

# UNIVERSITY GLEN HOMEOWNERS' ADVISORY COUNCIL

## Minutes of March 16, 2023 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 6:12 p.m. HAC members Carolyn Phillips, Mary Kennedy, Sandi Boyd and Tom Bokhart were in attendance. Roberts Rules of Order governed the meeting.
- 2) **Public Comments:**
  - a) University Glen resident Patrick McClone made public comments about:
    - i) his belief that the HAC's powers and responsibilities under the Ground Sublease is for architecture guidance;
    - ii) the approximately \$30,000 *Other* budget line item in last year's budget;
    - iii) 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
    - iv) whether the Anacapa townhouse CAM fee will be the same as University Glen CAM fee.
  - b) in his capacity as a University Glen resident Tobey Wheeler made public comments about:
    - i) **Ventura County Community Development Corporation** -- a group of professionals that can help people in need with various financial issues stemming from the Covid-19 pandemic including but not limited to negotiating with mortgage companies to help individuals avoid losing their home and helping people get free food and utility services, etc. (**VCCDC.ORG**; **805-273-7800**; [CONTACTUS@VCCDC.ORG](mailto:CONTACTUS@VCCDC.ORG) ).
- 3) **Approval of Minutes:** The February 2023 HAC Meeting Minutes were approved by a vote of three in favor thereof (Boyd, Kennedy & Bokhart) and two against/abstaining (Phillips & Wheeler). The HAC members agreed once again to table until next month approval of the minutes from the January 2023 HAC meeting.
- 4) **Public Safety Report:** The CSUCI Police Department representative, Sergeant DeBoni, reported on two incidents – unattended dog and vandalism citations – and 32 parking violations since the last meeting (five (5) in University Glen; twenty-seven (27) at or around Town Center).

*The Public Safety Report was accepted by unanimous vote.*
- 5) **Site Authority Representative:** John Lazarus, Executive Director of Operations – Site Authority (via Zoom) discussed the following topics:

- a) Anacapa Canyon Occupancy – as of March 2023 the schedule has been adjusted as follows:
  - i) One (1) Single Family Home and two (2) Townhouse *Model Homes* are expected to be completed in Summer 2023;
  - ii) Remaining Single Family Homes and Townhouses will be built over the course of one year (beginning of 2024 through the end of 2024);
  - iii) Market rate apartment are expected to be occupied at the end of 2024 (Q4 of 2024 – through middle of 2025); and
  - iv) Senior Apartments are expected to be occupied in early 2025.

b) FY2023-24 DRAFT Budget – Mr. Lazarus shared and discussed certain line items in the *Work in Progress (WIP)/DRAFT Budget for fiscal year 2023-24 vs. 2019-20, 2020-21, 2022-23*.

- i) Specifically Mr. Lazarus noted:
  - (1) the budget is in DRAFT form;
  - (2) the Site Authority Board wants input from the community but ultimately votes to approve the budget (as indicated in the Site Authority letter to University Glen homeowners dated February 17, 2023 – a copy of which is attached hereto as Exhibit A);
  - (3) the CAM Fee Budget for Townhomes and Single-Family homes is the cost of all of the component line items contained within those various properties (single-family homes and townhouses have separate/different CAM Fee budgets);
  - (4) the Site Authority does not pay directly to maintain homes in UGlen – only property owners do; and
  - (5) the recommended monthly Townhouse reserves contributions, as determined by the Reserve Studies company, can be found on the UGlen Owners Resource page.

ii) Mr. Lazarus then shared and discussed the following:

Townhouse CAM Budget												
	2018-19	% Increase	2019-20	% Increase	2020-21	% Increase	2021-22	% Increase	2022-23	% Increase	DRAFT 2023-24	% Increase
	TH	yr on yr	TH	yr on yr	TH	yr on yr	TH	yr on yr	TH	yr on yr	TH	yr on yr
Administrative Fee	\$ 18.59	18.94%	\$ 22.67	21.95%	\$ 28.82	27.13%	\$ 34.73	20.51%	\$ 37.67	8.47%	\$ 44.34	17.71%
Maintenance	\$ 39.60	111.20%	\$ 45.59	15.13%	\$ 53.99	18.43%	\$ 52.55	-2.67%	\$ 54.34	3.41%	\$ 69.14	27.24%
COVID Related R&M	\$ -		\$ -		\$ -		\$ 2.53		\$ -		\$ -	
Utilities	\$ 57.49	-15.44%	\$ 71.60	24.54%	\$ 71.68	0.11%	\$ 74.28	3.63%	\$ 86.92	17.02%	\$ 100.96	16.15%
Landscape	\$ 49.32	12.04%	\$ 49.36	0.08%	\$ 54.50	10.41%	\$ 54.07	-0.79%	\$ 56.76	4.98%	\$ 56.76	0.00%
Insurance Property	\$ 13.51	1.96%	\$ 13.78	2.00%	\$ 17.03	23.58%	\$ 17.03	0.00%	\$ 17.03	0.00%	\$ 25.90	52.08%
Insurance Liability	\$ 1.95	2.09%	\$ 1.98	1.54%	\$ 1.98	0.00%	\$ -		\$ -		\$ -	
Insurance Earthquake	\$ -		\$ -		\$ 32.54		\$ 32.54	0.00%	\$ 37.00	13.71%	\$ 45.74	23.62%
Reserves Common Spaces	\$ 14.27	0.00%	\$ 14.27	0.00%	\$ 14.27	0.00%	\$ 14.27	0.00%	\$ 26.04	82.48%	\$ 26.04	0.00%
Reserves Contribution TH	\$ 70.50	0.00%	\$ 70.50	0.00%	\$ 87.36	23.91%	\$ 87.36	0.00%	\$ 72.06	-17.51%	\$ 115.88	60.81%
<b>TOTAL</b>	<b>\$265.23</b>	<b>7.68%</b>	<b>\$289.75</b>	<b>9.24%</b>	<b>\$362.17</b>	<b>24.99%</b>	<b>\$369.36</b>	<b>1.99%</b>	<b>\$387.82</b>	<b>5.00%</b>	<b>\$484.76</b>	<b>25.00%</b>

