

# University Glen

## PROPERTY MANAGEMENT REPORT

June 2023

### ***Project Overview:***

California State University-Channel Islands (CSUCI), which opened its doors in 2002, is located between Camarillo, California to the north and the Pacific Ocean to the south. The CSUCI campus is constructed on land owned by the State of California and is leased back to the users. The governing body overseeing the CSUCI Campus is the CSUCI Site Authority. The CSUCI Site Authority governs the CSUCI campus through a Ground Sub Lease document.

University Glen (UG) is an affordable housing residential development adjacent to the academic campus of CSUCI which houses university faculty and staff as well as members of the public. Construction of UG was planned in two phases. Phase 1 was completed in three parts – Phase 1.A in 2002, Phase 1.B in 2004 and Phase 1.C in 2006. Phase 1 construction completed a total of 600-residential units – 328 apartments, 200-townhouses, and 72-single family detached homes. The townhouses and single family detached homes are two stories high; the apartment buildings are 2 and 3-story high structures. Due to adverse economic conditions, Phase 2 construction was halted in 2008.

The CSUCI academic campus is the “West Campus” and University Glen is the “East Campus.” The property also has a 3-story Town Center comprised of 30,000 SF of retail space on the ground floor (14 tenant spaces) and 2 levels of apartments above (58 units which are rented to the university for use as student housing).

During the month of June 2023, Kennedy Wilson Properties, LTD, (KWP) continued as Agent for the CSUCI Site Authority providing Common Area Maintenance Management Services for the residential community of University Glen (UG) in the East Campus.

## ***CAM Management:***

- Acting as Agent for the CSUCI Site Authority is KWP's UGCAM Management team which is comprised of: Jake Friesen as CAM Manager (who lives at the project site) and is supported by Donna Clark (Senior Managing Director); Accounting is led by Monica Ponce (Chief Financial Officer) and Cris Campbell (Senior Property Accountant). A part-time office admin, Natasha Nedd, (who lives at the project site) helps with daily operations in the UGCAM office.
- KWP continued to work with the individual owners to optimize the use of KWP's payment platform, *RENTCafe*. Online payment methods, as well as payment by check delivered either by mail or in person to the CAM Manager's office are being utilized by the owners. KWP continued working with those owners who are delinquent with their monthly CAM payments.
- KWP continued participating in a monthly Zoom meeting with the Executive Director of Operations for the Site Authority, the Site Authority Resource Specialist and other persons who have a significant interest in the East Campus to effectively address property management issues.

## ***Operations:***

- The Monthly Maintenance Rent charges for budget year 2022-2023 are being collected at the amounts as follows: Single-Family Homes \$258.46; Townhouses \$387.81.
- During the Site Authority's May meeting on Monday, May 15<sup>th</sup>, the Site Authority Board members heard the concerns of owners living in University Glen with regard to the 2023-2024 CAM budget. The Site Authority Board voted to accept the 2023-2024 CAM Budget. Beginning July 1, 2023, the monthly CAM fees are as follows:

Category	CAM Fee/Month
Apartments	\$271.63
Town Center Apt.	\$277.71
Town Center Retail	\$277.71
Single-Family Homes	\$313.86
Townhouses	\$484.76

- UGCAM mailed out the ballots associated with the election of the Homeowners' Advisory Council's (HAC). The three candidates receiving the most votes were Sandra Bolger, Andrew Morris, and Sasha Strunk. The new members of the HAC will begin their two-year terms July 1, 2023.

- UGCAM worked with members of the BAG, who agreed that the trip hazards at several locations on the perimeter University Glen due to the excessive spring rains shall be repairs as soon as possible due to the potential I is working to address the rutting of the DG paths due to the excessive spring rains. At the request of John Lazarus with the Site Authority. Members of the BAG unanimously agreed the safety hazard posed by the deterioration of the perimeter DG paths shall be addressed by Gothic Landscape’s 6 proposals totaling, **\$24,935.00**. This amount is to be paid from the Common Areas Reserve line item of the 2022-2023 CAM budget for “Common Area Trails-Repair” (1801). Total Budgeted in 2022-2023 Budget is \$25,000.00.
- UGCAM has received approval from the Site Authority to address trip hazards in the sidewalks in various locations throughout UG in the amount of **\$2,216.50**. These trip hazard repairs will be funded from the Common Area Reserve line item “Concrete Repair/Replace Trip Hazard” (403) Total budgeted in 2022-2023 Budget is \$20,000.00. The vendor doing the work is “Precision Concrete Cutting”.
- UGCAM has secured multiple bids for the resurfacing of the basketball court in the Community Park. The pricing will include striping for pickleball court striping. The striping of the pickleball courts is included at no additional charge to each of the bids.

