

*UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL*  
Minutes for Thursday, April 18, 2019 (6 PM)  
UG Community Center-Lounge  
45 Rincon Drive, Ste. 104, Camarillo, CA

1) Call to Order

- a) At 6:00 PM Chris Williamson, Chair of the HAC, called the meeting to order.
- b) HAC members present:

- Chris Williamson, Chair
- Tom Bokhart
- Sandra Boyd
- Mark Hewitt
- Kelli Miller

There was a quorum.

2) Approval of Minutes

- a) The Meeting Minutes for March 21, 2019 HAC meeting were approved by email. The approved meeting minutes will be uploaded to the website shortly.

3) Public Safety Report (Police Officer Mike Shuler)

Officer Shuler reported CIPD responded to the following calls over the past month;

- a) A medical call on 1000 block of Santa Cruz Island drive. A keep the peace call on the 100 block of Cathedral Cove. A disturbance call on the 400 call of Channel Islands drive.
- b) Suspicious circumstances on the 200 block of Cathedral Cove, which checked out Ok.
- c) Medical call 200 block of Anacapa Island Drive. Medical calls 100 block of Frenchys Cove. Check welfare call on 200 block of Frenchys Cove. Medical call 300 block of Santa Cruz Island Drive.
- d) A resident on Santa Cruz Island Drive reported a hand-written note left on car stating person was in violation of parking regulations. Officer Shuler stated the resident was in compliance with parking regulations.
- e) Officers were called to the 100 block Cathedral Cove for a verbal argument.
- f) There have been two mountain lion sightings on CSUCI campus over by the power plant. CIPD is in contact with Fish and Game. No further sightings reported.

- g) Office Shuler reported of two upcoming Campus events; The Autism run will impact traffic on Camarillo Street. Maps were distributed. Jake Friesen, HAC Manager, stated these maps will be distributed to residents via email. The second event is CSUCI Commencement occurring on Saturday, May 18th lasting all day. Camarillo Street will be open for residents leave the UG Community, However, Camarillo Street will be closed for incoming traffic. Residents will have to enter the community via University Drive.
- h) Miriam Olson asked if residents can get mountain lion notifications via email as it happens. Office Shuler stated there are times where residents do not report sightings at the time they see it. Officer Shuler stated he will pass the request on.
- i) David Watts asked if CIPD are trained for medical calls or if officers know who to call in medical emergencies? Officer Shuler stated CIPD have officers who are trained EMT's on duty as CIPD are the first responders serving the Campus and the UG Community.
- j) Tom Bokhart asked what is a 'welfare call'? Office Shuler state it's a general call with a request from a family member who has not been able to get a hold of another family member or friend, requesting CIPD check on the person. Typically, this happens when it concerns an elderly person, or those with a known mental disability.

### **3) Solar Bollard Project**

- a) Motion to purchase the bollards from the HAC members was made by Mark Hewitt and seconded by Sandi Boyd. Five in the affirmative. Motion Passes.
- b) J. Friesen stated once ordered it is estimated it will take 6 weeks to arrive. UGCAM will work with the campus architect, Dave Carlson, on the specific locations of the bollards. J. Friesen stated UGCAM will work to place reflective strips on the top and bottom steps of the stair runs where the bollards will be located.

### **4) HAC Elections**

- a) Chris Williamson stated there are 2 positions will be up for re-election.
- b) J. Friesen stated UGCAM will solicit nominations via an e-blast to residents. Friday May 17<sup>th</sup> will be the deadline for nominations. Those nominated shall include a one-paragraph "statement" to be included with the ballots. The following week ballots will be mailed out to all residents in the community. Ballots are expected to be returned to the UGCAM office by Friday 14<sup>th</sup> of June. The new members will be announced at the June 2019 HAC meeting. The new HAC members terms will begin July 1, 2019.

### **5) Dog park Committee Status- Chris Williamson**

- a) C. Williamson reports 2 out of 3 bids have been received. The goal is to have the park expanded by Memorial Day weekend (May 28<sup>th</sup>).

## **6) Insurance**

- a) C. Williamson reports there are no new information.

## **7) Kennedy Wilson Signage**

- a) Mark Hewitt stated Kennedy Wilson Multi-Family and the Site Authority listened to the CAG's signage requests to add changes to the new sign that will be placed in the entrance of Lewis Road and Channel Islands Drive. Mock ups were shown to residents who were present.
- b) The changes include the following; The lettering for both "Mission Hills" and "University Glen" will be the same size.
- c) A female resident asked, "why are signs going up?" M. Hewitt stated Kennedy Wilson would like to better direct people to the leasing office.
- d) C. Williamson stated the signs will be placed on top of the current base located on the entrance of Camarillo Street.
- e) M. Hewitt stated the other sign will be next to the current "University Glen" sign located on the corner of Channel Island Drive and Camarillo street. The sign will read "Mission Hills Apartments at University Glen, a Residential Community".
- f) J. Friesen stated the sign was approved by the Site Authority. Kennedy Wilson will be paying for the signage.
- g) Simhan Mandyam asked if the signs on the roundabout will be removed? M. Hewitt stated, "No".
- h) Susan Engelmann asked why does Kennedy Wilson need these signs up if there is only an average of one car a day that comes onto the leasing office? J. Friesen stated Mission Hills want to separate itself from the University and have the future residents drive through the UG Community, not the University.

