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

1) **Call to Order:** Co-Chair, Tom Bokhart called the meeting to order at 6:10 p.m. HAC members Carolyn Phillips, Mary Kennedy, Sandi Boyd and Tobey Wheeler were in attendance. Roberts Rules of Order governed the meeting.

2) **Approval of Minutes:** The January 2023 HAC Meeting Minutes were approved by a vote of three in favor thereof (Boyd, Kennedy & Bokhart) and two against/abstaining (Phillips & Wheeler). The January 2023 HAC Meeting Minutes were approved by a vote of four in favor thereof (Boyd, Kennedy, Phillips & Bokhart) and one against/abstaining (Wheeler).

3) **Public Safety Report:** The CSUCI Police Department representative, Sergeant DeBoni, reported on (a) upcoming events that would impact traffic (Aut2Run Sunday, April 30th and CSUCI Commencement May 20th & 21st); (b) two incidents – unattended dog and vandalism citations; and (c) 134 parking violations since the last meeting (84 in University Glen and 48 at or around Town Center); and a mountain lion citing.

*The Public Safety Report was accepted by unanimous vote.*

4) **Public Comments:**

   a) Tom Bokhart read into the record written public comments/requests to the Site Authority submitted by University Glen resident Wendell Grayson chiefly about the UGCAM Budget. A copy of the written statement is attached hereto as **Exhibit A**.

   b) University Glen resident Sandra Bolger made public comments about Site Authority past errors which resulted in the legacy infrastructure and water-related issues for which the homeowners are now being asked to pay. Ms. Bolger demanded an apology from the Site Authority for subjecting common homeowners to the financial consequences of predecessors of the Site Authority. Responding solely to the water rate-related portion of Ms. Bolger’s comments, Mr. Lazarus said that he understood the frustration regarding the water rate study, explained that providing water and sewer services is not a moneymaking enterprise – the Site Authority is just trying to recoup its costs.

*Motion to have the version of the UGCAM FY2023-24 Budget that will be submitted to the Site Authority Board be distributed to University Glen community members via a UGCAM E blast was approved by unanimous vote.*

5) **Common Area Maintenance (CAM) Manager:** The University Glen CAM Manager, Jake Friesen, reported on a number of topics including but not limited to (a) completion of the annual townhouse gutter cleaning (b) resignation of the current Garden Committee chairperson; (c) status of the picnic tables in the park project (donated tables are no longer available); (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 B.

The CAM Manager Report was accepted by unanimous vote.

6) Site Authority Representative: John Lazarus, Executive Director of Operations – Site Authority (via Zoom) presented, and responded to questions related to, the latest version of the UGCAM FY2023-24 Budget, which has been distributed to members of the HAC, reviewed by the CSUCI Chief Financial Officer, but has not yet been submitted to the Site Authority Board.

A robust discussion was had and although issues remained outstanding and questions remained unanswered, because Mr. Lazarus had another engagement to attend and it was already agreed that UGCAM would distribute the video recording and budget to all of the University Glen homeowners, a motion was made to close out (rather than approve or accept) the Site Authority Report in order to proceed with the remaining agenda items.

Motion to close out the Site Authority Report passed by unanimous vote.

7) 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 March 2023 CAG meeting. Ms. Kennedy reported on a number of topics including (a) Anacapa Canyon; (b) the Community Survey; (c) the status of the town center grocery store; (d) inquiry into zero-scaping the neighborhood; and e) that reclaimed water usage has been flat for the last three years.

The CAG Representatives report was accepted by unanimous vote.

8) Additional Discussion and/or New Topics:

   a) Mr. Bokhart requested that the CAG representative raise the topic of Safety Day for discussion at the next CAG meeting.

   b) Phillips requested that the homeowners’ disagreement with the UGCAM FY2023-24 Budget should be included in the package of information that shall be submitted the CSUCI Site Authority Board.

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

UPCOMING MEETINGS: HAC: May 18, 6 pm  •  CAG: April 27, 4 pm  •  Site Authority: May 15, 11:30 am
Exhibit A

Wendell Grayson Public Comment
April 20, 2023

To the University Glen Homeowner Advisory Group and CSUCI Site Authority (represented by John Lazarus in attendance via Zoom):

My apologies for not being in attendance at tonight’s meeting. I’d like to present two requests for the record.

