

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL

Meeting Minutes for Thursday, December 19, 2019 (6 PM)

UG Community Center-Lounge

45 Rincon Drive, Suite 104B, Camarillo, CA

1. Call to Order

- a. At 6:05 pm Christopher Williamson, called the December HAC Meeting to order.
- b. HAC members present
 - i. Chris Williamson, Chair
 - ii. Sandra Boyd
 - iii. Kevin Olson
 - iv. Tom Bokhart
- c. HAC member not present
 - i. Gabrielle Powell

2. Changes to the Agenda

- a. No changes to the agenda.

3. Approval of Previous Meeting Minutes

- a. The Meeting Minutes for November 19, 2019, HAC meeting were approved and uploaded to the University Glen website.

4. New Issues NOT on the Agenda

- a. (3:45) Chris Williamson stated No new issues not on the agenda.

5. Public Comments/Complaints

- a. (4:01) Sandra Bolger had a question regarding insurance for fire risk and if anyone knows of anyone else's insurance being canceled for that reason. She was told by the insurance rep that she knew of others insurance policies were canceled for this reason. She also stated that it had been done a couple of days prior to this meeting. A community member asked her who her insurance company was. She stated it was Nationwide Insurance services. Lockton is her insurance agent. She further stated that she believes it was because of the how So Cal Edison announced they would cut the power if there was a threat of a fire.

Tobey Wheeler agreed and stated he was subject to an inspection of his property about 2 years ago from his home insurance company.

6. Public Safety Report (CSUCI Police Department)

- a. (5:39) Officer DiBoni commented on the recent rain, then followed with the University school year was completed & the students have 5 weeks off. He reminded UG Residents that CSUCI PD is a 24/7 service and that there are always 2 officers available for dispatch whether it's the holiday or not.
- b. (6:16) Chris Williamson asked regarding the deer that cross the road and if they're seen should owner/residents call dispatch? Officer DiBoni assured him that if the deer are a road hazard then non-emergency dispatch should be called. DiBoni noted that there have been a few deer that have been hit and have not survived. Chris Williamson asked if there was a way to "push-out" a notification alerting the residents/owners/faculty/staff/students that there have been a heavy deer sighting, so that they all will be "extra-careful" driving down that road? Officer DiBoni said he would make a recommendation to "push-out" a notification via social media outlets.

7. BrightView Landscaping Announcements

- a. (8:04) Eric Lopez opened discussing the mowing and the rain. Because of the rains his team has been having trouble staying on the same schedule plus he said they don't want to damage the turf. He also stated he doesn't want his staff to harm any of the Christmas decorations so they will be on alert. Most importantly he said he doesn't want the crew to get injured. His crew will also be vigilant to removed excess leaves from the storm drains. Further he stated that when the weather clears up and there is no more rain the mowing will restart every other week, plus the plant trimming will continue and the hedges will be cut at the proper height.
- b. (9:59) Kerry Gordon asked if Jake is the person to get a hold of if the owners would like the irrigation to be looked at, she proceeded to inform the HAC that she's had a white flag planted in front of her home for quite some time. Jake explained the protocol for the irrigation check, "The University's Facility Services are the ones who have the irrigation technician that's been directed to us. And so how we've coordinated it with BrightView is that if BrightView notices that there is an irrigation break and they put a white flag." The University's technician is to come repair it and then put a second flag and so that's the indication to BrightView that it has been completed". Jake continued with stating that we take the work order off of our records after BrightView informs us of its completion. BrightView is to remove both flags. Amy Segelin and Kerry Gordon stated they both had a white flag on their property for quite some time. (11:56) Lee Opp agreed to review the specific locations.

8. Common Area Maintenance (CAM) Manager and Budget Advisory Group (BAG) Chair Reports (Jake Friesen)

a. Townhouse Window Repair

- i. (12:36) Jake Friesen stated that between November and December he received authorization from the Site Authority to address the accessories;

the balancers and the latches on the windows. He further informed that there were 6 work orders that needed clarification. He said Mike McConnell spent 20% of his time working on the East Campus so he would be taking care of those window repairs plus additional ones that have come up since then will be forwarded to Mike McConnell. Friesen also stated that he is still awaiting clarification on the replacement of compromised windowpanes and how it will be paid for and what the protocol of it is.

b. FYI Events and Activities

- i. J. Friesen reminded everyone that the 40-yard dumpsters are available for the Christmas trees only. It is located on the 8 or 900 block of Channel Islands Drive. It will be there from 26th of December until January 8th.

