

University Glen PROPERTY MANAGEMENT REPORT

September 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 September 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 and security FOB replacements, and Site Authority Casualty insurance claims.
 - disseminated various 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.
- UGCAM followed up with reports of owners reporting brown/yellow water coming from fixtures and determined Facility Service's plumbers were flushing the fire hydrants throughout UG. Owners were instructed to run the water in their bathtubs until the water runs clear. CSUCI Facility Services agreed to provide advance notice to the community of fire hydrant flushing in the future.

- UGCAM disseminated a flyer that CSUCI has invited owners in University Glen to the annual Coastal Cleanup Day on Saturday September 23rd from 9:00 AM to 12:00 Noon.
- On Thursday, September 21st the CSUCI Police Department, Ventura County Fire Department CERT Program Director, and representatives from the Ventura Regional Fire Safe Council (a non-profit organization which assists communities to familiar and implement the Firewise USA program) presented a Fire Safety and Evacuation Presentation to the UG Community. The presentations were followed by a question and answer period. The proceedings were video recorded and are now available on the UG website for viewing.
- The parcels making up UG have received documentation from the Ventura County Fire Department stating the parcels comply with the state's 100-foot brush clearance requirements. This documentation is available on the UG website under Current Owners/Owners Resources.
- A replacement pool heater was installed at the Hillcrest Pool after it was determined the existing heater could not be repaired. \$4,861.85 was paid from the Common Area reserves.
- Gothic Landscape made repairs to the recently installed DG paths following the recent rains at no additional cost to the community.
- As requested at the recent CAG meeting, Gothic Landscape posted street gutter cleaning signs on both sides of the stake supporting the sign to facilitate easy reading from different vantage points.
- Now that it is fall, Gothic Landscape has started posting signs for the cars to be relocated (street gutter cleaning) on the streets with sycamore trees on a more frequent schedule. The streets most impacted are Landing Cove, Smugglers Cove, and E Platts Harbor Drive. Be aware that if an occasional car is not moved per the signs, the car(s) will NOT be towed or fined. Gothic Landscapes appreciates everyone's cooperation during this time of year when the temperatures are cooling, and leaves are dropping.
- UGCAM continued to work with Gothic Landscape and their arborist to review and determine the scope of the annual tree trimming and tree removal project. The landscape team is working to develop a suggested path forward to address reduction of combustible fuel (trees/shrubs etc.) keeping in mind the 0-5 foot defensible space requirements are anticipated to soon be signed into law in the future.

- The Ventura County Environmental Health Inspector was on site on Wednesday, September 20th to inspect the pools. The Townside Pool & Spa were found to be in compliance. The Hillcrest pool was CLOSED to drain the water of the pool to address concerns about the concentration of chemicals built up over the past year. The inspector followed up Friday, September 22nd, after the pool was refilled and determined the Hillcrest pool and spa are in compliance with the Ventura County Environmental Health regulations.
- As directed by Site Authority staff, UGCAM prepared and distributed the 2022-2023 CAM Budget reconciliation. The following is the 2022-2023 Budget Reconciliation by owner category.

	328	58	14		72	200
	Apartments	Town Center Apartments	Town Center Retail		Single Family Residences	Townhomes
Net Income (Loss)	9,564.46	2,401.78	579.75		(1,000.22)	(61,330.56)
(Refund) Charge per Reconciliation:	(29.16)	(41.41)	(41.41)		13.89	306.65

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

26 WO submitted via Yardi.

27 WO submitted via Text.

53 Total Work Orders

33 WO Completed

19 WO In Progress

1 WO Cancelled

53 Total Work Orders

WORK ORDERS IN YARDI	In Progress	Cancelled	Completed	Reassigned	Totals
Electrical					0
Landscaping	4		9		13
Plumbing					0
Gutter & Downspouts					0
Roofing					0
Heaters	1				1
Painting					0
Janitorial					0
Gates/Fences	3				3
Other-TH Windows/Sliding Drs	2				2
Other- TH Garage Drs			2		2
Other – Pest Control	3				3
Cancelled		1			0
Subtotal	14	1	11	0	26

WORK ORDERS SENT BY TEXT	In Progress	Cancelled	Completed	Reassigned	Totals
Pest Control	1		6		7
Landscaping	4		16		20
Subtotal	5	0	22	0	27

TOTAL Work Orders for the Month	19	1	33	0	53
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Total Number of Property Improvement Application(s) & Building Permit Application(s) Submitted are as follows:

2023-2024	July	August	Sept	Total
PIAs	3	2	1	6
Bldg. Permit Apps	3	0	1	4
Total Apps/Month	6	2	2	10

