

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

1. Call to Order - Chair Chris Williamson
 - a. Chris Williamson introduced the meeting and explained the process of how attendees (owners) would be heard. Questions that pertain to the topic would be addressed during the HAC members discussion of that item and questions that would not be related to the topic will be addressed during the 8th topic line of the Agenda. Those who would like the "floor" during item 8 of the Agenda are instructed to send a request by chat of what the topic is about by 6:15pm.

Williamson called the meeting to order at 6:02pm.

HAC Members in attendance:

- Chris Williamson, Chair
- Gabrielle Powell
- Tom Bokhart
- Kevin Olson
- Melea King

2. Approval of Previous Meeting Minutes - Chris Williamson, Chair of HAC.
 - a. Williamson stated the November 2020 meeting minutes had been reviewed by himself. Other HAC member approved the November meeting minutes and the meeting minutes have been posted online shortly.
3. Public Safety Report CSUSI Police Department
 - a. COVID-19 (C-19) update – 15% ICU Capacity Rule partial shut down
 - i. Lt. Massey stated that students that lived on campus would be moving out in the next coming weeks.
 - ii. Lt. Massey stated per the CSU Chancellor's office there has been a published decision that the campus will be open for on campus classes beginning the Fall all 2021.
 - iii. Lt. Massey spoke about a question an owner had during the November 2020 HAC meeting. The owner asked about the Annual Security Report or the (ASR). Lt. Massey indicated the ASR report is always a year behind due to the fact the data needs to be gathered in order for the report to have all necessary information. Lt. Massey stated the 2019 report had been completed and is available online. Massey also mentioned the reason for the delay was because of Covid-19. Olson asked if the report was an annual report. Lt. Massey confirmed the ASR is an annual report. He added this report starts and ends in October. Lt. Massey added that the information that needs to be gathered for the report requires officers to conduct physical visits with other individuals to gather information and because of C-19 the process took longer. He further stated there would always be 3 years' worth of reports available for viewing as well. Lt. Massey told the group the homes and apartments in University Glen would not be reported under the Campus Residential line item. Further he stated that anything occurring inside a resident would not be reported in the ASR report as only common area reports are filed on the ASR report.
Lt. Massey stated if there was ever a public safety issue, they would always message the community immediately.

Powell asked concerning parking ordinances and city limits. She was told by a dispatcher at CSUCI Police Department that she could not get a temporary parking pass by CSUCI PD because of city ordinances that do not allow a temporary parking pass to be given for an unregistered vehicle. Powell had indicated to the dispatcher that the time frame of the,

nonregistered, vehicle sitting in the common area would be very minimal and informed her that the reason was only because of a broken water heater being changed out. Lt. Massey stated he would follow-up with the dispatcher and get back to Powell.

- b. Scams
 - i. Lt. Drake Massey informed the group concerning tips for not becoming a victim of scams. He mentioned there was a report concerning a scam associated with home rentals. Lt. Massey stated that people should adhere to the triple P acronym, which is Pressure, Prize, and Pose. If the individual would be applying pressure, offer a prize, or pose a problem, chances are they are attempting to scam a victim. Olson suggesting adding P for price to Lt. Massey's list. Lt. Massey stated he's heard of housing, utilities, tax collector scam. Lt. Massey also wanted to mention that there were romance scams which can be preludes to other scams.
 - c. County Ordinances
 - i. Lt. Massey stated he is still in the gathering stage concerning county ordinances and does not have anything to discuss on the matter at this time.
4. Ventura County - Supervisor Parks Chris Williamson
- a. This topic was not discussed.
5. Brightview Staff Landscape Update
- a. Lazaro Ramos indicated that the irrigation water will be adjusted as the winter season progresses. He also indicated that his team has been diligent concerning picking up the fallen leaves after windy days. He stated that from January to March his team would be renovating plant life. He further offered that some of the plant life needs to be cut back in order for it to come back new and cleaner. He indicated that before this is done, he would notify the CAM office, so that the UGCAM Office can send out notification to the owners.
6. Committee Responses, News, and Reports
- a. Social Committee - Maisha Olson and/or Melea King
 - i. Holiday Program
 - 1. Melea King stated if anyone needed to drop-off any donations for the Holiday Programs to please do so to the Mission Hills leasing office.
 - b. Landscape Melea Olson and Gabrielle Powell
 - i. Updates
 - 1. King asked Friesen if any of the open landscape tickets were closed. Friesen stated concerning the tree removal tickets these needed to remain open due to some tree stumps needed to be removed. Friesen stated concerning the trees that were under 12 feet tall could be done immediately by Brightview's maintenance crew. Any tree issues about 12-feet needs to be done by BrightView's tree trimming crew.
 - 2. King asked concerning using Rent Café as the main platform for requesting work orders. Friesen stated owners could send requests through Rent Café and that platform sends those requests as emails to the CAM office. Bokhart asked if owners could see the status of a work order. Friesen stated that feature was not available for owners at this time.
 - 3. Powell mentioned the irrigation project is on track to be fixed.
 - 4. Friesen stated Melea King's home would be used as an example of the Landscaping Refurbishing Project. Ramos anticipates sending

a proposal of pricing associated with King's townhouse a future time.

