

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Minutes for Thursday, May 17, 2018 (6 PM)
UG Community Center-Lounge
45 Rincon Drive, Ste. 104, Camarillo, CA

1) **Call to Order**

- a) At 6:05 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
- Julie Rutherford
- Carolyn Phillips

There was a quorum.

2) **Approval of Minutes**

- a) Chris Williamson made a motion to accept the HAC Meeting Minutes for the April 19, 2018, HAC Meeting. The motion was seconded by Susan Engelmann. The motion to accept the Meeting Minutes for the April 19, 2018, HAC meeting passed. The Meeting Minutes for the April 19, 2018 HAC meeting were accepted.

3) **Public Safety Report (Sargent Brownfield)**

- a) Sargent Brownfield mentioned there was a reported hit and run. The car was parked on Landing Cove around April 24, 2018. This incident is still under investigation.
- b) Sargent Brownfield mentioned there was a report of marijuana paraphernalia under the bridge by the Park. The paraphernalia was retrieved and officers have increased patrolling in the area.
- c) An owner mentioned they have observed persons parked in their cars by the parking smoking. Sargent Brownfield responded that it is illegal to smoke marijuana in a car, so if residents become aware of this situation call the police. The police are on duty 24/7. Brownfield commented that due to the proximity of the officers to UG, the response time to calls is quick.
- d) Sargent Brownfield mentioned the annual "Safety Day" is scheduled for Saturday June 30th between the hours of 11:00 AM to 1:00 PM. A change from previous years, the police department has hired "Mister Softie" to distribute free ice cream for those attending "Safety Day".
- e) Commencement is on Saturday, May 19th. Traffic delays may be experienced particularly entering campus. Entry to the Campus/University Glen will be via University Drive. Residents will be able to exit University Glen on Camarillo Street. There are two commencement events, at 9:00 AM and at 3:00 PM.

- Brownfield suggested residents point to their resident parking pass to facilitate the police directing them to University Glen and not to Commencement Parking.
- f) Officer Brownfield stated the Police Department has posted a map of the Commencement activities on the UG Next Door platform. The same information is available for residents on the CSUCI website.

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

- a) Mark Hewitt reported he mentioned the UG residents' concern about the landscaping during Commencement. The concern was that last year during the month leading up to Commencement UG did not receive any landscaping services from the University's landscaping crew. Hewitt reported this year the University's landscape crew did cut the grass the week before Commencement, so the residents' concern was addressed.
- b) There was discussion about the retaining walls primarily in front of the Single-Family Homes. The Chair of the UG CAG, Bill Robe, stated he intends to bring up the retaining wall issue during the next Site Authority meeting scheduled from May 4, 2018. Hewitt mentioned that repairs/painting of the retaining walls is not in the 2018-2019 CAM Budget.
- c) Hewitt mentioned he brought up the concern that at the round-a-bout at the Park, the sidewalk pavers are uneven due to roots pushing up from below.
- d) Hewitt mentioned there was discussion about how the Site Authority is going to enforcement the Ground Sublease with regards to maintenance of the Single-Family Homes. Maintenance including painting of Single Family Homes and repairs/replacement to shutters, etc.
- e) Hewitt mentioned he plans to bring up at the next CAG meeting a suggestion made by Carolyn Phillips, Owner of a Single-Family Home the possibility of having the Ground Sublease modified to allow a pro-rated cost for the painting of the Single-Family Homes to be added to the sale price of the Single-Family Homes.

