

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Agenda for Thursday, August 20, 2020 6:00 pm VIA ZOOM only

1. Call to Order

- a. Chris Williamson called the meeting to order at 6:03pm.

2. Approval of Previous Meeting Minutes

- a. No meeting minutes approved.

3. Public Safety Report (CSUSI Police Department)

- a. COVID-19 update
 - i. Lt. Drake Massey introduced the reports
 - 1. Student move in was successful, most all students are virtual except lab students. The campus has about 250 students on site. Freudian Sip will distribute the box/bag meals to students, Mom Wong's and Tortillas will allow dolphin bucks to students. Massey stated there are strict social distancing protocols in place, and he also stated the CSUCI Police department posted an illuminated traffic announcement with the reminder.
 - 2. Massey explained that all the CSUCI buildings are closed to the public.
- b. CSU "Building Marshall' Plan
 - i. Bokhart asked if there is a building marshal program in place? Lt. Massey stated they do have a building marshal protocol in place; each building has a building marshal to help CSUCI evacuate, if need be. Bokhart asked, if the building marshal program extended to the East Campus. Lt. Massey said it does not.
- c. What can CSU Police enforce on alleys?
 - i. Lt. Massey indicated that the state laws regarding alley ways are strictly enforced and these are currently being enforced. Williamson asked for clarification concerning, speed, child play, and signage in alley way. Lt. Massey said, if there are any questions regarding code violations, he needs them emailed. Lt. Massey informed the group the enforcement philosophy is to be informational to the community and not be forceful.
- d. Recent horse visitors?
 - i. Bokhart asked if the campus president (President Beck) can make decisions concerning roadways. Massey stated vehicle codes 2113A gives CSUCI police to present concerning topics to a board of members. Bokhart asked what board members. Lt. Massey does not know, currently, which board of members. Bokhart asked when he finds out if he could relay that information to Powell. Lt. Massey agreed.
- e. Refresh/re-send evacuation plan, info links, advice, SCE info, etc.
 - i. Lt. Drake Massey informed the group that it would be advisable to register under notifications on the CSUCI website and further stated that if residents need to be brought back to University Glen, they would be escorted in. Friesen stated a link would be added to the University Glen website.
- f. Questions
 - i. Williamson asked if everyone is subject to wearing a mask in public. Lt. Massey stated only county employees are subject to wearing them while on duty and even when no one is around them. Massey stated if a single individual is out walking and there is no one else within 6 feet of distance them they can choose to not wear a mask.
 - ii. Bokhart asked if anyone from CSUCI (staff, student, faculty) was exposed, is CSUCI Police forced to notify the UGlen residents? Lt. Massey stated yes, they need to relay that information.

- iii. Bokhart asked if there would be an alternative route when evacuated. Lt. Massey stated Ventura County hasn't created a different plan but acknowledged the issue.
- iv. Williamson asked if Edison could have an electrical generator for the East Campus. Bokhart suggested this issue would be brought up to the CAG. Williamson agreed he would.
- v. Powell asked if there was any unusual activity happening in University Glen. Lt. Massey indicated there was not.

4. Brightview Staff Landscape Update

- a. Status of irrigation repair with Brightview
 - i. Lazaro Ramos stated his team completed the irrigation repairs at the end of July 2020. He stated he is working with the maps to understand the layout of the irrigation system. He is using the clocks to map areas where he is not able to use a map to locate the irrigation heads. Further, the controllers are working and detecting the weather through Weathermatic. The clocks/controller are visible through an online app. He stated BrightView has access on their smart phones. Friesen stated he would like to develop a schedule of inventory of different types of irrigation heads and so he is in contact with Ramos. Friesen further stated the improper heads would be adjusted as soon as they are located if possible. If heads need to be switched to avoid them sprinkling water onto the cars or streets the costs to do so will be presented, as replacement of a substantial number of sprinkler heads is not included in the irrigation system repair RFP. Friesen also stated the initial reprogramming of the clocks/controllers is in process and 30% percent of them have been repaired.
Powell asked about the mowing and issue over-mowing etc. Ramos agreed this is an issue and he continues to give direction to his team. Ramos further indicated that he can add more water to the stressed areas and indicated that the only issue would be the amount of water he is given. Friesen stated he is in contact with the University regarding water restrictions. Friesen indicated that currently there are no irrigation water restrictions in University Glen. He further stated he has these terms in writing from Rosa Bravo at the Site Authority. He stated Roxanne from the Site Authority stated there was an 8% increase in the monthly bill for reclaimed water. Ramos indicated that mowing will take place on Monday's and Tuesday's on the turf that is not stressed.
Powell received a suggestion from an owner concerning using blades that do not burn the grass. Ramos will take this suggestion into consideration.

