

UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL

Minutes of February 16, 2023 Meeting

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

- 1) **Call to Order:** Co-Chair, Mary Kennedy (in for Carolyn Phillips), called the meeting to order at 6:12 p.m. HAC members Tobey Wheeler and Tom Bokhart were in attendance. HAC members Carolyn Phillips did not participate. A quorum was present. Roberts Rules of Order governed the meeting.
- 2) **Public Comments:** University Glen resident Patrick McClone made public comments about:
 - a) his belief that the HAC's powers and responsibilities under the GSL is for architecture guidance;
 - b) the approximately \$30,000 Other budget line item in last year's budget;
 - c) residents contributing to the reserves in the form of maintenance rent since University Glen's inception (Mr. McClone asked "*where is the money?*", asked why he is now responsible for the existing shortfall, and questioned whether the money has been used as intended; and
 - d) whether the Anacapa townhouse CAM fee will be same as University Glen townhouse CAM fee.
- 3) **Approval of Minutes:** The HAC members agreed to table until next month approval of the minutes from the January 2022 HAC meeting.
- 4) **Public Safety Report:** The CSUCI Police Department representative, Lt. Garrett Brownfield, reported on two incidents – one at "scary dairy" which resulted in arrests for DUI, vandalism and minors in possession of alcohol and another at Town Center which resulted in a guest of a resident being arrested; and informed residents about the CSUCI police department protocol for issuing CI alerts for mountain lion sightings (CI Alerts are sent out if the mountain lion is there is a consensus that the mountain lion is present in a populated area, but not when the mountain lion is observed leaving a populated area. A copy of the February 2023 Public Safety Report is attached hereto as **Exhibit A**.

The Public Safety Report was accepted by unanimous vote.
- 5) **News From District 5:** None; no District 5 representative participated.
- 6) **Site Authority Representative:** John Lazarus, Executive Director of Operations – Site Authority (via Zoom) discussed the following topics:
 - a) FY2023-24 DRAFT Budget – CAM Fee Increase Preview based on the current *Work in Progress (WIP)/DRAFT Budget for fiscal year 2023-24* show that the single family homes' CAM fee rising from the current \$258.46 to \$293.35 and townhomes' CAM fee rising from \$387.82 to \$484.76. Mr. Lazarus shared that it has been suggested that the Townhome CAM fee should be held steady, but since operation costs are rising and therefore would take a larger percentage of the CAM fees collected from townhome owners, the percentage of collected CAM fees contributed to townhouse reserves would be reduced.
 - b) Rules – Homeowners' Manual has been submitted to the HAC.

- c) Template for placing home into Trust – Converted a recent trust conversion/ownership transaction into a template, which comports with the provisions of the Ground Sublease, UGlen homeowners may use to place their home in a trust.
- d) Solar Panels on Townhouses – This is still stuck in legal because the roofs are maintained commonly amongst all townhouses. The way it's being approached the obligations for guaranteeing the roof is not damaged during installation, not leased and if it needs to be taken down are the responsibilities of the homeowner.
- e) Anacapa Canyon – Construction continues to move on schedule It is anticipated that a few models for single-family houses and townhouse will be available this summer and begin being sold at the beginning of 2024. Occupation of the townhomes and apartments is expected to occur around the middle of 2024. Market Rate apartments are expected to begin being available in the 4th quarter of 2024. Senior Apt are expected to be occupied in 2025.
- f) University Glen Park Visioning Group – Lori Macdonald nominated by the HAC to be a representative for the Visioning Group.

Following his presentation Mr. Lazarus answered questions regarding CAM fee increase, townhouse reserve shortfalls, an the property management contract fee structure. Will share the 2023-24 Budget by category.

The Site Authority Report was accepted by unanimous vote.

- 7) **Common Area Maintenance (CAM) Manager:** The University Glen CAM Manager, Jake Friesen, reported on a number of topics including but not limited to (a) the financial basis for ceasing to heat the Townside pool and spa until Spring (the pool deck remains open for sunbathing and lounging), (b) posting of the *University Glen Budget – How it is created and how to read it* Presentation, (c) BAG update, (d) plans for the installation of organic waste bins for minimum compliance with regulations, (e) various issues in the community being addressed by Gothic Landscape, and (f) UGlen finances. The UGCAM Manager Report to the HAC is attached to these minutes as **Exhibit B** and a copy of the presentation is attached hereto as **Exhibit C**.

