

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Agenda for Thursday, June 18, 2020 6:00 pm
VIA ZOOM only

1. Call to Order - Chair Chris Williamson

- a. Chris Williamson called the meeting to order at 6:04 pm
- b. HAC Representatives
 - i. Chris Williamson
 - ii. Gabrielle Powell
 - iii. Kevin Olson
 - iv. Sandi Boyd

2. Approval of Previous Meeting Minutes - Chair Chris Williamson

- a. Chris Williamson said previous meeting minutes were not ready for approval. Jake Friesen stated a recording of the HAC meeting is available immediately after the meeting, if anyone would like to view/listen please log on to the CSUCI website <http://universityglen.csuci.edu/current-homeowners/homeowners-advisory/>.

3. Public Safety Report - CSUCI Police Department

- a. COVID-19 update
 - i. Officer Taylor Kronberger reported that the response for this topic hasn't changed since the last meeting. Officer Kronberger said they are still working closely with Ventura County Emergency systems for updates. He also states Fall semester will still be largely virtual except for lab students. Officer Kronberger relayed Gov. Newsom's news regarding individuals that are required to wear masks in public, if they not under 2 years of age or have an underlining health condition.
- b. Questions
 - i. Gabrielle Powell asked if Gov. Newsom's request was for outdoor or indoor?
 1. Officer Kronberger stated it was for outdoors where you would be in proximity of other individuals. He has not received details from VC Emergency or CSUCI regarding anything else.
 - ii. Tom Bokhart asked for an update on the CI Police worker affected by the virus.
 1. Officer Kronberger stated they were doing great and very happy to be back to work.
 - iii. Powell asked for an update on the car break-in's
 1. Officer Kronberger stated they have a few leads but nothing concrete. He also wanted to mention if anyone sees suspicious activity to please report it.
 - iv. Powell relayed a resident question regarding rabies vaccines
 1. Owner asked if the county is issuing rabies vaccines. Officer Kronberger stated he was not aware of it. Sandi Boyd stated she read in the paper that wild animals would be inoculated during an entrapment and relocation period.
- c. Updated evacuation plans given CSU without students
 - i. Officer Kronberger foresees, if any, an evacuation situation running much smoother this year since the neighborhood will have reduced CSUCI body on campus. He stresses that it is important to have a family evacuation plan in place.
- d. SCE PSPS power outages this fire season – generators
 - i. Officer Kronberger stated it would not be a negative idea for owners to have backup energy in case SCE has power outages.

Officer Kronberger introduced the newest police officer, Officer Chavez, he comes from CSU Northridge.

4. Brightview Landscape Update - always invited

- a. Brightview Landscape Service is proceeding with irrigation repair project in University Glen.
 - i. Friesen stated there was a concern regarding leaves not being picked up. He is aware and has informed BrightView regarding the concern.
 - ii. Friesen states the irrigation contract with BrightView is in process and as soon as he has an update, he will notify everyone. Friesen indicated that BrightView has been directed to water the landscape by hand if need be. Boyd had concerns regarding some parts of the landscape were not being watered and pointed out that the turf is not adequately mowed. She questions why the mowers were not being set up to cut the sod higher than it would be cut during the non-warm seasons, she stated the sod is usually not cut so low during the hot temperature seasons to avoid it burning and also to use less water.
 - iii. Olson states he had witnessed an irrigation specialist from CSUCI working on the failing sprinkler box which is in front of his home. Bokhart asked for the watering schedule. Friesen stated the sod/lawn areas are watered on Tuesday and Saturday night after 9:00 PM and before 6:00 AM and the planters are watered on Thursday nights after 9:00 PM and before 6:00 AM.

5. HAC Election

- a. Results of election
 - i. Williamson stated the ballots were counted during a video recording. He stated a higher percentage of community residents voted this time around.
- b. Changes to Committees
 - i. Williamson read the names of the candidates which received the most votes; Kevin Olson, Tom Bokhart, and Melea King.
- c. Volunteers welcome
 - i. Williamson happily said he would like to see more people volunteer and was very happy with Sandi Boyd's services and would not like it if Sandi Boyd decided to stop volunteering.

Williamson confirmed the result of the election and stated one of the ballots was rejected because it had four marks instead of three.

- d. Questions
 - i. Tom Bokhart asked what where the percentage of voters by mail.
 1. Powell stated only 2 were not mailed in. Boyd suggests a post-marked date to be added to the ballots for the next election. Olson agrees the post-mark should still be counted in as valid ballots, if it were to arrive on or before the deadline.