## **8) Budget Advisory Group—HAC Representatives Sandi Boyd & Tom Bokhart**

- a) S. Boyd stated Budget Advisory Group (BAG) was successfully able to give input into the 2019-2020 CAM budget. S. Boyd read a memo that was passed to the residents at the meeting. See Attachment A to these Meeting Minutes.
- b) S. Boyd reported Stephanie Bracamontes (Site Authority Interim Assistant Budget Officer), requested the HAC create a Budget Advisory Group as a means to work together with her and Jake Friesen, UGCAM Manager to draft the 2019-2020 CAM Budget.

- c) S. Mandyam asked if the BAG has power to request changes to the budget? S. Boyd stated the HAC has data in which they can make a recommendation for a budget based on knowledge of actual expenses, which is a good development.
- d) S. Boyd stated that the increase in CAM fees will be due to an accurate baseline on the expenses, and the other reason for the increase is due to electricity, trash, water, and sewer which are not items that are negotiable.
- e) Sandra Bolger asked if the increase is for Townhomes or Single-Family Homes? S. Boyd stated it's for both, as the operating budget pertains to all homeowners and is divided based on the total number of doors in the community.
- f) Once the budget is approved by the Site Authority, the HAC is hoping to share it with the residents at the May 16<sup>th</sup> HAC meeting.
- g) The CAG will be requesting permission from the Site Authority to have Complex Solutions present the findings of the Reserve Study to the community.
- h) The increase of approximately 9% only pertains to the 2019-2020 Operating Budget, which is based on the actual invoices for the past year and increases in basic utility operating costs.
- i) S. Mandyam stated asked if a Reserve Study was completed for UGCAM Budget Year 2018-2019. S. Boyd stated the Reserve Study was done for UGCAM Budget Year 2019-2020.
- j) J. Friesen stated the CAM Fee increase will be effective July 1, 2019.
- k) S. Boyd thanked T. Bokhart who was responsible for breaking down the budget. Teresa Fuerte asked if the residents can get a break down in the numbers before the increase is implemented? S. Boyd said residents can see these budgetary reports which are available at the UGCAM office. J. Friesen stated T. Fuerte is welcome to come to the UGCAM office and he will show her the monthly statements.
- l) S. Boyd stated CAG has requested the right to publish a year to date actuals report that can be attached to the monthly e-blast that is sent to all residents. D. Watts asked who would provide these numbers? J. Friesen stated it would be UGCAM Management. S. Engelman asked if the report can be itemized? S. Boyd stated that will be do-able given the accurate detail kept by the UGCAM office.
- m) C. Williamson stated we will have a monthly statement similar to an HOA, stating how much money is available and how it's being spent.

## **8) Landscape Maintenance**

- a) C. Williamson stated all members of the community are unhappy and not pleased with the landscaping.

- b) J. Friesen stated CSUCI gave notice and will no longer be University Glen's landscapers as of July 1<sup>st</sup>. UGCAM put an RFP together and received bids from six Landscape contractors, which are currently being reviewed.
- c) Separately, UGCAM has received approval from the Site Authority Administration to use CAM Reserve funds to hire a consultant to do several mockups in the community as a first step to refurbish the landscaping in University Glen. A meeting between members of KW-MF, the HAC, CSUCI Facility Services, and Administrators with the Site Authority was held with Mike McDonnell (The landscape designer for the 32 acres) to solicit the intentions and expectations for reworking the landscaping. Reworking the irrigation system to conserve water by installing a drip irrigation system was discussed.  
J. Friesen stated the goal is to put out a bid together for a landscape company to do the mock ups before the new Landscape company begins July 1<sup>st</sup>.
- d) S. Boyd stated the mock ups will be done in townhome, single family, and apartment areas.
- e) D. Watts asked what happen regarding landscaping between now and July 1<sup>st</sup>? J. Friesen said he received the landscaping invoice from CSUCI, and subsequently requested the time log from Facility Services to determine how much work was done in University Glen.
- f) S. Bolger commented on the horrible conditions of the grounds and someone needs to talk to the news regarding the lack of maintenance for the landscaping. She further stated work orders take months to do. M. Hewitt states he has to pull weeds in front of his house as well, however now we're gathering information to move forward.
- g) T. Fuerte stated there are weeds along the DG path that are so high she has concerns of snakes not being visible along the DG path and feels unsafe walking in the area. J. Friesen stated CalFire is coming in and clearing the brush in the area before June 1<sup>st</sup> as is required by law.
- h) M. Olson asked if taking photos of unmaintained areas would help further support KW's documentation of lack of work done around the community? J. Friesen stated yes, that is a good suggestion.
- i) S. Engelmann asked is weeding included in the new contract, and if Kennedy Wilson, who own the majority of the area, pay more for the landscaping contract? J. Friesen stated yes to both questions.
- j) Tobey Wheeler asked why is drip landscaping being considered, given the community already uses recycled water? S. Boyd said we have a limited amount of recycled water and we must conserve it as the water goes to the farmers first, then it comes to our community.
- k) J. Friesen stated Lori Lang gave her resignation and Elaine Crandall Is now the representative for the Site Authority with regards to concerns in University Glen.

