

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Minutes for Thursday, December 20, 2018 (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
- Mark Hewitt

c) HAC members not present:

- Kelli Miller
- Sandra Boyd

There was a quorum.

2) **Approval of Minutes**

a) The Meeting Minutes for November 15, 2018, were approved. The approved meeting minutes will be uploaded to the website shortly.

3) **Public Safety Report (Sergeant Kevin Medley)**

- a) Sargent Medley reported quiet activity over the last 30 days with some minor medical calls.
- b) Two students who rent apartments at the University Glen got into a verbal argument, report was taken.
- c) There were no further questions for officer.
- d) Question from Bokhart, on behalf of another home owner. People enjoy the presence of police vehicle on the property and have not seen Police patrolling as frequent and he is wondering if that is the case or something in particular has happened. Officer Medley stated there's no set routine as to where they patrol, and there's been no change in scheduling. It could be because CIPD are down 3 officers, and that is 25% of their department since they are so small. Instead of having 3 cars patrolling around there might be 2 cars.

4) **Site Authority Budget process and HAC participation (Stephanie Bracamontes)**
Exhibit A Attached

a) Stephanie Bracamontes Interim secretary and fiscal officer introduced herself. She stated there is a budget charter committee being presented, this is the result of a recommendation from the University Glen Advisory group- which Hewitt and Friesen are a part of. This charter re-emphasizes the commitment and

transparency to the budget process as it related to CAM fees and details out the role of the advisory committee as it pertains to CAM fee budget process. The final decision making resides with the Site Authority board, when it relates to budget and fees, and will remain with the Site Authority board with the advisory.

- b) Bracamontes handed out a flyer detailing the Budget Advisory Committee**Exhibit A attached at end of document.
- c) Friesen states this flyer describes the function of the group. The two members of the HAC participating in this are Tom Bokhart and Sandy Boyd.
- d) Bokhart asked if there are others that can join this committee, Bracamontes said no. Friesen stated those members were determined and elected by the committee to represent the community.
- e) Bokhart asked if the budget process is transparent and can the two HAC members who are a part of the committee share the process and the outcome with the community at large, or is this a closed process? Bracamontes states it is not closed. Bokhart asked if it's an open process to which both Friesen and Bracamontes said "Yes". Friesen stated Kennedy Wilson Multi-Family is also participating in this process, and they suggested members of the community should also be present. Bracamontes stated the representative from Kennedy Wilson will be Ben Gordon.
- f) Mandyam asked if this is the first time this charter has been formed? Bracamontes said "yes", we went through the implementation phase last year with the open forum with University Glen Group and the HAC. Now the Site Authority is formalizing it a putting it in writing. University's budgets don't get finalized until June and are a big process for the university. The Site Authority budget rolls up with the overall university process. Mandyam asked if that time frame is the same as the time frame for this budget? Bracamontes stated it is. The Site Authority is an entity within the University which is in the same budgetary timeline, therefore now, is the time to begin formalizing and tightening up the process in order to meet the deadlines. Bracamontes stated the budget is always available in Friesen's office. This includes quarterly reports and the reserve balance.
- g) Question from Bokhart as to who is chairing this, Bracamontes stated it is Friesen.

**5) FYI Items from Chris Williamson;
Exhibit B Attached-Dog Park Proposal**

- a. Williamson reported Kennedy Wilson is working with the Site Authority and the campus to develop plan for discrete 'way finding' signage off of the Channel Islands/main entrance/Camarillo street. They are currently in the process of obtaining permits in order to be able to place the signs up. Engelmann asked what does 'discrete' mean? Williamson stated they are small signs not big flashing signs. Engelmann asked where the signs will be located, and Friesen stated the locations of the signs are being discussed and has not been decided yet or finalized yet.