6. Supervisor Parks and County General Plan letter – Chris Williamson

- a. Williamson proposes to send a letter to County Planning Commission requesting land use designation be changed for the land on which University Glen is located.
 - i. Williamson stated the county general plan is set to be created and amended by August 2020. He informed the group University Glen is not designated as a residential development. Williamson further requested the UG owners/HAC send Supervisor Parks a letter to add University Glen as an established neighborhood. Boyd, Bokhart, Powell agree. Powell relayed an owner's question, they asked whether Williamson would be ok with sharing the letter he is planning on sending to Supervisor Linda Parks.

7. Committee Reports

- a. Landscape - Kevin Olson
 - i. "pilot" program update
 1. Kevin Boyd stated he would get in contact with BrightView regarding the landscaping schedule and whether they would have a full crew on site. Further he asked Jake why BrightView wasn't following the printed schedule. Olson

pointed out that it hadn't been raining so he doesn't feel they should be veering from the schedule. Friesen answered and specified he would be talking with Lazaro Ramos of Brightview about being on track with the schedule and their level of manpower. He also detailed during that meeting he would reference the contract to make sure they understand that if they would not honor the schedule the CAM office would not pay the entire contract amount.

Bokhart asked if BrightView had the correct number of workers on site during the designated hours. Friesen said the contract states between 6-7 workers should be on site during the Summer during the designated hours.

Powell relayed a resident question regarding keeping the alley of Landing Cove trimmed. Olson specified the goals for the Landscaping Committee is to have residents of the community stand-in as block reporters for their street. He and another resident came up with the idea of creating a form that reported details of where the workers would always be during their shifts, these forms could be filled out by residents, randomly, and then given to the Landscaping Committee (LC) for review.

He happily stated a few residents have reached out to him regarding being added to the LC. Olson informed everyone the procedure would be created with Google docs and it would have questions as to where BrightView is and what type of work they are doing during those times. Boyd informed the group that the way landscaping is engaged depends on the owner and does not suggest this type of recording to be collectively done. Some residents don't mind leaves left on the landscape while others are overly sensitive about even one leaf being left on the road. Olson agrees and added that the Google Doc form would have a comments section to it so that reporters could explain what their logic is. He was suggesting this type of recording so the LC can gather data and try to resolve the landscaping issue.

b. Finance/Budget – Tom Bokhart

i. Most recent monthly and annual expense to budget report

1. Ground Sublease

- a. Bokhart stated he is still in the process of reviewing the Ground Subleases.

2. Expand List of Mortgage Lenders

- a. Bokhart informed the group that he is questioning why there is only a handful of mortgage lenders with are non-viable rates associated or allowed to finance/refinance at University Glen, this process should be open for all lenders so rates could be competitive.

3. Insurance

- a. Bokhart said this subject is still in process

4. Budget

- a. Bokhart informed the group last month the budget was 4% over but this month it is 3%, he reminded everyone that it was because of an insurance credit the CAM office received in May 2020.

5. Adjustments

- a. Bokhart states the CAM office has received a credit for \$11,000 that he is in the process of investigating. He predicts that this amount will be used-up quickly, and the budget will be over again.

6. COVID-19

- a. Bokhart said gas and electricity charges are down due to the shutdowns and there is a savings associated with these line items.

7. Water
 - a. Bokhart states that the drinking water is running over budget since residents are home more often.
- ii. Questions
 1. Powell relayed a resident question; how much tax revenue does the county get from our residential community? Boyd answered, "Because we are not an entity there is no easy summery of that data, unless we survey ourselves and we each self-report what we are paying in property taxes".
- c. Rules – Gabrielle Powell
 - i. How to "handle" complaints: small committee at a hearing?
 1. Powell informed the group that a neighborhood complaint panel is being formulated.
 - ii. Proposals in works:
 1. Open Space Pots and Plants etc. draft
 - a. Williamson drafted a Pots and Plants general courtyard space plan with a drawing illustrating what he believes, according to the Ground Sublease that the Site Authority generated would approve of. He let the audience know that this is an idea and doesn't necessarily mean the Site Authority (SA) will approve it. He asked if anyone has any opinion as to what they would like to add or delete from the plan before the end of July. Boyd agrees. Williamson stated this is Mark Hewitt and himself's view of what it should look like, he also noted that this draft has more value to safety instead of a judgment on aesthetics or anything that would be associated with infringing on free speech but again these are only his and Hewitt's opinion's.
 2. Solar on Townhouses – research started
 - a. Powell states she has received an initial draft of a solar agreement that is an example of other HOA's agreement. She states this is a big step and it is moving quickly.
 - b. Questions
 - i. Powell said owner requested to have a copy of that preliminary document. Boyd stated she would make a note about sharing it.
 3. Compare KW rules with Mission Hills lease rules - started
 - a. Powell is waiting for additional documentation.
- d. Community Advisory Group and Site Authority - Sandi Boyd
 - i. May 28th CAG Meeting
 1. Boyd stated "as of today [June 18, 2020] the final signatures approving the transfer of our reserve funds from accounts that we have no input into and no control and were uninsured to accounts that we at least help to describe what they need to look like at Wells Fargo has happened. We are promised that the actual funds will be transferred tomorrow. And in time I tried to count the months and I think I go to, when I got to 26, I gave up". Boyd relayed the good news which was the reserve accounts would be insured.
 2. Boyd stated that some of the listed questions that were brought up during last month's meeting were in the process of being answered by the Budget Advisory Group (BAG). She stated the rest of the questions were not clear, and she was in

