

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Minutes for Thursday, March 19, 2020 (6 PM)
VIA ZOOM Teleconference
(See Email from UGCAM for Teleconference Link)

1. Call to Order

- a. Chris Williamson opened the Zoom meeting.
- b. HAC members present:
 - i. Chris Williamson
 - ii. Gabrielle Powell
 - iii. Kevin Olson
 - iv. Sandra Boyd
 - v. Tom Bokhart
- c. There was a quorum present.

2. Approval of Previous Meeting Minutes

- a. No approval of previous meeting minutes will be done by email.

3. Public Safety Report (CSUCI Police Department)

- a. Update on COVID-19
 - i. Lt. Drake Massey informed the group that CSUCI and University Glen started Social Distancing protocol on Tuesday [3/17/20] and informed the group that all the CSU's have observed this protocol. He continued with stating that all on campus non-essential functions have been suspended for the week of March 16th thru 20th. Also, stated that all non-essential employees have been taken off these functions and have been working from home until further notice. Massey further informed the group that CSUCI classes have been canceled until after spring break with is March 23rd thru March 28th, 2020. Upon return the students will have a virtual learning environment. He stated campus students have returned to their permanent homes. International students and others that are not able to return home still have access to the Islands Café as a source for meals. He also stated the Broome Library is closed and said virtual learning will continue to the end of the semester once spring break come and goes. Massey also stated that commencement (graduation) has been postponed and it has not been informed by CSUCI staff of whether it will be done this year. He has informally heard that it might be held during the winter season but that is just speculation.
 - ii. Massey assured UG residents the CSUCI police will remain available and their doors will remain open to outside traffic, Monday thru Friday 8:00am to 5:00pm with a full staff of officers patrolling the east and main campuses.
 - iii. Massey informed the group that they are taking precautions as well, for example with the lower priority calls, he says the CSUCI PD has implemented a procedure to take these requests as phone call interviews and resolve any conflicts or inquiries through those measures. He further informed the group that they don't have heavy social distancing procedures, at this time, but if it does happen in the future, they will notify the proper outlets and create procedures to enforce them. Massey informed the group that many precincts have closed their lobbies in observance of the social distancing protocols, but CI's lobby remains open.

a. Campus closure and impact to the UG Community

- i. Massey indicated most of the police officers are EMT certified. He explained that if they were to be called regarding a medical emergency, they have implemented a series of questions before they accept the request for medical attention. This procedure is set to protect the first responder. He further informed the group, if there are any signs of the virus then first responder would wear proper attire to assist the distressed caller.
- ii. Massey informed the group that the campus has not been "evacuated" and people are free to walk the campus at their leisure but to observe social distancing measures. The roadways will not be closed, he understands that people will be working from home, but the parking rules and regulations still

needs to be observed, and parking passes need to be visible for the parking enforcement personnel.

b. Questions for CSUCI Police Department

- i. Tom Bokhart inquired whether CSUCI PD has the proper attire to respond to any calls regarding COVID-19 health issues. Massey informed the group that they do have the proper attire and hygienic supplies needed should there be a call.
- ii. Gabrielle Powell asked Massey for the website that displays all CAM PD calls for service. Massey specified, www.crimegraphics.com. Rosa Bravo asked Powell if there are any questions pending on the open chat for Massey. Powell responded there were no questions present on the open chat for Massey.
- iii. Powell stated that Simhan Mandyam had a question of how many international students there are presently on the CSUCI campus. Massey did not have an answer. Jake Friesen asked Bravo if she is aware of the answer. Bravo does not have an answer but will inform the CAM office when she gets those totals.

c. CSUCI website updates

- i. Various topics discussed.

d. Closure of UG Amenities' impact

- i. Williamson noted that Pizza 3.14 is closed and asked CSUCI PD if there will be other closures in the future. Massey stated that the Town Center Market and the Pizza place [Pizza 3.14] will remain closed until further notice. Bravo interjected with Town Center Market being open Friday, March 20th and Saturday, March 21st and she stated she would notify the CAM office with the proper hours of operation. Bravo briefly informed the group of what the Town Center Market has to offer, soups, toilet paper etc. Friesen stated the CAM office does not have the hours of operation to share during the meeting, but he will share the Town Center's hours of operation in an E-blast the following day. He further indicated that the restaurants will only allow carry out orders.

e. Next Door -- community cooperation during COVID-19 outbreak

- i. Various topics discussed.

