UNIVERSITY GLEN HOMEOWNERS’ ADVISORY COUNCIL

Minutes of November 17, 2022 Meeting

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

1) **Call to Order:** Co-Chair, Tobey Wheeler, called the meeting to order at 6:00 p.m. HAC members Sandi Boyd, Mary Kennedy, and Lori Macdonald were in attendance. HAC member Carolyn Phillips did not participate. A quorum was present. Roberts Rules of Order governed the meeting.

2) **Public Comments:**
   
a) Steve Alnwick presented a proposal to form a working group to research establishing a parking area for oversized vehicles, RVs and trailers for residents. The proposal, which was submitted in advance of the presentation, is attached hereto as Exhibit A.

b) Partick McClone read a statement he referred to as his “annual come down and venting”. Mr. McClone expressed some of his opinions about the Site Authority, Kennedy Wilson, the HAC, Community Activities, the BAG, the CAG, UGCAM, and certain aspects of how the University Glen community was being managed.

3) **Approval of Minutes:** The minutes from the October 2022 HAC meeting, which were previously provided to the HAC for review and comment, were approved by the HAC with three votes in favor of approval thereof and one vote against.

4) **Public Safety Report:** The CSUCI Police Department reported the following:

   a) **Follow-up re Catalytic Converter Theft Reports** — the department is in the early stages of looking into installing license plate reader cameras in University Glen. Comments were made by University Glen residents about potential privacy issues that may arise.

   b) **Incident Report(s)** — during the period since the October 2022 HAC meeting, officers responded to seven (7) calls in connection with privacy violation (peeping), reported hit and run, parking permit fraud, mountain lion sightings, loud noise complaint and vandalism.

HAC Member Mary Kennedy asked whether going forward the Public Safety Report given to the HAC by the CSUCI Police Department could include data and details about moving and parking violation citations (i.e. parking and/or speeding tickets issued in East Campus) for the same period for which the department currently reports on other activities occurring in East Campus involving University Glen residents and/or related to community safety.

A motion made requesting that the CSUCI Police Department include in the University Glen Public Safety Report data pertaining to the number and nature of moving and/or parking violation citations issued in University Glen/East Campus was passed with three votes in favor thereof and one abstention.
5) **Dolphin Pantry Guest Speaker**: Julia Rose, the CSUCI Associate Director of Basic Needs, presented information about various CSUCI Basic Needs programs, including the Dolphin Pantry which provides free food, toiletries and other basic need items to the CSUCI community. Ms. Rose invited University Glen residents in need to take advantage of the Dolphin Pantry offerings. In addition, Ms. Rose provided information about how people interested in donating items to the Dolphin Pantry (or any other Basic Needs program) may do so.

6) **Site Authority Representative**: John Lazarus, Executive Director of Operations – Site Authority (via Zoom) informed the HAC that:

   a) **Homeowners Manual** – contrary to comments he has been hearing, the manual is an attempt at a distillation of the ground sublease, not a document that changes the ground sublease. The manual is still under legal review.
   b) **Bus Stop** – he was interested in whether anyone (particularly parents of school-aged kids using the bus stop) had any feedback about the relocation of the bus stop.
   c) **Solar for Townhouses** – the language that would allow townhome owners to install solar panels on the roofs is still under legal review, albeit slower than anticipated.
   d) **Anacapa Canyon** – vertical construction of the apartments continues, and the vertical construction of the single family homes and townhouses have commenced.
   e) **Late Fees** – commencing on January 1, 2023, late fees will be reinstated and applied to maintenance rent/CAM fee payments received by the UGCAM office after the due date (the 25th day of a given month).
   f) **Site Authority Chair** – Ms. Parks’ tenure as chair of the Site Authority Board has ended; a new chairperson will be determined in January after the new members of the Site Authority Board are determined.
   g) **Water Pipe Leaks** – There have been a couple of leaks. In terms of the breakdown of financial responsibility that flows to the Site Authority and/or individual homeowners for water damage from a water main break/pipe leak, everything upstream – further away from homes from the water meters – is exclusively the Site Authority’s operational and financial responsibility; homeowners are never on the hook for a water main break under the street. The townhome owners’ pipes from the surface of the wall inward are collectively covered via CAM fees. For single family owners, everything downstream – house side of the water meters – is the individual homeowner’s responsibility.

