

University Glen

PROPERTY MANAGEMENT REPORT

August 2023

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 townhomes (TH), and 72 single family homes (SFH). The THs and SFHs 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. Construction of this area (Anacapa Canyon) commenced again in 2022 by Kennedy Wilson Multi-Family, the corporation that acquired the rights to develop Phase 2 in 2016.

The CSUCI academic campus is the “West Campus” and UG is the “East Campus.” The property also has a 3-story Town Center comprised of 30,000 square feet 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 August 2023, Kennedy Wilson Properties, LTD (KWP) continued as Agent for the CSUCI Site Authority providing Common Area Maintenance (CAM) management services for the UG residential community in the East Campus.

CAM Management:

- Acting as Agent for the CSUCI Site Authority is KWP's UGCAM Team which is comprised of:
 - Jake Friesen, CAM Manager (UGCAM Office, Camarillo)*
 - Donna Clark, Senior Managing Director (KWP)
 - Monica Ponce, Chief Financial Officer(KWP)
 - Cris Campbell, Senior Property Accountant (KWP)
 - Natasha Nedd, Office Assistant (UGCAM Office, Camarillo)*

*UGCAM Office employees are UG homeowners who reside in the community.

- The KWP UGCAM Team:
 - collected and processed Maintenance Rent (CAM fee) payments in-house and addressed delinquencies either in-house or in partnership with Site Authority staff.
 - participated in various monthly meetings including:
 - the UGCAM Team meeting with the Executive Director of Operations for the Site Authority and the Site Authority Resource Specialist.
 - the Budget Advisory Group (BAG); and
 - the Community Advisory Group (CAG) meeting; and
 - the Homeowners Advisory Council (HAC) meeting.
 - worked with various Site Authority and CSUCI Facility Services personnel to process building permits, property improvement applications, certificates of completion, and Site Authority authorizations for reserve spending; and
 - addressed individual owner's accounting issues, maintenance work order requests, parking pass & security FOB issues, and insurance claims.
 - disseminated Eblast communications with owners.

Operations:

- The Monthly Maintenance Rent charges for budget year 2023-2024 are being collected at the amounts as follows: SFH \$313.86; TH \$484.76.
- The community's landscape vendor, Gothic Landscaping, completed the work on the DGs path along Rincon/Channel Islands Drive from Somis to Anacapa Canyon Drive on the DG path repairs. There is one remaining proposal for DG path repairs along CI drive between 3000-block and Camarillo Street which will be completed after the construction completes their electrical work.
- The first complete month of Gothic Landscape's protocol to have owners move their cars to provide cleaning of the street gutters seems to be working well. The protocol includes posting signs in the parkways of the streets when cars are to be relocated from 8:00 AM to 2:00 PM.

- The Ventura County Fire Department (VCFD) and CALFire initiated a site visit to University Glen to evaluate the 100-foot brush clearance and other aspects of the defensible space requirements. It was determined that due to the rains this past spring, the 100-foot brush clearance effort needs to be done again. During the month of August, Gothic completed another round of the 100-foot brush clearance work. To assist in determining the 100-foot clearance boundary, stakes with painted white tops have been installed at the perimeter of the property.
- During the Site Visit with VCFD the UGCAM manager was informed about a **Firewise USA** workshop scheduled for August 17th in Camarillo. The UGCAM Manager attended this workshop. UGCAM sent out an eblast with the link to the VCFD's website and encouraged everyone to check out the **Firewise USA** program, which when completed can result in insurance discounts for the entire community.
- During the August HAC meeting community, community members expressed concern about providing the community (and in particular new members of the community) information about the evacuation plans in place in the event of a mandatory evacuation. UGCAM initiated a meeting with the Site Authority Executive Director and the CSUCI Police Chief to work together to present the evacuation plan for University Glen and the adjacent Anacapa Canyon community. This event will offer the opportunity to introduce the Ventura County Firewise USA Council to the community.
- Following the recommendation of the BAG members to the Site Authority, UGCAM was directed by the Site Authority to move forward with the addition of pickleball court lines (at no additional cost) as part of the scheduled basketball court project. The work is scheduled for October 2023.
- During the monthly BAG meeting the path forward for the 2022-2023 reconciliation was discussed. Regarding paying for the 100-foot brush clearance, 2022-2023 Gothic budgeted \$12,702.90 for this work. It was agreed 85% of the total budgeted amount (\$10,797.47) based on the graphic map will be reimbursed to the UGCAM budget.