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

- a) The UGCAM Manager introduced Jim Walsh to the residents. Jim was brought on by the Site Authority about two-months ago as the Senior Director for the Site Authority. As UGCAM Manager, Friesen reports to Jim Walsh. Mike McConnell also reports to Jim Walsh. Mike is overseeing maintenance work in University Glen.
- b) Jim Walsh commented he is "getting up to speed" with the Site Authority and University Glen. Walsh mentioned he has been with CSUCI about 16-years working in Facilities Services on Major Capital Improvement Projects. Other persons Walsh is working with to continue to improve University Glen are Lori Lang with Home Sales, and Stephanie Bracamontes, Financial Officer. David Watts asked how do residents contact Walsh? Jim stated his contact information is available on the CSUCI website under the Site Authority.
- c) Wolfgang Pausch requested that with the continuing changes at the Site Authority, is it possible to get an updated organization chart? M. Hewitt commented that when the new University Glen website is rolled out there is to be an org chart clarifying relationships for persons working with the Site Authority. Walsh stated that recently University Glen was separated from University

Auxiliary Services due to the increase in the size of UAS. UAS will continue to manage the food services and other vendors serving the students. The Site Authority manages the Power Plant, a new solar project scheduled to begin later this year, and the East Campus improvements.

- d) Sandi Boyd asked from an accounting perspective will the Site Authority be keeping the Power Plant and East Campus accounting separate. Walsh responded, "Yes". There are accounting "buckets" which keep the areas for which the Site Authority is responsible clearly separated. Walsh mentioned Stephanie Bracamontes, Financial Officer, is working with the Site Authority's accounting. Bracamontes presented the UGCAM 2016-2017 reconciliation (operation & reserves) during the January/February 2018 HAC meetings.
- e) Chris Williamson asked Walsh about the growth rate for the campus. Walsh stated the anticipated growth rate is in the 4-5% range. Walsh commented the maximum build-out capacity for CSUCI is 15,000 students. Williamson asked whether there are any new capital improvement projects slated to be built on the campus? Walsh mentioned there is a Gateway Hall project for near the entry to the Campus which has been pushed back to fiscal year 2019-2020 at best.

(Near the end of the HAC meeting a member of the staff at CSUCI clarified that next year the anticipated enrollment at CSUCI will be 7,500-7,600 students. This is a 6% increase in enrollment. The percentage of student enrollment increase is based on a series of factors. Because CSUCI is a non-impacted campus, anyone who applies and is readily admissible, CSUCI is compelled by state law to admit them.)

- f) Julie Rutherford asked if Jim Walsh will be attending the HAC meeting regularly? Walsh commented he was not planning on regularly attending the monthly HAC meeting, but he wanted to introduce himself so residents can put a face with a name, when his name is mentioned.
- g) The HAC election is coming up. Friesen announced there were five residents were nominated, Tom Bokhart, Sandi Boyd, Brett Eastman, Kelli Miller, and Gabrielle Powell. The ballots are scheduled to be mailed out on Monday, May 28, 2018 and shall be returned to the UGCAM office by 5:00 PM on Friday June 15, 2018. The announcement of the new members of the HAC will be made at the June HAC Meeting, on June 21st.
- h) As part of the upcoming budget for fiscal year 2019-2020 process, the Site Authority representatives suggest the East Campus owners participate in the budgeting process in an advisory non-voting capacity by providing three representative to review/advise the 2019-2020 CAM Budget, as it is developed. It was agreed these three representatives ideally would be selected from a group elected by the residents of UG. As the HAC members are elected to represent the East Campus, these three advisors will be selected from the HAC members for the 2018-2019 term. The description of the duties of these three advisors is being developed.
- i) At the May 4, 2018, Site Authority Meeting the 2018-2019 Budget for the University Glen Common Area Maintenance was passed. The UGCAM Budget is part of the entire Site Authority Budget. The new monthly fees beginning on July 1, 2018 and due on July 10th are as follows:
 - Single Family Homes--\$189.68
 - Townhouses--\$265.23

For owners who have automatic withdrawal payments of their monthly CAM fees, each owner will need to change the amount sent monthly to UGCAM beginning in July.