- c. Finance/Budget - Chris Williamson and Kevin Olson
 - i. Insurance presentation
 - 1. Williamson stated he and Olson are still planning an insurance zoom meeting early 2021.
 - ii. Reserves Reconciliation
 - 1. Williamson asked if there was progress or completion concerning Reserves Reconciliation. Friesen stated it was completed. Olson asked if there was an issue. Friesen stated there was a discrepancy, but it would be resolved soon.
 - iii. Most recent monthly and annual expense report
 - 1. Friesen stated the monthly expenses are posted on the 10th of the month. He stated all the overages were primarily Covid related. He further stated the budget would be created by the first of the year and it he would review it with the HAC after the first of the year. Bokhart asked if quarterly financials were being posted. Friesen stated there are items which need to be added.
 - iv. BAG meeting and budget process for FY 21/22
 - 1. Williamson stated he would like to review the expenses and compare them to the east campus and the west campus during the next meeting. Olson added that he would like to connect with Rosa concerning the review and comparison between East and West Campus.
- d. Rules - Tom Bokhart and Gabrielle Powell
 - i. Responses to Public Questions
 - 1. Bokhart stated his committee would be setting up a meeting with the Site Authority's (SA) legal team. He states many rules concerning behavior are driven by state law and he would like to speak to SA's legal representative concerning this.
- e. Community Advisory Group (CAG) and Site Authority (SA) - Tom Bokhart & Gabrielle Powell
 - i. SA and CAG meetings
 - 1. Bokhart stated Dr. Beck and Jim Considine, Chair of the Site Authority are resigning from the CAG.
 - 2. He commented Bill Robe may not be leading the CAG and he suggested the CAG may be uniformly led by the members of the CAG.
 - 3. Bokhart indicated there were 10 issues that were brought to the CAG
 - a. One was not related to the CAG, so it wasn't resolved.
 - b. One was deferred.
 - c. One was referred to the BAG
 - d. One was closed because Bill Robe doesn't believe it to be an issue (Bokhart disagrees)
 - e. The other 6 have not been reviewed.

He stated no real progress had been done with these issues. He also mentioned the CAG meeting minutes are posted online. Powell relayed an owner's question. The owner asked if the news concerning the resignation of both parties had been made officially. Bokhart stated it had not been made official, as far as he was aware it was. He added that he received this notification from Rosa Bravo. Powell relayed another owner question, Rockenstein asked how the change in leadership affect the community? Friesen stated he does not know officially whether there would be any changes. He further suggested the next Site Authority Board meeting on

February 22, 2021, would be the time when any changes would be communicated officially.

Olson stated Dr. Becks resignation is official. Powell and Olson asked if whether Considine's resignation was official. Friesen stated he wasn't aware if there was another individual ready to take Considine's position. Rockenstein asked if the change would affect the Ground Sublease (GSL). Bokhart, Powell and Olson stated there would not be any changes to the Ground Sublease as a result of these resignations.

7. Common Area Maintenance (CAM) Manager Jake Friesen

i. Monthly Report

1. Friesen reported the CDC guidelines concerning Covid are still in effect.
2. Friesen stated CSUCI has a link where individuals testing positive for the virus can report themselves.
3. Friesen stated the pools will be closed on Christmas Eve, Christmas Day and are scheduled to be closed at 3:00pm on the 31st of December and closed on New Year's day. After the 2nd of January discussion about closing one of the pools for the winter season will take place.

Olson asked concerning the additional cleaning of the pools and whether we need to pay for it. Friesen stated the owners do not and the service for cleaning/sanitizing the pools as the pool monitor cleans and sanitizes the pools/spas between uses.

4. Friesen spoke with Site Authority personnel regarding the display of signs in University Glen. As stated in the Ground Sublease, one sign with the dimensions of 4x4 is permitted to be placed on the interior side of the window of resident's homes. He stated Ground Sublease violation notice will be sent if signs are visible from the Common Area requesting the sign be moved from the exterior of the home an interior window. If exterior signs are not removed the CAM office will entertain assessing a fine of \$75 to the homeowner's CAM account. Friesen added anyone wanting to place a sign in the Common Area needs to fill out a property improvement application (PIA) and have the PIA reviewed and approved by the members of the HAC and the Site Authority.
5. Friesen stated as of January 1st, 2021 any athletic equipment including swings would need to be removed. If the equipment is not removed, the UGCAM office could send out a Ground Sublease violation notification. If the piece of equipment is not removed the owner could be assessed a fine of \$75.00. This fine would be added to the owner's CAM account. Friesen again offered if owners with athletic equipment can present a property improvement application to the UGCAM office for consideration and potential approval by the members of the HAC and Site Authority personnel.
6. Friesen stated the community garden committee are requesting funds for improvements. Powell stated the budget that she and the other committee developed is \$1,100.00. Friesen stated there are funds available under the HOA contingency could be considered for use for this request.
7. Friesen stated CSUCI associate architect, Dave Carlson, has informed him that there would be several projects that will start during the new year. Most of these won't affect University Glen and Friesen would forward the list of projects once he receives these from Carlson. Powell asked what type of projects. Friesen stated he only knew of one but no details as of yet. He stated the project that he knew about included the installation a solar panel array near the main entrance to CSUCI.

