

*UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL*  
Minutes for Thursday, March 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
- Mark Hewitt
- Kelli Miller-By Phone

There was a quorum.

2) Approval of Minutes

- a) The Meeting Minutes for February 21, 2019 HAC meeting were approved by email. The approved meeting minutes will be uploaded to the website shortly.

3) Public Safety Report (Police Officer Mike Shuler)

- a) Over the last month Officer Shuler reported that on the 300 block of Frenchie's Cove, there was a verbal argument.
- b) A resident reported his vehicle was tampered with, but nothing was taken.
- c) Residents reported a car alarm going off at the Town Center. The owner could not be located, and the vehicle was towed.
- d) CIPD got a report of a victim of internet fraud. Office Shuler issued a warning to residents to not fall for certain internet scams such as those which require people to add money to an unknown account for services claiming to help people with credit scores, jobs etc.
- e) 100 block of Frenchie's Cove received a medical call.
- f) Suspicious subject was reported at Town Center causing a disturbance. Subject was apprehended on Lewis road. Subject has a history of mental illness and is known to CIPD.
- g) No mountain lion reports submitted to CIPD in the last month.
- h) Officer Shuler asked if residents had any questions. One attendee stated she was aware of the internet scam.

3) Chris Williamson HAC chair discussion:

- a) C. Williamson stated SCE was the cause of the Thomas Fire. Highlighting our electric grid system, and the new procedures and protocols for turning off electricity power when there is a high wind warning.

- b) Williamson would like to discuss how we, owners in UG, could get our power turned back on, if in the event of high winds SCE turns the power off. He advised homeowners who may need a power source 24/7 to invest in a back up generator.

**4) Dog Park Committee Report- Chris Williamson**

- a) RFP were sent to 5 contractors and are due Friday 5<sup>th</sup> of April. Williamson stated the goal is to have the new fencing up by May 28<sup>th</sup>. The HAC will work with the landscapers to refurbish the bare dirt.
- b) Williamson stated he is working on finding a vendor for dog water fountains.
- c) July 1 begins the new fiscal year, which means the community may be able to do other enhancements to the dog park such as trees, etc.
- d) Williamson stated these moneys can be used for other enhancements around the community, not just for the dog park.

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

- a) J. Friesen met with CSUCI facility services regarding the water tower project. The north tank is still being worked on. The work on the other tanks have been completed. There was no timeframe given for the completion of the work. Friesen stated all of UG's water is being fed from tanks on the hill, which will eliminate air being present in the water. J. Friesen requested that if any residents continue to experience air in the water, to contact him.
- b) CSUCI stated they are signing a contract with a consultant to address the tarp on the hill, behind the Hillside Pool. This contractor will advise the University how to stabilize the hill, in order to have tarp removed.
- c) Mulching throughout UG is continuing. Some residents expressed concern regarding the quality of the mulch being placed in the common area. UGCAM spoke with Jason Hughes in Facility Services who states the mulch involves a composting process. The compost is what kills the enzymes, bugs, seeds, etc. The landscapers stated they hope to be completed with the mulching by the 3<sup>rd</sup> week of April. After that time landscapers will begin preparation for commencement. Any area of UG not mulched prior to end of April, will be finished after commencement- May 18<sup>th</sup>. Sandy Boyd asked if the area in front of her yard had been mulched, J. Friesen stated no. Tom Bohkart asked how much is being spent on mulching, J. Friesen stated it is part of the current landscaping contract with CSUCI. Darcey Lober asked why aren't the landscapers taking out the dead rosemary? J. Friesen stated that is not part of the scope of the mulching project. J. Friesen stated the new landscape contractors will evaluate the community and places where new plants will need to be planted.
- d) Kevin Benn stated he calculated how much he pays for landscaping out of CAM fees. He stated he feels it is outrageous. J. Friesen stated the landscaping included all common areas such as the park, not just the area in front of his townhouse.

