

**UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL**  
**Agenda for Thursday, February 18, 2021 6:00 pm VIA ZOOM only**

1. **Call to Order** - Chair Chris Williamson

- a. Chris Williamson has called to order the meeting at 6:01pm.

HAC members in attendance:

Chris Williamson  
Tom Bokhart  
Melea King  
Kevin Olson (joined at 7:00 PM)

HAC member absent:

Gabrielle Powell

There was a quorum.

2. **Approval of Previous Meeting Minutes** - Chair Chris Williamson

- a. Meeting minutes currently being reviewed for approval by the HAC members.

3. **Public Safety Report** CSUSI Police Department

- a. Officer Kevin Medley reported that crime-wise since last month there is nothing to report. Medley reported a couple of vandalisms at the dairy in the 300-acre park. He reported there were a couple of medical calls as well.

- b. Tom Bokhart asked about the recent activity in the 32-acre development including a helicopter hovering for a length of time. Medley reported that the incident which ended at the far end of the 32-acre property began with a police chase which the suspect eluded the police. The CSUCI police were notified the suspect had been lost in the vicinity. CSUCI police were on the lookout for the suspect. The following morning the gate to the 32-acres was found to have been crashed in the early morning hours. The suspect's vehicle was found crashed in the ditch at the back of the 32-acre development. It is assumed the suspect took off on foot. The authorities know who the suspect is. They have his car. It is in the hands of the authorities now.

Miriam Olson, Owner, questioned whether there was any safety concern/threat to residents with this incident. J Friesen, UGCAM manager, commented communications with Drake Massey of the CSUCI Police Department indicated the department made the evaluation that there was no threat to University Glen residents at any time. UGCAM management noted Olson's request to inform residents regarding this type of situation via Eblast in the future.

- c. C Williamson reminded owners the coffee shop at the Library is open and meals can be purchased. Masks are required while in the coffee shop.

4. **Brightview Staff Landscape**

- a. Lazaro Ramos with Brightview Landscape Service reported that the review of the repairs of the irrigation system within the areas of the homes/apartments have been completed. Only the perimeter areas remain to be reviewed/verified as operating properly. Adjustments to the irrigation system were made as needed during the review process. Ramos reported Brightview was monitoring the irrigation to turn it on or off depending on how much it rains.

Ramos reports the Brightview team is cleaning the planter beds including trimming back/renovating the moreas and birds of paradise. The fertilizing of the grass is being anticipated for the month of March. Mulching of the planters is anticipated to begin in March.

Ramos mentioned Brightview is resuming conversations with the HAC Landscape Committee and Mission Hills Management about the Phase 1 landscape refurbishing project. Additional information is forthcoming.

An owner asked whether there is a budget for the landscape refreshing. Hopper answered, there is an established budget and the conversation is about how to distribute the funds fairly across all constituents.

An owner asked how was it decided where the landscape refurbishing would start? Friesen answered it was agreed to address one area first. Anacapa between Rincon and Channel Islands Drive was determined to be the first area and then with feedback the two blocks along Landing Cove were added to the Phase 1 project.

An owner asked, what is the criteria to determine which areas are addressed? Hopper responded that walking through the community it is pretty clear which units have not had their landscaping attended to.

M. Olson chatted asking whether there are funds in the budget for the proposed landscape refurbishing. Friesen confirmed there are monies in the reserve budget for the landscape work.

- b. Brightview tree trimming service has completed their annual tree trimming activities in the areas of the Single Family Homes and Townhouses. BV will be back the week of February 22<sup>nd</sup> to complete the tree trimming/building clear at the three apartment coves.

## **5. Committee Responses, News, and Reports**

- a. Social Committee – Melea King
  - i. Newsletter
    - 1. Newsletter not discussed.
  - ii. Melea King reported that the Social Committee is clarifying several items regarding the upcoming events. She reports the committee is trying to determine what events may be able to be held on the CSUCI campus. A link to the contact with CSUCI regarding campus use has been forwarded to the social committee.
- b. Landscape - Melea King and Gabrielle Powell
  - i. King reported there were 15-landscape work order requests made last month. 12 work orders have been completed and only 3 WO are pending. King stated that based on the past record this is a big improvement.
  - ii. King reminded the owners that when you log in to RentCafe there is a link to the UGCAM office through which you can submit your work order request.  
The email address for the UGCAM office is [UGCAM@kennedywilson.com](mailto:UGCAM@kennedywilson.com).  
King offered her phone number, 805-312-5350 or email [MeleaHopper@yahoo.com](mailto:MeleaHopper@yahoo.com), if any community member has questions for the Social Committee or Landscape Committee.  
Friesen mentioned that on the University Glen website there is a place to “send a message”. This message comes directly to the UGCAM office.
- c. Finance/Budget - Chris Williamson and Kevin Olson

