

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Thursday, September 17, 2020 6:00 pm VIA ZOOM only

1. **Call to Order** (Chair)
 - a. Chris Williamson introduced the meeting.
 - b. HAC Representatives in attendance.
 - i. Chris Williamson
 - ii. Gabrielle Powell
 - iii. Kevin Olson
 - iv. Malea King
 - v. Tom Bokhart

2. **Approval of Previous Meeting Minutes** Chair: Chris Williamson
 - a. Approval of previous meeting minutes processed.

3. **Public Safety Report** CSUSI Police Department
 - a. COVID-19 update – walking/biking on campus
 - i. Lt. Drake Massey stated campus was closed for all public except staff, faculty and students. CSUCI Police is asking for this mandate to be adhered to voluntarily.
 1. Gabrielle Powell asked to clarify the boundaries. Massey stated that beginning at the Town Center on Camarillo Street the CSUCI zone starts. K. Olson informed the group the CAM office sent a map by email of the area. J. Friesen explained the area. Chris Williamson asked about the mountain area. Massey referred anyone with questions to the map that was emailed to all residents by the CAM office. Massey reconfirmed the main goal of the CSUCI Police department is to be informative and they request voluntary compliance.
 2. Paula Rockenstein inquired if students are adhering to the University Glen boundaries. Lt. Massey stated there are only 100 students on campus, so he doesn't anticipate students being in the neighborhood of UG.
 - b. Horses in the UG Community Park
 - i. Massey stated there is not a state law to inhibit horses from coming into the UG Community. Massey reported, an officer has reached out to the neighboring ranch to request voluntary compliance.
 - c. Additional Information from the CSUCI Police Department.
 - i. Massey informed of there being items removed without owner consent from a vehicle at the 900 block of Channel Islands Drive. He reminded everyone to keep their vehicle doors locked.
 - ii. Massey informed the group that there were a number of trash cans vandalized on Cuyler Harbor Drive, Fry's Harbor Drive and Platt's Harbor Drive. The suspect tagged SAMO in white and yellow on the trash cans. This was done right around August 26th, 2020.

1. Powell asked if the vandalism was currently being investigated. Massey said yes.
 - iii. Massey wanted to inform the public of an incident concerning a large black SUV. He said a resident informed him of an individual taking a photo of someone walking and drove off abruptly. Massey indicated that this was not a crime.
 - iv. Lori Macdonald asked if CSUCI Police can help with traffic control concerning motorists speeding. Lt. Massey stated he would assist in addressing the concern.
4. **Ventura County - Supervisor Parks** Chris Williamson
- a. Introduction of Vanise Terry– Deputy to Supervisor Parks - her role
 - i. Vanise Terry, Senior Administrative Assistant for Supervisor Linda Parks introduced herself as a representative from Supervisor Linda Park’s office for the Santa Rosa Valley section of Ventura County, she gave her email address as vanise.terry@ventura.org She stated she welcomes all inquiries to that email address.
 - b. General Plan SA-County policy adopted on Sept 1, 2020.
 - i. Terry stated that University Glen is in District 2, which is State owned land. Terry informed the group the updated general plan which was approved would be followed for the next 20 years. Terry read out loud to the group, “The county shall notify and consult with California State University Channel Islands-Office of the President and CSUCI Site Authority prior to adopting county-initiated land use regulations policy or plans that may impact the University living within the jurisdiction of the CSUCI Site Authority”. She stated the Site Authority is the governing body for University Glen because of University Glen siting on state land. Terry recommends residents to sign up for VC Alerts, VC Alert Registration www.vcalert.org 805-648-9283. Medical Baseline Registration www.sce.com 1-800-655-4555. She further gave a list of recommendations of what one should have in an emergency bag etc.
 - Fill up the car with gas, pre-arrange transportation.
 - Devices charged and portable charging device ready.
 - Medications and emergency kits available.
 - Have water and food supply available.
 - c. MEASURE “O” County of Ventura
 - i. Terry stated hemp is legal for the growth and distribution in Ventura County. She stated there is a half mile “buffer” between hemp growing sites and neighborhoods. Terry explained how a measure develops.
 1. Adopt the measure into law right away.
 2. Vote to place on ballot.
 3. Vote to study and then placed on the ballot.

An impact report was developed. She stated this measure indicates how K-12 schools, institutions etc. are affected. If you would like the impact report link email Terry at vanise.terry@ventura.org.

Powell asked how Supervisor Linda Parks felt about the measure. Terry could not answer the question but stated Supervisor Parks has heard constituents' concerns.

d. Questions

- i. An owner asked how is Ventura Emergency Operations Center (EOC) coordinating with CSUCI and University Glen.
 1. Terry stated she would imagine it would go through the Site Authority but would confirm with the Site Authority and then get back to Chris Williamson (Chair).