Single Family Home CAM Budget												
	2018-19	% Increase	2019-20	% Increase	2020-21	% Increase	2021-22	% Increase	2022-23	% Increase	DRAFT 2023-24	% Increase
	SFH	yr on yr	SFH	yr on yr	SFH	yr on yr	SFH	yr on yr	SFH	yr on yr	SFH	yr on yr
Administrative Fee	\$ 18.59	19%	\$ 22.67	22%	\$ 28.82	27%	\$ 34.73	21%	\$ 37.67	8%	\$ 44.34	18%
Maintenance	\$ 36.48	95%	\$ 32.38	-11%	\$ 38.99	20%	\$ 40.77	5%	\$ 39.49	-3%	\$ 53.68	36%
COVID Related R&M	\$ -		\$ -		\$ -		\$ 2.53		\$ -		\$ -	
Utilities	\$ 57.49	-15%	\$ 71.60	25%	\$ 71.68	0%	\$ 74.28	4%	\$ 86.92	17%	\$ 100.96	16%
Landscape	\$ 49.32	12%	\$ 49.36	0%	\$ 54.50	10%	\$ 54.07	-1%	\$ 56.76	5%	\$ 56.76	0%
Insurance Property	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Insurance Liability	\$ 1.95	2%	\$ 1.98	2%	\$ 1.98	0%	\$ -		\$ -		\$ -	
Insurance Earthquake	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Reserves Common Spaces	\$ 14.27	0%	\$ 14.27	0%	\$ 14.27	0%	\$ 14.27	0%	\$ 26.04	82%	\$ 26.04	0%
Reserves Contribution SFH	\$ 11.58	0%	\$ 11.58	0%	\$ 11.58	0%	\$ 11.58	0%	\$ 11.58	0%	\$ 11.58	0%
<b>TOTAL</b>	<b>\$189.68</b>	<b>9%</b>	<b>\$203.84</b>	<b>7%</b>	<b>\$221.82</b>	<b>9%</b>	<b>\$232.23</b>	<b>5%</b>	<b>\$258.46</b>	<b>11%</b>	<b>\$293.36</b>	<b>14%</b>

Following his presentation Mr. Lazarus answered questions about a number of topics including but not limited to:

1. University Glen Common Area Liability Insurance – per Mr. Lazarus, the CSUCI Site Authority (not UGlen homeowners) pays for liability insurance coverage for common areas in University Glen (which is purchased through the CSU System) and such costs are not billed back to homeowners. Mr. Bokhart requested that Mr. Lazarus provide a writing (e.g. memo, letter) to University Glen homeowners memorializing the statements Mr. Lazarus made with respect to the CSUCI Site Authority Common Area Liability Insurance responsibility.
2. Townhouse Homeowner Responsibility to Maintain Liability & HO6 Insurance Coverage - Ms. Boyd reminded townhouse homeowners that, pursuant to the Ground Sublease, they are required to carry liability insurance and HO6 that covers their individual property and Mr. Lazarus encouraged anyone with questions about their HO6 insurance coverage (which covers everything “inside the paint line” (e.g. from the drywall) to speak with their insurance professional and make sure that they are comfortable with the coverage they have.
3. Property & Casualty – required to be purchased through CSU Systems; Alliant is the CSU System’s Property & Casualty Insurance provider. Mr. Bokhart challenged this mandate and requested that this matter be discussed further at the next BAG meeting.
4. Earthquake Insurance – expense required by the Ground Sublease, is purchased by the Site Authority but paid for using CAM fee/maintenance rent dollars, and is one of the larger items in the townhouse CAM budget (which continues to increase significantly year over year). Mr. Lazarus reported that Earthquake Insurance is not one of the types of insurance the Site Authority is required to purchase through the CSU System; therefore, Mr. Lazarus is working on finding competitive bids for Earthquake Insurance through a commercial broker to make sure University Glen homeowners are getting the best deal possible.
5. Townhouse Reserve Contributions – Ms. Boyd noted (among other things) that the Townhouse Reserve Studies recommends collecting \$140 a month per townhouse door each month starting FY 2024-25 for this reserve file in order to keep the fund solvent. She explained that the Townhouse Reserves is underfunded today primarily because University staff (rather than property managers) were managing University Glen, components were not valued properly, inadequate reserves were maintained and improperly invested, and the Site Authority rejected the experts’ recommendation to raise Townhouse CAM Fees to a level that would increase the Townhouse Reserves contributions to levels necessary to reach the recommended 65% fundedness level.
6. Fire Risk – Per Mr. Lazarus, the State Fire Marshall assures that University Glen is in better shape than most other communities because of the defensible space measures taken and the proximity/availability of water in the water tanks, which could be accessed by fire fighters to fight fires. Mr. Lazarus agreed to ask State and County Fire Officials to provide