Mr. Lazarus expressed a willingness to explore whether existing Site Authority insurance coverage could be expanded or new insurance coverage for townhomes could be procured to cover the individual townhouse owners’ financial responsibility for repair of interior damage (from the surface wall inward) to their townhome resulting from water intrusion not covered by insurance.

7) **Common Area Maintenance (CAM) Manager**: The University Glen CAM Manager, Jake Friesen, reported the following:

   a) **2021-2022 Budget Reconciliation**: Letters went out to townhome owners regarding the $92.68 determined to be owing on their accounts pursuant to the Budget Reconciliation. UGCAM is processing such payments upon receipt from owners of townhouses.
b) **October Community Activities**: All of the October UG community activities – Paint & Sip, Coffee with the Cops and presentation by about Wildlife, Pooch Parade from the Community Park to the Town Center, Movie Night (“Goosebumps”), and Operation Safe Halloween – were successful.

c) **UGCAM Holiday Office Hours /Closures**: The UGCAM office will be CLOSED beginning at 12:00 Noon on Wednesday, November 23rd – Monday, November 28th.

d) **UG Resident Christmas Party**: Friday, December 16th beginning at 6:00 PM.

e) **Christmas decorations**: It is requested that Christmas decorations be placed so Gothic Landscaping Services’ contract work in the common areas is not impeded.

f) **Landscaping**: Gothic Landscape has completed the first round of the annual tree trimming project, which focused on building clearance from all structures in UG as well as trimming the African sumac in the alleys behind Cuyler Harbor Drive and along Elephant Seal Drive. Gothic has been working on cleaning up leaves and clearing tree limbs scattered throughout the community by high winds. Gothic continues to address concerns about “scalping” grass. With respect to Phase 2 refurbishing, after having been referred back and forth between the Camarillo and Ventura County fire departments when seeking plant list approval and other guidance on defensible space compliance, UGCAM is moving forward with a mock-up of the proposed desert-scaping plant palette that was created based on existing landscaping in the community.

g) **Tot Lot**: UGCAM is pursuing quotes for installation of pavers on the remaining portion of dirt left following the completion of the playground installation project.

h) **Footbridge Lighting**: the HAC agreed to provide UGCAM with a proposal for installation of solar bollards at the footbridge to be considered as part of the fiscal year 2023-24 budget process. UGCAM informed the HAC that comments were received from community members who oppose adding bollards at the footbridge and question (i) the legitimacy of the trip hazard basis alleged therefor and (ii) the appropriateness of adding bollards solely at the footbridge instead of as part of a larger DG path lighting project.

A motion was made directing UGCAM to find out whether there is someone on campus who could provide the HAC with relevant safety standards and guidelines for the HAC to consider when determining the appropriateness of the proposed placement of bollards at the footbridge and should there not be such a person on campus, then, prior to the installation of any bollards, the HAC shall reconvene on the issue to then determine whether to spend money on an outside consultant who could advise the HAC as to whether lighting the footbridge is actually necessary from a safety perspective. The motion passed with a unanimous vote in favor thereof.

i) **UGCAM Work Orders**: In November, UGCAM received a total of forty (40) requests for service and issued work orders related thereto. The nature and status of these work orders are as follows:

   i) thirty-four (34) landscaping work orders issued – 23 completed; 10 in progress; 1 cancelled
   ii) three (3) for townhouse window repairs – three (3) in progress.
j) **2023-2024 Budget Process:** Progress is being made with the reserve studies for all three categories – Common Area, Single Family Homes and Townhomes. Contracts with the reserve study consulting firms Complex Solutions (for the Common Area and Single Family Homes reserve studies), and SmartProperty (for the Townhouse reserves) are fully executed. UGCAM continues to work with the BAG to meet the deadline for UGCAM’s submission of a budget to the Site Authority (February 1, 2023).

