

UNIVERSITY GLEN COMMUNITY ADVISORY GROUP

Meeting Minutes

February 25, 2021

In Attendance: Mark Hewitt; Bill Robe; Laurie Nichols; Jake Friesen; Rosa Bravo; Jennifer Arriola; Laurie Nichols; Tom Bokhart; Ben Gordon, Miriam Olson

Bill Robe called to order at 4:00 p.m.

Bill Robe opened the meeting to discuss how the committees have been interacting and if any information of streamlining should be brought up.

Jake mentioned that each chair of the HAC's committees has been focusing on the-specific responsibilities they are charged to address. It is saving the UGCAM office time by keeping track of the details of the open items.

Mr. Robe asked the group to think about the frequency of our group meetings. As we have been addressing concerns and may no longer need monthly meetings.

Open Item Discussion and Updates:

- Rules and Regulations (ongoing)
- CAG Charter update (Deferred)
 - o Laurie reported a draft has been sent to HAC Chair, Chris Williamson
 - o HAC president is gathering comments from the rest of the HAC. At this time, requesting more time to get organized with comments
- Solar Policy (ongoing)
 - o Referred to General Counsel
 - o Ongoing with Legal and Risk Management
 - o Underground Utility serving UGlen community that it was aluminum wire and concerned of capacity grid wire. Take into consideration the capacity of taking solar on the electrical grid.
 - o
- Wells Fargo Reserves account - FDIC insured (ongoing)
 - o Site Authority taking this one
- D&O insurance for HAC members (BAG)
- Committee process guidance (Laurie Nichols to clarify further)
- Public Access to Dog Park and Athletic Field (Laurie Nichols)

E&S Ring (by Ben Gordon)

- Ongoing discussion with the Tot Lot Committee and soliciting feedback from the group to come back with a planned proposal to refurbish the Tot Lot
- Finalizing the budget with the BAG for FY 20/21
- LA County released guidelines specific to the pools. LA County is no longer requiring the pool monitor. Ongoing discussion if the community should continue to incur that cost.

UGCAM Report: (by Jake Friesen)

- We continue to review the 2021-2022 UGCAM Budget. Responding to constituents concern about the extra COVID-19 costs and how to anticipate adjustments for the future.
 - It was suggested removing the costs for the COVID19 required additional cleaning and pool monitor and placing expenses exclusively COVID19 below the line of the operating budget.
 - By removing all COVID-19 related costs, The attached home dues will be less by a couple of dollars from last year. This may result in a discussion with SA operations whether we add the savings to the townhouse reserves.
- One option is to analyze Covid-19-specific expenses, and annual conduct a COVID related reconciliation on June 30th. The overage due to COVID will be determined per door and invoiced to individual owners as a one-time surcharge.
- Brightview will be completing the irrigation repair and providing color coded maps for future use.
- Brightview annual tree trimming for the apartments will be complete for this year.
 - Removal of trees near the apartment areas
 - Determining replacement strategies.
- 2021-22 is third year of Brightview contract. An RFP for following year will be prepared.
- Brightview Landscape Refurbishment
 - Irrigation repair has allowed for better watering and landscape is looking better. The rosemary is coming back. Not as many plants need replacement.
 - Brightview continues to reevaluate the Phase 1 Landscape Refurbishing plans.
 - Removal at specific addresses. UGCAM allowed a \$775 per door maximum per the reserves. (This amount may be reduced to include the common areas of the roundabouts and the pools/spas.)
 - Asking for Brightview's input on value and cost savings.
 - Considering meeting with owners at each address and provide the plan of refurbishing a part of Phase 1.
 - Apartments are considering supplementing the plant pallet.
 - Attempting to push forward from a budget standpoint and beautification of the community.
 - A credit of \$775 per door (\$465,000 total) may be adjusted downward based on already completed projects.
 - Last year \$158k was proposed for Phase 1 from Brightview including Single-Family properties on Anacapa, two roundabouts (either end of Anacapa), 2