c. Other Announcements

- i. Jake Friesen stated that if weather allows it CSUCI Facility Services will be doing a slurry road project from December 27th through December 30th. He also stated that the work schedule for that project will be color coded and continued with saying it will be done around the main entrance of University Drive so drivers may need to be rerouted. He ended with stating that he sent notification of this further action.

d. Updated Reserve Studies

- i. Jake informed that there was a meeting with Complex Solutions about every line item on updated Level 3 reserve report but focusing on the Common Areas and Townhomes. Informed that some of the areas in the Common Area were taken out of the report. He gave the date of the meeting as November 28th. On the December 11th Complex Solutions returned the revised report with the agreed upon updated modifications. He noted the Common Areas were about the 85% funded, Single Family Homes are at 100%, and the Townhomes were 57% funded. He is working with Complex Solutions about how to address the declining fundedness percentage of the Townhomes.

e. FY 20/21 Budget Process Updated and CAM Fees

- i. Jake Friesen informed us that, by contract, we need to send out the 2020-2021 budget by February 1st because it becomes attached to the Site Authorities University budget and further it needs to be completed so the budget will be approved by May and it will be right for July 1st, 2020.

f. TOT Lot RFP (Jake)

- i. Jake Friesen said he sent out a TOT Lot RFP to 3 contractors and 2 of them have returned quotes for the RFP. He further stated that he was

going to speak to HAC committee and the Site Authority to review if there are any financial implications and how to budget this and whether we can afford it.

g. Landscape Refurbish RFP (Jake)

- i. Friesen brought up the landscaping refurbishing RFP, BrightView presented a design in October to replace worn out plants in UGlen. Friesen further stated that the Site Authority wanted us to create an RFP using BrightView's plant pallet and Friesen "redacted" BrightView's name from the RFP. The RFP was separated by the square footage and had included the types of plants and where they will be placed depending on whether it's a Single-Family Home or Townhouse. He further stated that he will send that RFP to 3-4 other landscaping contractors to get competitive bids. Finally, Friesen let BrightView know that their contract ends in 6 months and at that time it will be up for renewal and this decision may come up. Sandra Bolger asked if the contract is a month to month contract. (20:44) Friesen stated it was a yearly contract through June 30th. He continued with the fact that UGGCAM can give BrightView 30 days' notice.

h. Dog Park Signage (Jake)

- i. (20:44) Jake Friesen is talking to vendors regarding signage pricing. Sandi Boyd stated that she thought we had someone on campus that could make those signs.
- ii. J. Friesen brought up the point about the muddy area in the dog park, he talked to BrightView about getting pricing to cover it. He suggested to put straw down during the winter months. Then further discussion will happen as to what to do during Springtime, possibly to rejuvenate the grass with sod or seeds. Sandi Boyd suggests winter rye.
- iii. J. Friesen next item is for the raccoon sightings, he stated that raccoons' droppings were reported, and raccoons were reported chewing on the irrigation tubing. He informed the attendees the prices for the pest control vendor.
- iv. J. Friesen gave notice of when the Christmas decorations should be removed; January 6th.
- v. Friesen gave a report of how many work orders were processed for the month of November, 38 total. 9 of them were landscaping, 11 irrigation, 3 lighting and bollards. There, were no plumbing this month. 5 pest control, 1 roof, 3 gate repairs, 2 pool particularly spa pool temperature issues, none for the gym, 2 general maintenance, and 2 trash.
- vi. Friesen notified attendees of the Holiday Hours and the CAM office and where owners can pick up temporary parking passes if should the office be closed.
- vii. Christopher Williamson commented on the DG path and whether the weather will damage it more.

9. Community Advisory Group and Site Authority (Sandi Boyd)

a) Report from recent meeting(s)

