

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL

DRAFT Minutes of October 20, 2022 Meeting

This HAC meeting was an in-person meeting held in the Town Center Community Room.

1. **Call to Order:** Co-Chair, Carolyn Phillips, called the meeting to order at 6:03 p.m. HAC members Sandi Boyd, Mary Kennedy, Lori Macdonald and Tobey Wheeler were in attendance. A quorum was present. Roberts Rules of Order governed the meeting.
2. **Site Authority (John Lazarus):** John Lazarus, Executive Director of Operations – Site Authority, informed the HAC that:
 - (a) Bus Stop Identification – school bus stop temporarily relocated from near Anacapa Canyon north of Town Center to keep kids from being affected by the construction. It will remain there for the undetermined future.
 - (b) Anacapa Canyon – construction of the apartments is underway; workers are being allowed to park on the north side of Channel Islands.
 - (c) Homeowners Manual – received feedback from UGCAM. Next step is getting feedback from the Site Authority upper management (Lori Nichols) and staff attorney, then the HAC.
 - (d) Replacement of Mulch – Per fire code, beginning 2024 combustible materials within five feet or less of structures must be eliminated. Removal of mulch and replacement with rock is not currently budgeted for. It was suggested that the HAC and the community at large wait until the 2023-24 budget then budget for removal of mulch and have the work completed in Q1 and Q2 of 2023, which would have the work completed in December of 2023 (just ahead of the January 1, 2024 defensible space compliance deadline).
 - (e) Safety Fair and Coffee with the Cops – The event will take place outside of the Leasing Office at Town Center.
 - (f) Townhome Solar Agreement – still awaiting legal review.

The Site Authority Report was accepted pursuant to an omnibus resolution made following adjournment of the HAC meeting.

3. **Common Area Maintenance (CAM) Manager (Jake Friesen – not present):** The CAM Manager Report was read into the record by John Lazarus and subsequently emailed to the HAC. A copy of the report is attached as Exhibit A to these minutes.

The CAM Manager Report was accepted pursuant to an omnibus resolution made following adjournment of the HAC meeting.

4. Public Comments – None.

5. Approval of Minutes

Ms. Kennedy made a motion to approve all outstanding minutes. Ms. Boyd seconded the motion. *No vote was taken on this motion to allow for a discussion thereof.*

Mr. Wheeler presented an objection to the inclusion of clarifying footnotes in the draft minutes for the September 2022 HAC Meeting (which draft minutes were previously submitted to the HAC members for review and comment) on the grounds that such the language in the footnotes were not uttered during the September 2022 HAC Meeting. Mr. Wheeler made a motion “to table the minutes until Mr. Friesen corrects them and takes me out of the position where he’s trying to reduce my credibility”. *No vote was taken with respect to Mr. Wheeler’s motion because HAC members noted that, according to Robert’s Rules, a second motion may not be made when a motion has already been made, seconded and not voted upon.*

Ms. Boyd amended the motion on the table (to approve all outstanding minutes) to include that the draft September 2022 minutes be amended to remove the comments to which Mr. Wheeler objected. Ms. Kennedy accepted Ms. Boyd’s amendment to the motion on the table as a friendly amendment. Ms. McDonald seconded that motion with the friendly amendment. *No vote was taken on this amended motion.*

Ms. Boyd made a second friendly amendment to the motion on the table that the dates of the draft minutes being voted upon be specified in the original motion. Ms. Boyd then specified that the motion to approve the minutes were made with respect to the July, August and September draft HAC Meeting minutes. *No vote was taken on this amended motion.*

It was clarified that the motion on the table was a motion to approve the minutes for July, August and September 2022, with the dates clearly written on them, with all editorial comments and/or footnotes stricken from them. Ms. Boyd called the question to vote upon the minutes. *Three votes were made in favor of the amended motion; two votes were made against the amended motion. The motion was passed three to two.*

6. Public Safety Report (CSUCI Police Department)

On behalf of the CSUCI police department, Sergeant Rosas reported that:

- (a) Traffic Enforcement – officers are still continuing to conduct traffic enforcement around the construction and bus loading zones as requested;
- (b) Incident Report – during the period since the September 2022 HAC meeting, officers responded to:
 - i. four (4) catalytic converter theft-related incidents – the investigation of which are still ongoing;
 - ii. one (1) report of vandalism at the water tanks for which they requested Facilities Services assistance to clean-up;

- iii. an accidental hazardous spill of about a gallon of gasoline made by a UGlen resident while filling up their boat – Ventura County Fire assisted in the clean-up efforts; and
 - iv. three (3) thefts from vehicles in UGlen – one arrest was made and the stolen item was returned to its owner.
- (c) Reminder(s) – Sergeant Rosas stated reminders regarding the upcoming Coffee with the Cops and Operation Safe Halloween events.

The Public Safety Report was accepted pursuant to an omnibus resolution made following adjournment.

7. Committees

- (a) Landscape (Tobey Wheeler, Lori Macdonald, Carolyn Phillips) – No report.

Ms. McDonald noted that there was no report because no meeting was had by the committee. Nonetheless, Chairperson Phillips solicited comments from Mr. Wheeler, who mentioned issues about which he was aware and answered a number of questions asked by other HAC members.

- (b) Social Committee (Tobey Wheeler) – No report.

- (c) Garden Committee (Gabrielle Powell, Carolyn Phillips, Tobey Wheeler) – No report

HAC Chairperson Phillips noted that there was no Garden Committee report because the Garden Committee Chair (Gabrielle Powell) was not in attendance. HAC Chairperson/Garden Committee Member Phillips indicated that she had asked Ms. Powell questions regarding the purpose of and costs associated with the garden gate installation but received no responses from Ms. Powell. These questions and the makeup/oversight of the Garden Committee were tabled for later discussion.

8. Budget Advisory Group (Sandi Boyd, Lori Macdonald)

- (a) Q1 Budget Update – Ms. Boyd reported that the UGCAM Monthly Report to the Site Authority for the period ending Sept 2022 contains a \$19,905 year-to-date negative variance related to water and sewer, explained the collaborative process with CSUCI Facilities that informs the dollar amounts allocated to that particular line item in the operations budget, and noted that water rates and usage have increased since the budget was submitted and approved. Ms. Boyd encouraged all residents to be conscious of their water usage and modify household behavior to reduce usage.
- (b) Homeowner Reserve Funds Management Update – Ms. Boyd presented information regarding the handling of UGlen Homeowner Reserve Funds. Historically, Reserve Funds held by the CSUCI system was commingled with other CSUCI funds. Unsuccessful efforts were made to have the Reserve Funds segregated and placed in an FDIC-insured bank

account (i.e. invested appropriately for a collection of homeowners). In the spring of 2022, without notice to the community, the Reserve Funds were transferred back to the CSUCI System and placed in investment accounts with CalTrust, which put the principle of the Reserve Funds at risk/subject to market fluctuations. When the community was made aware of this transfer of funds into CalTrust investment accounts, there was already unrealized losses sustained and the Reserve Funds could not be withdrawn without the losses being realized. As of the end of August 2022 the Reserve Funds investments have sustained unrealized losses in the amount of \$12,500.

A motion was made to have the HAC request that the Site Authority direct the CSU System staff to sell the investment when the value equals the original amount invested and reinvest those funds in a ladder of interest paying government bonds with a goal of returning the rate anticipated in the Reserve Studies. The motion was seconded by Ms. McDonald. *No vote was taken on this motion.*

Following a discussion called for by Chairperson Phillips, the motion was amended to have the HAC request that the Site Authority direct the CSU System investment staff to sell our investment when the value equals the original amount invested and reinvest those funds in a ladder of interest-paying methods that are federally insured with a goal of returning the rate anticipated in our Reserve Studies, and terminate the process of putting more money into that account.

