

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Thursday, September 16th, 2021 6:00 pm VIA ZOOM only

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1) Meeting Minutes

I. Call to Order – Chair, Sandi Boyd

- a. Sandi Boyd called the meeting to order at 6:06pm.
- b. HAC members in attendance:
 - Sandi Boyd
 - Tom Bokhart
 - Carolyn Phillips
 - Melea King
 - Kevin Olson

There was a quorum.

- c. Tom Bokhart, HAC Member, motioned to approve the meeting minutes for the August HAC meeting. Melea King seconded the motion. The meeting minutes for the August HAC meeting were approved. The meeting minutes will be posted to the University Glen website shortly.

II. Public Safety Report (CSUCI Police Department)

- a. Sergeant Curtis DeBoni (CSUCI PD) reported that at this time, the CSUCI PD does not have a permitting system for motorcycles in place. Therefore, parking for motorcycles is not currently being monitored. A permitting system is being worked on at this time.
- b. Tom Bokhart, HAC member, asked Sergeant DeBoni if parking enforcement could increase their enforcement at the community park, especially on weekends. Bokhart reported that he has seen an increase in unpermitted cars near the basketball court and dog parks. Sergeant DeBoni responded that he will let parking enforcement know.
- c. Jake Friesen, CAM Manager, thanked CSUCI PD for their installation of a speed enforcement trailer on Channel Islands Drive.
- d. Carolyn Phillips, HAC Member, asked Sergeant DeBoni if parking violations were being enforced the way they were before the pandemic. Sergeant DeBoni responded that yes, parking enforcement is back to pre-COVID levels and that the police department had been alerting residents that parking enforcement would be back to its normal level starting in the early Summer months.
- e. Sandi Boyd, HAC Chair, asked Sergeant DeBoni how officers were able to determine whether a car had been in the same position for more than 72 hours. Sergeant DeBoni responded that a common method was to chalk tires. Boyd

asked if chalking was legally allowed, to which Sergeant DeBoni responded that in our District, he believed that chalking was legally allowed, but that he would check into it and report back.

III. Emergency Preparedness – UG Evacuation Routes

- a. Maggie Tougas, the CSUCI PD Emergency Manager, reported that there are numerous campus resources that UG residents can find on the Emergency Management webpage, found on the CSUCI website. This includes COVID information as well as the “Evacuation Plan for Main Campus & University Glen”. Residents can find evacuation plan maps under the “Evacuation Plan for Main Campus & University Glen” link. These maps can be printed out in advance to have handy in case of emergencies.
- b. Tom Bokhart, HAC Member, asked what the vehicle count on the evacuation maps were. Maggie Tougas responded that the figure of 4,300 vehicles represents the number of vehicles reported to be in University Glen (not including the CSUCI campus) at the time the report was made.
- c. Maggie Tougas explained what a “hi-low” siren was, and it’s uses in emergency situations. Hi-low sirens can be used to alert residents that it is time to evacuate their homes. For those who are hearing impaired, these sirens are paired with light patterns that differ from normal light patterns used on police patrol cars. At this time, Sergeant Curtis DeBoni reports that CSUCI PD does not have hi-low sirens in their vehicles.
- d. Sergeant Curtis DeBoni reported back that CSUCI PD can legally chalk tires in order to determine how long vehicles have been stationary.
- e. The next COVID-19 vaccine clinic will take place on September 23rd at El Dorado Hall. The clinic will be offering the Pfizer vaccine to all students, staff and UG residents. You can schedule an appointment on the CSUCI website, under COVID-19 Vaccine Information for Students.
- f. The Great Shake Out earthquake drill will occur on October 21st at 10:21 AM. Some residents may hear the drill occurring over the campus loudspeakers and all UG residents are encouraged to participate from home if they would like to.
- g. Sandi Boyd, HAC Chair, voiced her concern about the capability of our current roads/infrastructure to handle a safe and speedy evacuation of University Glen, once the 32-acre parcel has been developed. Maggie Tougas offered that she would do her best to help the HAC look into their concerns about egress in University Glen.

IV. BrightView Landscape Report -- Lazaro Ramos, Jose Diaz, & Eric Lopez

- a. Lazaro Ramos of BrightView reported that Jake Friesen, CAM Manager, and representatives from BrightView would be meeting on September 17th with Larry Williams of Ventura County Fire to review the brush clearance that has been completed. In addition, all of the irrigation maps, as well as the current irrigation schedule, are now available online for resident’s use.