- b. Prototype solar powered bollard light located in front of 355 Channel Island drive has been tested and is operational. Friesen is in communication with facility services in order to figure out the best installation option. The information of it has been sent to Dave Carlson and Dan Gerard. Brokhart asked if it is operation, Friesen stated is it. Brokhart asked if there was an established criteria or standard of acceptance.
- c. Dog Park expansion proposal pamphlets were passed out. Williamson stated this document will go to campus and Site Authority for proposal request for fence builders. The document details the phases of the build. First phase would be to build fencing, have an area regraded and re-grassed with more benches and dog bowls. Second phase -is a wish list for now, pending future funding- to have a small play area to bring kids, LED type lighting to allow use of park during evening hours, taking the short winter days into consideration.
- d. Williamson asked HAC to take a vote to recommend the document be given to Friesen to pass to Site Authority. Friesen states if the HAC approves this document he would present it to facility services letting them know this is what the community is requesting. There are \$7500 in this fiscal year's budget to do the dog park expansion.
- e. Brokhart asked Williamson what the estimated costs are. Williamson stated one proposal received was \$7000 to install the fencing, therefore the first phase is within budget. Benn asked if a go fund me account could be used to fund the dog park. Friesen stated he was not sure how to start the funding or if it's possible. Friesen stated when the dog park is built it will be part of the common area reserve maintenance. Facility services will evaluate if they can continue to maintain it. This will also be added to the reserve study.
- f. The motion to submit the proposal to facility services was supported and passed.
- g. Shuba Mandyam asked if the amount budgeted for the dog park should be used for the dog park or used to expand the playgrounds. Friesen stated these particular funds are specifically for the dog park.

6) **Management Office Updates- Jake Friesen**

- a) Single family homes painting of front retaining walls project has been completed. There was an opt-in option for residents who wanted the back side of the retaining wall painted and 24 residents participated. This project is estimated to begin after the holidays. More information will be sent to those residents in the new year.
- b) Gutter cleaning will begin in the townhomes the week of January 7th. Friesen will be sending out emails to townhome owners stating specifics dates and making arrangements to have animals attended to. If days are lost due to rain those homes that fall on those dates will be placed at the end of the schedule, in order for the project to stay on schedule.

- c) CAM is working with Jim Walsh on the reserve study to determine if the money will be used to replace roads and parking lots over next 40 years. As opposed to the roofs on townhomes which will come at an expense, if the roads are taken care of there may be an alternative way to make the roads last longer. Mandyam asked how the roads would be fixed, Friesen stated the method is by pulling up the asphalt, getting down to the base and do new asphalt. Friesen stated the university wanted to use a slurry coat to maintain the roads which is different from a seal coat because it's more substantial, but costs more. The seal coat is cheaper and would have to be maintained every 5 years. With the upcoming construction it could damage the roads substantially. Friesen states the reserve study looks at answering these questions by evaluating what is realistic and looking beyond 10 years, regarding what the community is going to want and need. Mandyam asked what would be the impact on the walkways when construction is being done. Friesen stated that is a different line item. Engelmann asked if Anacapa Island slurry sealed this last time? Friesen stated yes. Engelmann wondered if 5 years may be over generous and we should consider maintain the slurry every 10 years instead.
- d) DG paths, have gotten "OK" to be fixed in 3 locations. Friesen is working on a contract with Brightview to complete the project. The DG locations are; On either side of the DG by Cathedral Cove, and one on Channel Islands between the last roundabout going to Camarillo street, where it's washed out. This location is being addressed since it's a safety issue. Bokhart asked who maintains the contracts between Kennedy Wilson and other contractors. Friesen stated the contracts are between University Glen Common area maintenance and Kennedy Wilson as agent for the Site Authority.
- e) Eastman electric have been contracted to perform all electric work in the community. Eastman will also do a survey every month in order to ensure everything is maintained and operational.
- f) Repairs have been made to the retaining wall near the hillcrest pool.
- g) We are working with a landscape architect to get input on plant designs for Landing Cove, Twin Harbor and in a courtyard at the Cove. The reserve study talks about having money for plant replacement.
- h) The trip hazard survey is almost done. We are awaiting a final estimate in order to begin the work.
- i) The FOB's have been working intermittently at the pools. That is supposed to be fixed today.
- j) Landscaping work orders; The phase 3 trimming is continuing this includes stub grinding. Trees that have been affecting sidewalks and foundations are being cut down. Additional trees that were not on the list are also being removed. It is being decided if the funds are coming out of reserves or from operational budget. Williamson asked if there is a plan to replace trees that were cut. Friesen stated the reserve study talked about replacement of 5 trees a year.