The CAM Manager Report was accepted by unanimous vote.

8) **Committee Reports:**

- a) Social Committee – Spring Garage Sale.
- b) Landscape Committee – Landscape refresh vs. fire prevention. Legislation has not yet been approved, but fire safety compliance would require significant funds.
 - i) Dog Subcommittee – None.
- c) Garden Committee – Having achieved what she set out to do, the current chairperson, Gabrielle Powell, is looking to step down from the position within the next three months. As such, the HAC is looking for a successor and new volunteers. One person on waitlist. The garden gate was discussed/explained again.

Each of the Committee Reports was accepted by unanimous vote.

- 9) **Budget Advisory Group (BAG):** HAC Member Tom Bokhart discussed the process being undertaken by the BAG and informed that an agreement has been reached that allow budget details to be released and discussed in detail soon in order to add transparency to the budget process. Then, at the request of Mr. Bokhart, the CAM manager / BAG Chairman, Jake Friesen, updated the community about water-related budget items, and the Site Authority commissioning a water rate study as water remains a major budgetary concern.

The BAG Representatives report was accepted by unanimous vote.

- 10) **Community Advisory Group (CAG) and Site Authority:** Ms. Kennedy submitted for inclusion with these HAC Meeting minutes as **Exhibit D** the complete minutes for the January 2023 CAG meeting. Ms. Kennedy informed the community about her requests for (a) an update on the process for filling CAG vacancies as a number of positions have been vacant for some time; (b) an update with respect to the CAG Charter; (c) plans for Anacapa Canyon (which was denied); and (d) some final engineering reports (public records request still pending).

HAC member(s) requested that, at the next CAG meeting, the CAG representative requests a description of the Anacapa Canyon amenities to inform the community's understanding of whether the sharing of amenities and costs between University Glen and Anacapa Canyon is fair.

The BAG Representatives report was accepted by unanimous vote.

- 11) **Additional Discussion and/or New Topics:** The following topics were raised and discussed:

- a) complaints regarding dog(s) attacked in the neighborhood;
- b) the draft Homeowners' Manual the Site Authority shared with the HAC, which is still under review by Site Authority legal (HAC will not respond to the current version of the document);
- c) the Site Authority's request for feedback from the HAC members regarding the proposed increase in townhouse monthly CAM charges for budget year 2023-2024 (consensus is that determination of the CAM fee increase amount is a Site Authority function not delegable to the HAC); and
- d) the value in investigating and gathering statistical data to understand whether leaking toilets are a significant contributing factor in the unexplained increase in consumption of potable water by the UGlen community; and
- e) potential options for reducing the cost of heating the swimming pools (e.g. installation of retractable pool covers).

- 12) **Adjourned:** The HAC meeting was adjourned at 7:52pm to review Property Improvement Applications in executive session.

UPCOMING MEETINGS: HAC: March 16, 6 pm ▪ CAG: March 23, 4 pm ▪ Site Authority: May 15, 11:30 am

Exhibit A

CSUCI Police Department – Public Safety Report

Community Involvement Meeting
University Glen Homeowners Advisory Council (HAC)
February 16th, 2023

REPORT TO THE COMMUNITY

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

- None noted

Other activity report:

01/31/23 – Several subjects were contacted at the entrance to CI Regional Park during the evening hours. Multiple arrests occurred as a result of that contact. The charges included DUI, vandalism, vandalism tools and minor in possession of alcohol.

02/12/23 – Dispatched to a disturbance in the Town Center. A subject, not affiliated with the university, was contacted and ultimately placed under arrest for public intoxication.

Several mountain lion sightings have been seen in University Glen and on campus during the last several weeks. During these reports, Officers will respond, look for the mountain lion and contact the reporting party. If the lion is believed to be in an inhabited area of the campus, we will send an CI Alert out to the community. We are closely working with the Department of Fish and Wildlife. We recently had several presentations about the mountain lion by the Department of Fish and Wildlife. A recording of this presentation can be found on our social media pages.

