

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Meeting Minutes for Wednesday, September 25, 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, called the August HAC Meeting to order.
- b. HAC members present:
 - i. Chris Williamson, Chair.
 - ii. Gabrielle Powell
 - iii. Tom Bokhart
 - iv. Sandra Boyd
 - v. Kevin Olson
- c. There was a quorum.

2) Approval of Minutes

- a. The Meeting Minutes for August 22, 2019 HAC meeting were approved by email. UGCAM is waiting for approval from some members. The approved meeting minutes will be upload on website once all have approved.

3) Public Safety Report CIPD--Sergeant Garrett Brownfield

- a. Sergeant Brownfield stated there has been 2 arrests for vandalism/tagging, and 2 DUI arrests within University Glen. Sergeant Brownfield reminded residents if they see something suspicious, to call dispatch.
- b. Fire season is here, residents should be prepared. Sgt Brownfield reminded residents to sign up for CSUCI Alerts. In the event of evacuation residents will be informed via real time information.
- c. October 12th CIPD will host Coffee with the Cops. It will take place outside the Mission hills leasing office. Police will be selling their Pink Patches, and t-shirts for Breast Cancer awareness month. All donations will go into a student scholarship for a CSUCI student who has been impacted by cancer.
- d. C. Williamson asked if the tagging was local residents? Sgt Brownfield stated the suspects were from Oxnard.
- e. Jake Friesen stated there is intentions to have Maggie Tougas attend the next HAC meeting to discuss UG Evacuation plans.
- f. Simhan Mandyam asked if Cal Fire has finished brush clearance? J. Friesen stated "Yes".

4) Public Comments- Min 5.13

- a. Alan Linnemeyer asked if the tree trimming will include trimmed on landing cove? J. Friesen stated UGCAM is working with Randy Spitzer who is the arborist for

Brightview, to trim trees along Channel Islands drive and Landing Cove starting October 4th. The community will be sent an E-Blast with the schedule of the trimming, and tree cutting. There are 15 trees that are scheduled to be removed. These trees are diseased and have been determined by the Arborist that need to be taken down. Most of these trees that are going to be removed will be replaced.

- b. Amy Segelin asked if tree canopies are being observed for trimming? J. Friesen stated the tree canopy of the tree near her townhouse clears the adjacent roof by a minimum of 3-feet. This is the guideline dimension for tree clearance.
- c. S. Mandyam asked why the reserve funds went up by 2%? Kevin Olson stated that will be discussed later in the meeting by Tom Bokhart.
- d. Kevin Benn asked what is UGCAM doing regarding notifying residents when work orders are complete? K. Benn stated he wants to get a personal response back notifying him when work order is complete. J. Friesen said he understands his comments, KWP has stated that there is an extra cost for the licensing associated with the Yardi work order platform in order for it to automatically notify residents. Further, some work orders, like the irrigation work orders, have to go through the University's system and not Yardi. There are no funds to add to the Yardi licensing in order to get the extra platform requested. J. Friesen suggested adding this cost to next years' budget. J. Friesen stated K. Benn is welcome to come to the office and observe UGCAM work order process.

5) Landscaping Report- Lee Opp with Brightview Landscaping Services

- a. Lee Opp reported over the last month the leaves have begun to drop, and Brightview is working to remove them as much as possible. As a result of trying to keep track we leaves, L. Opp acknowledges some plantings didn't get trimmed as per the schedule. However, Brightview is revising this plan and working to adapt their schedule as necessary.
- b. Over the next 60 days, plants will be trimmed more 'aggressively' in order to prepare for winter and spring.
- c. L. Opp will continue to update UGCAM on the progress being made.
- d. Sandi Boyd asked what will be done for plants near her home which are not looking healthy and or dead? L. Opp stated he can look at the particular plants S. Boyd is referring to in order to address the particular plants.
- e. S. Mandyam asked if roots of dying plants will be periodically evaluated in order to be sure roots will not re-sprout. L. Opp stated it's a long-term issue that needs to be resolved via the resident's committees and UGCAM office.
- f. K. Olson stated there are areas on Anacapa that has not be trimmed for 3 months, and asked why the inconsistencies with some bushes being trimmed in front of the home and not behind the some? L. Opp said it's about doing a balance between trimming it correctly and not over trimming the plant to not hurt it. L. Opp stated Brightview is adjusting the schedule as the seasons change.
- g. Sandy Bolger said people were off on Labor Day weekend and mowing did not get done that week. L. Opp stated he does not control the watering cycle, as that is controlled by the University, so the decision was made to not mow because if they were to mow outside the schedule, they would be mowing on wet grass.
- h. Gabrielle Powell said she'd like to have a set schedule for the watering and landscaping, so she can work residents on Landing Cove to move their cars in order to assist Brightview with blowing leaves.

