

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Minutes for Thursday, August 16, 2018 (6 PM)
UG Community Center-Lounge
45 Rincon Drive, Ste. 104, Camarillo, CA

1) **Call to Order**

a) At 6:03 PM Mark Hewitt, Acting Chair of the HAC as Chris Williamson-HAC Chair's arrival was delayed due to traffic.

b) HAC members present:

- Mark Hewitt, Acting Chair
- Chris Williamson, Chair
- Tom Bokhart

Members absent:

- Sandra Boyd
- Kelli Miller

There was a quorum.

2) **Approval of Minutes**

a) The Meeting Minutes for July 19, 2018, were approved by email. The approved meeting minutes will be uploaded to the new website shortly.

3) **Public Safety Report (Officer Arnie Camp)**

- a) Officer Medley commented it is summertime in UG, so things are very quiet. He did report there has been some suspicious activity at the South (Town Side) pool. Someone had moved some cushions into a rest room stall and smoking paraphernalia was found as well. This activity was around 8.14/8.15. The stall was cleaned up and there has been no further activity reported.
- b) Camarillo Road is closed between Channel Islands and Santa Barbara Street due to a broken water pipe. The asphalt has been cut into to make the repair. Pedestrian as well as vehicular traffic in the area has been prohibited during the repairs due to the area being hazardous. Notification of the closure was emailed to the residents of University Glen by UGCAM and E&S Ring. The repairs are anticipated to be completed before the Friday, August 24th.
- c) CSUCI classes start on Monday, August 27th. There will be increase student activity the week of August 20th with move-in of students beginning Friday, August 24th.
- d) Camp noted there has been a change in parking enforcement. Parking permits are required on the weekends as well as during the week, 7-days a week. Camp offered he had requested a report from the parking patrol on the number of parking citations comparing years 2017 and 2018. June 2017 31 citations/June 2018 28 citations and July 2017 38 citations/July 2017 11 citations. Jake Friesen offered the additional patrolling on weekends is based on continuing complaints

that residents of the apartments are parking on the residential streets on the weekends limiting the amount of parking for owners adjacent to the apartment blocks. Temporary parking permits are available to owners in University Glen during the week at the UGCAM office. On the weekends temporary parking permits are available at the Mission Hills leasing office during business hours. Friesen mentioned there is concern about vehicles which are hanging over into the alleys, where the 20-foot wide fire lane is required to be maintained. Management continues to work to provide convenient access to temporary parking passes to accommodate the parking needs of the community. Your cooperation is appreciated and acknowledged. Camp mentioned the increased parking patrols 7-days a week also will assure returning students are not parking where they are not allowed to park which frees up parking spaces for UG residents. Friesen mentioned the 72-hour parking in the same place restriction will be enforced.

Alan Linnemeyer commented he had sewn a window in the car cover for his classic car to assure the officers will check the parking permit. Friesen requested Linnemeyer's cooperation in moving his vehicle regularly as the streets of University Glen are not intended for the storage of vehicles.

Kevin Benn stated he is occasionally away on business for more than three days at time. Friesen commented the best option is to park in your garage or on your garage's apron, if you have an apron that can accommodate your car without hanging over into the alley. Friesen stated that parking permits need to be visible for vehicles parked on garage aprons.

Officer Camp stated that if owners are planning to be away from their home for an extended amount of time call the non-emergency police department number and the police department will work with owners regarding parking, etc.

- e) M. Hewitt observed Officer Camp was wearing a body camera. Camp stated that as of August 16, 2018, all CSUCI Police Officers will be wearing body cameras. Going forward any proactive enforcement/call-to-service will be audio/visually recording the call. The implementation of the body cameras is preemptive. Camp offered CSUCI has developed a policy supporting body cameras.

4) Public Comments

- a) Diana Estes commented she talked with Lori Lang, Manager-Site Authority Housing. Estes said Lang commented that now that the remaining Site Authority owned townhomes are sold, there is a shortage homes. The Site Authority is looking at the possibility of buying back homes which have been owned for over 10-years. Estes stated this possibility affects her personally. She offered she understands the Site Authority will start with the "public" owned units, which are 7's.