8. Friesen indicated he has received the request by the Asset Manager of Mission Hills Apartments inquiring who are the members of the HAC's Tot-Lot renovation/design committee, as he would like to share some initial design ideas with the HAC's Tot Lot committee. Bokhart asked if Kevin Olson would be the chair of the HAC's tot-lot renovation committee. Olson stated he would send out a request to any other residents that would like to be a part of it. Friesen said he would work with Olson to organize and convene the HAC's tot-lot renovation committee as requested.
9. Powell asked what the process was to reinstate an already working vendor. Friesen stated the vendors were reviewed yearly. Most contracts are between 1-3 years and they all have a 30-day notice as a contingency.
Friesen stated the pool/water fountain contract is currently being reviewed.
10. Friesen stated the holiday hours for the CAM office would be as follows: 12/21-23 which is Monday to Wednesday from 9:00am to 1:00pm and 12/28-31 Monday to Thursday from 9:00am 1:00pm. Friesen stated he would be on vacation during these weeks and informed the owners his assistant, Victoria, will be in the UGCAM office during for those days.
11. Williamson suggested the CAM office and the SA not require neighbor signatures for interior work when filling out a property improvement application (PIA) and a CSUCI Facilities Services PERMIT APPLICATION (CSUCI-FSPA). Friesen stated SA personnel needs to approve the PIA to assure the work is determined to be a capital improvement which can be added to the sale price. He further stated SA and the CSUCI Facility Services in the past has rejected the application and sent it back to the CAM office for the collection of those signature. Williamson suggested that this be a topic for the next meeting. Powell relayed an owner question, "owner at University Glen" ask if the ground sublease states whether a signature is required. Friesen stated he wasn't aware that the GSL stated that one would need neighbor signatures for interior work. Powell commented that she does understand why she needs "permission" from her neighbor to make changes in the interior of her home. Friesen stated any interior work generally not put forth to the HAC for review and these PIA's go directly to the Site Authority Personnel for review. He further commented the idea of requesting the SA to modify the PIA form to state that the requested signatures by neighbors is a "notification" to inform the neighbors to make them aware of possible construction trucks in the area during the work seems appropriate.
Powell relayed a resident question; a resident would like a "flow chart" created for the PIA process. Friesen agreed it would be a good idea and stated he and his assistant, Victoria, could draft that. Bokhart asked concerning filling out a PIA for all home upgrades. Friesen stated the larger items for example, electrical, HVAC, kitchen, and appliances. These items would require an official inspection, those are the types of items that need a PIA from SA's building inspector to review. Powell relayed an owner's comment concerning having a "PIA data base". Friesen stated the Site Authority has a data base for property improvement applications. Friesen informed the group to review the Ground Sublease, Exhibit B: Approved Capital Improvement for questions about what is approved to be included as a capital expense. Friesen reiterated any improvement to a home in UG increasing the value should be communicated to the UGCAM office and the Site Authority.

8. HAC Additional Discussion and/or New Topics (HAC members)
 - a. No new topics.

9. TIME CERTAIN 7:15 PM - Reserved Public Comments
 - a. No new topics.
 - b. Adjourned at 7:30

Adjourn to Property Improvements Application Reviews

- In the 300 block of East Santa Cruz Island Drive, owner requested adding a swing from a common area tree and that the swing be approved for use during COVID. The swing would be located in the common area directly in front of their townhouse. The purpose of the swing would be to keep her young child entertained. It would be removed after COVID restrictions were lifted. The HAC members questioned whether there was a possible insurance waiver the owner could purchase from the Site Authority/University's insurance carrier to address potential liability issues in common areas. Friesen will be following up with the Site Authority before determining a response to this owner's PIA.

NEXT HAC MEETING: January 21, at 6:00 pm

CAG: January 28, 4 pm

Site Authority: Feb. 22, 11:30

HAC Attendees	
Owners	TH/SFH
Amy Segelin	TH
Chris Williamson	SFH
Danielle	Unknown
Drake Massey	CSUCI Police Department
Tobey Wheeler	TH
Gabrielle Powell	TH
Hello	Unknown
Homeowner	Unknown
Jake Friesen	Kennedy Wilson
Kevin Olson	TH
Lazaro Ramos	BrightView
Mr. McClone	TH
Melea King	TH
Miriam Olson	TH
Paula Rockenstein	TH
Rosa Bravo	Site Authority
TH	TH
Tiina Itkonen	TH
Tommy Bokhart	TH
Victoria Marley	Kennedy Wilson