1. **Distribution of Final 2023/2024 Approved CAM Budget Detail and Proposed CAM Fee Increases to Homeowners at least one week prior to May Site Authority Meeting.** There will be some lively discourse later this evening on the budget, I’m sure. While townhome reserve deficiencies have justifiably dominated previous discussions, other expenses are contributing to a proposed CAM fee increase of 25% for Townhome owners and 22% for Single Family owners that can only be fully understood when looking at individual line items. These expenses are typically presented under broad, high-level categories labelled “Administrative Fees,” “Maintenance,” “Utilities,” etc. for the sake of discussion during a limited time frame. But I think it’s important we evaluate the individual expenses that comprise those categories – which can only be done with a full budget detail review. This will be crucial when the OTHER lively topic that’s front of mind – last week’s Water Rate Study presentation – comes up and we try to trace the recommended increases back to the budget.

With the unique brain trust at our disposal here in University Glen, we need as many eyeballs on every line item as possible as soon as possible, which is why I am requesting the budget detail and notification of CAM Fee increases be sent to all homeowners prior to the May SA meeting if homeowners at large have additional questions or homeowners wish to raise their concerns with the SA. Don’t just post it on the website.

2. **A FINAL Site Authority Response on Community Activities.** No doubt that when you look at individual line items in the 2023/2024 proposed budget, you’ll see there’s still a line item included for the “Social Club” budget. While many in the community at large appreciate many of the activities, some homeowners have made sound arguments against budgeting for related activity expenses based on reasonable interpretations of the Ground Sublease Agreement. This topic has become a TIME BURGLAR that distracts us from larger issues. Because Community Activities is included in the budget to be presented for a vote at the May meeting, University Glen homeowners should get a final, definitive statement from the Site Authority so we can get on with life. Important note: let’s not set a precedent of deferring decisions to the HAC on divisive issues. The HAC is an ADVISORY group only. The Site Authority makes the decision and should be able to justify it.

Respectfully submitted,

Wendell J Grayson
Homeowner, University Glen
1. The townhouse gutter cleaning project was completed on Saturday, April 15th.

2. Update on the compliance with State Organic Waste Removal mandate. Replacement of the 64-gallon (green) trash bin with a black 64-gallon trash bin. Placement of an additional 32-gallon (green) organic waste bin. The waste bin will accommodate both food waste and green waste. This is scheduled to be implemented on Tuesday, May 16th. Watch for additional information in the May 2023 Eblast and additional reminder Eblasts. The addition of the 32-gallon organic waste bin will add $2.00/month to the trash fee for each SFH and TH. This additional cost has been considered in the 2023-2024 UGCAM Budget. Watch for additional upcoming information/flyers/etc.

3. At the dog park, the large gate between the small and large dog park has been lowered as requested. The chain-link fence between the small and large dog park has been repaired.

4. The Garden Committee reports the herb garden is in full bloom due to all the rain. We have mint, sage, lavender, green onions, oregano, rosemary, for the community.

5. Gabrielle Powell, Chair/coordinator of the Community Garden has submitted her resignation. Her resignation email outlines what has been accomplished during her tenure over the past 26 months. We thank Gabrielle for her excellent work on behalf of the community.

6. In the vicinity of the community garden there has been an influx of gophers. UGCAM instructed the community’s gopher/pest control vendor to address this issue.

7. Update on the picnic table/bench donation. UGCAM procured additional pricing for these pieces of landscape furniture as directed by the HAC last month. UGCAM emailed/called the playground vendor who had provided a price to move and install the tables/bench. The vendor has not responded to UGCAM’s repeated communications. At this time this project does not appear to be moving forward.

8. Landscaping
   a. The ebbing of the spring rains has permitted Gothic to get back on their regular mowing schedule.
   b. The trees near the community garden which were broken and twisted are being addressed by Gothic. Gothic will also be addressing the overgrown brush on the backside of the Community Garden as part of the annual brush clearance work.
   c. UGCAM is continuing to work with Gothic Landscape on a path forward to address the washed out portions of the DG paths at the perimeter comprised during the rains this spring. Further information regarding the repairs is forthcoming.
d. Gothic has started cutting the foliage at the perimeter of the property as part of the annual brush clearance mandated by the State of California to be completed by June 1st. VCFD will be certifying the completed work.

e. There have been questions sent to the UGCAM office about the Fertilizer and herbicides Gothic is using in UG. The cut sheets on these products are available through the UGCAM office:
   i. The fertilizer being used in UG is “One-Shot”. This was approved by the SA/University for use. Gothic is planning to begin spreading the fertilizer the first week of May.
   ii. “Lifeline” non-glyphosate herbicide. Applied as necessary. More universal use throughout UG.
   iii. “Speedzone” is the selective herbicide used on broadleaf weeds in turf only.

