

University Glen

PROPERTY MANAGEMENT REPORT

October 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 October 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:
 - mailed the 2022-2023 reconciliation notification to the owners of the townhouses and single-family homes. See Operations: below.
 - 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;
 - addressed individual owner's accounting issues, maintenance work order requests, parking pass and security FOB replacements, and Site Authority Casualty insurance claims; and
 - disseminated various Eblast communications to owners.

Operations:

- Accounts Receivable
 - The monthly Maintenance Rent charges for UGCAM FY 2023-2024 Budget are being collected at the amounts as follows:
Single-Family Homes=\$313.86; Townhomes=\$484.76.

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- As directed by Site Authority staff, UGCAM prepared and distributed the FY 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		(\$1000.22)	(\$61330.56)

(Refund)

Charge per

Reconciliation: (29.16) (\$41.41) (\$41.41) \$13.89 \$306.65

Per the Ground Sublease, UGCAM mailed letters to the owners in University Glen notifying them of the FY 2022-2023 UGCAM Budget Reconciliation.

- Projects
 - The Basketball Court Resurfacing project was completed during October. The resurfacing project included striping for one pickleball court. The project was completed in the schedule presented by the vendor and completed on time and on budget. This project was paid for by the Common Area Reserves.
- Community Events
 - UGCAM disseminated information about the Coffee with the Cops event held on Saturday, October 14th 8:30-11:30 AM.
 - UGCAM disseminated information about the Operation Safe Halloween event which was held as part of the community’s Halloween Trick-or-Treat festivities on Tuesday October 31st 5:00 to 8:30 PM.
- Landscaping
 - UGCAM continued to work with Gothic Landscape to post 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. It was stated that if an occasional car is not moved per the signs, the car(s) will NOT be towed or fined.
 - Gothic Landscaping posted “Tow Away’ signs for the upcoming annual tree trimming project.

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- Water Intrusion
 - On Thursday, October 26th, an owner in the townhouse in the 300-block of Smugglers Cove informed UGCAM the Gas Company noticed his gas bill had increased significantly over the past months. The Gas Company came to the townhouse and confirmed there was no natural gas leak. The Gas Company suggested the owner have the hot water line tested was a potential slab leak. UGCAM worked with our preferred plumbing vendor who determined there was a slab leak in the hot waterline. The work to address this confirmed slab leak is ongoing.

- Property Loss/Damage Claims
 - On Friday, October 27th, Gothic Landscape was called to evaluate a sycamore tree which was hit by a moving van on Cathedral Cove at the intersection of Anacapa Island Drive and Cathedral Cove. The evaluation determined the structural integrity of the tree was sufficiently compromised to require the tree to be removed. UGCAM filed a Property Loss/Damage Claim with the Site Authority.

 - During the wind event on Sunday, October 29th, a tree in the alley of the 300-block of Smugglers Cove was blown over onto the roof of a townhome. Gothic Landscape’s tree service was called out to remove the tree the same day. Gothic Landscape responded and the removal of the tree was completed promptly. There was minor damage to the gutter of the townhome. UGCAM filed a Property Loss/Damage Claim with the Site Authority.

 - List of Property Loss/Damage Claims for FY 2023-2024 to submitted to the Site Authority for processing to date :

2023-2024	July	August	Sept	October	Total
Townhouse Insurance Claims	1	2	0	3	6

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

30 WO submitted via Yardi.
18 WO submitted via Text.
48 Total Work Orders

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WORK ORDERS IN YARDI	In Progress	Cancelled	Completed	Reassigned	Totals
Electrical	1		2		3
Landscaping	9		8		17
Plumbing					0
Gutter & Downspouts	1	1			2
Roofing					0
Heaters					0
Painting			1		1
Janitorial					0
Gates/Fences	1		1		2
Other-TH Windows/Sliding Drs	3				3
Other- TH Garage Drs			1		1
Other – Pest Control					0
Cancelled		1			1
Subtotal	15	2	13	0	30

