

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Minutes for Thursday, April 19, 2018 (6 PM)
UG Community Center-Lounge
45 Rincon Drive, Ste. 104, Camarillo, CA

1) **Call to Order**

- a) At 6:00 PM Chris Williamson, Acting Chair of the HAC with the absence of Julie Rutherford-HAC Chair, called the meeting to order.
- b) HAC members present:

- Chris Williamson
- Mark Hewitt
- Susan Engelmann
- Carolyn Phillips

HAC members absent:

- Julie Rutherford

A majority of the HAC members were in attendance. There was a quorum.

2) **Approval of Minutes**

- a) Mark Hewitt made a motion to accept the HAC Meeting Minutes for the March 15, 2018, HAC Meeting. The motion was seconded by Susan Engelmann. The motion to accept the Meeting Minutes for the March 15, 2018, HAC meeting passed. The Meeting Minutes for the March 15, 2018 HAC meeting were accepted.

3) **Public Safety Report (Sargent Kevin Medley)**

- a) Sargent Medley reported there was no crime activity to report in University Glen during the months of March-April.
- b) There were three medical emergencies the Police responded to in the past four weeks.
- c) Sargent Medley reported three reports of suspicious occupied vehicles. It was reported two individuals were residents of the community and one was reported to be a painter with the townhouse painting project.
- d) Sandra Bolger asked the Sargent about the vehicles speeding in University Glen. Sargent Medley commented that speeding is an issue the police department is aware of and the officers enforce the speed limits when they are there.
- e) Claud Powell mentioned noticing on the weekends many non-UG residents are playing basketball in the park. He noted the basketball court was orderly, but wondered whether all of the non-residents were permitted to park in University Glen without parking permits. Sargent Medley stated that from Friday evening to Monday morning parking permits are not enforced in University Glen. Mr. Powell withdrew his comment about parking following Sargent Medley's reply.
- f) Chris Williamson asked whether there have been any reported snake, etc. sightings. Sargent Medley reported he was not aware of any reports of snake yet

this year. S. Bolger mentioned someone on NextDoor had reported seeing a snake.

- g) Sargent Medley mentioned Commencement at the Campus is on Saturday, May 19th. Medley reported the Police Department will be giving a map of the road closures to UG management for distribution to UG residents.
- h) Mark Hewitt inquired about the timeframe for the implementation of body cameras by the Police Department. Sargent Medley replied the body camera program will be launched about mid-year.

4) **Mark Hewitt to present HAC at University Glen Community Advisory Group Updates**

- a) Mark Hewitt reported the members of the UG Community Advisory Group were presented a Beta version of a new University Glen website. The website will include an Emergency headline at the top of the home page. This website will include all contact phone numbers, access to portals, meetings minutes of various organizations, maps, and home sale information. Hewitt suggested it will be a couple of months before the website is launched.
- b) There was a presentation on the CAM Budget for 2018-2019. The Budget will be voted on at the CSCUI Site Authority Board meeting on Monday, May 7th at 11:30 AM on the second floor of Broome Library.
- c) A question was asked about who will be maintaining the new website. Jake Friesen, HAC Manager stated the website will be maintained by the University Auxiliary Services.
- d) M. Olsen stated the timing of the release of the new website is based on being vetted by the Site Authority Board and the CSUCI IT protocols. The website could be up and running by the end of May 2018.
- e) J. Friesen stated the website has a tab for the apartments and a tab for the home owners. There will also be a tab to link to the UGCAM Yardi Payment Platform. The hope is the website is intuitive for the users to navigate to the information for which they are looking. It is anticipated the HAC manager will have access to upload HAC Meeting Agendas and Meeting Minutes to the website in a timely manner.

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

- a) J. Friesen, UGCAM Manager reported sending the first monthly EBlast to member of the UG Community the first week of April 2018. The EBlast included a list of upcoming events and reminders, such as animals are to be on leases at all times when in the Common Areas, etc. The EBlast also mentions that the Ground Sublease states that all courtyards shall be furnished with patiosfurniture and Barbeques which are appropriate for outdoor living as well as appropriate landscaping.
- b) Friesen stated that the 40-yard dumpsters placed on Santa Cruz Island Drive and Channel Islands Drive at Elephant Seal as part of the townhouse painting project are for everyone in the community to dispose of unwanted household items. The 40-yard dumpster will be in place until the end of the townhouse painting project which as of the HAC Meeting is scheduled to be completed the first week of June 2018.