Following the conversations during the May 2023 HAC meeting, UGCAM is suggesting the HAC and UGCAM form a working group of those parties interested in pickleball to provide input to the basketball resurfacing vendor prior to signing of the contract.

The resurfacing of the basketball courts is listed in the 2022-2023 CAM budget under Common Area Reserves, line-item Common Area Basketball Court – Resurfacing (1206) \$20,578.00. The amount for this work is being priced with non-union labor pricing as UG is a private community. This maintenance item is scheduled to be paid from the Common Area Basketball. The total project costs UGCAM has procured to date, range in price from \$15,323.36 to \$16,854.00.

At this time no bids include pricing for pickleball nets. Owners choosing to play pickleball shall provide their own temporary nets. Further updated information to follow.

#### LANDSCAPING:

- Gothic Landscaping completed the state mandated 100-foot brush clearance at the perimeter of UG by the deadline of June 1, 2023. The verification of the completion from Ventura County Fire Prevention is forthcoming and will be posted to the website soon.

- The Site Authority has asked CSUCI Facility Services to provide a map showing the extent of the 100-foot brush clearance at the perimeter of University Glen. Any of the 100-foot brush clearance area which does not fall within the property lines of the homeowners will be reimbursed to the UGCAM budget by the Site Authority. Gothic will be asked to determine a price for the extent of the brush clearance which is the Site Authority's responsibility.  
Gothic's line item for brush clearance totals \$12,702.90.
- On Thursday, June 15<sup>th</sup> members of the community noted a tracker trailer drove over the east portion of the roundabout planter at the intersection of Anacapa Island Drive and Channel Islands Drive. This incident was reported to Site Authority personnel and CSCUI's project manager for the Anacapa Canyon development. At this time the tractor trailer's owner could not be identified. UGCAM is working with Gothic to determine costs associated with remedying this situation.
- The spraying of broadleaf plants (clover) in turf was completed by Gothic in the Community Park Area. Notifications sent to the community. No herbicide was sprayed in the dog park or within 10-feet of the community garden.
- UGCAM continues to receive owner complaints regarding Gothic's use of blowers throughout UG. Gothic is notified of the community's concerns.
- Of particular concern is the street cutters and potential damage to parked cars. In discussion with Gothic, it was determined one potentially satisfying method to address the debris in the street gutters is to have the cars not park on the streets for a designated day of the week for Gothic to use their walk behind vacuum to pick up the debris in the street gutters. UGCAM continues to develop an implementation plan to clean the street gutters using the walk behind vacuum equipment.
- Gothic continues to address irrigation issues.
- There was a recent irrigation system geyser along CI drive between the vehicular bridge and the roundabout at the intersection of CI Drive and Anacapa Island Drive on the community park side of CI Drive. Damage was caused by Gothic. It has taken some time to coordinate reclaimed water system shut off between CSUCI and Gothic (doing the repair) Completed Tuesday morning June 20<sup>th</sup>. CUSCI Facilities has ordered a new purple cover. All expenses associated with this irrigation system repair are to be paid by Gothic.
- Gothic continues to work lifting the limbs above the sidewalks/DG paths to provide easy walking access.

- UGCAM has asked the Site Authority and CSUCI Facility Services to provide guidance with regard to the additional approved paint colors for Single-Family Homes given to the community at the time the THs were painted.
- UGCAM continues to work with the Site Authority and the Police Department on developing a Safety Day in the near future.