WORK ORDERS SENT BY TEXT	In Progress	Cancelled	Completed	Reassigned	Totals
Pest Control	1		2		3
Landscaping	5		10		15
Subtotal	6	0	12	0	18

TOTAL Work Orders for the Month	21	2	25	0	48
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- Property Improvement Applications & Building Permit Application(s) to for FY 2023-2024 to

2023-2024	July	August	Sept	October	Total
PIAs	3	2	1	0	6
Bldg. Permit Apps	3	0	1	1	5
Total Apps/Month	6	2	2	1	11

Work Order Status Details

Property : CSUCI Site Authority (wa300700)

WO#	Unit	Call Date	Status	Completed Date	Category	Problem Description
190696	CAM270	10/2/2023	Work Completed	11/2/2023	Other	Owner reports the springs on their garage door need to be replaced.
191951	CAM276	10/4/2023	Work Completed	11/2/2023	Landscaping	Reworking landscaping near model apartment.
192573	CAM098	10/5/2023	Work Completed	11/2/2023	Landscaping	Trim shrubs at front of SFH.
192574	CAM098	10/5/2023	Work Completed	11/2/2023	Landscaping	Investigate reported dead sycamore limb between 263 and 253 Anacapa Island Drive. Remove if necessary.
192575	CAM236	10/5/2023	In Progress		Landscaping	Owners request the roots be grinded on the CA side of their wrought gate at the front covered porch.
194955	CAM246	10/9/2023	Work Completed	11/2/2023	Gates & Fences	Owner requests the two gates to his patio areas be repaired.
194956	CAM246	10/9/2023	Work Completed	11/2/2023	Electrical	Owner reports loose wires in electrical box.
194957	CAM246	10/9/2023	Canceled		Gutters and Downspouts	Owner at 302 E Platts Harbor Drive requests the gate to the front patio and trash enclosure be addressed/replaced.
194958	CAM256	10/9/2023	Work Completed	11/2/2023	Painting	Painting Garage Door trim color SW 7040 Smokehouse.
194959	CAM087	10/9/2023	In Progress		Landscaping	Owner requests replacement plants.
195546	CAM170	10/10/2023	Work Completed	11/2/2023	Landscaping	Owner reports a downed limbs along the sidewalk near 312 E Santa Cruz Island Drive. Look at the photos.
196711	CAM276	10/12/2023	Work Completed	11/2/2023	Landscaping	Outside apartment Cathedral Cove Building 140 Apt #24, the tree has grown over the airlines on the 3rd floor. Request tree be trimmed back.
196714	CAM051	10/12/2023	Work Completed	11/2/2023	Landscaping	UGCAM to talk with owner who is wanting to remove plants at the end of her front patio near the front door to accommodate access to the proposed water softener on her front patio.
196715	CAM276	10/12/2023	Work Completed	11/2/2023	Landscaping	At slope between Rincon Drive and the 130/140 building of Townside Apartments plant new plants to stop folks walking on the slope by the wrought iron fence.
197294	CAM229	10/13/2023	In Progress		Other	Owner reports that patio door is stuck and no longer opens even with WD-40.
200056	CAM182	10/18/2023	In Progress		Landscaping	Plantings on slope at front of townhouse above the retaining wall.
200057	CAM071	10/18/2023	In Progress		Other	The seal at the glazing of the French doors appears to not be water tight. See the warping in the photo.
201177	CAM246	10/20/2023	In Progress		Other	Owner reports issue with window.
202827	CAM005	10/23/2023	Work Completed	11/2/2023	Electrical	New owner requests the electrical at the former media enclosure be reattached
203383	CAM055	10/24/2023	In Progress		Gates & Fences	Owner reports the trash enclosure fence has members which are rotten.
206110	CAM047	10/29/2023	In Progress		Electrical	Owner reports the exterior sconce with a switch servicing the back patio is reported not working. Owner says it has never worked. Please fix sconce as needed. Let us know if the problem was the light bulb needed to be replaced.
206111	CAM108	10/29/2023	In Progress		Landscaping	Owner reports a sprinkler head on the owners side of the retaining wall is broken. In the interest of maintaining the integrity of the irrigation distribution piping, repair this sprinkler head.
206112	CAM019	10/29/2023	In Progress		Landscaping	Owner request the trees at her townhouse be trimmed.
206113	CAM018	10/29/2023	In Progress		Landscaping	Owner reports a water pipe to feed the plants outside my patio is broken is causing flooding outside an a snail problem.
206114	CAM163	10/29/2023	In Progress		Landscaping	Following the removal of the two Bay Laurels near the front patio, provide a planting scheme for the planter area between the owners patio wall and the sidewalk.
206655	CAM015	10/30/2023	Work Completed	11/2/2023	Landscaping	Clean up area near front door.
207198	CAM119	10/31/2023	In Progress		Gutters and Dow	Due to tree falling during the Santa Ana winds on to the roof to the townhouse, the gutter was damaged. Provide repair solution.
207199	CAM276	10/31/2023	Canceled	11/2/2023	Other	Secure Sign at south parking of the Town Center.

