

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL
Thursday, November 18, 2021 6:00 pm In-Person & Via Zoom

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1) Meeting Minutes

I. **Call to Order** – Chair, Sandi Boyd

- a. Sandi Boyd called the meeting to order at 6:00pm.
- b. HAC members in attendance:
Sandi Boyd
Tom Bokhart
Carolyn Phillips
Melea King

HAC Members Absent: Kevin Olson

There was a quorum.

II. **Approval of Previous Meeting Minutes**

- a. Tom Bokhart, HAC Member, motioned to approve the meeting minutes for the October 2021 HAC meeting. Melea King, HAC Member, seconded the motion. Sandi Boyd (HAC Chair), Melea King, and Tom Bokhart voted to approve the minutes. The October 2021 HAC meeting minutes were approved and will be posted to the website shortly.

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

- a. Lieutenant Chris Jetton read a brief written statement from Laurie Nichols of the Site Authority. Nichols' statement reminded UG residents that there will be a town hall on Saturday, December 4th from 2:00PM – 3:30PM at the UG Community Park to discuss the 32-acre development.
- b. Lieutenant Jetton reported that there had been multiple mountain lion sightings throughout UG. CSUCI PD encourages residents to report sightings as soon as possible, as they have not received news of any of the reported sightings until 20-30 minutes after the initial sighting. This delay can be potentially dangerous for other residents.
- c. Lieutenant Jetton also reported that there was an incident involving a man pointing what appeared to be a rifle at passing motorists on Potrero Road. The initial pursuit lead away from UG and CSUCI campus, therefore, no notifications were sent out at that time. When the pursuit began to head towards campus, an emergency notification was sent out over the University loudspeaker system. A CSUCI alert was in the process of being sent out to all students and residents when the suspect was apprehended without incident. This rendered the alert unnecessary, therefore, it was not sent out at the time. An update was then sent out later.

- d. Tom Bokhart, HAC Member, asked if the emergency loudspeaker system on campus only triggered speakers inside the buildings. Lieutenant Jetton responded that it activates all speakers, indoor and out, on campus.
- e. Gabrielle Powell, townhome owner, asked Lieutenant Jetton if the suspect did in fact have a firearm. Lieutenant Jetton responded that he had a pellet/BB gun that looked like an actual rifle.

IV. BrightView Landscape Report – Scott Godfrey

- a. Scott Godfrey, the Regional Manager for BrightView Landscape Services, reported that as we move into the fall, BrightView will transition from the routine maintenance (weeding, pruning, and mowing) to prepping for spring (deep bed cleaning, over-seeding in some areas, etc.).
- b. Melea King, HAC Member, asked when the first round of annual tree trimming will continue. Godfrey responded that tree trimming will resume the following Monday, Tuesday, and Wednesday . The first round-a-bout may be shut down to safely trim the trees located around it. Carolyn Phillips, HAC Member, asked what deep bed cleaning was. Godfrey responded that deep bed cleaning refers to removing weeds and cleaning leaf debris out of planter beds that were previously harder to reach during the spring and summer months. Phillips stated that she believes that this has not been done in the past. Tom Bokhart, HAC Member asked Jake Friesen, CAM Manager, if owners believe that they have planter beds in need of deep bed cleaning, can they submit a work order? Friesen responded that yes, owners can submit a work order.
- c. Tobey Wheeler, townhouse owner, asked why leaves are raked rather than removed using a “leaf vacuum” as they use on the East Coast. Scott Godfrey responded that BrightView did look into the use of leaf vacuums although they are not typically used on the West Coast. BrightView has also looked into contracting out a street sweeper, but it has not made sense from a financial standpoint. Godfrey clarified that he was referring to the large vacuums that are attached to a truck, not the “walk-behind” vacuums which BrightView could likely invest in.
- d. Eric Lopez, the account manager for University Glen, reported that the Dog Park Refurbishment Project is in progress. BrightView has just reseeded the dog park turf and the newly seeded section has been cordoned off to eliminate any possible damage from foot traffic. BrightView is also working on a proposal for the Community Garden expansion. BrightView continues to monitor the irrigation system, including toggling down the water as we move into the winter. The main priority of the maintenance crew in the fall is leaf debris. No mowing will take place next week, as it is the holidays and is therefore a short week for the maintenance crew. If anyone needs burlap bags for yard trimmings, please reach out to Jake Friesen, CAM Manager.