4. Committee Reports

Williamson introduced the Committee members and reports. The landscaping committee includes, Kevin Olson and himself Chris Williamson. The Finance Committee includes, Tom Bokhart and Sandi Boyd. Rules and Regulations Committee includes, Gabrielle Powell and Chris Williamson. Williamson further informs the group that Boyd has a permanent post with the Community Advisory Group (CAG). The topics will be introduced by the committee chairs and if Friesen needed to add points to the discussion he would do so. Williamson informed the group if anyone within the group listening would like to ask a question Powell will be available to read their inquiry posted on the Zoom chat. Williamson invited interested individuals from the Zoom chat to join these committees and further reminded the group of the upcoming elections, he added to contact the CAM office if any parties are interested.

f. Landscape Committee (Kevin Olson)

- i. Irrigation system diagnostics—Update
 1. Friesen informed the group that the Site Authority (SA) has approved the Common Area Maintenance (CAM) office to have BrightView (BV) diagnose the irrigation system. Lazaro Ramos from BrightView has sent Friesen the information regarding the first phase in diagnostics. The 1st phase includes Landing Cove, Anacapa Island Drive, and Channel Islands Drive. He further informed the group that BV has already zoned certain areas, based on the green or yellow flags, these areas will be little or a bit more work depending on the color of the flag, green meaning little work, yellow meaning more work. He informed the group that he (Lazaro Ramos), Jason Hughes and Rosa Bravo are supervising this project. He also informed the group he is in close contact with SA regarding repairing these faulty irrigation lines even though the situation has slowed down because of the pandemic scare. The CAM office is not

aware of whether these repairs will take place quickly or if these will be a slower process since CSUCI has placed some of their workers on leave because of COVID-19 trend. Friesen further informed the group that BV has already given the CAM office a proposal for the irrigation repairs.

Ramos informed Friesen that it would take about 3-4 weeks to make those repairs. Olson asked if the irrigation repairs will be done before the landscaping renovation takes place. Friesen confirmed. Friesen confirmed that these repairs are being done to phase 1. Powell stated that she has noticed that since it has been raining more often, because of our Springtime rains, healthy plants have been flourishing. She no longer is in favor of a full renovation and agrees that only certain plants need to be replaced. She further stated that the budgeted funds could go for a better use.

ii. Landscape Refurbishing Project—Update Phase 1

Friesen stated that the irrigation still needs to be addressed. Powell agrees that it needs to be addressed. Bokhart pointed out that there were many flags planted and wonders whether the rest of the community is in desperate need of an irrigation renovation. He further asked if the proposal was for phase 1 or did it include the entire community. Friesen confirmed the proposal was for the entire community. Powell asked to confirm the difference in flag color. Friesen stated the green flags mean minor work and the yellow means medium work.

Bokhart asked if BV will continue to zone the second part of the irrigation system. Friesen agrees that they will proceed with the entire irrigation diagnostic for the entire community. Bokhart pointed out that so far, the irrigation diagnostics is “startling” and he doesn’t agree that the irrigation system should have this many sprinkler heads broken. Olson inquired as to why BrightView hadn’t noted this many broken irrigation heads. Friesen informed the group that BV isn’t around when the irrigation system is turned on. Friesen further informed the group that Facility Services (FS) (California State University – CSUCI’s and SA irrigation technicians) did not agree to an irrigation check, and he stated he has contact FS regarding a service agreement so that the CAM office knows what the people are paying for.

Bokhart supports Powell’s suggestion to minimize the Landscape Refurbishing/Renovation Project (LRP) because of the large number of flags placed by BV. Boyd asked if BV has continuous access with controlling the monitoring of the water coming from the sprinkler heads. Friesen stated that the CAM office continues to ask SA regarding keeping the sprinkler testing access. He also stated that SA and FS is concerned with BV accidentally disrupting the entire CSUCI’s sprinkler system. Friesen also stated that this was a good opportunity to request or inquire of whether the water usage could be split up between University Glen and CSUCI so that CSUCI releases control of UG’s water usage.