k) **Monthly Financial Report:**

<table>
<thead>
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<th>October 2022</th>
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<tbody>
<tr>
<td>Income</td>
<td>$164,093.77</td>
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<tr>
<td>Operating Expenses</td>
<td>$170,950.71</td>
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<tr>
<td>Period to Date Variance</td>
<td>($6,856.94)</td>
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<tr>
<td>Year to Date Variance</td>
<td>($36.18)</td>
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The Period To Date (PTD) negative variance is attributable to the unbudgeted increase of potable water and sewer. The BAG discussed extensively reasons for the increased usage volume of potable water (see the table below for the budgeted vs. actual figures).

<table>
<thead>
<tr>
<th></th>
<th>PTD Actual</th>
<th>PTD Budget</th>
<th>Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
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<tbody>
<tr>
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<td>Water</td>
<td>$17,496.16</td>
<td>$13,496.16</td>
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<td>($7,255.08)</td>
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<td>($27,160.28)</td>
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The CAM Manager reported that there seems to be an upward trend in potable water usage. The actual expense associated with the volume increase isn’t much more per unit, but the usage is quite different than the budgeted volume and so investigations into the cause of the volume usage increase are being conducted, including looking into whether there are any infrastructure leaks or other reasons for the significant volume increase. At the present time, CSUCI Facilities Services is taking the position that the significant volume increase is caused by University Glen residents using more water.

*Motion made to investigate the installation of leak detection hardware was passed by unanimous vote in favor thereof.*

l) **Townhouse Slab Leaks:** In response to questions asked by HAC member Wheeler, the CAM Manager explained the process UGCAM has been following with respect to slab leaks, including:

i) calling the UGCAM-approved vendors employed to investigate and address the leak and resulting damage (e.g. plumbers to investigate the source of the leak, Environment Testing Associates to investigate whether mold has been produced, ServPro and/or BlueSky to remediate any damage to the townhome);

ii) filing of an insurance claim with the insurance company that issues the policy covering damage of this kind to the University Glen townhouses (Alliant); and

iii) working with Alliant’s adjuster (McLarens) and the individual homeowner(s) to remediate and repair all damage resulting from the leak(s) that is the responsibility of the Site Authority to address (up to the pipe).
Ms. Boyd provided feedback on the process described by the UGCAM Manager, raised concerns on behalf of the homeowners facing unanticipated financial costs of remediation in instances where insurance claims are denied pursuant to mold exclusion clauses in policies (among other bases), posited that legal basis exists for reserve funds to be used to pay all such costs, and requested authorization to raise these issue with the BAG.

Motion made to (i) have Ms. Boyd and Ms. Macdonald take to the BAG the request that maintenance rent/CAM fees be used to pay for any and all remediation costs (including build-back to original state) stemming from a leak and/or water intrusion that is not covered by the existing insurance policy with Aliant or the townhouse owner’s HO6 insurance (e.g. damage resulting from a slow, mold-producing leak), and (ii) ask the BAG to seek from the Site Authority written procedures for the management of all leak-related claims so that the claims are committed to a process that is comprehensive, equitable and transparent.

The motion passed by unanimous vote in favor thereof.

A discussion was had among the HAC and community members in attendance about water pressure, pressure regulators, water tank refurbishment, water supply, etc.

A motion made to accept the report of the CAM Manager was passed by unanimous vote in favor thereof.

8) **Committee Reports**: Garden, Landscape, and Social Committees respectively reported the following:

   a) **Garden Committee**: To respond to comments made and questions raised with respect to the Garden Committee at the October 2022 HAC meeting, the Garden Committee Chair (i) presented a report which outlined the history of the Garden Committee, its makeup, operating/governance practices and procedures; (ii) answered HAC member questions about the garden, and (iii) invited residents to responsibly harvest herbs from the community herb garden.

