

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL

Thursday, April 15, 2021 6:00 pm VIA ZOOM only

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

- a. Chris Williamson has called to order the meeting at 6:05pm.
- b. Tom Bokhart coordinated meeting due to Williamson's poor connection.

HAC members in attendance:

Chris Williamson
Tom Bokhart
Gabrielle Powell
Kevin Olson

HAC Members Absent: Melea King

There was a quorum.

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

- a. Meeting minutes were approved during this HAC Meeting and the Meeting Minutes will be uploaded to the University Glen website soon.

3. **Representative from Supervisor Park's Office: Vanise Terry**

- a. Linda Park's office has been focusing mainly on Covid-19. On Wednesday, April 14th, Ventura County held a press conference in which they announced that over 521,000 residents in Ventura County have been vaccinated. This means that a little over 50% of those 16 and older in Ventura County have received at least their first dose of the Covid-19 vaccine and about 32% have already been fully vaccinated. In order to reach herd immunity, we need to have between 70 and 80% of the population fully vaccinated. As of Thursday, April 15th, anyone who is 16 or older is now eligible to receive the vaccine. These appointments, however, are still in very limited supply because the Johnson and Johnson (J&J) vaccine has been halted due state and federal concerns about the rare possibility of blood clotting.
- b. To browse available appointments to schedule your vaccine go to myturn.ca.org.
- c. For the elderly, or those without internet access, you may call: +1(833) 422-4255
- d. To find county wide updates on Covid-19, including a weekly streamed press conference, as well as information about vaccinations and testing go to venturacountyrecovers.org.
- e. Ventura County was the first county in the Tri-County Region (Ventura, Santa Barbara and San Luis Obispo Counties) to move into the Orange Tier. Our current numbers are trending towards the possibility of moving into the Yellow Tier. Our 7-Day Case Rate is 2.8 per 100,000 and in order to move into the Yellow Tier we need to hit at or below 2 per 100,000 and if we reach this rate by Tuesday, April

20th, we could move into the Yellow Tier on Wednesday, April 21st. These positive changes are due to community vigilance with testing (roughly 4,000 tests administered per day) and social distancing protocols.

- f. Moving into the Orange Tier will mean that more businesses will be allowed to open, more clients will be allowed into businesses, movie theatres can reopen, and restaurants can begin allowing for limited indoor dining. As of Thursday, April 15th, SOME indoor events will be allowed, including but not limited to: live performances, conferences, and receptions as long as they follow state guidelines.
- g. For those who have been vaccinated and have lost your vaccine record or you need a replacement, you can go online at www.cairweb.org or you can call 1(800) 578-7889.
- h. Gabrielle Powell, HAC member, asked Vanise Terry if there has been any discussion about opening vaccines for individuals aged 12 and older in response to Pfizer medical studies indicating that the vaccine is safe for those aged 12 and older. Vanise reports that the Public Health Director and Medical Director have not discussed this yet, as Ventura County takes their directives from the State. Vanise offered to take this question to the Public Health Director.
- i. Kevin Olson, HAC member asked Vanise Terry for clarification between the reported number of vaccines administered (521,000) and the number of vaccinated individuals (including those with one or both doses). Olson posited whether the number of 521,000 referenced the number of PERSONS or the number of VACCINATIONS ADMINISTERED, because if the number referenced VACCINATIONS ADMINISTERED, then the percentage of PERSONS vaccinated (reported as a little over 50% of those 16 and older in Ventura County) would be significantly smaller. Vanise responds that she does not know how exactly these numbers are counted, however, she will relay the question to her supervisors.
- j. Tom Bokhart, HAC member asked what moving into the Yellow Tier would mean for the University Glen pool, gym, and community center. Jake Friesen, CAM Manager responded that he is unsure but has been in contact with Dae Paula Saulnier, the Business Manager for Mission Hills, as well as the Site Authority about what moving into the Yellow Tier would mean for University Glen and Mission Hills amenities.
- k. Community Member Question: Is there a status update on hemp cultivation in University Glen? Vanise reports that Measure O has passed in Ventura County which allows for the cultivation of cannabis in certain circumstances. For more information on Measure O, please go to: https://vcportal.ventura.org/CEO/docs/Measure_O_Quick_Guide_11-30-20.pdf
- l. Community Member Question: What is the status of the SB 9 Affordable Housing Proposal? Vanise Terry will try to bring a comprehensive report on SB 9 to the next HAC meeting.

