

**UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL**  
**Thursday, May 20th, 2021 6:00 pm VIA ZOOM only**

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

- a. Chris Williamson has called to order the meeting at 6:08pm.
- b. HAC members in attendance:
  - Chris Williamson
  - Tom Bokhart
  - Gabrielle Powell
  - Melea King
  - Kevin Olson

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. **Public Safety Report (CSUCI Police Department)**

- a. Officer Curtis De Boni reported that commencement for CSUCI will begin on Friday, May 21<sup>st</sup> through Sunday May 22<sup>nd</sup>. University Dr. will be closed to through traffic. Camarillo St. and Potrero Rd. will be fully open all weekend.
- b. Jake Friesen, CAM Manager asked Officer De Boni if this information was posted online. Officer De Boni responded that he is unsure if it is posted online anywhere.
- c. Chris Williamson, HAC Chair, suggested to Officer De Boni that at some point in the future, the Fire Department and CSUCI PD should revisit the University Glen evacuation plans.
- d. Chris Williamson, HAC Chair, also asked about potentially connecting with the Fire Department to ensure that UG is up to fire code (i.e. mulch). Jake Friesen, CAM Manager, reported that BrightView has been hired to complete the mandatory fire abatement brush clearance by June 1<sup>st</sup>.
- e. Chris Williamson, HAC Chair, suggested having public safety meetings with the community again. Jake Friesen, CAM Manager, responded that in the past they had had Maggie Tougas, CSUCI PD's Emergency Manager, come and speak to the community about safety and that he would reach out to her. In addition, the evacuation plan was included in the most recent E-Blast sent to the entire community.

4. **2021 HAC Member Elections**

- a) Jake Friesen, CAM Manager, reported that nominations for the HAC are due on May 21<sup>st</sup> at 5PM. Once nominations close, a ballot will be made. Then, each candidate's personal statement will be sent out to the community with a ballot

and a stamped return envelope. The ballots must be returned to the UGCAM Office by Wednesday, June 16<sup>th</sup> so that the members of the HAC may count the ballots before the HAC Meeting on Thursday, June 17<sup>th</sup>. The newly elected HAC members will be announced at the HAC Meeting on June 17<sup>th</sup>.

- b) Chris Williamson, HAC Chair, offered that the reason the UGCAM Office was sending ballots through the mail – which may be seen as an unnecessary expense if there are two candidates running for two open seats – is because UG homeowners are being given the opportunity to write in a candidate.

#### **5. BrightView Staff Landscape -- Lazaro Ramos**

- a. Lazaro Ramos reported that he met with Jake Friesen, CAM Manager, about maintenance and mowing practices. BrightView will be focusing their efforts on keeping weeds at bay throughout the community and they plan on completing the annual fire abatement brush clearance by the June 1<sup>st</sup> deadline. Lazaro Ramos will contact the fire department upon completion of the brush clearance to ensure that UG is in compliance.
- b. Lazaro Ramos reported that Phase One of the Landscape Refurbishment Project is currently on track. Demolition of existing plants has begun on Anacapa Island Dr. and Landing Cv.
- c. The main line of the irrigation system ruptured, therefore, Lazaro Ramos will be in close contact with Jake Friesen, CAM Manager, while the main line is being repaired (expected to be fixed by May 28<sup>th</sup> due to commencement). This could potentially affect the Landscape Refurbishment Project by delaying planting in Phase 1.
- d. Gabrielle Powell, HAC Member, reports that she has removed and rerouted many of the tree roots in her front yard to date. She asked Lazaro Ramos what will be done, if anything, to ensure that the tree roots do not disrupt the plants being installed during the Landscape Refurbishment Project. Lazaro Ramos responded that if root removal is too aggressive, the trees will die and therefore, root removal may have to become a part of the regular maintenance in the community to ensure that the trees do not become distressed.
- e. Gabrielle Powell, HAC Member, asked Jake if any more trees were going to be removed. Jake Friesen, CAM Manager, responded that no more trees were going to be removed at the present time. Any trees that are requested to be removed will be put on the list for the annual tree removal next year (2022).
- f. Tom Bokhart, HAC Member, asked if Lazaro Ramos could look at the new sycamore trees in the community park and see why they do not look to be thriving. Lazaro Ramos said that he will look at them and report back to Jake Friesen, CAM Manager.
- g. Jake Friesen, CAM Manager, reported that Phase One of the Landscape Refurbishment Project is in progress and that BrightView is currently working on the townhomes on Landing Cove and the single-family homes on Anacapa Island Dr. Kennedy Wilson Multi-Family has engaged their landscape architect to make

plans for Cathedral Cove. Friesen anticipates receiving the completed plans from KWMF's landscape architect by around May 21<sup>st</sup> and the plans will then be given to BrightView so that they can come up with a cost analysis for the plants needed. If the budget is exceeded, KWMF will absorb the additional costs, not the UGCAM Office or the Reserves.