the process of clarifying these questions before presenting them to the BAG. Powell asked if she could get a copy of the answers. Boyd specified Jake Friesen could share the answers during the HAC meeting from the BAG minutes. Friesen said he could do that. Powell relayed a resident question; the owner asked how much were the funds insured for? Boyd specified each individual account is insured for up to \$250,000. Boyd relayed that next month individuals could see the bank statements and at that time the insurance cap could be verified. Powell relayed a resident question; asking how many accounts there were? Boyd asked Rosa Bravo how many accounts there were. Bravo indicated there was only one account opened. Another resident asked how the funds were moved. Bravo specified the funds were moved by wire transfer.

3. Boyd said she had a conversation with Bill Robe about the concept and about the role of the CAG and how the community viewed the CAG. She detailed decisions could not be made by the CAG on certain discussions points, like for example the Tot Lot Renovation Project because the land belongs to CSUCI and it was currently being leased by Mission Hills.
 4. Boyd specified she was in the process of asking why University Glen was not seen as a community under certain county maps and was still asking the question of how the property taxes are broken down as a community.
 5. Boyd asked that the HAC should be involved in the re-write of the CAG's charter, she contacted Laurie Nichols but has not received a response to her email.
 6. Questions
 - a. Powell relayed resident Miriam's comment regarding the Wells Fargo account. She stated, "each account needs a different registration in order for them to be insured properly".
 - b. Powell relayed a resident question, "when Jake writes a check which account does it come out of?". Boyd stated there are two types of accounts, the two million dollars account is the Reserve Account. She stated that when Friesen "writes a check" it is written from the Operating Budget account. She hopes that, in the near future and for each quarter there would be detailed report of these budgets uploaded on the University Glen website.
 - c. Powell relayed an owner's interpretation of Wells Fargo's insurance: "standard deposit insurance coverage limits \$250,000 per depositor per FDIC per ownership category, deposits held in different ownership categories are separately insured up to at least \$250,000 even if housed at the same bank. Is this the plan going forward?". Boyd and Bokhart said they are leaving the details to the Site Authority and reminded everyone that they only asked for the total funds to be insured; however that is done is not important.
 - d. Powell relayed a resident's questions, and asked who held authority over the accounts, was it the Site Authority or the CAM office? Boyd stated the Site Authority has control to the Wells Fargo accounts.
- ii. Next CAG meeting, June 25, 2020.
 1. Boyd stated Malea Hopper and Gabrielle Powell need to attend the next CAG meeting to help transition Malea into the topics of the CAG
- e. Suggestion for a Social Committee? \$3000 in budget – Kevin Olson
 - i. Bokhart asked for a motion to be placed designating Maisha Olson to be the Chair of the Social Committee's club. She would need to write a charter, be responsible for organizing and creating local social events. The chair would need to be in contact with Mission Hills

as well as the CAM office before scheduling events. Gabrielle Powell, Tom Bokhart, Chris Williamson and Sandi Boyd all agreed.