- k) Regarding general maintenance, 4 gates have been repaired and 5 lightbulbs have been replaced.
- l) There were 6 calls from residents over the last month regarding pest control. 4 related to rodents and 2 related to ants.
- m) A work order is being placed to have the landscapers water the trees that are in front of 314 Smugglers Cove.
- n) Residents were asking for information regarding what insurance is in place in the community. We anticipate Katherine Hullinger who is in charge of risk management for the university to be present at the next HAC meeting, January 17th 2019, to answer residents questions.
- o) Temporary passes for holidays will be available from the mission hills leasing office as the CAM office will be closed during the holidays until the 2nd of January.
- p) Question from Benn as to what recourse do we have as home owners to the Site Authority in order for them to meet their obligations-this is in regard to broken roof tiles. Friesen stated all the tiles were to be replaced by painting contractor. The painters have yet to sign off on the painting project and complete their punch list. It is expected we will receive the final sign off January 1st. Once that is received maintenance personnel will be able to fix the tiles. Benn brought up concern regarding rain, and with broken tile it will cause damage underneath the roof. Friesen stated the roofers will be coming to the community shortly and all resident concerns will be addressed.
Rockenstein asked if having a different roofing company come out and fix the tiles will cost the residents more money. Friesen stated he will have the tiles fixed and let people know money will come from the final reserve. Sfetku suggested looking into installing an automatic earthquake shut off valve similar to what the apartments in the community use as a safety factor especially against earthquake. Friesen stated the single-family owners are responsible for their own, and townhome owners should discuss this possibility to add to the budget next year, as well as bring this up with the insurance person, Katherine Hullinger. Sfetku asked, if this extra cost is in the budget, and can the owners install this themselves? Friesen stated it can be brought up to Katherine Hullinger to see what exceptions homeowners have when it comes to installing it themselves or if it can implemented in CAM.
- q) Engelmann asked what are the landscapers tasks? It is determined they are cutting grass, clearing hedges, trimming trees and picking up leaves. But they are not weeding.
- r) Mandyham asked a question regarding the special assessment taxes, if there is a place she can check have been cashed. Friesen stated he wasn't sure.

7) Architectural Reviews

- a) Owner on the 300 block of Cuyler Harbor Drive requested permission to redo sidewalk in the front. APPROVED.

- b) Owner on the 300 block of Cuyler Harbor Drive requested permission to redo concrete sidewalk in the back. APPROVED.
- c) Owner on the 300 block of Cuyler Harbor Drive requested permission to paint the exterior of their home. APPROVED.
- d) Owner on the 300 block of Cuyler Harbor Drive requested permission to paint the exterior of their home. APPROVED.
- e) Owner on the 300 block of Landing Cove Drive requested permission to install a water softener. APPROVED.
- f) Owner on the 300 block of Cuyler Harbor Drive requested permission to paint the exterior of their home. APPROVED.
- g) Owner on the 900 block of Channel Islands Drive requested permission to install wrought iron fencing and update landscaping in front of the concrete patio of their home. Following HAC meeting HAC member verified 30" distance between slab and wrought iron by looking at similar examples on Landing Cover. APPROVED.

8) Construction Updates

- a) None

9) Upcoming Events

- a) Homeowner's Advisory Council monthly meeting, Thursday, January 17 2018, at 6:00 PM in the Community Center Lounge.

10) Meeting Adjourned

- a) Chris Williamson, HAC Chair, adjourned the meeting at 6:55 PM.

HAC Attendees

Owners	SFH/TH	
Chris Williamson	SFH	HAC Chair
Mark Hewitt	SFH	HAC Member
Tom Bokhart	TH	HAC Member
Kim Jumng	TH	
Kevin Benn	TH	
Susan Englemann	TH	
Paula Rockenstein	TH	
Miriam Olson	TH	
Karin Gordon	TH	
Stephen Sfetku	TH	
Simham Manyam	TH	
Shuba Mandyam	TH	
Jake Friensen		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, January 17, 2019, 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: TBD February 2019.

CSUCI Site Authority

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

2019: TBD February 2019.

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.

EXHIBIT A



**SITE
AUTHORITY**
C H A N N E L
I S L A N D S

University Glen Common Area Budget Advisory Committee

To support our commitment to transparency and awareness, University Glen Community Advisory Group (UGCAG) has appointed the University Glen Common Area Budget Advisory Committee to advise on the development of the common area budget. The committee is not a decision making body, but shall make recommendation to the UGCAC.

The University Glen Common Area Budget Advisory Committee serves as a subcommittee of the University Glen Advisory Council, which serves as the Site Authority interface to the University Glen Community to ensure open channels of communications on matters of interest to the residential community. As such, these related roles strengthen the relationship between Site Authority planning and budgeting and the East Campus Community.

Final decision-making on budgets and fees resides with the California State University Channel Islands Site Authority Board.

The Common Area Manager will serve as the chair and provide the recommended budget to Site Authority Fiscal staff. Each fiscal year Site Authority staff will establish timelines and due dates.

Membership

Common Area Manager

Two members of the HAC Council

A representative from the owner/developer of the apartments and town center

A representative from the owner/developer of the Phase 2A/2B if same owner of apartments and town center only one member required.