- h. Jake Friesen, CAM Manager, announced that there will be a meeting (either online or in person) with Lazaro Ramos, the two members of the HAC's Landscape Committee, KWMF, and KWMF's landscape architect to discuss the planting schemes for the round-a-bouts.
- i. If residents have any questions about the Landscape Refurbishing Project, they can email BrightView at: [uglandrefurb.phase1@gmail.com](mailto:uglandrefurb.phase1@gmail.com)

## **6. Committee Membership and Chair Guidance**

- a. Chris Williamson, HAC Chair, stated that the HAC began with three committees and now currently has five. Therefore, it would be important to have written guidance about creating committees and choosing committee chairs. The option to create this written guidance will be passed to the newly elected HAC in July of 2021.
- b. Chris Williamson, HAC Chair, put the adoption of the Committee Membership and Chair Guidance up for a vote. Tom Bokhart motioned to adopt the Committee Membership and Chair Guidance. Melea King seconded the motion. The vote was unanimous to adopt the Committee Membership and Chair Guidance.

## **7. Committee Reports**

- a. Social Committee – Melea King and Maisha Olson
  - i. Melea King, HAC Member, had no announcements.
  - ii. Tom Bokhart, HAC Member, asked Melea if materials were ever purchased for future social events. Melea responded that no materials have been purchased and that she will contact Maisha Olson (Social Committee member).
- b. Landscape Committee – Melea King and Gabrielle Powell
  - i. Phase 1 of the Landscape Refurbishment Project is underway.
- c. Garden Committee – Gabrielle Powell
  - i. Gabrielle Powell, HAC member, announced that the irrigation project has been completed in the community garden and that the project came in under budget. Gabrielle Powell has given all of the receipts for the irrigation project to Jake Friesen, CAM Manager. The garden expansion is the next project that the Community Garden is going to undertake.
- d. Finance/Budget -- Kevin Olson
  - i. Kevin Olson, HAC Member, stated that he needs to have a meeting with the Budget Advisory Group to review property taxes and CFD bond

information. Kevin Olson also reported that he has sent in a request to the Site Authority for this information.

- ii. Jake Friesen, CAM Manager, reports that the variance on the current budget to date is -0.3% (roughly \$6,000). The discrepancies are a result of unexpected pool issues, a price increase for trash removal with EJ Harrison, an electrical bill that had not been sent, etc.
- iii. Tom Bokhart, HAC Member, asked if -0.3% meant that we were currently over or under budget. Jake Friesen responded that we were slightly over budget.
- iv. Chris Williamson, HAC Chair, advised that Jake Friesen, CAM Manager, be aware that the drought currently evolving in California may affect water prices unexpectedly. Jake Friesen added that Lazaro Ramos informed him that because of Phase 1 of the Landscape Refurbishment plan, we can expect higher water bills than usual as a result of needing to establish the newly planted landscape. Chris Williamson wondered what regulations would apply to UG in a drought (i.e. allocation of water) since we are located in an unincorporated area.

e. Rules and Regulations Committee – Tom Bokhart

- i. Tom Bokhart, HAC member, described the purpose of the Rules and Regulations Committee and the draft of the Ground Sublease Addendum made by the Rule and Regulations Committee which had been reviewed by the Site Authority and returned to the HAC. The next step is for the Site Authority to release their draft of the Addendum to the townhome and single-family homeowners for comments. Once the comment period has ended, these comments will be returned to the HAC for consideration. The final draft would then be sent back to the Site Authority who would choose to approve or not approve the adoption of the Addendum.
- ii. Jake Friesen, CAM Manager, per his discussion with Rosa Bravo (Site Authority), suggested that the following schedule be followed:
  1. The HAC moves to post the Addendum for public comments.
  2. Tom Bokhart, HAC Member, then would take the Addendum to the Community Advisory Group in order to include KWMF and the Site Authority in the process.
  3. The CAG will then direct the CAM Office on how to post the Addendum on the website for public comments from June 1<sup>st</sup> through July 7<sup>th</sup>.
  4. The CAM Office would then put all of the comments made during the comment period together and share these comments with the HAC before the July HAC Meeting.
  5. The HAC would then make a motion at the July HAC meeting to bring the Addendum to the CAG on July 22<sup>nd</sup>.