- i. The annual financial reports for the first two quarters of 2020-2021 are being completed.
    - ii. UGCAM and SA Personnel are planning a meeting with Alliant, the insurance carrier for CSUCI and University Glen to address questions which have been brought forward. The townhall regarding the insurance coverages for University Glen is tentatively scheduled from Tuesday, March 23<sup>rd</sup>. We are planning to have Alliant attend the Townhall Zoom meeting.
  - d. Rules and Regulations Committee- Tom Bokhart and Gabrielle Powell
    - i. T Bokhart stated the committee is working to have the revised rules and regulations be made available to the community for feedback via a platform like google docs, etc.
    - ii. Bokhart commented the solar panel installation guidelines for townhouses is continuing to be worked on by the Site Authority team.
    - iii. Bokhart mentioned conversations among the HAC members regarding what improvements require completing a Property Improvement Application. Friesen offered that some of the confusion seems to be with interior work which requires a Building Permit from CSUCI Facility Services. Projects which have structural, electrical, and/or plumbing changes require a Building Permit. Part of the Building Permit process includes completion of the PIA form where at the bottom of the second page the Site Authority determines whether the improvement is considered a capital improvement or not. There is also an opportunity for the Site Authority to designate the PIA does not need to be reviewed by the HAC members. If it is determined the improvement is a capital improvement as stated in Exhibit B to The Ground Sublease, the associated project costs may be added to the selling price.

Williamson suggests putting together a flow chart regarding the process of submitting a PIA. Bokhart suggested he will work with Williamson to develop a list of improvements and whether PIAs are required to be submitted or not.
  - e. Community Advisory Group and Site Authority Tom Bokhart and Gabrielle Powell
    - i. Bokhart reported that at the January CAG meeting Chief Morris was the group's special guest to address enforcement issues in UG.

Chief Morris stated that if there is any type of danger or threat in UG, the police department will respond and attempt to diffuse the situation.  
It was stated the President of the University or the Board of Trustees does not have the ability to set the rules, policies, and laws in University Glen. Bokhart said he challenged Morris' assertion during the meeting and he said agreed to provide Chief Morris with "real live" situations in UG so Chief Morris could respond to how the police department would or would not respond and what the police could enforce or not enforce. Bokhart went on saying Chief Morris acknowledges the situation in UG is unique and does not have all the answers regarding enforcement.
    - ii. The CAM reserves held by the Wells Fargo Bank were discussed. There are issues with interest rate the funds are earning and the verification of FDIC insurance coverages.
    - iii. Ben Gordon with KW-MF stated the 32-acre development is at least 6-8 months before construction activity will begin due to having to deal with some prevailing wage issues.

- iv. The minutes for the CAG are available on the University Glen website at the following link:  
<http://universityglen.csuci.edu/wp-content/uploads/2021/02/CAG-Minutes-12821.pdf>.

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

- a. Friesen informed the owners UGCAM has been meeting with the Budget Advisory Group (BAG) regarding the 2021-2022 UGCAM Budget. KW-P as UGCAM management submitted an initial 2021-2022 UGCAM Budget on February 1, 2021, as required in our contract with the Site Authority. On February 11<sup>th</sup> the BAG had a meeting where members of the BAG offered constructive recommendations to address the anticipated increases in monthly maintenance rent fees as well as minimize the effects of potential COVID related expenses after July 1, 2021. The finalized budget will be given to the Site Authority by Friday, February 26<sup>th</sup>. The UGCAM Budget will rollover into the Site Authority/Auxiliary Budgets and become a part of the total CSUCI Budget which will be voted on for approval at the Site Authority Board meeting on May 17, 2021. After the 2021-2022 Budget is approved, UGCAM will notify the community regarding the new monthly maintenance rent charges starting July 1, 2021, will be.  
To answer T. Bokhart's question about the reserve studies used to determine the reserve contributions for the 2021-2022 budget, for next year's budget the most recent Level 3 reserve study was used. A new Level 3 reserve study was not procured during the budgeting process this cycle.
- b. Within the community homes and individuals continue to have concerns about enforcement of the COVID directives the State of California and Ventura County have put in place. Members of the HAC have requested the UGCAM office not post signs in University Glen reminding residents the COVID directives are in effect. If owners bring their concerns about other residents in University Glen and compliance with COVID directives. UGCAM will inform members of the HAC regarding these concerns and work together to address the concerns. The HAC members have suggested owners do not want UGCAM to be perceived as policing owners. The signs which have been for many months will remain in place.
- c. At this time the Hillcrest Pool/Spa is the one pool/spa open for use. As the pool monitor does not need to go between two pools, we have reduced the cleaning period to 15-minutes. This has permitted an extra swim period to be scheduled. We anticipate the Hillcrest Pool/Spa schedule will be in effect at least until March 31<sup>st</sup> when the timing for reopening the Townside Pool/Spa will be reevaluated.