WORK ORDERS IN YARDI	In Progress	Cancelled	Completed	Reassigned	Totals
Electrical					<b>0</b>
Landscaping	2		6		<b>8</b>
Plumbing			1		<b>1</b>
Gutter & Downspouts					<b>0</b>
Roofing					<b>0</b>
Heaters					<b>0</b>
Painting					<b>0</b>
Janitorial					<b>0</b>
Gates/Fences					<b>0</b>
Other-TH Windows	3				<b>3</b>
Other- TH Garage Drs					<b>0</b>
Other - Barbecue at Hillcrest Pool					<b>0</b>
Cancelled		1			<b>0</b>
<b>Subtotal</b>	<b>5</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>13</b>

WORK ORDERS SENT BY TEXT	In Progress	Cancelled	Completed	Reassigned	Totals
Pest Control	1		6		<b>7</b>
Landscaping	3		17		<b>20</b>
<b>Subtotal</b>	<b>4</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>27</b>

<b>TOTAL Work Orders for June</b>	<b>9</b>	<b>1</b>	<b>30</b>		<b>40</b>
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## Work Order Status Details

Property : CSUCI Site Authority (wa300700)

Approval Status :

WO#	Unit	Call Date	Status	Completed Date	Category	Problem Description
138003	CAM276	6/1/2023	Call		Landscaping	At Cathedral Cove Building 130 on the north side of the building along the DG path there appears to be a broken sprinkler head that is evident by the indication of water running down the DG path.
139704		6/6/2023	Canceled		Other	Owner reports that 3 windows are
139705	CAM006	6/6/2023	In Progress		Other	Owner reports windows townhouse has 3 windows with broken latches
139706	CAM023	6/6/2023	In Progress		Other	Owner reports non-functioning sash balancer
139707	CAM205	6/6/2023	In Progress		Other	Owner reports that window screens need to be replaced
140384	CAM276	6/8/2023	Work Completed	7/7/2023	Landscaping	Irrigation repairs at ( K-15; Valve 7)---(B-24; valve 11)---A-23; Valve 18
140713	CAM049	6/9/2023	Work Completed	7/7/2023	Landscaping	Trim flowers and weeds at front sidewalk of Tonwhouse.
143982	CAM189	6/19/2023	Work Completed	7/7/2023	Landscaping	Owner reports a broken sprinkler head in the Hillcrest Apartment grassy area across the street from 306 E. Twin Harbor Drive.
143983	CAM222	6/19/2023	Work Completed	7/7/2023	Landscaping	There appears to be a broken irrigation line at the curb in front of 321 Fry's Harbor Drive. Repair ASAP.
144313	CAM046	6/20/2023	In Progress		Landscaping	Remove/replace false agava near the front entry to 230 Landing Cove
144641	CAM064	6/21/2023	Work Completed	7/7/2023	Plumbing	Owner reports the hose bib at her front patio is leaking
147581	CAM276	6/30/2023	Work Completed	7/7/2023	Landscaping	Master Valve Replacement Controller #4.
147582	CAM276	6/30/2023	In Progress		Landscaping	Plant 24" box tree at corner of Somis and Rincon on the hill. Jacaronda

