

*UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL*  
Meeting Minutes for Thursday October 17, 2019 (6 PM)  
UG Community Center-Lounge  
45 Rincon Drive, Ste. 104, Camarillo, CA

**1) Call to Order**

- a. At 6:00 PM Gabrielle Powell, called the August HAC Meeting to order.
- b. HAC members present:
  - i. Chris Williamson, Chair.
  - ii. Gabrielle Powell
  - iii. Sandra Boyd
  - iv. Kevin Olson
- c. HAC members not present:
  - i. Tom Bokhart
- d. There was a quorum.

**2) Approval of Minutes**

- a. The Meeting Minutes for September 25, 2019 HAC meeting were approved by email. The approved meeting minutes have been uploaded on website.

**3) Public Safety Report CIPD, & UG Evacuation Discussion--Sergeant Garrett Brownfield**

- a. Sergeant Brownfield stated CIPD are receiving reckless drivers reports from residents. Sgt Brownfield said for residents to call the police when the incident occurs, and if possible, get a license plate.
- b. The emergency evacuation plan was distributed to residents. The emergency evacuation plan is attached to these meeting minutes.
- c. In the event of an emergency, the evacuation plan directs residents to use Camarillo Street and University Drive to Lewis road in order to exit the community.
- d. In the event of an emergency where residents need to 'shelter in place', the first option is the individual's residence. In the event of a fire, where your home is in danger the place to gather is the A3 Parking lot located near the entrance to the University off of University Drive.
- e. Everyone is reminded to sign up for CSUCI Alert in order to receive timely emergency notifications.
- f. The recent fire off of Wendy Road in Newbury Park was evaluated by CIPD officers. The campus or UG community was not in danger.

#### **4) Landscaping Maintenance Report- Eric Lopes with Brightview Landscaping Services**

- a. Eric Lopes states that due to the Santa Ana winds the mowing was not completed this week as the crew were focused on cleaning leaves.
- b. The mowing will begin to change from once a week to every other week. The height of the mowers will be lowered in order to transition from summer to fall/winter.
- c. Simhan Mandyam asked will Brightview handle mowing sloped areas with lower blades? Larazo stated hand mowers will be used in that instance.
- d. E. Lopes stated that during the weeks when mowing does not occur, the crew will focus on cleaning debris and continue to landscape detailing per the sequence distributed.
- e. Sandra Bolger asked if Brightview can pick up clippings from plants that residents have trimmed? Jake Friesen said residents can let UGCAM know and Brightview will leave burlap sacks for residents to leave clippings in. Sandi Boyd stated she used this service and it worked well.

#### **5) Committee Reports**

##### **a. Landscape (Jake Friesen)**

- i. J. Friesen stated UGCAM met with Chris Williamson, Rosa Bravo (CSUCI), Kevin Olson and Brightview landscape designer Jose Diaz, to determine how UG plantings can be refurbished using the current budget. Brightview is evaluating selected species removal for plants which are at the end of their usable life. Brightview will be notifying UGCAM of their evaluation results by Friday, October 25<sup>th</sup>.

##### **b. Finance/Budget (Jake Friesen)**

- i. J. Friesen reported UGCAM, Tom Bokhart, and Sandi Boyd are planning to meet in order to continue discussion about the budget for next year including clarifying the reserve studies for the Common Areas, Single-Family Homes, and Townhouses.
- ii. During the meeting the 2018-2019 reconciliation was discussed. It was determined that trash for the apartments, and homes will be segregated by service location, and each will pay their own separate bill. This will be reflected in next year's budget. S. Mandyam asked how does trash contract work? J. Friesen stated the bills are by area with service locations. There are three service locations which have 3-yard dumpsters. These 3 yrd dumpsters serve are the apartments, and Town Center. The home owners pay for the 50-gallon bins.
- iii. S. Boyd stated a survey will go out to residents asking what residents would like to see as enhancements in the budget. The email will come from HAC Input, via a google document.

##### **c. Rules (Gabrielle Powell)**

- i. G. Powell reported large and small dog park rules have been drafted.
  1. No children under the age of 6.
  2. Park users between ages 7 and 12 must be accompanied by adult and have consent of others in the park.

