

*UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL*  
Minutes for Thursday, May 16, 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

HAC members not present:

- Kelli Miller
- Mark Hewitt

There was a quorum.

**2) Approval of Minutes**

a) The Meeting Minutes for April 18, 2019 HAC meeting were approved by email. The approved meeting minutes will be uploaded to the website shortly.

**3) Public Safety Report (Lieutenant Drake Massey)**

Lieutenant Massey reported CIPD responded to the following calls over the past month;

- a) The Meeting Minutes for April 18, 2019 HAC meeting were approved by email. The approved meeting minutes will be uploaded to the website shortly.
- b) Commencement this Saturday. Eblast will go out to residents with map.
  - i. CI drive will be closed. Residents will be able to leave via Camarillo street, and return via university drive.
- c) Safety day May 25<sup>th</sup> between 11-1pm. Eblast will be going out to residents with more information. Safety day is about Personal and residential safety. It will be held between Channel Islands Drive, Anacapa Island Drive and Elephant Seal.
- d) Sargent Jetton presented the RIMS module which is available for residents to view on the Police Department website. RIMS will offer transparency to the community. RIMS takes dispatch calls and integrates it with CIPD's report writing system. RIMS shows police activity like: Incident, crime charts, activity log, vacation requests.
- e) Access through CSUCI website at [csuci.crimegraphics.com](http://csuci.crimegraphics.com).

- f) Simhan Mandyam asked if it's the same is the Ventura County Sheriff's tracking system? C. Jetton stated, "No". The data is more for information and does not offer details of the incidents. The incidents are not in real time. Information on an incident only comes up in system after incident has been closed and officers clear the scene.
- g) Gabrielle Powell asked, if the data include student housing? C Jetton stated, "Yes". There is no way to differentiate the data.
- h) C. Jetton also reported CIPD is offering "Vacation Home Check". This can be done via the CIPD's website at [csuci.crimegraphics.com](http://csuci.crimegraphics.com). CIPD processes the request and asked to be given 5 days' notice for vacations of 3 or more days. CIPD will contact the resident if more info is needed.
- i) Chris Williamson asked if PD recommends notifying PD is a resident has a house sitter? C. Jetton stated Yes, that is a good Idea.
- j) Tom Bokhart asked what happens to a car that is left on the street for more than 72 hours, while someone is on vacation? C. Jetton stated by law car has to move every 72 hours. Jake Friesen stated we can work to find a solution for this particular case.
- k) C. Jetton stated residents can sign up for alerts from CIPD.
- l) Kevin Benn asked who to notify if residents want to have a movie night at the Community Park? J. Friesen stated, contact the UGCAM office.
- m) Janis Benn asked if all CIPD officers have CIT (Crisis Intervention Team) training. C. Jetton stated all CI Police officers are CIT trained.
- n) S. Mandyam asked if the walk to the water towers are open. C. Jetton stated, "Yes".

#### **4) SCE Public Safety Power Shutoff- Chris Williamson**

- a) C. Williamson brought to the community's attention SCE are actively informing residents of Ventura County that they will conduct power shut off in the event of significant winds, or other environmental. This is due to the Thomas Fire.
- b) C. Williamson stated he will be purchasing a generator in the event the power to his home is shut off for an extended period of time. He recommended other homeowners with shared concerns look into doing the same.

#### **5) Home Selling Process (Caroline Doll)**

- a) Caroline Doll introduced Elaine Crandall who is the AVP for Administration at CSUCI. E. Crandall has been at CI for approximately 1 year and will be taking Jim Walsh's role as Senior Director of the Site Authority. C. Doll will be interim taking the role of Lori Lang, doing home sales.
- b) C. Doll stated the role of the Site Authority is as facilitators for the home buying/selling process. Some of the duties are:
  - Producing a document to be signed by the Seller, Buyer, and Site Authority detailing each individual's role.