- The following is a list by Yardi category of the work orders (WO) placed during the month of August:

44 WO submitted via Yardi
27 WO submitted via Text
71 Total Work Orders

46 WO Completed
 25 WO In Progress
0 WO Cancelled
71 Total Work Orders

WORK ORDERS IN YARDI	In Progress	Cancelled	Completed	Reassigned	Totals
Electrical			1		1
Landscaping	9		18		27
Plumbing	3				3
Gutter & Downspouts					0
Roofing	5				5
Heaters	1				1
Painting					0
Janitorial					0
Gates/Fences	2				2
Other-TH Windows/Sliding Drs	5				5
Other- TH Garage Drs					0
Other – Retaining Wall					0
Cancelled					0
Subtotal	25	0	19	0	44

WORK ORDERS SENT BY TEXT	In Progress	Cancelled	Completed	Reassigned	Totals
Pest Control			7		7
Landscaping			20		16
Subtotal	0	0	27	0	27

TOTAL Work Orders for the Month	25	1	46		71
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Total Number of Property Improvement Application(s) & Building Permit Application(s) Submitted are as follows:

2023-2024	July	August	Total
PIAs	3	2	5
Bldg. Permit Apps	3	0	3
Total Apps/Month	6	2	8

Insurance Claims Submitted to the Site Authority for processing:

2023-2024	July	August	Total
Townhouse Insurance Claims	1	2	3

Work Order Status Details

Property : CSUCI Site Authority (wa300700)

