)

The Community Center at Town Center
45 Rincon Drive, Camarillo, CA

1. **Call to Order**

- a. At 6:03 PM Julie Rutherford, Chair of the HAC, called the meeting to order.
- b. HAC members present:
 - Julie Rutherford
 - Chris Williamson
 - Mark Hewitt
 - Susan EngelmannHAC member absent:
 - Carolyn Phillips
- c. A majority of the HAC members were in attendance. There was a quorum.

2. **Approval of Minutes**

- a. The HAC Meeting Minutes for the December 21, 2017, HAC Meeting were distributed via email to all members of the HAC and Approved online.

3. **Public Safety Report**

- a. Mike Morris, the active Police Chief, reported University Glen has been pretty quiet since the December HAC meeting.
- b. Chief Morris reported that on December 22nd the windshield of a Toyota sedan was shattered in the parking lot at 1100 Block of Santa Cruz Island Drive. It appeared the windshield was shattered by a water balloon. Investigation was unable to determine a motive or who the perpetrator was.
- c. Russ Petruzzelli, Owner, asked Chief Morris if the Police Department was involved with the planning of the emergency evacuation plan. Chief Morris responded yes. Morris stated the Police Department is working on updating the emergency evacuation plan. Chief Morris reported a consultant has been hired to confirm the validity of the emergency evacuation plan and whether modifications are necessary. Morris reported the consultant has been in University Glen and on the University Campus to observe traffic flows at various times of the day. Maggie Tougas, the Department's Emergency Manager is working on putting the finishing touches on the emergency evacuation plan. When the revisions are complete, the plan will be posted on the University's website and shared with the community. Chief Morris stated there is an emergency evacuation plan in place and assured the owners the Police Department knows how to manage the evacuation of University Glen and the University.
 - Chris Williamson, Owner, asked whether the emergency evacuation plan includes the option to open up other exits from the community to adjacent roads? Chief Morris commented that the only real option on campus of that nature is at the far south side of the campus in the residential

dormitory parking lot. At this location there is a gate onto Potrero Road which could be opened, but the narrowness of the exit has limitations and is not consider a "good" option.

- R. Petruzzelli commented that during the Springs Fire he was at the intersection of Camarillo & Lewis. He reported there was no law enforcement at that intersection of an hour. Petruzzelli stated that the traffic from University Drive at Lewis Road should be directed to the left and traffic from Camarillo Street should directed to the right.
 - Wolfgang Paasch, Owner, asked what provision does the emergency evacuation plan include for the new homes in the 32-acre development? Morris commented that there are no additional roadways planned to be built as part of the 32-acre development. The roadways we have are the roadways which will be used during an emergency evacuation. Morris stated the intention of the emergency plan is to determine where the concentrations of people are in the community and the most effective route for people to evacuate University Glen and the University.
 - Susan Engelmann, Owner, asked Chief Morris whether he knew how many residents were at home vs how many were at work the day of the Springs Fire? Engelmann commented most of the people she knew were at work. Engelmann stated even with the reduced number of residents trying to evacuate during the Springs Fire, there was a congested cue to evacuate. Engelmann asked what will happen with all the anticipated new residents in the community as well as if the evacuation was necessary when everyone was at home, say on a Saturday. Chief Morris agreed with Engelmann's concern. Traffic congestion is an issue whenever everyone in a community tries to leave at the same time. The same traffic congestion concerns were experienced in the recent Thomas Fire in Ventura and Ojai.
- d. David Watts, Owner, asked whether the Police Department has the capability to send text messages. Chief Morris stated that on the HAC page of the CSUCI website there is a link to sign up to receive emergency text messages from the CSUCI Police Department. This is an "opt-in" program, so owners need to sign up.
- e. Kim Petruzzelli asked Chief Morris if there was a way to not get parking tickets while attending the monthly HAC meeting. HAC Manger, Friesen stated that if residents of University Glen attending the HAC meeting receive a parking ticket, please give the parking tickets to the HAC Manager and he will go over to the parking department and explain the situation.
- f. Chief Morris wanted to bring to everyone's attention that in the near future the CSUCI Police Department will be implementing the use of body-worn cameras. The intention of the use of body cameras is to increase the transparency of the activities of the officers by documenting the activities of the officers. The data shows the use of body cameras boosts community trust and holds officers accountable for good behavior. The cameras also provide evidence in criminal investigations and prosecutions. The camera footage assists officers in preparing police reports. Evidence shows that the officers wearing the cameras results in better cooperation during police/public contacts. The records created with the body cameras are official records and are available to the public. Concerns for privacy and victimization are a concern to many about the use of body cameras. Chief Morris stated there will be a policy in place that in certain situations the officers will be directed to turn their body cameras "off" due to