   A motion made to accept the Garden Committee Report was passed by unanimous vote in favor thereof.

   b) **Landscape Committee**: No report given; Mr. Wheeler noted that the CAM Manager report included landscaping updates.

   c) **Social Committee**: Mr. Wheeler reported his intention to meet with the CAM Manager to review community activities-related expenses.

   A motion made to accept the statements Mr. Wheeler submitted as reports for the landscape and social committees was passed by unanimous vote (of the three HAC members still in attendance) in favor thereof.

9) **Budget Advisory Group (BAG)**: Ms. Boyd gave a presentation in which she (a) restated the information shared with the community at the October 2022 HAC meeting about the underfunded status of the townhouse reserves; and (b) highlighted the size of the deficit (i.e. difference between the current actual funding level of the reserves (40%) and the selected level of funding the Site
Authority has deemed to be acceptable (65%), which is projected to be approximately $7,000 per townhouse door at the end of FY 2022-23.

A motion made to accept the townhouse reserves status presentation/report made by Ms. Boyd was passed by unanimous vote (of the three HAC members still in attendance) in favor thereof.

10) Community Advisory Group (CAG) and Site Authority: Ms. Kennedy stated that there was nothing discussed at the last CAG meeting that was not already addressed at the current HAC meeting.

By a motion made and passed with the unanimous vote of the three HAC members still in attendance) in favor thereof, Ms. Kennedy was directed to bring up at the next CAG meeting, the creation of a cross-group visioning committee to begin the long term exploration of what amenities ought to be located in the University Glen Park and how such amenities potentially could be funded.

11) Additional Discussion and/or New Topics: Ms. Kennedy requested that Ms. Boyd and Ms. Macdonald take to the BAG the HAC request to be provided with a legal opinion advising whether it is possible and/or advisable for the Site Authority to provide D&O liability insurance for members of the HAC.

By a motion made and passed with the unanimous vote (of the three HAC members still in attendance) in favor thereof, Ms. Boyd and Ms. Macdonald were directed to request at the next BAG meeting, that the HAC be provided with a legal opinion advising whether it is possible and/or advisable for the Site Authority to provide D&O liability insurance for members of the HAC.

By a motion made and passed with the unanimous vote (of the three HAC members still in attendance) in favor thereof, the HAC created a taskforce headed by Steve Alnwick tasked with the preparation of a report with respect to the provision of recreational vehicle parking in University Glen, which report Ms. Kennedy would take to the CAG.

12) Adjourned: The HAC meeting was adjourned at 8:39 p.m. to review Property Improvement Applications in executive session.

UPCOMING MEETINGS: HAC: Dec 15, 6 pm  CAG: Dec 20, 4 pm  Site Authority: Feb 20 11:30 am
Proposal to form a working group to research establishing a parking area for oversize vehicles, RVs and trailers for residents.

Steve Alnwick
November 17, 2022

Working group:
- I will volunteer my time to be a member, or chair, of the group. Should include representatives from HAC, CAM, CSUCI Police, CSUCI staff and others.
- Report back within 60 days.

Reason:
- Anecdotal/observational data indicate that there are a number of oversize vehicles, RVs and trailers parked for extended periods of time with just a visitor’s pass.
- Existing rules and regulations are not being enforced.
- Concern that word will get out that all you need is a visitor’s pass to park such vehicles for extended periods of time.
- New development could exacerbate the problem.
- We don’t want our community to look like the San Fernando Valley or a Walmart parking lot.

Existing regulations:

SECTION 21 – TRAILERS, RVS, AND OVERSIZED VEHICLES

Parking permits are made available to residents for vehicles utilized for personal transportation to and from the University. It is **not intended** that such permits be provided for the day-to-day parking of work or camping trailers, nor is it intended that such permits be provided for campers, motor homes, boats, recreational or work vehicles that are of a size larger than standard automobiles or pickup trucks. A temporary parking permit must be obtained from the University Glen office for any trailer, RV, or oversized vehicle that will be parked on University streets.

COMMUNITY RULES AND REGULATIONS

Recreational vehicles must **be stored/parked in designated recreational vehicle storage areas in the Project**, if any, and if none, they shall be stored off the Project property.