5. Brightview Staff Landscape Update

a. Status of irrigation repair with Brightview

- i. Lazaro Ramos continues to verify the irrigation system repairs. He continues to trouble shoot clocks that were under CSUCI jurisdiction. He worked with Jason Hughes, of CSUCI Facility Services, to get the irrigation clock issues resolved.

Ramos stated with respect to the water restrictions, the irrigation water is scheduled 3 days a week (rather than 2-days) to help the newly planted grass seeds germinate and address the stressed sod areas.

Powell is asking if there was a published schedule per zone. Jake Friesen stated Tuesdays, Wednesdays and Saturdays are reserved for the areas of sod. Thursday evenings the planters are watered. He stated the watering is set from 15-20 minutes depending on how much irrigation water is needed. He also stated an herbicide was placed on the sod in the spring to kill weeds and the reseeding and fertilizing is to fill those brown/bare spots.

Owner, Sandi Boyd, asked how one should report brown spots. Ramos stated to notify the CAM office.

Owner asked if all licensing was set to be controlled by BrightView remotely. Ramos stated he is able to control the irrigation system clocks remotely and manually. He is working trouble shoot a few controllers which are not responding remotely.

Powell asked if Ramos can monitor the gallons of irrigation water usage. He stated that it was in the works to be able to monitor irrigation water usage.

6. Committee Reports

a. Landscape Committee

i. Tree Removal

1. Melea King informed the group that Jake has authorized 27 trees to be removed from University Glen. A red paint mark has been placed on each tree slated for removal. King stated Jake has contacted the owners that are in close proximity to the trees to notify them of the tree removal. They have the option, at that time, to say whether they'd like the tree removed or kept intact.

ii. Yardi and Rent Cafe

1. King stated she has requested Jake to add a feature on Yardi to allow owners to place landscaping requests. She will ask for a follow up as the month progresses.

iii. General

1. King states she has created a list of requests from owners concerning landscaping maintenance issues. She will find the time to notify Jake of these requests.
2. Darcy Lober, UG owner, has volunteered to walk the grounds during the Landscaping meetings with BrightView and give her opinion of which rosemary plants she feels are past their lifespan.

iv. Landscape Melea King and Gabrielle Powell

1. Expansion of the Community Garden
Powell stated there was a meeting about the community garden with Kevin Olson and Lori Macdonald to discuss expanding the garden. She stated the discussion also included having a waiting list for a garden plot be posted in the office.

b. Finance/Budget Chris Williamson and Tom Bokhart

i. Most recent monthly and annual expense report

1. Chris Williamson was waiting for the annual audit from the Site Authority and once it was available it will be shared with the community.

ii. Meeting with Rosa to develop 'shared list'

1. Williamson and Rosa Bravo will be meeting in the future to discuss what is shared between CSUCI and University Glen as far as expenses for infrastructure, equipment, water etc.

iii. Continuing list of concerns/questions.

1. Williamson said he reviewed the statements that were requested by Tom Bokhart from Wells Fargo and noted that the accounts do not earn interest income at this time.

c. Rules Gabrielle Powell and Tom Bokhart

i. Jurisdiction questions remain. Should a formal letter be sent to the Site Authority?

1. Williamson was requesting that HAC approve a motion so that he may create a letter requesting a developed thorough opinion of the status of University Glen concerning state laws, the Site Authority and the California Constitution. Tom Bokhart, Gabrielle Powell, Kevin Olson all agreed to the motion.

Bokhart suggested using the subcommittee scenario to solve issues pertaining to complaints the homeowners might have as to how situations are handled.

Powell made a point to address that the subcommittees even up to the HAC level has no say and even if they create these subcommittees and these subcommittees come to a creative resolution for problems these are still just opinions and may not be considered.

Bokhart states it would be much easier to take questions through the CAM office according to what Bill Robe tells him. Powell states she has done that many times and reports her emails are yet to be addressed.

The following additional questions were offered.

- a. Can CSU (not the Site Authority) have rules in University Glen? Or is UG considered 'off campus'?
- b. What State laws apply in University Glen? What laws does Ventura County enforce for the State in University Glen?
- c. Could the Site Authority 'apply' certain Ventura County ordinances in University Glen?
- d. What do we do when State law is not 'good enough'?

d. Proposals in works:

- i. Open Space Pots and Plants etc. drafted
- ii. Solar on Townhouses – research started
- iii. Compare KW rules with UG lease rules - started
- iv. Roll-off bin temporary use rule?
- v. Minimum landscaping requirement in visible private space?

e. Community Advisory Group and Site Authority (Tom and Gabrielle)

- i. SA and CAG meetings, report back
- ii. A running issues list of items to address is being kept.
- iii. The next CAG meeting is scheduled for Sept 24th. The next Site Authority Board meeting is scheduled for Nov. 2nd.