Chairperson Phillips called for a vote on the amended motion. The motion passed with a vote of four in favor thereof and one against.

- (c) Reserve Studies 2022-23 – Ms. Boyd gave a presentation on the Reserve Studies for the fiscal year that ends on June 30, 2023, which is available on the CSUCI website on the Owners Resources tab. Ms. Boyd noted that
- i. the Single Family Reserves is close to 100% funded and “is in good shape”;
 - ii. the Common Area Reserves are 65% funded (achieving the funding level goal set by the Site Authority for Fiscal Year 2022-23);
 - iii. and the Townhouse Reserves are currently 40% funded, and the reserve study shows that the funding level goes below 20% in 2028 and reach 0% from 2027 and remain at that level;
 - iv. the 2022 contribution to the Townhouse Reserves was \$87.36 per month per door;
 - v. the 2023 contribution to the Townhouse Reserves is \$72.06 per month per door.

More information regarding the status of the Townhouse Reserves and the steps being taken to address the deficiencies shall be shared as it becomes available.

The BAG Report was accepted by unanimous vote.

9. Community Advisory Group and Site Authority (Mary Kennedy)

Ms. Kennedy reported that there was no news or developments from the last CAG meeting. Ms. Kennedy further reported that she was in receipt of the requested engineering study with respect to Anacapa Canyon but was not yet prepared to report on the contents or conclusions in that study.

The CAG Report was accepted by unanimous vote.

10. HAC New Business and Additional Discussion

- (a) Dog Committee – A proposal was made by Chairperson Phillips to establish a Dog Committee comprised of dog owners who would have some oversight of and/or input with respect to the allocation of monies budgeted for dog-related expenses. A discussion was had questioning the vision of or need for a separate dog committee. A motion was made to have a Dog Committee as part of the Landscape Committee until it has enough numbers to be on its own.

The motion passed with a vote of three in favor and two abstaining.

- (b) Town Center Amenities – Ms. Kennedy reported about
- i. the re-opening of Pizza 3.14;
 - ii. ongoing negotiations with respect to opening the town center grocery store and coffeeshop;
 - iii. UGlen residents eligibility to obtain access to the CSUCI Broome Library;
 - iv. talks with art department and performing arts staff to notify UGlen residents about events;
 - v. the status of her efforts to get a parking endorsement for UGlen residents to park on campus; and
 - vi. the office that puts out Channel Islands Magazine placing UGCAM on their quarterly distribution so that the community can have access to its digital content.

Ms. Kennedy's Report regarding Town Center Amenities was accepted by unanimous vote.

11. Townhome Slab Leaks – Motion made to table the slab leak discussion. No vote to record.

12. Discussion Regarding Owner Survey – Motion made to table the owner survey discussion. No vote to record.

13. Continuing Business – None.

14. **Adjourned:** The HAC meeting was adjourned at 7:43 p.m., at which time the members of the HAC met in Executive Session to review and discuss the Property Improvement Application(s) submitted to the UCAM office since the last HAC meeting.

UPCOMING MEETINGS: HAC: Nov 17, 6 pm * CAG: Nov 22, 4 pm * Site Authority: Feb 20, 11:30 am

EXHIBIT A

Common Area Maintenance, Manager (Jake Friesen)

- a. Manager's opinion of the landscaping service
 - b. Manager's report on the final accounting of the CAM fees for 2021-22a.
1. 2021-2022 UGCAM Budget Reconciliation:

The following is a reiteration of the hard copy letters which were mailed out to the TH and SFH owners.

Sub-Section (2) of **Section 4.3 Maintenance Rent** of the Ground Sublease requires the Site Authority to reconcile the budget at the end of the first quarter following the close of the previous fiscal year and either bill back or credit to each homeowner's account, as the case may be, the **actual costs** due from or owing to homeowners based on the final Budget Reconciliation.