Boyd agrees with Friesen regarding having control of the irrigation. Olson suggested, based on his experience, the cost of labor would be much higher than the irrigation parts, he further agrees that the parts should be upgraded. Powell who oversees relaying the chat messages from the owners, specified that owner Janis does not agree with paying BrightView to document the Universities failures regarding the irrigation maintenance. Boyd agrees with that logic but points out that the irrigation inspection needs to be done before the LRP proceed. Powell specified Mandyam question regarding the amount that is reserved for the LRP. Bokhart asked for a motion regarding reviewing the irrigation specialist issue during the next CAG meeting. Williamson informed the group of

requested motions being done later in the discussion. Williamson agreed with Mandyam's inquire regarding who pays for the irrigation inspection.

Powell also inquired regarding the wages paid to the irrigation specialist and what type of work was the irrigation specialist doing for the amount paid by the CAM office. Friesen informed the group a contract detailing the responsibilities of the irrigation specialist had not been given to the CAM office as of yet. Williamson expressed concerned regarding discussing the plans for phase 1 and suggesting that some plants not be taken out based on Powell's observation regarding the Spring 2020 rains and how she has observed growth because of the rains. Friesen agrees and suggested that discussion should be addressed during a private meeting. He also points out that some owners have expressed concerns as to what types of plants they'd like to have planted in their area. He suggests this topic be taken to the CAG. Powell, Williamson, Boyd and Olson agree. Powell asks to clarify the flag colors per owner inquiry. Boyd states the yellow flags are the problematic areas. Williamson asks the date for the next CAG meeting. Friesen states next Thursday [March 26th, 2020].

1. Sharing Brightview drawings
 - a. Plans are under <http://universityglen.csuci.edu/current-homeowners/homeowners-advisory/> in February 18, 2020 column.

iii. Next Steps

1. Various topics discussed.

g. Finance/Budget Committee

i. 2020-2021 UGCAM Budget (BAG)—Update

Williamson introduced the line item. There are 4 major topics, Water Usage, Common Area Reserves (CAR), TOT Lot, and Landscaping Renovation Project.

1. Bokhart reports concerns regarding the overbudget irrigation water. Common Area Reserves underbudget for TOT Lot. Bokhart inquired whether CAM office transferred the budgeted \$300,000 on the LRP to the 2020-2021 fiscal year. Friesen agreed, and stated the total is now at \$500,000 only if the LRP is not scheduled to start during the 2019-2020 fiscal year. Bokhart asked whether the LRP would proceed at a slower pace. Boyd agreed the speed would be reduced.
2. Bokhart stated there being a low cost associated to slab repairs, further points out these repairs were not expected and were not in the CAM budget or the CAR budget.

ii. Continuing Items

1. TOT Lot Renovation

- a. Williams inquired regarding the status of the TOT Lot Renovation. Friesen informed the group that the TLR will not be paid by the CAM office because it is on leased land under the Mission Hills office. Friesen suggest the CAM office will join Mission Hills during the CAG meeting and work together to build a design and layout of the new TOT Lot. Friesen suggests there be a TOT Lot Committee created by owners in UG and the Mission Hills apartment residents. Williamson suggested Friesen includes this topic in the next E-Blast. Friesen agrees.

2. Water Meters

- a. Bokhart stated he received clarification on how water meters work. Bokhart was taken to all meters and was explained how they function; he informed the group that the metered numbers seem to be clear with the amount of money charged but he still isn't aware as to why the amount is so high. Bokhart states he will continue to explore the data for answers.