M. Hewitt offered he heard there was a waiting list of 36 people as of last month and of that 12 are CSUCI faculty. Hewitt commented the information about the waiting list has been floating around, but he has not heard anything about a buy-back program being implemented.

K. Benn offered that as a recent buyer, Lang had pointed out to them the Site Authority's option to buy-back homes purchased by members of the "public". Estes offered the possibility of the Site Authority buying-back homes after 10-years is something owners need to be made aware of. After putting money into a property an owner does not want to "forced" to sell.

Hewitt commented it has been requested to have Lang attend an HAC meeting to present a brief presentation on the buying and selling of a home in University

Glen including discussion about how the valuing of the “upgrades” works. Her attendance at an upcoming HAC meeting has not been finalized.

T. Bokhart commented the buy-back clause applies to the single-family homes as well as the townhouses.

At the present time, the buy-back program is not being implemented.

T. Bokhart commented he recently purchased the townhome he had been renting and offered L. Lang did cover the 10-year buy-back clause during the purchase of his unit.

- b) Joe Cornish offered his concern about rattlesnakes having access to the tot lot. He suggested installing snake fence around the perimeter of the tot lot. Hewitt commented this is public safety concern and needs to investigate immediately.
- c) Kevin Benn mentioned that at the Hillcrest Pool near the south gate some work appears to have been done at the base of one of the bollards and a cover plate was not put back leaving the wires exposed.
- d) T. Bokhart mentioned he became aware UG has tarantulas. Recommending keeping your doors closed.
- e) Melea Hopper suggested moving one of the cabanas from Hillcrest Pool to the Town Side Pool.
- f) M. Hopper inquired whether there are any plans to provide a RV storage area in the future. She suggested this is an amenity she would like to see investigated. Hewitt offered he will bring up her request at the next UG Community Advisory Group meeting.

5) Reserve Study-Scoping Meeting with Consultants

- a) On Tuesday, August 7th, Chris Williamson, HAC Chair, representing the owners of UG met with Complex Solution a reserve study consulting firm. Other members attending the meeting were members of the Site Authority Team including Jim Walsh, Stephanie Bracamontes, Lori Lang, and UGCAM Manager, Friesen. Ben Gordon with Kennedy Wilson-MF participated by phone. Complex Solution appears to be a very competent firm which does reserve studies for residential organizations all over the country. Rob Forney, President of Complex Solutions attended, as well as Ken Forney. The purpose of this meeting was to give Complex Solutions a list of the items the team wants Complex Solutions to look at. Williamson explained to the UG owners reserve studies provide an inventory of facilities in the common areas of the property, determine the status/condition of these items as of today, determine the expected life of the items, offer when repairs/replacement of said items can be anticipated, provide a budget for all these items, understand the existing monthly CAM fees and reserves, and provide a report offering projected common area expenses which will inform the CAM budgeting process for the upcoming fiscal year, 2019-2020. (The CAM budgeting process is anticipated to start at the beginning of October 2018.) Williamson suggested the reserve study will provide needed information to forecast future repairs/replacement costs for common area items which will inform the calculation of the monthly CAM fees for upcoming fiscal years.

The following are the list of items:

- Slurry seal on the asphalt streets, curbs & gutters
- The vehicular and pedestrian bridges
- DG paths at the perimeter and through the community.
- Signage throughout UG

- The Doggie stations
- Light bollards, street lights, & luminaires
- Mailboxes
- Railings and low walls in front of Single-Family Homes
- Landscaping (lifespan of trees/replanting)
- Trash enclosures
- Carports
- Fire hydrants
- Dog park
- Basketball court
- Tot Lot
- Retaining walls
- Monument signs
- Illuminated house numbers and sconces in the alleys and at the front of townhouses
- Sewage lines from the dwellings to the street
- Lateral gas lines from the dwelling to the gas mains

T. Bokhart asked if the owners are being represented in the discussions about the reserve study. Williamson confirmed yes, the owners are included in the review of the reserve study.

