

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Thursday, June 17th, 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. HAC members in attendance:
 - Chris Williamson
 - Tom Bokhart
 - Gabrielle Powell
 - Melea King

Members Absent:
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 Chris Jetton (CSUCI PD) reported that Chief Morris of the CSUCI PD has retired and Drake Massey is now the interim Chief of Police. Officer Jetton also warned that although parking during the pandemic was enforced at a lower rate, as we move out of the pandemic, parking and permitting of vehicles will be enforced at pre-pandemic levels once the Fall semester begins and students return to campus.
- b. Gabrielle Powell, HAC member, asked Officer Jetton how to attach a parking permit to a motorcycle. Officer Jetton responded that he does not know if UGCAM or Mission Hills currently makes motorcycle parking passes, but that he has been working with Mission Hills to make one. Additionally, if anyone receives a citation on a motorcycle due to a lack of a permit, they should not hesitate to reach out to CSUCI PD. Officer Jetton recommends that UGCAM create a motorcycle parking decal for their community members and Mission Hills creates one for theirs.
- c. Tom Bokhart, HAC member, asked Officer Jetton if the gates to the Channel Islands Regional Park will be opening with the change in COVID status for the county. Officer Jetton responded that because the park is considered part of the campus proper and the campus is still currently closed, the gates cannot be opened yet, although he anticipates that they will be opening soon.

4. BrightView Staff Landscape -- Lazaro Ramos & Jose Diaz:

- a. Jose Diaz, the Enhancement Manager for BrightView, reported that all of the single family and townhomes in Phase 1 of the Landscape Refurbishing Project have been completed, including irrigation and mulch. If anyone has comments or concerns, please reach out to the project email. The newly installed plants will be continually monitored and replaced if necessary. The refurbishing of the round-a-bouts will begin on June 21st or 22nd depending on when the plants can be delivered. The irrigation in the round-a-bouts is currently being adjusted as well in preparation for the new plant arrangement. Once the round-a-bouts are completed, BrightView will begin refurbishing the landscaping around the apartments.
- b. Tom Bokhart, HAC Member, asked if BrightView was reinstalling or continuing the use of soaker tube style irrigation or if BrightView be using only above ground spray style irrigation. Jose Diaz responded that on the round-a-bouts they will be using above ground spray. Because BrightView is only fixing existing irrigation and not installing anything new, all single family and townhomes have and will continue to have drip irrigation.
- c. Chris Williamson, HAC Chair, asked Jose Diaz whether or not he has heard anything about potentially having to ration water use for landscaping due to drought. Diaz responded that he has heard people discuss it as a possibility but that nothing has been set in stone. However, there is a good chance that water for irrigation will be regulated in the near future due to drought.
- d. Lazaro Ramos reported that if there were any homeowners who were not fully satisfied with the refurbishment of their landscaping, BrightView had met with them personally to resolve any issues. Ramos also reports that residents have been using the Phase 1 Project email to communicate with BrightView, so they will continue to closely monitor that account. Any irrigation that was damaged during Phase 1 has been repaired and/or replaced, so no issues with irrigation are anticipated.
- e. Jose Diaz reported that the drip irrigation system was compromised due to the root systems of the existing trees, so a lot of the compromised irrigation was replaced. Additionally, any breakage of lines in the resident's exclusive use area were also repaired.
- f. Tom Bokhart, HAC Member, asked Jose Diaz if hard or soft irrigation tubing would be used when replacement of existing lines is necessary and whether or not the irrigation tubes would be under the mulch or sit on top of the mulch. Diaz responded that the drip irrigation would be on top of the soil and underneath the mulch and that BrightView will be using standard, hard irrigation tubes.
- g. Lazaro Ramos reported that the maintenance crews were instructed to raise the decks on the mowers because of the heat and lack of water at this time. The sod throughout University Glen is the most vulnerable plant material to drought due to its shallow root system. Brush clearance has also been completed and the

Ventura County Fire Department has been informed. The fire department is anticipated to respond to BrightView soon to ensure that UG complies. Ramos also reported on a meeting that he had with Jake Friesen, CAM Manager, as well as Jason Hughes of CSUCI Facility Services Landscaping, regarding irrigation. He stated that because water is divided between the CSUCI campus and UG, this water is fairly easy to track. Therefore, the reclaimed water usage has been monitored closely by CSUCI Facility Services and will be able to regularly provide reports on reclaimed water usage to the community. During this meeting, it was also decided that the grass in UG would now be watered on Tuesdays and Saturdays and planter beds will be watered on Wednesdays. The rationale for this decision was that the University waters on Mondays and Fridays, and the original schedule for UG overlapped with this. Now we will be able to complete a full watering cycle with no overlap with the University.

