

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Meeting Minutes for Tuesday November 19, 2019 (6 PM)
UG Community Center-Lounge
45 Rincon Drive, Suite 104B, Camarillo, CA

1) Call to Order

- a. At 6:03 PM Chris Williamson, called the November HAC Meeting to order.
- b. HAC members present:
 - i. Chris Williamson, Chair.
 - ii. Gabrielle Powell
 - iii. Sandra Boyd
 - iv. Kevin Olson
 - v. Tom Bokhart
- c. There was a quorum.

2) Changes to the Agenda

- a. HAC Manager Friesen requested Brightview Landscaping be added to the Agenda after the Public Safety Report.

3) Approval of Minutes

- a. The Meeting Minutes for October 17, 2019, HAC meeting were approved by email. The approved meeting minutes have been uploaded on website.

4) Public Safety Report CIPD, & UG Evacuation Discussion—Lieutenant Chris Jetton.

- a. Chris Jetton, Administrative Lieutenant for the CSUCI-Police Department reported University Glen been fairly quiet during the last month. With the Thanksgiving holiday around the corner the Glen should be quiet. Jetton took the opportunity wanted to talk to UG owners about some changes that they're doing in these department, from a uniform appearance standard, which the department takes it very seriously and our relationship with the community both on campus and in University Glen. We take pride in the fact that for the most part, we think we have a pretty positive relationship with everyone in the community and the folks feel comfortable coming up and just talking to us and seeing what's going on. One of the ways we've done that is by maintaining a pretty traditional uniform appearance over the years, and if Shawn who lives in the apartments will come up here, please. I brought some props today. Sgt. Shawn Bartlett here is wearing our standard uniform. He's got a patrol vest on under his uniform he's got his body worn camera, pepper spray, magazines, taser, 2-Way radio, handcuffs, and his pistol here on his belt. This is our traditional police look, we are very intentional about not wanting to look too tactical, too militaristic, or too intimidating. We want folks to be able to come up, talk to us, and feel

comfortable. We're here to help you. We're not here to be an occupying force. In recent years, there have been quite a few studies coming out, related to police officers' health and well-being. For those of you that don't know, this belt he's carrying around his waist here can weigh upwards of 30 pounds. In addition to the other gear that he's got on his vest and other stuff that strapped on. What we find in law enforcement as a whole is a lot of lower back issues resulting in officers going out workers comp related issues, increased overtime costs to the department. Lt. Jetton stated a study just a number of years ago out of the University of Wisconsin, Eau Claire came out talking about the benefits of an external load bearing vest. And so, if I can have Sergeant Brown will come up. Sergeant Brownfield is wearing our new external load bearing vest carrier. With the vest carrier, the department has obviously been very cognizant about how some of these products can look very tactical like SWAT team operators' uniform with gear strapped on. I'm sure you've seen on the news pictures of officers who have all kinds of stuff strapped on and they look like they're going into a war zone. We didn't want that appearance. What we've done is selected this product which mirrors the look of our traditional uniform. However, we are able to get up a significant amount of the equipment off the belt, off the hips, and up onto the vest carrier itself, which is hopefully going to result in much better longevity for our officers, reduce injury, and lower back issues, while maintaining a professional appearance. I wanted to share this information with you owners who live in UG. There is a website that we are putting out, so if you go to www.go.csuci.edu/LBV you will be taken to a website where you can find the studies from University of Wisconsin to understand the department's thought process behind the use of the vest carriers. A brief survey is included where you can express your thoughts about the vest carrier's appearance. Do you think the appearance of the uniform with the vest carrier is too intimidating? Yeah, it's a little more intimidating, but do the benefits outweigh the appearance or is it a non-issue. I've had people tell me that they couldn't tell the difference between the two officers until we pointed it out. Jetton summarized that is my presentation today. Jetton stated he wanted to take the moment to make sure the Police Department was talking about this locally ahead of time and doesn't want people to think the Department making decisions in a vacuum. The goal of the vest carriers is to improve the officers' longevity and health. Right. Another nice thing about the vest carriers is that when officers are in the station, it is easy to take off. When an officer goes to the station to write or do administrative work, the vest carrier can just be set aside, and now he's not as hot. His uniform can breathe a little bit better and he get a lot more done for that period of time. If you have any questions, please, reach out to the Police Department. For more information, visit the CSUCI Police Department website and provide feedback on this.

S. Mandyam questioned if the vest was metal or carbon fiber.

Lt. Jetton responded that the vest is made out of Kevlar.

J. Friesen questioned when the vest carrier program will be implemented.

Lt. Chris Jetton responded that there is a pilot program going right now, we have purchased four outfits, like this and the four of our daytime officers are currently

going to be wearing the vests as you see it here. We will be making several other visitations to other community groups, and actively soliciting feedback from everybody about what their thoughts are about the vest carriers and uniform appearance. We hope we'll get approving comments from the community and then we can move forward with the program for the entire department.

Jetton volunteered that when the vest carrier program is implemented department wide, the costs of the vest carriers will be addressed by the officers themselves. The vest carriers cost close to \$500 to purchase, and obviously the department doesn't have money that we can just go buy them for the entire department.

G. Powell commented, so, if you can't afford it, you don't get?

Lt Chris Jetton responded that at the time the vest carrier is an optional uniform accessory. He also stated the department's paid officers receive a monthly uniform allowance.

T. Bokhart offered that my first reaction is the vest carrier looks great. I think I enjoy enjoying a little more contemporary look like you're up to date.

A further question, so at night like if you have to direct traffic like we're doing an evacuation we also have any kind of external reflective jackets or other gear?

Lt Jetton responded that all of our officers as required under OSHA regulations carry traffic vests, reflecting traffic vests with them at all times. When they jump out of the car and have to direct traffic that vest should be on.

T. Bokhart added the CSUCI Police Department I believe everyone will agree are probably the most like institution here in CSUCI/University Glen.

Lt Chris Jetton expressed appreciation for T. Bokhart's comment.

