

UNIVERSITY GLEN HOMEOWNERS 'ADVISORY COUNCIL

Minutes of December 19, 2022 Meeting

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

- 1) **Call to Order:** Co-Chair, Sandi Boyd, called the meeting to order at 6:05 p.m. HAC members Mary Kennedy and Lori Macdonald were in attendance. HAC member Tobey Wheeler observed via Zoom. HAC member Carolyn Phillips did not participate. A quorum was present. Roberts Rules of Order governed the meeting.
- 2) **Public Comments:** UGlen resident Patrick McClone shared some of his “random thoughts” and asked questions about budget line items and reserve studies.
- 3) **Approval of Minutes:** The minutes from the November 2022 HAC meeting, which were previously provided to the HAC for review and comment, were approved by unanimous vote.
- 4) **Public Safety Report:** The CSUCI Police Department submitted the Public Safety Report attached hereto as Exhibit A, which provides details about the incidents responded to in the period following last month’s HAC meeting. Officer Brownfield also discussed the Department’s plans to install license plate reader cameras in University Glen and reiterated that Chief Massey will present on it in the future and address University Glen residents questions and concerns about potential privacy issues.

A motion made to accept the Public Safety Report passed by unanimous vote of the three HAC members in attendance.

- 5) **News From District 5:** Supervisor Lopez attended the HAC meeting. She shared a bit about herself and expressed her hope to strengthen the relationship between the University Glen community and her office.
- 6) **Site Authority Representative:** John Lazarus, Executive Director of Operations – Site Authority (via Zoom) informed the HAC that:
 - a) Homeowners Manual – expects to be able to present to the HAC in January 2023.
 - b) Solar for Townhouses – the language that would allow townhome owners to install solar panels on the roofs is still under legal review.
 - c) Anacapa Canyon – vertical construction of the single-family homes and townhouses have commenced.
 - d) 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).
 - e) CI Park Visioning Committee – The Site Authority has accepted the HAC recommendation to establish a Visioning Committee to provide recommendations as to how CI Park can be developed to better serve our community.

- f) Town Center Parking Lot Maintenance — Slurry, sealing and restriping of Town Center Parking lot is taking place and will continue for a week.

Following his presentation Mr. Lazarus answered questions asked by UGlen resident(s) on various topics, including solar panels, Anacapa Canyon, Town House Reserve Studies, CAM Fee increases, special assessments, deferred maintenance, homeowner insurance coverage, slab leaks, etc. HAC member Sandi Boyd expressed dissatisfaction with the existing slab leak insurance coverage, policies and procedures, which is causing frustration and financial hardship for community members. Ms. Boyd posited that if damage to the interior of homes is a result of a leak in something the Site Authority is responsible to maintain then that interior damage past the paint should appropriately fall within the insurance that is maintained by the Site Authority.

A motion made to accept the Site Authority Report passed by unanimous vote

- 7) **Common Area Maintenance (CAM) Manager:** The University Glen CAM Manager, Jake Friesen, reported on a number of topics including notifications sent out to the University Glen Community at the request of the HAC regarding the availability of herbs in the Community Garden and the Dolphin Pantry. The UGCAM Manager Report to the HAC is attached to these minutes as **Exhibit B**. The following is not included in the written report but was presented to the HAC:

Footbridge Lighting: As requested, UGCAM reached out to CSUCI Facilities Services to obtain guidance with respect to lighting the Pedestrian Footbridge between homes. CSUCI provided information about campus lighting guidelines, which isn't necessarily applicable to a residential community. The UGCAM Manager recommended the creation of a Community Lighting Task Force to investigate and advise about lighting issues that should be addressed in University Glen.

A motion to create a task force to swing into action based on the information Jake has brought us tonight and make a determination then about how best to proceed first with respect to the specific bridge that and then secondarily with respect to identifying secluded area in need of additional lighting and to make recommendations accordingly was passed by unanimous vote.

Mark Hewitt agreed to accept appointment to the newly- created Lighting Task Force.

- 8) **Committee Reports:** *A motion to table the Committee Reports until the January 2023 HAC meeting passed by unanimous vote.*
- 9) **Budget Advisory Group (BAG):** HAC Member Sandi Boyd read a prepared statement the negative impact potable water and sewer costs are exerting on the 2022-23 budget (See Exhibit C) and then a discussion was had about the investigations taking place to determine whether leaks are contributing to the community's reported significant increase in potable water consumption.

A motion made to accept the BAG Representatives report passed by unanimous vote.