- i) Sandi Boyd commented on the solar panel issue. Informed the group that UGlen should be able to create a process to obtain solar panels for Townhomes and Single-Family Homes. A sister CSU institution, CSU-Irvine has a community similar to University Glen which has a protocol for the installation of solar panels in the community including townhouses. She further pointed out that the Ground Sublease states single-family homes are allowed to install solar panels. However, the GSL is silent on the installation of solar panels on Townhouses. Boyd pointed out possible roof damage because of panels. She also pointed out that they may not be so harmful because of possible future technological advances. Further informed the group that Tom would be willing to volunteer and to pretend to inquire about solar panel with a realtor company.
- ii) Steven Stetku asked the group regarding installing or having a battery pack made by Tesla to run the home in case of a power outage. Friesen informed him that he needed a property improvement form and a facilities maintenance application and if it's a single non mounted pack then it would not need to be reviewed by the HAC. Boyd brought up the point on how University Hills creates RFP's annually so outside vendors can bid on solar power. Stetku pointed out that he prefers the Tesla battery pack to solar energy.
- iii) Tom Bokhart asked if the CAG can provide a recommendation for solar to HAC. Bokhart asked if solar was approved? Boyd agreed that it was approved informally. Friesen said that the Site Authority brought the guidelines for Irvin's Solar Panel Installation as an example of where UGlen should start.
- iv) Boyd pointed out the next CAG meeting which is January 23, 2020 and if there were any issues that they wanted to add to the meeting minutes. Bokhart motioned to reintroduced establishment of trailheads, and the town center and the lack of proper amenities. Chris Williamson opened up the motion to the group and asked if anyone had any comments or questions.
- v) Kerry Gordon asked what new restaurant was added. Boyd explained her interpretation of what type of cuisine is offered at the new restaurant.
- vi) Williamson pointed out the types of shops that are available and suggested promo pointers to entice purchasing by the owners/residents/students/faculty/staff.
- vii) Mark Hewitt asked about trail heads. Bokhart explained the relationship between the trail heads and the Site Authority. Adding trail heads that connect to the Santa Monica trail heads. Hewitt explained that there is a website of how the trails all connect and whether the Site Authority have access to reroute them. Williamson expressed his concerned about the re-routed trailheads regarding occupants riding their bikes into the

University. Williamson stated the amendment was created for the Community Advisory Group and Site Authority by Bokhart, Olson, and himself Williamson.

b) Issue etc. to take to next meeting(s)

i) Davis Sterling ACT (HOA 'law') classification

(1) Boyd brought up Davis Sterling and whether those laws are applicable to University Glen. She stated that she would like the Site Authority to follow the Davis Sterling standards as a courtesy. She further stated that the Site Authority doesn't fully understand the fiduciary responsibilities and she would like HAC to support her in expressing those concerns to the Site Authority. Bokhart points out that Davis Sterling has many codes and that if the Site Authority is to follow those codes then the HAC would need to follow as well. Further points out that we don't have DNL insurance and the HAC could be sued as well. Williamson pointed out some HOA procedures are being followed to this point. Boyd pointed out that the BAG group is in the process of following Davis Sterling.

10. Committee Reports

a. Landscape (Kevin Olson)

i) Tot Lot Replacement & Landscape Refurbish RFP: Kevin Olson brings to the table the TOT Lot and Landscaping RFP, and he states that it will be overbudget and its possibility of it being over budget. Boyd states these RFP are only preliminary amount and nothing was set in stone yet. Olson states that both items are in the budget and proposals have been given to us and all of them are in the 2019-2020 budget. Boyd stated that if it is overbudget then the other amount will be taken from another line item. Jake Friesen explained the budget process and which groups are affected first and which approve the budget first. Williamson stated that the documents are a "living document" and if one project is over budget then we take the money from another line item budget. Sandra Bolger asked if the CAM fees will be increased if these approved RFPs are over budget. Boyd said depending on the project. Boyd gave the example of the Common Area line item and how much is placed in that section for budgeting purposes. Bokhart asked if this would warrant a separate meeting to approve the budget and the types of plants and whether the meeting should be driven by the owners/residents. Friesen stated that it is driven by the price and the knowledge of the landscaping RFP companies. Bokhart requests that the process should be that the Landscaping Committee should hold a public hearing when the RFP's are

made available. Olson agrees that the RFP's should be made public knowledge before it is decided by the committees. Boyd stated the process of the refurbishment process which at the time was at 1 million about a year and a half ago. She further states that since then it was gotten very conservative and the RFP's have come back with more reasonable amounts. Olson asks if we will continue to be requested by the vendors until we finally set on a price. Friesen goes through the process of approval. Olson requests that the community be involved in the final decision. Friesen asks the question of how the community should be involved in the decision without angering or agitating them. Boyd stated we present the entire collected information with a preliminary decision. Williamson stated the process of presenting the images and the pricing to the community. Tobey Wheeler suggested that we should start with the \$500k with the proposed plants. Further suggested that if the RFP comes back to \$800K then we do it in steps. Friesen stated that the approved amount was \$300K first for Spring then \$200K for Summer and Fall. Williamson stated that the proposals should be back on the 17th of January. Friesen agreed. Williamson further requests that once we receive the proper proposal that we "push-out" the proposal to the community and should be a group decision in late January and early February. Bokhart asked to clarify whether the Landscaping Committee will request a meeting from the community to have them approve it. Friesen proposed the idea that all the RFP's that are under \$500K be presented to the E&S Ring and explain that this is the amount we are willing to spend. These are the plants on the pallet. Williamson ended the meeting with informing the group that there will be a Landscaping Committee meeting in mid-January. The meeting is anticipated to involve information regarding decisions on money.

