

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL

Agenda for Thursday, May 21, 2020 6:00 pm

VIA ZOOM

1. Call to Order (Chair)

- a. Chris Williamson introduced the meeting at 6:03 pm.
- b. HAC Members present:
 - a. Chris Williamson
 - b. Gabrielle Powell
 - c. Jake Friesen
 - d. Kevin Olson
 - e. Sandy Boyd
 - f. Tom Bokhart

2. Approval of Previous Meeting Minutes (Chair)

- a. Williamson requested the approval of previous meeting minutes. Jake Friesen stated meeting minutes were not ready. Williamson introduced Lt. Drake Massey with the public safety report.

3. Public Safety Report (CSUSI Police Department)

- a. COVID-19 update
 - i. Lt. Drake Massey informed the group that the restaurants are starting to open.
 - ii. Lt. Massey informed the attendees of the Chancellor's office announcing all 23 CSU campuses would be opening with virtual classes for Fall 2020.
 - iii. Lt. Massey gave a reminder regarding COVID-19 protocols: Social distancing continues to be in place, mask should be worn, and washing one's hands regularly should be priority to avoid getting ill.
 - iv. Camarillo Police Department (Cam PD) officers will be continuing to wear masks when helping members of the community.
 - v. Lt. Massey informed the attendees regarding another reminder, he said community members should continue practicing pleasantness and be patient because of the current situation everyone is in, he also asked that everyone in the community keep respect in place as their priority when in public areas.
 - vi. Lt. Massey reported an increase in stolen items from vehicles around the 14/15th of May. He mentioned these vehicles were left unlocked, he asks that should move their valuables from their cars to their homes and keep their vehicles locked when not in use.
- b. Public Questions
 - i. Tom Bokhart asked regarding the vehicle intrusions, he asked if there was a pinpointed location. Lt. Massey stated these intrusions were in and around the Landing Cove area and officers have not determined a pattern of theft as of yet. Lt. Massey added the investigation is still in process, but he believes as long as owners/residents are locking their vehicles these events will not manifest. He also stated these types of intrusions may have been from "young, juvenile" types. Gabrielle Powell asked if these events manifested at night. Lt. Massey said they might be happening in the evening hours.
 - ii. Williamson inquired regarding sirens in the community about a week or so ago. He asked Lt. Massey if he could relay those details. Lt. Massey could not verify or give details because he requires a date and time for these types of inquiries.
 - iii. Powell asked Lt. Massey if he knew of any suspicious people roaming the area. Lt. Massey stated he has not heard of any.
 - iv. Powell asked if Lt. Massey could give a status update on the officer that tested positive for COVID-19. Lt. Massey informed the group the individual did present her/himself to work with symptoms and as a result no one else had been affected since then. The individual that was tested positive is doing much better. Powell relayed a question from an owner, she asked if the individual "came into contact" with anyone from our neighborhood. Lt. Massey stated no one from the community was involved or "came into contact" with the individual and further stated it was not a police officer but a "member from the police department".
 - v. Powell relayed another question from an owner/resident, she asked if Campus PD is enforcing the 72-hour rule parking rule. Lt. Massey stated Cam PD is not honoring the 72-hour rule given the current circumstances however if a vehicle appears abandoned it would be addressed.

4. **Brightview Landscape Update** (always invited)

- a. Williamson introduced the topic.
- b. Jake Friesen announced that the brush clearance is in process and needs to be completed by June 1st, this includes brush clearance 30 feet from cars and 100 feet from homes. Friesen also informed the group the details of the clearance on Santa Cruz Island Drive and further that weekend BrightView would be working to clear the brush on the street that connects to the bridge. Also, the weekend of the 30th the brush would be scheduled to be cleared along Channel Islands Drive. Friesen advised the owners/residents to use common sense and not allow pets or children near the work area.

5. **HAC Election** - Jake Friesen

a. 3 vacancies – nomination due today

- i. Williamson summarized the details of the vacancies. He informed the group of there being 3 vacancies open. The nominations would be due Thursday, May 21st which will follow the Home Advisory Council (HAC) meeting. He further informed the group a ballot will be presented to the owners/residents by mail with the candidate information and their bios. The ballots are to be returned to the UGCAM office by 5:00 PM on Wednesday, June 17th. Once the ballots are all received, there will be a live count by the two continuing members of the HAC prior to the June HAC meeting. The three candidates receiving most votes will be announced at the June 18th HAC meeting.

b. Election process with new HAC members announced at June HAC meeting.