5) Landscaping Maintenance Report- Eric Lopes and Lee Opp with Brightview Landscaping Services

- a. Eric Lopez Brightview's Crew Foreman in University Glen offered a description of what the owners can expect for the next 30-60 days. Brightview has been picking up the leaves and will continue to monitor the leaves daily. Brightview is also focused on the cutting back and trimming the hedge that need to be trimmed. We also look into trimming the trees.
- b. We want to talk about rainy days, and procedures that we're going to be implementing. Lee Opp stated Brightview's full crews don't work in the rain is not a safe behavior, and they're not effective. When rain days do occur, there will be a team of two that comes out, they will be checking for fallen branches obstruction in the road they'll be checking the courtyards, in the street drains, making sure that to the best of our ability things are clear. Brightview will not digging in the drains themselves, but, making sure the leaves are moving down towards the street drains. We do the best we can do about any slow moving water locations. Workers can't blow, trim, or rake because they'll be acting as a wholesale lightning rod. Brightview's workers will be here to make sure that the

rains are less impactful for your property. Worke will perform work as needed in a safe manner.

If it rains five consecutive days our whole schedule is going to be tossed on its head. At the present time, Brightview is working to a very specific calendar. If we get a lot of rain like we did last year will be it'll be impossible for us to hold up to a schedule as tight as it is presently written. Whenever these conditions present themselves, Brightview will discuss with the UGCAM Manager, during the weekly meeting to agree on a way forward due to conditions beyond Brightview's control. L. Opp offered he makes rain day decisions at six o'clock in the morning. We all know how the wind changes in the rain on what's like one thing and then the sun's out, and its plastic. Today, it's not going to be perfect, but if we do call the rain day, based on the safety of our staff, either Eric or myself and we notify Jake, so he'll have that information in his office.

S. Mandyam questioned whether the rain day determination includes the number inches of rain?

L. Opp replied, it's different for each situation because if its low rain but high wind, that's not a safe place for my guys to work. If there was a ton of rain overnight, the ground may be so saturated that my guys aren't going to be able to work effectively, even if the sun's out, there may be water everywhere. They can't blow. They can't rake. They can't blow. It's really based on the individual situation. Inevitably, Brightview will make sure that we continue to provide the best service possible within the weather permitting. It is Brightview's responsibility to play catch up as the weather allows.

We want to talk about rainy days, and procedures that we're going to be implementing. Lee Opp stated Brightview's full crews don't work in the rain as it is not a safe behavior

- c. Kevin Olson offered a question. When Brightview first started, you mentioned the watering schedules, and maybe trying to get some adjustments made. What's your understanding of the watering schedule?

L. Opp offered that the watering schedule is set the way Brightview wants it to be done. There was a good conversation between us and Jake and Jake with Jason, water was produced. Due to seasonality. The technology that they're using is state of the art. I'm very impressed with the hardware that is there. And I think you will be just fine. We'll find out more, as rains occur.

K. Olson stated he remembers Opp mentioning that you were looking to get irrigation water so you could mow on Monday and Tuesday. I just know that in on my side of the neighborhood. It was on Saturday right now.

Friesen stated, the schedule for the grassy areas is to get watered on Tuesday night and Saturday night, during the normal season. The planters are watered

on Wednesday nights. With the change of to the winter season the watering of the grassy areas will be cut back 50%. Jason Hughes with CSUCI Facility Services explained it that the water of the grassy areas will be eliminated for Tuesday nights. The water of the planters will remain for Wednesday evenings.

L. Opp reports Brightview is not seeing any stress of the plant material. So, he has no objection the reduction in the irrigation water at this time.

K Olson reports there are a few muddy areas in the grassy areas.

L. Opp offered there are a lot of factors that go into apparent overwatering of an area.

T Bokhart suggested Jason Hughes is the actual irrigation technician servicing University Glen.

J. Friesen replied, Sergio is the one that has been doing the irrigation repairs. Jason is the Manager of University Glen for CSUCI Facility Services/Site Authority. There has been discussion that Sergio may be taking some vacation time, and there will be a replacement repairing the UG irrigation system until Sergio returns.

T Bokhart asked "How often do you see Sergio?"

E. Lopez replied two or three times a week.

- d. Chris Williamson questioned whether there is any remedial action which can be taken to minimize the erosion of the DG paths during the winter rain events which last two to three months to reduce trip hazards?

L. Opp responded depending on how the DG paths are constructed to address drainage will determine how the DG paths will hold up. This season Brightview will be learning lessons about the drainage of rain water. As Brightview starts identifying certain places that are more prone to erosion than other places then Brightview can come out in the spring and we can actually give some recommendations to the owners in University Glen.

- e. C. Williamson stated that at the small dog park there is a rather large area of dirt which will be come mud when it rains. Is there a recommendation Brightview can offer to address this messy situation? Is there a temporary fix for this coming winter season until the spring growing season arrives?

L. Opp suggested over seeding of the dirt area would need to happen immediately in order for grass to grow before winter. Opp suggested putting together a proposal to close off the small dog park and rework the park including replanting the grass in the Spring.

C. Williamson suggested putting down straw may be a temporary solution to the mud concern in the small dog park.

It was agreed for Brightview to get together with the CAM Manager at the small dog park and work on developing a solution.

- f. Amy Segelin asked Brightview what is the long term plan to address the leaves which are building up around the homes?

E. Lopez commented, every week Brightview have a sequence that we go through and so it really depends on week your area is in the sequence, Monday, Tuesday and Friday. When Brightview gets to your area Brightview removes the leaves that are in the planters and on the streets.

L. Opp suggested that with the wind events Brightview is cleaning up leaves throughout the community on a regular basis. Brightview is learning how to balance cleaning up after wind events and completing the work as outlined on the monthly schedule.

S. Mandyam suggested that cleaning up the leaves in the planters could use more attention.

L. Opp suggested if there are specific concerns owners can send a work order request to the UGCAM office.

J. Friesen mentioned as the community is talking about refurbishing the landscaping in UG, we continue to work towards a balance between addressing each community member's home while acknowledging the monies required to refurbish the landscaping throughout UG. We're working to move that forward so some of these things you're talking about, such as the overgrown rosemary, can actually move forward, and made to actually happen. There's \$300,000 in the Common Area Reserve budget this year. How can we plan, so a portion of the landscape refurbishing work would be completed in this fiscal year, and we're talking with the landscapers as well as all the budget people about how we can get the budget to match the actual landscaping refurbishing project we would like to complete? We are working to make sure that yes, we can go forward with complete landscape refurbishing project.

