

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Minutes for Wednesday, June 19, 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

HAC members not present:

- Kelli Miller

There was a quorum.

2) Approval of Minutes

a) The Meeting Minutes for May 16, 2019 HAC meeting were approved by email. The approved meeting minutes and are uploaded to the website.

3) Public Safety Report CIPD Sergeant Bartlett/Chris Williamson

a) Public Safety Report given by Sergeant Bartlett from CSUCI Police Department.

- i. Report there hasn't been a lot of reports in the last month. However, there has been more vandalism happening at CI Park. Officer requested residents report it if they see vandalism or cars parked late at night at the gate.
- ii. Officer reported 3 snakes were sighted in the community. One may have been a rattlesnake.
- iii. J. Friesen, HAC Manager, stated there have been complaints about people jumping the fence at the pools. J. Friesen is encouraging residents to call CIPD to report those who are jumping the fence, especially past 9 PM. Friesen asked residents to note the times in which they observe this occurrence as a way to check the security cameras in order to determine who may have been doing this.
- iv. S. Boyd asked if CIPD can be called if there are aggressive drivers along back Potrero Road? Hartley stated that area is the jurisdiction CHP, but he will report the concern back to the station, so other officers are aware.

b) SCE Public Safety Power Shutoff- Chris Williamson

- i. Williamson reports he spoke with Rudy Gonzales from SCE about the power possible shut off for University Glen. R. Gonzales stated he will look into how the possibility of the shut off will affect University Glen. This is a continuing agenda item.
- ii. A public meeting will be taking place in Ventura, in the near future. C. Williamson will send out an email regarding this meeting once there is more information.

4) HAC Elections- Jake Friesen

- a) Jake Friesen stated Sandi Boyd was present during the counting/tallying of the votes for the HAC election. Seven (7) people were nominated. The results were as followed in alphabetical order:

- Karen Bell
- Kevin Benn
- Maisha Cole-Olson
- Tina Dreiske
- Simhan Mandyam
- Gabrielle Powell
- Chris Williamson

- b) The residents with the greatest number of votes were Chris Williamson and Gabrielle Powell. The July HAC meeting will reflect the new members of the committee. C. Williamson thanked Mark Hewitt for being part of the HAC for the past 2 years.
- c) Tobey Wheeler asked how many people voted? J. Friesen stated 29 ballots were returned to the office, out of 272 Townhouse and Single-Family Households.

5) Dog park Update- Chris Williamson

- a) C. Williamson said the new fence is partially built. It's expected to be completed next week. The existing park is still open during this construction. It is expected that Brightview (new landscape contractor) will be able to assist with maintenance such as the mud, and grass.
- b) J. Friesen stated the dog bag manufacturer gave UGCAM 2 new dog station cans, which will be installed in the new dog park areas. J. Friesen stated UGCAM has been receiving quotes to make a better area around the dog bowl station. Also, in the future the sprinklers will be moved to outside the dog park fencing.

6) Landscape Maintenance- Jake Friesen

- a) J. Friesen reports as of July 1, 2019, Brightview Landscape Services, LLC will be the new contractor serving in the UG Community. The Site Authority has directed

the irrigation specialist be a staff person from CSUCI. Irrigation will be maintained by CSUCI and coordination of watering cycle will be communicated with Brightview and the UGCAM office.

- b) UGCAM did a walkthrough with CSUCI landscaping services, with Brightview in attendance. A punch list was put together documenting all of the remaining work that needs to be completed prior to the end of CSUCI's landscape maintenance service contract. A final walk through is scheduled to be done on June 26th to establish what work has been completed. Work that has not been completed, will be done by Brightview in order to bring the community up to standard. This 'clean up' fee will be taken to the Site Authority and recommended it be deducted from CSUCI's final invoice. S. Boyd asked if UGCAM is expecting to reduce the last invoice to CSUCI landscaping services if work isn't done? J. Friesen stated, yes that is what is going to be proposed. S. Boyd asked how can residents be reassured the irrigation will be adequate to support the plants? J. Friesen said there will be coordination with all contractors, however this is a subject UGCAM, Brightview and representatives from CSUCI & the Site Authority are continuing to discuss.
- c) S. Mandyam asked if UGCAM took random samples during the walk with CSUCI and Brightview? J. Friesen stated the walk was done throughout the community. The issues seem to be consistent throughout the community which is why UGCAM gave CSUCI a punch list to document what needs to be done prior to the change of landscape maintenance contractors. S Mandyam asked if the roundabout landscaped areas are shared with University Glen residents? J. Friesen stated, "Yes, just like the contract for the entire community."
- d) T. Bokhart asked if the one time clean up by the new landscape service company will be deducted from the previous landscaper's final invoice? J. Friesen stated he has made this request but has yet to hear back from Site Authority personnel.
- e) T. Wheeler asked if the DG path was included in the landscape walkthrough walk with CSUCI and Brightview? J. Friesen stated, regarding weeds, "Yes." T. Wheeler asked if the area next to his townhome will be adequately maintained? J. Friesen stated, "Yes".
- f) M. Olson asked if the landscapers will add rock to the planting areas to minimize the irrigation? J. Friesen stated he's not sure, it's part of the current conversation.
- g) K. Benn stated it was his impression the water bills from the University were based on a calculation not on an actual water usage basis. Friesen explained that during the past year UGCAM has become more aware of the water/reclaimed water usage and has asked CSUCI for an explanation about how the water bills are determined. UGCAM continues to pursue these questions with CSUCI.
- h) T. Wheeler asked what date was the bill created that CSUCI sent to UGCAM regarding water usage? J. Friesen stated he will attempt to find out the date and how the algorithm is determined. S. Engelmann stated last year UG residents were told to reduce water usage.