6. At the July CAG meeting, the HAC representative would request the Site Authority personnel to include the Addendum as an action item at the Site Authority Board Meeting on August 9<sup>th</sup>.
  7. The Site Authority would then vote on whether or not to adopt the HAC's recommended Addendum on August 9<sup>th</sup>.
- iii. Tom Bokhart, HAC Member, expressed his frustration with the proposed schedule. He had hoped that the Addendum would be presented for review by the public sooner than the proposed schedule. Tom Bokhart said that he understands that the earliest that the Addendum could be approved is the Site Authority Board Meeting in August, however, he does not understand why the Addendum must be run through the CAG again before posting for public review. Jake Friesen, CAM Manager, responded that the Addendum will be posted on June 1<sup>st</sup>, 2021 for public review.
  - iv. Chris Williamson, HAC Chair, clarified that all comments made by residents will be forwarded to the Site Authority. Williamson suggested that these comments could potentially be listed for public viewing as well as categorized by subject before being sent to the Site Authority. Tom Bokhart, HAC Member, responded that he believes that the HAC has a responsibility to adapt the Addendum based on community comments before submitting the draft to the Site Authority, rather than just sending the comments to the Site Authority for review. Chris Williamson, agrees that the next HAC, beginning in July, will look at the comments made by the community and edit the draft of the Addendum accordingly.
  - v. Tom Bokhart, HAC Member, offered to put together a short explanation of how the HAC would like owners to respond to the Addendum, so that they are able to respond in a way that would be most constructive. This explanation could potentially be included in the eBlast that the CAM Office will send to all owners that includes the draft of the Addendum for comments. Jake Friesen, CAM Manager, offered that this would be very helpful when presenting the comment period process to the CAG as well.
  - vi. Tom Bokhart, HAC Member, motioned to post the current draft of the Addendum, after CAG approval, for the community to review. Gabrielle Powell, HAC Member, seconded the motion. Yes votes: Chris Williamson, Melea King, Kevin Olson. There was a quorum. The motion was passed.

8. **Common Area Maintenance (CAM) Manager--Jake Friesen**

- a. Jake Friesen, CAM Manager reported that the FY 2021-2022 proposed CAM Budget anticipates expenditures totaling \$2.1 Million and reserve contributions of approximately \$334,742. The CAM Budget reflects pro-rata contribution based on 658 dwelling units and 14 retail units that contribute to the CAM budget.
- b. Link to CAM Budget 2021-2022:  
<http://universityglen.csuci.edu/wp-content/uploads/2021/06/07-SA-Budget-22-21.xlsx> CAM.pdf

- c. Tom Bokhart, HAC Member, asked Jake Friesen, CAM Manager, whether the budget included the newly reduced premium for the community from Alliant Insurance. Friesen responded that it was his interpretation that the premium had not changed although extraneous, nonapplicable policies had been removed. Bokhart explained that it was his understanding that when these extraneous policies were removed (i.e. yachts, bursting boilers, etc.), the premium had gone down. Friesen does not believe that the premium changed even though the policy became more specific to the community's needs. Bokhart responded that he hopes the issue will be revisited, as he believes that the point of negotiating a more specific policy was to reduce the premium. Friesen offered to look further into Bokhart's concerns regarding insurance.
- d. Link to CAM Fee Allocation Charts:  
<http://universityglen.csuci.edu/wp-content/uploads/2021/06/06-Single-Family-and-Tonwhome-CAM-Fee-Allocation-Pie-Charts-2021-22.pdf>
- e. Link to Budget Allocation Chart:  
<http://universityglen.csuci.edu/wp-content/uploads/2021/06/04-Budget-2021-2022.pdf>
- f. Tom Bokhart, HAC Member, asked Jake Friesen, CAM Manager, whether or not there was a discussion regarding the target for the Reserves. Friesen reported that the target is between 65% and 70% for the Common Area and Townhome Reserves. For Single Family Home Reserves, the target is well above 70%.
- g. Jake Friesen, CAM Manager, reported that BrightView gave the CAM Office a proposal for just under \$2,000 to section off a portion of the Dog Park in order to let the turf regrow. BrightView is also applying fertilizer and filling in any holes. This process is expected to take around two months and it has been under restoration for a little under one month. The CAM Office is currently awaiting a proposal from BrightView to put bender board and DG around the entrances and water stations in both the Small and Big Dog Park in order to mitigate the formation of mud/puddles.
- h. Jake Friesen, CAM Manager, also reported that he had spoken with Rosa Bravo (Site Authority) and they have decided to move forward with the Trip Hazard Project which is expected to be completed by the end of the fiscal year. It will cost a little over \$20,000 to complete the project. Originally, after inspection, it was determined that the project would cost of \$40,000 and because they budget only allowed \$20,000, only the most critical hazards will be addressed for now.
- i. Jake Friesen, CAM Manager, reported that it was brought to the CAM Office's attention that at the corner of Smuggler's Cove and Elephant Seal Dr. there was an unsafe traffic condition due to parked vehicles. After consulting with Drake Massey of CSUCI PD and the Site Authority, a 15-foot portion of the curb will be turned into a fire lane in order to allow for a clear visual path for both cars and pedestrians. A total of two parking spaces will be removed and a stop sign will be considered if necessary.