something in writing that UGlen homeowners could share and discuss with their fire insurance provider.

7. Anacapa Canyon – the CAM Fee amount to be paid by Anacapa Canyon residents has not yet been determined. Anacapa Canyon’s commonly maintained areas are going have their own isolated accounting for operations and reserves separate from University Glen except for: (a) two roundabouts (b) the landscaping within such roundabouts; and (c) the portion of Channel Islands Drive from the roundabout to Camarillo Street.
8. Posting of University Glen Budgets from 2000 to 2017 – Mr. Lazarus agreed that, to the extent he finds them, he would have posted to the University Glen website each of the University Glen budgets approved since the community’s inception that are not currently available.
9. Affordability of Homes in University Glen – Per Mr. Lazarus, the Site Authority Board recognizes there is a deep need for affordable housing in Ventura County, wishes that University Glen CAM fees could be lower but recognizes that most of the line items in the budget are fixed. Homeowners argued against the affordability label citing that the CAM fee added to the Special Taxes/Mello Roos results in University Glen homeowners paying much more than homeowners other City of Camarillo’s Affordable Housing Programs. Mr. Lazarus countered that University Glen is still accomplishing the mission of providing affordable housing because (a) there is no Mello Roos - there’s a special tax; (b) the special tax accomplishes a very separate thing from CAM; and (c) a home in University Glen (which is in the \$400,000 price range) is still very affordable when compared to a home in Camarillo (which is in \$850,000 price range). Homeowners pointed out that a home in Camarillo wasn’t appropriately comparable to a home in University Glen because homeowners in University Glen lose the market appreciation value of their home.
10. University Glen & Anacapa Canyon Joint Use Agreement (“JUA”) – The JUA allows mutual use of facilities by residents of either subdivision.
11. Funding University Glen Community Activities / HAC Social Committee – Mr. Lazarus encouraged the HAC members to debate whether to allocate funds towards community activities and have the HAC’s BAG representatives take their consensus to the BAG. In the event there is no consensus reached among the members of the HAC with respect the inclusion of this line item in the budget, then Mr. Lazarus committed to highlighting the difference of opinion to the Site Authority Board for consideration in connection with evaluating the FY2023-24 Budget.

*The Site Authority Report was accepted by unanimous vote.*

- 6) **Common Area Maintenance (CAM) Manager:** The University Glen CAM Manager, Jake Friesen, reported on a number of topics including but not limited to (a) annual townhouse gutter cleaning (b) weather-related landscaping issues being addressed by Gothic; (c) picnic tables in the park project;

(d) organic waste compliance plans; and (e) the UGCAM Operations financials. The UGCAM Manager Report to the HAC is attached to these minutes as **Exhibit A**.

*Motion to get the picnic table quote and make a decision next week to advise whether to accept the picnic table and use the installation vendor was approved by unanimous vote.*

*Motion to move ahead with ordering 32 oz brown organic waste containers was passed by unanimous vote.*

*The CAM Manager Report was accepted by unanimous vote.*

**8) Committee Reports:**

- a) Landscape Committee – “Invitation to Observe” to have community members audit whether joining the landscaping committee is feasible.
- b) Social Committee – Request for Volunteers made by Mr. Wheeler. The scheduled March 21<sup>st</sup> Kids Painting Activity/ school supply donation drive was discussed. It was requested that the UGCAM Manager inquire whether the supplies donated by residents can be given to a school recommended/determined by the HAC.
- c) Garden Committee – As mentioned by Chairperson Powell at the February 2023 HAC meeting, the HAC is looking for a successor chairperson and new volunteers for the Garden Committee.