7) Fire Safety Training- Simhan Mandyam

- a) S. Mandyam suggested the community have some type of emergency training. S. Mandyam stated he is working with the VC Fire Department's educational program to have personnel from the fire department come present at the HAC meeting to discuss prevention training which residents can participate in. J. Friesen suggested having the presentation done at a designated time as a means to give the Fire Department time to do a full presentation and not have it cut short due to the time limit of the HAC meeting.
- b) T. Wheeler suggested the date be on a weekend/Saturday, so that most residents can participate, as it is difficult to have residents be present in the evenings.
- c) C. Williamson asked for the contact person S. Mandyam is speaking with. S. Mandyam stated there is a separate department who deals specifically with community fire safety. J. Friesen suggested to get a group of people who are interested in moving forward and organize it.

8) CAM Budget Report

- a) New CAM rates start July 1, 2019 through June 30, 2020.
 - i. Townhomes \$289.74/month
 - ii. Single Family \$203.84/month
- b. K. Benn asked, if the lighting is metered? J. Friesen stated the lighting has separate billings showing each address. The bills come from SCE, and includes common areas, sconces, etc.

9) Insurance (no news, keep on agenda)

10) Reserves (keep on Agenda)

- a. S. Boyd reported the questions developed by the BAG & CAG which were answered during Monday night's meeting pertaining to reserve funds are:
 - i. Can a special assessment be added to the resale value of a home? Answer is: No, it is not currently allowed in the Ground Sublease
 - ii. Break out of CAM Fees by type of reserve funds, section of CAM Fees that is contribution to Reserve Funds? J. Friesen will post them on the website.
 - iii. Why are we in the financial shape we are in? There is a small group of people working on history of the Reserve Funds from public reports. Once data is available it will be shared with the community.

- iv. What are the big-ticket items? Those are listed in the reserve studies, which will be posted and available on the University Glen website.
- v. Why is irrigation in our Common Area Reserve Budget since it is not our responsibility and the University is maintaining control? This answer can be discussed during the landscape arrangement with the new contractor.
- vi. Useful life on an item on the Reserve Study, and where did that come from? Ken Forney with the Complex Solutions explained that the database they maintain is the base for how they decided useful life. It is also determined by a survey of like items with other contractors.
- vii. Heating system question regarding who maintains? It is in the ground sublease that heating systems are to me maintained by the Site Authority. S. Engelmann asked what about air conditioning systems given she's an original home owner and the AC unit was installed when the house was built? C. Williamson said this question will be added to the list of further questions.

11) Selling Process

- a. Updated Q&A on selling process. S. Boyd stated Caroline Doll's last day with the University is June 30, 2019. It is still unclear who will be the contact at the University for home sales. S. Engelman asked who will be the new person? J. Friesen stated he does not know at this time. S. Engelman stated residents who are selling were told to get a realtor. S. Engelman is concerned that the University is not helping the residents who are trying to sell. Original home owners were told several times by University personnel that they would not have to worry about selling their homes as the University will be the ones to sell the home for them. Mark Hewitt stated he will bring up these concerns at the CAG May CAG meeting.
- b. Requesting additional color choice for Single Family Homes. Ricardo Alvarez owns a Single-Family Home in the community. He submitted a PIA for the painting of his home, which got approved by the HAC. The garage and other accent areas were painted in the color "wrought iron", which R. Alvarez stated was part of the approved color pallet. R. Alvarez stated the color options that are available to the community did not look great with the white color of the home and felt the wrought iron would work best. The garage door was painted the wrought iron color which was not an approved trim color for the community. R. Alvarez is suggesting the wrought iron color be added to the options of 'trim' color for the community. R. Alvarez requests the HAC allow him to paint/keep his garage door the same color as the apartment door colors-dark espresso- as it will be a better color scheme for his home. R. Alvarez stated he is aware he painted the incorrect color on the door. R. Alvarez stated the shutters and front door are painted in wrought iron, which were approved.
- c. S. Boyd stated getting approval for a new color has not been done in the past. There is no process for this at this time. S. Boyd requested M. Hewitt ask at the next CAG meeting how to create that process.
- d. M. Hewitt stated the color pallet is given to the community by the Site Authority. "Wrought Iron" color does not appear in the color pallet because it is meant to be painted on wrought iron only. M. Hewitt said on the PIA submitted by R. Alvarez it