b. Finance/Budget (Tom Bokhart)

- i. **Most recent monthly and annual expenses to budget report:** Bokhart summarized the revenue budget, he stated that we were 1.85% over budget through November. He further stated that the largest overage we have is the irrigation water. Landscaping is significantly under budget because according to Bokhart we have not been billed for the irrigation specialist. Additionally, he said that BrightView's bill is considerably low so that it is 16% under budget. Bokhart stated that electrical repairs are overbudget by 15%. He predicts that we will be 1.8% over budget. Boyd and Bokhart both stated that they are continuing to work on the numbers data. Wheeler contacted Santa Rosa Water District regarding their water meters and how they are read.
- ii.

c. Rules (Gabrielle Powell)

- i. Williamson stated Gabrielle Powell was not present so he would present her data.

- ii. Open Space Plants etc.: Williamson is working towards and initial draft of general pots and items around the owner's doors, he stated these won't be rules just suggestions. He would like to announce it to the residents and owners via an email or at the January meeting.
- iii. Williamson stated Powell is in the process of generating a Pool Behavior Complaint Process.
- iv. Williamson stated that Roll-off bin temporary use rule is on the list and further informed that he has received notations that some owners haven't brought their bins in during the allotted time.
- v. Williamson stated that minimum landscape requirement has been brought up in the meeting and will further be discussed.
- vi. He further pointed out the Generator Caution handout (info only) which was provided during this meeting, and possibly future rules or guidelines.
- vii. Also informed that Solar on townhomes and single-family homes was still on the list for discussion and the research has started.
- viii. Williamson also stated that the KW rules and UG Ground Sublease should be equal and further stated we should all be abiding by those rules.

11. Public Comment on Agenda Topics, in order listed

- a. Williamson asked if there were any public comments on the agenda. Wheeler commented that he brought up the point to the Site Authority regarding the watering schedule. He would like a detailed watering schedule. He noted that some areas have little or excess water. Commented that he lost 2 major trees and shrubs due to the lack of water. He informed the group that he hired an arborist and his arborist confirmed that the trees were lost to lack of water and disease. Wheeler further informed the group that he had been telling the CAM office that his water was shut off in the common area because the irrigation tech never fixed the leaking pipe, and because of this Wheeler stated that he lost his common area plant life. He further stated that the only time his common area received water was when he would water the area. He added that the irrigation specialist confirmed that the area was never watered. Wheeler witnessed 2 new shrubs being placed in his neighbor's area, which after monitoring it for 2+ months regrettably dried up because of lack of water. Bokhart suggests that the irrigation tech should have a list of services and a watering schedule, further suggests that they should have a proactive approach to the lack of water. Bokhart made a motion to request this information be given to the CAG for the next Site Authority meeting. Jake informed the group that the bill we receive from the Site Authority for the irrigation is strictly for problems and not for a proactive approach. All were in favor of Bokhart's request motion to request documentation from the Site Authority as to a schedule from the irrigation tech.

12. Adjourn

- a. Chris Williamson adjourned the HAC meeting through Item 11, so the members of the HAC can review the Property Improvement Applications.

13. Review of Property Improvement Applications by HAC members

- a. Owner in the 200-Block of Smugglers Cove requested installation of a new front courtyard wood fence because of wear and tear, Site Authority approved the standard issued fence replacement. This Property Improvement Application was APPROVED.
- b. Owner in the 200-Block of Anacapa Island Drive rear fence replacement. This Property Improvement Application was APPROVED.
- c. Owner in the 300-Block of Twin Harbor Drive, requested to add a street-light pole shield. This Property Improvement Application was APPROVED.

HAC Attendees

Owners	TH/SFH
Steven Sfetku	TH
Sandi Boyd	TH
Amy Segelin	TH
Kerry Gordon	TH
Mark Hewitt	SFH
Sandra Bolger	SFH
Tobey Wheeler	TH
Kevin Olson	TH
Chris Williamson	SFH
Tom Bokhart	TH
Officer Curtis DeBoni	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.