concerns of privacy or victimization. Concerns of privacy or victimization where the body camera will be turned "off" include incidents of sexual assault, domestic violence, and child abuse. Morris commented, there will be a need for technical expertise. Camera footage will be introduced into court proceedings. Experts may be needed to explain to jurors what the camera footage shows. The police officers will be directed to have the cameras running when they respond to calls for service and take enforcement action. If the officers do not have their body cameras "ON" in those situations they will need to explain why their body camera was not "ON" as this may be a violation of a department directive.

- David Watts asked Chief Morris whether a person will be able to see if the body camera is "ON" or "OFF". The body camera is about 2"x2" and will sit right in the middle of the officer's chest. When the camera is "ON" you will be able to see the lens of the camera. There is no indicator light showing that the camera is "ON".
- The use of body cameras will also assist in officer discipline. But this is not the focus of the camera program.
- The camera footage will be subject to the freedom of information act.
- All 23 CSU Campuses are on board with the use of the body cameras. Competitive prices are being used to procure the most cost effective camera units.
- The plan is to move forward with the officer body camera program in the next several months before July 2018.
- An owner questioned whether cameras are being considered for the police cars. Chief Morris offered that at the present time cameras for the police cars are not being considered because the police department encourages their officers to get out of the cars. Most of the footage that can be captured on the dash-cams can be secured with the body-cameras.
- Chief Morris said he is available to listen to individual's concerns about the implementation of the body camera program.

4. **Mark Hewitt to present HAC at University Glen Advisory Group Updates, if any.**

- a. Mark Hewitt reported the Community Advisory Group did not have a meeting in December, so there is nothing specific to report.
- b. Hewitt commented that the CAG is anticipating having a presentation from the Site Authority's representative on the expenditures for past years of the CAMs during the February meeting scheduled for February 22, 2018. Following that presentation, it is anticipated a presentation on past CAM expenditures will be presented to the HAC at the March 15, 2018, meeting.

5. **Update on UG CAM by Wolfgang Paasch, Owner**

- a. Wolfgang Paasch, Owner, reported that as a follow-up to Missy Jarnigan's presentation on the collection of CAM fees at the December 2017 HAC Meeting, he met with Missy Jarnigan, Stephanie Bracamantes, Mark Hewitt, and Jake Friesen on Wednesday, January 17th. This meeting was to receive comments on the CAMs before Jarnigan's final day at CSUCI, which is Friday, January 19th. The agreed upon format for the 1-hour meeting was that Paasch would limit his questions to questions about the CAM and the CAM Reserves. To describe the

meeting, Paasch offered "the meeting happened". Paasch described the meeting as "cordial". Paasch commented "I learned a lot."