V. Committee Reports

- a. Social Committee – Maisha Olson (Chair)
 - i. Melea King, Social Committee Member, reports that the committee spent \$794 this fiscal year which represents 26% of their annual budget of \$3,000. The Committee was initially planning another outdoor movie night event, however, it would fall on Thanksgiving weekend, so the event was cancelled to avoid low participation during the holidays. The movie night has been rescheduled for Saturday, December 11th and will be showing The Polar Express. Gabrielle Powell, townhouse owner, asked if they would be showing a double feature with a movie geared towards adults later in the evening. King responded that she doesn't know at this time but can ask the chair of the Social Committee, Maisha Olson.

- b. Landscape Committee – Tom Bokhart (Co-Chair) & Carolyn Phillips (Co-Chair)
 - i. Tom Bokhart, Landscape Committee Co-Chair, reported that he is working to set up a meeting with BrightView, Jake Friesen, and Kevin Benn (townhouse owner) to discuss the irrigation concerns in University Glen. Bokhart wants to focus on areas where the irrigation may be causing plants to die. Bokhart reported that mulch will no longer be used as a groundcover and that rock will most likely be used moving forward. The Landscape Committee is considering to request the addition of a fourth phase to the Landscape Refurbishment Project that would include parts of the DG path along Long Grade Creek. Tobey Wheeler, townhome owner, shared his appreciation that the Landscape Committee is working on the irrigation in UG. Carolyn Phillips, HAC Member, asked Wheeler if his alleged loss of irrigation was due to the wildfires that took place in 2017. Wheeler responded that he does not believe that his irrigation concerns were caused by the wildfires. Bokhart added that Wheeler's concerns about irrigation are shared by many of his neighbors along the Long Grade Creek corridor which is why the Landscape Committee is looking to add the fourth phase to the Landscape Refurbishment Project.

- c. Community Garden Committee – Gabrielle Powell (Chair)
 - i. Gabrielle Powell, Community Garden Committee Chair, reported that there are three possible lay outs for the community garden expansion. Powell explained that the use of a backhoe or similar type of equipment will be necessary for the expansion. She has discussed with both the university and with BrightView to see if they have a backhoe that can be used. BrightView has offered to help in various ways, including killing the grass where necessary, in order to help reduce costs. Powell said that the committee is hoping to add fifteen new plots to the community garden.