- Preparing certain documents that are part of the escrow process.
  - Ensure the sale adheres to the priority system that is outlined in the Ground Sublease (GLS), as well as the maximum approved resale price.
  - Posts the home to the University Glen Page.
- c) Wolfgang Paasch stated there are different versions of the GSL, and requested the latest version of it be available to the owners? C. Doll stated, yes that is possible. There have been revisions to the Ground Sublease such as when Kennedy Wilson purchased the Town Center.
- d) W. Paasch stated the version of the GSL he signed does not have certain amendments such as the calculations of the CAM Fees. C. Doll stated the GLS allows amendments to it. W. Paasch recommended letting the residents know when a change is made to the GSL.
- e) C. Williamson asked on behalf of Susan Engelmann (not present) if a seller needs to have a real estate agent? C. Caroline stated, “No” and that provision is in the GSL. C. Williamson asked does the Seller have to speak with Caroline to determine the selling price of their home, or can they make that calculation themselves? C. Doll said price of the home must be calculated by the Site Authority’s representative. C. Doll stated there is an FAQ on the University Glen website which addresses those types of questions.
- f) Gonzalo Valdivia asked what it means when a home is listed as “On Hold” on the website. C. Doll said she was unsure but will investigate further. However, it could mean the home is for a Tenure Track faculty or CI staff. There are roughly 90 people on the waiting list, most of which are category 7-general public. G Valdivia asked if the ‘on hold’ prevents a seller from selling their home? C. Doll stated the seller cannot sell the home until it has been approved by the Site Authority.
- g) Janis Benn asked how long is the selling/buying process? C. Doll said typically it’s a quick process as people are motivated to sell. The timeframe is outlined in the GSL.
- h) S. Bolger asked if the Site Authority depreciates the value of the home when calculating its value? C. Doll, stated, “No”. The amount of the home is calculated based on price, capital improvements etc. S. Bolger asked if the owner gets ‘credit’ for painting their home? C. Doll stated. “No”, as it states in the GSL the home needs to be brought up to standard prior to selling, i.e., the Site Authority determines if painting and other repairs are required to be done prior to selling the house.
- i) S. Mandyam asked if there are comps are used in determining the selling price of homes in UG? C. Doll stated, “No”.  
S. Mandyam asked if there are external damage to Townhomes, who pays for this? Sandi Boyd stated that is the responsibility of the Site Authority. S. Mandyam asked, “what if that isn’t done in a reasonable time?” S. Boyd stated it’s the responsivity of the Site Authority. This should not prevent a resident from selling their home.

- j) J. Friesen stated in instances where repairs must be done to a Townhouse or Single-family home and is in Common Areas (such as gates or retaining walls), the CAM Manager ensures all repairs are done prior to the sale of the home.
- k) Resident asked how far in advance should a resident notify C. Doll their plans to sell the home? C. Doll stated, it's up to the Seller. Resident asked how long is the process? C. Doll said it typically takes 30 days, given there aren't a lot of improvements that need to be made.
- l) Tobey Wheeler asked if the Site Authority is exercising their rights to first purchase of the homes? C. Doll stated, "Yes". J. Friesen stated that was done recently.
- m) The process should go through Caroline Doll. The UGCAM Manager's minimal involvement with the sale process involves the return of the security FOBs to the UGCAM office.
- n) C. Williamson asked how do sellers look at the wait list in order to contact buyers who want to purchase the home? C. Doll stated she reaches out to the people on the wait list informing them homes are available and buyers would then contact the seller, or sellers party. E. Crandall stated Caroline Doll is the point of contact regarding the wait list.

#### **6) HAC Election- Jake Friesen**

- a) Deadline for the nominations is May 17, 2019. Ballots for the elections will go out to residents early next week.
- b) Results will be announced at the June HAC meeting.

#### **6) Dog park Fence- Chris Williamson**

- a) Fence factory has given UGCAM the lowest bid to extend the dog park. J. Friesen stated the HAC members have to approve the bid.
- b) C. Williamson created a motion to approve the Fence Factory bid, Tom Bokhart second, all members approved.
- c) J. Friesen will pass the proposal along to the Site Authority.

#### **7) Landscape Maintenance- Jake Friesen**

- a) J. Friesen reports UGCAM and CSUCI Landscape services will do a walk throughout the community to address what needs to be done prior to the end of the contract. Mulching will be finished by the end of the contract.
- b) Landscape requests are being done in a timely manner. J. Friesen said residents should put requests for plantings in now, as the Landscape crew is being responsive

- to work orders.
- c) J. Friesen thanked the residents for bringing concerns to the Site Authority.
  - d) UGCAM has 6 bids from landscape maintenance companies. UGCAM is reviewing the bids. UGCAM also received bids for the 5 mockup locations. There was a meeting with constituents from Kennedy Wilson, E E&S ring, CSUCI to discuss the mockups. Bids will be reviewed, and a recommendation made to the Site Authority for a landscape contractor.
  - e) S. Mandyam asked about the Service Level Agreement. S. Boyd stated the landscape mock ups are separate discussion from the landscape maintenance agreement.
  - f) K. Benn asked if irrigation for the mock ups will be fixed since as of now the water goes to the streets and not the plants. J. Friesen stated this mock up does include redoing irrigation system.
  - g) T. Wheeler asked if the mock ups are choices by the residents or if choices will be made by the new landscapers? S. Boyd stated the mock ups are representing different areas depending on shade and sunlight. J. Friesen stated the designer being used for the mock ups is the same designer who is designing the common areas in the 32 acres.
  - h) T. Wheeler asked if there was a plan to cut down sycamore trees? J. Friesen reported the plan is to convert to the irrigation to a drip system. This system will allow tree roots to grow downward into the ground and not come up on along the surface resulting in sidewalks be uplifted, as it is happening now.
  - i) K. Benn asked who will be maintaining the irrigation once the new landscapers begin? J. Friesen said it's currently open to discussion. UGCAM is in conversation with Elaine Crandall with the Site Authority. K. Benn stated he does not want to pay for work that is not being done. S. Boyd expressed concern of having a landscape company taking over landscaping and not having control over the irrigation/stream of water.
  - j) S. Mandyam asked what landscape work system will be put in place when the new contractors take over, so that residents can be made aware when workorders are addressed? J. Friesen stated at the present time all work orders go through the University's work order System. Going forward UGCAM will use the Yardi system, giving access to the new landscapers. However, this is still being worked out as some landscape contractors have a system that submits reports as work is being completed. S. Mandyam asked if the residents will be able to look at the work orders to check/track the status? J. Friesen stated UGCAM is working on it, and that is the hope.
  - k) T. Wheeler asked if there is a timeline as to when the brush fire clearance will be completed? J. Friesen stated the CSUCI Landscape services contracted with Cal Fire to clear the brush in the community. The estimated completion date is June 1, 2019. Going forward UGCAM is looking at having the new landscape contractor be responsible for doing fire/brush clearance in University Glen.