Insurance Claims Submitted to the Site Authority for processing:

2023-2024	July	August	Sept	Total
Townhouse Insurance Claims	1	2	0	3

Work Order Status Details

Property : CSUCI Site Authority (wa300700)

WO#	Unit	Call Date	Status	Completed Date	Category	Problem Description
175077	CAM274	9/1/2023	Work Completed	10/4/2023	Other	Owner reported their garage door does not lift up more the 1-foot. Door does not open.
175078	CAM247	9/1/2023	In Progress		Gates & Fences	Owner requests the gate to the large courtyard be repaired/replaced.
177656	CAM252	9/6/2023	Work Completed	10/4/2023	Landscaping	Remove sampling as necessary and plant magnolia in green space in front of 317 E Platts Harbor Drive.
177658	CAM276	9/6/2023	Work Completed	10/4/2023	Landscaping	Mission Hills reports the irrigation system on the Hillcrest side of Twin Harbor Drive is reported to be excessively wet. Check irrigation along Hillcrest side of Twin Harbor and make necessary adjustments to the irrigation system.
177659	CAM043	9/6/2023	In Progress		Roof	Owner reports missing roof tile on first floor roof above patio on the alley side of the townhosue. Provide replacement tile.
177661	CAM276	9/6/2023	Work Completed	10/4/2023	Landscaping	Mission Hills resident at 130 Cathedral Cove Unit 14 requests the shrubs at the back patio be trimmed back as they are overgrown and there are lots of bugs and spiders. (This is the side of the apartment at faced Rincon Drive.)
177662	CAM095	9/6/2023	In Progress		Gates & Fences	Owner reports a portion of the fence at the dog park needs to be repaired.
178691	CAM265	9/8/2023	Work Completed	10/4/2023	Landscaping	Owner requests the edge of the planter between between 336 and 334 Twin Harbor Drive be edged so the grass does not infringe on the planter. See attached photo.
180228	CAM053	9/11/2023	Work Completed	10/4/2023	Other	Owner reports the bracket on the garage door rail is coming loose. Please check it out.
181239	CAM112	9/13/2023	In Progress		Pest Control	Owner reports termites in second floor bedroom
182235	CAM083	9/15/2023	Work Completed	10/4/2023	Landscaping	Owner requests trimming of her shrubs
183721	CAM136	9/18/2023	In Progress		Pest Control	Owner reports seeing termites/carpenter ants
183722	CAM276	9/18/2023	Call		Landscaping	Hillcrest Aptments dying Camphor tree along Santa Cruz island Drive
183723	CAM276	9/18/2023	Work Completed	10/4/2023	Landscaping	In the community park near the dog park a rotary irrigation head appears to be broken.
183729	CAM192	9/18/2023	In Progress		Painting	Painting of the retaining wall at the front of 320 and 330 Cuyler Harbor Drive. Wall needs to be sealed before the paint is applied.
184667	CAM133	9/20/2023	In Progress		Gates & Fences	Owner reports the trash enclosure gate does not open all the way due to the bottom of the gate rubbing the concrete slab.
185136	CAM236	9/21/2023	In Progress		Landscaping	Owner requests plantings at the front of their TH
185139	CAM186	9/21/2023	Work Completed	10/4/2023	Landscaping	Owner request Gothic clean up the leaves and debris around 761 CI Drive. Owner also requests the trees in the vacinity of 761 CI Drive be trimmed away from the townhouse. Please investigate and address both concerns.
185606	CAM196	9/22/2023	Work Completed	10/4/2023	Landscaping	The irrigation valve in the common area along the side planter of 301 Cuyler Harbor Drive is broken.
187931	CAM186	9/27/2023	Work Completed	10/4/2023	Landscaping	Irrigation-- in line valve replacement Control F-10 station 8 and replacement master control valve Control F-10.
187932	CAM004	9/27/2023	In Progress		Pest Control	Owner reports there is some kind of animal in the attic.
187933	CAM255	9/27/2023	In Progress		Other	Homeowner reports that windows do not close completely.
187935		9/27/2023	Canceled		Other	Owner reports that one window needs new springs and two screens require repair.
187936	CAM003	9/27/2023	In Progress		Other	Owner reports that one window needs new springs and two screens require repair
188401	CAM099	9/28/2023	In Progress		Landscaping	Owner reports the irrigation sprinkler at the front of her SFH is broken.
188402	CAM119	9/28/2023	In Progress		Landscaping	The spinkler head on the alley side of 309-307 Smugglers Cove has a broken sprinkler head. Please investigate and repair.