EXHIBIT B

UNIVERSITY GLEN DOG PARK PHASED EXPANSION AND IMPROVEMENTS

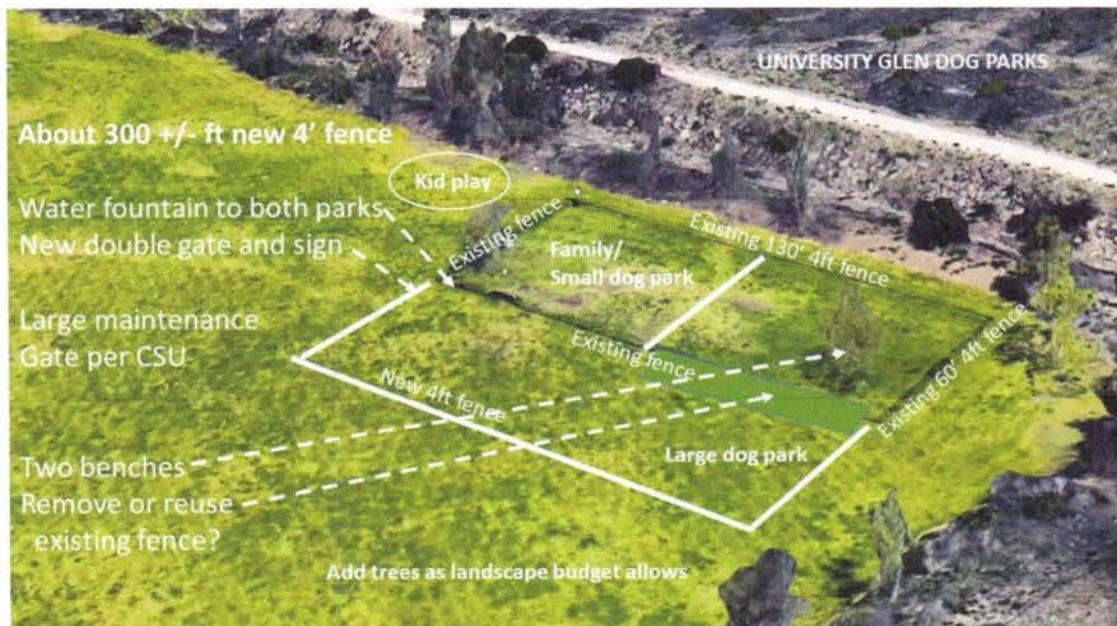
PROPOSAL FROM HOMEOWNERS ADVISORY COMMITTEE

December 20, 2018

Below is a proposal for phased improvements to the UG Dog Park for the following reasons:

1. Anticipate additional use with new CI 2025 development
2. Allow remediation of west end of existing park (grading, grass replacement, fence repair)
3. Provide sanitary water containers
4. Provide separated small dog and large dog areas, prevent small/large dog encounters
5. Provide a children play area near the entrances.
6. Add shade trees and benches.
7. Provide on-demand LED lighting up to closing time.

PHASE IA – 2019 - Park expansion/division into two areas.



This fencing project would likely involve:

- Boring 8" x 24" footings for new black coated fence posts.
- Installation of new 2-3/8" end and terminal posts, and 1-7/8" line posts, all to be set in 5000psi quickcrete. All line posts to be spaced approximately 10' apart.
- Removal of approximately 65' of existing 4' chain-link and adding 52' x 4' black coated chain-link and a 7' entry gate to separate small and large dog areas.
- Install 1-5/8" top railing (coated black) on new perimeter and secure to rail ends.
- Install and stretch new 4' extruded black chain-link and secure to new line posts and top railing.
- Install large dog park gate at or near north-west corner near water hose bib.
- Install 7' x 4' larger entry gate located near south-east corner for mowing equipment.
- Install new bottom wire (black coated) and secure with hog rings.

PHASE IB – 2019 - Small Park Remediation, Water, and Benches.

After the fencing and gates are installed:

- Close small dog park to remediate grass and grading, as needed.
- Install new watering bowls (served by existing water line), one in each park.
- Relocate existing benches to large dog park.
- Add two new benches in small dog park prior to re-opening.

PHASE II – 2020 – Play Area, Trees, and Lighting

- Add picnic bench and children play area outside of park areas, but close enough for adults to supervise dogs and children.
- Add shade trees in clusters to shade about 1/3 of both parks.
- Add one lighting fixture (could be solar LED) near gates that is operates on demand and does not function after park closing.