Department Approval: _____ *Date:* 02/16/23

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

Meeting Attended By: Lt. Garrett Brownfield

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

- None

Department Approval: Lt. Brownfield *Date:* 2/16/23 _____

Exhibit B

UGCAM Manager Report to the HAC – February 16, 2022

UGCAM Manager Report to the HAC – February 16, 2023

1. Reiterate the continuing concern regarding the sightings of a mountain lion. There are two sightings within the past week around 6:30 PM on Fry's Harbor Drive. (I personally saw the mountain lion run in front of my car at around 6:30 on Wednesday, February 15th as I drove north on Channel Islands Drive toward Fry's Harbor Drive.) Take appropriate precautions as offered. There is a presentation on the CSUCI website under the Police Department with a presentation Jessica West with the California Department of Fish and Wildlife, which was sponsored by the CSUCI Police Department.

<https://www.csuci.edu/emergencyinfo/mountain-lions.htm>

2. UGCAM received the SoCalGas bills for January 2023. The increased costs are 4x what was budgeted for the combined pools/spas in UG. The 2022-2023 Budget offered the monthly costs to be **\$4,300.00** for the combined Hillcrest and Townside Pools/Spas. The two invoices for January 2023 total **\$16,641.00**. The SoCalGas invoices are available in the attachment. The invoices are delineated as follows:

Town Side Poo/Spa (acct no 100 858 8151 3) **\$7,359.94.**

Hillcrest Pool/Spa (acct no 153 378 1087 1) **\$9,281.06.**

3. The Budget Advisory Group met on February 14th. During that meeting the members reviewed a power point presentation on how to read/understand the 2022-2023 CAM budget. This presentation is now on the UG website under the 2022-2023 Budget.

Discussions regarding the water and sewer bills are continuing. All line items are being reviewed for potential cost savings.

4. The enclosures for the organic waste containers are being constructed soon. To be compliant with the state directive, a minimum of two 64-gallon organic waster bins (brown) are being placed in to serve the single-family and townhomes in UG. The first is on the mountain side of CI Drive at the intersection of CI Drive and Elephant Seal Harbor. The second is on the mountain side of CI Drive at the intersection of CI Drive and Fry's Harbor Drive. Additional information about the use of these bins will be sent out soon.
5. UGCAM is working with Gothic Landscape to address the washed out portion of the DG path on the mountain side of Channel Islands Drive the 300-400 block of Channel Islands Drive. Cones have been placed to a caution to pedestrians.
6. Gothic Landscape is planning on completing the remaining 30% of the annual tree trimming project in the coming months. Crown trimming of American Sycamore trees along Channel Islands Drive and the round-a-bouts will be the focus of the portion of the annual tree trimming project.

7. UGCAM is working with Gothic Landscaping to remove the downed tree in Long Grande Canyon Creek. The tree came down during the recent rains and is blocking a substantial portion of the creek bed.
8. UGCAM continues to work with Gothic Landscape on their plan to address the weeds with a pre-emergent herbicide/fertilizer.
9. UGCAM is looking for volunteers to work towards a proposed Safety/Fire Preventions Day for the entire community on the Saturday May 13th. We are working with CSCUI Police Department and other First Responders. This will be an opportunity for information about the upcoming fire prevention requirements coming into effect as early as January 1, 2024.
10. Report street lights which are not functioning to the UGCAM office. As a reference, there is an aluminum tab mounted vertically on the side of each SCE pole with seven numbers and one letter. UGCAM requests including that number in your email saying where the streetlight is not working. UGCAM will place a work order with SCE to have the streetlight issue addressed.
11. The HAC's garden committee is looking for new members to participate on the Garden Committee. Contact the UGCAM office if you are interested.
12. UGCAM Manager's Financial Report

Operations			
	Jan-23		Month
	Income		\$ 164,743.77
	Operating Expenses	positive variance	\$ 148,006.28
	Variance	positive variance	\$ 16,737.49
	From July 1, 2022		
July	16329.73	positive variance	
August	9089.19	positive variance	
Sept	-18598.16	negative variance	
Oct	-6856.94	positive variance	
Nov	11114.79	positive variance	
Dec	-1949.48	negative variance	
Jan	16737.49	positive variance	
YTD		Positive Variance	\$ 25,866.62

13. In observance of President's Day, the UGCAM office will be CLOSED on Monday, February 20th. We will reopen on Tuesday, February 21st at 9:00 AM.