- Paasch learned that for the past two years the Site Authority Financial Statements which are published online and used by the owners for their questions is not correct and not realistic because it is unaudited. The baseline for all financial discussions should be the real financial report.
- Paasch reported he was happily surprised that a lot of the contentious adversarial feeling exhibited in the past seems to be history. The new person working on the CAMs, Stephanie Bracamantes, has actually worked at CSUCI in the past and is familiar with the processes of the University. During the same meeting it was learned that the CAM which was formerly under the University's Finance Department has been placed under the jurisdiction of Deanne Ellison, Interim Executive Director, University Auxiliary Service.
- Paasch reported the owners used the audit report from the 2014 CSU system report with regard to certain procedures. In this report it was stated no reserves were found. Paasch stated he found out in the meeting this report does not apply to the owners and the CAM fees. In the meeting M. Jarnigan stated U Glen was an auxiliary responsible for food services, etc. U Glen was an agent for the Site Authority, a collector of the CAM monies. The owners were under the impression the funds were co-mingled because all of the checks were made out to "U Glen". During the meeting, Jarnigan reiterated there was no co-mingling of funds going on. She stated this will be shown in the final report anticipated to be presented at the March HAC meeting.
- Another issue discussed was that the Board of Directors for U Glen was the organization who had the power to determine the CAM fees arbitrarily. Jarnigan stated that is not true. The Board of Director of U Glen had nothing to do with the Site Authority.
- Jarnigan seemed to be receptive to being available to answer owners' questions about CAM, even though she will be busy with her new position in Santa Barbara. It was also made clear former CSUCI employees Erik Blaine and Dave Nirenberg are not available to answer owners' questions.
- Paasch reiterated Dr. Clark has pointed out that monies needed in the future to replace the townhouse roofs is a major concern for the University Glen CAM Reserves. Paasch commented this issue is something the owners want to get resolved. Paasch stated Jarnigan mentioned this issue is with the University's Legal Department at the present time.
- Paasch used the report Jarnigan used in her December 2017 presentation and compared that report with the report issued in June 2017 with monies coming in for CAM fees and so on. He then compared those numbers with the reports received in past years and it appears "the numbers don't jive". During the meeting Jarnigan stated the numbers come from different places, some numbers are from Yardi and other numbers are from the General Ledger. Paasch stated looks forward to receiving the expenditure report at the March HAC meeting.
- Mark Hewitt inserted they also asked Jarnigan about the monies resulting from the parking of the cars on the 32-acres which was supposedly

divided up among the Owners' CAM fees. Hewitt anticipates the expenditure report will show how these monies were dispersed.

- Paasch stated the CAMs do not show the CAMs paid by the apartments. Jarnigan pointed out in the meeting the presentation at the December HAC meeting only showed the owned Single Family Homes and the Townhomes.
- Paasch suggested the HAC accounting group meet to get into more detail and discuss the information received to date as well as discuss questions to bring to the presentation at the March HAC meeting.
- S. Engelmann asked if the current President of the University is aware of "all this silliness" which has gone on for the past 10-years? There is a past there which the owners are trying to get an answer to. Paasch stated he did not know, if the President is aware.
- Paasch stated one question he had is that in the financial report from the Site Authority they added a column for CIA 2025.
- He also asked why the Library does not show up anywhere in the Site Authority's report. Paasch reported during their meeting Jarnigan stated all of the monies for the Library are covered by CSU Sacramento. No monies for the Library are coming out of Site Authority funds.
- Paasch stated there are still many questions that need to be answered. Paasch stated the meeting with Jarnigan was a courtesy to the owners and that all future questions shall be submitted in writing and a written response will be returned in a couple of weeks. Any question which has been answered previously will not be answered again.
- J. Friesen, HAC Manager confirmed that during the meeting Jarnigan stated all of the past information on QuickBooks has been secured. The QuickBooks information includes all of the expenditures from past years when QuickBooks was the accounting system used by the University.
- J. Rutherford stated that in the past the CAM checks were made out to the University Glen, not the Site Authority as owners are now doing since KW-P was brought in to manage the CAM.
- Chris Williamson asked what the process that established the Site Authority was. R. Petruzzelli stated the Site Authority was established by an act of the California State Legislature. The bill establishing the Site Authority is available and can be read. Petruzzelli also stated the Site Authority is covered by the Freedom of Information Act. Other items regarding the Site Authority are presented in the Ground Sublease for University Glen. Petruzzelli commented that the Ground Sublease offers more general guidelines on many items. Williamson stated because University Glen is under the Ground Sublease and not an HOA, what is the Site Authority's obligation with regard to funding the reserves. The question is if there is not enough money in the reserves to make a necessary repair is the Site Authority obligated to make and pay for those repairs?
- Kim Petruzzelli commented that when she heard the University Glen Corporation was going to be eliminated she went on many websites and downloaded all the information she could find online. She has this information on her personal computer. She stated that the bill establishing the Site Authority was still available on the State of California website.

- J. Rutherford commented in previous years monies were collected based on reserve studies for items such as repair to walls or wall mounted light fixtures. Subsequently it appears those items are not included in updated reserve studies. Rutherford asked what happened to the monies collected and put into the reserves for those items.