WO#	Unit	Call Date	Status	Completed Date	Category	Problem Description
160377	CAM174	8/1/2023	Work Completed	9/6/2023	Landscaping	Owner requests the shrubs between 322 & 324 E. Santa Cruz Island Drive be trimmed so there is a pathway wide enough to walk through easily. 30-inch?
160903	CAM063	8/2/2023	Work Completed	9/6/2023	Landscaping	Owner request the tree adjacent to his townhouse be trimmed away from the structure.
161432	CAM073	8/3/2023	Work Completed	9/6/2023	Landscaping	Owner requests the vines at the trash enclosure at 357 Landing Cove be trimmed away from the trash bin storage side of the courtyard wall.
161433	CAM030	8/3/2023	In Progress		Landscaping	Owner pointed out the area between 425 & 435 Channel Islands Drive which is used as a pathway to the playground from the community appears to have an irrigation issue which results in the area being muddy. Correct irrigation issue and evaluate a way forward which would reduce the tracking mud to the front sidewalk of 425 CI Drive.
161434	CAM049	8/3/2023	In Progress		Other	Owner reports several window screens need to be repaired
161963	CAM166	8/4/2023	In Progress		Landscaping	On the Long Grande Canyon Creek side of 701 Santa Cruz Island Drive, remove the tree which is growing horizontally, as this is a fire hazard issue.
161964	CAM190	8/4/2023	Work Completed	9/7/2023	Landscaping	Owner requests the Common Area between 340 & 350 Cuyler Harbor Drive be cut back. Cut back the vines which are growing of the wood fence. Cut back to near the ground. Thin agaves. Cut the fortnights down to the ground.
161965	CAM190	8/4/2023	Work Completed	9/7/2023	Landscaping	Owner has left agaves to be planted in the front 360 Cuyler Harbor Drive. Transplant these Agaves in the front planter bed.
164590	CAM190	8/9/2023	Work Completed	9/7/2023	Landscaping	owner at 350 E Cuyler Harbor Drive requests the irrigation be checked between 350 and 340 Cuyler Drive. She reports the area does not appear to be receiving adequate irrigation water.
164591	CAM224	8/9/2023	In Progress		Landscaping	Owner requests planting at the front of her SFH in the common area. Propose plants from the plant palette.
164595	CAM092	8/9/2023	In Progress		Landscaping	At 203 Anacapa Island Drive. check out the status of the irrigation system serving the planter in front of the bougainvillea and along Cathedral Cove. Also provide proposal for replacement plants (grasses) in the planter areas on Cathedral Cove and along Anacapa Island Drive.
166852	CAM009	8/14/2023	Work Completed	9/7/2023	Landscaping	Irrigation issues in UG. Lateral line repair 324 Platts Harbor, broken sprinkler at 165 CI Drive, Townside apt 160 courtyard, sprinkler replacement, Parkview apts Lateral line repair.
166853	CAM150	8/14/2023	In Progress		Gates & Fences	owner request the rotted wrought iron be repaired/replaced.
166854	CAM150	8/14/2023	In Progress		Other	Owner reports kitchen window does not close.
168615	CAM276	8/18/2023	Work Completed	9/7/2023	Electrical	Bollard in the Common Area needs is reported to have a broken lens and needs to be replaced.
168617	CAM029	8/18/2023	In Progress		HVAC	Control Board on furnace reported to need repair.
169930	CAM142	8/21/2023	In Progress		Plumbing	Owner reported slab leak on Friday, August 18th in the AM
169931	CAM111	8/21/2023	In Progress		Roof	Owner reported roof leak
169932	CAM143	8/21/2023	In Progress		Roof	Reported roof leak in the garage
169933	CAM046	8/21/2023	In Progress		Roof	Owner reports roof leak in dining room ceiling light fixture
169934	CAM179	8/21/2023	In Progress		Roof	Reported roof leak
169936	CAM276	8/21/2023	Work Completed	9/7/2023	Landscaping	At Cathedral Cove, backside/behind Unit 31. Clear shrubs at condensing unit.
169937	CAM063	8/21/2023	Work Completed	9/7/2023	Landscaping	Trim shrubs at the front door of 307 Landing Cove.
169938	CAM134	8/21/2023	Work Completed	9/7/2023	Landscaping	Owner requests the bay laurel at the front of her townhouse be trimmed away from the house and courtyard. Also thin the limbs.
169939	CAM134	8/21/2023	Work Completed	9/7/2023	Landscaping	Owner requests the sycamore tree at the alley side of her townhouse be trimmed away from the roof.
169940	CAM186	8/21/2023	Work Completed	9/7/2023	Landscaping	Owner reports the irrigation system across Channel Islands Drive from 761 CI Drive on the DG path is off schedule. Saturday morning 7:00 the irrigation was "on" and continued till at least 10:30 AM. Check it out.
169941	CAM276	8/21/2023	In Progress		Landscaping	At Controller 4 replace 6" sprinkler heads and 6" standard rotor heads

Work Order Status Details

Property : CSUCI Site Authority (wa300700)

