

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Minutes for Thursday, February 21, 2019 (6 PM)
UG Community Center-Lounge
45 Rincon Drive, Ste. 104, Camarillo, CA

1) **Call to Order**

- a) At 6:00 PM Chris Williamson, Chair of the HAC, called the meeting to order.
- b) HAC members present:
 - Chris Williamson, Chair
 - Tom Bokhart
 - Sandra Boyd
- c) HAC members not present:
 - Mark Hewitt
 - Kelli Miller

There was a quorum.

2) **Approval of Minutes**

- a) The Meeting Minutes for January 17, 2018 HAC meeting were approved. The approved meeting minutes will be uploaded to the website shortly.

3) **CERT Training Presentation- Maggie Tougas Emergency Manager for CSUCI**

- a) M. Tougas stated after the fire incidents that occurred in the area, CSUCI President Erica Beck, and VP of Business and Financial Affairs Ysabel Trinidad decided to use CERT as a way to alert both the campus and University Glen community. M. Tougas stated at one time there were CERT trained residents who lived in UG.
- b) CERT (Citizens Emergency Response Team) is a nationwide program trained by the local fire department. M. Tougas distributed a hand out. Exhibit A. (Exhibit A is attached to these meeting minutes.) CERT educates residents in disaster preparedness. UG's leader is Heidi Zahrt. Each neighborhood has a CERT leader and a coordinator. This leader and coordinator have bi-monthly or quarterly meetings regularly with local fire enforcement or EMT to discuss trainings or fire patterns. At the end of the year residents do a CERT exercise.
- c) It is suggested UG would have leaders throughout the community who would meet regularly and do similar trainings.

- d) M. Tougas stated there's a new program in the county called "Stop the Bleed", which she suggested UG incorporates into their CERT training.
- e) CERT in UG would be helpful in events such as a fire evacuation since the trained CERT team would inform other residents of the evacuation and be able to assist them with various concerns such as evacuating persons who have animals.
- f) Simhan Mandyam stated Camarillo Springs has a good CERT program, M. Tougas stated they established the program after the mudslides which occurred in their area. However, it is reported Camarillo Springs is not listed in the CERT contact information directory.
- g) M. Tougas distributed information about the CERT classes which are scheduled in Thousand Oaks in April, and another class in Moorpark. Residents who are interested in CERT training are encouraged to attend. The CERT classes in Camarillo are full. However, additional CERT training classes are anticipated to be available in Camarillo in June.
- h) Tom Bokhart asked what is the best way to start this program? Who should interested volunteers contact? Who organizes it? Can he be a CERT volunteer without training?
M. Tougas stated you need to complete training to be a volunteer. After volunteers have completed training, contact Heidi Zahrt. Ms. Zahrt is the leader for UG. She will coordinate with others in order to identify leaders in the community who are willing to take on that leadership role.
Ms. Zahrt is with the City of Camarillo. Her phone number is 805-383-5688.
T. Bokhart asked if UGCAM can send out a notification to residents asking who wants to participate and how to get trained? M. Tougas stated a notification can be send out.
- i) Tobey Wheeler stated anyone who is interest should contact Heidi Zahrt. Although classes are full, often people cancel and volunteers on the waiting list can attend those classes. T. Wheeler advised those interested should also place their names on the waiting list.
- j) M. Tougas gave an example of the CERT team in the Ojai area that alerted their neighbors during the Thomas Fire and the subsequent mudslides. The CERT team went door to door notifying neighbors of the dangers and assisting them with information regarding evacuations.
- k) S. Mandyam stated he believes CERT is important for the neighborhood.
T. Bokhart asked how would a community leader be selected?
M. Tougas stated selection is done amongst the neighbors. UG has neighbors who are already CERT trained.
C. Williamson asked how we can get their info.
M. Tougas stated she has this information and so does Heidi Zahrt.
- l) M. Tougas said volunteers who go through the training will be provided with helmet and a CERT bag which contains the equipment needed.