- b. Sandi Boyd, HAC Chair, asked Ramos if he knew what part of the brush clearance, if any, occurred on UG property versus state-owned land. Ramos responded that he is unaware of the exact property lines. Jake Friesen, CAM Manager, commented that he brought this question to Laurie Nichols of the at CSUCI Site Authority. Sandi Boyd further commented that she hopes that CSUCI/the Site Authority would pay for the brush clearance on the land that falls outside of the University Glen boundaries. Tom Bokhart, HAC Member, agreed with Boyd's statements and offered that the first step should be to determine the boundaries using a plot map from the County Assessor's Office. Sandi Boyd, HAC Chair, asked that this topic be added to the next Budget Advisory Group meeting agenda.
- c. Jose Diaz, the Enhancement Manager for BrightView, reported that Phase 1 of the Landscape Refurbishing Project is officially completed. The plant health and irrigation will continue to be closely monitored. Jake Friesen, CAM Manager, reported that the total budget for Phase 1 was \$162,616.12 for 207 doors and the round-a-bouts. The overall budget for all three phases is \$500,000, leaving \$337,383.88 remaining for the last two phases. At Mission Hills' request, the scope of work for their portion of the Phase 1 Landscape Refurbishing was reduced from 130 doors at \$569.94, to 100 doors at \$569.94 per door. The Common Area Reserves paid BrightView for only 100 doors. Any additional costs associated with the refurbishing at the Townside Apartments was billed to Mission Hills, reimbursing the Landscape Refurbishing Project budget. Friesen also reported that due to new fire safety directives, Phase 2 & 3 need to be reevaluated. However, at this time, we are within the current budget and on schedule with the Landscape Refurbishment Project. Friesen has been in conversation with Lazaro Ramos (BrightView) and Randy Spitzer (BrightView Tree Specialist) about making a list of trees that will be potentially removed in order to comply with the "5-foot defensible space" fire safety recommendations that are expected to be put in place by 2024. Sandi Boyd, HAC Chair, commented that the neighborhood needs to be notified before trees are going removed. Jake Friesen agreed. Tom Bokhart, HAC Member, commented that mulch as a ground cover should not be used within the 5-foot defensible space. Friesen responded that mulch was not going to be used in the common areas moving forward.

V. Committee Reports

- a. Social Committee – Maisha Olson (Chair)
 - i. Melea King, HAC Member, reported that the Social Committee is planning a Halloween movie night on October 30th at the grassy knoll on the corner of Smuggler's and Frenchy's Cove. There will also be Halloween photo back drops up at the Tot Lot over Halloween weekend, as well as at the movie night. There will also be home decorating and costume competitions.

However, in order for these events to happen, the Social Committee will need more volunteers.

- b. Landscape Committee – Tom Bokhart (Chair)
 - i. Tom Bokhart, Landscape Committee Chair, reported that there were 38 landscape work orders in August. As of September 1st, 21 of these work orders are still open. Bokhart expressed that he believes that there is a lot of work to be done on the irrigation system throughout University Glen and that he will continue to work with the CAM office and BrightView.
- c. Community Garden Committee – Gabrielle Powell (Chair)
 - i. No report on the Community Garden was given.
- d. Finance and Budget Committee – Sandi Boyd (Chair)
 - i. Kevin Olson, HAC Member, reported that there was a discussion with Kennedy Wilson Multi Family about the Tot Lot Refurbishment. Unfortunately, the natural playscape approach that was initially being pursued does not fit within the budget. Therefore, the Tot Lot Committee has been reconvened and is currently accepting new members. Tom Bokhart, HAC Member, offered that he would like to see a smaller tot lot built near the Hillcrest Pool in order to allow families on the North side of the community more local access to a play space. Sandi Boyd agreed that this would be a good idea.
 - ii. Carolyn Phillips, HAC Member, expressed her frustration with taking our budget overage from FY 2020-2021 out of the Common Area Reserves. She stated that the Ground Sublease directs any budget overages to be billed directly to the residents and any funds to be returned to residents if we find ourselves under budget. Tom Bokhart and Sandi Boyd agreed that this matter should be looked into further to determine the right path forward.
 - iii. Sandi Boyd, HAC Chair, reported that water usage rates throughout University Glen were discussed at the BAG meeting. The possibility of individual metering of the townhomes and single-family homes in University Glen is a possibility and residents would be directly billed for their water usage.