EXHIBIT C

University Glen Budget – How it is created and how to read it

University Glen Budget

How it is created and how to read it

Budget for Fiscal Year 2022-23

- ▶ Available on the University Glen Owner Resources web page near the bottom of the page on the left
 - ▶ <http://universityglen.csuci.edu/current-homeowners/owner-resources/>
- ▶ Expense lines are allocated by door and grouped by general type:
 - ▶ Lines 4-14 are the anticipated expenses
 - ▶ Lines 17-19 are reserve contributions for each fund
- ▶ Each column represents a type of door:
 - ▶ 400 doors now owned by Kennedy Wilson Multifamily
 - ▶ Apartments (328)
 - ▶ Town Center Apartments (58)
 - ▶ Town Center Retail (14)
 - ▶ 272 Doors owned by Individual Homeowners
 - ▶ Single Family (72)
 - ▶ Townhouse (200)

- ▶ <http://universityglen.csuci.edu/wp-content/uploads/2022/06/220404-UGCAM-BUDGET-2022-2023-FINAL.pdf>

The image displays three screenshots of a budget spreadsheet. The top-left screenshot shows a detailed view of expense lines, with columns for 'Line', 'Description', and 'Amount'. The top-right screenshot shows a summary of the budget, with columns for 'Line', 'Description', and 'Amount'. The bottom screenshot shows a detailed view of the budget, with columns for 'Line', 'Description', and 'Amount'. The spreadsheet is organized into sections for different types of doors, such as '400 doors now owned by Kennedy Wilson Multifamily' and '272 Doors owned by Individual Homeowners'.

Budget for Fiscal Year 2022-23

- ▶ Available on the University Glen Owner Resources web page near the bottom of the page on the left
 - ▶ <http://universityglen.csuci.edu/current-homeowners/owner-resources/>
- ▶ An expense line in a particular column represents:
 - ▶ Annual anticipated cost of the item to that category of owners
- ▶ Monthly cost to an individual owner
 - ▶ Single Family - divide cost by 72 and that result by 12
 - ▶ Townhouse - divide cost by 200 and that result by 12

- ▶ <http://universityglen.csuci.edu/wp-content/uploads/2022/06/220404-UGCAM-BUDGET-2022-2023-FINAL.pdf>

The image displays three screenshots of budget spreadsheets. The top-left screenshot shows a detailed list of expense categories such as 'Utilities', 'Insurance', and 'Maintenance' with columns for 'Annual Anticipated Cost' and 'Monthly Cost'. The top-right screenshot shows a similar list of categories with a focus on 'Utilities' and 'Insurance'. The bottom-center screenshot shows a summary table with columns for 'Category', 'Annual Anticipated Cost', and 'Monthly Cost' for different owner types.

Each year's budget is based on:

- ▶ Previous year's actual costs
- ▶ Known price increases
- ▶ Estimated usage changes
- ▶ New expenses (e.g. infrastructure reserves)

Initial draft is compiled by UGCAM and submitted to the Site Authority on February 1. During February, March and the first half of April, Site Authority staff working with the BAG and others discuss, review and update the draft with new data as it is available.

Site Authority staff submit their final budget, which includes University Glen's, to the May Site Authority Board meeting for approval

Unanticipated costs this year include:

- ▶ Billed water consumption
- ▶ February gas bill for the pool
- ▶ Increase in insurance costs

The above items are presently showing a negative variance. (A negative variance is defined as the budgeted amount minus the actual amount billed.) These costs *may* be partially covered by other lines in the budget which are underspent when the University Glen books are closed at the end of the year.