- f. Social Committee (Maisha and/or Melea)
 - i. Haunted Glen tour 13 days before Halloween.
 - 1. King stated there would be a coloring contest voted on by the community members. She also stated there would be set-ups for photo booths with backdrops all around the neighborhood so community members can take photos of themselves during Halloween. There also would be a people and pet contest for best dressed. Winners would be awarded a gift cards as a prize. Kid appropriate horror movie at the CSUCI parking lot is being suggested.
 - 2. Pumpkin carving contest, SFH
 - a. University Glen would host a pumpkin carving contest.
 - 3. Trick or Treating treat bags
 - a. Collect candy and wraps from the community members that wish to donate and then the social committee members would drop these off at homes that wish to participate.
 - ii. University Glen Newsletter would be generated monthly which would include events and special messages.
 - iii. Additional Information
 - 1. Boyd has asked if the projector would be an additional purchase over the budget. King stated the purchase would not go over the amount. Bokhart asked if the social committee would be predicting any future events, for Spring 2021. King stated they haven't thought that far into the future.
 - 2. Bokhart asked what the line item was for the social committee, if any. Friesen stated there was a line item created for the social committee events.

7. Common Area Maintenance Jake Friesen

- a. Friesen stated there would be a tree removal schedule sent on the following Monday indicating where the removal will be done, BrightView would be posting signs on the streets where the trees would be removed/trimmed. Black sumac trees would be trimmed on Elephant Seal, Fry's Harbor, and Cuyler Harbor in the coming weeks.
- b. Earthquake declaration would be given to the CAM office before the end of October. Insurance meeting would take place Thursday October 8th, 2020. The declarations would be placed on the website as soon as they are available.
- c. Friesen stated the window replacements for townhouses are moving forward.
- d. Brightview's schedule to reseed sod areas throughout the community is moving ahead.
- e. Pool reservations would be extended to 6:00pm closing at 7:00pm as requested by persons who work till 5:00 PM.
- f. The fitness centers remain Closed.

- g. Precision Concrete Cutting is scheduled to survey UG sidewalks/driveway aprons for potential trip hazards. There is an amount budgeted in the 2020-2021 CAM budget to address trip hazards.
- h. Friesen reported for the month of August 2020 most item lines were on track to the amounts budgeted. He stated R&V Cleaning is up by 10% in the month. This increase is to address cleaning associated with COVID-19 directives. The 10% variance is about a \$3,000.00 increase a month to the cleaning line item. Also, there was an increase of 8% with water usage, the reclaimed water is about an \$1,500.00 increase for the month of August. Bokhart was asking if UGlen was under watering restrictions, Friesen stated UG is not under any water restrictions at this time.
- i. Questions brought to the CAM Manager.
 - i. Olson asked if the budget could be revised during the fiscal year. Friesen stated he could not comment to this and it would need to be reviewed during the BAG meeting.
 - ii. An owner is asking how the CAM office could not predicted the increase in water usage charges. Friesen replied with that he wasn't told of the increase by Facility Services. Boyd asked again how the CAM office could not know. Friesen stated he just wasn't informed.
 - iii. Owner asked why the pool monitor was being paid so much. Powell informed the group that it's a contracted job and so the pool monitor does is not directly paid the \$3,000.00 monthly. Also, it's a high-risk job because of the current circumstance.

8. Public Comments and New Topics

- a. King stated she has been asked many times before why the pool monitor position wasn't offered to a community member at \$20 an hour instead of paying a much larger amount to a contractor. Friesen didn't comment.

9. Adjourn to Architectural Reviews

- a. On the 700 block of Channel Islands Drive, the owner would like to install a wrought iron fence on their patio. It is approved with the condition that the wrought iron fence needs to be attached to the concrete slab and it has a height restriction of no more than 42-inches.

HAC Attendees	
Owners	TH/SFH
Paula Rockenstein	TH
Christopher Williamson	SFH
Amy Segelin	TH
Belen Musselman	SFH
Gabrielle Powell	TH
Kevin Olson	TH
Brian Pichette	TH
Maisha Cole-Olson	TH
Malea Hopper-King	TH
Getty Tobey	TH
hello	Unknown
Homeowner	Unknown
James Musselman	SFH
Janis Benn	TH
Kevin Benn	TH
Tom Bokhart	TH
Peak Marketing	Unknown
Victoria Marley	TH
Drake Massey	CSUCI Police Department

HAC MEETING: Oct. 15th @ 6:00pm
CAG MEETING: Sept 24th @ 4:00pm
SITE AUTHORITY: Nov 2nd @ 11:30am

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.