Friesen stated when KW-Properties became the UGCAM managers, KW-P requested a new complete reserve study be completed by a firm who has not previously worked with the Site Authority. This is to provide a fresh set of eyes on University Glen. This is the reserve study Complex Solutions has been hired to complete.

K. Benn asked if there are "gray areas" who makes the final decision. Friesen replied the Site Authority will make the final decision regarding any "gray areas" as delineated in the ground sublease.

M. Hewitt commented that this reserve study efforts seems to be a "clean, fresh start".

Bokhart asked what the schedule for the next update to the Complex Solutions reserve is. Friesen commented, three years. Bokhart suggested that parts of the new 32-acre development may be included at that time.

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

- a) For the townhouse owners, the painting contractor has been replacing roof tiles during the week of August 13th. Townhouse owners have been sending pictures/emails offering their concerns about the installation of the roof tiles by the painting contractor. Owners' concerns are being forwarded to the painting project's project management team.
- b) The new University Glen website is "live". The website has a lot of information. UGCAM management continues to update the website. The evacuation plan is available on the UG website. If you have comments/corrections about the UG website, please email the UGCAM manager.
- c) On Saturday, September 15th, the annual California Coastal Clean-up Day is scheduled to take place from 9:00 AM to 12:00 PM. Posters mounted throughout the Town Center area provide information. Additional detailed information is on the CSUCI website.
- d) Going forward UG parking permits, both for new owners and replacement parking permits (both permanent resident permits and visitor parking permits) will

be processed through the UGCAM office. (There is a \$25.00 service charge for a replacement parking pass, either resident permit or guest pass.)

- e) To reiterate, the UGCAM office is the location to process the security FOBs which provide access to the community's amenities for new owners and replacement FOBs for existing owners. (There is a \$75.00 service charge for a replacement FOB.)
- f) As of July 1, 2018, UGCAM has a service agreement with the University's Landscaping Department to provide landscaping services in the common areas of University Glen. The contract gives guidelines to the landscapers outlining the requirements for care of the landscaping. On August 14th UGCAM met with John Gormley, VP of Facility Services and his team to discuss the landscaping contract. The meeting included a conversation about the irrigation system. Owner, K. Benn, offered to talk with the landscaping foreman and crew about fine tuning the UG irrigation system. Gormley and his team is receptive to these conversations.

At the present time, UGCAM has worked out a request procedure with the landscaping crew regarding replacement plants. We request owners email the UGCAM office with their request. UGCAM opens a work order request in the University Facility Services' work order system including the contact information of each owner, so the landscape foreman can make contact, if necessary, to address your landscaping concerns. Now, the turn-around time is 2-4 weeks. The 2018-2019 CAM Budget includes \$15,000 for replacement plants and \$10,000 for mulching.

Man-power issues the University's Facility Services Landscape Department may be experiencing are not a concern to be discussed with Owners, who are paying for the landscaping services in University Glen.

J. Cornish inquired about how to get grass planted in his front yard on Landing Cove. Friesen commented UGCAM is aware of the landscaping issues along Landing Cove. Landing Cove is at the top of list in the conversation with the landscapers to address.

J. Cornish observed the leaves are being blown into the street and being left, commenting the street sweepers go around the cars, so the leaves do not get cleaned up. He also mentioned the vendor "cleaning" the alleyways do not appear to do anything.

T. Bokhart asked to see the service level agreement for the landscaping. Friesen offered the landscape service level agreement is available at the UGCAM office. Regarding the ground cover mock-ups, CSUCI Facility Services is suggesting the rock is the preferred direction with which to move forward. The rationale is that the rock is easier to blow debris out of and collect the debris for removal. No final decision has been made.

K. Wiggins asked on what alleys are the ground cover mock-ups. Friesen responded in the alley between Cuyler Harbor and Fry's Harbor.