- j. Tom Bokhart, HAC Member, asked Jake Friesen, CAM Manager, if he could determine who has the authority to implement new stop signs in the community. Jake Friesen, CAM Manager, says that he is unsure.
- k. Jake Friesen, HAC Manager, reports that at the May 17<sup>th</sup> Site Authority Board meeting, there was a motion by Stephanie Bracamontes (Interim Asst. Vice President Financial Services/University Controller), and as requested the Site Authority approved an investment account with CalTrust to put the University Glen Common Area, Townhouse, and Single-Family Reserves into. There is a meeting scheduled with CalTrust on May 26<sup>th</sup> with Site Authority staff. The investment portfolio options will be presented and during the meeting the staff will inquire about the FDIC insurance up to the amount of the total Reserves.

**9. HAC Additional Discussion and/or New Topics -- (HAC Members)**

- a. Tom Bokhart, HAC Member, asked if adding a second representative to represent the BAG at the CAG meetings would be considered. He believes that financial issues are not being addressed as well as other, non-financial issues. Gabrielle Powell, HAC Member, adds that she would like this representative to be a community member rather than a member of the BAG. Tom Bokhart requested the HAC's approval to bring this topic up for discussion at the next CAG Meeting. Chris Williamson, HAC Chair, stated that he supports the idea of adding a second representative to discuss financial issues and/or the BAG could have designated speaking time at the CAG meetings on a regular basis. Jake Friesen, CAM Manager, added that this topic would be a good one to bring up at the next CAG meeting and that there would be the possibility of having a BAG report included in the packet that is given to the Site Authority Board. Rosa Bravo and Laurie Nichols (Site Authority) can decide whether to approve a BAG report as a part of the Site Authority Board meetings. Tom Bokhart responded that he would like to ask the Site Authority for at least \$40,000 back in lost interest because the Reserves were not earning any interest in the past year.

**10. TIME CERTAIN 7:38 PM - Reserved Public Comments**

- a. No public comments were made.
- b. The chat was accidentally disabled for comments by attendees.

**11. Adjourn to Property Improvement Application Reviews**

- a. A single-family homeowner on the 200 block of Anacapa Island Dr. submitted a PIA to rebuild an existing fence. This PIA was approved by members of the HAC. (No PIA was submitted at time of construction in 2002/2003. Owner presented history of fence to UGCAM via email and UGCAM attached this history to the PIA.)

HAC Candidate Town Hall Zoom Webinar: June 3<sup>rd</sup> at 6:00PM

CAG: June 27<sup>th</sup> at 4:00 pm

Site Authority: August 9<sup>th</sup> at 11:30 am

NEXT HAC MEETING: June 17<sup>th</sup> at 6:00 pm

HAC Attendees	
Chris Williamson	SF-HAC Chair
Gabrielle Powell	TH-HAC Member
Kevin Olson	TH-HAC Member
Tom Bokhart	TH-HAC Member
Melea King	TH-HAC Member
Lazaro Ramos	BrightView
Curtis De Boni	TH-CSUCI PD
Tobey Wheeler	TH
Simhan Mandyam	TH
Paula Rockenstein	TH
Theresa Fuerte	TH
Rosa Bravo	Site Authority
Jake Friesen	TH-UGCAM Manager