

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Agenda for Thursday, January 21, 2021 6:00 pm VIA ZOOM only

1. **Call to Order** - Chair Chris Williamson
 - a. Chris Williamson has called to order the meeting at 6:00pm.
HAC members in attendance:
Chris Williamson
Tom Bokhart
Kevin Olson
HAC members absent:
Gabrielle Powell
Melea King
There was a quorum.
2. **Approval of Previous Meeting Minutes** - Chair Chris Williamson
 - a. Meeting minutes not approved, currently being reviewed, and approved by the HAC members.
3. **Public Safety Report** CSUSI Police Department
 - a. Officer Curtis DeBoni stated there was no news to address and all covid-19 protocols remain in effect.
 - b. Tom Bokhart asked concerning the higher number of patrol cars on the East and West campus. DeBoni stated it was because of a large tree that fell and needed to be cleared out.
4. **Brightview Staff Landscape**
 - a. Friesen provided the update. Review of the irrigation repairs was postponed because of weather and COVID related issues. After tree removals are accomplished new plants and trees will be installed.
 - b. Bokhart asked which tree had fallen. Friesen stated there were two trees that had fallen, one was close to the apartments between Landing Cove and Anacapa Island Drive on Cathedral Cove. Bokhart suggested that 2-3 stakes need to be hammered down securely in order for them to be secure. Friesen agreed.
 - c. Owner on Channel Islands has offered her common area to be a testing are for the new landscape.
 - d. Bokhart asked if there are any issues with the irrigation on Twin Harbor Drive. Friesen stated he would inform BrightView to review that area and adjust water pressure as necessary.
 - e. Friesen stated some of the locations where landscaping is being updated are using DG path instead of mulch. Bokhart questioned the esthetics of using DG rather than mulch. Friesen stated homes which are receiving new plantings will not be included in the landscape refurbishing projects. Friesen is investigating receiving reimbursement from the Common Area reserves for those homes getting new plants up to the amount allocated to each door as a credit to the Common Area operating budget.
5. **Committee Responses, News, and Reports**
 - a. Social Committee – Maisha Olson and/or Melea King
 - i. Newsletter
 1. Newsletter not discussed.

- ii. Community Gardening: expansion and maintenance budget
 - 1. Friesen asked Kevin Olson concerning the \$1,100 irrigation repair project for the community garden. Olson stated he would speak to the community garden lead. Bokhart asked if the BAG has added line items for these social activities. Friesen stated a line item has been included for social activities in the 2021-2022 UGCAM Budget. Chris Williamson requested a motion to be held concerning the expenditure of the \$1100 to update the irrigation. Kevin Olson, Tom Bokhart agreed with the motion. Friesen stated he would inform Gabrielle Powell (lead for the community garden) concerning the passage of this motion.
- b. Landscape - Melea King and Gabrielle Powell (not in attendance)
 - i. Responses to Public Questions
 - ii. Updates
 - iii. Status of 'makeover plans' from last year?
- c. Finance/Budget - Chris Williamson and Kevin Olson
 - i. Responses to Public Questions
 - ii. BAG meeting of Jan 13 – summary
 - 1. Olson stated he and other BAG members have submitted questions to the CAM office concerning budget information.
 - 2. Williamson stated he was concerned about COVID related expenses. He would like COVID related expenses to be treated as a surcharge because he is aware that the budget will be over. He further stated that the total revenue was 1.6 million but wasn't including any funds spent. He also mentioned that after he divided the management fee per door it came up with \$31 dollars. Also calculated the utilities, landscaping, and maintenance it was about \$1-3 a day per items. He sent questions concerning expenditures on the Wells Fargo accounts to the CAM office.
 - 3. Owner Paula is asking concerning transparency. Friesen invited everyone to view the budget on:
<http://universityglen.csuci.edu/wp-content/uploads/2021/01/UGCAM-Reserves-through-9302020-RB-corrected.pdf> .
 - iii. Most recent monthly and annual expense report.
 - iv. Continuing questions/issues
 - 1. Williamson stated if the budget would be available by February 18, 2021 meeting. Friesen explained the Site Authority Board will vote on the UGCAM Budget at their May 2021 meeting. At that time, the Budget for 2021-2022 will become official.
 - 2. Bokhart asked if the BAG was aware of the request to expand the garden. Olson stated they were aware. Bokhart further asked if there were any other "extraordinary" budget requests for new committees that would like to be allocated on the future budgets. Olson stated to his knowledge there weren't.
- d. Rules - Tom Bokhart and Gabrielle Powell
 - i. Bokhart stated he has created a rules and regulations document with many questions. This document would need to be reviewed by the HAC members before anything is presented to the Site Authority. Williamson stated this document would allow the rules for University Glen to be the same or "harmonize" with that of Mission Hills.

