

**UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL**  
**Agenda for Thursday, November 19, 2020 6:00 pm VIA ZOOM only**

1. **Call to Order** Chris Williamson, Chair
  - a. Chris Williamson introduced the meeting at 6:04pm. Williamson stated any comments or opinions that are not on-topic would be held until the end of the meeting.
  - b. HAC Members Present:
    - i. Chris Williamson, Chair
    - ii. Gabrielle Powell
    - iii. Tom Bokhart
    - iv. Melea King
    - v. Kevin Olson
  
2. **Approval of Previous Meeting Minutes** Chris Williamson, Chair of HAC
  - a. The meeting minutes for October 2020's HAC meeting have been approved and posted on the UG website.
  
3. **Public Safety Report** CSUCI Police Department
  - a. COVID-19 update
    - i. Sergeant Curtis Deboni stated the State was placed back to the "Purple Zone" but there weren't any new updates to the rules concerning social distancing and mask use. Deboni reminded everyone to take care of themselves during the holidays. Melea King stated there was a six-digit text in number in place 24-hours a day 7 days a week for anyone that would be experiencing mental health due to the pandemic or any other non-relatable issue. This service is free, and it is anonymous. Further, Deboni stated there currently was a Crisis Team available through the County of Ventura for anyone experiencing general crisis and that phone number would be 1-866-998-2243. He also stated all CSUCI first responders are certified as CIT's (crisis intervention team) and they are trained with helping individuals dealing with mental health issues or individuals that may be experiencing a crisis.
  - b. Feral cats
    - i. Jake Friesen asked Sergeant Curtis DeBoni about the wandering cats in UG. Officer Deboni wasn't aware of that cats were an issue. Friesen stated he would speak to Rosa Bravo concerning a protocol to be set for these types of situations. But informed the group that the County Animal Control would need to be dispatched, if there was an issue with an animal.
  - c. Other issues
    - i. Gabrielle Powell relayed a resident question, why hasn't the crime chart been updated since 2018? Deboni wasn't aware of a crime chart and said he'd look into it and get back to Powell.  
Powell relayed another resident question, Tiina Itkonen asked if Sergeant Deboni could speak concerning Covid-19 and student life. Deboni stated there was no further details other than what was placed on the Channel Islands Police Department.

Powell relayed a resident question, Amy Segelin asked if Deboni could release any information concerning an issue that was brought up on Anacapa Island Drive. Deboni stated it was a domestic issue involving a vehicle, a female, and a male. He stated one individual was arrested and another was taken to the hospital.

- ii. Williamson stated there was a document available through the County concerning fire hazard, the document title would be The Fire Hazards Planning and Technical Accounting. This document addresses existing communities and it would be open for public comments. Williamson stated this document focuses on landscaping and where trees would be placed.
- iii. Tom Bokhart asked whether there were any updates on horses on campus. Deboni does not have an update.

**4. Ventura County - Supervisor Parks Chris Williamson**

a. Measure O

- i. Williamson stated Measure O was passed and so there wouldn't be any greenhouses placed near University Glen.

b. Update on Hillside grading under way

- i. Williamson stated the landslide near the Hillcrest pool was repaired with a concrete swale and proper drainage was allocated. Facility Services informed Friesen that they would be placing seed on the hillside after the repair would be completed.

**5. Brightview Staff Landscape Update Lazaro Ramos**

a. Reseeding

- i. Lazaro Ramos stated the reseeding was going well and after the final grass grows out, he would reevaluate and sow additional seed in the remaining bare spots.

b. Irrigation System Repairs

- i. Ramos indicated that Friesen and himself were in the process of making adjusts to the irrigation system. Friesen stated Ramos was adjusting the pressure and that would be helping the system not to overspray on to cars and/or streets. Ramos further stated many of the irrigation maps of the zones needed to be created, on which he has been working. Tom Bokhart asked if the maps identified where the sprinkler heads were located throughout the land. Ramos stated the maps are by controllers and zones, not by individual sprinkler heads.

c. Landscape Issues

- i. Melea King informed the group that she oversaw keeping track of open landscape orders and wanted to ask Ramos why work orders were still pending. Ramos stated he would look at those with King. He further stated he would contact King and resolve those issues. He stated the turnaround time for simple landscape requests should only be one week.
- ii. King asked Friesen if the tree trimming schedule was completed. Friesen stated the tree trimming would continue on the apartments and a clearance of 3 feet from the apartment buildings would take place for tree branches and shrubs.  
Powell requested "no parking" signs to be placed when tree trimming takes place.