In the townhouse alleys, the vines on either side of the garage doors will be trimmed to 4'-0" above grade. This will allow the townhouse numbers to be visible. It is requested the single-family-home owners keep their vines trimmed so the house numbers are visible. This is to provide identification of homes to emergency personnel.

In the alleys of both the single-family homes and townhouses, the landscapers will trim the trees, shrubs, and ground cover from the concrete gutters to the wood fences.

Leaf collection was excluded from the service level agreement between UGCAM and the CSUCI Facilities Services Landscape Department. During the meeting Jim Walsh, Senior Director of the Site Authority, stated the Landscapers will work with UGCAM to address the leaf collection. The primary leaf collection areas are where the sycamore trees are, mainly Landing Cove and Platts Harbor Drive. There are other areas of sycamore trees in UG as well.

- g) Property Improvement Application requiring permits now need to include a CSUCI Facility Services cover sheet. This cover sheet will be available online as well as through the UGCAM office. UGCAM will work with each applicant to get the necessary forms filled out.
- h) Friesen presented the UGCAM organizational chart which was requested by owners. This organizational chart will be available on the UG website.
- i) Updates on projects.
 - See the discussion about the reserve study presently being worked on by Complex Solution in Item 5 above.
 - Regarding the life expectancy of the paint on the townhouses. There is a conversation in progress between the SA PM, Mike McConnell, the painting contractor, and the PM for the project with KW-MF regarding who established the paint warranty. Further clarification is forthcoming.
 - Regarding the painting of the retaining walls at the front of the single-family homes, UGCAM is procuring prices from painting contractors and the landscape vendors for the removal of the shrubs/foliage from the face of the stucco wall surfaces to be painted. The retaining walls are scheduled to be painted the same color as the house per the painting schedule for the original development.
- K. Wiggins asked if all the projects for University Glen Common Area are going out to bid. Friesen responded, yes. UGCAM is procuring a minimum of three bids for projects which are being funded by the reserves. The painting of the single-family home retaining wall is being funded through the Single-Family Home reserves. Wiggins expressed a desire to see the contract for the painting of the townhomes.
- The bollard project for 14-bollards along Channel Islands Drive is moving forward with procurement of three bids for the FirstLight WLB Series Solar Bollard. The recommendation is to order one of the solar bollards and install one as a mock-up for review before ordering the remaining 13 bollards. The commercial solar bollard technology is relatively new. The FirstLight solar bollard was offered by two lighting suppliers. The proposed location for the mock-up is at the steps in front of 355 Channel Islands.
- j) It has been suggested someone from the community conduct a survey of the sconces and address lights which are burned out. Friesen had a spread sheet listing the townhouses which Carol Borecki agreed to complete the lighting survey.
- k) The single-family home owners have asked in the past for a recommended exterior lantern/wall fixture for their homes. Friesen offered the lantern fixture which were installed on the Hillcrest Pool house for consideration as a replacement for use on the Single-Family Homes by the community. The fixture is the "Light Small Wall Mount" Branbury-Z5704-92.
- l) Single-Family Homeowners are asking for painters which are familiar with University Glen and other owners can recommend. Karen Romney, owner of a

single-family home, has used Joel Pena Painting, 805-358-8172. If owners have other painters to recommend, email UGCAM.

