

University Glen

PROPERTY MANAGEMENT REPORT

January 2024

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 January 2024, 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;
 - 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.

- 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. At the direction of Site Authority personnel, the due date for 2022-2023 reconciliation charges was extended through March 31, 2024.

- Projects

- The fall portion of the annual tree trimming, and tree removal project was completed.
- One portable pickleball net was ordered and delivered. UGCAM is collaborating with various owners in the community about providing secure storage for the net as well as providing access to all community members both in UG and the Anacapa Canyon Development.

- Community Events

- No events planned during January 2024.

- Landscaping

- Gothic Landscape continues the deep cleaning of the shrub/plant beds in UGCAM.
- Gothic Landscape placed straw waddle tube material across the DG paths to help reduce rutting due to anticipated rushing rainwater which has resulted in trip hazards in the past. During January 2024, the preventative measures have continued to result in no rainwater damage to the DG paths in UG.
- Brightview Landscape Service was awarded the contract for the removal of trees in the 0 to 5 feet defensible space. The 23 trees were labelled for removal. Due to weather conditions the removals were not completed in January.
- In discussion with the Firewise Council personnel who have evaluated several homes in UG, it was suggested that a good start to addressing the 0 to 5-foot

defensible space requirement is to clear 12-inches between the structures and the hedges/plants. In conversation with Gothic Landscape, they agreed to perform the clearing of the 12-inch space next to structures/fences in the common areas. Gothic began this work as part of their shrub/groundcover trimming work. This clearing of plant material within 12-inches of the structures of the common area at no additional cost to the community.

- Water Intrusion

- None reported.

- Property Loss/Damage Claims

- 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	Nov.	Dec.	Jan.	Total
Townhouse Insurance Claims	1	2	0	3	0	1	0	7

- Property Improvement Applications & Building Permit Application(s) to for FY 2023-2024

2023-2024	July	August	Sept	October	Nov	Dec.	January	Total
PIAs	3	2	1	0	1	1	0	8
Bldg. Permit Apps	3	0	1	1	1	0	0	6
Total Apps/Month	6	2	2	1	2	1	0	14

- Work Orders

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

24 WO submitted via Yardi.
 17 WO submitted via Text
41 Total Work Orders

WORK ORDERS IN YARDI	In Progress	Cancelled	Completed	Reassigned	Totals
Electrical			1		1
Landscaping	2		12		14
Plumbing					0
Gutter & Downspouts					0
Roofing	=				0
HVAC/Dryer Vents	0				0
Painting/Stucco Repair					0
Janitorial					0
Gates/Fences	1				1
Other-TH Windows/Sliding Drs			2		2
Other- TH Garage Drs			4		4
Other - Pest Control Termites			1		1
Cancelled		1			1
Subtotal	3	1	20	0	24

WORK ORDERS SENT BY TEXT	In Prog.	Cancelled	Completed	Reassigned	Totals
Pest Control	1		3		4
Landscaping			13		13
Subtotal	1	0	16	0	17

TOTAL Work Orders for the Month	4	1	36	0	41
---------------------------------	---	---	----	---	----

Work Order Status Details

Property : CSUCI Site Authority (wa300700)

Approval Status :