**Total: 13**

## Budget Comparison

Period = Jun 2023

Book = Accrual ; Tree = csuci\_is

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	Note
<b>REVENUE</b>								
<b>HOMEOWNER CAM</b>								
Townhome CAM	57,942.00	57,942.34	-0.34	695,304.00	695,308.05	-4.05	695,308.05	
Single Family CAM	15,900.48	15,900.33	0.15	190,805.76	190,803.98	1.78	190,803.98	
Apartment CAM	90,101.29	90,101.29	0.00	1,081,215.48	1,081,215.50	-0.02	1,081,215.50	
Miscellaneous Income	575.00	0.00	575.00	4,075.00	0.00	4,075.00	0.00	Late fees and replacemend fobs
Recovery - Past Yr. Operating/Comm	0.00	0.00	0.00	12,390.77	0.00	12,390.77	0.00	
<b>HOMEOWNER CAM</b>	<b>164,518.77</b>	<b>163,943.96</b>	<b>574.81</b>	<b>1,983,791.01</b>	<b>1,967,327.53</b>	<b>16,463.48</b>	<b>1,967,327.53</b>	
<b>TOTAL REVENUE</b>	<b>164,518.77</b>	<b>163,943.96</b>	<b>574.81</b>	<b>1,983,791.01</b>	<b>1,967,327.53</b>	<b>16,463.48</b>	<b>1,967,327.53</b>	
<b>OPERATING EXPENSES</b>								
<b>MANAGEMENT FEE</b>								
Management Fee	36,621.42	29,174.00	-7,447.42	316,370.20	303,741.00	-12,629.20	303,741.00	YTD negative variance due to incidentals exceeding budget.
<b>TOTAL MANAGEMENT FEE</b>	<b>36,621.42</b>	<b>29,174.00</b>	<b>-7,447.42</b>	<b>316,370.20</b>	<b>303,741.00</b>	<b>-12,629.20</b>	<b>303,741.00</b>	
<b>INSURANCE</b>								
Insurance - Property	4,200.00	3,405.86	-794.14	50,400.00	40,870.32	-9,529.68	40,870.32	PTD & YTD negative variance due to basing accrual on 2021/2022 actual which is more than budgeted.
Insurance-Earthquake	8,229.11	7,400.00	-829.11	98,737.50	88,800.00	-9,937.50	88,800.00	PTD and YTD negative variance due to premium exceeding budgeted amount.
<b>TOTAL INSURANCE</b>	<b>12,429.11</b>	<b>10,805.86</b>	<b>-1,623.25</b>	<b>149,137.50</b>	<b>129,670.32</b>	<b>-19,467.18</b>	<b>129,670.32</b>	
<b>REPAIR &amp; MAINTENANCE</b>								
Repair & Maintenance	27,887.26	36,600.66	8,713.40	309,275.20	347,428.00	38,152.80	347,428.00	
<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>27,887.26</b>	<b>36,600.66</b>	<b>8,713.40</b>	<b>309,275.20</b>	<b>347,428.00</b>	<b>38,152.80</b>	<b>347,428.00</b>	
<b>UTILITIES</b>								
Electric - Common Area I	57.78	62.50	4.72	647.96	750.00	102.04	750.00	
Electric - Common Area II	8,977.19	8,700.00	-277.19	94,593.01	104,400.00	9,806.99	104,400.00	PTD negative variance due to seasonal useage.
Gas - Common Area	2,019.06	800.00	-1,219.06	50,585.33	25,400.00	-25,185.33	25,400.00	PTD & YTD negative variance due to unanticipated price increase in month of January.

CSUCI Site Authority (wa300700)

## Budget Comparison

Period = Jun 2023

Book = Accrual ; Tree = csuci\_is

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	Note
Water	14,960.94	13,496.16	-1,464.78	195,807.45	161,953.92	-33,853.53	161,953.92	PTD & YTD negative variance due to unanticipated rate increases. Investigating infrastructure water leaks.
Sewer	13,252.87	10,470.43	-2,782.44	164,233.48	125,645.16	-38,588.32	125,645.16	Overall PTD and YTD negative variance due to unanticipated increase in sewer charges exceeding budget.
Water - Reclaimed	16,506.29	9,034.80	-7,471.49	61,611.05	86,663.38	25,052.33	86,663.38	YTD positive variance due to spring rains.
Trash Removal	19,922.62	19,425.32	-497.30	213,238.99	223,995.72	10,756.73	223,995.72	
<b>TOTAL UTILITIES - RECOVERABLE</b>	<b>75,696.75</b>	<b>61,989.21</b>	<b>-13,707.54</b>	<b>780,717.27</b>	<b>728,808.18</b>	<b>-51,909.09</b>	<b>728,808.18</b>	
<b>LANDSCAPING</b>								
Landscaping - Exterior Contract	30,245.00	32,000.00	1,755.00	362,940.00	384,000.00	21,060.00	384,000.00	PTD & YTD positive variance due to budgeted amount exceeding competitive bid for contract.
Landscaping - Sprinkler System	0.00	3,375.00	3,375.00	7,856.08	40,500.00	32,643.92	40,500.00	PTD & YTD positive variance partly due to the irrigation system being turned "OFF" for the month due to spring rains.
Landscaping-Equipment	1,706.00	2,350.00	644.00	18,232.92	28,200.00	9,967.08	28,200.00	
Landscaping - Other	3,852.00	415.00	-3,437.00	42,106.33	4,980.00	-37,126.33	4,980.00	MTD & YTD negative variance due to replacement plant work exceeding budgeted amount.
<b>TOTAL LANDSCAPING</b>	<b>35,803.00</b>	<b>38,140.00</b>	<b>2,337.00</b>	<b>431,135.33</b>	<b>457,680.00</b>	<b>26,544.67</b>	<b>457,680.00</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>188,437.54</b>	<b>176,709.73</b>	<b>-11,727.81</b>	<b>1,986,635.50</b>	<b>1,967,327.50</b>	<b>-19,308.00</b>	<b>1,967,327.50</b>	
<b>NET OPERATING INCOME</b>	<b>-23,918.77</b>	<b>-12,765.77</b>	<b>-11,153.00</b>	<b>-2,844.49</b>	<b>0.03</b>	<b>-2,844.52</b>	<b>0.03</b>	
<b>NET INCOME</b>	<b>-23,918.77</b>	<b>-12,765.77</b>	<b>-11,153.00</b>	<b>-2,844.49</b>	<b>0.03</b>	<b>-2,844.52</b>	<b>0.03</b>	