I'll just go a little further. UGCAM is developing an RFP, which we are going to put out for bid from landscaping firms. We've been working with Brightview. But, together with the Site Authority personnel, we decided we would put it out for an RFP to verify the numbers, and yes it would be to our advantage or to all of our advantage, to use the contractor that we're using. We want to double check on our prices.

Brightview has put together a landscape refurbishing design at the front of the buildings and in the alleys. The design is specific so realistic pricing can be secured. UGCAM is also working with Brightview to develop an integrated scheme along the DG path along Longrade Creek and Smugglers Cove to

address concerns for the lighting at night, the lack of landscaping along the path, and to get an idea price wise how much it will take to address the dark DG path. UGCAM is working to address individual owner's landscape concerns as they come and at the same time, we're also looking at the long term as to what can be done to enhance the landscaping in the community.

S Mandyam asked, "what is the time line?"

J. Friesen responded we're trying to get the landscape refurbishing budget numbers back to inform the UGCAM Budget for 2020-2021 which is due at the Site Authority's office on February 1, 2020. UGCAM is working to have the contractors' responses to the RFP on the refurbishing landscaping so that we can incorporate or address it in the budget. So, the RFP, we're hoping will go out by around the end of the end of November, so that we have, we have some numbers back in about two to three weeks. Hopefully by the end of 2019 for a landscaper's numbers to come back.

S. Mandyam asked, "Will this be included in the budget?"

J. Friesen confirmed the 2020-2021 UGCAM Budget will address/include the UG landscape refurbishing figures.

6) Committee Reports

a. Landscaping Committee (Kevin Olson)

- i. Kevin Olson: We've been working with Brightview to develop a plan for the replanting of the Common Areas in University Glen that we're now going to release as an RFP to landscape contractors, to secure at least three proposals.

Members of the Landscape Committee had a number of meetings where we broke down the different ideas that everybody had regarding replanting and refurbishing the landscaping the neighborhood. I think we came to a reasonable agreement that hopefully will come to a reasonable amount of money that can fit within the budget. The plan may be multi-year plan, but doable plan.

S. Mandyam asked, "Has a decision been made?"

Olson responded that a decision has not been made. He commented there are still a lot of moving parts. Now that we have a concept, we are going to solicit proposals for pricing. That will give us a start on whether or not we can move forward. It fits on how to refurbish the landscaping in the neighborhood. The landscape plan is available for inspection at the UGCAM office.

J Friesen commented by giving a brief history of the five landscape refurbishing mock-ups which were put out to bid prior to giving the

landscape maintenance contract to Brightview Landscape Services. So, we had some idea if Brightview Landscape Services would do a design build for UG they would be comparable to several other contractors based on those five refurbishing mockups schemes. UGCAM met with various parties including the landscaper landscape committee and Brightview. We went over what the intention of the landscape refurbishing schemes was. We also met with Mission Hills representatives, so the apartment owners have been included in the discussion about the UG Common Area landscape refurbishing. The result was Brightview's designers came up with a plan of looking at specific buildings and doing an entire building whether that is the apartments with the courtyard, or the front areas of an entire street of single family homes and/or the townhouses. Considerations also included whether an area was shady or sunny, as well as whether the townhouse block consisted of two units or up to six units. Brightview was given a scaled plan of University Glen from CSCUI facility services and determined the square footage areas of the various planters. We are not changing the irrigation significantly. And we are looking having a plant palette of which about half of the plants are from the palette for the Phase 2 Development. This decision is intended to provide an integrated appearance as the Phase 2 Development comes online.

K. Olson commented that it appears we're moving towards more of a refurbishment kind of model versus the original proposal which was a complete redo of the landscaping. We've been moving towards a more reasonable refurbishment landscaping model of the neighborhood that should be more in line with our budget. That is the goal.

C. Williamson stated the goal is to try to do it as much as we can with the money already allocated.

Responding to an owner's question about the color palette of the plants, K. Olson replied the focus of the design changed a little bit. Rather than having five different areas designed, Brightview identified entire areas, i.e. blocks of Townhouses, Single-Family Homes, and Apartments and developed a cohesive approach. Friesen added Brightview recommended this approach based on their experience. Brightview recommended having two schemes, Type A & Type B, for the townhouses; one overall scheme for an entire block of Single-Family Homes; and two schemes for the Apartments, Type A & Type B. The schemes offered by Brightview are not intended to be a pick and choose palette. It is intended to provide a cohesive appearance with the understanding that not all of the existing plants should be removed for aesthetic as well as cost considerations.

Friesen commented Brightview came back with a cost estimate for their approach which exceeded the budgeted amount in the UGCAM Reserve Report for 2019-2020. At this time, there are discussion regarding what can be done for the amount of money in the UGCAM Reserve Report for 2019-2020. One solution would be to address the landscaping on the main streets of Channel Islands, Anacapa Island Drive, and the four

round-a-bouts. But this is only one initial suggestion. Further investigation is required which may include submitting an RFP to the landscape contractor who bid on the landscape maintenance service contract last spring.

S. Mandyam asked "How do you decide how to renovate the landscaping on this site?"

K. Olson commented, we haven't decided yet. It's going to depend on the budget. You know the proposals will come back and then I would anticipate coming to the community at an HAC meeting and doing a presentation of the overall proposal including the cost structure, and then maybe, bringing a couple of different options and letting the community have input. We may have a couple of proposals that fit within our budget. So that's the goal to get there. It's going to take probably a couple more months or so.

C. Williamson commented there was a long article in the LA Times recently as a follow up to the brush fires. During interviews with homeowners, they talked about how their landscaping and mulch caught on fire. They mentioned trees helped catch the embers before they came to the houses. Then the article referred to legislation developing at the state level that might come down as requirements eventually. So, one of the things that as a group we should consider, but not decide right now with regard to mulch versus another ground cover. Alternatives to mulch cost more, but it might be worth it. So that's for all of us to decide together.

T. Bokhart offered that couple of months ago Jake had contact with the Ventura Fire Department's Inspector who talked about these issues.