Exception to the rule that all costs are allocated by door:

- ▶ Potable and Reclaimed Water Meter Fees
 - ▶ These two new lines in the 22-23 budget, initially presented as meter reading fees, have now been acknowledged to be initial charges for the never created Infrastructure Reserves.
- ▶ Generally allocated by the number of meters, not doors with the exception of two large meters which are allocated by door
 - ▶ Kennedy Wilson meters
 - ▶ 2 meters shared by all
 - ▶ Currently, TH and SF owners pay \$1.07 per month. If the entire cost was allocated by door individual owners would be charged \$5.20 per month.
- ▶ Assume this cost will be replaced by new water fees based on Water Rate Study which is anticipated to be completed in March, 2023.

Common Area Maintenance Report		Budget July 2022 to June 2023							
	328	58	14	400	72	200	272	672	
	Apartments	Town Center Apartments	Town Center Retail	Rental Program Total	Single Family Residences	Townhomes	Owned Program Total	Total CAM	
Notes Income									
1 Townhome CAM						930,748	930,748	930,748	
Single Family CAM					223,308		223,308	223,308	
2 Rental CAM	991,432	173,014	41,762	1,206,208				1,206,208	
3 Misc. Income (late fee, misc.)							0	0	
Total Income	991,432	173,014	41,762	1,206,208	223,308	930,748	1,154,056	2,360,263	
Expense									
4 Landscaping									
Landscaping - Exterior Contract	187,429	33,143	8,000	228,571	41,143	114,286	155,429	384,000	
Landscaping - Irrigation Specialist	10,788	3,496	844	24,107	4,339	12,054	16,393	40,500	
Landscaping - Irrigation Equipment	13,764	2,434	588	16,786	3,021	8,393	11,414	28,200	
Landscaping - Other (Plant Replacement)	2,431	430	104	2,964	534	1,482	2,016	4,980	
5 Electric - Common Area (UGCAM Office)	366	65	16	446	80	223	304	750	
Utilities-Electric-Island Wide (Common Area)	28,114	4,971	1,200	34,286	6,171	17,143	23,314	57,600	
Poolhouse & Gym	11,129	1,988	475	13,571	2,443	6,786	9,229	22,800	
Streetlights	11,714	2,071	500	14,286	2,571	7,143	9,714	24,000	
6 Gas - Common Area	12,388	2,190	529	15,119	2,721	7,560	10,281	25,400	
7 Water (Potable)	58,571	10,351	2,500	71,429	12,857	35,714	48,571	120,000	
Potable Water Meter Fee (new)	33,871	3,689	890	38,451	927	2,576	3,503	41,954	
8 Water-reclaimed (Landscape)	38,304	6,773	1,635	46,712	8,408	23,356	31,764	78,476	
Reclaimed Water Contingency	2,343	414	100	2,857	514	1,429	1,943	4,800	
Recycled Water Meter Fee (new)	1,653	292	71	2,016	363	1,008	1,371	3,388	
9 Sewer	61,327	10,544	2,618	74,789	13,462	37,394	50,886	126,646	
10 Trash Removal	101,276	17,909	4,323	123,508	23,210	64,474	87,684	211,192	
Trash Contingency	6,250	1,105	287	7,621	1,372	3,811	5,183	12,804	