- m) Bokhart requested clarification on the organizational chart about who to initially contact regarding any item. Friesen suggested starting by contacting the UGCAM manager.
- n) Bokhart questioned the painters replacing the tiles which they broke during the townhouse painting project. The townhouse project team determined it was acceptable for Roussos, the painting contractor, to replace the roof tiles broken during the painting project. It was determined by Mike McConnell acting as PM for the SA that 68-tiles were broken by the painting contractor during the townhouse painting project.
- o) Bokhart asked whether the police department will have access to the list of parking passes developed by UGCAM. The updated list of new parking passes and lost/stolen parking passes is scheduled to be sent to the police department monthly.
- p) M. Hewitt asked for an update on the tot lot repairs. The tot lot equipment was surveyed by UGCAM and a contractor has been contacted regarding developing a price to replace the worn walking boards. Friesen mentioned that during the initial meeting of the reserve study team the replacement of the tot lot equipment was mentioned at the top of the list of items needing attention.
- q) Hewitt asked about the trip hazard in the sidewalk pavers at the roundabout at the intersection of Anacapa Island Drive and Channel Islands Drive. Friesen talked with Jim Walsh about this issue and he is talking with Facility Services about how to proceed.
- r) Hewitt asked about the progress to extend the Community Center Lounge hours till 9:00 PM every night. Friesen reported he has been in contact with the CSCUI Police Department. Friesen has talked with Site Authority Senior Director, Walsh about how to proceed as well. This conversation is continuing as to how to achieve the extended hours and address safety/security concerns for locking the Community Center's Lounge.
- s) Hewitt asked whether as part of the single-family home retaining wall project the project included patching and repairing the wall prior to painting. Friesen responded yes, the project includes the patching and repairing of the walls prior to painting. Unanticipated extensive wall repairs may be offered as an additional services/change order.
Hewitt offered there needs to be discussion with homeowners whose trees/landscaping are negatively impacting the retaining walls, if the Site Authority and the Single-Family Home owners' reserves are going to pay for the painting of the retaining walls.
- t) Karin Gordon asked what is being done with the landscaping at the townhomes where there is just dirt and debris? Friesen stated to email UGCAM and state your specific landscape concerns. UGCAM will put in a work order which includes your contact information, so the landscape crew foreman can contact the owner and agree what can and will be done to rectify the landscaping conditions at your individual townhome.
Joe Cornish commented there should be someone, other than owners assessing the landscaping, someone who has the owners' interests in mind.
M. Hopper interjected the service level agreement in place with UG's landscaping contractor should include the landscaping vendor assessing the work needing to be done, not paying someone in addition.

Hewitt commented that the landscaping service agreement is recently in effect. He suggested for the short-term send in picture of the landscape items which need immediate attention.

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

- a) There was no UG Community Advisory Group meeting since the July HAC meeting as the CAG meetings are now scheduled for approximately two-weeks before the Site Authority Board meetings.

8) **Unfinished Business**

- a) Williamson mentioned and Friesen confirmed, the new fiscal year has monies for expanding the Dog Park. Discussion includes having separate areas for small dogs and large dogs as well as refurbishing the grass in the existing dog park. Williamson suggested 2 or 3 individuals who are interested take pictures of other dog parks, talk to fence vendors, and talk to ground personnel regarding their perspective, etc. to come back to the HAC with a proposal outlining ideas for expanding the dog park.
- b) The desire to provide access through/around the gates accessing the water tanks on the hill continues to be a request of the owners of University Glen.
- c) Town Center Market hours are scheduled to go back to the “school” hours as of August 24th. The Site Authority is working to put in place a new management team for University Auxiliary Services which will include a new executive director.
- d) As the CAM manager we agreed to walk the 72 single-family homes with Lori Lang, Site Authority housing manager, and provide an initial property condition assessment as a benchmark moving forward based on the check-list the SA emailed out. We will also take a picture of the front and back of each home for reference. This initial benchmark may be used to annually document and track the status of each single-family home. The check-lists will also assist the SA housing manager when owners wish to sell their home to know what maintenance items need be completed before the sale of the SFH can be approved.

One owner commented that it appears the original stucco for the SFHs have not generally been painted.

M. Hewitt commented the original stucco was “fog-coated”. Hewitt offered he has information available on the difference between “fog-coating” and painting your house. This information includes the pros and cons of each painting technique. Hewitt explained the shortcoming of “fog-coating” is that this technique does not cover any cracks, offers a limited number of paint colors, but lasts longer than painting. Painting can cover-up cracks, has many more color selections available, and lasts 6-8 years.