Work Order Status Details

Property : CSUCI Site Authority (wa300700)

WO#	Unit	Call Date	Status	Completed Date	Category	Problem Description
207201	CAM276	10/31/2023	In Progress		Other	Reinstall the pole sign at the South Parking Lot of the Town Center.
207202	CAM057	10/31/2023	In Progress		Landscaping	Owner requests tree on alley side of townhouse be trimmed and round seeds be removed from underneath the tree. Concerned for safe walking.
Total: 30						

Budget Comparison

Period = Oct 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	281,456.00	281,456.48	-0.48	844,369.49	
Single Family CAM	19,889.28	19,889.28	0.00	79,557.12	79,557.12	0.00	238,671.36	
Apartment CAM	98,673.93	98,673.93	0.00	394,695.72	394,695.72	0.00	1,184,087.16	
Miscellaneous Income	100.00	0.00	100.00	1,875.00	0.00	1,875.00	0.00	
Recovery - Past Yr. Operating/Comm	49,784.10	0.00	49,784.10	19,309.56	0.00	19,309.56	0.00	Positive variance due to 2022-2023 CAM Reconciliation.
HOMEOWNER CAM	238,811.31	188,927.33	49,883.98	776,893.40	755,709.32	21,184.08	2,267,128.01	
TOTAL REVENUE	238,811.31	188,927.33	49,883.98	776,893.40	755,709.32	21,184.08	2,267,128.01	
OPERATING EXPENSES								
MANAGEMENT FEE								
Management Fee	26,591.45	26,318.00	-273.45	108,003.96	110,987.00	2,983.04	339,966.00	PTD negative variance due to actuals exceeding budgeted amount.
TOTAL MANAGEMENT FEE	26,591.45	26,318.00	-273.45	108,003.96	110,987.00	2,983.04	339,966.00	
INSURANCE								
Insurance - Property	9,921.08	5,179.00	-4,742.08	39,684.32	20,716.00	-18,968.32	62,151.00	
Insurance-Earthquake	6,842.95	6,842.95	0.00	27,371.80	27,371.80	0.00	82,115.35	
TOTAL INSURANCE	16,764.03	12,021.95	-4,742.08	67,056.12	48,087.80	-18,968.32	144,266.35	
REPAIR & MAINTENANCE								
Repair & Maintenance	23,239.90	27,690.67	4,450.77	98,261.92	116,743.68	18,481.76	351,728.00	YTD positive variance as repair items less than budgeted.
TOTAL REPAIR & MAINTENANCE	23,239.90	27,690.67	4,450.77	98,261.92	116,743.68	18,481.76	351,728.00	
UTILITIES								
Electric - Common Area I	95.00	65.00	-30.00	352.38	260.00	-92.38	780.00	PTD & YTD negative variance due to seasonal usage.
Electric - Common Area II	12,107.60	8,941.00	-3,166.60	38,888.06	35,764.00	-3,124.06	107,300.00	PTD negative variance due to seasonal usage.
Gas - Common Area	1,923.50	1,760.00	-163.50	5,447.12	5,464.00	16.88	39,180.00	