Friesen stated there were two types of tree clearing activities, one was done as a maintenance job by the crew that would be on onsite daily. The general height of a tree that could be cleared by BrightView's maintenance crew was up to the height of 12-feet. Friesen continued the trees taller than 12-foot require scheduling Brightview's specialized tree trimming/removal crew. Randy Spitzer is UG's contact with Brightview's specialized tree trimming/removal service.

Friesen stated that due to owners reported increased allergic reactions, BrightView will discontinue mulching leaves as part of the weekly grass mowing.

Tom Bokhart asked who processes the closure of any open and pending work orders. Jake Friesen stated once the work is complete the open work orders are closed by the UGCAM office.

Ramos stated he would contact Friesen about closing some of the open orders that were already completed by his crew.

Malea King asked what the status was of the landscaping refresh plan, schedule, and pilot program. Friesen stated the review of Brightview's repairs to the irrigation system has not been completed. Friesen stated the pilot program could move forward during the Spring 2021, if the irrigation system repair stays on schedule.

Phase 1, on Anacapa Island Drive and Landing Cove could be started possibly as early as Spring 2021. Friesen stresses the irrigation needs to be completed before the landscaping refurbishing program starts. King asked when the refurbishing would officially start. Friesen stated after December 2021.

Bokhart asked if the plant pallet for the landscape refurbishing project has been reviewed. King stated the UGCAM office has the plant pallet for the refurbishing project and it will be reviewed closer to the proposed start of the landscape refurbishing project

- iii. King asked if Rent Café could be used as a work order scheduler. Friesen stated he would look into that.

## **6. Committee Reports**

### **a. Social Committee - Maisha Olson and/or Melea King**

#### **i. Halloween results**

1. King stated 65 people signed up for Halloween goodie bags and the distributed number of bags were at 135. She was very happy to thank everyone that donated items for the goodie bags and stated the turnout was fantastic.

#### **ii. Thanksgiving Holiday**

1. King stated the social committee created a coloring project for the residents. The project was had theme "UGlen Thanksgiving Turkeys". The coloring project includes a picture of a turkey which residents can color to help celebrate the Thanksgiving Holiday. The colored pages are then to be displayed on the inside of the resident's windows to be viewed by residents passing by. These pages are available at the Mission Hills Office. King stated there is a potential collection of "Thank You" cards for VCMC Healthcare workers underway. Up until December 20<sup>th</sup> anyone can write a letter or give a card up to encourage and thank VCMC health care staff.

King also mentioned VCMC is collecting chap sticks and beanies for their ill residents.

iii. December Holiday

1. King informed the group that the committee is hosting Virtual Holiday Paint and Pour. King pointed out, for transparency, Mission Hills would subsidize this activity for the apartment dwellers. UG owners will need to pay for this activity themselves. The associated cost will be posted on the Social Committee E-Blast on December 1<sup>st</sup>. The possible cost would be \$20 per person. 5-14 people would be at \$40, 15-29 would be at \$30, and 30+ guest would be at \$30 per person. Additional information is forthcoming.
2. A Santa Letter drop off is scheduled. Letters to Santa shall be dropped off at Mission Hills Leasing Office. The letter shall include return address, so your child could get a return letter with a candy cane. Bokhart asked if the social committee needs funds for these events. King stated mostly likely not, but she would predict only needing \$100.00 and under for a Santa costume, if the social committee could not have it borrowed. Bokhart asked how much of the budgeted amount had already been used. King stated only \$600 of the \$3,000 in the budget, \$2,400 remains. Bokhart suggested a motion to be placed because of the Virtual Holiday Painting subsidized amounts. Powell suggested no motion to be placed because the budgeted amounts was still at a very high amount. A motion was offered to give the HAC Social Committee up to \$100.00 in case the social committee needs supplies to implement the UG community holiday activities. Williamson offer the motion. The motion was seconded by Gabrielle Powell. Williamson, Kevin Olson, Gabrielle Powell and Tom Bokhart agreed to the motion.

b. Landscape Committee--Melea King and Gabrielle Powell

i. Community Garden subcommittee update.