9. Upcoming HAC Elections for fiscal year 2023-2024:

   a. There are 3 positions open for consideration by the community.
      i. The continuing members of the HAC are Tobey Wheeler and Mary Kennedy.
   b. UGCAM will solicit nominations via an e-blast to residents. Friday May 19th will be the deadline for nominations. Those nominated shall include a one-paragraph “statement” to be included with the ballots. A candidates’ forum via zoom may be scheduled. Soon after the candidates’ forum the ballots will be mailed out to all residents in the community. A self-addressed stamped envelope will be included in UGCAM’s mailing to the owners. Ballots shall be returned to the UGCAM office by Wednesday June 14th at 5:00 PM. The continuing members of the HAC will tabulate the votes via a recorded zoom meeting. The new members will be announced at the June 15th HAC meeting. The new HAC members terms will begin July 1, 2023. Contact the UGCAM office if you have questions.

10. UGCAM together with John Lazarus, Tom Bokhart, Mission Hills Rep-James Salazar, and Larry Williams VCFD and Aaron Greer, CalFire Inspector to discuss upcoming community Spring/Summer event which is planned to include educational information about the present evacuation plan, fire preparedness, information about the upcoming 0-5 feet defensible space as well as other community oriented festivities. The tentative date for the Spring/Summer Community Event is Saturday, June 3rd, or 10th.

11. Watch for upcoming information about Trenching along CI Drive at the Anacapa Canyon Development. This could be as early as next week depending on the weather forecast.

12. The Budget Advisory Group met on March 21st, and April 5th. 2023-2024 Budget considerations were finalized. Additional conversation about this budget will be presented shortly by John Lazarus with the Site Authority.

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Be aware the sewer & water bill

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EXHIBIT C

Minutes from the
University Glen Community Advisory Group
March 2023 Meeting
UNIVERSITY GLEN COMMUNITY ADVISORY GROUP

Thursday, March 23rd, 2023

A. In Attendance: Jake Friesen, John Lazarus, Christina Sotelo, Mary Kennedy, Ben Gordon, Jennifer Grier, Mark Hewitt

John Lazarus called to order at 4:05 pm

**Anacapa Canyon (Ben Gordon):**

B. Ben Gordon announced there are no material updates in the way of Anacapa Canyon. Construction slowed due to the rain. The project continues to advance with the target dates. The initial homes will be used as the model units. Two single-family and six townhomes will be ready mid to late summer. The first apartment units will be ready around October. For sale products will be ready in November. The senior affordable apartments will be online in the late first quarter or early second quarter of 2023.

C. John Lazarus announced Anacapa Canyon was granted permission to continue construction on the following three Saturdays to catch up from the rain delay. Construction will start at 9 am for the next three Saturdays.

D. Mary Kennedy asked Mr. Gordon if Anacapa Canyon will share expenses with University Glen. Ben Gordon responded no because Anacapa Canyon is not developed yet, and the two communities are being operated independently. John Lazarus reminded Ms. Kennedy of the Facility Use Agreement. Stating anyone from University Glen may use Anacapa Canyon community amenities. Ms. Kennedy asked if the key fobs would work in Anacapa Canyon. Mr. Gordon confirmed that the University Glen fobs will work for Anacapa Canyon and the Anacapa Canyon fobs will work for University Glen amenities.

E. A Homeowner asked what the CAM Fees will be for Anacapa Canyon. John Lazarus responded that Anacapa Canyon will have its own CAM Fees because it will be operating and maintaining a separate set of responsibilities. Ben Gordon added that Kennedy Wilson has learned a lot about the operations of the community over the last seven years. Mr. Gordon stated he is not in the position to share the CAM Fees budget yet since they are still working on it. He confirmed they are also working with related reserve companies.

F. Jeanne Grier issued her concern with parking in University Glen. She questioned how Anacapa Canyon will zone parking in the community. Mr. Lazarus explained Channel Islands Police Department would be open to a conversation about the zone parking in Anacapa Canyon.

G. John Lazarus reminded everyone Anacapa Canyon has a link on the University Glen website, you can sign up for the waitlist. Marketing emails will be sent out once the houses are available for sale.