Jake Friesen stated the Ventura Fire Safety official suggested the community shall have clearance of 100 foot around the entire perimeter of the property to any structure. That was clear. Some other requirements are less specific because there is no existing law at the present time which requires it. We had the conversation about the redwood lattices. At this time, we can't demand that owners not be put the redwood lattices in, but we can also state in the property improvement application that going forward, if at a time in the future the Site Authority directs that the redwood lattices need to be removed, the wood lattices are to be removed at the expense of the owner.

T. Bokhart commented so there are no laws, and this is the Fire Safety Director's subjective opinion.

J. Friesen commented that we can ask the Ventura County Fire Safety Director to come out again to University Glen. But the point is, he is with Ventura County. He has no jurisdiction over telling us what to do on State Land. His second comment was that this law could possibly go into effect in 2023-24 which is in the future. Another determining factor in the proposed law is whether the construction is new or existing. The

proposed law is reported to say that within five feet of the structure there shall be no combustible materials. He talked about the 5-foot non-combustible area around structures addresses the ember question of when embers are blown around, and they come within five feet of the structure. He also talked about the volume of combustible material (landscaping) and kind of the volume of materials in close proximity to structures which could catch fire and burn long enough to set a structure on fire would be considered. These are the kinds of things that he was talking about.

T. Bokhart commented his question was going to be a broader one, I appreciate the managers jurisdiction or may not be laws but still, he's kind of an expert. And I think we need to bring the Ventura Fire Safety Director back back out to re-visit his advice.

K. Olson asked, "what do we need to do to ask for a formal assessment". Do we ask the Site Authority?

T. Bokhart offered to get the advice for free and then we can decide to do it or not.

J. Friesen offered, it is my understanding is that in the County of Ventura, when there is a new construction project in development they go to the County for review. The Ventura County Fire Safety Director reviews the planting and the fire safety around those structures. He looks at these projects all the time. Conceivably we could take the plan for the landscape refurbishing to him and ask if we can have an hour of his time to look at our landscaping project and see what his response is.

S Mandyam asked if there is a template and calculations on how to proceed.

J. Friesen answered the Ventura County Fire Safety Director was the one saying University Glen is one of these jurisdictional overlaps which is both State land and located in the County of Ventura. He's Ventura County. And so, because we are in Ventura County, he came to CSUCI/University Glen, that is why he came out. Jason Hughes, the VC Fire Safety Director, and I walked the property to look at where the 100 hundred foot clearance is around the property.

S. Mandyam offered I think the Ventura County Fire Safety Director needs to come and review the areas around the structures in University Glen including the scheme of the landscape refurbishing. His comments could change the whole strategy of landscape refurbishing project.

Sandi Boyd responded, I really don't think we are that far off things from what we have already been done. Two things to be aware of. One of our starting points began about a year ago was to work with the landscape design for the Phase 2, 32-acre development. And the development's landscaping plants, which are modern and consider the qualities of both drought tolerance and flammability. And as that project is making its way

through permitting. I'm sure that project is going to be evaluated by the expert who came to verify the annual fire clearance requirements here at University Glen. It will probably be that project will end up on his desk. At that point, the feedback that comes back to Kennedy Wilson on that landscape can also inform ours. Boyd continued, I understand that part of what we tried to do with UG's landscape refurbishing design was to create a similar look between the new development and our development so as we keep a cohesive neighborhood appearance. I think that's a reasonable object. So, given that, that's the path. We've confirmed our original plans that really use the same plant pallet was way outside our budget. What we've now done is accommodate those plans to recommendations that BrightView was giving us for the same time categories of plants, but a different size. So, we'll start out with small plants first. It'll take us some time for those things to grow. But I really think the path we are walking is a sensible one. Boyd asked, what are the landscape committees' plans are for public unveiling of the landscape refurbishing project? I think there's clearly probably a point at which a broader community discussion happens, once we have the rest of the data in place.

C. Williamson offered the Ventura County Fire Department is the first responders here. They do get considerable say over things happening here even though it isn't state law. They can't require it, but they are the first responders. So, what they say is important.

b. Finance/Budget Committee (Tom Bokhart)

- i. T. Bokhart offered the Finance Budget Committee is still looking for volunteers and joining us.
- ii. There are two items about the reserves to be discussed. The finance committee has discussed how to approach the target level short fall we have particularly with the Townhouses. Trying to find creative ways to address the anticipated shortfall particularly with regard to the townhouse reserves. For example, one thing offered as an alternative is to focus more on cash flow and funding target levels. This is being kicked around. I personally am not sold on the idea. But the point is I want to try and figure out what are the ways to deal with the anticipated shortfall. We have a dilemma. We don't have an answer yet. So, what's going to happen is we're hopefully going to meet with the reserve study folks, or at least the senior guys right in the next week or two or three before Thanksgiving, walk through some of the issues, some of the potential changes, see what they can do and update the reserves that we can give us an understanding of sensitivity to certain changes and so for so much beyond that. We've got a lot of things to consider.

T. Bokhart continued, specifically regarding percent funding target. As chairman, my preference is we follow the research studies set which is to have 100%, funded targeting level. That doesn't mean we're going to jack up rates to make sure we get it. That's the target. I realistically for

telephones, it's not going to happen soon. We should keep that 100% target, which from our perspective is the ideal to strive to hit at some point in time.

S. Mandyam asked, "what's the time frame?"

T. Bokhart replied, we have to look at every year. It changes.

S. Boyd suggested. Let's talk about it after we have our meeting with the reserve consultants that's going to happen next week.

T Bokhart continued, we're going to hand the discussion over to Sandra (Bolger) regarding the poll recently done by the finance committee. Actually, they're the same set of questions for you Laurie (Nichols). Thank you for coming (Laurie). We'll try not to pick on you, but we do have enough time for questions. We do not need to address all our questions tonight, but we have a number of outstanding issues. Some of which are critical to completing this budget cycle. I want to share that my frustration levels are pretty high. We are not getting the answers we need to these questions. Some things need to be answered to help us understand how to treat the budget. So, at our meeting on Thursday morning at 10:30, I suggest the first 30 minutes we give you.