- ii. Friesen stated Chief Morris would be attending the January 2021 CAG meeting and if anyone would like to clarify anything they could do so during that meeting. Bokhart stated there are many county, state and governmental rules that may need to be clarified.
 - iii. Responses to Public Questions. None.
 - iv. Clarifying when Property Improvement Application required:
 - 1. Visibility and other 'Common Area' reasons
 - 2. Structural and/or electrical-plumbing need a CSUCI Facilities Building Permit
 - 3. To document value of capital improvement for inclusion in resale price.
 - v. Revising PIA form
 - 1. Friesen has requested clarification from Facility Services on when the neighbor signatures are needed. Bokhart stated there should be a preapproved list that indicates when a PIA or Facility Services form is needed. Friesen appreciates that this process is important.
 - vi. Proposals in works: Update-none.
 - e. Community Advisory Group and Site Authority Tom Bokhart and Gabrielle Powell
 - i. Bokhart stated there was nothing to report that has changed.
 - ii. Responses to Public Questions. None
 - iii. SA and CAG meetings, report back, items for next meetings?
 - iv. Running issues list.
6. **Common Area Maintenance (CAM) Manager** Jake Friesen
- a. Friesen informed the group that a handyman has been hired to perform repairs around the neighborhood. Concerning budgeting, a line item was added to the budget that specifically addresses this process.
 - b. Insurance: Friesen and Rosa Bravo would be organizing a townhall meeting to address the many questions asked concerning the new insurance from Alliant. He and Bravo are in communication with an Alliant agent concerning these questions. Bokhart added he and Steve Sfetku had created a number of questions that needed to be addressed. Friesen confirmed receipt of those questions.
 - c. Friesen stated Tot-Lot renovation project had been requested during the December 2020 HAC meeting. Ben Gordon from Kennedy Wilson presented design possibilities to the Tot-Lot Renovation committee members; Kevin Olson (head), Ashley Garcia and Katina Burgan. The layout that was presented was more natural and not structural. Olson stated this was to keep the costs low from a budget/cost standpoint.
7. **HAC Additional Discussion and/or New Topics** (HAC members)
- a. Williamson asked if there were any pre-requirements that the Site Authority implemented before the owner decided to initiate the sale of their homes. Friesen stated any pre-requirement would need to be approved by the Site Authority.
8. **TIME CERTAIN 7:15 PM - Reserved Public Comments**
- a. No public comments presented. Meeting adjourned at 7:20pm.
9. **Adjourn to Property Improvements Application Reviews**
- a. There were no Property Improvement Applications to review.

NEXT HAC MEETING: Feb 18, at 6:00 pm
CAG: January 28, 4 pm
Site Authority: Feb. 22, 11:30 am

HAC Attendees	
Owners	TH/SFH
Abraham Family	TH
Amy Segelin	TH
Chris Williamson	SFH
Curtis DeBoni	Cam PD/TH
Jake Friesen	CAM Manager
Kevin Olson	TH
Kerry Gordon	TH
Paula Rockenstein	TH
Rosa Bravo	Site Authority
Tiina Itkonen	TH
Victoria Marley	TH
Wendell Grayson	SFH