CSUCI Site Authority (wa300700)

Budget Comparison

Period = Oct 2023

Book = Accrual ; Tree = csuci_is

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	Note
Water	13,901.24	14,153.31	252.07	52,780.08	56,613.25	3,833.17	169,839.76	
Sewer	19,949.86	19,776.78	-173.08	102,363.82	79,107.12	-23,256.70	237,321.36	PTD negative variance due to costs exceeded budget. YTD negative variance due to FY 2021-2022 adjustment.
Water - Reclaimed	11,852.47	14,039.99	2,187.52	54,316.95	56,159.96	1,843.01	168,479.83	
Trash Removal	18,792.23	20,882.24	2,090.01	77,268.08	83,528.95	6,260.87	250,586.85	
TOTAL UTILITIES - RECOVERABLE	78,621.90	79,618.32	996.42	331,416.49	316,897.28	-14,519.21	973,487.80	
LANDSCAPING								
Landscaping - Exterior Contract	31,153.00	31,152.35	-0.65	124,612.00	124,609.40	-2.60	373,828.20	
Landscaping - Sprinkler System	0.00	2,540.58	2,540.58	8,671.00	10,162.32	1,491.32	30,486.96	PTD & YTD positive variance due to Irrigation Tech included in Exterior Contract line item.
Landscaping-Equipment	5,815.00	2,000.00	-3,815.00	7,115.00	18,500.00	11,385.00	34,500.00	PTD negative due to irrigation repairs exceeding budgeted amount.
Landscaping - Other	4,692.00	1,572.07	-3,119.93	7,795.00	6,288.28	-1,506.72	18,864.84	PTD and YTD negative variance due to plantings exceeding budget.
TOTAL LANDSCAPING	41,660.00	37,265.00	-4,395.00	148,193.00	159,560.00	11,367.00	457,680.00	
TOTAL OPERATING EXPENSES	186,877.28	182,913.94	-3,963.34	752,931.49	752,275.76	-655.73	2,267,128.15	
NET OPERATING INCOME	51,934.03	6,013.39	45,920.64	23,961.91	3,433.56	20,528.35	-0.14	
NET INCOME	51,934.03	6,013.39	45,920.64	23,961.91	3,433.56	20,528.35	-0.14	

University Glen Reserve Balance
September 30, 2023
Preliminary Unaudited

Reserve Type	Balance as of 8/31/23	Sep 2023 Contributions	Sep 2023 Expenses	Sep 2023 Adjustments	Investment Activity	Balance as of 9/30/23
Common Area	1,280,212.85	17,498.88	-		496.18	1,298,207.91
Single Family Homes	101,162.05	833.76			20.09	102,015.90
Townhomes	2,395,589.08	21,380.00	(4,552.99)		511.29	2,412,927.38
Total	3,776,963.98	39,712.64	(4,552.99)	-	1,027.56	3,813,151.19

Total Reserve Expenditures 9/30/23 **4,552.99**

Common Area (9CSA11) -

Single Family (9CSA05) -

Townhomes (9CSA14) **4,552.99**

306 TH - Garage Door Spring Conversion	525.00
230 LC - Roof Leak Repair	750.00
389 SC - Roof Leak Repair	950.00
228 SC - Garage Roof Leak Repair	750.00
342 SCI - Roof Leak Repair	750.00
436 CI - Repl Control Board for Heating Unit	827.99