- h. Tom Bokhart, HAC Member, asked Lazaro Ramos if every day that either UG or the University irrigates, the tank of reclaimed water depletes. Ramos responded that the tank holds 150,000 gallons and that this is typically depleted during each water cycle (roughly one day). It was concluded that if absolutely necessary, there are roughly two days of water a week that either UG or the University could use for irrigation. Jake Friesen, CAM Manager, reported that he had reached out to Camrosa Water District and the CSUCI Facility Services to discuss the effects of a potential drought. We have not heard back from Camrosa. CSUCI Facilities Services and Brightview commented that mandated water restrictions due to potential drought would only affect potable water and not the reclaimed water that is used for landscaping.

5. **2021 HAC Member Elections**

- a. Chris Williamson, HAC Chair, announced that the ballots for the 2021 HAC Election have been counted and that the video recording of the live ballot count is now available online for viewing. Sandi Boyd received 77 votes, Carolyn Phillips received 61 votes, Joey Alarcon received 26 votes, and Curtis Burgan received 26 votes. There were two write-in candidates: 1 for Maisha Olson and 1 for Simhan Mandyam. There were 103 ballots total that were received. The new HAC candidates who will begin in July of 2021, are Sandi Boyd and Carolyn Phillips.

6. **Committee Reports**

- a. Social Committee – Melea King
 - i. Melea King, HAC Member, reported that the Social Committee chose to use their funding for the 2020-2021 Fiscal Year to buy essential items for the next fiscal year. As of now, there is nothing planned until Quarter 1 of the 2021-2022 Fiscal Year.
- b. Landscape Committee – Melea King and Gabrielle Powell
 - i. Melea King, HAC Member, reported that she is currently looking for at least two more community members to join the Landscape Committee. If you

are interested in joining the Landscape Committee, please email meleahopper@yahoo.com.

- ii. Tom Bokhart, HAC Member, encouraged community members to become involved if they have an interest that aligns with any of the existing committees. Melea King, HAC Member, echoed these sentiments and added that anyone may reach out to any of the HAC Members if they would like to get involved. Gabrielle Powell, HAC Member added that the more people who get involved with the committees, the more the Site Authority will pay attention to the issues that the community cares about.
- c. Garden Committee – Gabrielle Powell
- i. Gabrielle Powell, HAC member, announced that the irrigation upgrade in the Community Garden has been completed. The Community Garden members will be meeting soon to go over the current rules and regulations for the garden. Additionally, the Community Garden has a small budget to expand the garden by 11-12 new plots. There are currently 36 people on the wait list for a plot.
- d. Finance/Budget – Chris Williamson.
- i. Chris Williamson, HAC Member, reported that we are approaching the end of the fiscal year and we should be receiving the preliminary budget reports soon. Williamson expects the numbers to be fairly close to the budget. Additionally, the new CAM fees for town homes and single-family homes will go into effect on July 1st, 2021 and Jake Friesen, CAM Manager will be sending out notifications for the new fees soon. If you have automatic payments sent up, you will need to update the amount in RentCafé. The monthly CAM fee for single-family homes will be \$232.22 and the monthly CAM fee for townhomes will be \$369.34 beginning July 1, 2021.
 - ii. Chris Williamson, HAC Chair, reminded participants that the Addendum to the Rules and Regulations has in no way been adopted yet and can conceivably be changed in the future.
- e. Rules and Regulations Committee – Tom Bokhart
- i. Tom Bokhart, HAC member, reported that the new HAC starting in July of 2021, will decide what happens next with the Addendum to the Rules and Regulations. Bokhart thanked everyone who submitted comments and reported that the HAC will decide how to further change the draft, or not, based on these comments.
 - ii. Chris Williamson, HAC Chair, added that all comments will be submitted to the Site Authority with the Addendum in order to maintain transparency. Unless requested otherwise, UGCAM will automatically redact all personal information from the comments.

7. Community Advisory Group – Tom Bokhart

- a. Tom Bokhart, HAC Member, expressed his frustration with the progress made on issues brought forth by the CAG to the Site Authority.
- b. Gabrielle Powell, HAC Member, asked Tom Bokhart if he believes the CAG still has value. Tom Bokhart responded that he would prefer the CAG to be a decision-making body and it is currently viewed as a discussion group.
- c. Tom Bokhart, HAC Member, said that he had compiled a list of outstanding issues with the CAG and he will continue to compile a comprehensive list of these outstanding issues and then give them to the next CAG representative.