3. Dogs must be 25 lbs. or less/16 inches shoulder to ground (bottom of sign is at 16")
  4. Dog Park is for community residents and guests only.
  5. Dogs must be currently licensed and properly vaccinated.
  6. Enter Dog Park at your own risk. Dog behavior can be unpredictable around other dogs and strangers.
  7. Owners and handlers are strictly responsible for any damage or injury.
  8. Dogs must remain on leash until inside of park
  9. Dogs must not be left unattended and must be under voice command of handler.
  10. Clean up and dispose of your dog's waste.
  11. Dogs in heat and puppies under 4 months of age not permitted.
  12. Dogs that fight or exhibit aggressive behavior must be immediately removed from the park and may be prohibited from future use.
  13. No more than two dogs per handler at one time.
  14. No smoking, food, or alcohol allowed within the park.
  15. CSU Police Phone Number (805) 437-8444
- ii. For the large dog park, the added verbiage is: Consider using small dog park for dogs under 25 lbs.
  - iii. No citations were issued to residents who placed holiday decorations in the Common Area. A courtesy email was sent to one resident who had placed decoration in the Common Area. Brightview will not move residents' decorations. Decorations are expected to be moved by Monday, November 4, 2019.

**6) Community Advisory Group (Sandi Boyd)**

- a. S. Boyd reports she presented home owners requests from the September HAC meeting to the CAG members. The results were:
  - i. Issue of new street lights not having adequate shielding. The CAG asked to put this issue on hold until the final tree trimming was completed.
  - ii. The Site Authority Director is checking with the Chancellors Office whether there were parameters for rules regarding dog parks. However, the Rules Committee has done their own research as to what rules would be adequate.
  - iii. KWMF Representative at CAG had no information regarding when they would begin landscaping of the apartments.
  - iv. Fire Marshal Larry Wilson notified UGCAM that wooden fences and lattices were fire hazards and should not be approved. However, during the CAG meeting it was stated that the State Legislature is working on this particular issue of not allowing wooden lattices. J. Friesen stated there is a state assembly bill which states the prohibition of wooden structures will go into effect 2023, 2024 if the governor signs the bill (Bill 1516). As of now, the SA stated wooden lattices and fences are allowed/accepted at this time, with resident being aware that they might be asked for the wood lattices to be removed at the owner's expense in the future.

- v. S. Boyd stated she was assured that there is only one Ground Sublease, and that everyone was given the exact same one. Laurie Nichols is to send it to the UGCAM office.
- b. Issues to present at the next CAG meeting:
  - i. Sandi Bolger brought up the issues of pot holes on Camarillo street. J. Friesen will also notify CSUCI Facility Services to see if they can assist.
  - ii. Kellum Cunningham requests S. Boyd speak to the CAG regarding residents not currently being able to install solar panel on the Town Home roofs. Given there is a chance of SCE doing mandatory power shut offs, generators are not conducive for the Townhomes as they need to be placed far away from buildings and are run on gas. A good alternative would be to allow solar panels. K. Cunningham found a solar company which produces panels that are half the size of the industry standard, therefore this should not take away from the aesthetics of the place. S. Boyd requested financial information in order to bring this to the CAG.
    - 1. Options would be to lease or purchase the panels. With Federal incentive. If leased, the solar company takes care of all maintenance including removal of panels. If purchased, the company maintains it for the first 10 years. If roof needs replacing, the solar company takes care of repairs.
    - 2. As of 1/1/2020 all new construction homes are required to have solar panels. Meaning the 32 acres will also have to have solar panels.
  - iii. Kevin Olson suggest a pre-approval vendor that homeowners can use to get solar panels. To bring up to the SA. J. Friesen said to bring this issue to the CAG as owners of townhomes to find a solution/options, and how is the SA meeting the new law requirement of mandating solar panels on the roofs of new construction. As well as ask the CAG to give a presentation to the CAG on his research and findings.
  - iv. S. Boyd requested details from K. Cunningham in order to present this information and issue to the CAG.
  - v. Motion created by S. Boyd and seconded by G. Powell, to bring this solar issue to the CAG. Motion passed with unanimous vote.
  - vi. Gabrielle made a motion to take the dog park rules to the CAG meeting. Sandi Boyd Second. Motion passed with unanimous vote.

## **7) Holiday Decorations – Common Sense in Common Areas**

- a. Brightview will not move objects in the Common Area. They will mow around them. They will mow on 21<sup>st</sup>, 22<sup>nd</sup> of October and not during the week of Halloween.
- b. November 4<sup>th</sup>, mowing will resume as scheduled.
- c. Be aware of the tree trimming schedule.
- d. No citations issues, only a reminder of rules and appeal for common sense.