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

- a. Tree Maintenance
 - i. Friesen stated the CAM office planted 10 trees with alligator bags attached to them throughout the neighborhood. The alligator bags are to keep the trees watered during the period when the trees are getting established. Olson inquired who was the person that chose breed of trees planted. Friesen stated the arborist chooses the trees. Olson pointed out that the trees planted appear to be Magnolia trees and these types of trees were not on the current University Glen approved pallet. Powell stated these trees are planted on CSUCI University Grounds. Olson said University Glen isn't part of CSUCI. Friesen stated the arborist was directing which type of trees were being planted and said the colors chosen were either lavender, red or white. Olson stated he values diversity, but the CAM office would need to make sure they can take care of these newly planted trees.
 - ii. Friesen stated that Facility Services is addressing the gully beside the DG path along Channel Islands Drive near the north most round-a-bout, which was caused by the water tank, located at the top of the hill, leaking. Bokhart asked if both tanks were empty. Friesen stated the North tank was the only one that was broken. Bokhart asked if the CAM office would be billed for the lost water. Friesen confirmed with Rosa Bravo that the CAM water bill would not show any increases.
 - iii. Friesen stated R&V cleaning crew will be cleaning and sanitizing the pool area after each resident use. There is an additional service charge of \$1,200.00 for this service. He also indicated that the community gyms would be opening with limited visits and with cleaning protocols in place, more details to follow. Friesen indicated that the plan for cleaning the gym is to clean twice a day, first at noon while it is closed then reopen it and clean at 6 PM. Powell asked how many hours the cleaning representative would work at the pool. Friesen indicated 8 hours a day with a lunch break. Boyd stated she would like to see an instructions page on how to register and schedule pool and gym. Friesen agreed.
- b. Tot Lot
 - i. Friesen indicated UGCAM is suggesting the CAG form a working group addressing the Tot Lot renovation project and stated that at the present time CAM management does not have a project management for this type of capital improvement in the Scope of Services of our contract.
- c. Insurance
 - i. Friesen said the CAM office would be setting up a Zoom meeting concerning the insurance coverage soon.
- d. Questions
 - i. Powell relayed a question regarding the DG path along Channel Islands drive and asked why a large crack was following the path.
 - a. Friesen reminded everyone the reason for the crack along the DG path was a water leak created by the large water tank sitting at the top of the mountain. He further stated CSUCI Facility Service is addressing the gully beside the DG path along Channel Islands below the water towers. UGCAM will update the community as information becomes available.
- e. Motions
 - i. Boyd requested a motion to be placed about HAC support the motion would detail the creation of interworking groups for projects like the Tot Lot renovation. Bokhart agrees. Kevin Olson was under the assumption that these types of group would fall under the

CAG. Friesen clarified it would not. Olson asked if it would be a general subcommittee. Boyd stated it would be project oriented and would not be a general subcommittee, Powell agreed. Boyd states these specified subcommittees might have more participation. Bokhart questioned if each of committee chair would need to attend the HAC meetings. Friesen said details would follow. Boyd stated that probably wouldn't be the case. Powell changed her vote and did not agree because she would need more details. Boyd stated these types of projects should be opened to the apartment residents as well. Olson agreed but disagreed with having specified subcommittees because he feels these subcommittees would end-up having same committee members as other specified subcommittees and so he doesn't see a point concerning that detail. Bokhart pointed out that this topic should be discussed further because there is still a lot of unanswered questions, Williamson agreed.

- f. New CAM fees start July 1, 2020
 - i. Williamson stated the CAM fees start July 1st. Friesen invited anyone that was having financial hardship due to COVID to please fill out the COVID-19 HARDSHIP REQUEST FORM and reminded everyone that late fees are not being assessed while the COVID directives are in place. Olson asked if the automatic payment through Rent Café would be adjusted to reflect the updated amount. Friesen said each owner would need to update that feature and if anyone was having issues updating their amounts or registering the CAM office for assistance.

9. Public Comments and New Topics

- a. Powell asked Rosa Bravo why the Ground Sublease is not a searchable document on the website. Bravo wasn't aware this was a problem and said her office hasn't changed anything concerning the Ground Sublease online.
- b. Olson informed the group that if anyone was interested in being a part of the Tot Lot Renovation Team to please click on the following link and add your name email address and any relatable comments:
<https://docs.google.com/forms/d/e/1FAIpQLSeSHxIVe7RS3CeM414nOg2b2O32Yrn5BGc0o-jO3qTYncj61w/viewform>

10. Adjourn to Architectural Reviews

- a. Property improvement application details:
 - i. In the 700 block of Channel Islands Drive a security camera was approved to be installed on the exterior surface of the homeowner's garage area.
 - ii. In the 300 block of Anacapa Islands Drive a fence was denied extension to the common area.
 - iii. In the 300 block of Landing Cove a wrought iron fence was approved to be installed on the slab of the owner's courtyard.

HAC Attendees	
Owners	TH/SFH
Amy Segelin	TH
Christopher Williamson	SFH
Christopher Brown	TH
E.J. Lopez	Unidentified
Gabrielle Powell	SFH
Kevin Olson	TH
Kevin Benn	TH
Maisha Cole-Olson	TH
Malea Hopper-King	TH
Mark Hewitt	SFH
Paula	Unidentified

Sandra Bolger	SFH
Simhan Mandyam	TH
Sandi Boyd	TH
Theresa Olivo	TH
Tom Bokhart	TH
Taylor Kronberger	CSUCI Police Department

NEXT SITE AUTHORITY MEETING – Monday, August 3, 2020, at 11:30 AM
NEXT HAC MEETING: July 16, 2020, at 6:00 PM

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.