4) **Public Safety Report (Police Officer Mike Shuler)**

- a) Officer Shuler reports there have been no more sightings of mountain lions in the community. PD has been working closely with Fish and Game. Officers are actively looking for the mountain lion and have not seen it. PD have received reports of a bobcat.
- b) Report of an underage person took parents vehicle without permission.
- c) In the 200 block of Smugglers Cove, report of vehicle vandalized with broken back window.
- d) Report of a juvenile located in parked car and was returned to parents in Camarillo.
- e) In the 200 block of Frenchy's Cove, reported noise disturbance. Loud argument between 2 people.
- f) Residents reported 2 young adults vandalizing the area behind the dog park. Officer stated they are not residents of the area, but are CSUCI students, who were subsequently arrested, and received disciplinary action from the Dean of Students-Conduct office.
- g) Report from facilities services stating power supply shed was vandalized. This is a restricted area.
Matthew Lawler asked if there is the possibility of opening up the area leading to the water tower for residents to use as a trail. Officer stated he believed the area is closed off due to homeland security measures since a water source to the community and the public should not be allowed near the tanks. He stated he will confirm this information with the Chief of Police and follow up with the community.
- h) Comment from Matthew Lawler stating he has not been pleased how things have been in the community. He claims J. Friesen, UGCAM Manager should track down 4 million dollars instead of emailing him about little issues.
T. Bokhart requested M. Lawler give specific examples.
M. Lawler stated his first interaction with J. Friesen was when his child was going to sit in the hot tub and allegedly J. Friesen told the child to 'no, go away'.
Second interaction occurred when L. Lawler placed a bouncy castle in the alley for his child's birthday and J. Friesen told him to take it down which upset him.
L. Lawler stated J. Friesen wants to make things better on the neighborhood he should do other things instead of emailing him to weed the front of his house.
- i) Comment from T. Bokhart thanking the officers for the work they do.
- j) C. Williamson commented reminding residents to always stop at a stop sign and not drive too fast in the neighborhood.

5) Dog Park Committee Report- Chris Williamson

- a) Have not been able to do to much yet. J. Friesen and C. Williamson will be submitting and RFP to fencing companies in the coming weeks. Hoping to have the first phase of the Dog Park expanded by late spring, early summer 2019.
- b) Beginning July 1st, 2019 there will be money allocated in the budget to do the second phase to the dog park.
- c) Susan Engelmann commented apartment renters were told by the rental office that their dogs were allowed to run off leash in the big park area. S. Engelmann suggested UGCAM speak with the rental office to make them aware that dogs must be on leash at all times and relay that information back to the renters. J. Friesen stated the leash rules in the Ground sublease also apply to renters.
- d) Sandi Boyd commented that these issues are all part of the ground sublease, including the issues M. Lawler raised regarding the child in the hot tub, and the bouncy castle, those are all addressed in the ground sub lease. Renters should be able to have input as to what should be placed in the ground sublease.
- e) Comment from T. Wheeler regarding complaints from apartment renters stating UG residents are placing trash in the designated apartment bins. He was told the if his trash bins were full, he could place extra trash in the apartment bins however since Kennedy Wilson took over residents can no longer place their trash in apartment bins. An apartment renter brought up this issue on Next-door, and this resident is requesting clarification whether residents have a right to use those trash bins.

6) Management Office Updates- Jake Friesen (E&S Ring CI/Site Authority reps)

- a) J. Friesen stated the SFH retaining wall painting is continuing with back side of the wall being painted as of this week, and completion should be done in the next weeks, given it stops raining.
- b) UGCAM has received a different solar bollard and it is installed outside 355 Channel Islands drive. It's a significant improvement from the previous one and it covers the stairs, lighting up the path in that location. J. Friesen requested residents look at it and submit feedback, so UGCAM can order the remaining solar bollards for this project before the fiscal year ends. S. Mandyam asked what was the problem with the current lights? J. Friesen stated that current light isn't bright enough. The second solar bollard has LED's pointing to the ground which lights up the steps, and path.
- c) DG Paths have been fixed. A French drain was placed along the path on CI drive, which will help keep the DG path intact.
- d) UGCAM received an email from CSUCI Facility services stating they will be not be renewing the landscaping contract as of July 1, 2019. CSUCI gave 90 days' notice but extended to 150 days, which is the end of the fiscal year. J. Friesen is getting an RFP for other landscape companies estimating what CI landscapers

were doing that UGCAM was not aware of. An example would be the annual tree trimming. UGCAM has never received a bill for tree trimming. Another example is the sewer cleaning. J. Friesen said CSUCI have stated they will continue to maintain the irrigation system. This is because when they took over the landscaping 3 years ago the system was in poor quality and the university spent a lot of money, time and effort repairing it. Because of this, the cost for the irrigation technician will be another item that will be include in the CAM budget. Going forward this technician will be coordinating with the new landscaping company to maintain the landscaping.