*Each Committee Report was accepted by unanimous vote.*

- 9) **Budget Advisory Group (BAG):** HAC Member Sandi Boyd reported on the March 2, 2023 BAG meeting. The written version of Ms. Boyd’s Report is attached hereto as **Exhibit B**.

In addition to a discussion about the water-related issues facing University Glen homeowners and what can be done (within existing budgetary constraints) to address such issues, following Ms. Boyd’s reading (with minor ad lib) of the BAG Report, there was a discussion about whether homeowners may way their cars in University Glen (i.e. whether *Section 25 – Repair or Washing of Vehicles of Article II (CSUCI Parking Regulations) of the CSUCI Traffic and Parking Regulations* (<https://www.csuci.edu/publicsafety/parking/updated-traffic-and-parking-regulations-2022.pdf>) is applicable to University Glen despite not being provided for in *Article V (University Glen/Town Center Parking Rules & Regulations)* thereof.

*The BAG 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 C** the complete minutes for the February 2023 CAG meeting. Ms. Kennedy updated the community about (a) the community survey and urged community members to complete the survey, which closes on March 26, 2023; (b) denial of her public records request for architectural plans for Anacapa Canyon; and (c) Jeanne Grier’s appointment to the CAG.

HAC member(s) requested that, at the next CAG meeting, the CAG representative ask whether the HAC may use the survey application used by the students to execute the community survey.

*The CAG Representatives report was accepted by unanimous vote.*

11) **Additional Discussion and/or New Topics:** None.

12) **Adjourned:** The HAC meeting was adjourned at 8:54pm to review Property Improvement Applications in executive session.

**UPCOMING MEETINGS:** HAC: April 20, 6 pm ▪ CAG: April 27, 4 pm ▪ Site Authority: May 15, 11:30 am

Exhibit A

**February 17, 2023 Site Authority Letter to University Glen Homeowners**



February 17, 2023

Dear University Glen Homeowner,

We appreciate you sharing your perspective on the increase in CAM fees that is currently under evaluation. To clear up some misconceptions and/or misunderstandings, we are providing some background information and look forward to your feedback. When University Glen first opened in 2002, its objective was to offer affordable pricing, convenience to campus and picturesque views in order to attract talented faculty and staff to the 23rd California State University campus. This is stated on the University Glen website and reiterated in the individual Ground Subleases to homeowners:

The Site Authority was created pursuant to the California State University Channel Islands Site Development Act of 1998 (California Statutes Chapter 861) in order to implement a faculty and staff ownership housing program at CSUCI, to provide faculty and staff housing and to financially support the reuse of the Camarillo State Hospital Site into the CSUCI campus. The primary objectives of the program are promoting and assisting the educational purposes and strengthening the educational programs of CSUCI by establishing a diverse residential community at CSUCI, by creating continually affordable housing for employees of CSUCI, and by assisting in the recruitment, retention, productivity and participation in activities at CSUCI of employees of CSUCI.

The Site Authority has never lost sight of this purpose and it continues to fulfill these objectives. In December 2022, the median home price in Camarillo was \$842,000 while the average price of a University Glen home sold in 2022 was \$414,618.

As you know, the University Glen land is leased by the CSU Channel Islands Site Authority (SA) from the Trustees of the California State University and in turn the SA subleases to the individual homeowners. As a result, there is no homeowner's association (HOA) and instead of paying an HOA fee, a monthly maintenance rent (CAM fee) is charged. It is important to understand there are some key differences between ownership costs in University Glen (CAM fee) compared with townhome owners in other communities (HOA fee). For example, all water and sewer utility costs are included in the CAM fee and are not in most HOA fees. In addition, Earthquake Insurance for townhouses is included in the CAM fee. These 2 components alone are projected to be \$100.96 and \$45.75 per month respectively in the upcoming fiscal year. If you backed those 2 items out of the current Townhome CAM fee of \$387.81, it would drop to \$241.11, which is well below the \$336.39 average of these [59 HOA's in nearby Ventura](#).

The various types of homes in University Glen are maintained in different ways. The common areas (pools, playgrounds, etc.) are the equal responsibility of all University Glen residents; Single Family homes are the sole responsibility of each individual Single Family homeowner; the Apartments and Town Center are the responsibility of the owner, and the responsibilities for the Townhouses are spelled out in the [Ground Sublease](#). Pursuant to Section 10, the interior of the townhomes from the paint line in are the responsibility of the homeowners. Damages to the interior may be covered by the townhome owner's HO6 insurance policy. If the policy does not cover the expense, then it is the townhome owner's responsibility. The exterior of the homes is covered by Liability Insurance the Site Authority buys on



behalf of the Townhome owners who in turn pay for this coverage through their CAM Fees. If that insurance does not provide enough coverage, then the UGCAM Townhouse Reserves would cover any costs.

