

**UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL**  
**Agenda for Thursday, October 15, 2020 6:00 pm VIA ZOOM only**

1. Call to Order
  - a. Chris Williamson introduced the meeting at 6:02pm
2. Approval of Previous Meeting Minutes
  - a. According to Jake Friesen and Chris Williamson the approval of the meeting minutes for September 2020 is forthcoming.
3. Public Safety Report CSUSI Police Department
  - a. COVID-19 update
    - i. Curtis DeBoni, Police Sergeant, stated there have not been any issues with Covid-19 to report. DeBoni stated that University Glen residents are not allowed to be on CSUCI grounds per state mandate. Only students and faculty are allowed.
  - b. Questions
    - i. Williamson asked if Ventura County switched to the next level of restriction or "orange" zone would the restriction be lifted on CSUCI's California state land? Officer DeBoni stated it would depend on whether the Chancellors office agreed. The Chancellor's office would need to approve the change. Williamson further asked if the restaurants would be allowed to sit indoors. Jake Friesen replied with, "We'll cross that bridge when we get to it".
    - ii. Tom Bokhart asked about the discussion regarding horses on state land issue. DeBoni stated the CSUCI Police have been attempting to get a hold of the owners of the horses that live nearby, but the PD hasn't been able to contact the owners of the horses.
4. Ventura County - Supervisor Parks Chris Williamson
  - a. MEASURE "O" County of Ventura – Cannabis cultivation in greenhouses only.
    - i. Williamson stated he was informed by a representative of Supervisor Linda Parks that residents would not experience marijuana fields close to CSUCI and University Glen.
  - b. Voting underway. Nearest drop off is Camarillo City Hall
    - i. Williamson stated Camarillo Hall is the nearest voting site to UG. There will not be a voting site on CSUCI grounds.
  - c. Clarifying political signs – Ground Sublease vs. State law?
    - i. Friesen said that signs which are permitted per the Ground Sublease shall not exceed 4 square feet. Signs may be placed on the interior side of windows. Signs shall not be mounted on patios or in the Common Areas. Gabrielle Powell asked that he clarify that. Friesen further stated any that any signs visible from the patio need to be approved by the CAM office before displaying them. Powell asked that Friesen clarify political signage. He stated that if there is a sign that is seen in the common area it needs to be approved by the CAM office, as Agent for the Site Authority. Friesen also stated that in the past he has picked up signs that are placed on DG paths because they are placed on state property and in the Common Area. Powell also asked for him to clarify flag on

patios. Friesen stated that in the Ground Sublease flag poles cannot be placed in the common area. At this time, flying of the United States flag is permitted when attached to a building structure.

- d. Questions
  - i. Powell stated an owner asked about flags that are displayed on patio homes. Friesen stated they need to be approved by the CAM office prior to showcasing them.
- e. Inquiry as to why County helicopters fly directly over UG.
  - i. Tom Bokhart stated he contacted Supervisor Linda Parks' office concerning helicopter flights going over the community. He stated they were helpful and informed him that they would reroute the helicopter's flight pattern farther east.

#### 5. Brightview Staff Landscape Update

- a. Possible to use quieter equipment, blowers, etc.
  - i. Friesen stated leaf blowers are scheduled after 11am to accommodate teachers and students that are working from home. Powell asked Friesen if he could remind BrightView to not blow leaves onto the owners' patios. Friesen agreed. Williamson asked if the street sweeper would start on Tuesdays and Thursdays. Friesen informed the group that the street sweeper was contracted by the University not with Brightview. Owner Mary Walzer asked (via message) why landscaping upgrades were only approved by the CAM office when owners complained. Friesen stated the irrigation isn't complete yet and requests are focused on areas where the landscaping has deteriorated.
- b. Re-seeding project update
  - i. Friesen stated the reason for the reseeded is due to application of a fertilizer that had an herbicide which eliminated weeds. He encouraged owners that see bare spots on their areas of sod to place work orders for BrightView to reseed the area in question.
- c. Questions
  - i. Powell asked per owner, what was the process to enhance landscaping. Powell stated to contact the CAM office.
  - ii. Powell asked per owner, is there another point of contact concerning landscaping. King stated since she's the head of the landscape committee she will include her personal email on the chat portion of this meeting for anyone with questions or concerns.
  - iii. Powell asked per owner, would the HAC consider releasing personal or HAC created emails so the owners can contact them in that manner. Friesen said there wasn't a protocol set for releasing personal email addresses to the public, so he would need to set up a meeting with the members of the HAC and Site Authority personnel to come to an agreement.