S. Boyd wanting clarification of what J. Friesen stated; CSUCI wants to maintain a full-time irrigation specialist that will be charged to our cam fees? J. Friesen stated he was not sure from what budget this person will be paid out of. That needs to be clarified with CSUCI. S. Boyd and C. Williamson expressed concern regarding potential conflict between the irrigation technician and the new landscapers.

S. Boyd suggested breaking up from CSUCI and going independent. T. Wheeler stated CSUCI is exercising their right to control the water, because this is state land and that is within their right.

S. Mandyam asked if CSUCI was breaking the service agreement, and what is the price of this agreement? J. Friesen stated yes, and they gave UGCAM 90 days' notice, the landscape maintenance contract is in the amount of \$400,300.

S. Mandyam asked if the community received the actual services that require that amount?

T. Bokhart stated he saw that agreement and it is very vague. J. Friesen stated CSUCI is responsible for the infrastructure, everything that is below ground goes to Facility Services. Darcey Lober expressed concern with regards to the plants dying due to the lack of water reaching plants. S. Mandyam asked if CSUCI is breaking the contract? J. Friesen stated they requested not to renew it.

T. Bokhart asked if CSUCI will be responsible for the valve controllers? J. Friesen stated it is still being discussed.

S. Mandyam asked how this new landscaper will affect phase 2 of the landscaping? J. Friesen stated that is still in discussion. He anticipates the RFP's going to contractors by March 1st, hoping to get prices by end of March to get an estimate or idea of who will be UG's new landscapers.

C. Williamson asked if new landscapers could start prior to July first, if we received a contract from them? J. Friesen stated we can discuss it.

- e) T. Bokhart asked if we'll have a landscaping cost with the RFP in order to place that into next years budget? J. Friesen stated he already has a cost to place into the budget.
- f) Discussion around the street sweeping. J. Friesen stated the university used to the street sweeping, and now it's up to UGCAM to do it.
S. Mandyam stated the issue is that the agreement doesn't clearly state what their scope of work is.
- g) J. Friesen stated Brett Eastman is providing monthly maintenance on electrical items in both common area bollards and town house exterior lights.
T. Wheeler asked how often would Eastman be out replacing lights? B. Eastman stated, UGCAM gives him a list of items needed to be addressed. J. Friesen stated it is based on 4 hours of work per month plus materials. T. Wheeler asked

B. Eastman how many lanterns can he change in 4 hours? Eastman stated it depends. T. Wheeler stated he sent UGCAM a list of 13 lights that were out in Smugglers Cove, how long would that take? B. Eastman stated it would take about 40 min to replace one of the lights on the back walls.

- h) T. Bokhart asked if CSUCI has stopped providing maintenance support, such as fixing gates in town homes etc.? J. Friesen stated, yes, and UGCAM has two contractors who we are working with in order to provide maintenance support to the community. T. Bokhart asked if Mike McConnell is still providing maintenance support? J. Friesen stated, No, Mike McConnell is not providing maintenance support to UG.
- i) Amy Segelin asked who is taking care of drainage? J. Friesen stated CSUCI will fix those interim issues and send UGCAM a bill.
- j) J. Friesen stated he is currently waiting for approval from Stephanie Bracamontes-Site Authority- regarding the landscape design for the 32 acres. Once that has been approved, various entities will meet to discuss and decide the best approach for mock ups. J. Friesen's hopes this can work at the same times as the new landscaping contractor's timeline. UGCAM is working towards having the mock ups done this planting season, which will assist when doing budget projection for next fiscal year.

S. Mandyam asked if with the new landscaping maintenance contract costing \$400,000 and the landscaping refurbishment costing \$500,000, this will cost the community almost \$1 million? J. Friesen stated the 400,000 is the exterior which comes out of operations. The refurbishing of \$500,000 happens every 15-20 years and this money comes out of reserves.