WO#	Unit	Call Date	Status	Completed Date	Category	Problem Description
249314	CAM063	1/2/2024	Work Completed	2/6/2024	Other	Owner reports the gasket on the bottom portion of the garage door needs to be repaired/fixed.
251914	CAM164	1/5/2024	Work Completed	2/6/2024	Carpentry	Owner reports trim at garage door needs to be reattached.
254486	CAM276	1/8/2024	Work Completed	2/6/2024	Landscaping	Behind Cathedral Cove building 130 trim shrubs, specifically at the patios.
254487	CAM276	1/8/2024	Work Completed	2/6/2024	Landscaping	Behind Cathedral Cove Block 130 there continues to be standing water. What is going on. The trench that was made is not removing the standing. Address ASAP.
257066	CAM190	1/12/2024	Work Completed	2/6/2024	Landscaping	Owner requests that on the alley side of her SFH the weeds be pulled in the planter and the crepe myrtle evaluated and trimmed as necessary.
257825	CAM276	1/13/2024	Canceled		Landscaping	Behind Cathedral Cove building 130 replace quick coupler for irrigation system.
257826	CAM077	1/13/2024	Work Completed	2/6/2024	Landscaping	Owner at 352 Anacapa Island Drive reports the patch of grass at the front of his SFH appears to not be receiving irrigation water. Please investigate and correct.
257827	CAM133	1/13/2024	Work Completed	2/6/2024	Landscaping	Owner request the shrubs to be trimmed at this townhouse.
257828	CAM091	1/13/2024	Work Completed	2/6/2024	Landscaping	Owner requests the slanting tree which is struggling be removed.
257829	CAM276	1/13/2024	Work Completed	2/6/2024	Landscaping	At Cathedral Cove building 160 there is a broken sprinkler head along the sidewalk.
260107	CAM229	1/16/2024	In Progress		Gates & Fences	Owner reports the gate to her patio is "stuck" and needs to be repaired.
260109	CAM276	1/16/2024	Work Completed	2/6/2024	Other	The fountain at the courtyard of the 100-block of Frenchies Cove reported not working. Needs to be addressed/repared.
260112	CAM101	1/16/2024	Work Completed	2/6/2024	Landscaping	Trim black sumac branches away from this SFH.
260113	CAM101	1/16/2024	Work Completed	2/6/2024	Landscaping	Trim bougainville between 303 and 313 Anacapa Island Drive.
260114	CAM276	1/16/2024	In Progress		Other	At the large dog park the gophers have dug in the sod. The pest control vendor has eliminated the gophers. We request dirt be used to fill in the gopher holes so the ground is even and then seed the area with grass seed.
265192	CAM204	1/23/2024	Work Completed	2/6/2024	Electrical	Street light on the alley side of SFH is out. SCE work order made. Confirmation 000004275682
265193	CAM233	1/23/2024	Work Completed	2/6/2024	Landscaping	Owner requests the small scraggly tree in the front planter removed.
266646	CAM049	1/25/2024	Work Completed	2/6/2024	Other	Owner reports issue with Garage Door.
266647	CAM040	1/25/2024	Work Completed	2/6/2024	Other	Owner reports garage door may not close upon occasion.
266648	CAM023	1/25/2024	In Progress		Other	Owner reports there is a window that does not open.
269525	CAM017	1/29/2024	In Progress		Other	Owner reports the French doors at the front of this townhouse have wood rot. Please visit and assess.
270246	CAM185	1/30/2024	Work Completed	2/6/2024	Landscaping	Remove the tree at the corner of the patio.
270247	CAM024	1/30/2024	Call		Landscaping	Remove tree near front door. Concern about roots lifting sidewalk and also roots running under front patio and building slab.
270248	CAM019	1/30/2024	Call		Landscaping	Provide proposal to replant alley side of townhouse at larger portion of planter.

Total: 24

CSUCI Site Authority (wa300700)