- 10) **Community Advisory Group (CAG) and Site Authority:** Ms. Kennedy submitted that she would provide for inclusion with these minutes an excerpt from CAG meeting minutes reporting on the water discussion had at the CAG. Ms. Kennedy also reported on conversations had with Mission Hills Leasing about the Town Center grocery progress and the CI Park Visioning Committee.

A motion made to accept the BAG Representatives report passed by unanimous vote.

11) Additional Discussion and/or New Topics:

- a) **Social Committee Restructuring** – Ms. MacDonald expressed an interest in sitting on the Social Committee to ensure that the University Glen homeowners have representation in budgeting and planning of events, etc. After a brief discussion, the HAC determined to ask Mr. Wheeler to relinquish his Social Committee “caretaking responsibilities” and to appoint Ms. MacDonald the chair of the Social Committee.
- b) **CSUCI & University Glen Relationships/Synergies** – Ms. Kennedy reported on her continuing efforts to foster relationships between CSUCI and the University Glen Community, highlighting her recent arrangement for UGlen residents to hire college students to help residents with tasks/projects.
- c) **Social Committee Expenses** – reviewed all Community Activities line items that have been recorded in the general ledger/ Monthly Report and calculated that from the beginning of the fiscal year to date and found the cost per door is approximately \$2.49 per month.

12) Adjourned: The HAC meeting was adjourned 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](#)

Exhibit A

CSUCI Police Department Report to the Community

Community Involvement Meeting
University Glen Homeowners Advisory Council (HAC)
December 15th, 2022

REPORT TO THE COMMUNITY

A statement of progress made toward addressing previously identified issues, concerns, and problems:

None.

Other activity report:

- On 11/19/2022 an intoxicated male subject was contacted in the Town Center student housing office. He was identified as a member of the military and transported to the Point Magu Navy base.
- On 11/24/2022 officers responded to the area of Santa Cruz Island Drive and Twin Harbor on a report of a fire in a storm drain. Upon arrival, a University Glen resident had already saturated the fire in the drain with a garden hose. Ventura County Fire responded and insured the fire was extinguished.
- On 11/28/2022, several CSUCI students were contacted inside the north pool after hours. During the investigation, officers discovered open containers of alcohol and an odor of burnt marijuana. A report was forwarded to student conduct for review and the subjects were removed from the area.
- On 12/08/2022 officers conducted a check of a male on Channel Islands Drive who appeared to be in a vehicle for extended period of time. When the officer contacted the driver, an open container of alcohol was seen in plain view. Further investigation revealed that the subject had an outstanding warrant for his arrest and was in possession of heroin and fentanyl. The subject was arrested for the warrant and several drug related charges.
- On 12/14/2022, at about 1036 hours, officers responded to the area on Santa Cruz Island Drive and Cuyler Harbor on a report of a mountain lion sighting. Officers conducted checks of the area and were unable to locate the animal.

Department Approval: Lt. Brownfield

Date: 12/15/22

REPORT FROM THE COMMUNITY (to be completed after the meeting)

Meeting Attended By: Lt Brownfield

A description of current issues or concerns voiced by the community:

- None

A description of potential issues, concerns or problems that have a bearing on law enforcement activities within the community:

- None

A statement of recommended actions that address identified concerns and problems:

- None

Department Approval: _____ *Date:* _____

ACTION PLAN TO ADDRESS ISSUES, CONCERNS, AND PROBLEMS (completed by supervisor)

None

Exhibit B

UGCAM Manager Report to the HAC – December 15, 2022

1. Lighting on the footbridge.

Pursuant to a motion passed at the Nov 2022 meeting, UGCAM was directed 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.

UGCAM contacted CSUCI Facility Services regarding this motion and will provide updates as the communication continues.

2. At the November HAC meeting UGCAM was asked to notify the University Glen community regarding the following:

- a. Availability of herbs at the community garden – UGCAM included information about the herb garden in the Dec 2022 E-Blast.
- b. Dolphin Pantry – UGCAM included in the Dec 2022 E-Blast information about the availability of food and toiletries for members of the community who may donate items to or avail themselves of Dolphin Pantry's services.
- c. McCarty Construction Vehicle Damage Claims – UGCAM posted this information to the University Glen website under the Owner Resources dropdown.