S. Boyed suggested this is a good time to do drought tolerant plants and cutting down on the price of landscaping maintenance.

S. Mandyam asked if we can do a mock up before getting new landscapers? S. Boyed stated UGCAM was not able to do that, as CSUCI backed out of the contract.

T. Bokhart asked if UGCAM is expecting the new landscaping contract to be a one-year contract? J. Friesen stated "yes", that is the plan. T. Bokhart asked who will own the new installation of the below ground system considering CSUCI owns the infrastructure? J. Friesen stated these questions and others will be brought up when the new mock ups get installed.
- k) J. Friesen stated the townhouse gutter cleaning is done.
- l) UGCAM was asked at the last Site Authority meeting for a list of work orders we have received. Over the last six months UGCAM has received 133 total: 95 Landscaping, 16 Electrical, 15 Maintenance, 2 Roofing, 4 Pest control and 1 trash.
- m) T. Bokhart asked if anything to report from the Community Advisory Group meeting? Miriam Olson (who attended the meeting as Mark Hewitt as unable to attend) stated the group discussed UGCAM budget, insurance clarification on the earthquake insurance, and the same issues J. Friesen discussed in this HAC meeting. T. Bokhart asked if there were any KW-MF issues brought up? J. Friesen stated "no issues were brought up by KW-MF", Mark Wagner with E&S

Ring stated there are no projects slated for the apartment block at this time. T. Bokhart asked who represented the Site Authority at the CAG meeting? Lori Lang represented the Site Authority, as Bill Robe was not present.

- n) J. Friesen stated Jim Walsh retired, and his position is currently vacant. M. Olson stated Lori Lang is currently stepping up to some of the tasks that Jim Walsh used to do.
- o) J. Friesen discussed the E-blast sent to all residents regarding the water testing. CSUCI's department of environmental health and safety stated 7 more sites were tested and the results were all negative. J. Friesen will ask for a full report to send to residents.
- p) Kevin Benn stated he took a sample of his own water to Camrosa, and Camrosa explained to him University Glen water is some of the cleanest water in the area. K. Benn stated the issue he is having with water being cloudy in his due to something in the distribution system which no one has been able to figure out, although the water is safe.
- q) J. Friesen stated UGCAM has received notification from Jason Hughes at CSUCI that the landscapers have stopped spraying chemicals with Glyphosate in University Glen as of March 1, 2019.

7) Architectural Reviews

- a) Owner in 200 block of Smugglers Cove presented a PIA requesting placement of potted plants on common area steps, leading to owner's front door. Per the Ground Sublease, Site Authority directs to remove pots from the Common Area.
- b) Owner in 200 block of Smugglers Cove presented a PIA requesting placement of potted plants on common area steps, adjacent to owner's garage. Per the Ground Sublease, Site Authority directs to remove pots from Common Area.
- c) Owner in 200 block of Smugglers Cove presented a PIA requesting permission to paint concrete patios and front stoop. Approved painting of patio area which is NOT visible from common area. No Approval of painting the front stoop.
- d) Owner on 300 block of Landing cove presented a PIA requesting permission to replace blinds in 3 rooms with wooden shutters. HAC members reviewed PIA, acknowledged the anticipated cost, however HAC does not provide approval of interior work.

8) Construction Updates

- a) None

9) Upcoming Events

- a) Homeowner's Advisory Council monthly meeting, Thursday, March 21, 2019, at 6:00 PM in the Community Center Lounge.
- b) CSUCI Site Authority Board meeting, Monday, May 13, 2019, at 11:30 AM in the John Spoor Broome Library.

10) Meeting Adjourned

- a) Chris Williamson, HAC Chair, adjourned the meeting at 7:42 PM.

HAC Attendees

Owner	SFH/TH
Chris Williamson	SFH
Tom Bokhart	TH
Sandra Boyd	TH
Matthew Lawler	SFH
Darcey Lober	TH
Tobey Wheeler	TH
Louis Svensen	TH
Mary Kennedy	TH
Miriam Olson	TH
Mark Haug	SFH
Sandi Boyd	TH
Brett Eastman	TH
Susan Engelmann	TH
Simhan Mandyam	TH
Any Segelin	TH
Maggie Tougas	CSUCI
Mike Shuler	CSUCI PD
Jake Friesen	HAC Manager

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.