G. Powell commented that she has very limited time on Thursday, so schedule Friday.

T. Bokhart offered I'll send you a list of questions otherwise, I don't think there's anything you want to discuss.

S Mandyam requested the comments he is going to present to us are recorded.

J Friesen offered the recording I am making can be made available.

T. Bokhart stated Sandra Bolger is going walk through the HAC Finance Committee's polling results. Pay attention as we're going to ask everyone here to make a motion and approve these recommended changes as a result of this poll. These recommendations will be presented to the Site Authority through the CAG.

Sandra Bolger began, thank you to the Budget Advisory Group considering the fact that a survey could be done to find out what the community would like. The good news is we had 101 people respond, which is a 37% the response rate. Basically, the number one thing that was desired is a better choice of restaurants in the Town Center. This is the number one item and neither the Site Authority or HAC has any control of this decision.

Regarding the Town Center Market, and the pizza, initially when the Market went in, it was pretty nice. Now the Market has deteriorated over time. The quality of the pizzas asks the question whether presenters

would purchase it. There are some suggestions. You know we could support the better selection of restaurants.

The next item is the development of the trail heads into the hills. That is the parks and recreation's jurisdiction.

Laurie Nichols commented, the University has jurisdiction of the land at the base of the hills. So, I reached out to the CSUCI community to reveal that our campus is very involved with the Santa Monica Mountain Trail heads. So, I think this is an opportunity because the UG community has expressed an interest and desire to create something. So how can we partner with all of the different entities, through volunteers, and those interested in the Santa Monica Trails.

T. Bokhart added, we are not giving you any money. There's no funding.

Laurie Nichols responded, we don't have any exception to the idea that we might be able to have a discussion. I don't think John Lazarus is ever presented to the HAC. John is the executive director for the University Auxiliary Services. He oversees all of the food operations on campus and for the town center market and Pizza Pie. We also manage the bookstore and things like that. I literally just came from a meeting at 4:30 with John where we talked about our performance for the next, three years, and five years. We've been talking about what the future looks like 20 years from now. We understand there's opportunity here and that we also need that support to determine what's going to work. The timing of your comments is perfect.

T. Bokhart believes the HAC could assist the Site Authority by conducting another poll of the IUG residents and ask what kind of restaurants do you want? The preference for hours of the Town Center establishments could also be polled.

L. Nichols explained she officially began overseeing UAS in August 2019. She said she asked John the question, who is our customer, particularly in the town center market. we don't have a complete picture of that data yet. We understand the Town Center Market at times has the appearance of an old Soviet grocery store. So how can we get better, but we have to support it because it, trust me, it's not making any money for us. We actually losing money, because it doesn't support itself.

S. Mandyam: Why do you think many of them left that place.

L. Nichols replied, "It's about volume, stuff was there."

S Boyd suggested the market become a place to go to pickup individual items, like a green pepper. She requested the Market carry sushi. In the past you find an item one time and then the next time you look and it's not there, then you give up. So, now the UG community has kind of given up on the Town Center Market.

L. Nichol offered, we have to rebrand ourselves.

K. Olson offered to assist based on his experience in retail marketing as an owner of liquor store. The Market needs to be rebrand and reestablish its presence in the community. We need to talk about a point of sale system which tracks the merchandise.

L. Nichols referring to CalFresh opportunities and students, offered we want to create more opportunities here on campus. We recognize there are opportunities to address food availability around the area and we want to thank you because having a conversation is helpful.

T. Bokhart requested L. Nichols return with plans of how the HAC can help.

L. Nichols responding to a question about the use of the CSUCI Park offered she does not know who owns the trail heads, but we could still be part of the Santa Monica mountains because we are right at the base of the mountains.

Mark Hewitt commented he had seen a nice article in the Ventura County Star about the partnership and about enhancing the trails. But in that article, it said that I thought it said that it was private property.

S. Bolger continued the discussion of the results of the HAC Finance Committee's polling of the UG owners. She offered that regarding the landscaping refurbishing, the bottom line is that we have to stick to that \$300,000 number. If we go the remaining \$200,000 every \$10,000 is going to cost us every single month. So, we can have overrides on the stuff that's budgeted. Everybody in the community needs to understand that increases in landscape refurbishing project will add monthly costs to the monthly Maintenance Rent fees. We only have X number of dollars to spend and we're already going to have increases just based on incremental costs, or things that we already have.

K. Olson stated we might need to have the joint landscaping budget meeting, about just the re-landscaping project because I think we're still going down a path, although it's less than it was, it's still probably over the amount in the Common Area Reserve Study. So, we need to start discussing how the budget falls in line and if a multiyear project schedule is realistic or how that falls into reserves. And then I still think we should maybe solicit a true refurbishment from somebody that falls within the Common Area Reserve budget.

J. Friesen replied that was the original intent the Common Area Reserve Study offering a landscape refurbishing budget number of \$500,000 was a place holder. Complex Solutions the Reserve Study Consultant did not do a square footage area calculation or offer anything specifically about plant materials.

K. Olson suggested we need to start putting some numbers and some ideas on what happens if we spend you know \$800,000 over the next

three years to refurbish the landscaping in the Common Areas of University Glen. What does that mean to the reserves and, and to the monthly Maintenance Rent (CAM) fees? And then we let everybody know before those decisions are made. How do we get a joint meeting scheduled?

S. Boyd suggested the top 3% of items combined in the survey are items under the heading of landscaping. Landscaping is the thing that is of concern to the majority of our residents. Landscaping is the top priority of the folks who responded to this survey.

S. Bolger suggested with regards to the swimming pool the temperature of the pool water could be looked at during the "winter" season. We can possibly manage the heating cycles differently. maybe a practical solution can be developed something. Who really swims in January, February, as the air temperature is so cold?

J. Friesen offered that in the past the temperatures of the pools have been kept at it at 79-degrees. Our data is based on that parameter. There are people that use the spa regularly throughout the year. Tom and I have been talking about this and how the use of the spas fits in to the overall regulation of the pools. This is also something we need to talk with the apartment people about. What is their expectation regarding use of both of the pools throughout the year? We can investigate changing the temperature of the small pool for the months of January, February, and March.