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

- On Monday, January 15th, the Grand Opening for the renovated Community Center was held. The Community Center which is for the use of University Glen residents only includes the Fitness Center which is opened 24-hrs./day 7-days a week. The Lounge area which is entered off of the Rincon Avenue side of the building is open during the Leasing Office's business hours. Management is working out the logistics regarding logistics security in the Lounge area. The Community Center also has an Event Room which can accommodate 30+ people and two Conference Rooms. Additional information about renting the Event Room is forthcoming. The Pool and Spa amenity along Channel Islands Drive has been renamed the Townside Pool & Spa. The Pool & Spa are open 9:00 AM to 9:00 PM. Minor touch-up items continue to be addressed at the Townside Pool & Spa by the contractor. Access to the Pool & Spa is with the new electronic security system FOB.
- An update on the Santa Cruz Pool & Spa, which is being renamed the Hillcrest Pool & Spa. The anticipated completion date is March 31, 2018. The hours for the Hillcrest Pool & Spa will be 6:00 AM to 9:00 PM. The Fitness Center in the Hillcrest Pool House is being renovated and will remain a fitness center. This Fitness Center will be open 24-hrs/day 7-days a week. Access will be with an electronic security system FOB.
- The Fitness Centers are equipped with monitoring cameras which will store images of the activity in the Fitness Centers on a 30-day looping digital tape.
- The renovations of the Community Center and Pools/Spas are being done by and financed by KW-MP, the owners of the apartments. No University Glen CAM monies are being used to finance these improvements.
- R. Petruzzelli mentioned that at the new Community Center Fitness Center, the lower portion of the entry door does not latch securely. It is suggested KW-MF look at this condition.
- UGCAM mailed out a letter the first week of January 2018 which included a flyer about the Grand Opening of the renovated Community Center, the rules for use of the Townside Pool & Spa per the Ground Sublease, and a request to come to the UGCAM office and pick-up two electronic security system FOB's. When you come to the UGCAM office we will also request you give a primary email address and phone number and a secondary email address and phone number. We will also request you provide your initials acknowledging you understand that starting at the end of March 2018 all communications from the UGCAM Management will be via email. We will request a complete signature which acknowledges you as the owner/occupant of a home in University Glen have received two electronic security system FOBs.
- The townhouse painting project has started. The first two townhouse blocks were completed in a couple of weeks. The next set of townhouse blocks will begin Monday, January 22nd. UGCAM is sending out a mailing to townhouse owners indicating the start date for the painting of the individual's townhouse

block. A week before the painting is to begin we send an email reiterating the start date for the painting of the individual townhouse. We also give a deadline for selection of the paint color for the front doors by that Friday (before the painting starts). The week the painting starts UGCAM sends an email giving the Saturday the front doors will be painted—this is the date the occupants need to provide access to their townhouses.

- h. Regarding painting of the Single Family Homes, at the present time the Townhouse painting vendor is focusing on completing their work on the townhouses. Single Family Homeowners are encouraged to seek out their own painting contractor to paint your homes. The additional approved colors for the Single Family Homes are posted on the door of the UGCAM office. Single Family Owners who are planning to paint their homes are required to submit a Property Improvement Application which includes the colors selected to paint your home. The HAC will review the color selections and the approved Property Improvement Applications will be forwarded to the University for their Records of your property.
- i. The UGCAM office is scheduling a move back to the 45 Rincon Drive, Suite 103-3b during the month of February 2018.
- j. UGCAM reports we are working with the University to finalize the format for the UGCAM quarterly financial reporting to the UG Owners.
- k. The 2016-2017 CAM Reconciliation is being finalized. UGCAM and the University are ironing out the final issues.

7. Unfinished Business

a. Landscaping

- With regard to the landscaping in University Glen, if owners have specific concerns it is best to send UGCAM an email outlining your concerns. UGCAM will open a work order with the University's landscape crew to address your concern.
- As a follow-up to the mulching done in July/August along Landing Cove, UGCAM has received a bid from the University's Landscape Crew to complete the mulching of the remaining planter beds throughout University Glen. This proposal has been forwarded to the staff at the Site Authority staff who can provide final approval.
- J. Rutherford stated University Glen's former landscaping vendor, Valley Crest, had a contract in the amount of approximately \$25,000/month which included yearly one-time mulching. She stated that she did not want to pay extra for mulching in University Glen.
- J. Rutherford and S. Engelmann asked why the owners can't just fire the University's landscapers. Rutherford suggested getting other landscaping bids.
- J. Friesen, UGCAM manager stated UGCAM has done its due diligence as the new CAM management company by putting an RFP together and procuring quotes from several landscape vendors.
- Mark Hewitt stated that in his opinion the mulching should be seen as being necessary because of the neglect of the University's landscaping crew.