- e) Hewitt reiterated residents of University Glen can use their UG parking passes to park in the 300-acre CSU Channel Islands Park, which is located near the Calleguas Creek bridge on Camarillo Street.
- f) Carla Davis mentioned her concern about the protocol to secure temporary parking permits. Friesen mentioned earlier in the meeting UGCAM discussed the reasoning behind implementing the 24/7 enforcement of parking in University. Davis mentioned at other residential community residents can go online and print-out a temporary parking permit. Friesen acknowledged the CAM team continues to discuss ways to provide an efficient resident-friendly temporary parking permit process. CSUCI is also looking at improving the parking permit distribution system.

- g) Stephanie Pittman reported she experienced the police department's safety patrol in a Ford Explorer driving through a stop sign at Channel Islands and Santa Cruz Island Drive and almost hitting her broadside.

9) **New Business**

- a) None

10) **Architectural Reviews**

- a) An owner on the 200 block of Anacapa Island Drive presented information on a proposed new front door which is to be painted one of the colors from the approved list of door colors for single-family homes. Members of the HAC approved this Property Improvement Application.
- b) An owner on the 1000 block of Channel Islands Drive presented information on a proposed screen door for their front door. Members of the HAC approved this Property Improvement Application with the directive that this screen door must be removed when the property is sold.
- c) An owner on the 1000 block of Channel Islands Drive presented information on a proposed pair of swinging screen doors to be install on the townhouse's French doors. This application was rejected as retractable screens are the only type of screen doors accepted for installation on French doors.
- d) An owner on the 300 block of Twin Harbor Drive presented information to install the diagonal redwood lattice on the courtyard walls at two courtyard locations. Members of the HAC approved this Property Improvement Application.
- e) An owner on the 300 block of Twin Harbor Drive presented information to install retractable screens at their French doors. Members of the HAC approved this Property Improvement Application.

11) **Construction Updates**

- a) The water tower repair/painting project continues. The work day begins at 7:00 AM to 5:00 PM on weekdays. The project is anticipated to continue through the end of the September.

12) **Upcoming Events**

- a) Coastal Clean Up Day, Saturday, September 15, 2018, 9:00 AM to 12:00 PM.
- b) Community Advisory Group meeting, Thursday, September 20, 2018, 4:00 PM
- c) Homeowner's Advisory Council monthly meeting, Thursday, September 20, 2018, at 6:00 PM in the Community Center Lounge.

13) **Meeting Adjourned**

- a) Mark Hewitt, Acting HAC Chair, adjourned the meeting at 7:35 PM.

HAC Attendees

Owner	TH/SFH
Mark Hewitt	Acting HAC Chair
Chris Williamson	HAC Chair
Tom Bokhart	HAC Member
Michelle Dietz	TH

Melea King	TH
Diana Estes	TH
Simhan Mandyam	TH
Susan Doswell	SFH
Cindy Good	TH
Alan Linnemeyer	TH
Tobey Wheeler	TH
Allie Cornish	TH
Joe Cornish	TH
Carol Borecki	SFH
Steven Borecki	SFH
Kyle Butler	TH
Kathy Wiggins	TH
Miriam Olson	TH
Mark Haug	SFH
Karin Gordon	TH
Stephanie Pittman	SFH
Carla Davis	TH
Kevin Benn	TH
Arnie Camp	Officer CSUCI Police
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 to 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.



Upcoming Meetings

University Glen HAC
<http://www.csuci.edu/siteauthority/uglen-residents/homeownersadvisory/>
 2018 Next Meeting: Thursday, September 20, 2018, at 6:00 PM.

University Glen Community Advisory Group
<http://www.csuci.edu/siteauthority/uglen-residents/univ-glen-advisory-group.htm>
 Next Meeting Dates/Times: Thursday, September 20, 2018, at 4:00 PM.

CSUCI Site Authority
<http://www.csuci.edu/siteauthority>
 2018: Monday, October 1, 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 UGCAM'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. 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 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.

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