How to determine your monthly cost for a budget item allocated by door

- ▶ Using the much-discussed Community Activities line

- ▶ Total amount allocated to the 272 individual owners

- ▶ **\$5,343** - See Owned Program Total column

- ▶ Annual per door cost

- ▶ $\$5,343 / 272 = \mathbf{\$19.64}$

- ▶ Monthly per door cost

- ▶ $\$19.64 / 12 = \mathbf{\$1.64}$

Common Area Maintenance Report	Budget									
	July 2022 to June 2023									
	328	38	14	400	72	200	272	672		
Apartment	Town Center Apartments	Town Center Retail	Rental Program Total	Single Family Residences	Townhomes	Owned Program	Owned Program Total	Total CAM		
Revenue										
1 Townhome CAM						650,748	650,748	650,748		
2 Single Family CAM				223,308			223,308	223,308		
3 Rental CAM	991,432	173,014	41,762	1,206,208	223,380		1,554,054	1,554,054		
4 Misc. Income (Rate fee, misc.)							0	0		
Total Income	991,432	173,014	41,762	1,206,208	223,380	650,748	1,554,054	2,369,263		
Expense										
4 Landscaping										
Landscaping - Exterior Contract	187,420	33,143	8,000	228,571	41,143	114,298	155,429	384,000		
Landscaping - Irrigation Specialist	19,798	3,496	844	24,107	4,330	12,054	16,303	40,500		
Landscaping - Irrigation Equipment	13,754	2,434	588	16,786	3,021	8,303	11,414	28,200		
Landscaping - Other (Plant Replacement)	2,431	436	104	2,964	534	1,482	2,016	4,980		
5 Electric - Common Area (USOAM Office)	368	65	16	448	80	223	304	750		
Utilities-Electric-Island Wide (Common Area)	28,114	4,971	1,200	34,285	6,171	17,143	23,314	57,600		
Poolhouse & Gym	11,120	1,058	475	13,571	2,443	6,788	9,229	22,800		
Streetlights	11,714	2,071	500	14,285	2,571	7,143	9,714	24,000		
6 Gas - Common Area	12,398	2,162	529	15,119	2,721	7,500	10,281	25,408		
7 Water (Potable)	58,671	10,357	2,500	71,428	12,857	35,714	48,571	120,000		
Potable Water Meter Fee (new)	33,871	3,889	800	38,451	927	2,676	3,503	41,954		
8 Water - reclaimed (Landscape)	38,304	6,773	1,633	46,712	8,408	23,356	31,704	78,474		
Reclaimed Water Contingency	2,343	414	100	2,857	514	1,420	1,943	4,800		
Recycled Water Meter Fee (new)	1,653	292	71	2,016	383	1,008	1,371	3,388		
9 Sewer	61,327	10,844	2,618	74,789	13,462	37,304	50,856	125,645		
10 Trash Removal	101,276	17,609	4,323	123,908	23,210	64,474	87,684	211,132		
Trash Contingency	6,200	1,105	287	7,621	1,372	3,811	5,163	12,884		
11 Maintenance										
Repairs and Maintenance	1,074	190	46	1,310	236	655	890	2,200		
R&M - Roof/Outer Cleaning - TH only	0	0	0	0	0	10,000	10,000	10,000		
R&M - Electrical & Pumps (CA Buildings)	3,221	575	136	3,932	707	1,994	2,571	6,406		
R&M - Electrical & Pumps (TH Scavens/R&M)	0	0	0	0	0	15,300	15,300	15,300		
R&M - Plumbing	976	173	42	1,190	214	595	810	2,000		
Sewer (\$10,000 Cleaning)	4,881	883	208	5,962	1,071	2,876	4,548	10,000		
R&M - TH Garage Doors	0	0	0	0	0	0	0	0		
R&M - TH Gates, Fences	0	0	0	0	0	2,000	2,000	2,000		
R&M - TH Windows & Doors	0	0	0	0	0	0	0	0		
R&M - Other	4,788	842	204	5,814	2,247	6,267	11,814	17,628		
R&M - Fitness Center (incl Internet - WF)	3,307	573	143	4,023	356	2,321	3,157	7,800		
R&M - Pool & Fountains	29,383	5,194	1,254	35,833	6,450	17,917	24,999	60,300		
R&M - Community Activities	6,443	1,138	275	7,857	1,414	3,920	5,343	13,200		
Reserve Study - Update	1,952	345	83	2,381	429	1,190	1,909	4,000		
R&M - Pest Control (Sp. Termites Inp TH only)	9,694	1,768	413	11,795	2,121	10,860	13,014	24,800		
R&M - DG Path Maintenance	2,343	414	100	2,857	514	1,420	1,943	4,800		
R&M - Playground Maintenance	586	104	25	714	129	357	486	1,200		
R&M - Animal Maint (Dog Park & Subons)	6,101	1,076	260	7,440	1,339	3,720	5,000	12,500		
R&M - Janitorial Cleaning	28,114	4,971	1,200	34,285	6,171	17,143	23,314	57,600		
Security (Police)	46,652	8,261	1,962	56,905	10,243	28,452	38,695	95,600		
12 Insurance - Property - TH only	0	0	0	0	0	40,870	40,870	40,870		
13 Insurance - General Liability	0	0	0	0	0	0	0	0		
Insurance - Earthquake - TH Only	0	0	0	0	0	38,926	38,926	38,926		