WO#	Unit	Call Date	Status	Completed Date	Category	Problem Description
169942	CAM276	8/21/2023	In Progress		Landscaping	Controller 3 Repairs 11-6" rotors
169943	CAM276	8/21/2023	In Progress		Landscaping	Irrigation Repairs Controller B-22 Drip line repair, sprinkler head, and lateral line repair.
169944	CAM276	8/21/2023	In Progress		Landscaping	at Controller A-23 repair drip lines and 6" pop up sprinklers
170382	CAM062	8/22/2023	In Progress		Gates & Fences	Owner reports the lower portion of his trash enclosure gate is coming off.
170383	CAM249	8/22/2023	Work Completed	9/7/2023	Landscaping	Owner requests the growth in the planter between 307 and 305 E Platts Harbor be trimmed back and made tidy.
170384	CAM044	8/22/2023	In Progress		Other	Owner reports water is infiltrating his garage from the adjacent concrete walkway
170822	CAM189	8/23/2023	In Progress		Landscaping	Owner and their neighbor at 350 Cuyler Harbor Drive request the two trees on the alley side of 260 Cuyler Harbor Drive be removed.
170823	CAM276	8/23/2023	Work Completed	9/7/2023	Landscaping	Hillcrest Apartments 1020 Santa Cruz Island Drive #63. Trim tree. see photos
170826	CAM134	8/23/2023	In Progress		Other	Address automatically closing door between garage and living room (interior). Owner reports door is not closing automatically.
171263	CAM160	8/24/2023	In Progress		Plumbing	Owner reported the drain in their front courtyard is stopped up.
173441	CAM276	8/29/2023	In Progress		Plumbing	At the pool amenities replace the shower heads (4 total)
173442	CAM121	8/29/2023	Work Completed	9/7/2023	Landscaping	Reported broken sprinkler at the corner of Smugglers Cove & Elephant Seal. Broken inline valve.
173443	CAM082	8/29/2023	Work Completed	9/7/2023	Landscaping	Owner requests the leaves in the rosemary around her SFH be cleaned up/removed.
173874	CAM015	8/30/2023	Work Completed	9/7/2023	Landscaping	Owner requests landscapers clean up area at the front door of 255 CI Drive.
174306	CAM067	8/31/2023	In Progress		Other	Owner reports that the patio door is very hard to open and close; it gets stuck.
174310	CAM044	8/31/2023	In Progress		Roof	Owner reports deluge from roof during recent rains
174311	CAM230	8/31/2023	Work Completed	9/7/2023	Landscaping	Remove tree limb from walkway on alley side of townhouse

Total: 44

Budget Comparison

Period = Aug 2023

Book = Accrual ; Tree = csuci_is

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	Note
REVENUE								
HOMEOWNER CAM								
Townhome CAM	70,364.00	70,364.12	-0.12	140,728.00	140,728.24	-0.24	844,369.49	
Single Family CAM	19,889.28	19,889.28	0.00	39,778.56	39,778.56	0.00	238,671.36	
Apartment CAM	98,673.93	98,673.93	0.00	197,347.86	197,347.86	0.00	1,184,087.16	
Miscellaneous Income	750.00	0.00	750.00	1,475.00	0.00	1,475.00	0.00	
HOMEOWNER CAM	189,677.21	188,927.33	749.88	379,329.42	377,854.66	1,474.76	2,267,128.01	
TOTAL REVENUE	189,677.21	188,927.33	749.88	379,329.42	377,854.66	1,474.76	2,267,128.01	
OPERATING EXPENSES								
MANAGEMENT FEE								
Management Fee	26,060.67	26,318.00	257.33	51,960.12	52,636.00	675.88	339,966.00	
TOTAL MANAGEMENT FEE	26,060.67	26,318.00	257.33	51,960.12	52,636.00	675.88	339,966.00	
INSURANCE								
Insurance - Property	5,179.25	5,179.00	-0.25	10,358.50	10,358.00	-0.50	62,151.00	
Insurance-Earthquake	6,842.95	6,842.95	0.00	13,685.90	13,685.90	0.00	82,115.35	
TOTAL INSURANCE	12,022.20	12,021.95	-0.25	24,044.40	24,043.90	-0.50	144,266.35	
REPAIR & MAINTENANCE								
Repair & Maintenance	27,856.77	27,680.67	-176.10	50,383.27	61,371.34	10,988.07	351,728.00	YTD positive variance as repair items less than budgeted.
TOTAL REPAIR & MAINTENANCE	27,856.77	27,680.67	-176.10	50,383.27	61,371.34	10,988.07	351,728.00	
UTILITIES								
Electric - Common Area I	95.05	65.00	-30.05	162.38	130.00	-32.38	780.00	
Electric - Common Area II	9,612.00	8,941.00	-671.00	16,919.01	17,882.00	962.99	107,300.00	
Gas - Common Area	629.23	1,100.00	470.77	2,829.23	2,200.00	-629.23	39,180.00	PTD positive variance & YTD negative variance due to seasonal usage.
Water	12,689.61	14,153.31	1,463.70	28,689.61	28,306.62	-382.99	169,839.76	PTD positive variance & YTD negative variance budgeted amount exceeded budget.
Sewer	42,341.16	19,776.78	-22,564.38	62,117.94	39,553.56	-22,564.38	237,321.36	PTD & YTD negative variance due to unanticipated correction to sewer charges from fiscal year 2021-22.