Total: 26

Budget Comparison

Period = Sep 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	211,092.00	211,092.36	-0.36	844,369.49	
Single Family CAM	19,889.28	19,889.28	0.00	59,667.84	59,667.84	0.00	238,671.36	
Apartment CAM	98,673.93	98,673.93	0.00	296,021.79	296,021.79	0.00	1,184,087.16	
Miscellaneous Income	300.00	0.00	300.00	1,775.00	0.00	1,775.00	0.00	
Recovery - Past Yr. Operating/Comm	-30,474.54	0.00	-30,474.54	-30,474.54	0.00	-30,474.54	0.00	Negative variance due to Insurance premium overage from previous year. Reconciliations to be recorded in October.
HOMEOWNER CAM	158,752.67	188,927.33	-30,174.66	538,082.09	566,781.99	-28,699.90	2,267,128.01	
TOTAL REVENUE	158,752.67	188,927.33	-30,174.66	538,082.09	566,781.99	-28,699.90	2,267,128.01	
OPERATING EXPENSES								
MANAGEMENT FEE								
Management Fee	29,452.39	32,033.00	2,580.61	81,412.51	84,669.00	3,256.49	339,966.00	
TOTAL MANAGEMENT FEE	29,452.39	32,033.00	2,580.61	81,412.51	84,669.00	3,256.49	339,966.00	
INSURANCE								
Insurance - Property	19,404.74	5,179.00	-14,225.74	29,763.24	15,537.00	-14,226.24	62,151.00	PTD & YTD negative various due to actual permium exceeding budgeted amount.
Insurance-Earthquake	6,842.95	6,842.95	0.00	20,528.85	20,528.85	0.00	82,115.35	
TOTAL INSURANCE	26,247.69	12,021.95	-14,225.74	50,292.09	36,065.85	-14,226.24	144,266.35	
REPAIR & MAINTENANCE								
Repair & Maintenance	24,638.75	27,681.67	3,042.92	75,022.02	89,053.01	14,030.99	351,728.00	YTD positive variance as repair items less than budgeted.
TOTAL REPAIR & MAINTENANCE	24,638.75	27,681.67	3,042.92	75,022.02	89,053.01	14,030.99	351,728.00	
UTILITIES								
Electric - Common Area I	95.00	65.00	-30.00	257.38	195.00	-62.38	780.00	PTD & YTD negative variance due to seasonal usage.
Electric - Common Area II	9,861.45	8,941.00	-920.45	26,780.46	26,823.00	42.54	107,300.00	PTD negative variance due to seasonal usage.

CSUCI Site Authority (wa300700)

Budget Comparison

Period = Sep 2023

Book = Accrual ; Tree = csuci_is

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	Note
Gas - Common Area	694.39	1,504.00	809.61	3,523.62	3,704.00	180.38	39,180.00	
Water	10,189.23	14,153.31	3,964.08	38,878.84	42,459.94	3,581.10	169,839.76	
Sewer	20,296.02	19,776.78	-519.24	82,413.96	59,330.34	-23,083.62	237,321.36	PTD negative variance due to costs exceeded budget. YTD negative variance due to FY 2021-2022 adjustment.
Water - Reclaimed	12,962.61	14,039.99	1,077.38	42,464.48	42,119.97	-344.51	168,479.83	YTD negative variance due to seasonal usage.
Trash Removal	19,491.95	20,882.24	1,390.29	58,475.85	62,646.72	4,170.87	250,586.85	
TOTAL UTILITIES - RECOVERABLE	73,590.65	79,362.32	5,771.67	252,794.59	237,278.97	-15,515.62	973,487.80	
LANDSCAPING								
Landscaping - Exterior Contract	31,153.00	31,152.35	-0.65	93,459.00	93,457.05	-1.95	373,828.20	
Landscaping - Sprinkler System	0.00	2,540.58	2,540.58	8,671.00	7,621.74	-1,049.26	30,486.96	YTD negative variance due to payment of annual controller licensing fees.
Landscaping-Equipment	1,300.00	2,000.00	700.00	1,300.00	16,500.00	15,200.00	34,500.00	
Landscaping - Other	0.00	1,572.07	1,572.07	3,103.00	4,716.21	1,613.21	18,864.84	
TOTAL LANDSCAPING	32,453.00	37,265.00	4,812.00	106,533.00	122,295.00	15,762.00	457,680.00	
TOTAL OPERATING EXPENSES	186,382.48	188,363.94	1,981.46	566,054.21	569,361.83	3,307.62	2,267,128.15	
NET OPERATING INCOME	-27,629.81	563.39	-28,193.20	-27,972.12	-2,579.84	-25,392.28	-0.14	
NET INCOME	-27,629.81	563.39	-28,193.20	-27,972.12	-2,579.84	-25,392.28	-0.14	