EXHIBIT D

**Minutes from the
University Glen Community Advisory Group
January 2022 Meeting**

UNIVERSITY GLEN COMMUNITY ADVISORY GROUP

Thursday, January 26th, 2023

In Attendance: Jake Friesen, Mark Hewitt, Christina Sotelo, Mary Kennedy, Ben Gordon, Dae Paula Saulnier

John Lazarus called to order at 4:03 pm

Kennedy Wilson (Ben Gordon):

- A. The rain caused a delay in construction at the 32-acre site. The first block of townhomes and two single-family homes, which will be used as the model homes, are on schedule to be completed at the end of the second quarter of 2023. The market-rate apartments (80 units) will be completed at the end of the fourth quarter of 2023. The senior affordable apartments will be completed end of the first quarter of 2024.
- B. Mary Kennedy inquired about the request for the plumbing schematic plans. Ben Gordon stated Kennedy Wilson cannot provide those structural and architectural plans. They have been submitted to the CSUCI permitting agency.

Homeowners Advisory Council (Mary Kennedy):

- A. Mary Kennedy announced that Lori McDonald has stepped down from the Homeowners Advisory Council. Tom Bokhart agreed to fill the position.
- B. A CSUCI Sociology professor is requesting to do a voluntary survey on University Glen homeowners. The HAC requested a focus group, for people who want to volunteer to talk to sociology students about the survey.
- C. The Community Advisory Group has two vacancies, one for a townhome owner and one for a CI University faculty member. John Lazarus confirmed he has received letters of interest. Ms. Kennedy questioned the status of the CAG Charter. Mr. Lazarus researched two past Charters and will confirm which one was approved by the Site Authority Board.

Site Authority (Jake Friesen on behalf of John Lazarus):

- A. John Lazarus informed the language to put your UGlen home into a trust has been sent to the lawyer. When approved this would be used as a template for allowing future homeowners to put their homes into a real estate trust.
- B. The homeowners manual is ready to be reviewed by the Homeowners Advisory Council. It does not change the Ground Sublease. It is to provide clarity to homeowners.
- C. FY 2023 - 2024 CAM Budget will be provided to the HAC at the February meeting. The townhome reserves are not at the ideal funding level. The projection is an increase in townhome CAM fees to rebuild the reserve. The reserves act as a savings account to maintain, the slabs, the roofs, and the exterior walls of the townhomes. The goal is financial stability.
- D. New Site Authority Board members have been appointed. Councilmember Laura Hernandez, who was an alternate board member is now a regular member. Martita

Martinez-Bravo is the new alternate board member. Ventura County Supervisor Jeff Gorell is now a regular Site Authority board member. Ventura County Supervisor Vianey Lopez was appointed as a regular member to the Site Authority Board. At the February board meeting the board members will choose upon themselves the new chairperson.

- E. The water rate study has begun. A presentation will be provided to the University Glen community and feedback is requested. The final report will provide details on the monthly fees, to make sure it is fair and distributed accurately.
- F. A visioning group was created for the University Glen Park. Members will include a HAC representative, Ben Gordon from Mission Hills, John Lazarus from UAS, two community members, one academic and one staff and a Ventura County representative for input.

A homeowner questioned why the townhome reserves are low and how much of an increase. In CAM Fees. John Lazarus responded the more townhome owners who deposit into the reserve the more people are being paid out every month. Mr. Lazarus stated that there is not enough in the reserves because they have not been putting aside enough. The increase is not finalized. The townhome reserves are separate from the single-family home reserves. The increase will be in the 20% - 25% range. Mary Kennedy asked if the funds were still being held with CalTRUST. Mr. Lazarus confirmed they are in CalTRUST. Ms. Kennedy asked if it is possible to move those funds into an insured and protected account. Mr. Lazarus explained his understanding is the HAC concluded to leave the funds where they are until they get back to where they were initially, then move the funds into a protected investment account. Mary Kennedy asked who controls the funds. Mr. Lazarus explained how the CSUCI Department of Business, and Financial Affairs handles the funds. The movement of the funds is limited to CalTRUST.