- i. C. Williamson asked if Brightview can keep track of locations that have plants in area that shouldn't be there, in the event those plants can be replaced? L. Opp stated yes.
- j. S. Mandyam asked why is there flags near his yard? Eric Lopez stated the flags are to mark areas of irrigation concerns or sprinklers that are not working correctly. The white flag is posted by Brightview to determine where the irrigation issue is. Once the issue is completed by CI's irrigation technician, he places a different color flag in the same location for BrightView to note its completion.

6) **Committee Reports**

a. **Landscape (Kevin Olson)**

- i. K. Olson stated the landscape committee has been discussing landscape refurbishment.
- ii. J. Friesen stated he is in contact with CI Facilities services in order to determine the square-foot of the community as a means to have a more accurate cost of for the landscape refurbishment. S. Boyd said it is important to look at what irrigation plan will be prior to starting the refurbishment. K. Olson suggested perhaps doing the refurbishment on an as needed basis, whereby Brightview would identify the bare spots, and replace the plants as needed.
- iii. S. Boyd stated she will bring up the question of "Who maintains the infrastructure" because that will determine who will be responsible for paying for the irrigation refurbishment. K. Olson stated there is only \$500,000 in Reserves for plant refurbishment, further stating the Common Area Reserves are being allocated to pay for the apartment plant refurbishment. J. Friesen stated Apartments pay cam fees as well as the Single-Family Homes and Townhouses. The needs to be a balance as to how all owners move forward together in regard to landscape refurbishment. There are other outside factors. The entire community needs to have a consistent appearance with an awareness of and what works and doesn't.
- iv. K. Olson stated the concern with the amount of the monies available in the UGCAM budget, versus the money that will cost to refurbish the entire community. There needs to be a balance and the Landscape Committee is working to assist in finding a balance.
- v. T. Bokhart responded to S. Boyd's irrigation comment that he believes if the water to the community is tracked more efficiently the cost of water would go down substantially. K. Benn said he asked Elaine Crandall "how is the community's water bill calculated", and she replied that water bill was based on a line that was put in place to bring water to the community and the community is paying down the loan of that line, which is 62% of the cost. S. Boyd stated there is the money for that line that we're paying, but we are also paying for water.

b. **Finance/Budget (Tom Bokhart and Sandra Bolger)**

- i. Sandra Bolger reported she is looking at the budget and billed invoices submitted to UGCAM to determine what the bills are on a monthly basis.

- ii. J. Friesen stated each month UGCAM prints the monthly statement which contains all of this budget information. Residents are welcome to look at the statement at the UGCAM office, anytime during business hours. T. Bokhart commented these statements make it easier for residents to see where moneys are being spent.
- iii. S. Bolger said the committee is looking at doing a survey electronically to all Townhouse and Single-Family owners, regarding enhancement preferences which will contain different options of what people want in the community, keeping in mind not everything will be done based on want. S. Mandyam asked what is the purpose of the survey? S. Bolger stated the purpose of the survey is to get community feedback in terms of what needs to be budgeted and what we can afford. S. Boyd stated the finance committee of the HAC decided to ask residents this question in order to determine if we can afford to do certain improvements that residents want. M. Hewitt said this is a good idea, and in the past there used to be agenda items attempting to address residents 'wants'.
- iv. S. Boyd stated she created the email address hacinput@gmail.com which will be used to send mailings to residents from time to time. The HAC is waiting for the Site Authority to approve the survey. Once approved, it will be e-mailed out.
- v. T. Bokhart said the committee is still evaluating the Reserves. The committee is attempting to determine a target rate for Townhome reserves accounts so risks for owners, whether SFH or TH is the same. S. Mandyam asked why was there a 2% difference in funding in the month of June? T. Bokhart stated the funding projected was lower than assumed.