#### 6. Committee Reports

- a. Social Committee Maisha Olson and/or Melea King
  - i. Halloween plans
    - 1. Williamson introduced the discussion. King stated there is an "Operation Safe Halloween" newsletter that was sent out from the CAM office. That newsletter provides a list of events and a link to be a part of the events. King provided her email address which is: [meleahopper@yahoo.com](mailto:meleahopper@yahoo.com). Powell stated she and the HAC are not required to follow neighborhood news on the social media website called Nextdoor. King

stated the last day to donate candy would be on October 16<sup>th</sup>, candy needs to be dropped off at the Mission Hills leasing office.

b. Landscape Melea King and Gabrielle Powell

i. Community Garden 'subcommittee' – ideas so far.

1. Powell stated she had become aware that many people were not being added to the garden plot waiting list that was generated by Owner, Lori McDonald. She, the HAC and the CAM office agreed to create new waiting list and manage the garden. She stated the waiting list was new and anyone that would like to add their names to the list can email: [universityglencommunitygarden@gmail.com](mailto:universityglencommunitygarden@gmail.com). Powell also indicated that the procedure to choose an owner from that wait list is through a lottery. Powell also informed the residents that her team would be actively inquiring as to how to expand the garden. Once she was able to get all of the details for the expansion, she would need to meet with the Budget Advisory Group (BAG) for discussion and approval. She stated some of the expansion details would be to add fencing on the underskirt of the enclosure, this would protect the plots from rodents. She also stated the list would be available for Mission Hills apartment residents.

Bokhart asked if anything was arranged concerning adding a Green Loading Zone at the round-about of Channel Islands and Anacapa Island Drive; closest to the garden, for residents that need to use it as a temporary loading zone for hauling large wheel barrels of dirt or mulch from their cars to the garden plots. Friesen stated that in conversation with Mission Hills concern was expressed about limiting the parking along Channel Islands Drive.

2. King offered her report. She stated the tree removal has been completed. She announced Kevin Benn as an addition to the Landscaping Committee. Benn has been working with Lazaro Ramos (BrightView landscaping manager) to identify the sprinkler heads that have not been functioning. King has been working with Jake concerning landscaping requests, she has had 32 requests so far and she will connect with Jake to have a list of work orders that have been completed. She stated 20 of the items on her list are still pending. Kings list includes:
  - a. Tree removal scheduling
  - b. Replanting for the tree removal scheduling
  - c. Sprinkler system repair scheduling
  - d. Landscape refresh scheduling
  - e. Landscape refresh pilot scheduling
3. She also would like to incorporate Rent Café as a platform for owners to have access to requesting landscape items.

c. Finance/Budget Chris Williamson and Kevin Olson

i. Insurance presentation and the availability of the Declaration Pages

1. Friesen stated the presentation for insurance has not been completed. Once it is available it would be uploaded after October 20<sup>th</sup>. Williamson stated the presentation would be created two weeks after the CAM office has all documentation. He also states there would be a FAQ section

and anyone with additional questions could ask during the virtual meeting.

- ii. Most recent monthly and annual expense report
  1. Williamson stated the actuals may not be totally accurate because of bills that have not been paid or been received by vendors to the CAM office. He wanted the audience to keep in mind the water bill and Covid-19 related expenses. Williamson reports the 1<sup>st</sup> quarter (first 3 months) of what he has for the annual report:
    - a. Management fee was at \$750 under budget.
    - b. Insurance which includes the new earthquake related insurance was at \$4,000.00 under budget.
    - c. Repair & Maintenance was at 1% under budget (\$80K spent vs. \$81k budgeted).
    - d. Water (recycled) was at 24% over budget.
    - e. Trash removal was at 2% over.
  2. Williamson stated the water usage is the only item that is of concern. He stated there was question as to how CSUCI allocates the pricing and % of use to University Glen. He stated overall the utilities budget was over by 4%. Landscaping was under budget. Finally, total operating expenses were under by 1.3%. Williamson further said he previously asked Friesen to inquire with So Cal Edison about renewable energy and whether University Glen could get a % break on pricing. Williamson asked concerning the line item of \$4,700 dollars, a check payable to CSUCI Facilities fee; check number 2260 in September 2020. Williamson questions what the CSUCI Facilities fee covers and finally, Williamson stated an extra \$11,000. was paid out to R&V Cleaning for Covid related cleaning.
- iii. Developing 'share list' with SA, KW, and homeowners
  1. Williamson stated he would be meeting with the Budget Advisory Group (BAG) to discuss the amounts that have a potential to increase as the year progresses. Also, how to break down the shared Facility Services fees with the Cal State system.
- d. Rules Gabrielle Powell and Tom Bokhart
  - i. Jurisdiction clarification request is with CSU General Counsel office.
    1. Should members of the UG community formally send a letter to SA for Nov. 3 meeting?
      - a. Williamson states that per CSUCI Police department there were certain County rules that could not be applied in University Glen. He suggested an attorney create a Legal Opinion letter to ask what laws applied in University Glen, the purpose of this letter is to clarify what rules apply in University Glen. Bokhart is requesting a motion for this letter to be requested during the November 3<sup>rd</sup> meeting. Kevin Olson seconds the motion. Olson and Bokhart agree to the motion. Bokhart adds that this letter be taken to the CSUCI Board of Trustee.