- J. Rutherford suggested asking for the number of hours the University landscape crew is working in University Glen.
- M. Hewitt asked if the HAC is willing to put together a scope for landscaping services and getting prices from landscape vendors.
- C. Williamson suggested asking the University to provide an accounting of on average in a given month how many man-hours are spent in University Glen.
- C. Williamson suggested an alternative to procuring landscape quotes based on a scope based proposal is a performance based proposal.
- M. Hewitt suggested that KW-MF is an owner in University Glen and should participate in the conversation about the landscaping. He suggested this should be a shared conversation among all owners in University Glen.

b. Financials/Information/Chart of Accounts

- W Paasch stated he asked M. Jarnigan for last the three years of the Chart of Accounts. What was received was three years of Chart of Account, not the last three consecutive years. He acknowledges he received data in spreadsheet format which he says will take an accountant to understand.

8. New Business

- a. C. Williamson offered the idea of financing the expansion of the dog park by allowing individuals to make contributions and have little plaques on the fence acknowledging the contributors. Williamson mentioned that with the expansion of the 32-acre property there will be many more dogs in the community which will utilize an expanded dog park. Williamson also suggested having two sections in the dog park. One section for small dogs and another for large dogs. He acknowledged that many people bring their small children with them to the dog park and the question of children's safety around large dogs was mentioned. Williamson notes that after 15-years of use, a significant remodeling of the dog park should be considered.

9. Architectural Reviews

- a. In the 300 Block of Landing Cove, a new owner is desiring to install wrought iron fencing at their front patio. The HAC Approved this Property Improvement Application.
- b. An owner of a Single Family Home on the 300 Block of Anacapa Island Drive on the odd number side of the road is requesting approval of the color selection to paint the exterior of their home. The following is the proposed paint colors, the stucco surface is Intellectual Gray, the trim is Smokehouse, and the shutters are the Blue. The HAC Approved this Property Improvement Application.
- c. Kristen Casillas, owner, wants to update the door hardware on her front door. She is approaching Quikset for replacement hardware, but would like to know if she is unable to secure replacement hardware from Quikset what replacement hardware is acceptable. Kristen offered three options which are available at Home Depot. All of the door hardware is the same style. It was agreed that if the

replacement from Quikset was unavailable, the dark finish of Home Depot's comparable style is acceptable.

10. **Construction Updates**

- a. The Hillcrest Pool & Spa renovation project is anticipated to be completed at the end of March 2018.

11. **Upcoming Events**

- a. The next Site Authority meeting is on Monday, February 5th at 11:30 at the John Spoor Broome Library.
- b. The next Community Advisory Group (CAG) meeting on Thursday, January 25, 2018 at 4:00 PM.
- c. The next HAC meeting is scheduled for Thursday, February 15, 2018 at 6:00 PM in the Town Center Community Center.

12. **Public Comments**

13. **HAC Comments**

- a. S. Engelmann commented that recently she was in the dog park that there were over 30-people and as many dogs in the little fenced in dog park enclosure. She stated the Community is in need of more space at the dog park.

14. **Meeting Adjourned**

15.

- a. Julie Rutherford, HAC Chair adjourned the meeting at 7:52 PM.

Attendees:

Wendy Wagner
Steve Borecki
Carol Borecki
Brett Eastman
David Watts
Russ Petruzzelli
Kim Petruzzelli
Wolfgang Paasch
Susan Doswell
Kristen Casillas
Darcel Lang
Julie Rutherford, HAC Chair
Susan Engelmann, HAC Member
Chris Williamson, HAC Member
Mark Hewitt, HAC Member
Mike Morris, Police Chief
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.

~ ~ ~ ~ ~

Upcoming Meetings

University Glen HAC

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

2018 Next Meeting: Thursday, February 15, 2018.

University Glen Community Advisory Group

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

Next Meeting Dates/Times: Thursday January 25, 2018, at 4:00 PM.

CSUCI Site Authority

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

2018: Monday, February 5, 2018 at 11:30 AM

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. 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.

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