Friesen said the bios and ballots will be mailed out the week of May 25th, he further stated because of the current circumstances the Common Area Maintenance (CAM) office will be mailing a stamped self-addressed envelope, so that it would be returned before the 18th of June. Friesen noted that he would like to keep the ballot count transparent and it does not matter to him whether he and his assistant or Chris Williamson and Gabrielle Powell count them. He further asked for a motion to be in place regarding allocating funds to send stamped envelopes. Sandi Boyd agreed with the motion and added that there needs to be a CAM number on the envelope. Friesen made a point to state there is only one envelope per household, Boyd agreed. Williamson and Bokhart second the motion and Williamson amended it.

- i. Bokhart introduced the stamped envelope process and further stated it would be a new process and he would like to change the percentage of voters that participate as a result of last election where only 30-members of the community participated in the voting process.
- ii. Boyd asked what the deadline for the interested parties. Friesen stated it could be extended to noon of the following day, June 18, 2020.
- iii. Powell relayed Kristen's [community owner] question regarding an online voting process be implemented instead of the current process. Friesen stated this type of voting style would not be anonymous because there would potentially be an email attached to the vote. Bokhart stated there is a .75 cent charge per home for use when it comes to mailing the ballots. Williamson had concerns of whether owners would vote twice if there was an option for both mailing and online voting. Friesen stated it would be much simpler to have a uniform envelope for all owners with a stamp, so they have the option to either drop it off or mail it in.
- iv. Powell asked when the last meeting for would be the "outgoing board". Friesen stated June 18th.

6. **Budget and CAM fees for FY 20/21** - all

a. Adopted CAM fees for Fiscal Year 20/21 starting July 1, 2020.

- i. Boyd introduced the CAM fee discussion with a slide show and a 4-year budget comparison.
 1. Management fees: these amounts were increased and approved by the Site Authority for June 2019. Boyd stated there was also an inaccurate log but was adjusted for the 2020-2021 fiscal year.
 2. There was no change regarding insurance for the Single-Family Home (SFH) owners.
 3. Repair and Maintenance: there was an increase in maintenance charges because the CAM office took over cleaning in the gym's and community areas of the Town Center and more recently because of the current extra cleaning procedures that need to be done due to COVID19 protocols.

4. There was a sewer cleaning charge that had been added, Boyd states per the CAM office and the Site Authority it is a maintenance item and not a capital improvement item, so it needs to be paid by the Operating Expense.
 5. Utility: Boyd happily reports there was a savings in streetlight electricity because Kennedy Wilson-MultiFamily changed the lights to efficiently powered ones. There was an increase in trash pick-up in general and there was a Townhomes (TH) and SFH trash pick-up increase. Boyd further states there was an increase in landscaping but there was no change in the bidding contract with BrightView because the 2-year contract was still in place. Boyd states the irrigation project will be contracted to BrightView (BV) and states the previous cost associated with the irrigation specialist at CSUCI will be the same as what BV will be paid.
 6. Reserve Contribution: Boyd states there is no change in SFH Reserve contribution.
- ii. Boyd introduced the changes anticipated for Townhomes.
1. Boyd states there is a cost increase because of earthquake insurance. She stated the Site Authority needs to provide this service. Boyd further states the CAM office will be sending three bids out to insurance companies for these totals.
 2. Boyd also states there is an increase in lighting maintenance because of safety issues.
 3. Boyd informs the group the budget was approved by the Site Authority. Also, Bohkart saved the owners a total of \$40,000 based on his questions to the Site Authority regarding an unusual insurance charge. Boyd informed the group the totals for the 2020-2021 fiscal year on CAM fees would be \$221.83 for SFH and \$362.18 for TH these numbers go into effect as of July 1st, 2020.
- iii. Questions
1. Powell relayed a resident's question: How are the budgets determined?
 - a. Friesen stated the persons making up the Budget Advisory Group (BAG) are as followed: Jake Friesen, Tom Bokhart, Sandy Boyd, Ben Gordon from Kennedy Wilson-MultiFamily, Rosa Bravo [Interim Director of Operations-Site Authority] and Laurie Nichols [Interim Assistance Vice President of Administrative Services] from the Site Authority. Friesen informed the group the CAM office employed Complex Solutions to create a Reserve Study that drove the 2020-2021 budget. Further SA's Bravo has been receptive to responses to questions the CAM office has had throughout the process.
 2. Powell relayed a resident's question: How long will we see the rate increase and how many years before the increases stop?
 - a. Williamson intervened and stated the raises will not happen unless an agreement is made with SA, CAM office, and the residents. Boyd's example regarding the recommended reserve contribution was only if the neighborhood was new the designated portion for the reserves, under the CAM fees, would still need to be at \$150.00. She also stated that there are other options to help bring up the Reserve Budget but there are no other options for the Operating Budget (OB) because the residents are responsible for the operating expenses of the community. Boyd further stated she and Olson tried their very best to figure out the lowest amount of increase possible for the OB.
 3. Powell relayed a resident's question: Would the irrigation specialist be a competitive bid; and would the cost be significantly less than what the residents are currently paying; \$5,500, and who is responsible for the bill? (42:16)
 - a. Boyd stated the residents of the community pay for the irrigation specialist and the charges from the irrigation specialist will be less regarding the labor but the price for the material will not be because the University was not charging the residents for the materials and was only charging the residents for the labor. Friesen added that there was a \$8,000 cost associated with the irrigation licensing on the clocks that manage the schedule for the water that is used to irrigate the land, that would need to be paid in addition to the materials and labor.
 4. Powell relayed a resident's question: Is the new irrigation specialist full-time or part-time?