Powell stated a resident was asking what the letter would entail. Williamson states the letter would ask who oversees changing laws, regulations, etc. for University Glen. Bokhart states the Rules and Regulations committee met a couple of weeks prior to the current HAC meeting and they would review the current Rules and Regulations, he states before anything is set there should be a public comments meeting. Bokhart further discussed what rules would be created or changed. He said, dog park rules and Tot-Lot park rules, just to name a few. Bokhart stated the rules would need to match Mission Hills rules since these amenities belong to the Mission Hills. Powell asked per owner, if all the proposed changes would be shared. Powell and Bokhart agreed they would be. Powell extended a welcome to anyone interested in joining the HAC or one of the many subcommittees.

e. Community Advisory Group and Site Authority - Tom Bokhart and Gabrielle Powell

i. SA and CAG meetings, report back, for next meetings

1. Bokhart stated the Site Authority invited legal counsel to the Community Advisory Group (CAG) meeting and they discussed several key points written on formatted. CSUCI's legal counsel has asked that Bokhart not share the letter and for it to be further discussed within the CAG before it could be released to the public.

Powell asked per owner, why was legal counsel brought to the meeting? Bokhart stated he did not know they would be inviting their legal counsel and further it was a bit of a surprise.

7. Common Area Maintenance (CAM) Manager Jake Friesen

a. Report

- i. Friesen stated the protocol for social distancing and that of wearing masks was still in effect. The fitness centers are open from 6:00am to 6:00pm and they are by appointment only via Skedda. It would be advised to schedule one-hour sessions to allow others to access the facility. He further stated masks are to be worn at all times except when using the treadmills. Fitness centers distancing is to be at 12-feet and the residents need to clean-up after themselves. Fitness center cleaning will be set after 6:00pm and between 10-10:30am. R&V Cleaning would be handling the cleaning/sanitizing. The Tot-Lot will be open from 9:00am until dusk. COVID protocols for the Tot-Lot are that anyone over the age of 2 years old needs to wear a mask. The lot would be sanitized prior to opening at 9:00 AM and between 1:30pm–2:00pm by R&V Cleaning.

Friesen stated that he was informed by a CSUCI representative that their students are expressing concern over University Glen residents not wearing masks.

Friesen informed the group that CSUCI has a link where if someone tests positive to COVID, they can inform CSUCI of their results.

- b. Reporting a maintenance issue, Friesen gave a tally of the monthly maintenance requests. 76 work orders total:
1. 32 Landscape
  2. 19 Pest Control
  3. 9 Electrical
  4. 6 Painting
  5. 3 Concrete
  6. 3 Window
  7. 1 HVAC
  8. 1 Cleaning
  9. 1 Garage Door
  10. 1 Plumbing
- ii. Friesen stated he would need to create a protocol to pay owners who use outside vendors. Currently he is addressing concerns for maintenance that is required because of the Ground Sublease. Currently he is welcoming receipts and invoices from owners for work that is allowed per the Ground Sublease in Townhomes. He is discussing with Rosa Bravo about creating the payout protocol to allow owners the freedom and power of hiring their own vendor to perform the Ground Sublease approved payout work. Friesen stated this would eliminate extra labor and costs the owners would have to pay out of their CAM fees because the CAM office would need to manage those extra projects.
- iii. Friesen stated he continues to work with BrightView to review the irrigation system controllers in order to verify proper operation of the irrigation system before the Landscaping Renovation Project commences. He informed everyone that his assistant continues to send out the BrightView landscape maintenance schedule every Monday.
- iv. Friesen stated the tree removal and trimming was not completed in its entirety, the second round of tree removal and trimming would be set to be completed the week of November 9<sup>th</sup>.
- v. Friesen indicated the time frame for the gutter cleaning is after October 31<sup>st</sup> and to be completed before November 24<sup>th</sup>.
- vi. Bokhart asked for a fiscal report for the reserved funds, he would like it to be for 2018-2019. Friesen stated Stephanie Bracamontes and Rosa Bravo have already signed off on it and he was currently waiting to receive instructions from Rosa Bravo on where to post it. He stated he understood it would be posted on the CSUCI Site Authority page. He further stated there was a reconciliation for reserve funds and included with that the operations portion of it. Bokhart stated if it would be posted online. Friesen stated it would.
- c. Questions/Comments
- i. Powell asked per owner, Stanley would like to know if a sign could be placed in an area where there is a high traffic. Powell asked per owner, Stanley asked if they could call the CSUCI Police on children that are playing unmasked. Friesen stated it would be up to the parents to require their children to wear masks in public.
- ii. Powell asked per owner, why can the students come into University Glen, but residents cannot walk on CSUCI grounds. Powell said it was because University Glen is a residential community and so it is