c. Rules (Gabrielle Powell)

- i. G. Powell reported the Dog Park needs new rules signs. Signs are priced roughly \$15-\$100 each, depending on size, and will be paid from the CAM Budget. The rules will remain the same. Dog owners have expressed their desire that there should be no Children under 12 allowed. Dog owners do not feel it's safe for small children to be the park with large dogs. S. Boyd asked if there is a legal issue setting a rule stating children of a certain age cannot be in the dog park? G. Powell stated it's a gray area, as it is a clear safety issue.
- ii. J. Friesen stated further discussion with Kennedy Wilson Multi-Family ("KWMF") is needed as there may know more legalities pertaining to restrictions.
- iii. C. Williamson stated the Rules Committee is still working on other rules in the community and how to address them.

7) Community Advisory Group (Sandi Boyd)

- a. S. Boyd reports she presented three issues at the CAG were:
 - i. Street lighting-KWMF agreed to have alternative lights installed. The results of the poll were for the 2700 kelvin light bulb. The lights will be installed throughout University Glen beginning today and are anticipated to be completed by Friday of this week. The HAC received a great response to the poll with 81 residents submitting their light preference.

- ii. Earthquake insurance-The Site Authority (“SA”) is responsible for earthquake insurance for the Townhome owners. It has come to the owners’ that the SA does not have earthquake insurance for the Townhomes. The SA and UGCAM are working on this issue.
- iii. Temporary halt minor Ground Sublease (“GSL”) infractions-The UGCAM office cannot halt all citations, however, UGCAM office is not sending citations for landscape pots in townhome common areas. Citations continue to be sent for other violations of the GSL due to UGCAM’s contractual obligation to do so. Work of the Rules Committee is appreciated and anticipated on this issue.
- iv. S. Boyd read the following which she presented at the CAG meeting as the Role of the HAC:
 - 1. We fully understand that the HAC’s current role is advisory in all areas except our limited authority over architectural questions.
 - 2. We act as a forum for public education about issues that affect the community, e.g. the presentation on electrical power interruption possible during times of high fire danger at our last meeting.
 - 3. As the only elected body in the community, we believe that we should act as a channel for communicating the community’s views to the appropriate SA staff or the Community Advisory Group.
 - 4. Working with the UGCAM office, we act to improve the transparency and accountability of University Glen operations, following the spirit of the Davis-Stirling Act. This seems an appropriate model especially regarding openness, process and fiduciary responsibility.
- v. S. Mandyam asked if HAC members are ready to take on certain responsibilities and fiduciary responsibilities. S. Boyd stated the HAC members do not have any fiduciary responsibility, that responsibility remains with the SA and the SA staff. S. Mandyam asked what is HAC’s role as a decision-making body? S. Boyd stated HAC’s role is to gather information, put together recommendations, and take them forward to a process which allows decisions to be made. T. Bokhart stated, this is written in the GSL; the HAC does not have an authority to make decisions.
- vi. S. Boyd read the following which she presented at the CAG meeting as the Role of the CAG:
 - 1. The Community Advisory Group is the logical place to have the conversations required in a multi-owner community that the sale of the apartments/town center to KWMF and the rental townhomes to individual owners has created. Bringing together the HAC, KWMF and the SA, the CAG’s role should be to provide issue resolution where possible or possible review of completed staff work for final decision by the SA.
 - 2. S. Mandyam asked to clarify what “Staff Work” means. S. Boyd stated it’s in the context of doing all the research/work prior to making a recommendation.
- vii. G. Powell requested S. Boyd ask the CAG for a copy of the GSL that the apartment renters follow in order to see what rules that follow-this purpose is for the Rules, and Finance Committee. T. Bokhart stated the GSL has been requested via a public information act and has yet to be received.

- viii. J. Friesen requested to ask the CAG about polling; how does and if the SA want any input with regard to the polls prior to sending them to residents.
- ix. T. Bokhart made a motion for S. Boyd to take items to the CAG as a formal request from the HAC. Items being:
 - 1. Ask KWMF for landscaping timeline
 - 2. Ask for the GSL that KWMF follow
 - 3. Ask about how to send out polling to community.
- x. Motion passed.