- a. Boyd stated the irrigation specialist was part-time and further stated the specialist was not paid the full year's salary. Friesen added that there have been reductions in staff at the University, and further stated we have requested a list of materials charged and only plan to paid for the time and materials they have done and nothing additional.
 - b. Friesen stated an RFP was sent out to four irrigation/landscaping companies for the repairs to the irrigation system, as CSUCI Facility Services does not have sufficient manpower to make the repairs to the UG irrigation system due to COVID19 staff limitations. Two of the four landscape contractor responded to the RPF. Brightview provided the lowest inclusive cost of \$48,376.00. American Heritage Landscaping's bid was \$50,009.00. Friesen ended the conversation with stating the CAM office is working with Site Authority personnel to determine where the funds for the \$\$48,376.00 irrigation repairs will be paid from.
 - 5. Powell relayed a resident's question: When the landscaping was handed over to BrightView was it not understood that it would be in good order?
 - a. Boyd said, there was an assumption that the University was doing the work, but as it turned out it was not doing the proper irrigation maintenance and testing the system regularly.
 - 6. Powell relayed a resident's question: who owns the control system for irrigation?
 - a. Friesen said it has not been determined. However, the CAM office and the Site Authority are attempting to come to a resolution.
 - 7. Powell relayed a resident's question: Is the Site Authority still thinking about removing some of the items that are fixed with the CAM dues, like garage doors, windows and doors?
 - a. Boyd said the HAC does not know the answer to that question at this time.
 - 8. Powell relayed a resident's question: What were the total years where the accounts were underfunded?
 - a. Boyd states it would be 1.3 million dollars underfunded but did not mention the years it was underfunded.
 - 9. Powell relayed a resident's question: There is a broken pipe on Smugglers Cove, when will it be fixed?
 - a. Friesen asked for an email to be sent so he can schedule a repair.
- iv. HAC Member Suggestion
 - 1. Bokhart would like to suggest an ongoing discussion with the Site Authority regarding the irrigation system because he notices, and other residents notice as well, some of the sprinkler heads are buried. Powell relayed Darcy Lober's points, Lober states she would like the sprinkler emitters to be appropriately spaced and would suggest that all owners should turn their emitters towards the "on" side of the sprinkler heads on so that they are properly surveyed. Lober wanted to also point out that before the CAM office hands over responsibility of the irrigation to BrightView all the "loose ends" need to be cleared so the residents are not paying for services that have not been rendered. Boyd states she would like to proceed with the landscaping and pay for the irrigation repairs from the CAM fees and figure out a way to bill the University at a later time. Olson agrees and further states documentation is the key either beginning during, or end. Boyd states redoing the entire irrigation system is very expensive and Olson agrees it is in the \$200-\$300k range, Boyd states it is much more but not over \$1 million.
- b. Discussion of possible Second Special Townhome-owner Zoom meeting
 - i. Previous meeting discussed the 'poll' taken was not really representation of the community
 - 1. Boyd stated the meeting was not a representation of all townhome owners because of the amount of townhouse owners that participated. Friesen stated it would be a good idea but wasn't sure what the Site Authority would vote during their August 2020 meeting. Boyd suggests another BAG meeting. Friesen agrees.

2. Powell relayed resident comment regarding the increase in CAM fees. Owner feels distressed because of the increase and doesn't think it's fair. She would like her voice heard and acknowledge. The owner's comments are noted.