- c) Gabrielle Powell questioned the rule regarding free standing fire pits. Friesen suggested Powell consult the Ground Sublease which does allow open pits under some circumstances. Friesen requested G. Powell send an email to UGCAM@kennedywilson.com and UGCAM will respond with the verbiage from in the ground sublease.
- d) G Powell mentioned the seals on her garage door were damaged during the recent painting of their townhouse. Friesen requested Ms. Powell email UGCAM@kennedywilson.com to address their garage door issue.
- e) Friesen reported that on Wednesday, April 18th, Maggie Tougas, the Emergency Manager for CSUCI Police Department offered a presentation on the updated UG emergency evacuation routes. She also offered information on registering to receive emergency alerts from the CSUCI Police Department. Information on both of these items is available at the CSUCI website under the Police Department.
- f) The presentation by Maggie Tougas was a result of a conversation between the Police Department, E&S Ring, and UGCAM about updating the event which in past years was called "Safety Day". It was agreed a series of smaller events would be more time and cost effective, while providing a platform for safety related presentations to the UG Community. The summer safety oriented presentation may be around July 1st and address water safety concerns. This event may be held at the Town Side Pool.
- g) G. Powell mentioned the difficulty of accessing the barbeques shut-off valves at the Town Side Pool. Friesen requested Powell send an email to UGCAM, so her concern can be forwarded to the appropriate personnel to correct the issue.
- h) The elections for the HAC member is coming up. There are three positions which are becoming open. The HAC members whose terms expire in June 2018 include Julie Rutherford, HAC Chair, Susan Engelmann, and Carolyn Phillips. Mark Hewitt and Chris Williamson each have 1-year remaining on their terms on the HAC. The HAC Manager will receive nominations till 5:00 PM on Monday, May 14, 2018. Paper ballots will be mailed out so owners have three weeks to return the ballots to the UGCAM office by Friday, June 15th. The new members of the HAC will be announced at the monthly HAC meeting on June 21st. The new five member HAC board will select the Chair of the 2018-2019 HAC Board. The role of the HAC members includes attending the monthly HAC meetings. The HAC members review the Property Improvement Applications having to do with improvements to the exterior of the homes presented by UG owners. The HAC members evaluate acceptability of the improvements suggested and vote to accept or reject each Property Improvement Application presented. The HAC member are also consulted on other UG issues.
- i) The 2018-2019 CAM Budget is being finalized. There is anticipated increase of approximately 8% for the constituents of University Glen. This increase will bring the CAM fees to about the same monthly fee as the 2016-2017 Budget year. The bollard project along Channel Islands Drive is included in the 2018-2019 Budget. The 2018-2019 also includes monies to look at expanding the dog park. Tom Bokhart asked whether the 2018-2019 Budget is available to view. Friesen reported the 2018-2019 Budget was presented to the Community Advisory Group. Comments offered by members of CAG, as well as comments from Kennedy Wilson-MF (owner of the apartments in UG) further refined the 2018-2019 Budget. During this year's Budget conversations it was suggested that during the development of the 2019-2020 Budget a small group of UG owners participate in an advisory capacity in the budgeting process. The participation of

a small group of owners is with the understanding that per the Ground Sublease the Site Authority in the end has the jurisdiction to determine the final UGCAM budget. As the UGCAM Manager, Kennedy Wilson-Properties presents a budget to the Site Authority on February 1st. The work to achieve a recommended budget by February 1st begins in October of the previous calendar year. This year there are funds in the CAM Budget for a new Reserve Study which is anticipated to be completed by the beginning of October, so the information from the Reserve Study can inform the 2019-2020 CAM Budget. At this time the 2018-2019 Budget is not open for further input from UG owners. The Site Authority Board is scheduled to vote on the 2018-2019 CAM Budget at their meeting scheduled for Monday, May 7th. The budget also included some funds for replacement of plants in the Common Areas.