VI. Community Advisory Group – Melea King

- a. Melea King, CAG Representative, reported that there is a section of Chapel Street that is closed, and it will most likely be closed for the rest of the year, to replace the hydronic vault. In addition, Kennedy Wilson is currently in negotiations for the 32-acre project, and their ground subleases are expected to be signed in the next few weeks. The Casa Pacifica Angels Wine, Food, and Brew Fest event at CSUCI will be on September 26th from 12:00PM to 5:00PM. If residents would like to

report potholes along Camarillo Street to Lewis Road, please find these phone numbers posted in the September E-Newsletter or reach out to Melea King.

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

- a. Jake Friesen, CAM Manager, reported that at the Site Authority Board meeting on August 9th, the solar panel protocol for townhomes was approved. As soon as he receives a copy of this protocol, it will be posted on the University Glen website.

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

- a. Sandi Boyd, HAC Chair, reported on the history and the current status of the Rules and Regulations Committee. Boyd stated that the Ground Sublease grants the authority to the HAC to make recommendations for any amendments to these regulations that the HAC deems necessary or desirable. Boyd proposed that a public meeting is held to review the proposed addendum and the responses that the HAC has received. This community meeting would be the first of a series of public discussions about the Rules and Regulations. This review should be constructed in a way that engages a larger percentage of the community. After integrating the public comments, a new draft would be created and submitted to the HAC for approval. Then the draft would go to the Site Authority staff and then to the Site Authority Board. Boyd proposed scheduling a one-hour meeting to review the responses in more detail with the community and then a working session to map out the process. Tom Bokhart motioned to approve the proposal of an outdoor, two-hour community meeting to discuss the Rules and Regulations. Carolyn Phillips, HAC Member, seconded the motion and Kevin Olson and Sandi Boyd voted yes. The motion was passed.

IX. **TIME CERTAIN 7:20 PM - Reserved for Public Comments**

- a. Tiina Itkonen, townhouse owner, commented that it might be useful to ask CSUCI PD to do a time study of how long evacuations would take in University Glen, including the new 32-acre project. Itkonen also commented that she loves the idea of putting in individual water meters in each home. This would allow different size households to pay for a fair amount of water usage, especially as water becomes more scarce. Itkonen's final comment was that she has used slim, affordable microphones that fit over her mask during lectures and that this would be a good resource for future community townhall meetings.

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

- a. A townhome owner on the 400 block of Channel Islands Dr. submitted a PIA to add a wrought iron fence and gate outside the cement patio pad of their home. This PIA was rejected on the grounds that the wrought iron fence needs to be placed on top of the cement pad. The HAC requests that the homeowner resubmits their PIA showing the fence located on top of the cement pad for review.

XI. Upcoming Meeting Dates and September 2021 HAC Meeting Attendees:

CAG: September 28th at 4:00 pm

Site Authority: November 8th at 11:30 am

Next HAC MEETING: October 21st at 6:00 pm

HAC Attendees	
Sandi Boyd	TH-HAC Chair
Carolyn Phillips	SF-HAC Member
Tom Bokhart	TH-HAC Member
Melea King	TH-HAC Member
Kevin Olson	TH-HAC Member
Lazaro Ramos	BrightView
Maggie Tougas	CSUCI Emergency Management
Eric Lopez	BrightView
Scott Godfrey	BrightView
Jose Diaz	BrightView
Curtis DeBoni	CSUCI PD
Tiina Itkonen	TH
Simhan Mandyam	TH
Wendell Grayson	SF
Jake Friesen	TH-UGCAM Manager

XII. Link to the July 2021 HAC Meeting Zoom Recording:

<https://www.youtube.com/watch?v=hYpt9lkiEFY>

XIII. Zoom Chat Transcript:

00:40:04 Tiina Itkonen: What time on Oct 21

01:24:58 Melea King: 805-654-2018 (General Public Works)/805-672-2131 (Operations & Maintenance) – Camarillo St from Lewis to the bridge

01:33:11 iPad: Discussion of the rules requires the total participation of the community.

01:33:35 iPad: Total community, not those available on a given day.

01:34:03 iPad: EACH homeowner must be notified.