4. **Public Safety Report CSUCI Police Department**

- a) Officer Drake Massey reported that the CSUCI Police Department is planning ahead for CSUCI Commencement in May, as it will affect traffic in and around University Glen. A message will be sent out to community members ahead of time. Commencement will take place on May 21st, 22nd, and 23rd, with two ceremonies on each day (one in the morning and one in the evening). It will be a “drive-in style” ceremony which will mean increased traffic mainly on Camarillo St., which will be turned into a one-way street.
- b) As of now, the CSUCI campus is planning to be at 75% capacity during the upcoming Fall 2021 Semester. CSUCI officers plan on stepping up parking enforcement in the coming months as students begin to return to campus.
- c) Abby Isaacs, homeowner, asked Officer Massey via chat who is responsible for opening the gate at the Scary Dairy. Officer Massey responded that because that area (Channel Islands Park) is technically a part of campus it will remain closed until campus is allowed to reopen.
- d) Gabrielle Powell, HAC member, asked for more information on a reported hit-and-run car accident in the neighborhood. Officer Massey responds that he has not personally seen a report about that.
- e) Paula Rockenstein, homeowner, asked via chat whether there will be directional maps of how to navigate University Glen during graduation. Officer Massey responded that yes, directional maps will be given out ahead of time.
- f) Tom Bokhart, HAC member asked Officer Massey what the source of the fire in 32 undeveloped acres was. Officer Massey responded that it was an accident caused by a hobby plane and it was being handled internally.

5. **Brightview Staff Landscape Lazaro Ramos**

- a. Lazaro Ramos with Brightview Landscape Service reported that Brightview has been focused on removing/spraying weeds from DG paths and planter beds, removing leaf debris from under trees and dead plant material throughout the community. Moving into the summer, Ramos believes that ongoing communications will be needed in order to ensure that the sod is receiving enough water to prevent hotspots.
- b. Brightview donated compost to the community garden in honor of Earth Day.
- c. Jake Friesen, CAM Manager, reported that the irrigation in the neighborhood has been erratic, including an area near the dog park that has been turning brown, as well as along Cuyler Harbor. Ramos offered he will look into the concern.
- d. Tom Bokhart, HAC member asked Lazaro Ramos how staffing is working for the Refurbishment Contract. Ramos responded that he is adding more people to his refurbishment team and the refurbishment team will not use members from the maintenance team.

6. 2021 HAC Member Elections

- a. Two positions, two-year term starting July 1, 2021
- b. Nomination due by Friday, May 21, 2021, and candidate statement, if desired
- c. Mail out/Due back by Wednesday, June 16th, 2021 at 5:00 P.M.
- d. Counting by “2-year” HAC members
- e. Jake Friesen, CAM Manager suggests that after the May 20th HAC Meeting, it would be a good idea to have a town hall over Zoom during the following week to meet the HAC candidates. Then ballots could be sent out around June 1st which allows for ballots to be returned by June 16th at 5:00 P.M. and the new HAC members can then be announced in the following HAC meeting on June 17th.

7. Subcommittee Membership and Chair Policy

- a. Tom Bokhart, HAC member, offered a motion to take the Subcommittee Membership and Chair Policy to the next CAG meeting on April 22nd, 2021 as a new item. Gabrielle Powell, HAC member seconded this motion. Yes votes: Tom Bokhart, Gabrielle Powell, Kevin Olson. There was a majority, therefore the motion passed.

8. Committee Reports

- a. Social Committee – Melea King and Maisha Olson
 - i. Neither King nor Olson were present.
 - ii. Jake Friesen, CAM Manager stated that it was his understanding that the Social Committee was not planning on having any events before the end of the fiscal year ending on June 30, 2021.
- b. Landscape Committee – Melea King and Gabrielle Powell
 - i. Phase 1 of landscape refurbishing is underway.
 - ii. Jake Friesen, CAM Manager reports that the Common Area Reserves budget this fiscal year has \$500,00 in it for landscape refurbishing. Lazaro Ramos of Brightview then went over the Plant Palette that was currently being used.
 - iii. Landscape Refurbishing Plant Palette:
http://universityglen.csuci.edu/wp-content/uploads/2021/04/01-Attachment-A0-210415-Plant-Palette-Revised_04.14.21.pdf
 - iv. Tom Bokhart, HAC member asked that if someone has an existing hedge that dies and it is not a plant that is currently on the plant palette, would Brightview replace the plant with the same plant or a different plant from the current palette? Jake Friesen, CAM Manager responded that unless there was no alternative, plants from the current palette would be used.
 - v. Simhan Mandyam, homeowner, asked via chat “As part of the landscaping of Phase-1/2/3... considering the "Home Ignition Zone"[HIZ] consideration as required by the Ventura County Fire Department for both Single Family Home and Townhomes? Has somebody done an "Audit of the landscape plans for each area around University Glen”. Jake Friesen, CAM Manager

responded that an audit is recommended but not required for existing structures. Friesen has been working to put DG where possible around plants that are against the structures. Where DG cannot be used due to budgetary restraints, mulch is used.