- blocks of either side of Landing Cove, and courtyards on town side that face Anacapa.
- Ben Gordon asked about the true Common Areas: park areas, pool areas and roundabouts that are considered common areas not "per door" expense.
 - \$500k total in the budget. 21/22 budget will include \$175k expenses.
 - Better irrigation control may reduce need for as much full refurbishment.
 - Plan to not use the entire reserves, if possible.
- The BAG anticipates reviewing the reserve study and balances for the common area reserves in the coming months.
 - Miriam asked about including mulching in the annual budget.
 - The Ventura County Fire District has state wood mulch is considered possible fire hazard.
 - Annual landscape budget includes one-time mulching occurring now as part of operations budget.
 - UGCAM worked on a letter in to VC Fire Dept demonstrating compliance with the annual brush clearance ordinance to provide homeowners insurance.
 - If a attached home has mulch up to the exterior wall surface it may be an opportunity to address a fire concern to include DG within 5-feet of the exterior wall surface, if the budget can absorb the cost.
 - Many Homeowners' prefer is to install DG rather than mulch.
 - From a budget standpoint have been addressing by piecing it out on a location aspect
 - It is more of a TH ongoing issue as the mulch is very close to the TH and is considered a Common Area. The areas up to the SFH's are the jurisdiction of each individual SFH owner.
 - The approach to complete the Common Area landscape refurbishing has backed away from doing it all at the one time, and now has moved forward with the initial irrigation repair, followed assessing what needs to be refurbished and proceeding from there. Concern was raised about how the Reserve Study will be affected if you take out an expense of \$500k one time. The concern is the common area reserves could dip to below 40%.

HAC Report: (by T. Bokhart)

HAC did not request to bring new issues this month.

Discussion regarding D&O insurance for the HAC members. Mr. Robe mentions that it is something Risk Mgmt. should evaluate. Since HAC is not voting or making decisions they may not have exposure.

Mr. Bokhart asked for clarity on how the Brown Act applies to the HAC and committees; if committees should be keeping meeting minutes and allow public attendance.

Bill Robe mentioned SA has allowed the committees on an informal basis. Laurie to circle back with a clarification. Committees can work with UGCAM and Kennedy Wilson to bring their suggestions and ideas. The SA approves based on this information.

Jake mentioned that UGCAM is coming up with first-time processes. Similar to the Social Committee, the process is being suggested to present to the HAC meeting, the HAC may approve that it be sent to BAG for budget approval. Some added procedures are coming forward.

Mr. Bokhart asked if email records need to be kept? Committees are advisory groups intended only to improve communication.

Brief discussion of Rules and Regulations meeting. Gaps with the rules and regulation with apartments. Tried to take out sections that overlap with K.W. similar to the pool and the tot lot. The HAC would like the rules to be identical to the rules and regulations that KW has for their residence.

Draft of rules and regulations can they be adopted by KW for their residence. The rules and regulations will be approved by the Site Authority and will be consistent with KW. Is it possible to have rules for common area that apply for homeowners different from apartment dwellers? KW has their own lease rules and there is a ground sublease. Apartment occupants and owners have different demographic. Enforcement of skateboard in common areas needs more enforcement discussion.

There are differences today within the rules and want to reconcile the differences between the two sets of rules. KW will review rules and regulations with the Rules Committee.

The HAC has seen the draft but not yet shared with community. It can be shared with KW to review the current draft. Mr. Robe mentioned the final decision comes from the Site Authority and intentionally allowing the community to review and bring forward their community input. A possible outcome of having two different set of rules and regulations. Mr. Gordon added the larger challenge may be the enforcement. A discussion should be the next step to organize a meeting with KW.

In response to the letter presented to the SA board regarding jurisdiction for enforcement of rules and regulation. Example: Does the Athletic Field require public access or not. Is the dog park public access or not?

SA counsel to address legal exposure of the committees. Suggest adding \$1M general liability to CAM budget to encourage residence to participate in the HAC The more we know ahead of time the jurisdiction of laws.

Site Authority: (By L. Nichols)

- SA Board welcomed 6 new members including new interim president
 - University preparing for fall face-to-face instruction
 - Safety is at top of all of our concerns for all involved
 - Required to wear masks and maintain 6 foot distance.
- CSU Los Angeles has become a FEMA Federal Emergency Vaccination and Magic Mountain location as well.

Adjourn at 5:27pm

Next HAC meeting- Thursday, March 18, 2021 at 6:00 p.m.

Next CAG meeting – Thursday, March 25, 2021 at 4:00 p.m.

Next Site Authority Board Meeting- May 17, 2021 at 11:30 a.m.