7. **Special Item: Draft Letter to Site Authority** - Chris Williamson

- a. Williamson stated he spoke with Supervisor Linda Parks, the County District Representative, and her assistant Terry regarding the many small resident owned residential communities that have Municipal Committees. He stated she said UG CAM didn't need a Municipal Committee because we have our own resources, like police and fire protection. He further inquired with her regarding UGCAM not being on a map that described where the hemp farming fields would be grown. Williamson made her aware regarding the request that was made not to plant hemp fields close to residential communities. Williamson said that Parks' people would fix the mapping issues and agreed to be present during the next July or August meeting HAC. Parks agreed to attend a meeting but because she is on the Site Authority as well, she would not be able to go back and forth between her District Supervisor post and her Site Authority post.
- b. Williamson also stated a conversation needed to be made regarding what type of rights the owners have on the state-owned land.

8. **Committee Reports**

- a. Landscape - Kevin Olson
 - i. "Pilot" program update
 1. Olson stated he and BrightView made another community walk to inspect what plants would need to be changed. Friesen stated the project was roughly \$158,000 and further stated some of the plants were kept but others would need to be extracted. He also reminded everyone the irrigation needs to be fixed before these new plants would be added. Olson agreed that there are many thriving plants that could be salvageable and further states the \$158k is within budget.
- b. Finance/Budget - Tom Bokhart
Carolyn Phillips and Steve Sfetku were added to the Finance Committee to monitor projects.
 1. Most recent monthly and annual expense to budget report.
 - a. Bokhart informed everyone the Finance/Budget would work on several projects associated with budgeting. Projects like: where do the Mello-Roo's funds go? Bond issuance? Why are there only a few non-competitive lenders allowed to finance/refinance in UniversityGlen?
 2. Revenue
 - a. Bokhart informed the group there is a recovery revenue in the amount of \$40,000 which makes the budget under by 3%, he states that it is positive news. Bokhart mentioned every third quarter reserved activity is given to him by Rosa Bravo at the Site Authority. Bokhart further informs the group that there was more of a contribution than a withdrawal on the Reserve Budget and so the balance is up by \$50,000.
 3. Window Repairs
 - a. Bokhart stated there was a window repair budget line item and so far, he noted there was 6-7 townhome owners that needed window and garage door repairs which totaled to \$21,000. He also mentioned there might be an early failure trend.
 4. New projects underway
 - a. No new projects offered.
- c. Rules & Regulations - Gabrielle Powell
 - i. Open Space Plants etc. (with Landscape Committee)
 1. Not discussed.
 - ii. Solar on Townhouses – research started
 1. Powell informed the group she is still in contact with UC Irvin's representatives for solar powering the community. She will inform everyone as it develops.
 2. Compare KW rules with UG lease rules – started
 - a. Powell stated the process to compare Kennedy Wilson's rules to University Glen's Ground Sublease has started.
 3. Committee for Neighborly Disputes
 - a. Powell stated the Rules & Regulations team would be forming a neighbor dispute committee, she reached out to UC Irvin regarding the

issue and informed the group they currently have a “neighbor to neighbor resolution” program. She also reached out to the community and requested that if anyone would like to be in this group please email at powellg07@gmail.com. Williamson requested these documents be added to the website. Friesen agreed it could be done under resources.

4. Pools
 - a. Powell informed the group Ventura County Safety would be allowing establishments to reopen the pools. The CAM office would need to follow up with VC emergency to follow their protocol for opening pools.
 5. Proposals in works:
 - a. Pool behavior complaint process?
 - i. Not discussed because pools are currently closed.
 - b. Roll-off bin temporary use rule?
 - i. Not discussed.
 - c. Minimum landscaping requirement in visible private space?
 - i. Not discussed.
- d. Community Advisory Group and Site Authority – Sandi Boyd
 - i. HAC issues resolved at last meeting:
 1. \$40,000 Check:
 - a. Boyd stated the \$40,000 check was sent by the Site Authority because of an insurance billing error. The CAM office paid it and the Site Authority reimbursed us because they agreed it was an error.
 2. Sewer Cleaning
 - a. Boyd stated that the Site Authority claims this issue is a maintenance issue for which the residents are responsible for, however they have not sent bill as of yet.
 3. University Cal State Systems Insurance Representative:
 - a. Boyd states the HAC is still waiting on receiving a call back from the insurance representative. According to the BAG, there may be an insurance coverage overlap or according to her, even more alarming, insurance duplication. Bokhart stated an owner, Steve Sfetku, has agreed to volunteer in recovering the truth regarding the possible error. Bokhart also invites anyone that is interested to please contact him or Sandi Boyd.
 4. Reserve Accounting
 - a. Boyd states the Reserve Accounting is still underway and each component is being created to help manage the funds that come in and out.
 5. CAG Reconstitution
 - a. Boyd said she would be taking a request to reconstitute the CAG and allow the HAC to speak regarding their opinions about the reconstitution. Further recommendations include additional seats to be created or filled by non-voted-in members. Bokhart agrees and adds that the input of the community is the most important part of the decision process.
Boyd stated while she was in the last CAG meeting many decisions were being made without the knowledge of the community.
 - ii. Motion
 1. Bokhart requested a motion to be placed regarding the HAC restructuring. The request is to restructure the HAC, Boyd will take this motion to the CAG during their next meeting. Williamson, Olson, and Powell all agreed to the motion, Williamson stated he would attend the CAG meeting.
 - iii. Additional Discussion Details.

