

UNIVERSITY GLEN COMMUNITY ADVISORY GROUP

March 26, 2020

In Attendance (via Zoom): Miriam Olson (resident); Mark Hewitt (resident); Jennifer Arriola, E&S Ring; Sandi Boyd (resident/HAC Rep); Bill Robe (chair); Laurie Nichols and Rosa Bravo (Site Authority); Karen Romney (resident), Ben Gordon (Kennedy Wilson); and Jake Friesen (CAM Manager).

Bill Robe called to order at 4:00 pm.

Updates:

E&S Ring Report (Jennifer Arriola):

- Addressing the climate for tenants under COVID-19.
- Capital Improvements currently on hold including the painting of the apartments
- The E&S Ring office remains open; but have eliminated in-person tours.
- The E&S Ring office continues to address concerns:
 - sheltering in place
 - payment plans
 - waiving late fees
 - assistance with applications for unemployment, United Way relief and other programs

UGCAM Report J(ake Friesen):

- Landscape committee met in the conference room while observing social distancing to discuss:
 - Assess the landscape proposal and search for savings opportunities.
 - Inspect unit by unit and have Brightview determine what existing landscaping can be saved to reduce replacement costs.
 - Design/refurbishment landscape plans have been forwarded to Ben Gordon/KW Multi-Family for review and comment.
- UGCAM continues to receive calls regarding resident difficulty paying monthly Maintenance Rent. Jake maintaining a log of homeowners experiencing financial hardship related to COVID-19.
- BAG nearly finished with '20-'21 UGCAM Budget.
 - Townhome Earthquake policy presented and would increase CAM fees by 25%, the maximum allowable per Ground Sublease.
 - Bill asked if additional quotes for the EQ were offered. Jake will work with Kennedy Wilson to obtain information of reputable insurance brokers to obtain alternative EQ insurance premium quotes.
 - The Budget will increase townhome reserves contribution to reach a 70% funded level per recommendation by Complex Solutions to reach a "strong" reserve fund position.

- Landscape work is considered "essential service", and workers will continue to do landscaping while observing proper social distancing.
 - Irrigation diagnostic work still in progress. Jason Hughes (CSUCI Facilities) to determine if the University will have capacity to take on the repairs and maintenance.

HAC Report (Sandi Boyd):

- HAC meeting was hosted via Zoom organized and offered by Rosa Bravo/Site Authority.
 - The agenda was discussed in its entirety before 8 pm.
 - The community was chatting in their questions, and Gabrielle Powell vetted inquiries during the discussion.
 - Technology will assist with future HAC meetings
- The Site Authority released the KW ground sublease agreement for the apartments, and Tom Bockhart is reviewing. The lease identified that Kennedy Wilson owns the Tot Lot. The HAC, with the BAG, request direction from Kennedy Wilson how to proceed with the Tot Lot replacement project.
- HAC requests a service agreement from the University from the Facilities irrigation specialist. Recommend withholding payment of fees pending UGCAM receipt of irrigation service agreement.
 - Brightview irrigation maintenance proposal is considerably less than University Facilities Department.
- HAC would like to offer to fill in missing representation for the CAG meeting along with their next HAC elections.
 - Bill offered that he is open to the idea but wondered if resident interest was incorrectly viewed as an opportunity to influence decision making. Bill reminded CAG members that CAG does not vote or make decisions. It is a subcommittee of the Site Authority Board representing all stakeholders and subject to SA guidance.

Site Authority Report (Rosa Bravo):

- Working with UGCAM keeping the community up to date with the University's communication regarding COVID-19
- Work in Progress:
 - Investigating EQ insurance for attached homes.
 - CAM '20-'21 Budget
 - Review of irrigation bills with BAG.
 - Home Sales still selling during COVID-19
 - 3 Homes for sale (2 Colina Vista Homes currently in Escrow)
- SA continues to receive calls from prospective buyers.

The meeting adjourned at 4:45 pm

Next HAC Meeting is scheduled Saturday, April 18 ,2020 at 10:00 am via Zoom

Next CAG Meeting is scheduled April 26, 2020 at 4:00 pm via Zoom

Next SA Board Meeting is scheduled May 4, 2020 at 11:30 am