

UNIVERSITY GLEN COMMUNITY ADVISORY GROUP

July 23, 2020

In Attendance: Miriam Olson; Mark Hewitt; Bill Robe; Laurie Nichols; Jake Friesen; Rosa Bravo; Dae Paula Saulnier; Laurie Nichols; Tom Bokhart; Ben Gordon; Jennifer Arreola

Bill Robe called to order at 4:00 pm.

E&S Ring:

Ben Gordon did not have anything to report

UGCAM Property Management-Jake Friesen:

- Local brush fire reported and had been mitigated
- POOLS/Spas continue to be opened (by appointment)
 - Added cost: \$1,232 a week 7days a week 9 am to 6 pm in the week
 - P&L will show the expense under the maintenance/Cleaning R&V
- GYMS Closed
 - Saving \$315 a week of cleaning for closing the amenity
- UGCAM operation is reconciled, working with Site Authority (R. Bravo) for the reserve portion
- Credits from Brightview of the task they were going to complete including the mulching
 - 20k credit (12k of material and 8k of labor)
 - Miriam requested relooking at the mulch and addressing it with HAC
 - Hybrid options of mulch in only certain areas
- Operating Deficit in TH, Common area, and Single-family is close to budget
- BAG meeting with new member Chris Williamson and Kevin Olson
 - Chris offered items by former committee members needed to address
 - The items have been added to minutes. Includes infrastructure responsibility of SA and Homeowners
- Reserve Funds in Wells Fargo Bank
 - Secured account and access with WF
 - Bill Robe asked if the accounts can be invested in other institutions
 - Jake confirmed that they are looking into additional information but understand that through the various vehicles, they can ladder through the one account. The Townhome, Single-family and Common Area account can be inclusive of this one Wells Fargo account
 - Tom Bokhart asked that all account be backed by FDIC
 - Tom Bokhart presented suggestions for Investments.

- How actively is WF involved and the SA?
 - Jake mentioned that we would have to work this out
 - T. Bokhart encouraged to have them look at credit union CDs and pay higher rates
 - Vehicles that are available to residential communities laddered to invest the available funds appropriately
- Reviewing Insurance Coverages
 - Detail regarding EQ
 - Review policy from HO-6 and University's insurances
 - Discussion of adding the policy to be accessible on the website
 - Tom Bokhart offered the HAC to bring forward FAQs to address if any overlaps exist
 - KW master policies
- Landscaping repairs
 - Complete by the beginning of August
 - Monitoring online and control the water usage
- UGCAM is working with E&S Ring being able to pay for time with the Maintenance crew to do handyman work that Mike McConnell used to complete.
 - Jennifer w/ E&S Ring in regards to this request, and unfortunately, due to the risk of workers comp would not be able to provide that.
 - T. Bokhart asked for a service agreement as we move forward
- Slab leaks
 - Domestic water line leaked on the City side and has been completed
 - Three water leakages within a month

HAC Report by Tom Bokhart:

1. ADHOC Committees being brought forward by the HAC
 - a. Like the Social committee and including KW Multifamily
2. HAC requesting development of a digital database of property improvement forms
 - a. HAC Requesting while reviewing property improvement applications
 - b. Way forward to put a team together and figure this out
 - c. SA files are physical and are not archived in a database
 - d. Jake has three years back of the property improvement forms
 - e. SA will overrule based on precedent
 - f. Jake added that PIA's before are in the sales files
 - g. Point person would be Laurie Nichols for moving forward
 - h. Understand the importance and priority
3. Letter from Chris Williamson to the board
 - a. Letter sent to Mr. Considine and Supervisor on the board.
 - b. The opinion of the SA?

- i. Laurie Nichols mentioned that operations does not have an opinion and wanted to remind the land is on State land. She is waiting for a response from CO legal counsel. Agreed that is still well-written and non-threatening.
- 4. Rewrite of the CAG charter
 - a. Update provided by L. Nichols that the Charter was created at the time University Glen Corp was dissolved.
 - b. Last year's operation is run on an ADHOC and discussing ongoing operations with the group
 - c. Including Stakeholders: E&S Ring, Kennedy Wilson, HAC member, and Jake Friesen to bring forward the problems that cannot be resolved at the HAC level
 - d. Bill Robe to continue to be the neutral third party
 - e. Tom Bokhart asked if HAC may look at the draft and offer a recommendation
 - i. L. Nichols mentioned this as a way to move it forward. What we have now has been functioning successfully and asked what it is that is not currently working?
 - ii. HAC wants the involvement of shared draft
- 5. Following up on Reserve accounting moved to Jake Friesen (UGCAM)
 - a. Allow for transparency of how reserves are spent
 - b. Managing reserves over/under budget
 - c. Jake mentioned they are figuring a way of tracking the expenditures to be paid by the reserves. Going forward any expenses paid by the reserves, out of operations will keep enough \$ to pay them and request reimbursement from SA
 - d. Offer an opportunity to tell owners how much was spent on repairs, and reserves, Common Area, Townhomes, and Single-Family to show an actual monthly statement. Reconciliation will be put together. It will be a spreadsheet reconciled and will not in Yardi. How it integrates into the system (Yardi) is being worked on.
- 6. Organizing Committees and structure
 - a. Develop within the committee and bring it to the CAG
 - b. What works best and adding members who represent the ownership
 - c. The larger pool of volunteers and getting the community involved to help move these projects
 - d. Each project has its budget/owner parameters
 - e. Tot Lot owned by KW
 - i. Mark Hewitt asked if there is a plan by KW?
 - 1. Ben Gordon mentioned that they do not and because the Tot Lot is being reserved by the CAM

SA Report- Laurie Nichols:

- Home Resales are busy summer
- Insurance renewals are in progress
- Phase II bringing back campus faculty/staff to support students repopulating the campus in Fall
- Mark Hewitt asked if Students will be tested
 - Testing and resources will be available to students

- Training will be required from Students and Faculty/Staff
- All the State/local protocols will be followed: Hand Sanitizing/face masks/social distancing

Bill Robe spoke about the direction of the current CAG is more of an HAC operational discussion. He suggests if the problems can be solved and addressed in between meetings rather than waiting for the CAG meeting. Issues are more operational and support the committees HAC is developing. They will provide UGCAM additional support. He agrees with Laurie Nichols to less formalize the CAG to get back to problem-solving, informational and to have the independent person to report the issues to the board.

Tom Bokhart wanted clarification if the problem involved Kennedy Wilson. It was instructed to bring it to the CAG. Bill Robe mentioned the intent is to make the best decisions for the community.

Adjourn at 5:34 pm

Next HAC meeting- Thursday, August 20, 2020 at 6:00 pm.

Next CAG meeting – Thursday, August 27, 2020 at 4:00 pm.

Next Site Authority Board Meeting- November 2, 2020, at 11:30 am.