- vi. Jake Friesen, CAM Manager discussed the Map of Phase 1, the list of plants that will be used at each address in Phase 1, the calculation of per door allocation, and the addresses in Phase 1 that have already been completed. There was discussion among the attendees, including HAC members Tom Bokhart and Kevin Olson, and CAM Manager Jake Friesen about the possible schemes for Phase 1 of the Landscape Refurbishing Project as well as each scheme's potential effect on the fundedness of the Common Area Reserves. Links to each presented document may be found below:
 - vii. Map of Phase 1:
<http://universityglen.csuci.edu/wp-content/uploads/2021/04/03-Attachment-A2-210407-Brightview-Refurbishing-Phase-1-Map-ATTACHMENT-B.pdf>
 - viii. List of Plants by Address – Anacapa and Landing Cove:
<http://universityglen.csuci.edu/wp-content/uploads/2021/04/04-Attachment-A3-List-of-plants-for-SFH-TH.pdf>
 - ix. Calculation of Per Door Allocation:
<http://universityglen.csuci.edu/wp-content/uploads/2021/04/02-REV01-Attachment-A1-210427-BV-Landscape-Refurbishing-PHASE-1-Cost-Breakdown-158218.02.pdf>
 - x. Phase 1 Addresses Completed in 2020-2021 \$4,397.99 Credit:
<http://universityglen.csuci.edu/wp-content/uploads/2021/04/05-Attachment-A4-Phase-1-List-of-completed-addresses-4397.99-CREDIT.pdf>
- c. Garden Committee – Gabrielle Powell
- i. Gabrielle Powell, HAC member, thanked Brightview for their donation of compost to the community garden.
 - ii. The community garden has come in under budget and is therefore, using the extra money to update their irrigation. They will still be coming in under budget.
 - iii. The community garden is looking into the possibility of a future expansion of the community garden.
 - iv. Tom Bokhart, HAC Member adds that at the most recent CAG meeting they discussed that the community park is considered public access and that this may have minimal impact on the community garden.

d. Finance/Budget -- Kevin Olson

- i. Gabrielle Powell, HAC Member asked whether the fire that occurred in the 32 acres caused damage and if so, how much damage occurred and who is responsible for paying for such damage? Jake Friesen, CAM Manager responded that the 32 acres is Site Authority land and not the UG community's responsibility.
- ii. Tom Bokhart, HAC Member reported on an insurance meeting on April 13th, held with University Glen's insurance carrier Alliance, for the California State School Systems. For townhomes, the insurance policy that we currently have with Alliant is a commercial property style policy, not a condo-specific policy. Alliant created a unique, fictitious campus number in the California State University system for the townhomes and University Glen so that they could write a policy that was unique to us. The slabs in townhomes are not covered by this insurance unless the crack, leak, etc. is caused by an external, insurable event (i.e. a broken pipe).
- iii. Paula Rockenstein, homeowner, asked how this paid through the homeowner's policy? HAC members Gabrielle Powell, Tom Bokhart and Kevin Olsen explain that individual property insurance is the responsibility of the owners. The common area liability and the "paint-line out" coverage for the town houses, as well as a reasonable amount for earthquake insurance for the town houses is included in the monthly maintenance rent.
- iv. Jake Friesen, CAM Manager reported that the upcoming budget for the 2021-2022 fiscal year is waiting to be voted on by the Site Authority on May 17th. At the May HAC meeting, the budget may be shared with the HAC members.

e. Rules and Regulations Committee – Tom Bokhart

- i. Tom Bokhart, HAC member reported that the purpose of the Rules and Regulations Committee was to fix discrepancies between rules made by Kennedy Wilson and rules made by UGCAM for the common areas in the community (i.e. rules that applied to the pools). The Committee also revised and updated existing rules as well as drafted an addendum to the Ground Sublease (i.e. rules about the public gardens, the gyms, etc.). The next step is to either A) bring the draft of the addendum to the Community Advisory Group (CAG) and then to the single-family and townhouse community for feedback or B) bring the draft of the addendum to the single-family and townhouse community first, and then bring it to the CAG. Gabrielle Powell reported that Chris Williamson, HAC Chair, recommended that the draft is taken to the CAG next week for review first.