public property. Bokhart stated CSUCI Police had just stated one only needs to wear a mask when they would be within 6-feet of distance to another person and further said it would need to be worn at all times. He emphasizes that this was per the CSUCI Police department. Friesen stated there was a directive per the Chancellors office at CSUCI to wear masks on campus at all times. Bokhart states the CAM office, CSUCI Police and the Chancellors office need to be in sync concerning issues like these.

#### 8. Public Comments and New Topics

- a. Powell relayed a resident question. They asked why the virtual meeting was not an open forum. Williamson stated per the experience of the previous meetings going over 2-hours, this type of meeting style seemed beneficial to those owners that do not like lengthy style meetings. He further stated that individuals are able to ask questions through the chat and Gabrielle Powell would answer these questions or ask Jake Friesen or the HAC members for answers or resolutions. Williamson stated this type of style would continue to be used unless the residents disagree.
- b. Powell indicated that an owner was requesting signs for social distancing. Powell answered the question and said that owners can get signs through the CAM office.
- c. Bokhart asked if there were any new issues the HAC would like him to take to the Community Advisory Group (CAG) meeting that is quickly approaching. No new issues were given.
- d. Powell relayed a resident question. The owner asked if a pergola enclosure would be allowed. Powell stated as long as it would not be bolted to the ground it would be allowed.
- e. Powell relayed a resident question. Mary Walzer would like to know where she would get signs for social distancing. Friesen informed Walzer to contact him concerning signs.
- f. Powell relayed a resident question. Owner asked for the CAM office to explain RV parking and to reference the Ground Sublease. Friesen stated he would like the residents that have large vehicles/RV's/campers to contact the CAM office with the length of time and the type of vehicle at the point when the vehicle would be entering the grounds. Residents would have to park these large vehicles on the outer perimeter of the neighborhood for up to 72-hours, along Santa Cruz Islands Drive between Twins Harbor & Cuyler Harbor and along Channel Islands Drive.
- g. Powell relayed a resident question. Are records subject to Federal Freedom of Information Act? Bokhart stated if a resident is looking for CSUCI or any other campus related documents there is an office for those types of inquiries and further stated Jake could forward any requests to CSUCI.

(Residents were given 3 minutes to make comments.)

- h. Walzer had concerns that the Ground Sublease (GSL) was being modified. Walzer is concerned with transparency and would like to ask the option to have a voting system set in place whenever changes to Ground Sublease are done. She is asking who oversees making changes, whether it's HAC, CAM or the Site Authority. She would like to request for the owners to have a say in any changes done to the GSL. Bokhart (Chair of Rules and Regulations Committee), stated he is attempting to make the changes as transparent as possible. He further welcomed anyone that would like to join the HAC or a subcommittee. He and Olson stated the committees do not have authority and could only suggest ideas or changes. Friesen stated that he and the Site Authority are not enforcing things randomly and further

stated that there are many parties that need to approve ideas or procedures before they are implemented.

Bokhart states there are many agencies that cover University Glen and if there is no law/procedure set in place we can revert to state laws or regulations for answering some of the “gray” area under the Ground Sublease.

9. Adjourn to Architectural Reviews

- a. Williamson summarized the next meetings.
- b. No property improvement applications have been submitted for review.
- c. Meeting ended at 7:32pm.

HAC Attendees	
Owners	TH/SFH
Christopher Williamson	SFH
Carol Paasch	TH
Danielle Meehan	TH
Drake Massey	CSUCI Police Department
Gabrielle Powell	TH
Kevin Olson	TH
Joshua Meehan	TH
Malea Hopper-King	TH
Mary Walzer	TH
Paula Rockenstein	TH
Rosa Bravo	Site Authority
Stanley	Unknown
Tiina Itkonen	TH
Tom Bokhart	TH
Victoria Marley	TH
Wolfgang Paasch	TH

NEXT HAC MEETING: Nov. 19<sup>th</sup> at 6:00 pm  
Community Advisory Group: Oct. 22<sup>nd</sup> at 4 pm  
Site Authority Board Meeting: Nov 3<sup>rd</sup> at 11:30 am

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](mailto: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](mailto:UGCAM@kennedywilson.com).

For Home Sales in the University Glen community, please contact Rosa Bravo at 805-437-8425 or [rosa.bravo@csuci.edu](mailto: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.