- ii. Tom Bokhart, HAC Member, stated that the Community Garden is listed as an amenity in Kennedy Wilson’s Ground Sublease. Bokhart asked if the new residents in the 32-acre project will be able to use the Community Garden and if so, Kennedy Wilson may be willing to assist in paying for the garden expansion. Powell added that she and Jake Friesen, CAM Manager, have been in discussions about this before and will continue to look into it.
 - iii. Carolyn Phillips, HAC Member, commented that the Community Garden expansion is going to be expensive and it is going to only benefit a few people in the community. Phillips suggested the idea that the money used for the expansion could be paid off over time by those who have Community Garden plots through a rental/user fee. After the cost for the expansion is paid off, then all future monies collected through the rental/user fees would be used for future improvements. Melea King, HAC Member, asked what would happen if someone chose to stop paying. Phillips responded that it could be a one-time fee upfront, not a monthly/regular payment. Jake Friesen, CAM Manager, added that if the Community Garden Committee put a proposal together to present to the Budget Advisory Group (BAG) in which their plan for the garden expansion would be paid back in some way (i.e., a loan), then he recommends that they put together a plan that consists of everything they would really like to do. Melea King, HAC Member, asked Powell if the proposed fifteen new plots are already filled based on the waiting list. Powell responded that yes, there are currently around thirty-five people on the waiting list.
- d. Finance and Budget Committee – Sandi Boyd (Chair)
- i. Sandi Boyd, HAC Chair, reported that the new reserve study will begin in December of 2021 and continue for eight weeks. An issue that Boyd would like to see resolved is the length of the time that certain items are given in the reserve studies before they are said to be in need of repair or replacement. For example, she stated that she has seen pool pumps in UG fail at a much faster rate than is projected by the reserve studies. Boyd will also look at the amount of money that is budgeted for the replacement of certain items. She states that in past reserve studies, they have either overestimated or underestimated the cost of certain projects, such as the Landscape Refurbishment Project.
 - ii. Carolyn Phillips, HAC Member, stated that throughout the years, certain items have been a part of the reserve studies and then have been removed. For example, she states that the exterior light fixtures on the single-family homes were originally in the reserve studies and no longer are as of 2015. Phillips argued that you cannot remove an item from the reserve study if residents have contributed money to it. Tom Bokhart, HAC Member, responded that the money does not leave the reserves, it

is just used for other things as deemed necessary. He continued that in 2018, many things were added or removed from the reserve study because certain items that were supposed to be paid for by the Site Authority per the Ground Sublease had been previously paid for by reserves. Sandi Boyd, HAC Chair, added that if there are certain things, such as the exterior light fixtures on the single-family homes, that the community would like to be added to the reserve study, that is a conversation that can absolutely be had.

VI. Community Advisory Group – Melea King

- a. Melea King, the CAG Representative, reports that if anyone would like to “adopt” CSUCI students who cannot travel home for the holidays, please reach out to her.

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

- a. Jake Friesen, CAM Manager, reported that the contract for the new playground has been signed and the project is anticipated to be completed by March 30, 2022. The anticipated budget for October 2021 was \$149,263.05 And the actual budget was \$149,698.21. The part of the dog park that has been closed for refurbishing is now open for use. Sandi Boyd, HAC Chair, asked if UGCAM has looked at other options for more “dog resistant” turf. Friesen responded no, not at this point. Tom Bokhart, HAC Member, asked Friesen if there is any item to date that is so over budget that he is concerned. Friesen responded no, not at this time. Bokhart also asked if the Site Authority had made their payment for monies owed to the Townhouse Reserves from when they had ownership of 88 townhomes. Friesen responded that UGCAM is waiting for the Site Authority’s approval of the first quarter reserves for FY 2021-2022 and that he anticipates that the payment from the Site Authority will appear in the reconciliation.
- b. Bokhart stated that he noticed a new irrigation standpipe located at the front of the 32-acre development with a hose attached to it. He asked if they can put a separate meter on it so the residents do not have to pay for that water. He does not know if it is already metered or not.

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

- a. No new topics were discussed.

IX. TIME CERTAIN 7:16 Time Reserved for Public Comments

- a. Tobey Wheeler, townhome owner, read the following statement aloud: “Concerning our CAM fees... I have been reading extensively about common area management and over and over again the words appropriate, customary, reasonable or contractual come up concerning community expenses. I am questioning the following CAM expenses based on this premise. I have forwarded these observations to the CSUCI Site Authority for clarification. Through their representative, I have been instructed to bring the issues up as part of an