S. Bolger commented that closing the small pool is a good idea.

J. Friesen stated we need to talk with management of Mission Hills Apartments about closing one of the amenities (the Townside Pool) for the winter months. They're very much about equal access but they also want to save the money. We can talk to about their experience at other properties with regarding to reducing the temperature of the water in a pool during the winter months. I think we can bring it up because up to now we haven't.

S. Bolger listed additional items the finance committee's poll mentioned including a designated amount in the annual CAM budget for community sponsored events, (\$5,000.). Items already in the budget include restriping of the streets, asphalt slurry in the streets. Also increasing the size of the community garden and installing associated fencing. Other items included an additional playground in the vicinity of the Hillcrest Pool/Spa. Another item was Adult Education Courses in the Community Center. Bolger suggested she would get in touch with the Pleasant Valley to find out if they have any instructors that might be interested in coming to UG and teaching a class for a modest fee. Comments were made regarding the availability of continuing education classes offered at CSUCI.

T. Bokhart was suggesting the UG owners are asking for "soft" support of adult education from the Site Authority.

S. Bolger continued that we would really need to assume that can use the Community Center as the venue for hosting the classes. She assumed we would get charged for using the Community Center. She suggested the cost for classes like this is \$20-\$25 per class.

Tom Bokhart requested a motion to summarize really quick so there are very few items here where we're asking for money. Most of the things we're asking for his authority from the HAC to provide soft support. There's the whole landscape refurbishing thing is a separate consideration. The motion is to have the representatives to the BAG recommend including \$5,000 in the 2020-2021 CAM Budget for UG social events.

K. Olson seconded the motion

During the discussion period for the motion C. Williamson stated he is reluctant to see items that are clearly project oriented like landscaping and then there's some operational items. And then there's some good suggestions like the store and work with people, I'd like to see a budget of how you're going to spend up to \$5,000. That's what I said earlier, you want to have the money in the budget to support events by agency. If someone wants to have a movie in the park, this can be supported.

Kevin Olson commented we discussed potentially making a social events committee subcommittee of the community that will be able to run some social events that might also help harder by lobbying for this.

Sandi Boyd offered the kinds of activities for example when Russ started trying to do concert in the courtyard of the Town Center on Friday nights died for the lack of basically \$250 to \$300 a month. So being able to go back. And this is a town of activities because we were looking to the music department to provide us with resources for some of this and then providing a small stipend to the folks who are doing the chase.

T. Bokhart stated, if you approve this motion, we would like to take this to the BAG to include in the 2020-2021 CAM budget. Actual funding of an activity would be reviewed and approved by the members of the HAC. HAC Chair Williamson clarified the motion which Tom put on the table and Kevin seconded is for the HAC to recommend to the BAG that we set aside \$5,000.00 in next year's budget. Yes, there's no plan yet on how it's spent, that'll all come back to the HAC for input on a case by case basis. We have a motion on the floor all in favor? All Agree.

c. Rules and Regulations Committee (Gabrielle Powell)

- i. The Rules and Regulations Committee did not meet during the past month, so there is no updated list of items to report at this time. Powell

reported securing a copy of the Mission Hills Lease for comparison with the Ground Sublease.

7) COMMUNITY ADVISORY GROUP AND SITE AUTHORITY (Sandi Boyd)

- a. Sandi Boyd reported the Dog Park Rules were approved. Dog park rules got approved.
- b. Boyd reported an owner sent her a question about the pot holes on Camarillo Street between the vehicular bridge and Lewis Road. It was confirmed the Site Authority is responsible for infrastructure, which includes Camarillo Street and the request was made to repair the potholes. That request was taken by Site Authority Personnel. I suspect something's happening I just don't know when. So, when we when we are CAG meeting in early December, I will ask the question again.
- c. The Site Authority and the University have no special avenue to deal with hemp nuisance issues. Neither do UG owners. Maybe if we all decide we want to do something together in the future if we get 10,000 acres of hemp, instead of the 5000 acres, the county will decide to be more active on that and having a meeting about this.

In response to an owner's question about what can be done about the aroma of the hemp by an owner, Boyd replied the CAG is not a decision meeting is just an open public forum. Because they've had complaints the issue was discussed. The CAG has no power to do anything to make decisions. The hemp issue was brought up because there have been complaints from UG residents by phone calls and emails.

Complaints regarding the aroma of the hemp have not been reported by the students.

- d. Boyd stated, we were asked to come up with a number of copies of the acorn to place in the area around the Town Center. Anybody got a number for me that I can share? 100 copies were agreed upon by the attendees.
- e. Discussion regarding the installation of solar panels on townhouses in UG was initiated by Rosa Bravo, Interim Director of Operation, Site Authority. She stated there is a state law which requires all owners in the State of California the ability to install solar panels on their roofs. Bravo stated that CSUCI's sister university CSU-Irvine has established protocols for installation of solar panels on owner occupied townhouse roofs. She reported the rules are fairly stringent, but the rules do existing.

The owner who was wanting to install solar panels on his townhouse before the end of the 2019 calendar year decided to withdraw his property improvement application for consideration at this November HAC meeting.

The Site Authority in cooperation with the UGCAM and CAG/HAC will continue to work to establish a protocol for UG townhouse owners to pursue installation of solar panels on the roofs of their homes. It is anticipated the protocol will be incorporated into the Ground Sublease "rules" by vote of the Site Authority Board without modifying the body of the Ground Sublease.

J Friesen added he has procured a copy of the rules for installation of solar panels on the roofs of townhouses in place at CSU-Irvine. We will have a copy of these rules in the UGCAM office for review. These rules are available on the CSU-Irvine community's website.

T. Bokhart commented we've always had the ability for single family owners to put in solar panels. There's always been for a long time the civil code to allow for solar to be put on to the roofs of town homes.

J Friesen offered a brief history of requests to install solar panels on townhouse roofs in University Glen. When I began working in UG almost three years ago. The blanket statement when someone inquired about whether solar panels could be installed on townhouse roofs, the reply was, No. Then within the last two months when a townhouse owner asked about installing solar panels on his roof, it was pointed out that due to medical concerns and the potential for SCE to exercise their judgement in turning off power due to winds, he wanted to install solar panels on his townhouse roof. Further investigation shows that the State of California appears to mandate all owners of homes in California have the right to place solar panels on their homes. Just because the rules in UG in the past stated solar panels are not to be installed on townhouses doesn't mean the rule cannot be revisited. That is where we are today. The Site Authority has agreed to revisit this rule at this time.