3. Kennedy Wilson and Site Authority (KW/SA) purchase agreement request -status.
 - a. Bokhart states the purchase agreement will be released by the Site Authority to the CAG committee.
4. Irrigation Technician Service Level Agreement
 - a. Bokhart states the irrigation technician agreement hasn't been made available by SA as of yet and he will continue to request it until they provide it.

h. Rules and Regulations Committee -- Update

- i. Solar on Townhouses/Batteries
 1. Bokhart asked regarding the solar subject for Townhomes. Powell informed the group that she and her group have several documents allowing solar panels in other neighborhoods that are similar to UG and they are being reviewed. Powell further stated that Mandyam commented on the stability of townhouse roofs and whether solar panels could be realistically placed. She further stated this issue is only regarding TH and not Single-Family Homes. Boyd stated there is support from the CAG regarding allowing TH to have solar panels however guidelines need to be created.
- ii. Compare Mission Hills rules with University Glen Ground Sublease Rules (UG GSL)
 1. Powell informed the group the comparisons were completed. She reached out to Dae Paula for a meeting, it was scheduled but unfortunately Dae Paula needed to cancel that meeting. Powell informed the group that it has been hard to reschedule another meeting because of the current pandemic situation.
- iii. Proposals in work
 1. Pool behavior complaint process
 - a. Powell stated this issue was not agreed upon during the CAG meeting. She further stated that a meeting was scheduled to review these rules however with the pandemic this issue hasn't been discussed.
 2. Roll-off bin temporary use rule
 - a. Powell informed the group nothing has been discussed regarding this issue.
 3. Minimum landscaping requirement
 - a. Powell informed the group this issue is currently being discussed.
 4. Pots and Plants Recommendation
 - a. Powell informed the group of herself, Chris Williamson, and Mark Hewitt have worked on the recommended theme for pots and plants on courtyards that are visible from the common area.
 5. Horses in University Glen
 - a. Williamson stated some owners are not happy with horses being allowed in UG and he and others were working with Public Safety to reroute their presence. Powell wasn't aware this subject was an issue.

5. Community Advisory Group

- a. Williamson introduced the topic.
 - i. Boyd informed the group the CAG has been discussing the landscaping and concluded with the project cannot move forward unless the irrigation is repaired. She informed the participants of the previous meeting she held with the CAG, and there was a unanimous vote to hold off on the LRP until the irrigation repairs

are addressed. Boyd also informed the group that one of the individuals during the CAG meeting suggested the Site Authority rewrite the Ground Sublease.

- ii. Regarding the committee seats, Powell informed the group that all positions in the committees be filled. Powell also informed the group someone, in the community, suggested the committee posts be a 2-year commitment and not be allowed to serve again. Bokhart said this was an issue from last month's HAC meeting and asked if it should be placed under the motions list. Bokhart asked for a motion to be placed. Boyd agreed. Williamson suggested, regarding filling the empty seats, that any community member that inquired regarding being appointed in the HAC committee be allowed to fill those empty committee seats. Bokhart asks if the CAM office could add a section under the ballot that allows non appointed requestees to be allowed to take an empty seat under an open slot in a committee. Friesen stated it does not need to be added to the ballot the CAM office and HAC can privately ask the candidates if they would like to join the CAG or the BAG. Boyd informed the group the CAG would like the community to know that it needs more of a "broader sense of service", and that is one of the reasons the CAG is reaching out for these seats to be filled by its community members. Williamson informed the group of the motion that is currently being requested. Powell, Boyd, Olson all agreed. Powell requested an irrigation motion to be placed. Bokhart requested a motion be given by the CAG to the SA that the CAM office will not pay the irrigation specialist until a service contract agreement with a job description and duties is given to the CAM office. Powell, Bokhart, Olson, Boyd all agree regarding the motion.
- iii. Boyd informed the group regarding the TOT Lot inquiry but will not discuss the subject unless Ben is in the group. Boyd requested that a meeting be set up with Friesen, Ben and herself regarding the TOT Lot. Friesen agreed.