Budget Comparison

Period = Jan 2024

Book = Accrual ; Tree = csuci_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	Annual	Note
HOMEOWNER CAM									
Townhome CAM	70,364.00	70,364.12	-0.12	0.00	492,548.00	492,548.84	-0.84	844,369.49	
Single Family CAM	19,889.28	19,889.28	0.00	0.00	139,224.96	139,224.96	0.00	238,671.36	
Apartment CAM	98,673.93	98,673.93	0.00	0.00	690,717.51	690,717.51	0.00	1,184,087.16	
Miscellaneous Income	300.00	0.00	300.00	N/A	2,475.00	0.00	2,475.00	0.00	
Recovery - Past Yr. Operating/Comm	0.00	0.00	0.00	N/A	19,309.56	0.00	19,309.56	0.00	Positive variance due to 2022-2023 CAM Reconciliation.
HOMEOWNER CAM	189,227.21	188,927.33	299.88	0.16	1,344,275.03	1,322,491.31	21,783.72	2,267,128.01	
OPERATING EXPENSES									
MANAGEMENT FEE									
Management Fee	26,329.75	26,318.00	-11.75	-0.04	187,356.39	195,656.00	8,299.61	339,966.00	
TOTAL MANAGEMENT FEE	26,329.75	26,318.00	-11.75	-0.04	187,356.39	195,656.00	8,299.61	339,966.00	
INSURANCE									
Insurance - Property	9,921.08	5,179.00	-4,742.08	-91.56	69,447.56	36,253.00	-33,194.56	62,151.00	PTD & YTD negative variance due to actuals exceeding budgeted amount.
Insurance-Earthquake	6,842.95	6,842.95	0.00	0.00	47,900.65	47,900.65	0.00	82,115.35	
TOTAL INSURANCE	16,764.03	12,021.95	-4,742.08	-39.45	117,348.21	84,153.65	-33,194.56	144,266.35	
REPAIR & MAINTENANCE									
Repair & Maintenance	22,441.22	36,192.67	13,751.45	38.00	176,372.69	208,302.69	31,930.00	351,728.00	PTD & YTD positive variance as total repairs costs less than budgeted.
TOTAL REPAIR & MAINTENANCE	22,441.22	36,192.67	13,751.45	38.00	176,372.69	208,302.69	31,930.00	351,728.00	
UTILITIES									
Electric - Common Area I	3.88	65.00	61.12	94.03	379.85	455.00	75.15	780.00	
Electric - Common Area II	3,540.54	8,942.00	5,401.46	60.41	61,368.17	62,590.00	1,221.83	107,300.00	PTD and YTD positive variance due to seasonal usage.
Gas - Common Area	1,465.33	6,440.00	4,974.67	77.25	14,338.92	20,864.00	6,525.08	39,180.00	PTD & YTD positive variance due to one pool being closed.
Water	8,909.26	14,153.31	5,244.05	37.05	89,435.46	99,073.19	9,637.73	169,839.76	
Sewer	19,949.86	19,776.78	-173.08	-0.88	162,213.40	138,437.46	-23,775.94	237,321.36	YTD negative variance due to FY 2021-2022 adjustment.
Water - Reclaimed	10,793.08	14,039.99	3,246.91	23.13	91,994.53	98,279.93	6,285.40	168,479.83	
Trash Removal	16,891.77	20,882.24	3,990.47	19.11	133,143.75	146,175.67	13,031.92	250,586.85	
TOTAL UTILITIES - RECOVERABLE	61,553.72	84,299.32	22,745.60	26.98	552,874.08	565,875.25	13,001.17	973,487.80	

CSUCI Site Authority (wa300700)

Budget Comparison

Period = Jan 2024

Book = Accrual ; Tree = csuci_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	Annual	Note
LANDSCAPING									
Landscaping - Exterior Contract	31,153.00	31,152.35	-0.65	0.00	218,071.00	218,066.45	-4.55	373,828.20	
Landscaping - Sprinkler System	0.00	2,540.58	2,540.58	100.00	8,671.00	17,784.06	9,113.06	30,486.96	PTD & YTD positive variance due to Irrigation Tech included in Exterior Contract line item.
Landscaping-Equipment	0.00	2,000.00	2,000.00	100.00	7,565.00	24,500.00	16,935.00	34,500.00	
Landscaping - Other	0.00	1,572.07	1,572.07	100.00	22,012.00	11,004.49	-11,007.51	18,864.84	YTD negative variance due to actuals exceeding budget.
TOTAL LANDSCAPING	31,153.00	37,265.00	6,112.00	16.40	256,319.00	271,355.00	15,036.00	457,680.00	
TOTAL OPERATING EXPENSES	158,241.72	196,096.94	37,855.22	19.30	1,290,270.37	1,325,342.59	35,072.22	2,267,128.15	
NET OPERATING INCOME	30,985.49	-7,169.61	38,155.10	532.18	54,004.66	-2,851.28	56,855.94	-0.14	
NET INCOME	30,985.49	-7,169.61	38,155.10	532.18	54,004.66	-2,851.28	56,855.94	-0.14	

University Glen Reserve Balance
December 31, 2023
Preliminary Unaudited

Reconciliation	Balance as of	Dec 2023	Dec 2023	Dec 2023	Investment	Balance as of
Reserve Type	11/30/23	Contributions	Expenses	Adjustments	Activity	12/31/23
Common Area	1,344,972.42	17,498.88	-		12,567.11	1,375,038.41
Single Family Homes	104,931.87	833.76			898.04	106,663.67
Townhomes	2,473,678.85	21,380.00	(33,004.79)		22,731.77	2,484,785.83
Total	3,923,583.14	39,712.64	(33,004.79)	-	36,196.92	3,966,487.91