- e) S. Boyd gave historical context in regard to the landscape contractor who was on the property prior to the CSUCI landscape crew. S. Boyd stated the residents were not happy with the contractor prior to CSUCI, therefore they were replaced with CSUCI crew. S. Boyd stated once CSUCI took over there was no scope of work regarding the serviced needed to be performed at UG. J. Friesen said if other residents have comments or ideas regarding the landscape that should be brought to the UGCAM Manager or the HAC members.
- f) J. Friesen said there are 6 landscape contractors who will be placing bids for the landscape maintenance contract which will begin on July 1, 2019. UGCAM met with the contractors and gave them a bid sheet with detailed line items. Certain scope of work being done by CSUCI landscapers were being paid for via the University and not the CAM budget. The tree trimming was paid out of reserves because CSUCI had a contract with Environmental Landcare. J. Friesen stated the bids are due March 29<sup>th</sup>. Brett Eastman asked how long will the new landscape contract be? J. Friesen stated it's for 1 year. D. Lober asked who is generating work orders to have landscaping issues addressed? J. Friesen stated UGCAM puts in work orders, however the goal is to have the new landscape contractors do their scope of work whereby there is no need to place so many work orders. UGCAM's goal is that we do not have to point out to the new contractors all of the work that is not being done and should be done.
- g) J. Friesen stated the University and Site Authority has told UGCAM that the irrigation system will be managed by the University because it is part of the University's infrastructure-which the Site Authority is responsible for. There will be one-person, full time, who will address irrigation issues.
- h) D. Lober asked if the residents received a budget for 2018. J. Friesen said yes, and it is available to view online. CSUCI is currently working on next years budget. S. Boyd commented an issue to be aware of is how the water is managed, which can affect what the residents would like to do with landscaping.
- i) J. Friesen said UGCAM has a proposal from Mike McDonnell who is the designer for the 32acre development Common Areas, to do the design of 4 mockups. Representatives from HAC, Site Authority, and Facility services will be present to discuss the initial design and planting to be done this planting season.
- j) UGCAM is putting together an RFP to have termite inspections done of all Townhouses. This would include looking at the attic. The purpose is to find out where townhouse repairs have to be done. Once there is more information homeowners will be notified.
- k) The Solar Bollard Project along Channel Islands Drive continues. J. Friesen stated UGCAM is ready to order the remaining 13 bollards. J. Friesen proposed the HAC members make a motion to move forward and order the remaining solar bollards. K. Benn said his concern with regards to the solar bollard is that when bollards are covered by trees they may not get enough sun and not light up at night. Eric Rosado suggested to get LED's. S. Boyd said we don't have a source of power to obtain any other type of bollard. In order to wire electricity to other bollards, it would be more expensive. J. Friesen asked to speak with the HAC members separately in order to move forward. Tobey Wheeler commented the

placement of the bollard stating the bollard should be placed in the middle of the steps since the bollard mainly lights the top step and not so much the bottom 3 steps. J. Friesen suggested someone at CSUCI Facility Services needs to approve the locations of the bollards since they are responsible for the land.

- l) J. Friesen stated UGCAM has received emails regarding many dogs being off leash. Various dog owners have expressed concerned about kids being inside the dog park. Signs at the dog park state no child under 6 is allowed inside the dog park and no child under 12 should be in the dog park without an adult. Friesen stated UGCAM will attach the dog park rules in the April e-blast. The rules further state
  - o dogs are to be kept on a leash not exceeding 6 feet
  - o Toys should be removed from the dog park or they will be discarded.
  - o Users of the dog park assume all risk of injury to themselves, others and their dogs.
  
- m) UGCAM continues to work across the community regarding violations in the common areas. Those include pots, toys, or furniture.
  
- n) J. Friesen mention UG has a Community Garden located in the Park. UGCAM added information on how to secure a plot is available on the University Glen website. Carolyn Philips, Owner, is in charge of the garden. Please reach out to UGCAM and we will put those interested in touch with her.
  
- o) Mission Hills has secured a permit to install new signage around the community directing potential new residents to the leasing office. UGCAM and Site Authority Representatives met with members of the Community Advisory Group in a special meeting to see the approved permit drawings. The consensus was that both apartment signs and university glen sign would be of equal size, lighting and display. The sign will say "Mission Hills Apartments" and "University Glen". M. Hewitt stated there will be a monument sign located at Lewis and Camarillo St. on the concrete block that is current there. The sign will be 5 feet high. "University Glen" will be placed on the current concrete block, and a sign with "Mission Hills" Apartments will be on top of the block. M. Hewitt stated a second sign will be located on the corner of Cl drive and Camarillo street. This sign will be 6' tall with the apartments taking up 3' and 'University Glen' on the bottom 3'. M. Hewitt stated there will also be other smaller signs located in the town center which pertain to the apartments and will sit on KW property.

J. Friesen stated when UGCAM received this information, a meeting was called with Bill Robe to inform the community. T. Bokhart asked if the sign will say "Mission Hills Apartments" or "Mission Hills apartment homes"? Not sure, J. Friesen stated when UGCAM receives the final graphic that it will be available at the office for anyone who would like to see it.

T. Bohkart expressed concern about the image to the community, because the sign could give the impression that this is an apartment community. Hewitt stated that was also his concern which was expressed during the CAG meeting. Boyd also expressed her concern. Susan Doswell asked if the signs will direct people to turn onto Channel Islands Drive and come down Anacapa? Hewitt mentioned,

yes, the cars will be directed down Anacapa Island Drive to the Mission Hills Leasing Office. Hewitt stated KW-MF provided data that the number of visits the apartments receive averages 1 vehicle per day.