A question was asked if an assessment will be needed. Mr. Lazarus responded with no, the special assessment is only needed if there is not enough money in the reserve account to cover a current obligation. The townhome owners have an HO6 insurance policy that covers everything inside their homes. Everything between the exterior paint line and the outside building is insured.

A homeowner asked to explain the percentage deficit of efficiency at 41%. Mr. Lazarus responded 41% of what the entire future spending is projected to be. The industry expectation for a healthy level is 60%.

UGCAM Report (Jake Friesen):

- A. On January 10th, John Lazarus and Jake Friesen met with Larry Williams from Ventura County Fire Department, a Fire Prevention Officer, and Aaron Gareer, the State Fire Marshall for University Glen. The defensible space requirements were discussed. The goal is to receive confirmation from the Ventura County Fire Department and State Fire Marshall to move forward with the landscaping refurbishing. UGCAM is working with the HAC's Landscaping Committee.
- B. The Budget Advisory Group is working with John Lazarus on consulting services for the Water Rate Study. It was agreed during the most recent BAG meeting to look for 25

volunteer homes that are willing to do a tap water dye test. The discussion of water metering is getting clarification from CSUCI Facility Services. This year the water and sewer bill has been inexplicably high. They are looking for leaks that are mainly caused by toilets.

- C. The initial budget will be provided to John Lazarus on February 1st.
- D. Jake Friesen cautioned residents of the silt in the concrete swales that have gathered due to heavy rain, that are on the backside of the Hillcrest pool. UGCAM is in contact with the Site Authority and CSUCI Facility Services to address it.
- E. Gothic Landscaping is aware of tree beetles. They will be using a pre-emergent herbicide along with fertilizer in the Spring.
- F. The updated annual tree trimming balance will be available online. 30% of the annual tree trimming has been completed. This included tree removals and crown trimming on the American Sycamore trees.

Closing Remarks:

A question was asked if UGCAM can share the plant palette plans. Jake Friesen confirmed it will be shared online. The plant palette provided the regulations that need to be met for the defensible space requirements. It shared a list of plants that are on the approved list. Within 5 feet of the building, there should only be small plants and succulents. The ground cover can be dirt or non-combustible material. Mary Kennedy asked about the plants that grow inside the fence line. She understands it is the owners' responsibility but asked if the Fire Marshall wants owners to be aware of their plants. Mr. Friesen confirmed, yes, the Fire Marshall stated 1-5 feet is the responsibility of the homeowner. The Fire Marshall stated nothing combustible can be within 5 feet of any building.

Mary Kennedy asked about the Spring herbicide plan. Mr. Friesen stated the community will receive more information regarding the herbicide in an E-blast. Mr. Friesen mentioned the arborist noticed black gum dropping from the bay laurel trees. He suggested a mineral oil spray that will rid the bugs off the leaves. Nine trees have been treated so far.

A homeowner questioned, based on solutions for the defensible space for homeowners, could the architectural guidelines in the Sub Lease Agreement be amended if solutions were found. Mr. Friesen stated they are currently looking for a solution, every time they replace the townhome gates, it is the Site Authority's responsibility. No solution has been found yet. John Lazarus stated he would not amend the Ground Sublease based on rules from CalFire. They would operate in a way that is compliant with the law.

A question was asked when the phase II landscape project will start. Mr. Friesen answered, UGCAM is working on getting verification from the Ventura County Fire Prevention Group and CalFire on what is allowed and won't have to be removed. Since one-third of the cost is demolition, UGCAM is working on applying for grants. The north side of the University Glen is in consideration for fuel reduction by hiring goats to clear the brush. Homeowners' may call the fire department for a free fire prevention survey of the exterior of the home. Mr. Friesen stated

the Fire Marshall mentioned your neighbors' wall must be clear 5 feet, including storage units that are up against the wall.

A homeowner asked how many pipe leaks and meter pressure issues UGCAM has received in the past six months. Mr. Friesen stated it is being tracked and will bring the information to the next meeting.

Adjourned by John Lazarus at 4:50 pm