## 8) CAM Budget Report

- a. Results of Recommendation to Site Authority meeting of May 13. The Site Authority Voted on the amounts below.
  - i. Townhomes \$289.74/month
  - ii. Single Family \$203.84/month
- b. CAM Fee increase will be effective as of July 1, 2019. Budget report was passed around to residents.

J. Friesen stated the categories on the budget report have been separated by accounting code making it clear what areas are the responsibility of the Common Area Maintenance. Accounting codes have been broken down to specific categories for residents to see what moneys are being spent on each area such as electricity, sconces, pool, pest control, DG path, etc. This document allows CAM to show residents how CAM money is being spent.
- c. The increase in monthly Maintenance Rent fees is due to CAM office having actuals and facts, as opposed to guessing/estimating an increase to cover expenses.
- d. Kennedy Wilson did a thorough reserve study with Complex Solutions. These studies are available for all residents at the UGCAM Office. A link to the study will be sent to residents via an e-blast. Three separate reserve studies address the Common Areas (which includes portions of the Town Center), Townhouses, and Single-Family homes.

## 9) Insurance (no news, keep on agenda)

## 10) Management Office Report (E&S Ring CI/Site Authority reps)- Jake Friesen

- a. J. Friesen reported the Community Center-Lounge will be open until 9pm. CIPD will make sure all residents are out of the building by that time.
- b. The water towers walk is open for foot traffic.
- c. The swimming pool bathrooms will be open later. UGCAM is working with Mission Hills to make that work.
- d. Eastman Electric has completed the Townhome sconces project in phase 1 A/B. Phase 1C will be completed by June 1st.
- e. UGCAM has received the SCE green rate application. UGCAM is looking at using the green energy to assist in reducing some costs associated with electricity in

common areas.

- f. Trip hazard bids are currently being procured. It is expected the project will be completed by the end of this fiscal year.
- g. The installation of the solar bollards is estimated to begin by the end of May. UGCAM has an estimate from Benchmark construction. J. Friesen stated the CSUCI Architect determined the locations of the bollards. There are 14 bollards that will be installed along the stairs of the 100-400 block of Channel Islands Drive to address safety concerns.
- h. T. Bokhart asked if UGCAM is purchasing services from UAS personnel (Mike McConnell)? J. Friesen stated, "No".

#### **8) Architectural Reviews**

- a) Owner on 300 block of Smugglers Cove offered a Property Improvement Application for a screen door to be placed at their front door. The HAC members rejected the PIA as presented and offered the owner guidelines for selection of a screen door at their front door which would be approved.

#### **9) Construction Updates**

- a) None

#### **9) Upcoming Events**

- a) Safety day is scheduled for May 25<sup>th</sup> between 11-1pm. Safety day is about Personal and residential safety. The event will be held between Channel Islands Drive, Anacapa Island Drive and Elephant Seal.

#### **10) Meeting Adjourned**

- a) Chris Williamson, HAC Chair, adjourned the meeting at 7:50 PM.

**HAC Attendees**

<b>Owner</b>	<b>SFH/TH</b>
Chris Williamson	SFH
Tom Bokhart	TH
Sandra Boyd	TH
Graciela & Gonzalo Valdivia	TH
Simhan Mandyam	TH
Kevin Benn	TH
Janice Benn	TH
Sandra Bolger	SFH
Tobey Wheeler	TH
Wolfgang Paasch	SFH
Gabrielle Powell	TH
Brett Eastman	TH
Sandra Bolger	SFH
Teresa Fuerte	TH
Miriam Olson	TH
Caroline Doll	CSUCI
Elaine Crandall	CSUCI
Chris Jetton	CSUCI
	PD
Brian Pichette	CSUCI
	PD
Drake Massey	CSUCI
	PD
Mia de Paula	UGCAM
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 Caroline Doll at 805-437-3232 or [caroline.doll@csuci.edu](mailto:caroline.doll@csuci.edu).

Apartment rentals in the University Glen community, please contact Mission Hills Apartments at 805-465-0249.

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