administrative process to the elected HAC members at a scheduled HAC meeting. I did not contractually agree to mediation and I maintain mediation funding is not an appropriate, customary, or reasonable use of the fees collected for common area maintenance (CAM) associated with utilities, maintenance, or repair. There is no mention of mediation within the Ground Sub-Lease so I do not recognize mediation as a contractual obligation of the Ground Sub-Lease. I also do not see a need for mediation and if it were to be necessary, it is customary that the individuals involved, not the community, would pay for those services. Social Clubs are volunteer organizations which individuals may join of their own free will and accord and supported by membership fees or donations of time and/or money. Parades, movie nights and the distribution of holiday candy are not an appropriate, customary, or a reasonable use of common area funds (CAM) associated with utilities, maintenance, or repair, nor are they a contractual obligation of the Ground Sub-Lease. Our representatives and management company have a fiduciary duty to ensure all monies spent are for the predetermined costs associated with maintaining and improving the community. Additionally, what's missing here is we cannot justify billing \$3,000.00 against ALL homeowners, when relatively few homeowners participate. If 15 families participate in Social Club activities, that means those who participated received a value of \$200.00 ($\$3,000.00/15$), the cost of the events divided by the participants is highly relevant. Whether 15 families (\$200.00 value) or 30 families (\$100.00 value), I venture to say if you approached and of these families and offered to have movie nights at a charge of \$200.00, or even \$100.00 per family, you will soon find everyone has other plans. As one of the original Social Club members, I fought its funding on January 16, 2020, and continue to hold that it is not a CAM expense. The Social Club should not be a CAM budget funded activity. For over a decade the Garden Club has maintained its own volunteer efforts. Homeowners gladly towed their own weight and knew it was not an amenity of University Glen CAM. Happily, they grew various plants pleasing to them. I personally enjoy viewing the dahlias and poppies when they are in season. I am told the current number of gardens is 14. There is a proposal to double the size of the garden. In simple math, adding another 14 garden plots is said to cost a minimum of \$8,500.00 or \$607.15 per plot. Why are 272 homeowners contributing \$8,500.00 to the benefit of 14 individuals at a value of \$607.15 each? There will never be a possibility of all residents participating, or even a significant number of homeowners gardening. Garden plots are not an appropriate, customary, or reasonable use of the common area maintenance funds associated with utilities, maintenance, or repair. Garden plots are not a contractual responsibility of the Ground Sub-Lease. In closing, I appreciate all the efforts our volunteers put forth. I do enough volunteering to understand the time involved, hard work and many associated obligations that come with that pleasure. I believe that at some point our highly paid management company, Kennedy Wilson, should have stepped up and explained the fiduciary responsibilities associated with community funds held in trust. The bottom line on these budget items is, from the publications I have

read, they are not recognized by the Ground Sub-Lease, are not appropriate, customary or reasonable and are not a contractual obligation of homeowners.”

X. Adjourn to Property Improvement Application Reviews

- a. There were no Property Improvement Applications at this time.

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

UG Town Hall meeting on the 32-acre development: Saturday, December 4th at 2:00 PM

CAG: December 9th at 4:00 pm VIA ZOOM

Next HAC Meeting: January 20th at 6:00 pm VIA ZOOM

Site Authority: February 28th at 11:30 am VIA ZOOM

HAC Attendees	
Sandi Boyd	TH-HAC Chair
Carolyn Phillips	SF-HAC Member
Tom Bokhart	TH-HAC Member
Scott Godfrey	BrightView
Melea King	TH
Eric Lopez	BrightView
Christopher Jetton	CSUCI PD
Gabrielle Powell	TH
Tobey Wheeler	TH
Carol Borecki	SF
Steven Boyd	TH
Gerrick White & Veronica Marin	TH
Simhan Mandyam	TH
Unknown	
Unknown	
Unknown	
Jake Friesen	TH-UGCAM Manager

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

<https://www.youtube.com/watch?v=1QsNyjiRI90&t=3375s>

XIII. Zoom Chat Transcript:

00:09:35 Simhan Mandyam: No audio on Zoom available
 00:09:51 Simhan Mandyam: Please turn on the microphone on the broadcast
 00:10:56 Simhan Mandyam: yes
 00:13:28 Jake Friesen: Please let us know if at any point you cannot hear us!
 00:30:45 Jake Friesen: Is Steve Offerman online?