5. Ventura County and Supervisor Parks Chris Williamson

- a. Invitation for Supervisor Parks to attend upcoming HAC meeting.
 - i. Williamson stated that Supervisor Parks will propose, on September 1st, during the Board of Supervisors meeting that the County General Plan add a policy document indicating University Glen as a residential community. Williamson is still proposing that Supervisor Linda Parks be invited to a HAC meeting at a future date. Bokhart supported this future meeting and suggests the HAC send Supervisor Parks topics/themes to be addressed. Williamson agreed.

6. Committee Reports

- a. Landscape (Melea and Gabrielle)
 - i. Gabrielle indicated there was a change in the landscaping committee personnel.
 - ii. Tree removals, CAM public and/or private use areas?

1. Powell indicated that there would be notification of when trees would be removed. She stated diseased, nuisance and trees that are in close proximity to each other and structures would be removed unless requested to not be by the residents.
- b. Finance/Budget (Chris and Tom emeritus)
 - i. Most recent monthly and annual expense report
 1. Williamson stated the unaudited annual expense report hasn't been given to the HAC.
 - ii. Continuing mission to understand money trail, documents
 1. Williamson stated the money trail was requested and it has yet been given.
 - iii. Report on BAG meeting of Aug 18th
 1. SA contribution to CAM reserves
 2. Rebuilding the Tot-lot
 - a. Williamson stated the renovation discussion is underway as to who is responsible for the cost of the rehab. HAC isn't aware if the cost would be on Mission Hills or UG Common Area Reserves. Friesen stated that Mission Hills would control the renovation of the Tot-Lot, KW Multi-Family anticipates hiring a Tot Lot renovation designer. If there are any questions/comments regarding the renovation these would be taken to the Tot-Lot Committee. Friesen indicated that KW Multi-Family has the specialized staff to complete this project without issues. Kevin Olson stated there was a poll taken about what type of structure would be taken into consideration and further stated he would be sending out an additional pole concerning any new ideas. Olson also indicated that there could be a possibility of not using a large playground structure instead the idea of building a tot-lot similar to that at Santa Barbara Zoo where it is only large turf-like mountains where children use cardboard to slide down a hill. This tot lot design reduces the requirement for fall protection significantly.
 - iv. Level III Reserve Studies posted dated June 30, 2020
 1. Williamson stated the reserve study was posted on the website. Kevin Olson indicated that he couldn't find the level 3 Reserve Study. Friesen stated the reserve study should be on Owner Resources under CAM Budget 2020-2021 reserve study.
 - v. Additional Information
 1. Bokhart would like the BAG to notify the Site Authority concerning a large disparity among the fixed maintenance fees. He indicated he has numerous documents indicating the Site Authority should not have approved the large increase.
- c. Rules Gabrielle Powell and Tom Bokhart+
 - i. Powell indicated that Sandy Boyd and Tom Bokhart are on the Rules and Regulations team.
 - ii. Community Garden
 1. Powell indicated that Lori Macdonald and Carolyn Phillips were in charge of receiving requests and managing the ins and outs of the garden. She indicated that they will request funds from the CAM office to expand the garden. Also, Rules and Reg's would oversee expanding the plot area. She also received a request from a resident concerning

allowing the plots to be rotated from one resident to the other within an allowable time so everyone can have a season to plant. Powell indicated that this could not be done because the gardener spends money on building their individual enclosures.

