

## **University Glen Community Advisory Group Meeting**

**4:00 PM Thursday April 26<sup>th</sup>, 2018**

**Lindero Hall Room 2801**

**In attendance:** Bill Robe, David Press, Jake Friesen, Ben Gordon, Jennifer Arriola, Mark Hewitt, Miriam Olson, Karen Romney, Steven Clark, Rhonda Rodriguez (call in), Stephanie Bracamontes (call in).

4pm Called to Order.

### **Chair Report (Bill Robe):**

Carry overs from last meeting: Appointments to this advisory group expire in June. Discuss with Jim Considine how appointment of new members/replacements will be handled. This is the last meeting prior to chair report to the May 7, 2018 SA Board Meeting.

### **Kennedy Wilson/E&S Ring Report (Ben Gordon/Jennifer Arriola):**

Santa Cruz pool area and Gym anticipate completion by mid-May. Shower tile issues caused delay. Gym equipment to be serviced and moved back.

Apartment painting: Finishing up Building 1010 on 4/30/18, then on to Building 1000 with completion mid-May.

Concern about gym equipment being in bad condition. Ben Gordon assured group the equipment is in good shape.

Jake advised CAM spent \$4k to refurbish equipment. Equipment 2 years or younger prior to storage.

Ben Gordon: Townhouse painting completing mid-June.

**HAC Report (Mark Hewitt):** Concern about landscaping around commencement. Nearly no service for 4 weeks last year. Residents are concerned this will happen again.

No budget or allotment for repairing low walls in front of single family homes. Concern of who owns the walls and who will repair them. Bill advised there was a legal opinion that walls are considered common area and should be maintained by the SA as a common area expense for single family homes. Stephanie will discuss with John Gormley. Jake Friesen hopes the reserve study will be complete by July 1 so this issue can be addressed and included in future budgeting. Jake recalled John Gormley this is to be addressed in the 5-year plan.

House on Anacapa and Cathedral Cove has hibiscus plant that was believed to have adversely affected the low front wall. (Subsequent to this meeting it was reported the hibiscus was not the cause of damage). Repair costs for common area items will be determined based on the cause of the damage, i.e. owner's tree caused damage vs deteriorating on their own. A reserve study will reveal how each residential type participates in CAM contributions for reserves and repairs.

Light bollards discussed: Steve Clark felt that the cost of the bollards should not come out of the CAM budget. The bollards were discussed at the HAC meeting with a request for an update. It is expected that the CAM budget will pay for the bollards.

Jim Walsh mentioned that there are numerous options with solar bollards at a much lower cost.

Karen asked about painting the low walls in front of single family homes? They are all to be painted the same color. Jake advised this will be a separate project.

Karen advised that the single-family homes and walls are atrociously in disrepair and are unattractive. Karen and Steven painted theirs. The freshened appearance of the townhomes and apartments call attention to the need for fresh paint on most detached homes.

Bill clarified that there is no such thing as Site Authority reserves applicable to University Glen Community. Bill wanted to clarify from last meeting. There are only reserves paid for by the participants in the common area expenses. There was a contribution by the SA to offset under collected reserves. This was a one-time investment.

Bill will report to the SA Board Members that this wall issue and enforcement of single family home maintenance has been unresolved for a very long time. The advisory group would like enforcement of rules and regulations regarding the appearance of the detached homes to become a priority.

A lot of things have been done without regard to the ground sublease, both owners and management. This has created a push to review it more closely. KW has some issues and we need to create some uniformity. The ground sublease is clear regarding the authority to enforce rules and regulations but clarity needed on who should act as enforcer. Jake/CAM Management needs authority to send out letters, issue fines, create deadlines etc. Ventura Investments was here for a short time and went through sublease and sent notices and citations causing upset in the community. That caused a pull-back to not antagonize the residents. This needs to be re-addressed as a priority.

Steven: Everything is starting to look much nicer, which is heartening, with the painting going on, but it is in contrast to the detached home which are approaching 2 decades old with no surface maintenance. Bill assured group this would be addressed at the SA meeting regarding the need for more enforcement.

Miriam questioned bollard cost. If the bollard cost goes down will it affect the CAM fee increase. Ben clarified that there are 2 sources of capital. One is operating expenses, paid through monthly CAM fees. The other is reserve expenditures, paid with money collected monthly but over a period of time. Reserve contributions for the 18/19 budget are not changing. Proposed CAM fees not affected. Changes in utility expenses for example would affect CAM fees. Historic reserves collected would fund projects.

**CAM Manager Report (Jake Friesen):** Jake distributed a budget handout explained the proposed increases in CAM fees. This will also be distributed at the HAC meeting. Variances are mainly related water and trash expenses. It was clarified that there is only one unsold townhome that will be available for sale in June.

Ben noted that this budget changed, crediting the collaboration between Stephanie, Jake, Jim and Ben working through line items together to achieve a \$100,000 savings. Concerns regarding police patrol, salaries, etc. input was heard and revisions were made.