6. Common Area Maintenance (CAM) Manager

- a. Friesen spoke regarding the topic.
 - i. Friesen stated an email was sent out regarding amenities being closed. Informed the group there will be a savings on the So Cal Gas bill and further informed the group there will be a decrease in payments to all amenities because of their nonuse. Also informed the group Better Pools (vendor) will be only inspecting the pools motors 3 days a week. Powell asked who pays for the maintenance of the pools. Friesen informed the group the CAM office pays Better Pools to maintain and repair them. He also informed the group of R&V's cleaning pricing, he explained it was at \$975 and after the amenities were closed it declined to \$525 a week. Friesen also stated the dog park gates & doggie stations are being cleaned. Powell suggested the mailboxes be cleaned. Friesen added to his list.
 - ii. Friesen, BrightView is continuing the normal mowing and trimming schedule, COVID-19 is not affecting the landscaping schedule.
 - iii. Friesen read the February 2020 total work order list, total w/o's at 38; of which 9 were landscaping, 14 irrigation, 2 electrical, 1 plumbing, 2 pest control, 1 pool, 1 gym, 7 general maintenance, & 1 lost/found.
 - iv. Friesen added that the CAM office pays Better Pools a total of \$550 a month to maintain the 8 fountains in the Common Areas.

7. Upcoming HAC Elections

- a. Friesen began this discussion.
 - i. Friesen informed the group regarding the elections, by June's HAC meeting the potential officials need to be chosen. CAM office needs to send out an email in April to notify the owners of potential HAC committee members. There are 3 posts open. Friesen stated Kevin Olson, Sandy Boyd and Tom Bokhart their seats are all up for renewal and anyone in University Glen can request their posts. Friesen continues, by the end of April a biography for each candidate needs to be created and submitted. The HAC meeting ballots are printed and mailed to owners' homes for voting and these are returned to the CAM office. HAC member and CAM manager will count the votes. July 2020 HAC meeting will introduce new committee members. Williamson suggested the April meeting be moved to Saturday. Bokhart motions \$40 out of budget to accommodate face to face community meeting for lite snacks and drinks etc. Williamson requests for

the HAC members to agree or disagree on Bokhart's motion, Bokhart & Boyd. Bokhart amends motion to indefinitely for face to face community involvement meetings, everyone agrees. Williamson asks Friesen to add a ballot inquiry to E-Blast. Friesen agrees.

8. Public Comment on Agenda Topics/New Business

- a. Powell introduced the topic.
 - i. Powell informs the group that there has been a request from the public to expand the community garden. Williamson asks Friesen if this is possible. Friesen informed the group if there is a high request for this to be done, he does not see a problem with expanding the garden. Williamson asks if the CAG would need to approve of this. Boyd stated it would need to be approved by the committees and the funds would need to be put aside for the project, she also commented that it would not be done this fiscal year. Friesen and Olson recall of a community member that had already placed a quote with the same vendor that installed the dog park fencing. Friesen will review his records.
 - ii. Powell informs the group regarding an inquiry made about the stability of the TH roofs and solar panel installation.

9. Adjourn for HAC members to Review PIAs

- a. Friesen lead the group.
 - i. Owner at 310 Cuyler Harbor, CAM194, Michele Hauser would like to add tile and stain the concrete at her front steps. Powell agrees with staining the concrete but not agree to install Spanish style tile. Friesen explained the layout of common area is and courtyard space. All but Olson agree that they can't decide on the requested details. Olson pointed out that all around the community owners already have these types of Spanish style tiles in their Courtyards. Bokhart would like clarification on what is Common Area and what is Courtyard regarding the concrete slab. Bokhart does not agree with installing Spanish style tile around the CA. Friesen asks that the HAC members should meet the following day in owner's front area to review the surrounding architecture of the neighboring homes. Bokhart will not agree unless the CA lines are defined.

NEXT MONTH's HAC MEETING: Saturday April 18, 2020.

HAC Attendees	
Owners	TH/SFH
Kevin Olson	TH
Janis Benn	TH
Lori Macdonald	TH
Sandy Bolger	SFH
Steve's iPad	TH
Sandy Boyd	TH
Simhan Mandyam	TH
Sherrie Frank	TH
Mary	TH
Person identified by phone number only	805-***-****
Paula Rockenstein	TH
Rosa Bravo	Site Authority
Russ Petruzzelli	SFH
Victoria Marley	TH
Tom Bokhart	TH
Jake Friesen	TH
Chris Williamson	SFH
Gabrielle Powell	SFH
Drake Massey	Operations Lieutenant

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**.