Activity Sep-23

Contributions	39,712.64
Expenses	(4,552.99)
Adjustments	-
Investments	1,027.56
Total	\$ 36,187.21

Net Change in Balance

CAM - 9CSA11	17,995.06
Single Family - 9CSA05	853.85
Townhomes 9CSA14	17,338.30

Due from UGCAM for July 2023	31,486.17
Due from UGCAM for Aug 2023	37,067.74
Due from UGCAM for Sep 2023	35,159.65
Total Due from UGCAM	103,713.56
<i>(accounts receivable)</i>	
Due to Site Authority-bank error	(5,216.07)
Wells Fargo	38,806.12
CalTRUST	3,675,847.58
Acct Balances as of 9/30/23	3,714,653.70
Reserve Total as of 9/30/23	3,813,151.19

Detail of invoices held at UGCAM office

Actuals Transactions by Period

Time run: 10/11/2023 8:22:04 AM

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002217797	MJE - Manual	Cal Trust Activity Sep23	999.18	101841 - CICSA CalTRUST	XSA37 - SA -	
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002217797	MJE - Manual	Cal Trust Activity Sep23	(319.89)	508800 - Dividend	XSA37 - SA -	9CSA05 - Single Family Homes
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002217797	MJE - Manual	Cal Trust Activity Sep23	(4,613.38)	508800 - Dividend	XSA37 - SA -	9CSA11 - CAMS
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002217797	MJE - Manual	Cal Trust Activity Sep23	(7,852.00)	508800 - Dividend	XSA37 - SA -	9CSA14 - Town Homes
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002217797	MJE - Manual	Cal Trust Activity Sep23	300.56	508802 - Unrealized Gain (Loss)	XSA37 - SA -	9CSA05 - Single Family Homes
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002217797	MJE - Manual	Cal Trust Activity Sep23	4,126.86	508802 - Unrealized Gain (Loss)	XSA37 - SA -	9CSA11 - CAMS
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002217797	MJE - Manual	Cal Trust Activity Sep23	7,358.67	508802 - Unrealized Gain (Loss)	XSA37 - SA -	9CSA14 - Town Homes
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002221553	MJE - Manual	Sep23 CAM Rsrv Contrib	(17,498.88)	660854 - Reserves	XSA37 - SA -	9CSA11 - CAMS
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002221553	MJE - Manual	Sep23 Reserve Receivable	35,159.65	103007 - A/R - Other	XSA37 - SA -	
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002221553	MJE - Manual	Sep23 SF Rsrv Contribution	(833.76)	660854 - Reserves	XSA37 - SA -	9CSA05 - Single Family Homes
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002221553	MJE - Manual	Sep23 TH Reserve Expense	4,552.99	660851 - Maintenance	XSA37 - SA -	9CSA14 - Town Homes
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002221553	MJE - Manual	Sep23 TH Rsrv Contribution	(21,380.00)	660854 - Reserves	XSA37 - SA -	9CSA14 - Town Homes
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002221565	MJE - Manual	Interest income	28.38	101840 - Wells Fargo -SA Uglen xx	XSA37 - SA -	
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002221565	MJE - Manual	Interest income	(0.76)	508001 - Interest from Extnl Inves	XSA37 - SA -	9CSA05 - Single Family Homes
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002221565	MJE - Manual	Interest income	(9.66)	508001 - Interest from Extnl Inves	XSA37 - SA -	9CSA11 - CAMS
CICSA - Channel Islands Site Authority	2023	3	09/30/2023	0002221565	MJE - Manual	Interest income	(17.96)	508001 - Interest from Extnl Inves	XSA37 - SA -	9CSA14 - Town Homes
Grand Total							0.00			

(853.85) 9CSA05 - Single Family Homes

(17,985.40) 9CSA11 - CAMS

(17,320.34) 9CSA14 - Town Homes

(36,159.59)

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

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

and Fiscal Year is equal to **2023**

and Period is between **3** and **3**