The Townhouse Reserves act as the “savings account” that is used to maintain items like roof replacement, exterior painting, etc. Reserve Studies, found [here](#), have been commissioned to show what the expected lifespan of the various components will be. Best practices are to fund the reserves to a recommended level of 60%. The most recent townhome reserve study dated April 13, 2022, recommends an ideal reserve balance as of 7/1/2022 of \$5,174,640. As of 6/30/2022, the townhomes reserve balance is \$2,154,322. The resulting funding level is 42%. If the reserves are insufficient to cover costs regarding a commonly maintained component, a Special Assessment would be applied to all 200 townhome owners for their pro rata portion of any shortfall.

Below is a breakdown for the current year, the recent past, and a DRAFT of what it would look like if we did not increase the Townhouse CAM Fee. You’ll see that the Townhouse Reserves Contribution drops precipitously from the current \$72.06 per month down to \$18.94. This is because, as operations spending on utilities, maintenance, insurance, landscaping, etc. continue to rise, less money can be deposited in the Reserve account.

UGCAM Townhouse CAM Fees														
	2018-19	Change Yr/Yr	2019-20	Change Yr/Yr	2020-21	Change Yr/Yr	2021-22	Change Yr/Yr	2022-23	Change Yr/Yr	DRAFT 2023-24	Change Yr/Yr	DRAFT 2023-24	Change Yr/Yr
Administrative Fee	\$ 18.59	19%	\$ 22.67	22%	\$ 28.82	27%	\$ 34.73	21%	\$ 37.67	8%	\$ 44.34	18%	\$ 44.34	18%
Maintenance	\$ 39.60	111%	\$ 45.59	15%	\$ 53.99	18%	\$ 52.55	-3%	\$ 54.34	3%	\$ 69.14	27%	\$ 69.14	27%
COVID Related R&M	\$ -		\$ -		\$ -		\$ 2.53		\$ -		\$ -		\$ -	
Utilities	\$ 57.49	-15%	\$ 71.60	25%	\$ 71.68	0%	\$ 74.28	4%	\$ 86.91	17%	\$ 100.96	16%	\$ 100.96	16%
Landscape	\$ 49.32	12%	\$ 49.36	0%	\$ 54.50	10%	\$ 54.07	-1%	\$ 56.76	5%	\$ 56.76	0%	\$ 56.76	0%
Insurance Property	\$ 13.51	2%	\$ 13.78	2%	\$ 17.03	24%	\$ 17.03	0%	\$ 17.03	0%	\$ 25.90	52%	\$ 25.90	52%
Insurance Liability	\$ 1.95	2%	\$ 1.98	2%	\$ 1.98	0%	\$ -		\$ -		\$ -		\$ -	
Insurance Earthquake	\$ -		\$ -		\$ 32.54		\$ 32.54	0%	\$ 37.00	14%	\$ 45.74	24%	\$ 45.74	24%
Reserves Common Spaces	\$ 14.27	0%	\$ 14.27	0%	\$ 14.27	0%	\$ 14.27	0%	\$ 26.04	82%	\$ 26.04	0%	\$ 26.04	0%
Reserves Contribution TH	\$ 70.50	0%	\$ 70.50	0%	\$ 87.36	24%	\$ 87.36	0%	\$ 72.06	-18%	\$ 18.94	-74%	\$ 115.88	61%
Taxes	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
<b>TOTAL</b>	<b>\$ 265.23</b>	<b>8%</b>	<b>\$ 289.75</b>	<b>9%</b>	<b>\$ 362.17</b>	<b>25%</b>	<b>\$ 369.36</b>	<b>2%</b>	<b>\$ 387.81</b>	<b>5%</b>	<b>\$ 387.82</b>	<b>0%</b>	<b>\$ 484.76</b>	<b>25%</b>

The University Glen Homeowners’ Advisory Council (HAC) and the Budget Advisory Group (BAG) are currently in the process of developing the 2023-24 operating budget. At this time, it is anticipated to include an increase in CAM fees to offset the increase in costs and increase the contribution to the reserves. Once the draft is finalized, it will be presented to the Site Authority for approval.

There has been discussion of the need for some of the components of the CAM operational spending, including social spending, to be eliminated. The draft budget that is currently under evaluation has a monthly line item for the “Social Committee” of \$1.63 per door allocation. This amount is located in the Maintenance line of the proposed budget. If residents would like to remove the Social Committee line item or change any other discretionary item in Operational Spending, such as earthquake insurance, heating of pools and spas or other items of this type, please let the HAC know so they can communicate your requests to the BAG and the Site Authority.

It has been suggested by some that we should not increase the Townhouse CAM fee next year. Due to the continuing rise in costs to operate the community, maintaining the current fee amount would result in a significant drop in contributions to the CAM Reserves. A vital aspect of affordable housing is to create as much stability as possible. Increasing the Reserves Contribution TH (Townhouse Reserves) now is preferable to facing a possible special assessment in the future.