- j) UGCAM is planning to email out CAM ledger statements to each owner beginning in July 2018. This will allow all owners to know the status of their monthly CAM fee payments and resolve any questions which may arise.
- k) T. Bokhart requested a brief explanation be given as to why there is an increase in the 2018-2019 monthly CAM fees. Friesen responded, the two categories impacting the increase in the monthly CAM fees are the increase in water costs and the increase in trash collection costs.
- l) The townhouse painting project is nearing completion. The schedule has compressed so now the last set of townhouses is scheduled to be painted beginning May 28th and completed approximately two weeks later. The final punch list for the entire project will follow that. The 40-yard dumpsters associated with painting project will be removed permanently from the property after Friday, June 15th.
- m) David Watts stated there were pieces of blue tape left on his townhouse by the townhouse painting crew. He asked whether the painters are intending to come back to perform some touch up? J. Friesen, CAM Manager stated that as of this time no townhouse blocks have been completely "signed off". The painting contractor is planning to come back and to touch-up incomplete work. Friesen reported that all emails from townhouse owners regarding touch-up items on individual townhouses will be forwarded to the painting contractor
- n) Gabrielle Powell stated that the vines which were laid down to do the painting have not been put back on the walls to either side of the garages in the alleys. Friesen stated that reattaching the vines in the alleys is the painting contractor's responsibility. The landscaping company who works for the painting contractor will rehang all the vines in the alleys. Friesen stated he will mention the need to rehang the vines along Landing Cove during the weekly conference call he has with the townhouse painting project team. Miriam Olson mentioned the vines in the alley of Platt's Harbor have also not been rehung.
- o) Brett Eastman asked about the status of replacing the roof tiles broken during the painting project. Friesen commented that Mike McConnell is working to verify all the roof tiles broken during the townhouse painting project are replaced as part of the final punch list.
- p) S. Mandyam asked about the status of the punch list for the painting project. Friesen commented emails from individual owners are forwarded directly to the painting contractor. Mike McConnell with Facility Services has been authorized to review all the townhouses to assure the punch list items are being addressed.
- q) In the May EBlast from UGCAM, the Addendum to the Ground Sublease that has the Common Area Rules and Regulations was included. These Rules and Regulations include the rules for use of the pools/spas. With the amenities for the entire UG community being managed in part by E&S Ring, it has been determined that to provide equal access to all UG residents at all times the amenities are available, two guests per household are permitted. Owners are asked to enter the amenities with your FOB. There is no age restriction regarding who is considered a guest.
- r) T. Bokhart asked whether the cameras monitoring the amenities are manned. Friesen responded the cameras are recording to drive which is on a 30-day loop. If a resident observes a questionable activity at an amenity management recommends calling the Police. Carolyn Phillips stated, if there is something

going on in question as a human being you should act. You cannot rely on cameras or someone else to address the issue. See something. Say something.

- s) S. Mandyam asked about calling 911. Sargent Brownfield commented all 911 calls get transferred/forwarded to the CSUCI Police Department. Brownfield also commented the Police Department has a non-emergency number goes to the same dispatch center. The non-emergency Police Department number is 805-437-8444.
- t) Kerri Gordon asked whether there was an update about extending the hours for the swimming pools/spas to 10:00 PM on Friday and Saturday nights during the summer. Friesen commented E&S Ring was consulted about extending the pool/spa hours on Friday and Saturday and responded that due to the proximity of the pools to the apartment building they do not want to extend the pool/spa hours on Friday and Saturday evenings.

Sandi Boyd stated that in the past the residents who backup to the pools have a great deal of difficulty people being in the pools past 9:00 PM. Boyd offered that as owners the members of the HAC need to balance the needs of all the residents of UG. Boyd suggested negotiating for changes in the hours of the pools should be approached like the changes to the exterior of the homes in UG. With the Property Improvement Application, the neighbors are required to sign the PIA to acknowledge the impact the activities proposed in the PIA will have on their quality of life.

- u) K. Gordon asked about the having the hours for the Community Center Lounge be extended to be the same as the Pools/Spas—9:00 AM to 9:00 PM. C. Phillips commented in response to K. Gordon's question that the Site Authority choose to sell the amenities to KW-MF who hired E&S Ring to manage the amenities. As owners in UG, we pay to use the amenities. Friesen agreed to bring up the request to extend the hours of the Community Center Lounge with KW-MF and E&S Ring to 9:00 AM to 9:00 PM, which is like the Town Side Pool.
- v) Friesen reports owners continue to complain about dogs off lease and dog poop not being picked up.