H. Mary Kennedy asked Ben Gordon about cost-sharing responsibilities for Channel Islands Drive. Mr. Gordon confirmed Kennedy Wilson is still in discussion with the Site Authority. He stated that Kennedy Wilson recognizes there should be some cost-sharing responsibility in terms of maintenance.
I. Mary Kennedy asked if the Anacapa Canyon water and sewer will conjoin with the University Glen water and sewer. Mr. Lazarus provided clarity on the subject. He stated that Anacapa Canyon will not impact the water and sewer for University Glen. Jeanne Grier asked if the Anacapa Canyon homes will have individual water meters. Mr. Lazarus confirmed the water meters will be paid for by Kennedy Wilson. Mr. Gordon confirmed the University will provide a bulk water bill for Anacapa Canyon; it will be broken down by the third-party service provider. Anacapa Canyon will bill the utilities by the CAM fees, but water is based on consumption.

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

A. Mary Kennedy expressed her disappointment with Anacapa Canyon for not contributing to the installation of the picnic tables and the bollards on the footbridge.

B. The community survey being done by Channel Islands students will be closed Sunday, March 26th. A request was made to send out an E-blast for a final push for the community to be involved.

C. Ms. Kennedy asked if there will be internet hardwiring for the community that is joined with the University. Ben Gordon clarified that Kennedy Wilson is in contact with Frontier and Charter regarding bringing fiber to the buildings. They recognize that cell service is limited so they are in contact with providers to bring an antenna to the Anacapa Canyon side of the community.

**Site Authority (John Lazarus):**

A. John Lazarus informed that the Homeowners manual has been shared with the Homeowners Advisory Council. If anyone would like to view it, email John directly and he will share it.

B. The fiscal year CAM budget continues to be worked on.
   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. Earthquake insurance is about $50 a month. Mr. Lazarus is looking around for a better quote.

C. The water rate study continues to move forward. A public forum will be held for University Glen residents. Featuring a presentation with the draft data.

D. Mary Kennedy inquired about the grocery store in Town Center. Ben Gordon reported there was momentum in negotiations, but nothing has been signed.

E. Jeanne Grier asked if there has been a discussion on zero-scaping the landscaping. Mr. Lazarus stated the amount of reclaimed water has not increased or decreased over the past three years. Jake Friesen commented that on January 1st, 2023 the Ventura County Fire Department released defensible space requirements and standard 515 requirements. These are fire related requirements. Kennedy Wilson has been working
on refurbishing the landscaping. Cal Fire has hired Ventura County Fire Department to be Cal Fire in this area. Standard 515 is enforceable legislation statewide. Kennedy Wilson is in talks with the Police Department about a safety day for the community to share the information on Standard 515.

F. A homeowner commented that the major increase in townhome CAM fees is due to the reserves being severely underfunded for years. Mr. Lazarus clarified; the reserves went down significantly due to operational expenses rising. Before that, there was sensitivity to raising the CAM Fees because of the economic hardship during the pandemic. Mr. Grier asked if the Site Authority is still exercising the right of first refusal on the resale of homes. Mr. Lazarus stated they have not since he has been working here.

**UGCAM Report (Jake Friesen):**

A. Jake Friesen gave an update on the picnic tables that were given to University Glen by a resident. Mr. Friesen inspected the scuffs needed for the picnic tables at a park in Thousand Oaks. UGCAM is in discussion with an installation company for the best price. Additional information to come next month.

B. Gothic Landscaping has addressed the trees that were blown down from the recent storms. A proposal has been made by Gothic Landscaping to remove certain trees for safety. Gothic Landscaping has completed the crown trim of the sycamore trees along the 100 - 400 block of Channel Islands and the mistletoe in the trees at the Anacapa and Channel Islands roundabout.

C. Mr. Friesen announced a scheduled gutter cleaning for the townhomes is taking place April 6th–14th. An E-blast to the single-family homeowners will be sent out with the contact number to Tri-County Power Washing to schedule a gutter cleaning for $125. An E-blast with more information and the schedule will be sent out to everyone before the cleaning.

D. UGCAM presented the E.J. Harrison organic waste compliance requirement to the Budget Advisory Group. The discussion was to order two 64-gallon brown bins for the single-family and townhome owners. E.J. Harrison recommended a 32-gallon for an extra $2 a month per home. That brings up the total for homeowners to $26.99. UGCAM continues conversations with E.J. Harrison about becoming compliant. The request to approach Athens Trash Company, who has a contract with the City of Thousand Oaks, was denied because they are not servicing the University area.

E. Mr. Friesen announced trenching will be done along Channel Islands Drive which is associated with Anacapa Canyon. Ms. Grier questioned if this the trenching is associated with the construction on Channel Islands Drive in front of Sage Hall. It was found that the construction won't take place until the Fall or Winter of 2023.

F. The budget continues to be worked on with Budget Advisory Group.

Adjourned by John Lazarus at 4:56 pm