The Budget Reconciliation for FY 2021-22, approved by the Site Authority as of September 27, 2022, The Final UGCAM budget for 2021-2022 was published on October 1, 2022 and shows the following:

Townhouses:

The insurance premium cost substantially exceeded the budgeted amount resulting in a negative variance for townhouses. Townhouse owner's *pro rata* share of a negative variance is **\$92.68**. These charges will appear on your November 1, 2022 Monthly Maintenance Rent Statement. As provided in Section 4.3, charges are due within 30 days of the date posted (December 1, 2022).

Single-Family Homes:

The reconciliation shows a positive variance in the amount of **\$53.00** for single family homes. A credit in the amount of **\$53.00** will appear on your November 1, 2022 Monthly Maintenance Rent Statement.

2. Upcoming events:
- a. Coffee with the Cops/Safety Fire/Ventura County wildlife presentation. 8:30-11:30 Saturday, October 22nd. Donuts will be available. Community Activity funds will pay for the Donuts.
 - b. Campus community & families/friends, and Uglen residents are invited to participate with a COVID-19 Vaccine Clinic, in the Petite Salon on Tuesday, October 25 from 9 am to 12 pm. No appointment is necessary. General campus parking rules apply.
 - c. Halloween—per the flyer.
 - d. Dog Parade starting at the community park at 4:30 and parade down to the Town Center. Treats will be provided for the pooches.
 - e. Movie: Goosebumps will be shown on Saturday, October 29th starting at 6:30 PM at the grassy knoll- the intersection of Smugglers Cove and Frenchy's Cove.
 - f. Operation Safe Halloween. Monday, October 31st. 5:00-9:00 PM. Police trailer at Cuyler & Santa Cruz Island Drive. Treats and games available there.

3. Halloween decorations are requested to be removed as soon as possible to facilitate the annual tree trimming/removal project.
4. Bus Stop update. Effective October 10, 2022, the school bus pick location was moved to Rincon Drive at the turn out which faces the north side of the Town Center.
5. The Owners Resources tab on the University Glen website remains unavailable. UGCAM and the Site Authority are working to resolve the issues. We acknowledge the resources page of the UG website is inconvenient.

6. Landscaping:

UGCAM is concerned about how the riding mowers are continuing to “scalp” the high and low areas of sod. As Gothic addressed the “scalping” of the sod issues in the parkways of Cuyler Harbor Drive, by switching from riding mowers to hand operated mowers, Gothic continues to evaluate areas of sod which appear to be “scalped”.

Gothic has instituted use of the walk behind vacuum. This works well in cleaning up the street gutter of leaves.

UGCAM tracks all Gothic Landscape work orders via google.docs. Work orders are hidden when they are complete. Only outstanding work orders remain visible. Management and Gothic review the work orders regularly.

7. The annual tree trimming project is scheduled to begin after Halloween, the first week of November. The work will begin with the trimming of the black sumac along Elephant Seal Drive, Cuyler Harbor Drive alley, and Fry’s Harbor Drive alley beginning the early part of November. Thank you to everyone who responded to the October Eblast’s call for locations where there are specific concerns about trees. The tree trimming schedule will be sent out next week. Watch for no parking notifications as the worker come in to UG.
8. Organic waste bins. To expedite compliance with the state mandate for organic waste pick-up, UGCAM is moving forward with installing two 64-gallon bin enclosures from wood with a concrete slab. The proposed locations for the single-family and townhomes is on the mountain side of the DG path at the intersection of Channel Islands Drive & Elephant seal drive and along the 900-block of north Channel Islands Drive. UGCAM is procuring pricing for installation of the bin enclosures at two locations. The cost for each 64-gallon organic waste bin is \$58.96/bin/month. Total cost to THs & SFHs/month \$117.92. This translates an additional cost of \$1,415.04/year which is not included in the 2021-2022 budget.

As the construction of the two organic waste bin enclosures is not in the budget and is a one-time community cost, UGCAM recommends the costs to construct the two bin enclosures.