Susan Engelmann asked whether there were monies in the 2018-2019 Budget for the maintenance of the DG paths. Friesen stated the University made a one-time contribution of funds to cover items including the repairs to the water tanks, and slope at the Santa Cruz Island Pool area. The DG paths are included in some of those repair funds. The University and UG CAM share the expenses to grind the sidewalks where there the uplifting of the concrete sidewalks has become a trip hazard.

Miriam Olson mentioned she suggested the payment for the installation of the bollards along Channel Islands should be from the University Reserves. Friesen reported that following further discussion it was determined the bollard project will be paid for by the CAM Reserves. Olsen commented she felt the determination to have the bollard project paid for by the CAM reserves is "unfortunate". Olsen mentioned as member of the CAG, she brought up at the last CAG meeting during the comments for the 2018-2019 Budget that because there are bollards throughout the UG community and the area along Channel Islands Drive near the Park does not have bollards, the Site Authority should provide the lighting in the form of bollards along Channel Islands Drive. Olson mentioned the history of the stretch along Channel Islands Drive near the Park did not have bollards or street lights installed because the lighting was included in an elementary school project slated for the park which was not built. Friesen verified that following the CAG meeting all parties working on the CAM Budget for 2018-2019 had discussion about Olson's concerns.

T. Bokhart questioned how the reserves are apportioned and what the ground sublease says about the reserves. Friesen stated that there are separate reserve funds for the general common areas, the single family homes, the townhomes, the apartments, and the Town Center. Friesen explained that in UG there are 672 "doors". Of those there are 72 single family homes and 200 townhouses. The remainder of the doors are owned by KW-MF.

- j) During last month's HAC meeting, Stephanie Bracamontes, Financial Officer with the Site Authority presented the reconciliation for the CAM reserves for the fiscal year 2016-2017. During that presentation several questions were brought up and her responses are offered in written form, which Friesen had a hard copy of. Bracamontes is also responding to specific questions Wolfgang Paasch mentioned during last month's HAC meeting. The responses to those questions she will be posting on the CSUCI website.

Friesen reported Bracamontes went back and compared fiscal years 2015-2016 and 2016-2017. The reduction in funds questioned by Paasch are shown to be a result of the sale of the apartments to KW-MF. Bracamontes commented she is working to supply answers directly to Mr. Paasch to the other "25" questions he mentioned.

- k) There is an updated Property Improvement Application. The new application form incorporates the legal entities now serving the residents in University Glen. The updated Property Improvement Application is anticipated to be uploaded to the CSUCI website as soon as possible. You can contact the UGCAM office for a copy of the updated Property Improvement Application. The Property Improvement Application is the form to fill out for the installation of redwood lattice and fences, as well as the installation of an AC unit.
- l) Larry Soderlund asked about whether a Property Improvement Application needs to be filled out for interior enhancements such as flooring. Friesen explained that when modifications are proposed for the interior of a home, Mike McConnell, who represents the Site Authority, is consulted to determine whether a building permit is required. Friesen reiterated that because UG is on State Land and governed by the Ground Sublease, UG and the University has its own building inspector. Chris Williamson commented many contractors do not believe UG has its own building inspector and may want to charge to get the building permit from the City of Camarillo.
- m) The townhouse painting project is continuing. Any concerns or issues which arrive UGCAM and the painting contractor address as quickly as possible.
- n) Mr. Simhan asked a question about when the remaining townhouses owned by the Site Authority will be sold. Lori Lang reported there are two townhouses owned by the Site Authority remaining to be sold.
- o) Mr. Friesen reported the UGCAM Quarterly Financial Report for the third quarter of 2017-2018 is available for viewing in the UGCAM office. The report shows the revenue and expenses.
- p) The Santa Cruz Island Pool/Spa is on track to be opened at the end of April. The chaises and umbrellas are in place. The tile in the showers needed to be back ordered. The Ventura Health Department will not sign off until the shower tile work is completed. When the Santa Cruz Island Pool/Spa, which is being renamed "Hillcrest" pool/spa, opens accessibility will be with the security FOBs. The hours for the Hillcrest pool will be 6:00 AM to 9:00 PM. seven days a week.
- q) The fitness center in the Hillcrest Pool House has been renovated as well. The Hillcrest Fitness Center will be open 24/7 and will be accessible with the security FOB. This Fitness Center will be monitored with cameras.
- r) Sandi Bolger asked whether there are plans to place umbrellas at the Town Side pool, as it is hot in the sun there. Friesen commented that at the present time there are no plans to place umbrellas at the Town Side pool/spa. Friesen agreed to note in the HAC Meeting Minutes, the owners' desire to have umbrellas placed at the Town Side pool/spa area.
- s) C. Williamson mentioned that as the budgeted bollard project and the dog park project move forward he would like UG Community to be appraised of the progress and be able to offer input to the design.