7. **HAC Additional Discussion and/or New Topics** (HAC members)

- a. Williamson offered that the upcoming Site Authority Board meeting on February 22<sup>nd</sup> at 11:30 AM will be an opportunity to welcome a large number of new members to the Site Authority Board. Williamson developed a letter which he proposed to be read in part during the public comment portion of the February Site Authority Board Meeting. The letter basically explains the nature of University Glen and how the SA Board is responsible for what is basically a 2,000-person community with an HOA-like quasi governing function. It also mentions the UG residents are waiting for a letter from SA counsel regarding clarification on several jurisdictional concerns, i.e. police, CUSCI vs UG, etc. The letter goes on to mention the infrastructure repayment for the irrigation system installation and it appears UG owners paid for infrastructure in the 32-acre Phase 3 portion of the UG development which was never used. The letter acknowledges the Site Authority

Board has fiduciary responsibilities to UG and the owners in UG look forward to working with all members to the Site Authority Board. The letter mentions that the 20% of the 1% special tax collected by Ventura County comes back to CSUCI. In other parts of Ventura County jurisdictions receiving this 20% monies use the monies to pay for items such as sewer cleaning, etc. In the case of UG owners, we are invoiced for these services through our Monthly Maintenance Rent charges.

T. Bokhart made a motion to present the substance of this letter with a verbal presentation by C. Williamson on behalf of University Glen residents during the public comments portion of the upcoming Site Authority Board meeting on Monday, February 22, 2021. The motion was seconded by M. Hopper. The three HAC members in attendance at this time of the HAC meeting voted in the affirmative. There were no dissensions. The motion carried.

- b. The proposed revisions to the Community Advisory Group Charter (DRAFT) was brought forward. The HAC members discussed the document. T. Bokhart offered he was disappointed with the proposed revisions saying that he did not feel clear direction for the CAG was presented. Friesen verified through R. Bravo the updated CAG Charter is not on the Site Authority Board Agenda for Monday, February 22, 2021.
- c. With regard to the townhomes, the Site Authority personnel have directed UGCAM that per the Ground Sublease, the manual operation of the garage door due to wear and tear will be paid for through the townhouse reserves. This means broken garage door springs, rollers, etc. required for manual operation of the garage doors are included. All electrical items i.e. garage door motors, clickers, or sensors are the responsibility of the townhouse owner. If your garage door is not working properly you can call the CAM office and we will contact UGCAM's garage door vendor to contact, you regarding an appointment to address your issue. If you have had repairs to your garage door's torsion springs in the past, send a copy of the invoice from your contractor and explain what was affecting the manual operation of the garage door which was repaired.
- d. C. Williamson brought forward that various telecommunication companies have installed equipment over the years. When these pieces of equipment are left behind. Generally, these pieces of equipment have a back-up battery to support emergency use. When the equipment is abandoned and the battery is no longer charged, a "chirping" sound is elicited as an indicator the battery needs to be replaced. This is similar to the smoke/fire detectors in our homes. If you are experiencing the "chirping" and you can confirm the equipment is not active, let the UGCAM office know the vendor, i.e. Verizon, etc. and we will contact the vendor to come and remove their equipment.  
Members of the community have brought this concern to UGCAM's attention. In October/November 2020 UGCAM's monthly Eblast gave instructions to eliminate the "chirping".  
We propose to have the UGCAM electrician listen in the area and coordinate.
- e. P. McClone requested a copy of the suggested Rules and Regulations. Williamson offered that the HAC's five members have reviewed the existing rules in the Ground Sublease and the rules in the Mission Hills Leases with the intent to merge and harmonize the two sets of rules in to one. He stated the proposed Rules and

Regulations will be made available in the near future to all owners to review and comment on before moving forward.

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

- a. No public comments presented. Meeting adjourned at 7:15 pm.

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

- a. There were no Property Improvement Applications to review.

NEXT HAC MEETING: March 18<sup>th</sup> at 6:00 pm

CAG: March 25<sup>th</sup> at 4:00 pm

Site Authority: May 17<sup>th</sup> 11:30 am

HAC Attendees	
Owners	TH/SFH
Victoria Marley	TH
Amy Segelin	TH
Chris Williamson	SFH—HAC Chair
Kevin Medley	Cam PD/TH
Jake Friesen	CAM Manager
Kevin Olson	TH—HAC Member
Tom Bokhart	TH—HAC Member
Rosa Bravo	Site Authority
Tiina Itkonen	TH
Patrick McClone	TH
Wendell Grayson	SFH
Melea Hopper	TH—HAC Member