1. Powell indicted there were 4 available plots. There were 29 applicants, a lottery was organized, and out of those 29 applicants 4 were chosen with the lottery. Powell indicated the email was still available by the UGCAM and Mission Hills office, if they'd like to be added to the garden wait list. Powell requested a motion to be placed for 2 hoses and irrigation time clocks, these would be placed on the ends of the garden. She would also be requesting a carbon filter to be placed to clear chemicals in the water.
2. Bokhart asked where the funds for the upgrades would come. Friesen stated he would have to talk to the BAG team. Bokhart asked concerning the year to date expenses? Friesen stated the majority of the expenses were going towards cleaning of amenities due to COVID-19 directives. Bokhart asked if putting funds aside for extending the garden would be an issue. Friesen indicated that it wouldn't be issue if it were only \$1,000.00. Williamson stated the expansion would be for 2021-2022 fiscal year.

3. Powell requested a motion to be placed to reserve \$1,000.00 for irrigation upgrades in the community garden. Williamson second the motion, Bokhart and Olson voted in the affirmative on the motion. The motion passed.
- c. Finance/Budget--Chris Williamson and Kevin Olson
    - i. Insurance presentation and availability of the Declaration Pages
      1. Williamson stated approved insurance documents were available to be viewed on the University Glen website. He further stated there wasn't a Q&A meeting set up, but if anyone would like one to be set up it would be set up in 2021. Bokhart stated Steve Sfetku, owner in UG, had some ideas based on research of how insurance prices could be dropped lower. Bokhart stated some of the details in the insurance packet didn't make sense, for example the owners were paying for "watercraft fine art". Bokhart stated none of our water fountains had this capability and questioned why the CAM office has authorized it. He further explained that he and Sfetku were creating questions and posing them to the Site Authority because of the questionable items covered on the insurance plan. Williamson stated a meeting would be arranged but not until 2021.
    - ii. Most recent monthly and annual expense report
      1. Williamson stated there was a water usage increase by \$10,000. Friesen stated there was a contingency concerning the water usage because there were some uncertain increases. Bokhart asked if the water budget was "straight-lined" then there wouldn't be a problem concerning overages or underage's. Friesen explained he was working with Cris Campbell to finish the reserve calculations. Friesen stated he uploaded the most recent reconciliation reports approved by Cris Campbell (the accountant) on the University Glen website. The reserves of July-September 2020 were being reconciled by Rosa Bravo and Cris Campbell and they would be uploaded as soon as they were approved.
  - d. Rules and Regulations Tom Bokhart and Gabrielle Powell
    - i. Proposals in works:
      1. Revised ground sublease rules
        - a. Bokhart explained that he met with Kennedy Wilson, about 6 weeks ago, where he compared the Site Authority's Rules and Regs as stated in the Ground Sublease to that of KW-MF's Rules and Regulation--mainly with regard to the Tot-Lot and pool access. He received this list back, but it was found that the rules appeared to not be comparable. Bokhart indicated that he would rework another draft and as soon as the committee and community approved, he would resubmit the list to KW-MF for review.
  - e. Community Advisory Group--Tom Bokhart and Gabrielle Powell
    - i. CAG meeting, report back, for next meetings

1. Bokhart stated the video for the CAG minutes was available online. Bokhart raised a question concerning the purpose CAG based on issues that were being brought to it. Bokhart had noticed that none of the issues he had brought to them had been resolved or spoken about. He was concerned and questioned the purpose of this group. Friesen addressed Bokhart's concern stating some issues were moving forward and specifically the issue concerning the installation of solar panels on UG Townhouses. Friesen stated there is a pending building permit for installation of solar panels on a UG townhouse which is being reviewed by the Site Authority. Friesen stated the next CAG meeting was scheduled for Thursday, December 3<sup>rd</sup>. Bokhart was suggesting they give him an update by email soon on the list of items he presented to the CAG. Friesen stated he would speak to Bravo concerning his questions.  
Powell relayed an owner's question, Wendell Grayson asked if there was contact outside of CAG meetings. Bokhart said, "periodically, yes". Bokhart stated he has no issue contacting anyone in the CAG outside of the meeting.