states the doors and shutters will be painted blue. M. Hewitt will pass this issue to the Site Authority. In the past Jim Walsh, former Senior Director of the Site Authority stated the Site Authority will pick the colors for the community.

- e. J. Friesen stated the process for owners who request to paint their homes different colors from those preapproved color schemes is by presenting the proposed alternative colors to the HAC, explaining what is being proposed and why. The HAC will then discuss and make a recommendation. It is then passed on to the campus architect for consideration, which it then submitted to the Site Authority for approval. The HAC can make a recommendation by does not make the final decision on this issue.
- f. M. Hewitt asked if the shutters are going to be painted back to the approved original color per scheme 5 of 5? R. Alvarez stated, "Yes" R. Alvarez stated he did not intend to undermine the color scheme. He will comply with the color scheme. Garage door and secondary door colors shall be per scheme 5 of 5 to match Dormer Brown SW2050. As discussed above the shutters shall be painted blue.
- g. J. Friesen suggested the HAC board discuss this PIA further and come to a decision on the color. From there, J. Friesen will take it to the Site Authority for further approval.
- h. Tina Dreiske stated she's going to paint her home next month and will go by the colors prescribed by the Site Authority. J. Friesen said she needs to fill out the colors she will use on a PIA to document the colors she has on her single-family home.

12) Other Business- Kevin Benn

- a. K. Benn said he would like to have a feedback mechanism regarding work orders.
- b. Benn stated posting of apartment signs are in violation of the Ground Sublease. He stated Kennedy Wilson should be held to the same standard as the residents and not post signs up. He is formally requesting Kennedy Wilson be sighted for the signs. J. Friesen stated for K. Benn to send an email with that formal request, and J. Friesen will pass it along to the Site Authority. J. Friesen stated the signs Kennedy Wilson put up were approved from the Site Authority.
- c. T. Wheeler said he sees the signs as not representing the University Glen home owners or townhome owners. T. Wheeler stated he does not believe homeowners are required to pay for the maintenance and lighting of the signs as the signs only apply to the Mission Hills Apartments. T. Wheeler requests to know who is paying for the electricity of the new signs in the Town Center? J. Friesen will investigate further and report back.
- d. T. Bokhart requested for members to vote on how to proceed on 2 issues:
 - i. A motion for an approval to take to the CAG a request to use a survey tool for the community. S. Boyd Second, all in favor. The HAC is requesting access to UGCAM's list of resident emails in order to send out a survey to residents. S. Boyd said a link to survey in the eblast will be better than having access to an email list.

- ii. Requesting recommendation from CAG that reserve accounting function be transferred from the Site Authority to the property management company by the first quarter of the new fiscal year, 2019-2020. M. Hewitt second.
- e. S. Boyed stated in the past the reserve funds were comingled with the other accounts. Recently, Stephanie Bracamontes has agreed to attempt to split the accounting strings, and have reserve funds in a separate account, which will help with transparency for the community.

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

- a. J. Friesen reported bollard project is complete. Will be paid out of the Common Area Reserve.
- b. Precision Concrete Cutting is working on trip hazard and sidewalk grading. It should be complete by June 30th.
- c. CSUCI PD and UGCAM are working together to have an active list of valid parking permits in the community.
- d. HAC schedule during summer is, July 18th, August 22nd.

8) Architectural Reviews

- a) Discussion of exterior paint colors for 242 Anacapa Island Drive is offered earlier in these meeting minutes.

9) Construction Updates

- a) None

10) Upcoming Events

- a) None

11) Meeting Adjourned

- a) Chris Williamson, HAC Chair, adjourned the meeting at 8:10 PM.

HAC Attendees

Owners	TH/SFH
Mark Hewitt	SFH
Armen Guzelimian	TH
Steve Sfetku	TH
Alan Linnemeyer	TH
Miriam Olson	TH
Susan Doswell	SFH
Brett Eastman	TH
Simhan Mandyam	TH
Tobey Wheeler	TH
Sandi Boyd	TH
Tom Bokhart	TH
Chris Williamson	SFH
Susan Engelmann	TH
Rich Gough	TH
Tina Dreiske	SFH
Ricardo Alvarez	SFH
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 Laurie Nichols at 805-437-8425 or laurie.nichols@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.