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

- a. Jake Friesen, CAM Manager, reported information relating to COVID updates about the reopening of the pools, gyms, and community center have been sent out to the community via email. There has been discussion around whether or not the HAC will meet in person or continue meeting through Zoom in July. The HAC as well as community members will discuss this moving forward. Friesen has also been in contact with Kevin Olson, HAC Member, who wants to meet to discuss the CFD's, property taxes, and expenditures, and requests that the Site Authority responds to these matters with their comments.
- b. Jake Friesen, CAM Manager, also reported that UGCAM is finishing up their contract with Precision Concrete Cutting to come and complete the Trip Hazard Project. This is currently scheduled for the third week of July and will cost roughly \$40,000 which will be bridged between FY 2020-2021 and FY 2021-2022.
- c. Tom Bokhart, HAC Member, asked if the Trip Hazard Project was addressing the trip hazards that were marked a year ago. Jake Friesen, CAM Manager, responded that yes, the project would include every hazard previously marked. Bokhart responded that he has noticed a severe trip hazard along Channel Islands Dr. and Friesen asked that he send the location to him so that he can bring it to Precision Concrete Cutting's attention.
- d. Jake Friesen, CAM Manager, reported that the Dog Park Refurbishment Project will include adding DG around the water spigots in order to keep those areas from being constantly muddy. The plan is to use some of the remaining Landscape Enhancement budget that comes with Brightview's contract each year. There has been discussion about whether or not there is a better way to get work orders to BrightView and BrightView has offered a couple of options that may be more efficient.
- e. Tom Bokhart, HAC Member, asked Jake Friesen if he can provide an idea of the financials from the past month. Jake Friesen responded that it is very similar to the month before and we are between \$6,000-\$10,000 over budget. Most of this money has to do with unexpected pool repairs as well as the pool monitor.

- f. Gabrielle Powell, HAC Member, asked if any PPE Loans or COVID relief aid has been considered in order to make up for the unexpected COVID expenses. Jake Friesen, CAM Manager, responded that no COVID relief has been considered.
- g. Tom Bokhart, HAC Member, asked Jake Friesen if Monthly Financial Statements are available for residents to look at in the UGCAM Office. Jake Friesen responded that yes, these reports are available. Tom Bokhart also asked if Friesen was receiving regular reports on Reserve Studies from the Site Authority. Friesen responded that he was and invited Bokhart to look on the University Glen website and read the first two quarters' statements that have been published.
- h. Tiina Itkonen, townhouse owner, asked Jake Friesen what day that the Hillcrest Pool gets cleaned, what day(s) do the chlorine levels get checked, and if the insurance presenter had gotten back to UGCAM about some questions that were asked during the presentation a few months back. Jake Friesen responded that the pools get cleaned three days a week until after Memorial Day, when they will be cleaned four days a week until Labor Day. The chlorine levels and the pH are tested daily as a part of Better Pools Los Angeles' (BPLA) contract. The Site Authority is currently editing the Alliant Insurance Presentation for clarity and is including the answers to questions from residents into the video. Once the video is completed, it will be uploaded onto the website.
- i. Tom Bokhart, HAC Member, added that he would like the new HAC starting in July 2021 to create a group that will look further into the issues surrounding insurance, including whether or not the slabs are covered by insurance in townhomes. Tiina Itkonen, townhouse owner, added that the woman who gave the insurance presentation had said that if damage occurred to a series of townhomes, you could still be asked to leave although your unit was still safe, and that she did not know whether or not our current insurance covered this. Itkonen expressed her concern about this moving into fire season.

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

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

10. TIME CERTAIN 7:15 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 300 block of Cuyler Harbor Dr. submitted a PIA to remove a door on the front of their home. This PIA was approved by the HAC. The same single-family homeowner also submitted a PIA to repaint the exterior of their home (Sherwin Williams Ivory Powder). This PIA was also approved by the HAC.
- b. A single-family homeowner on the 200 block of Anacapa Island Dr. submitted a PIA to replace the mulch in the front of their home with rocks/gravel. This PIA was rejected by the HAC, stating that "mulch is the only cover in common areas

for single-family homes. Please work with HAC Landscape for developing alternatives that apply to entire community”.

- c. A townhome owner on the 300 block of Twin Harbor Dr. submitted a PIA to install a water softener on the outside of their home. No cover will be used over the tank. This PIA was approved by the HAC.
- d. A townhome owner on the 300 block of Smuggler’s Cv. submitted a PIA to install an awning over their courtyard. This PIA was approved by the HAC on the condition that no water runoff from the awning will go into the neighbor’s courtyard. The same homeowner submitted another PIA to install a gate into their existing patio fence. This PIA was approved by the HAC with the agreement that maintenance of the new gate is the responsibility of the homeowner.

CAG: July 29th at 4:00 pm

Site Authority: August 9th at 11:30 am

NEXT HAC MEETING: July 15th at 6:00 pm

| HAC Attendees | |
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| Chris Williamson | SF-HAC Chair |
| Gabrielle Powell | TH-HAC Member |
| Tom Bokhart | TH-HAC Member |
| Melea King | TH-HAC Member |
| Lazaro Ramos | BrightView |
| Jose Diaz | BrightView |
| Chris Jetton | CSUCI PD |
| Tiina Itkonen | TH |
| Simhan Mandyam | TH |
| Sasha Strunk | TH |
| Monica Greenberg | TH |
| Brian Pichette | TH |
| Esteban | |
| Mark Hewitt | SF |
| Sandra Bolger | SF |
| Tobey Wheeler | TH |
| Dusty Russell | TH |
| Kristin Tejeda | TH |
| Kathy Wiggins | TH |
| Wolfgang Paasch | SF |
| Miriam Olson | TH |
| Rosa Bravo | Site Authority |
| Jake Friesen | TH-UGCAM Manager |