If anyone has any questions about how the CAM Fees have been generated and utilized in the past, they are welcome to go to the UGCAM Office and inspect the monthly reports that detail all the income and expenses.

A presentation on the reserve accounts and CAM fees will be made at the Site Authority Board meeting on May 15, 2023. All are welcome to attend the public meeting. The agenda and notifications of the location are found on the Site Authority website [Site Authority Meeting Agendas](#) and are also distributed by the UGCAM office.

Regards,

*John Lazarus*  
Executive Director of Operations

EXHIBIT B

**UGCAM Manager Report to the HAC – February 16, 2022**

## UGCAM Manager Report to the HAC – March 16, 2023

1. Per the message sent out by CSUCI Alerts : Special military aircraft will begin arriving and practicing this week at nearby Naval Base Ventura County (NBVC) Point Mugu in support of the 2023 Point Mugu Air Show being held on March 18 and 19. The CSUCI campus, as well as the Camarillo and Oxnard communities will experience increased jet activity and noise during this time.

The U.S. Navy Flight Demonstration Squadron, the Blue Angels, will be joined by the U.S. Air Force Demonstration Squadron, the Thunderbirds, as co-headliners for the 2023 Point Mugu Air Show.

The Point Mugu Air Show will be the third-time America's premiere demonstration squadrons have performed at the same public event, and the first time at Point Mugu. The Point Mugu Air Show, Ventura County's largest public event, is open to the public and will offer two show dates on March 18 and 19. Gates open at 8 a.m. daily. Parking, admission, and blanket seating are free.

To learn more about the Point Mugu Air Show, please visit their [website](#).

2. The townhouse gutters are scheduled to be cleaned at the beginning Thursday, April 6<sup>th</sup> through Friday. Watch for additional information. If SFH owners would like to have your gutters cleaned you can call Michael Gonzon of Tri County Power Washing at 805-312-0626 to arrange to have your gutter cleaned at a price of \$125.00. The work will begin on April 6<sup>th</sup> through April 15<sup>th</sup>.
3. Dog Park Wood Chips placed on the ground at the gates to address the mud issues at these locations.
4. UGCAM is working with Gothic Landscaping to remove the downed trees in UGCAM. Particularly those during the storm on Friday, February 24<sup>th</sup>. 3 trees were uprooted, and 4 large limbs were broken.
5. UGCAM is continuing to work 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 and other areas recently comprised by the recent rains.
6. Picnic Tables (2) and Bench (1) Picnic Tables in the park and the prices for the picnic tables are \$2,800/ and Bench is \$1,500/ total donated cost is \$7,100.00. The cost associated with moving and installing the 2 picnic tables in the community park on 10'x10' DG pads and the 1 bench on a concrete pad at the edge of the playground fall protection surface is \$9,000.00. The quote we received is from Central Coast Playgrounds. These funds are anticipated to be from the Common Area reserves. It is anticipated these picnic tables and bench will be available in the next 4-weeks or so. The UGCAM manager agreed to go to the property where these pieces of



11. Kids Painting Activity. See Eblast (discussed later the HAC meeting

This is to collect donations of school supplies for those students in need.

10 spots at \$35/ = \$350.00

\$50 traveling fee \$50.00

TOTAL \$400.00

In Dec/Jan/Feb/March \$450.00 budgeted

CAM Community Activities Line Item will pay \$200.00 of the \$400.00.

Be aware that \$120 of that \$200 is paid by Mission Hills in their CAM contributions.

Mission Hills is paying the remaining ½ of the \$400. = \$200.


<b>KIDS PAINTING ACTIVITY</b> <b>March 21, 2023, IN THE EVENT ROOM</b>		
	<b>AGES 6 - 12</b> <b>4:00 PM TO 5:30 PM</b>	<b>AGES 13 - 18</b> <b>5:30 PM TO 7:00 PM</b>
<b>List of Core Supplies:</b> <ul style="list-style-type: none"> <li>• Markers</li> <li>• Pink Wedge Erasers</li> <li>• 2 poster markers (white or fluorescent preferred)</li> <li>• Crayons</li> <li>• Highlighters</li> <li>• Single-subject handbooks (both wide and college sized)</li> <li>• Pencil Pouches</li> <li>• Pens: Black or Blue Ink</li> <li>• 5 inch Round Tip Scissors</li> <li>• Sticky Note Pads</li> <li>• #2 Pencils (12 count preferred)</li> <li>• Colored Pencils (8 count packs preferred)</li> <li>• Crayons (12 count packs preferred)</li> <li>• Washable Markers (8 count packs preferred)</li> <li>• Washable Stickers</li> <li>• Hand Sanitizer</li> <li>• 409 Paper</li> <li>• Dry Erase Markers (12, 6, and 4 packs preferred)</li> </ul>	<p><b>Instead of paying for the activity, we are asking for school supply donations to:</b></p> <p><b>KIDS IN NEED FOUNDATION</b></p> <p><b>SUPPLIES TO THRIVE</b></p> <p>THIS EVENT WOULD NORMALLY BE A \$35 EVENT, IN PLACE OF PAYING A FEE TO ATTEND, WE ARE ASKING FOR DONATIONS OF SCHOOL SUPPLIES, IF POSSIBLE, APPROXIMATELY \$20 OF SCHOOL SUPPLIES FROM THE LIST ON THE LEFT WOULD HELP KIDS THAT ARE UNABLE TO AFFORD THESE NORMAL SUPPLIES. THE BIN TO DROP YOUR DONATIONS WILL BE IN THE MISSION HILLS LEADING OFFICE. YOU CAN DROP THE SUPPLIES AT THE OFFICE PRIOR TO THE EVENT OR THE SAME DAY. WE WILL BE COLLECTING UNTIL MARCH 31, 2023. EVEN IF YOU DON'T WANT, ANY DONATION WOULD HELP.</p>	
<b>IMPORTANT - PLEASE RSVP 805-465-0249</b>		