UGCAM would like to inform the UG residents that in order to important information out to the residents, we send out Eblasts, post information on the mailboxes via QR codes, and upload the Elbasts to the University Glen website under Owner Resources. Further, all approved HAC meeting minutes are uploaded to the University Glen website under the Homeowners Advisory Council tab. All of the approved written HAC meeting minutes starting with July 2022 through the present are available on the University Glen website.

3. UGCAM was asked to inquire about the water pressure regulators serving University Glen. We contacted John Lazarus who provided the following information from the CSUCI plumbers:

CI plumbers stated reported that the pressure at upper U Glen is 60 PSI. town center is 75 PSI. the Uniform Plumbing Code states that pressure below 15 PSI requires a booster pump, above 80 PSI requires a regulator valve. UPC section 608.0.

4. The Town Center asphalt seal coat project is proceeding the north parking lot will be closed beginning Thursday, December 15th through Tuesday, December 20th. And the South Parking Lot will be closed beginning Thursday, December 22nd through Tuesday, December 27th. The costs for the resealing of the Town Center Parking Lots is the responsibility of the Site Authority/CSUCI and Kennedy Wilson Multi-Family.
5. The annual University Glen Community Holiday Party is scheduled for Friday, December 16th at 6:00-9:00 PM at the Town Center Community Room. The entire community is invited. Food, Prizes, and Carolers. Light refreshments from Tortillas and hot & cold beverages. The Grand Prize is tickets for 4 to Disneyland. Each person in attendance will be entered for the grand prize. You can get additional tickets by bringing a new, unwrapped toy for **Toys for Tots**. For each toy donation, you will receive an additional 5 tickets to use for all the other fun prizes.
6. Christmas Decorations: It is requested installation of Christmas decorations be placed so Gothic Landscaping's contract work in the Common Areas is not impeded.
7. Landscaping: Gothic Landscape has completed about 70% of the annual tree trimming project. The building clearance portion is complete. The 30% remaining will address specific tree needing to be clean crowned and thinned. This work is anticipated to occur in the early spring— March/April. The Gothic manpower will be the same throughout the winter months. This will give Gothic an opportunity to schedule deep cleaning of shrubbery hedges and planters and, other best landscaping practices.
8. Landscape refurbishing project: UGCAM has approved a mock-up of proposed planter to meet the 0-5 feet defensible space fire requirement. The plantings are selected from the plant palette and installation guidelines UGCAM shared with the HAC's landscape committee.
9. UGCAM continues to work towards compliance with the organic waste requirements. Further information is anticipated to be forthcoming.
10. Financial Report:

Nov-22		
Income		\$176,259.54
Operating Expenses		\$165,144.79
Period To Date	Positive Variance	\$11,114.75
Year To Date	Positive Variance	\$20,468.02

RESERVES				
Starting Bal	Oct Contribution	Expenses	Investment active	Balance
\$3,295,697.24	\$32,744.64	-\$20,306.88	-\$1,954.38	3,306.180.62

RESERVES by Month			
Gains/Losses			Investments
Jul-22	-11,920.20		\$3,141,279.04
Aug-22	12098.03		
Sep-22	-12491.23		
Oct-22	-26508.12		\$3,112,604.87
Nov-22	-1954.38		
Total	-40,775.90		\$28,674.17

RESERVES by Month	
Gains/Losses	
Jul-22	-11,920.20
Aug-22	12098.03
Sep-22	-12491.23
Oct-22	-26508.12
Nov-22	-1954.38
Total	-40,775.90

EXHIBIT C

BAG Report December 15, 2022

This month the BAG focused on the continuing over budget costs being experienced in our water budget. This is primarily a potable water issue. Our monthly bill from the University Facilities Dept. is broken out by 4 categories: potable water, sewer, "meter fee" (which is now acknowledged to be an infrastructure fee), and reclaimed water.

The portion of the water budget that has been consistently over the monthly amount budgeted is the potable water, as we have been discussing since August. The pattern continues and we are now estimated to be \$65,000 over budget by the end of the year. That is estimated to be \$97 per door. Note when UGCAM received these budget estimates from Facilities last spring, it was the judgement of our UGCAM manager and our accounting staff, that they were too low and \$12,000 was added to the budget. It is that higher budget for water potable that we are currently overspending.

The consensus of the BAG was that the issue cannot be explained just by increased usage in the Glen. We assume that there must be water leaks. KWM is using installed leak detection equipment in the apartments and is notified if a leak occurs and repairs them promptly. We do not have such infrastructure in the rest of the Glen. UGCAM was directed to ask our pool maintaining vendor to check the pools for leaks and the SA will have the fire hydrants checked. Water from such leak could be going straight to the sewers and therefore not be seen.