6) Unfinished Business

- a) Lori Lang with University Glen Home Sales was in attendance. She suggested that at an upcoming HAC meeting she would like to discuss the process to sell homes in University Glen. This will help to clear up confusion on the resale of homes in University Glen.
- b) Susan Engelmann asked L. Lang if the University is buying back homes and reselling them. L. Lang commented that at the present time the University was not buying back homes.
- c) S. Engelmann commented she recently had a 2-week break and spent a lot of time at home in University Glen. She reported observing everything going on with the power washing and painting. She commented she had an ongoing discussion about a tree at her townhouse which had fallen down. The gentleman with the University's landscaping crew who came out was questioned about the level of landscaping the UG owners can expect during the Commencement time. The experience last year was that during Commencement UG was not serviced by the University's landscapers. Engelmann reported the gentleman stated UG was paying for 6-persons to work as landscapers in UG and in fact UG has only 5-persons working as landscapers. This gentleman is reported to have given the impression landscapers from the main campus are being used at tax payers' expense to take up the slack as UG is one landscaper short due to an unexplained reason.

Friesen commented during public comments at the CAG, John Gormley, Vice President of Facility Services, stated the University was aware of the concerns during the commencement time period last year and the University's landscaping crew is being directed so that UG will continue to have adequate landscape services through the 2018 Commencement time period.

M. Hewitt commented he understands that UG is paying for landscaper man-hours not a specific number of individual landscapers. Hewitt mentioned he will bring Engelmann's concern about the landscaping manpower to Gormley during next week's CAG meeting.

- d) An owner reported they had an excellent experience with the townhouse painters. She commented that several times she has wanted certain plants cut back and reported the landscapers have been really considerate. She stated that if you catch them, the landscapers are very helpful. She commented she feels having a relationship with the painters and landscapers results in a better job being done around her townhouse. Friesen commented that brief contact workers which does not distract the workers from completing their tasks in not discouraged.

7) New Business

- a) None.

8) Architectural Reviews

- a) The Owners in the 300 block of Channel Islands Drive requested approval for installation of a wrought iron fence around the concrete slab of their patio with the French doors. The members of the HAC reviewed and approved by majority vote this Property Improvement Application.
- b) The Owners in the 300 block of Channel Islands Drive requested approval for installation of a redwood lattice on the wooden fence of their back courtyard. The wooden fence is shared with the Owner's neighbor. The members of the HAC reviewed and approved by majority vote this Property Improvement Application.
- c) An Owner in the 300 block of Landing Cove requested approval for the installation of a wrought iron fence around the concrete slab of the patio with the French doors. The members of the HAC reviewed and approved by majority vote this Property Improvement Application.
- d) An Owner in the 200 block of Smugglers Cove requested approval of the installation of a 2-foot high redwood lattice on top of the stucco wall at their trash enclosure courtyard. The members of the HAC reviewed and approved by majority vote this Property Improvement Application.
- e) The Owners in the 800 block of Channel Islands requested approval for installation of wrought iron fences at the arches of their front patio, retractable screen doors on their French door, and screen doors on their single-leaf front door & patio door. The members of the HAC reviewed and approved by majority vote the items listed above on this Property Improvement Application with the condition the single-leaf front screen door & patio screen door be similar to others in area (black in color and no infill panel). It is requested the owner resubmit another Property Improvement Application for single-leaf front screen door and patio screen door.
- f) The Owner in the 300 block of Twin Harbor Driver requested approval for the installation a wrought iron fence around the concrete slab of the patio with the French doors. The members of the HAC reviewed and approved by majority vote this Property Improvement Application.

9) Construction Updates

- a) The Hillcrest Pool & Spa renovation project is anticipated to be completed at the end of April 2018.
- b) The townhouse painting project is scheduled to be complete mid-June 2018.