Per HAC request at a prior meeting, Jake and Stephanie are talking about having 3 individuals participate in working through the next budget. Jake suggested having the new members of the HAC board be part of the budgeting process. Suggestion was received as reasonable, giving people an opportunity to vote on who they want to participate in the budget process. An e-blast in May will further clarify this. Stephanie has a concern that the process must move along and the meetings potentially could cause a delay if members are not available. Ben confirmed with Stephanie that budget process begins in October

and is ultimately due in February. This is not an HOA but the HAC can participate and be updated with the process. Stephanie stated that the budget process is daunting and we need to be prepared in advance.

Bill echoed that we are not an HOA but there may be opportunities for the HAC to participate more like an HOA. Having voted members participate in the budget process is very positive. HAC can be more involved and can share with other homeowners the process.

Bill suggested that in some ways allowing the HAC to participate yet having the SA the ultimate decision maker actually solves a lot of problems typical HOAs encounters. SA is trying to be fair.

Jake mentioned that on April 18<sup>th</sup> there was a community wide meeting with Maggie Tougas from Public Safety regarding evacuation routes. This was a concern from the HAC so it was accomplished. Roughly 25 people were in attendance. Looking at other safety issues and possibly other meetings.

Russ Petruzzelli sent letter complaining of various issues such as trees, DG paths, etc. that are being corrected. Mike McConnell taking a more active role in helping insure these types of issues are promptly addressed.

Elections will be held for HAC nominations due May 15<sup>th</sup> ballots due June 15<sup>th</sup>. Announcement to be made at the June HAC meeting.

Jake is actively working to eliminate the kinks with regard to the painting project.

Pools to begin increasing service per new service agreement.

Jake commented that FOBs provided to homeowners need to be returned before escrow closes on the owner's residence or there will be a charge.

Bill asked for report notes for ease of documenting meeting minutes but not included in the minutes.

Bill clarified the change separating the UAS from the SA. SA will have direct accountability and no longer represented by University Auxiliary Services.

**Site Authority Report (Jim Walsh).** Jim clarified the role of the SA is clear. He is looking forward to improving University Glen. Mike McConnell will be focusing on managing the needs of UG. Lori Lang will take a role in clarifying and enforcing requirements of the ground sublease. Bill will update Jim on some history of this group with regards to past management lessons.

Karen requested a change to the camphor tree planting. Jim advised that the new landscape palette will be more drought tolerant and will complement the new 32-acre development.

Request was made regarding having access to sprinkler schedule on the website. Residents have concerns as to frequency of watering. Jim will look into options.

David Press questioned how the one-time contribution of \$360k from the SA is being listed in the books and is there a payback. Books should reflect that. David will email Stephanie regarding the accounting question.

Bill confirmed again that his presentation at the May SA meeting will include the importance of enforcing the rules and regulations requiring owners detached homes to repaint, where applicable.

Ben questioned status of the Service Level Agreement for landscape maintenance. Jim advised that the final draft between Facilities Services and UG CAM should be finalized shortly and will include landscaping only.

Meeting adjourned at 5:06 PM.

**Pending Issues:** (The “Pending Issues” section below is to be updated at meetings adding, deleting or modifying as appropriate.)

#### **Updates –**

##### **2/22/18:**

- Community Facilities Group completed the landscape walk with Facilities Services and a second walk will be scheduled by the CAM Manager.
- Facilities Services views the light bollard issue as a safety issue and has added it to the capital improvement list.
- A report was developed and presented addressing the historic expenditures from collected reserves.
- Emergency evacuation plans will be incorporated into the new website with a variety of contact points for more information.

##### **3/29/18:**

- The light bollard issue will be reviewed at the May 2018 Site Authority meeting.
- The 2018/19 CAM budget will be submitted to the Site Authority at its May 2018 meeting.
- Beginning with the 2018/19 CAM budget, quarterly financial reports will now be provided in the CAM office upon request.
- Authorization for a current Reserve Study will be presented to the Site Authority at its May 2018 meeting.

##### **4/26/18:**

- Creation of a small community based committee is in process to include HAC members to provide resident perspective and input in the 2019/20 CAM budgeting.

#### **Still Pending or In-Progress –**

- Ongoing - Landscape renovation including but not limited to irrigation, trees, walking paths. Plan is in process to coordinate with the 32 acre Kennedy Wilson development plans to include updated irrigation systems and planting palette.
- Additional street lighting along Channel Islands Drive (See HAC recommendation site plan March 8, 2017)
- Amendment to Ground Sublease to correct for:

- a.) Maintenance reconciliation calculation change from April 1 to October 1 each year to allow 90 days following actual fiscal year end
  - b.) Clarify common area for detached homes and courtyard walls
  - c.) Revise reference to University Glen Corporation to University Auxiliary Services.
  - d.) Review and clarify rules and regulations and related enforcement policies.
- A Process Map for Adoption, Implementation, and Completion of Capital Improvement Projects.
  - Access for Recreational Purposes: possible road to water tanks.
  - Review of walking/jogging path running parallel to Camarillo Street.
  - Consideration of a right-hand turn lane exiting campus from Camarillo St. to Lewis Rd.