CSUCI Site Authority (wa300700)

Budget Comparison

Period = Aug 2023

Book = Accrual ; Tree = csuci_is

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	Note
Water - Reclaimed	13,790.95	14,039.99	249.04	29,501.87	28,079.98	-1,421.89	168,479.83	YTD negative variance due to seasonal usage.
Trash Removal	19,491.95	20,882.24	1,390.29	38,983.90	41,764.48	2,780.58	250,586.85	
TOTAL UTILITIES - RECOVERABLE	98,649.95	78,958.32	-19,691.63	179,203.94	157,916.64	-21,287.30	973,487.80	
LANDSCAPING								
Landscaping - Exterior Contract	31,153.00	31,152.35	-0.65	62,306.00	62,304.70	-1.30	373,828.20	
Landscaping - Sprinkler System	0.00	2,540.58	2,540.58	8,671.00	5,081.16	-3,589.84	30,486.96	YTD negative variance due to payment of annual controller licensing fees.
Landscaping-Equipment	0.00	2,000.00	2,000.00	0.00	14,500.00	14,500.00	34,500.00	
Landscaping - Other	3,103.00	1,572.07	-1,530.93	3,103.00	3,144.14	41.14	18,864.84	PTD negative variance due to work exceed budget line item.
TOTAL LANDSCAPING	34,256.00	37,265.00	3,009.00	74,080.00	85,030.00	10,950.00	457,680.00	
TOTAL OPERATING EXPENSES	198,845.59	182,243.94	-16,601.65	379,671.73	380,997.88	1,326.15	2,267,128.15	
NET OPERATING INCOME	-9,168.38	6,683.39	-15,851.77	-342.31	-3,143.22	2,800.91	-0.14	
NET INCOME	-9,168.38	6,683.39	-15,851.77	-342.31	-3,143.22	2,800.91	-0.14	

University Glen Reserve Balance

July 31, 2023

Preliminary Unaudited

Reserve Type	Balance as of 6/30/23	Jul 2023 Contributions	Jul 2023 Expenses	Jul 2023 Adjustments	Investment Activity	Balance as of 7/31/23
Common Area	1,235,031.73	17,498.88	-		5,405.52	1,257,936.13
Single Family Homes	98,787.73	833.76			375.32	99,996.81
Townhomes	2,346,057.42	21,380.00	(8,226.47)		9,483.31	2,368,694.26
Total	3,679,876.88	39,712.64	(8,226.47)	-	15,264.15	3,726,627.20

Total Reserve Expenditures Jul-23 8,226.47

Common Area (9CSA11) -

Single Family (9CSA05) -

Townhomes (9CSA14) **8,226.47**

326 SC Window service & Screen Repl	612.81
821 CI - Window service	253.68
249 SC Repair roof leak around stucco	750.00
249 SC - Initial Investigation	900.00
379 SC Initial Investigation	805.00
201 SC - Repair trash enclosure	150.00
355 CI - Hose Bib Replacement in Front	150.00
379 SC - Roof repair & reseal	950.00
135 CI - Window Screen Replacement	694.50
425 CI - Repair window sill	850.00
245 CI - Window Replacement	2,110.48

Detail of invoices held at UGCAM office

Jul-23 Activity	
Contributions	39,712.64
Expenses	(8,226.47)
Adjustments	-
Investments	15,264.15
Total	\$ 46,750.32

Net Change in Balance	
CAM - 9CSA11	22,904.40
Single Family - 9CSA05	1,209.08
Townhomes 9CSA14	22,636.84

Due from UG for July 2023	<u>31,486.17</u>
Total Due from UGCAM	31,486.17
<i>(accounts receivable)</i>	
Wells Fargo	33,561.67
CalTRUST	3,661,579.36
Bank Balances as of 7/31/23	3,695,141.03
Reserve Total as of 7/31/23	3,726,627.20