9. As of October 5th the pool/spa amenities received the certificate of compliance with the Ventura County Environmental Health Department. Planned maintenance was completed at the Townside Pool during the brief time the Townside Pool was closed.
10. In the community garden the chain link fence repairs are complete. A 4-foot wide chain link gate was also installed. The gate provides a second exit from the enclosed garden as well as ADA accessibility to the garden. (The total cost for the \$1,330.00 \$795.00 for the posts/gate & \$535.00 for the repairs to the fence.) This invoice is scheduled to be paid from the R&M line item "other" which is a contingency for community repairs.
11. The repairs to the fence between the small and the large dog park are anticipated to be complete by Friday, October 21st. The new chain link fence is in place and a 3-inch gate post is being installed.
12. There have been reports of flat tires of owners in UG allegedly caused by nails, screws, and staples associated with Anacapa Canyon development. UGCAM informed the Site Authority and CSCUCI of the UG owners' concerns about nails, screws, and staples. These concerns were communicated to the Anacapa Canyon construction team. However, UGCAM is not aware of any discussions regarding compensation.

c. Manager's report on the picnic tables for the park;

Regarding the proposed picnic tables in the park, UGCAM understands the HAC's members on the BAG plan to present a proposal for picnic tables in the park to be included in the 2022-2023 CAM Budget.

d. Manager's report on the lighting for the footbridge (safety issue)

Regarding the safety concern about lighting at the footbridge, UGCAM understands members of the HAC agreed to provide a proposal for installation of solar bollards at the footbridge. This proposal will include the proposed location and number of solar bollards to be included as a budgeted project for fiscal year 2023-2024.

During the Halloween trick and treat activities additional CSUCI police will be patrolling the community including the footbridge over Long Grande Canyon Creek.

13. During the month of October, UGCAM received a total of thirty-eight (38) requests for service and issued work orders related thereto. The nature and status of these work orders are as follows: • twenty (20) landscaping work orders issued – 7 completed; 12 in progress • four (4) townhouse gate work orders issued – four (4) in progress • four (4) for townhouse window repairs – four (4) in progress.

14. During the month of October the financial report includes: September 2022 Monthly Financial Reports states the expenses for the month exceed the income by the amount of \$18,498.16.

	Sep-22
Income	\$ 164,168.77
Operating Expenses	\$ 182,766.93
Variance Negative/	\$ (18,598.16)

The Period To Date (PTD) negative variance is attributable to the unbudgeted increase in “Water” (Potable Water) and “Sewer” The Year To Date (YTD). The BAG team worked to procure accurate projected Utility costs, including Water & Sewer in cooperation with CSUCI Facility Services. The costs from CamROSA are significantly more than budgeted.

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance
Utilities						
Water	\$ 22,628.44	\$ 13,496.16	\$ (9,132.28)	\$ 50,628.44	\$ 40,488.48	\$ (10,139.96)
Sewer	\$ 20,176.53	\$ 10,470.43	\$ (9,706.10)	\$ 41,176.53	\$ 31,411.29	\$ (9,765.24)
			\$ (18,838.38)			\$ (19,905.20)

The reserve balances lag one month from the operating budget month. Below is a spreadsheet showing the reserve balance comparison from July 2022 to August 2022 shows a loss on paper of \$12,492.23.

CalTrust Account through 8/31/2022			
	Beginning	Ending	Change in value
	7/31/2022	8/31/2022	
Townhouse	\$ 2,005,352.64	\$ 1,997,716.17	\$ (7,636.47)
Single Family	\$ 77,876.85	\$ 77,548.40	\$ (328.45)
Common Area	\$ 1,070,186.85	\$ 1,065,694.01	\$ (4,492.84)
TOTAL--Change	\$ 3,153,416.34	\$ 3,140,958.58	\$ (12,457.76)

Wells Fargo Acct	\$ 24,913.49	\$ 24,879.02	\$ (34.47)
TOTAL RESERVES	\$ 3,178,329.83	\$ 3,165,837.60	\$ (12,492.23)