10) Upcoming Events

- a) The Autism run is scheduled for Sunday, April 29, 2018. Look for a map of the affected areas in UG and the Campus when management receives it.
- b) The CSUCI Commence 2018 is scheduled for Saturday, May 19, 2018.

11) Public Comments

- a) T. Bokhart questioned the status of the water tower repair/painting project. Friesen replied the repairs/painting of the water towers is included in the 2018-2019 Budget. The 2018-2019 Budget shows the water tower project is funded by the CAM Reserves to which the Site Authority is making a one-time contribution to address UG infra-structure repairs. This project will be completed through University Facility Services.

Friesen mentioned the restablization of the slope at the Hillcrest Pool is another project University Facility Services will be addressing. Funds for this project are included in the Site Authority's one-time contribution to the UGCAM Reserves.

- b) Simhan Mandyan asked whether the driveway leading to the garages of the townhouses is considered common area. Friesen commented that anything walls-out from the townhouses is common area including the concrete aprons.
- c) S. Bolger questioned whether the repairs to the retaining walls between the single family homes and the streets anywhere in the 2018-2019 Budget? Friesen commented that it is UGCAM's understanding that the Site Authority is going to address the repair and painting of the retaining walls in front of the single family homes. Friesen stated he is not aware that monies to repair the single family home retaining walls are not listed as a line item in the 2018-2019 Budget.
- d) T. Bokhart asked the timeframe for the "scraping" the ground in the 32-acre development. Friesen replied the date he has heard for mobilization for construction of the 32-acre development is August 2018.
- e) C. Williamson questioned whether there are monies in the 2018-2019 Budget to look at the trees in UG. Friesen commented that with the 32-acre development the University is working to develop a plant palette which can be applied to the earlier Phases of the UG development as well. This plant palette could assist in determining the trees used as replacement trees in the existing areas of UG.
- f) Friesen confirmed for Bokhart that CSUCI Facility Services has an arborist on staff which regularly assists in evaluating the trees in University Glen. Friesen stated that the landscaping crew is responsible for trees from the ground to 12-feet. Above 12-feet Facility Services has a phased tree trimming program. This past year UG completed the second year of a three year tree trimming program. The tree trimming program vendor is Brightview. Brightview trucks with the wood chipper can be seen in UG regularly.
- g) Alec McDonald, an owner asked about how to get a dead plant replaced. Friesen directed him to send an email to UGCAM and a work order for a replacement plant is entered with the University's landscape foreman. The landscape crew will plant a replacement plant. The owner's concern was that there a plants with long leaves that are growing onto the walkways. Again Friesen recommended at specific locations of concern, send an email and a work order will be placed with the University's landscaping crew to trim the plants which are overhanging excessively on to the sidewalks.

12) HAC Comments

- a) None

13) Meeting Adjourned

a) Chris Williamson, Acting HAC Chair, adjourned the meeting at 7:00 PM.

Attendees

Chris Williamson	HAC Member
Mark Hewitt	HAC Member
Susan Engelmann	HAC Member
Carolyn Phillips	HAC Member
Tobey Wheeler	
Susan Doswell	
Sandi Bolger	
Simhan Mandyam	
Tom Bokhart	
Alec MacDonald	
Lori MacDonald	
Brett Eastman	
Gabrielle Powell	
Claud Powell	
Tim Hoogenakker	
Lori Lang	Home Sales
Jake Friesen	HAC Manager

Future Neighborhood Improvements

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

- Beautification of DG path along creek adjacent Frenchy's Cove.
- Expanding the dog park.
- Suggestion for trees & picnic tables/benches between the Community Garden & Dog Park.
- Children's Playground in the Park.
- 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/>
 2018 Next Meeting: Thursday, May 17, 2018.

University Glen Community Advisory Group

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

Next Meeting Dates/Times: Thursday, April 26, 2018, at 4:00 PM. The May meeting is scheduled for May 24, 2018, at 4:00 PM.

CSUCI Site Authority

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

2018: Monday, May 7, 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 RENT*Cafe*, by mailing a check, or by delivering a check to the mail drop at the UGCAM office at 45 Rincon Drive, Suite 103-3B, 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.