Actuals Transactions by Period

Time run: 8/11/2023 7:50:15 AM

Busines	Fiscal Ye	Period	Accounting Date	Doc ID	Doc Src Fc	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr
CICSA -	2023	1	07/31/2023	0002185062	MJE - Mar	CAM Reserve AR Dep 7/20	53,774.28	101840 - Wells Fargo -SA Uglen xx3097	XSA37 - SA -	-
CICSA -	2023	1	07/31/2023	0002185062	MJE - Mar	CAM Reserve AR Dep 7/20	(53,774.28)	103007 - A/R - Other	XSA37 - SA -	-
CICSA -	2023	1	07/31/2023	0002185062	MJE - Mar	WF transfer to CalTrust 7/26	(53,774.28)	101840 - Wells Fargo -SA Uglen xx3097	XSA37 - SA -	-
CICSA -	2023	1	07/31/2023	0002185062	MJE - Mar	WF transfer to CalTrust 7/26	53,774.28	101841 - CICSA CalTRUST	XSA37 - SA -	-
CICSA -	2023	1	07/31/2023	0002186282	MJE - Mar	Cal Trust Activity Jul23	15,264.15	101841 - CICSA CalTRUST	XSA37 - SA -	-
CICSA -	2023	1	07/31/2023	0002186282	MJE - Mar	Cal Trust Activity Jul23	(306.47)	508800 - Dividend	XSA37 - SA -	9CSA05 - Single Family Homes
CICSA -	2023	1	07/31/2023	0002186282	MJE - Mar	Cal Trust Activity Jul23	(4,459.20)	508800 - Dividend	XSA37 - SA -	9CSA11 - CAMS
CICSA -	2023	1	07/31/2023	0002186282	MJE - Mar	Cal Trust Activity Jul23	(7,690.19)	508800 - Dividend	XSA37 - SA -	9CSA14 - Town Homes
CICSA -	2023	1	07/31/2023	0002186282	MJE - Mar	Cal Trust Activity Jul23	(68.85)	508802 - Unrealized Gain (Loss)	XSA37 - SA -	9CSA05 - Single Family Homes
CICSA -	2023	1	07/31/2023	0002186282	MJE - Mar	Cal Trust Activity Jul23	(946.32)	508802 - Unrealized Gain (Loss)	XSA37 - SA -	9CSA11 - CAMS
CICSA -	2023	1	07/31/2023	0002186282	MJE - Mar	Cal Trust Activity Jul23	(1,793.12)	508802 - Unrealized Gain (Loss)	XSA37 - SA -	9CSA14 - Town Homes
CICSA -	2023	1	07/31/2023	0002190168	MJE - Mar	Jul23 CAM Rsrv Contrib	(17,498.88)	660854 - Reserves	XSA37 - SA -	9CSA11 - CAMS
CICSA -	2023	1	07/31/2023	0002190168	MJE - Mar	Jul23 Reserve Receivable	31,486.17	103007 - A/R - Other	XSA37 - SA -	-
CICSA -	2023	1	07/31/2023	0002190168	MJE - Mar	Jul23 SF Rsrv Contribution	(833.76)	660854 - Reserves	XSA37 - SA -	9CSA05 - Single Family Homes
CICSA -	2023	1	07/31/2023	0002190168	MJE - Mar	Jul23 TH Reserve Expense	8,226.47	660851 - Maintenance	XSA37 - SA -	9CSA14 - Town Homes
CICSA -	2023	1	07/31/2023	0002190168	MJE - Mar	Jul23 TH Rsrv Contribution	(21,380.00)	660854 - Reserves	XSA37 - SA -	9CSA14 - Town Homes
Grand Total							0.00			

(1,209.08) 9CSA05 - Single Family Homes

Fund Fdescr is equal to XSA37 - SA - Reserves - Common Area (22,904.40) 9CSA11 - CAMS

and Bus Unit Fdescr is equal to CICSA - Channel Islands Site Authority (22,636.84) 9CSA14 - Town Homes

and Fiscal Year is equal to 2023 (46,750.32)

and Period is between 1 and 1

Approximate Row Count: 16