Because, when built, the SF and TH were not individually metered for water, we have no early warning of small leaks in our homes. We find them only when they become large enough to be visible outside the walls.

It was suggested that individually metering SF and TH would enable us to both save water and to repair leak before they cause extensive damage. The cost to do this is estimated to be \$1000 per door.

Note that because this is potable water, it is not impacted by our irrigation system. Good news with our new landscape company working regularly on irrigation system maintenance, we have noted no such increased in usage in reclaimed water.

Note, also, that the acknowledgment that the 42K meter fee is really an infrastructure cost recovery means that budget will be allocated by doors and not meters in next year's budget. This will shift costs charged unfairly to KWM this year to all doors equally.

Next month we will return to the townhome reserve underfunded issue and I hope to have options to share then.

EXHIBIT D

EXCERPT FROM

UNIVERSITY GLEN COMMUNITY ADVISORY GROUP

Tuesday, November 22nd, 2022

In Attendance: Jake Friesen, John Lazarus, Mark Hewitt, Christina Sotelo, Mary Kennedy, Doris Kelly, Miriam Statland-Olson

John Lazarus called to order at 4:05 pm

Homeowners Advisory Council (Mary Kennedy):

- A. Mary Kennedy addressed the pipe leaks. Mrs. Kennedy stated it should be a reserve item. The homes are 20 years old, and the infrastructure is beginning to give out. They should be anticipating another crisis and have a means of expediting them. She suggested they need to vest those responsibilities somewhere. Mrs. Kennedy suggested project management software, that way homeowners can watch their situation while in process. She questioned if the problem is coming from minerals in the water, and if so, are there ways to minimize that? She continued to ask if there are filters, have the filters been maintained, or do they need to be replaced? Is there a way to identify these problems before they start? How are they costed back, are they costed back from the reserves? Have the reserves been adequately reserved?
 - a. John Lazarus responded regarding the cost. He explained the water comes from Camrosa Water District it gets piped through the community and there are feeder lines off of the main pipes that run down the streets, and those run through a meter. He clarified for single-family homes everything from the meter upstream is the sole responsibility to maintain of the Site Authority. Everything from the meter downstream, from the meter into the homes is the homeowner's responsibility. For townhome owners, everything from the meter upstream is the responsibility of the Site Authority. The pipes under the concrete slabs are also the responsibility of the Site Authority. Mr. Lazarus explained that the HO6 insurance obligates them to cover through the insurance. The reserves cover the cost of repairs once it reaches the shell of the townhomes. Single-family homeowners are exclusively responsible for leaks. He reminded he is no expert, and this is from the information he has gathered.
 - b. Mr. Lazarus explained two factors are causing the leaks. First, are the minerals in the water. University Glen does not treat the water in any additional matter. There is nowhere on campus or University Glen with any treatment in any additional matter. The minerals will eat the copper from the inside out over time. The second factor is the pipes buried directly in the dirt. Soil composition

varies in all communities. The soil composition in University Glen has minerals that will, over time, eat the copper pipe from the outside in. He brought up the question about water pressure. Because the system is constantly pressurized. The weakest part of the system would break first. The plastic parts in the tanks of the toilets, faucets, and joints in copper lines. Pressure is not a factor here.

- c. Mark Hewitt asked where his meter would be on his single-family home. Jake Friesen responded there is no "meter" there is a connection and demarcation. The concrete box is usually in the parkway. John Lazarus stated by saying "meter", he means the demarcation. He stated, Site Authority looked into the cost of individual meters on every home and a very rough estimate was about \$1,000 per home. The current meter tells them how much water is going into the community. If every home had an individual meter you could be able to tell how much water is being used per household.

- B.** Mary Kennedy inquired about the long-term use of the park. The Community Advisory Group would like to create a visioning committee. The idea is to survey the community on how to use the park. John Lazarus supported the idea. Ben Gordon expressed interest in moving forward with the idea. Mr. Gordon would bring in Anacapa Canyon constituents to be involved. Mr. Lazarus reminded everyone, the Site Authority owns that park. The Site Authorities goal is for everyone to be happy and have a nice community amenity. The constituents involved would be, Site Authority, Mission Hills, University Glen, and Anacapa Canyon.

- C.** Mary Kennedy brought up the continuing issues of the reserve study. Mr. Lazarus explained he is concerned about the reserve study as well and it is something they need to focus on.