Friesen said Mission Hills is moving forward with the sign and it is anticipated to be complete by the next Site Authority meeting. T. Wheeler asked if residents will be billed for this? J. Friesen stated, no, but as far as maintenance of the sign it will be split between Apartments and University Glen. J. Friesen stated currently UGCAM maintains the current University Glen sign at the corner of Channel Islands drive and Camarillo. The Mission Hills Apartment's sign will be internally lit using solar power. KW-MF is paying for the entire sign package.

- p) J. Friesen reports UGCAM is moving forward with the budget and it is currently with the Site Authority fiscal officer. It is anticipated that the budget will be voted on after the May 13<sup>th</sup> board meeting.
- q) UGCAM is looking into moving towards SCE's clean renewable power in order to help bring billing costs down. Once we have more information we will pass it to the Site Authority for a recommendation.
- r) HAC elections are coming up in June. UGCAM sends emails to residents who are interested, and ballots are mailed out by US Postal Service in mid-May with the new members being announced at the June HAC meeting.

#### 6) **Other Business- Mark Hewitt**

- a) M. Hewitt stated he and Miriam Olson met to discuss topics at the Community Advisory Group (CAG) meeting. HAC member told the CAG their interest in being part of the budget committee meetings in between Kennedy Wilson and the Site Authority.
- b) M. Hewitt stated there needs to be a method by which the Site Authority makes decisions on how the reserve funds will be handled. M. Hewitt said the mismanagement of the people who used to run University Glen was apparent by the fact that there was no money being placed in reserves. M. Hewitt would like the Site Authority to know residents are aware of this and that the Site Authority needs to take ownership and a discussion needs to take place on how reserves will be handled. M. Hewitt would like this topic to be brought up at the next CAG report and the Site Authority meeting.
- c) M. Hewitt reported Lori Lang finished her report of the Single-Family homes (SFH), which states 50% of the homes are inadequately maintained. M. Hewitt will ask if there is a list of the homes, or if the residents have been notified. M. Hewitt suggested SFH should take a look at their homes and make those improvements as homes will not be allowed to be sold until those improvements have been made. M. Hewitt stated he will find out more information and report back at the next HAC meeting.

#### 7) **Old Business**

- a) Darcy Lober wanted to give an update on the landscaping concerns she brought up at the last HAC meeting. Lober detailed:
  - She received a citation for having pots in the common area, which she has since moved.
  - She then placed a PIA to have the pots in the common area, which was then denied.
  - Requested the HAC to make a statement regarding the landscaping and ability to place pots on common area.
  - Lober brought this issue to the Site Authority meeting, and Site Authority stated they did not know what was going on and they would do an investigation. J. Friesen stated the Site Authority investigate.
  - Lober requested dead rosemary to be removed, the request was denied.
  - Plants Lober had planted were removed and mulch got placed in that area.
  
- b) Lober requests the HAC to speak to the Site Authority to amend the sublease in order to stop citing residents who are trying to improve their landscape. D. Lober requests to know how many other residents have received formal citations for landscape violations. S. Boyd said she has been working on getting a proposal to the Site Authority which would allow the HAC the authority to accept landscape improvement proposals. M. Hewitt stated it is expected that the community landscaping will be come into full fruition in the next 5 years. The Site Authority has stated they are instituting the clean up of the landscape area.
  
- c) K. Benn stated the Site Authority is violating their fiduciary responsibility to spend the money the homeowners pay in their fees to maintain the property. C. Williamson suggested the homeowners work together with the Site Authority to draft an interpretation of the Ground Sublease which allows homeowners to place plants or anything else on their property.
  
- d) D. Lober discussed again, why she got a violation due to the fact that she had landscaping in the common area. J. Friesen suggested homeowners go through the CAG with their requests for landscape, etc.

## 8) New Business

### 7) Architectural Reviews

- a) Owner in 700 block of Channel Islands drive a PIA requesting screen door placed on patio, French doors. Application approved.

### 8) Construction Updates

- a) None

### 9) Upcoming Events

- d) Homeowner's Advisory Council monthly meeting, Thursday, April 18, 2019, at 6:00 PM in the Community Center Lounge.
- e) 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 7:47 PM.

**HAC Attendees**

<b>Owner</b>	<b>SFH/TH</b>
Chris Williamson	SFH
Tom Bokhart	TH
Sandra Boyd	TH
Darcey Lober	TH
Tobey Wheeler	TH
Susan Doswell	SF
Tina Drieske	SF
Miriam Olson	TH
Eric Rosado	TH
Brett Eastman	TH
Simhan Mandyam	TH
Drake Massey	TH
Kim Jung	TH
Matt Portrey	Mission Hills Apartment
Shey Portrey	Mission Hills Apartment
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](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.