- ii. Kevin Olson, HAC member, agrees that it should be taken to the CAG for review first, as long as the community is able to review it as well before it is finalized.
- iii. Simhan Mandyam, homeowner, asked whether a top-down or down-up approach will be taken? Gabrielle Powell, HAC member adds, “will homeowners be allowed to vote?” Tom Bokhart, HAC member is unsure how such a vote would be successful. Kevin Olson, HAC member asked if the addendum will be publicly posted. Tom Bokhart responded that yes, it is just a matter of the order in which it is posted (CAG then public, or vice versa).
- f. Tom Bokhart, HAC member proposed that the draft of the rules addendum written by the Rules and Regulations Committee be taken to the CAG next week and ask them if there is any reason why we cannot post the proposed addendum publicly to the community. Kevin Olson, HAC member seconds. Yes votes: Tom Bokhart, Gabrielle Powell, Kevin Olson. There was a majority, therefore the motion passed.

9. Community Advisory Group and Site Authority --Tom Bokhart and Gabrielle Powell

- a. Tom Bokhart, HAC member, reported that at the last CAG meeting, several topics were discussed including the HAC’s response to the CAG Charter rewrite. Nothing was resolved with regards to the CAG Charter rewrite.
- b. There was also discussion about the nature of HAC membership. It was resolved that HAC membership is limited to single-family and townhome owners.
- c. There was discussion with the police about the park being assessable to the public. However, there was no resolution on this issue. The Site Authority agreed to research the implications of the park being assessable to public.
- d. There was discussion about the fence around the 32-acres needing to be fixed. Jake Friesen, CAM Manager reported that Fence Factory had been out a week prior and fixed the fence, including reattaching the screen and relocking the gates.
- e. Directors and Officers (D&O) liability insurance for HAC members and volunteers was discussed, but the Site Authority has decided not to provide that coverage and a quote was not given.
- f. The Wells Fargo reserves account being insured (FDIC) and interest bearing is still being discussed by the CAG.

10. Common Area Maintenance (CAM) Manager Jake Friesen

- a. Jake Friesen, CAM Manager reported that the CAM office is working with Brightview to address the annual brush clearance by June 1st, 2021 per their contract.
- b. Abby Isaacs, homeowner, asked if pedestrians can access hiking trails through the 32-acres. Jake Friesen responded that the land is the University's private property and that he will ask the University, but it is unlikely.
- c. Paula Rockenstein, homeowner, asked if the Landscape Refurbishment Project was looking at refurbishing the 300 block of Landing Cove. Jake Friesen, CAM Manager responded that yes, the 300 block of Landing Cove is included in Phase 1 of the plan.
- d. Paula Rockenstein, homeowner, asked why the Wells Fargo reserves account was still being discussed by the CAG if Wells Fargo was a federally insured bank? Tom Bokhart, HAC member responded that even though Wells Fargo is a federally insured bank, our accounts are only insured up to \$250,000 and we only have one account holding \$3 million.

11. HAC Additional Discussion and/or New Topics (HAC Members)

- a. No new topics were brought up for discussion.

12. TIME CERTAIN 7:58 PM - Reserved Public Comments

- a. Paula Rockenstein, homeowner, asked if the management fee included in the Landscape Refurbishing Project Schemes was paid to Brightview? Jake Friesen responded that yes, the management fee is paid to Brightview.
- b. Paula Rockenstein, homeowner, commented that they believe it is time for the Site Authority/CAG to resolve the issue with Wells Fargo and that University Glen should know where our money is being held. They asked what is keeping this issue from being resolved. Kevin Olson, HAC member responded that the money is currently being held in a Wells Fargo account. He continued that the University doesn't have an investment policy in place that would allow them to invest the money in the way that we would hope. The reason why the issue is not being resolved is because staff at the University would need to draft a policy (which they are most likely not qualified to do) and then they would need to present the draft to the Site Authority and/or the University for approval so that we could then make investments. Historically, public agencies do not take their reserves and invest them commercially. Paula Rockenstein responded that their concern is that the University would be able to use University Glen's money for their own use. Tom Bokhart, HAC member responded that we have segregated our reserve funds into a Wells Fargo account, that the statements have been monitored and that University Glen's money is not being used by the University.
- c. Meeting adjourned at 7:58 PM

CAG: April 22nd at 4:00 pm
Site Authority: May 17th 11:30 am
NEXT HAC MEETING: May 20th at 6:00 pm

HAC Attendees	
Owners	TH/SFH
Chris Williamson	SF-HAC Chair
Gabrielle Powell	TH-HAC Member
Kevin Olson	TH-HAC Member
Tom Bokhart	TH-HAC Member
Vanise Terry	Rep. from Linda Park's Office
Drake Massey	CSUCI PD
Simhan Mandyam	TH
Theresa Olivo	TH
Tiina Itkonen	TH
Lisa Racine	
Sara Dinges	TH
Miriam Olson	TH
Paula Rockenstein	TH
Rosa Bravo	Site Authority
Jake Friesen	UGCAM Manager