EXHIBIT C

**Budget Advisory Group Report**

BAG Report March 16, 2023

The BAG met on March 2 and 16 to review the draft budget and an issue in the current budget. It appears that the budget lines in our current FY 22-23 budget that are identified as Water Meter Reading Fees which are allocated by meters are not in fact allocated to that purpose. They are instead now identified by the Site Authority as Infrastructure. This means that the allocation metric used for these lines which was meters is now inaccurate. These lines should have been allocated by door. Correcting this error during the reconciliation process will increase the charges to Single Family and Townhomes and may result in a year end charge.

Water remains our largest issue. At our last meeting the BAG was asked if it would support restrictions on outdoor potable water use. As some residents may not know our outdoor hose connections use potable water. While actual usage is still being quantified, reducing our water use is a good place to begin. One suggestion currently being implemented by some members of the community is to water outdoor plants with saved the shower water that is wasted as we wait for it to warm. Note it is already a violation of existing UGlen rules to wash your cars in the Glen. Please also check that your recirculating pump and toilets are functioning corecctly.

Currently we continue to be (in round numbers) over budget on potable water by \$25,000 and under budget on reclaimed water by about 20,000. The increase in usage is not happening in the Apartments. It is occurring in the common area or in our homes. Because we are unmetered we cannot document where the problem exists. So our only defense against year end charges for water is to conserve as much as possible for the next 3 and half months.

For next year's budget the largest challenge is to the basis on which our budgets have been calculated for the last 22 years that is inherent in the Rate Study John has discussed with you this evening. It is not possible to quantify this risk until the study is completed. It could be a non-issue or a very serious one.



EXHIBIT D

**Minutes from the  
University Glen Community Advisory Group  
February 2023 Meeting**

## **UNIVERSITY GLEN COMMUNITY ADVISORY GROUP**

Thursday, February 23rd, 2023

In Attendance: Jake Friesen, John Lazarus, Christina Sotelo, Mary Kennedy, Dae Paula Saulnier

John Lazarus called to order at 4:01 pm

### **Homeowners Advisory Council (Mary Kennedy):**

- A. Mary Kennedy provided information on the community survey. The draft has been completed and sent to the University's Institutional Review Board. Once the Institutional Review Board approves, it will be shared with the University Glen community. Dae Paula confirmed she has a hard copy of the survey. Ms. Kennedy stated once the survey is ready it will be sent out online, with the survey software. It is an anonymous survey, there is no need for a name, email, or phone number. Jake Friesen stated the results will be presented at the May Homeowners Advisory Council meeting.
- B. Ms. Kennedy asked John Lazarus if there is any progress for the Community Advisory Group vacancies. Mr. Lazarus stated he has received 4-6 letters from residents who expressed interest in being a member. To proceed the President needs to approve. Mr. Lazarus stated the two faculty members go through the faculty senate.
- C. Ms. Kennedy questioned the progress of the public records requests. Public record requests have been submitted by numerous homeowners. Mr. Lazarus stated the volume of public records requests are up significantly and are being worked on diligently.

### **Site Authority (John Lazarus):**

- A. John Lazarus informed that the University Council has drafted a document that allows homeowners to place homes in a real estate trust. The document has been placed on the University Glen website under Owner Resources.
- B. The Homeowners' manual was submitted to the Homeowners Advisory Council. To reiterate, this is not to make any changes to the Ground Sublease Agreement. Input from the Homeowners Advisory Council will be provided soon.
- C. The draft UGCAM budget for the next fiscal year starting in July 2023 is as follows:
  - a. Single Family Home UGCAM Fee
    - i. 22/23 = \$258.46
    - ii. 23/24 = \$293.35
  - b. Townhomes UGCAM Fee
    - i. 22/23 = 387.82
    - ii. 23/24 = 484.76
  - c. The townhome CAM fees are the focus because operational costs, such as utilities and insurance are rising and taking most of the fees. The reserves for townhomes are not at 40%. If the increase is not approved, the reserve

contribution will be lowered. That increases the possibility of a special assessment. The goal is stability, which can be attained with higher monthly costs. Less stability would be to keep the lower monthly cost. The Site Authority Board is open to hearing the townhome owners' opinions. The Site Authority does not directly contribute or pay to maintain homes. The money in the reserves is the townhome owners' money to pay for future obligations. Convey your opinions with the Homeowners Advisory Council.