- f. At the Site Authority Board meeting on Monday, November 18, 2019, the Site Authority Board approved segregating the University Glen Reserve Accounts from the CSUCI Reserves "Bucket". There will be a series of accounts, so that they can be insured accounts, and a tentative way forward. Once the accounts are created, investing of these accounts will follow the CSUCI Foundation's investment strategies which are already in approved by the CSUCI Chancellor's Office. This will allow UG's Reserve Funds to be invested and our funds to begin producing some revenue from the capital.

L. Nichols responded to S. Mandyam's question about what are the Rules the Site Authority follows with regard to investing funds by stating the CSU Foundation's processes are administered by the Chancellor's office in Long Beach for California State University's 23 campuses. All 23 campuses have Foundations, so we apply the same processes to this auxiliary (University Glen) which is a non-state funded entity. Those are the rules we follow.

- g. T. Bokhart requested L. Nichols provide information about rates of return we might expect, so we can put them into the 2020-2021 CAM Budget?
- h. C. Williamson opened the floor for topics, questions or whatever anyone would like Sandy to communicate to the next CAG meeting is December 5th. This is the last CAG meeting for calendar year 2019. No one responding with any issues to be presented by the HAC's representative on December 5th.
- i. C. Williamson commented the State Energy Commission and the state public utilities are required after January 1, 2020 that multifamily structures three story's and under must have solar. He offered that means the Phase 2 Development will have to put in solar.
- j. J. Friesen responded to K. Olson's question whether there can be a reprieve from the timeframe of delivering the 2020-2021 CAM Budget to the Site Authority by the end of January 2020 or will there be opportunity to revise the budget once it is submitted by saying January 31st is when contractually UGCAM is to submit the budget for the next fiscal year, which is July 1, 2020 through June 30, 2021. Based on our experience last year the BAG committee had their final budget meeting in May. What are the things that we want to address? How do we address each budget issue, like for instance the reclaimed water issue or the sewage issue? All of those things we know the issues and we know what the questions are. On the day a budget is due using the best information from past actuals we have available and we provide a budget going forward. We know so much more now and have much more clarity. Last budgeting year, right, we did continue to gain more clarity after the initial submission of the budget and revised the budget accordingly. The budget process starts through the university. UGCAM is just one little piece in entire budget of the University. The closer we get the first shot the fewer subsequent meetings will be required. This past year we presented the budget by February 1, and then we met again in end of March beginning of April, May, and then we had one more meeting and that was it. So, the review of the budget does come back around. There will be opportunities to revise the Budget.

Last budget year a new Level 1 Reserve Study was completed. We did not address the anticipated shortfall in the reserves, particularly the townhouse reverses. We included in the budget the reserve categories listed in the Reserve Study for items anticipated to need replacement during 2019-2020. The reserve contributions remained the same as the previous fiscal year.

Sandi Boyd added Departments of the University are meeting. Now, and through December to do the first draft of budget requests that are going in there, silos for approval. We were kind of one of those silos. The UGCAM Budget should fold into the University's Budget rather easily.

J. Friesen explained that in fiscal year 2019-2020 there were things in the budget that were negotiated after the initial submission, like for instance, our contract. The original contract figure was put in the budget, and it was renegotiated.

Therefore, this year there appears an unfavorable variance under management fee. This is an opportunity to deal with items which in operations which overtime have increased, such as landscaping, the pools/spas, and trash.

Tom Bokhart said his first question would be if the deadline for the first major version of our budget, which is due mid-January, can be extended a little bit. It's due by our contract on February 1st. We're asking for an extension. We understand the budget processes are significantly better, but there are still some issues. One of the bigger issues we want to confirm with regard to both the reserves and operating budget is the quest of infrastructure. We want clarification on who pays for infrastructure costs. Are they defined? This hits home with the landscaping budget. If we put in plants and we install new irrigation. Who's paying for it? And that's just one of infrastructure issue.

S Mandyam asked, "What percentage of the infrastructure discussion affects the budget?"

T. Bokhart commented, the budget will come back. See the budget. He added, they told us we're responsible for the serve system.

S. Bolger added there continue to be issues around the water.

8) GENERATOR AND BATTERIES IN CASE OF POWER OUTAGES – ADVICE

- a. C. Williamson stated the next item on the Agenda was going to be a handout regarding generation batteries. I don't have it. My fault. I didn't prepare it. I've got some information. The immediate crisis on power outages doesn't seem like it'll come back, didn't affect us that much anyway. even during the fires, our power line runs across the fields, not near trees, and things like that so we're not really at that big a risk. Unlike Camarillo Hills Spanish hills and some of those places. So, this will remain here is something to be done, but just don't have it tonight

9) MANAGEMENT OFFICE REPORT (E&S RING CI/SITE AUTHORITY REPS)

- a. J. Friesen commented, I want you to be aware that the reconciliation for fiscal year, 2018-2019 has been published, and is available for you to review.
- b. There was a shortfall of approximately \$60,000. The single-family homes portion of the shortfall by doors is about \$120. The townhomes' portion is about \$195 These shortfalls will be paid out of the individual reserve columns of the budget under Single Family Homes and Townhouses respectively. There will not be an assessment, so to speak, at the end of the year.

The Apartments portion of the shortfall is about \$21 per door, and the Town Center Apartments/Retail is about \$63 per door, and those, the owner of the

Mission Hills Apartments and the Town Center is being sent an invoice for those amounts. This is due to the fact the owners of the Mission Hills Apartments and the Town Center “self” reserve and there are no funds in their respective reserve columns.

S. Boyd asked for clarification saying am I understanding our contribution to the reserves is being reduced in the single family homes and townhouse reserve columns of the Budget and the actual amount of money in the reserves is going down?