8) **Special Topic: Tot Lot, Lighting, and Pilot Re-Landscaping**

- a. Status of LED street light changeout. (Sandi Boyd/Jake Friesen)
 - i. J. Friesen stated residents have reported street lights are still bright and are shining into their bedrooms. There are shields available that can be put in the light globes. The cost is \$135 each, installed. UGCAM suggested sending a survey for residents in the community to see who is affected by bright LED street lights and move forward to find a solution.
- b. Tot lot update. Establishment of volunteer committee. (Kevin Olson)
 - i. J. Friesen stated he and K. Olson met with a representative from Sun Country systems, Kathy Wiggins, who builds playgrounds and lives in the community. The current budget does not cover all that is needed to install the Tot Lot, which would include equipment and fall protection.
 - ii. UGCAM suggests putting an RFP together in order to have the pricing of the Tot Lot included in next years budget allowing the Tot Lot to be fully completed. The RFP will be sent out to a minimum of 3 different contractors.
 - iii. K. Olson stated residents are welcome to help the committee with the refurbishing of the Tot Lot.
 - iv. T. Bokhart asked if savings in the budget can be found, can funds be reallocated to a different line item? J. Friesen stated the Tot Lot is to be paid via Reserve funds, that may not work pertaining to the Tot Lot, but could work for other items around the community.

9) **HAC September 2019- UGCAM Report (Jake Friesen)**

- 1. Paver repair:
 - a. Paver project at round-a-bouts. Submitted to Site Authority for approval. The cost is \$20,625.00. There is \$56,363.00 Budgeted for the pavers. UGCAM is waiting for approval from the SA to move ahead.
- 2. Ongoing Items:
 - a. UGCAM is continuing to await written clarification from the SA and SA Counsel regarding interpretation of the GSL, with regards to Windows, Interior walls, Townhouse heaters and furnaces, and Garage doors.
- 3. Questions regarding home sales contact Rosa Bravo at 805-437-8425. Rosa Bravo is primary with copying Laurie Nichols who oversees the SA issues.
- 4. Work Orders tabulation: During the month of August 2019 UGCAM placed 49-work orders.
 - a. 18-landscaping
 - b. 11-irrigation

- c. 2-lighting/electrical
- d. 1-plumbing
- e. 8-pest control
- f. 0-roofing
- g. 0-gate repair
- h. 1-Pools/Spas/Fountains
- i. 0-Gym
- j. 7-General Maintenance
- k. 1-Trash

10) Kennedy Wilson-Multi Family/ES Ring (standing invitation for news, etc.)

- a. N/A

11) Public Comments Topics not on Agenda or Reported by Committees

- a. See item 4 above.

12) Architectural Reviews

- a. Owner on the 200 Block of Smugglers cove, requested to install artificial turf. Application approved.
- b. Owner on the 200 Block of Smugglers cove, requested to install redwood lattice on retaining wall. Application was placed on hold until further information is given by the Fire Marshal.
- c. Owner on the 300 Block of Smugglers cove, requested to install a front screen door. Application approved.
- d. Owner on the 300 Block of Fry's Harbor, submitted requested to landscape the front of single-family home. Application approved.
- e. Owner on the 300 Block of Twin Harbor, requested to keep pots and decorations under front porch. Application approved.
- f. Owner on 200 Block of Landing Cove, requested to keep pots next to front patio, in Common Area. Application was conditionally approved.
- g. Owner on the 200 Block of Anacapa Island, submitted request to paint home as per approved schemes. Application approved.

13) Upcoming Events

- a. HAC meeting for October will be held on Thursday 17th at 6pm in the Community Center Lounge.
- b. Site Authority Board meeting will be held on Monday November 18th at 11:30 am in the Broome Library second floor conference room.

14) Meeting Adjourned

- a. Chris Williamson adjourned the meeting at 8:40 PM.

HAC ATTENDEES

Owners	TH/SFH
Brett Eastman	TH
Amy Segelin	TH
Gabrielle Powell	TH
Alan Linnemeyer	TH
Cindy Good	TH
Mark Hewitt	SFH
Simhan Mandyam	TH
Sandra Bolger	SFH
Kevil Olson	TH
Chris Williamson	SFH
Sandi Boyd	TH
Tom Bokhart	TH
	HAC
Jake Friesen	Manager

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 Rosa Bravo at 805-437-8425 or rosa.bravo@csuci.edu

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

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