- D. The water rate study has begun. The water rate study is to make sure the rates are fair for the cost of operating the water system. There is an open forum for the community to solicit their input. The water rate study should be completed around March/April. Allowing time to inform the FY 2023/2024 budget.
- E. On February 28<sup>th</sup> there is a campus event that is open to the public. Tables of the World event will be held from 11:30 a.m. to 1 p.m. at Broome Library Plaza. The International Faculty & Staff Association, Center for International Affairs, and International Programs Office are presenting the event to celebrate and educate people on our collective international backgrounds. The family-friendly event is open to all. Parents are encouraged to bring their children to learn about different countries and cultures. People staffing tables can adjust activities for younger minds. No RSVP is necessary.

Mary Kennedy inquired about the process for apartment dwellers to report an issue and have it combined with the reports of the homeowners. Jake Friesen replied to bring the concern to the Homeowners Advisory Council, and they will review and make a recommendation to the Site Authority. The apartment dweller may report the issue to Dae Paula Saulnier as well.

Ms. Kennedy asked if there are guidelines in place for the CAM fees and how it is determined to be an operating fee or placed in the reserves. Mr. Lazarus confirmed that the information is in the budget. The past budgets are posted on the University Glen website. The reserve studies are also online. Operating costs happen yearly to maintain the community function. It includes landscaping, insurance, water, gas, and streetlights electricity. Everything from the paint line out to the exterior of the townhomes is maintained by the reserves or the liability insurance. The insurance covers non-maintenance items. The slab leak is reported, UGCAM makes a claim, and liability insurance covers the initial remediation. The paint line is the dividing line between the homeowner and the reserves. The HO6 insurance policy covers the inside.

#### **UGCAM Report (Jake Friesen):**

- A. The mountain lion has been seen living around the community. In the most recent E-blast, you can find a link to the California Department of Fish and Wildlife presentation. In the 40-minute video Jessica West, Human-Wildlife Conflict Specialist provides

understanding details on mountain lions and how to live with them. The mountain lion is juvenile and not tagged. Gender and age are unknown.

- B. The Southern California Gas Company bill for January 2023 was four times larger than expected from the budget standpoint. UGCAM and the Budget Advisory Group have decided to close the Townside pool. The decision to close the Townside pool and not the Hillcrest pool was because of the capacity size. The Townside pool capacity is 64 people, and the Hillcrest pool capacity is 89 people. At the April Budget Advisory Group meeting, they will reconsider opening the Townside pool.
- C. UGCAM and the Budget Advisory Group continue to work together on the water and sewer bill.
- D. UGCAM and their handyman are working on the organic waste container enclosures. Rain has delayed the construction progress.
- E. The DG path on the 300 block of Channel Islands has been rutted out due to the recent rainfall. Gothic Landscaping will be hired to clear it out. In the meantime, there will be cones and tape to block it off.
- F. The annual tree trimming continues between March 6<sup>th</sup> and 13<sup>th</sup>. They will be trimming the crowns of the sycamore trees and removal of some trees.
- G. Due to recent rainfall and winds a tree has fallen and partially obstructed Canyon Creek. UGCAM is working on the removal of the tree.
- H. UGCAM is working with Gothic Landscaping on removing the weeds that were brought to their attention. They will be spraying the weeds as they find them, and in the future, they will add the emergent herbicide to the fertilizer.
- I. UGCAM is working with the Police Department to plan a Fire Prevention Day combined with a community BBQ. A possible date would be Saturday, May 15<sup>th</sup>. A homeowner asked who would pay for the Fire Prevention Day. Jake Friesen stated there is still money set aside in the budget for community activities.

### **Closing Remarks:**

John Lazarus gave an update on Anacapa Canyon. The model homes will be done by the summer of 2023. Sales for the townhomes and single-family homes will take place during 2024. The market rate apartments occupancy is expected in late 2024. The age-restricted apartments are expected to be occupied in early 2025.

Mr. Lazarus stated we are not set up to allow community members to talk on the Zoom meeting. If you have a question, you may type it out and submit it on the Zoom Q&A.

A homeowner asked if we could hire food trucks for Fire Prevention Day. Mr. Friesen stated they will research it. He thanked the homeowner for the idea.

Adjourned by John Lazarus at 4:33 pm