Boyd stated she as a representative of the CAG/HAC is allowed to speak during the CAG meetings. Olson suggested the CAG representative should be the HAC Chair and also an owner within the community. Williamson asked Friesen if the CAG restructuring decision would be made by August 2020. Friesen said any concrete ideas that would be taken to the CAG would need to be created sooner rather than later. Boyd states she would like to gather the ideas and create a plan before presenting them to the CAG. She would like to have all the extra seats be appointed by an election process. Williamson agreed and stated a meeting between the CAG and HAC would be created before the following Wednesday, so that they would could be prepared.

- iv. New issues brought up by others at last meeting that HAC should be aware of.
 - 1. No new issues were brought up.
- v. Issues to take to next meeting on Thursday, May 28, 2020, at 4:00 PM (online).
 - 1. Powell suggested that the CAG request the \$50,000 that was paid out for the irrigation services be given back to the owner's CAM fees.
 - 2. Powell would like the community to be aware that the moratorium regarding growing hemp may be lifted due to a request by the hemp growers. She does not agree that there should be fields of hemp grown so close to homes and schools.

Time Check: 7:20 +/-

9. Common Area Maintenance (CAM) Manager - Jake Friesen

- a. Friesen stated he would like everyone to be aware that the amenities would be opened back up in stages per Ventura County protocol. He also said the amenities would be cleaned following the Ventura County protocols.
- b. Friesen stated there have been owners placing trash into the Mission Hills apartments. He further stated each owner has two designated bins per household to place their trash and the Mission Hills apartments tenants have their own 3-yrd trash bins.
- c. Friesen let the community know a number of trees have been extracted because of either their positioning or disease; 12 trees would be placed in various locations in the neighborhood to replace the extracted trees. Lober asked who paid for the removal in the courtyards of the apartments. Friesen stated the removal in the apartments' courtyards trees were paid for by Mission Hills.
- d. In an effort to keep other residents and their children safe, Friesen asked the community to please keep their dogs on leashes and to be mindful not to release the leash while in the company of other owners.
- e. Friesen relayed that the Site Authority would not be charging late fees for non-payment of CAM charges due unprecedented times we are experiencing due to COVID19.
- f. Friesen mentioned a painting project was completed on the large park bridge, the funds to pay for the painting project would come from the Common Area Reserves.
- g. Friesen also said, the graffiti remediation painting project at the concrete abutment at the beginning of Longrade Creek was paid for by funds negotiated with the Ventura County's Public Defender's office and the accused defendant. No charges were placed against the CAM budget.

10. Public Comments (new topics)

- a. Powell relayed resident comments:
 - i. Dispute resolution is good.
 - ii. Landscaping common sense plan is good.

11. Adjourn HAC Meeting

12. Architectural Reviews

- a. 300 Block of Cuyler Harbor, owner requested installation of decorative tile to surround French doors at front of Single Family Home. This was approved. HAC approved installation of decorative tile numbers to replace the existing house numbers at the location of the existing house numbers only.

NEXT SITE AUTHORITY MEETING – Monday, August 3, 2020, 11:30 AM

NEXT HAC MEETING: June 18, 2020, at 4:00 PM

HAC Attendees

Owners	TH/SFH
Jenna Allee	TH
Adam Gamboa	TH
Alec	TH
Amber Abraham	TH
Brett Eastman	TH
Bryan	TH
Carolyn Phillips	SFH

Chris Williamson	SFH
Darcy Lober	TH
David	SFH
Eric	TH
Gabrielle Powell	SFH
James Welborn	TH
Jake Friesen	TH
Jocelyn Shahin	TH
John Elmer	SFH
John Labbett	SFH
Kevin Benn	TH
Kevin Olson	TH
Kristin Tejada	TH
Mark Hewitt	SFH
Mary	TH
Miriam	TH
Monica Greenberg	TH
Rosario Cuevas	TH
Sandra Boyd	TH
Sandra Bolger	SFH
Simhan Mandyam	TH
Steve	TH
Tiina Itkonen	TH
Tom Bokhart	TH
Victoria Marley	TH
1-**-0-3**-02*2	Not on record.
Officer Curtis DeBoni	CAM PD

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.