2. Olson asked Powell if there would be an open meeting concerning the expansion. Powell stated it would be an open meeting. Olson stated he has ideas where a rotation schedule could work. Powell indicated she would like Olson to join the meeting. Bokhart asked if there could be a community garden committee. Powell indicated it would be a good idea. Bokhart asked if Friesen would have an issue with another committee being formed. Powell stated she would not like to form a committee at this time but after the initial meeting she would consider it. Friesen agreed with having the initial meeting. He further stated the only involvement the CAM office has is to pass on the volunteer manager's information or giving an inquirer an application. Powell indicated that Maisha Olson has received a price for the expansion. Williamson pointed out that a list of many inquiring residents should be presented before the expansion is paid for.
- iii. Jurisdiction questions remain:
 1. Can CSU (not SA) have rules in UG? Is UG 'off campus' ?
 2. What State laws apply? What does County enforce for State?
 3. Could the SA 'apply' certain county ordinances here?
 - a. Powell indicated that "Quite Hours" would like to be implemented in University Glen, like other cities.
 - iv. Proposals in works:
 1. Open Space Pots and Plants etc. drafted
 2. Solar on Townhouses – research started
 3. Compare KW rules with UG lease rules - started
 - a. Bokhart indicated he had a meeting with KW Multi-Family and the Mission Hills Management. During this meeting they compared rules and regulations. Bokhart stated it was a good meeting and he felt that a lot of questions were answered. Dae Paula, Ben Gordon and Gabrielle Powell attended the meeting.
 4. Roll-off bin temporary use rule?
 - a. Powell indicated there being an exception of when residents don't need to bring in their bins immediately. The one exception is if there is construction going on this would need to be approved by the CAM office by filling out a form that Rules and Regs have created which would be available in the CAM office.
 5. Minimum landscaping requirement in visible private space?
 - d. Community Advisory Group and Site Authority - Tom Bokhart and Gabrielle Powell
 - i. SA and CAG meetings, report back
 1. Bokhart stated he presented five issues to the CAG and out of those five only one was left open.
 - a. Pending: Bokhart stated he requested to have input during the CAG charter. He stated that Laurie Nichols from the CAG is working on this request.
 - b. Pending: Bokhart stated that the reserve accounting spread sheets were requested to be managed via Yardi, exclusively. He indicated that it was in the works and also added the reason for the request is for transparency purposes.

- c. Resolved: Bokhart indicated that the Tot-Lot renovation would be handled through KW Multi-Family, who holds the land lease for the tract of land on which the tot lot is located.
 - d. Pending: Bokhart indicated that the insurance meeting is still in process.
 - e. Pending: Bokhart stated the Wells Fargo account reserve funds need to be verified as being FDIC insured.
 - ii. Running issues list
 - 1. Bokhart is suggesting open a data base for organizing and keeping track of property improvement applications. He indicated that Gabrielle Powell would be taking on this issue.
 - iii. The next CAG meeting is scheduled for August 27, 2020. The next Site Authority Board meeting is scheduled for November 2, 2020.
- e. Social Committee (Maisha and/or Melea) (\$3,000 in budget)
 - i. Fall Fair
 - 1. Malea King stated during the fall the social committee is suggesting a costume parade which would be held on Anacapa Islands drive, she suggested blocking off the parking lanes to create more room, she suggested there could be a pumpkin bag pick-up location for those individuals that don't feel comfortable collecting candy.
 - ii. Other social events
 - 1. King also suggested a monthly newsletter be generated. This newsletter would include an art walk event, gardeners' photo of the month, she also suggested featuring original homeowners/renters and new owners/renters. Williamson suggested a wine tasting event.

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

- a. Jake Friesen reminded the audience that if anyone is experiencing window issues Quality Window would take care of them. Mike with Facility Services is not in charge of window issues because of a promotion at CSUCI Facility Services.
- b. Friesen stated the CAM office is looking for a handyman to fix small jobs.
- c. Friesen stated Precision Concrete is in the process of fixing concrete pathways.
- d. Friesen indicated that there could be a Quick Trip type market opened in the Town Center. He also indicated that Pizza 3.14 would be closing due to low records of students on campus. Bokhart asked if the Quick Trip store would be in the CSUCI Market. Friesen stated he is unsure that it would be opened in the Market because the records show that past purchases are consistently low, "it is not marketable".
- e. Olson stated he would like everyone to know that Tortilla's and Mom Wong's is still open, these are local business and need the communities support. He also stated there are off menu items that can be requested.
- f. Bokhart asked concerning the DG path on Channel Islands Drive. Friesen stated the repairs to the water tank have been done, he isn't aware of when the refurbishing of the tarped area on the hillside above the Hillcrest pool would be completed. He stated he has not received a completion date for the repairs to the DG path along Channel Islands Drive near Camarillo Street below the water tanks.
- g. SCE issues with breakers tripping and being unable to reset the breakers. SCE appears to have responded to owner's individual complaints to breakers tripping and UGCAM has directed all owners with breaker issues to SCE directly. This seems to address the situation.

8. Public Comments and New Topics

- a. Williamson asked if there were any comments from the residents. No comments or questions were asked.

9. Adjourn to Architectural Reviews

- a. Chris Williamson said the meeting adjourned at 7:48pm.
- b. Property Improvement Applications
 - i. In the 300 block of E. Santa Cruz Island Drive a gazebo would be erected in her courtyard and it would be taken down if she decided to move. Powell and Olson stated since it is patio furniture it should be approved. Bokhart asked if it was a fire hazard issue. Williamson stated it is not. It was APPROVED.

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

NEXT HAC MEETING: Sept. 17, 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.