**University Glen Reserve Balance**

**May 31, 2023**

*Preliminary Unaudited*

Reserve Type	Balance as of 4/30/23	May 2023 Contributions	May 2023 Expenses	May 2023 Adjustments	Investment Activity	Balance as of 5/31/23
Common Area	1,228,950.42	17,498.88	-		(494.87)	1,245,954.43
Single Family Homes	97,249.95	833.76			(36.28)	98,047.43
Townhomes	2,321,341.72	14,412.00	(7,922.35)		(500.55)	2,327,330.82
<b>Total</b>	<b>3,647,542.09</b>	<b>32,744.64</b>	<b>(7,922.35)</b>	<b>-</b>	<b>(1,031.70)</b>	<b>3,671,332.68</b>

**Total Reserve Expenditures May-23** **7,922.35**

**Common Area (9CSA11)** -

**Single Family (9CSA05)** -

**Townhomes (9CSA14)** **7,922.35**

317 LC (CAM065) Repair Heating System	932.35
260 LC (CAM043) Repair window surround stucco trim	1,025.00
348 SC (CAM158) Re-routing hot water line after slab l	3,195.00
230 LC (CAM046) Repair fencing after gate repair	225.00
350 LC (CAM036) Repair duct work	785.00
355 CI (CAM023) Repair garage roof vent leak	450.00
324 SCI (CAM174) Roof Repair	950.00
230 LC (CAM046) Rpr Trsh Encl double billed #1056	(575.00)
761 CI (CAM186) Repair Hose Bib	200.00
302 TH (CAM276) Garage torsion spring replacement	585.00
336 SC (CAM155) Repair French Door Moulding	150.00

*Detail of invoices held at UGCAM office*

<b>May-23 Activity</b>	
Contributions	32,744.64
Expenses	(7,922.35)
Adjustments	-
Investments	(1,031.70)
<b>Total</b>	<b>\$ 23,790.59</b>
<b>Net Change in Balance</b>	
CAM - 9CSA11	17,004.01
Single Family - 9CSA05	797.48
Townhomes 9CSA14	5,989.10

<b>Bank Balances as of 4/30/23</b>	<b>3,568,943.19</b>
<i>Pending activity:</i>	
Due from UG for Apr 2023	17,304.47
Due from UG for May 2023	24,822.29
<b>Total Due from UGCAM</b>	<b>42,126.76</b>
<i>(accounts receivable)</i>	
Wells Fargo Statement	431,865.19
CalTRUST Statement	3,197,340.73
<b>Bank Balances as of 5/31/23</b>	<b>3,629,205.92</b>
<b>Reserve Total as of 5/31/23</b>	<b>3,671,332.68</b>

NOTE: A complete hard copy of the Monthly Operation Report for June 2023 is available for viewing the UGCAM office located at 45 Rincon Drive, Suite 103-3B, Camarillo, CA 93012.