J. Friesen responded saying what I would offer is that last year, there was a balance at the end of the year and that excess balance was transferred proportionally to the appropriate reserve column. And so, the single family homes and townhomes rolled over their excess balance into their reserves. And so, the deficit is being taken from there for 2018-2019. Last year the Apartments and the Town Center Apartments/Rental requested reimbursement for their excess balance in 2017-2018. This past year, 2018-2019, they are being sent an invoice for their portion of the deficit.

T. Bokhart commented you will see from the ending reserve balance for 2018-2019 for each of the reserve columns, i.e. Single Family Homes, Townhouses, Apartments, and Town Center. J. Friesen confirmed Bokhart’s comment.

c.

d. Regarding the monthly operating expenses. This month, there was overall there was 1.6% unfavorable variance. These unfavorable variances com in the following line item categories.

- i. The reclaimed water was about \$5800 dollars over budget. This may be seasonal conditions.
- ii. There is an insurance premium that was not budgeted. We're paying about \$2500 a month.
- iii. And then there was the management fee which I had mentioned. The fee for a UGCAM assistant was not in the budget, but it was approved in the contract so there's a variance of about. \$3700 a month.
- iv. There are some maintenance items which have an unfavorable variance this month.
 1. This year we inherited some common area cleaning expenses that were not in the budget.
 2. The electrical repairs in the Common Area, which includes the townhouse sconces and that kind of thing is. In the 2020-2021 Budget this category will be reworked to better match the actuals from this fiscal year.

e. S. Mandyam requested clarification regarding the payment of the deficit for fiscal year 2018-2019. Friesen acknowledged Mandyam’ s request.

- f. Friesen explained that the management fee includes other items than just the Manager and his Assistant's time. It included the accounting services and computer program licenses, etc.
T. Bokhart asked about the insurance premium that was reportedly not paid. Friesen commented the insurance premium "not paid" did not include the premium increase.
S. Mandyam reiterated his request clarification.
- g. As clarification Friesen offered that with the Town Center apartments and retail their portion to bring the balance to zero, per door was \$63.62. That means number of doors for the TC Apartments (58) plus the TC retail (14) times \$63.62 was billed to the owners of the Town Center. The Apartments portion of the 2018-2019 Common Area deficit is \$21. 22/door. There are 328-doors making up the Mission Hills Apartments. An invoice was sent to owners of the apartments from CAM to bring their portion of the Common Area balance to zero. The townhouse and the single family home owners were not sent invoices as the previous year's excess contributions to the Common Area Reserves were rolled over into their respective accounts.
- h. S. Boyd and T. Bokhart asked whether the year-end financials can be put online. Friesen responded the year-end financials will be posted on the University Glen website. T. Bokhart asked whether the past year's year-end financials would be posted. Friesen responded that it is his understanding the University Glen community year-end financials are posted along with the CSUCI's year-end financials on the CSUCI website.
S. Mandyam offered that the University Glen portion of the of the University's reconciliation should be separated out. Friesen offered we are working with the University and Site Authority Personnel on how this can be accomplished. UGCAM is working to put the UGCAM's annual reconciliations at the same location as the annual UGCAM Budgets.
- i. The annual tree trimming is underway. 27 of diseased and trees that were affecting the structure were removed. There are stumps will be ground and removed in the near future. About 15 of those trees are planning on being replaced in the next several months.
- j. Regarding the landscape refurbishing, we are working with Brightview's designers about using a design build approach to the refurbishing of the landscaping in UG. UGCAM is putting together an RFP to get prices back before the budgeting comes together.
- k. UGCAM continues to work Unknown We continue to work with BrightView on the work orders and the irrigation. Irrigation work orders going to the University's irrigation technician seems to be working OK. UGCAM meets with BrightView on Fridays at nine o'clock coordinate the landscaping services work.
- l. For the month of October, there were 53 work orders. 19-landscaping, 15-irrigation, 2-electrical, 1-plumbing, 7-Pest Control, 1-roofing, 3-gate repairs, 1-pool/spa/fountains, 0-Gym, 4-general maintenance, and 0-trash.

- m. UGCAM's office assistant, Mia De Paula, has taken a new position at a law office as of the first part of November. We are fortunate Victoria Marley, who lives the community and is finishing up her degree is UGCAM's new assistant. She started on November 4th. She has 10 years of banking. She and Mia's time overlapped by three days, so the transition has been seamless.
- n. Upcoming Events.
 - i. The Community Advisory Group is meeting at 4:00 PM on December 5th, Lindero Hall.
 - ii. there's going to be a holiday party sponsored by Mission Hills apartments. On Thursday the 12th from 6:00-9:00 PM.
 - iii. There is a holiday potluck organized by the Olsen family on Saturday, December 14th from 2:00-6:00 in the Community Lounge/Event Room.
 - iv. The next HAC meeting is December 19 at 6:00 PM
 - v. The next Site Authority Board meeting is on Monday, February 24, 2020.
 - vi. Remedy Pest Control will be in University Glen, Monday, November 25th rather than Tuesday to celebrate Thanksgiving.

The holiday events will be communicated to the UG Community via Eblast.

- o. T. Bokhart inquired about whether roots were cut where the paver repairs in the sidewalk areas of two of the round-a-bouts. Friesen responded the contractor found no roots which had ground into the sand base of the paver sidewalks. The contractor releveled the sand base and placed the pavers back in place.

10) ADJOURN TO ARCHITECTURAL REVIEWS (HAC MEMBERS)

- a. Owner in the 200-Block of Anacapa Island Drive requested installation of a new front courtyard wrought iron gate. This Property Improvement Application was APPROVED.
- b. Owner in the 300-Block of Cuyler Harbor Drive requested approval of the landscape improvement in the front courtyard. This Property Improvement Application was APPROVED.

HAC Attendees

Owners	TH/SFH
Gabrielle Powell	TH
Sandi Boyd	TH
Amy Seglin	TH
Kim Jung	TH
Mark Hewitt	SFH
Sandra Bolger	SFH
Simhan Mandyam	TH
Kevin Olson	TH
Brett Eastman	TH
Chris Williamson	SFH
Tom Bokhart	TH
Lt. Chris Jetton	Cam PD
Sgt. Garrett Brownfield	Cam PD
Sgt. Shawn Bartlett	Cam PD
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. 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.