## **8) HAC October 2019- UGCAM Report (Jake Friesen)**

- a. Street Light replacement project is complete.
- b. Halloween mowing schedule. Mon/Tues October 21& 22. Skip a week. Mon/Tues Nov 4 & 5.

- c. The Annual Tree Trimming has been completed along 100-400 blocks of Channel Islands Drive. Additional work to begin first week of November, 24 trees total are scheduled to be removed which are diseased or causing structure issues due to proximity to building/walls. 15 trees will be replaced. Working with Brightview's arborist to address replacement details.
- d. Landscaping maintenance contract continues with Brightview. Trimming, leaf removal. Etc. Refer to Eric coming this evening.
- e. UGCAM, Brightview Landscape designers met to talk about what can be accomplished for the \$500,000 Budget. Meeting was on Thursday, October 10<sup>th</sup>, Chris Williamson, Kevin Olson, Jose Diaz Berrueta, Rosa Bravo, Jake Friesen.
- f. Work orders, completing the walkways with pavers along Channel Islands Drive at two of the round-a-bouts.
- g. BAG working on updating Reserve Studies.
- h. BAG group working to send out survey.
- i. Primary contact for home sales in Rosa Bravo, 805-437-3281. K. Olson asked if there was a resolution regarding the 1% charge brought up at previous meetings? J. Friesen said "No". He suggested bringing this up to the CAG meeting, if desired or to call Rosa.
- j. CAG group meeting rescheduled for Tuesday, October 22, 2019, at 4:00 in Lindero Hall.
- k. Comment about the redwood lattices throughout UG. Ventura County Fire Department's Prevention Supervisor suggested there is bill on Governor Newsom's desk which would impose restrictions on the combustibility of materials placed within 5-feet of a structure. The bill is California Assembly Bill 1516 for the 2019 Session. If enacted the bill would take effect for new construction in 2023 and for existing construction in 2024. With the Site Authority's knowledge, HAC will approve PIAs requesting installation of redwood diagonal lattice with verbiage that if future legislation or direction of fire official requires removal for fire safety, the lattice will be removed at the owner's expense.
- l. There have been several reported of "nuisance" reported due to noise. UGCAM is in conversation with the SA and the HAC Rules and Regulations Committee about a structure to address these community concerns.
- m. Chris Williamson asked if UGCAM Office has any information regarding the pervasive hemp smell coming from the myriad of fields surrounding the community? K. Olson stated the City of Camarillo voted down a moratorium on the hemp last week. J. Friesen stated he has people complain to the UGCAM office.
- n. Gabrielle Powel created a motion to bring the concerns regarding the Hemp crop/smell at the CAG meeting. C. Williamson seconded the motion. Motion passed by unanimous vote.

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

- a. N/A

**10) Public Comments Topics not on Agenda or Reported by Committees**

**11) Architectural Reviews**

- a. Owner on the 200 Block of Smugglers Cove, requested to install wood fence/lattice on retaining wall. Application Approved.
- b. Owner on the 200 Block of Anacapa Island, offered PAI to keep plants on retaining wall visible from common area. Application temporarily approved with further discussion relating to the proposed landscape refurbishing throughout UG.
- c. Owner on the 300 Block of E Santa Cruz Island Drive, requested to install requested to wood fence/lattice on retaining wall. Application approved.

**12) Upcoming Events**

- a. Site Authority Board meeting will be held on Monday November 18<sup>th</sup> at 11:30 am in the Broome Library second floor conference room.
- b. HAC meeting for November will be held on Tuesday, November 19<sup>th</sup> at 6pm in the Community Center Lounge.

**13) Meeting Adjourned**

- a. Chris Williamson adjourned the meeting at 8:30 PM.

HAC Attendees

Owners	TH/SFH
Gabrielle Powell	TH
Sandi Boyd	TH
Susan Doswell	SFH
Miriam Olson	TH
Kellam Cunningham	TH
Sandra Bolger	SFH
Simhan Mandyam	TH
Kevin Olson	TH
Brett Eastman	TH
Chris Williamson	SFH
Jake Friesen	HAC 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](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 Rosa Bravo at 805-437-8425 or [rosa.bravo@csuci.edu](mailto: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.