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

a. Monthly Report

- i. The townhouse gutter cleaning project was completed the week of November 8<sup>th</sup>. He advised the group, if anyone didn't receive a gutter clean out to please contact the CAM office to have that set-up.
- ii. Friesen stated the DG path down Channel Islands and Camarillo Street had been repaired. Bokhart asked if the pothole was repaired on the corner of Camarillo street and Channel Islands. Friesen stated he hadn't seen that issue repaired and would contact Facility Services. Powell relayed a resident question, Grayson stated additional funds and an additional position were approved for projects such as these around CSUCI (California State Channel Islands) and University Glen, he asked if these funds were used for these types of projects. Friesen offered he will ask the Site Authority personnel specifically about the funds Grayson describes.

b. Changes in COVID-19 rules

- i. (1:15:20) Friesen stated the fitness centers were closed due to the reestablished mandate from the Governor. The pool and the Tot-Lot will remain available with special cleaning procedures in place. Bokhart asked if the CAM office would be closing one pool or both pools during the winter season. Bokhart remembered winter 2019 one pool had been closed. Friesen stated no pool closure is planned at this time because the number of residents using the pool exceeds the number of spaces only one pool can provide. UGCAM is continuing to monitor the number of persons using the two pools/spas.

c. Holiday

- i. Friesen stated any Christmas decorations need to be dismantled and put away by Monday, January 11<sup>th</sup>.

The CAM office would be approving a 40-yard dumpster to be placed between Platt's Harbor, Twins Harbor Drive, or Fry's Harbor Drive for live Christmas tree disposal.

The UGCAM office will be closed Thanksgiving and also Friday the 27<sup>th</sup> of November, the office will reopen on Monday the 30<sup>th</sup> of November.

Friesen reminded everyone the next HAC meeting would take place Thursday, December 17<sup>th</sup>.

d. Questions:

- i. Powell relayed resident question, Mary Walzer asked if the CAM office could restrict people from gathering outside, specifically in the alleyways. Friesen stated the CAM office would send an E-Blast with information concerning gatherings and Covid-19. Olson stated the "purple tier" mandate states a mask should be carried and put on only if one would need to be closer than a 6-foot distance from an individual. Olson stated the CAM office needs to forward the links so everyone can understand the mandate. The CAM office agreed to relay the mandate via E-Blast.
- ii. Powell asked if construction would start on the unfinished area that is gated in University Glen. Friesen stated it would not happen but there are a few pending permits that were set to expire, and these needed to be worked in order for the those to remain open for future construction. Friesen stated this was why University Glen residents recently saw activity.
- iii. Powell relayed owners question, resident asked if one pool could be closed during the winter holiday season to help with increasing costs. Powell indicated one of the two pools could not be closed at this time due to the demand and the restricted number of spaces available per pool due to Covid.

**8. HAC Additional Discussion and/or New Topics**

a. Installation of New Trees

- i. Williamson was suggesting new trees installation to be planted along the winding road that is Camarillo Street. Bokhart stated he would take the issue to the CAG meeting.

**9. TIME CERTAIN 7:15 PM - Reserved Public Comments**

**10. Adjourn to Property Improvements Application Reviews**

- a. No new property improvement applications were needing to be reviewed

NEXT HAC MEETING: Dec 17, 2020, at 6:00 pm

HAC Attendees	
Owners	TH/SFH
Amy Segelin	TH
Brian Pichette	TH
Curtis DeBoni	TH, CSUCI Police Department
Chris Williamson	SFH
Ed Lopez	Unknown
Kevin Olson	TH
Mary Walzer	TH
Miriam Olson	TH

Melea King	TH
Owner at University Glen	Unknown
Rosa Bravo	Interim Director of Operations-SA
Tiina Itkonen	TH
Tom Bokhart	TH
Victoria Marley	TH
Wendell Grayson	SFH
Jake Friesen	TH, UGCAM Manager