University Glen Reserve Balance

August 31, 2023

Preliminary Unaudited

Reserve Type	Balance as of 7/31/23	Aug 2023 Contributions	Aug 2023 Expenses	Aug 2023 Adjustments	Investment Activity	Balance as of 8/31/23
Common Area	1,257,936.13	17,498.88	-		4,777.84	1,280,212.85
Single Family Homes	99,996.81	833.76			331.48	101,162.05
Townhomes	2,368,694.26	21,380.00	(2,644.90)		8,159.72	2,395,589.08
Total	3,726,627.20	39,712.64	(2,644.90)	-	13,269.04	3,776,963.98

Total Reserve Expenditures Aug-23 **2,644.90**

Common Area (9CSA11) -

Single Family (9CSA05) -

Townhomes (9CSA14) **2,644.90**

311 LC Replace Front Patio Hose Bib	250.00
105 CI: Garage Door Repair	260.00
721 CI: Window & Screen Replacements	456.63
721 SCI: Sliding screen door repair	255.80
135 CI - Window screen replacements	317.34
425 CI Initial Environmental Investigation	805.00
334 PH Window Service	300.13

Aug-23 Activity	
Contributions	39,712.64
Expenses	(2,644.90)
Adjustments	-
Investments	13,269.04
Total	\$ 50,336.78
Net Change in Balance	
CAM - 9CSA11	22,276.72
Single Family - 9CSA05	1,165.24
Townhomes 9CSA14	26,894.82

Due from UG for July 2023	31,486.17
Due from UG for Aug 2023	37,067.74
Total Due from UGCAM	68,553.91
<i>(accounts receivable)</i>	
Wells Fargo	33,561.67
CalTRUST	3,674,848.40
Acct Balances as of 8/31/23	3,708,410.07
Reserve Total as of 8/31/23	3,776,963.98

Detail of invoices held at UGCAM office

Actuals Transactions by Period

Time run: 9/11/2023 7:48:23 AM

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Sr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdesc	Dept Fdescr
CICSA - Ch	2023	2	08/31/2023	0002203253	MJE -	Cal Trust Activity Aug23	13,269.04	101841 - CICSA CalTRUST	XSA37 - SA	-
CICSA - Ch	2023	2	08/31/2023	0002203253	MJE -	Cal Trust Activity Aug23	(331.48)	508800 - Dividend	XSA37 - SA	9CSA05 - Single Family Homes
CICSA - Ch	2023	2	08/31/2023	0002203253	MJE -	Cal Trust Activity Aug23	(4,777.83)	508800 - Dividend	XSA37 - SA	9CSA11 - CAMS
CICSA - Ch	2023	2	08/31/2023	0002203253	MJE -	Cal Trust Activity Aug23	(8,159.72)	508800 - Dividend	XSA37 - SA	9CSA14 - Town Homes
CICSA - Ch	2023	2	08/31/2023	0002203253	MJE -	Cal Trust Activity Aug23	(0.01)	508802 - Unrealized Gain (Loss)	XSA37 - SA	9CSA11 - CAMS
CICSA - Ch	2023	2	08/31/2023	0002204398	MJE -	Aug23 CAM Rsrv Contrib	(17,498.88)	660854 - Reserves	XSA37 - SA	9CSA11 - CAMS
CICSA - Ch	2023	2	08/31/2023	0002204398	MJE -	Aug23 Reserve Receivable	37,067.74	103007 - A/R - Other	XSA37 - SA	-
CICSA - Ch	2023	2	08/31/2023	0002204398	MJE -	Aug23 SF Rsrv Contribution	(833.76)	660854 - Reserves	XSA37 - SA	9CSA05 - Single Family Homes
CICSA - Ch	2023	2	08/31/2023	0002204398	MJE -	Aug23 TH Reserve Expense	2,644.90	660851 - Maintenance	XSA37 - SA	9CSA14 - Town Homes
CICSA - Ch	2023	2	08/31/2023	0002204398	MJE -	Aug23 TH Rsrv Contribution	(21,380.00)	660854 - Reserves	XSA37 - SA	9CSA14 - Town Homes
Grand Total							0.00			

(1,165.24) 9CSA05 - Single Family Homes

Fund Fdescr is equal to XSA37 - SA - Reserves - Common Area

(22,276.72) 9CSA11 - CAMS

and Bus Unit Fdescr is equal to CICSA - Channel Islands Site Authority

(26,894.82) 9CSA14 - Town Homes

and Fiscal Year is equal to 2023

(50,336.78)

and Period is between 2 and 2