6) **Management Office Updates- Jake Friesen (E&S Ring CI/Site Authority reps)**

- a) J. Friesen stated UGCAM is working on submitting forms to SCE to determine if we can receive the green power as a means to save moneys.
- b) Eastman Electrical has replaced sconces on townhomes along smugglers cove. That project continues. S. Bolger asked if single family residents are responsible for replacing their own sconces/lanterns? J. Friesen stated yes.
- c) T. Bokhart asked if UGCAM has received prices to remove trip hazard near the dog park? J. Friesen stated he's received one and is currently seeking 2 more contractors for comparison.

7) **Old Business**

- a) S. Engelmann wanted to discuss the EJ. Harrison recycle bin trash audit. Engelmann stated she spoke with someone at EJ Harrison who stated the homeowners are not being audited. The audit is for the apartments and the University. J. Friesen stated E.J Harrison's rep came to UGCAM's office stating he was auditing the community. Later E.J Harrison told UGCAM the audit was in fact only for apartment and the University. S. Engelmann suggested the apartment complex label the trash bins to make it easier for residents to determine which is trash and which is recycle.
- b) S. Bolger asking about the status of the trip hazard project. J. Friesen stated the RFP is being done to finish the project.
- c) T. Wheeler asked if the resident is sharing trash bills with the University? J. Friesen stated the E.J Harrison bills lists the entire community and separates it by address, and that the billing is separate.

8) **Architectural Reviews**

- a) Owner on 300 block of Fry's Harbor requested addition of lattice fencing to be painted the same color as the house trim. Owner requested approval to paint home. Application was approved.
- b) Owner on the 200 block of Anacapa Island submitted request to paint home. Application was approved.
- c) Owner on the 300 block of Landing Cove submitted PIA to replace flooring throughout home. Application was approved.
- d) Owner on the 300 block of Twin Harbor submitted PIA requesting to place plants and decorative items in the covered entry area outside the front door of their townhouse. Application is pending approval from the Site Authority.

## **9) Construction Updates**

- a) None

## **9) Upcoming Events**

- a) CSUCI Site Authority Board meeting, Monday, May 13, 2019, at 11:30 AM in the John Spoor Broome Library.
- b) Homeowner's Advisory Council monthly meeting, Thursday, May 16, 2019, at 6:00 PM in the Town Center--Community Center Lounge.

## **10) Meeting Adjourned**

- a) Chris Williamson, HAC Chair, adjourned the meeting at 7:46 PM.

### **HAC Attendees**

<b>Owner</b>	<b>SFH/TH</b>
Chris Williamson	SFH
Tom Bokhart	TH
Sandra Boyd	TH
Mark Hewitt	SFH
Carol Borecki	SFH
Stephen Borecki	SFH
Kim Jung	TH
Tobey Wheeler	TH
Simhan Mandyam	TH
David Watts	TH
Brett Eastman	TH
Susan Engelmann	TH
Tina Dreiske	SFH
Sandra Bolger	SFH
Teresa Fuerte	TH
Miriam Olson	TH
Kelli Miller	TH
Jim Welborn	TH
Mike Shuler	CSUCI PD
Jake Friesen	HAC Manager

**Contact Information for Residents (Taken from <http://www.csuci.edu/siteauthority/uglen-residents/>)**

**For Current Homeowners:** All payments of CAM fees shall be made via UGCAM's Yardi Payment Platform, by mailing a check, or by delivering a check to the mail drop at the UGCAM office at 45 Rincon Drive, Suite 103-3B, Camarillo, CA 93012. All maintenance requests shall be made via email at [UGCAM@kennedywilson.com](mailto:UGCAM@kennedywilson.com). For questions about monthly CAM payments or other questions, contact Jake Friesen, UGCAM Manager at 805-702-4038 or by email at [UGCAM@kennedywilson.com](mailto:UGCAM@kennedywilson.com).

**For Home Sales** in the University Glen community, please contact Caroline Doll at 805-437-3232 or [caroline.doll@csuci.edu](mailto:caroline.doll@csuci.edu).

Apartment rentals in the University Glen community, please contact Mission Hills Apartments at 805-465-0249.

Non-Emergency Number for Police Dispatcher: 805-437-8444.