6) **Unfinished Business**

- a) J. Welborn asked whether there was any further discussion about installing playground equipment in the flat area of the Park?
- b) M. Hewitt mentioned picnic tables in the Park have been suggested previously. Friesen stated that picnic benches are not in the 2018-2019 Budget.

7) **New Business**

- a) S. Boyd mentioned she has noticed that alley green spaces are an issue throughout the neighborhood. Boyd is suggesting that in the next month she try to find anyone who is interested in discussing the issue of what to do with the green spaces. Rosemary is not fire tolerant and therefore replanting Rosemary may not be the best solution. Using mulch in the bare places could a fire hazard for air borne embers during a fire. Boyd commented she is not a friend of rock, but the one solution that is both drought tolerant and fire resistant is rock. Boyd is suggesting she will conduct an experiment in her alley because she has a lot of kids in her alley. She is suggesting she will develop a rock/stepping stone solution to the bare dirt issue. She suggests she will come back next month with a proposal to address the bare areas in the alleys.

- G. Powell suggested that rock is not particularly a workable solution with kids.
S. Engelmann suggested stepping stones may be an appropriate solution.
S. Mandyam suggested he was interested in assisting Boyd with finding a solution to the bare dirt issue.
- b) C. Williamson mentioned the 2018-2019 CAM Budget includes monies to expand the dog park. How do the residents go forward with making suggestions regarding the expansion of the dog park? The improvements to the dog park come out of Operations in the 2018-2019 Budget.
 - c) C. Williamson mentioned he was walking past Napa Hall on the campus where there is outdoor sculpture. Williamson suggested what if UG had an arrangement with the art department at the University where at various places around the UG community student work would be installed and from time to time it would be changed out with another student's work. Residents attending the HAC meeting seemed interested in investigating this idea further.
- C. Phillips mentioned she was in Glendale recently and noticed the power boxes are painted with interesting designs including animals and other graphics.
- d) T. Bokhart commented that to "dumb down" the beautification projects UG, the bait stations throughout the community could be covered with "rocks" to make them less visually offensive.

8) **Architectural Reviews**

- a) The Owner in the 200 of Anacapa Island Drive requested authorization to replace and paint the wood at the base of the columns at the front of the single-family home which are rotted out. 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 completed. The Hillcrest Pool & Spa as well as the Fitness Center opened on Wednesday, May 16, 2018.
- b) The townhouse painting project is scheduled to be complete mid-June 2018.

10) **Upcoming Events**

- a) Commencement at the CSUCI Campus will be on Saturday, May 19, 2018.
- b) The annual "Safety Day" sponsored by the CSUCI Police Department is scheduled for Saturday, June 30, 2018.

11) **Public Comments**

- a) None

12) **HAC Comments**

- a) None

13) **Meeting Adjourned**

- a) Chris Williamson, Acting HAC Chair, adjourned the meeting at 7:15 PM.

Attendees

Julie Rutherford	HAC Member, Chair
Chris Williamson	HAC Member
Mark Hewitt	HAC Member
Carolyn Phillips	HAC Member
Susan Englemann	HAC Member
James Musselman	
Simhan Mandyam	
Brett Eastman	
Jim Welborn	
Davie Watts	
Alec Macdonald	
Lori Macdonald	
Susan Doswell	
Miriam Olson	
Gabrielle Powell	
Sandi Boyd	
Janis Benn	
Wolfgang Pausch	
Gonzalo Valdivia	
Graciela Valdivia	
Karin Gordon	
Jim Walsh	Senior Director for SA
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, June 21, 2018.

University Glen Community Advisory Group

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

Next Meeting Dates/Times: Thursday, May 24, 2018, at 4:00 PM.

CSUCI Site Authority

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

2018: Monday, June 4, 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 Yardi Payment Platform, 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](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 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.

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