Total Reserve Expenditures Dec-23 **33,004.79**

Common Area (9CSA11) -

Single Family (9CSA05) -

Townhomes (9CSA14) **33,004.79**

236 SC: Initial Investigation	1,103.00
236 SC: Initial Investigation	710.00
234 SC: Post-Remedial Inspection	1,505.00
234/236 SC - Slab Leak	4,208.59
234 SC: Work Completed	15,749.47
201 SC: Gate repair	150.00
301 LC: Partial gate repair	150.00
105 CI: Window Service & Screen Repair	490.42
333 PH: Initial Investigation	1,751.00
249 SC: Work Completed	3,267.31
229 SC: Torsion Spring Replacement	425.00
237 LC: Replace the hose bib	195.00
Reimb Mr Rooter Inv #16108551	1,700.00
260 LC Downspout repair and partial replacement	200.00
306 TH: Downspout repair between 304 & 306	200.00
250 LC: Concrete repair @ garage	1,200.00

Detail of invoices held at UGCAM office

Activity Dec-23	
Contributions	39,712.64
Expenses	(33,004.79)
Adjustments	-
Investments	36,196.92
Total Activity	\$ 42,904.77
Net Change in Balance	
CAM - 9CSA11	30,065.99
Single Family - 9CSA05	1,731.80
Townhomes 9CSA14	11,106.98
Total Activity by Type	\$ 42,904.77

Due from UGCAM for Oct 2023	24,209.72
Due from UGCAM for Nov 2023	35,990.48
Due from UGCAM for Dec 2023	6,707.85
Total Due from UGCAM	66,908.05
<i>(accounts receivable)</i>	
Wells Fargo	17,338.40
CalTRUST	3,882,241.46
Acct Balances as of 12/31/23	3,899,579.86
Reserve Total as of 12/31/23	3,966,487.91

Actuals Transactions by Period

Time run: 1/11/2024 8:51:50 AM

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Sr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr
CICSA - Ch	2023	6	12/31/2023	0002260553	MJE -	Cal Trust Activity Dec23	36,196.92	101841 - CICSA CalTRUST	XSA37 - SA -	-
CICSA - Ch	2023	6	12/31/2023	0002260553	MJE -	Cal Trust Activity Dec23	(337.92)	508800 - Dividend	XSA37 - SA -	9CSA05 - Single Family Homes
CICSA - Ch	2023	6	12/31/2023	0002260553	MJE -	Cal Trust Activity Dec23	(4,874.60)	508800 - Dividend	XSA37 - SA -	9CSA11 - CAMS
CICSA - Ch	2023	6	12/31/2023	0002260553	MJE -	Cal Trust Activity Dec23	(8,852.60)	508800 - Dividend	XSA37 - SA -	9CSA14 - Town Homes
CICSA - Ch	2023	6	12/31/2023	0002260553	MJE -	Cal Trust Activity Dec23	(560.12)	508802 - Unrealized Gain (Loss)	XSA37 - SA -	9CSA05 - Single Family Homes
CICSA - Ch	2023	6	12/31/2023	0002260553	MJE -	Cal Trust Activity Dec23	(7,692.51)	508802 - Unrealized Gain (Loss)	XSA37 - SA -	9CSA11 - CAMS
CICSA - Ch	2023	6	12/31/2023	0002260553	MJE -	Cal Trust Activity Dec23	(13,879.17)	508802 - Unrealized Gain (Loss)	XSA37 - SA -	9CSA14 - Town Homes
CICSA - Ch	2023	6	12/31/2023	0002264589	MJE -	Dec23 CAM Rsrv Contrib	(17,498.88)	660854 - Reserves	XSA37 - SA -	9CSA11 - CAMS
CICSA - Ch	2023	6	12/31/2023	0002264589	MJE -	Dec23 Reserve Receivable	6,707.85	103007 - A/R - Other	XSA37 - SA -	-
CICSA - Ch	2023	6	12/31/2023	0002264589	MJE -	Dec23 SF Rsrv Contribution	(833.76)	660854 - Reserves	XSA37 - SA -	9CSA05 - Single Family Homes
CICSA - Ch	2023	6	12/31/2023	0002264589	MJE -	Dec23 TH Reserve Expense	33,004.79	660851 - Maintenance	XSA37 - SA -	9CSA14 - Town Homes
CICSA - Ch	2023	6	12/31/2023	0002264589	MJE -	Dec23 TH Rsrv Contribution	(21,380.00)	660854 - Reserves	XSA37 - SA -	9CSA14 - Town Homes
Grand Total							0.00			

(1,731.80) 9CSA05 - Single Family Homes

(30,065.99) 9CSA11 - CAMS

(11,106.98) 9CSA14 - Town Homes

(42,904.77)

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 **6** and **6**