

University Glen

PROPERTY MANAGEMENT REPORT

March 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 March 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

- A member of the community completed the construction of a wooden cabinet to house the portable pickleball net in the Hillcrest Fitness Center. The portable pickleball net is available for use by the entire community. There is a pickleball court striped on the basketball court in the UG Community Park.
- Brightview Tree Care Services completed the tree removal project associated with the anticipated upcoming 0-5 defensible space requirement was completed. A total of 23-trees were removed and their stumps ground as part of this project.
- The annual townhouse gutter cleaning project was completed.
- The Budget Advisory Group (BAG) met on Tuesday, February 6th. During the meeting three quotes were presented for the installation of water meters serving the two pool/spa amenities. Installation of these meters will allow billing of the water serving the pool/spa amenities on a consumption basis. The water bill based on the meter reading will be divided by pro rata share (672-doors). At the present time, the SFHs and THs are paying for the water to the pools/spas because of the water consumption. The low bid, \$13,528 by the CSUCI Facility Services plumbers was recommended by the members of the BAG to be accepted. The BAG recommended payment for the two water meters be paid from the Common Area Reserves. Previously it was determined that CSCUI Facility Services will be monitoring this piece of infrastructure and will “own” the meters similar to the water meters on the apartments. (Other quotes \$15,839.00 & \$18,000.00) This project will move forward shortly.

- At the Single-Family Homes, the concern about the exterior lighting sconces which illuminate the house number was presented to the HAC for discussion. Several suggested solutions were offered.
- Community Events
 - Thanks to a resident, we now have a collection of board games for community use in the baskets in the Community Center Event Room. Donations are being accepted.
 - The CSUCI School of Arts & Sciences sponsored a Steam Carnival. PreK-8th grade students and families on Campus.
- Landscaping
 - Gothic Landscape continued the deep cleaning of the shrub/plant beds in UGCAM.
 - The straw waddle tube material across the DG paths by Gothic Landscape continued to help reduce rutting due to anticipated rushing rainwater which has resulted in trip hazards in the past. During March 2024, these preventative measures continued to minimize rainwater damage to the DG paths in UG.
 - Gothic Landscape continued clearing the 12-inch space next to structures/fences in the common areas to begin addressing the anticipated upcoming 0-5 foot defensible space requirements. 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 Events
 - Several townhouses reported seepage from surface rainwater from patio areas into townhouse garages. This is due to deterioration of the expansion joint/sealant material between the concrete foundation wall and the flat-concrete work of the patio & trash bin areas. This situation was addressed at two townhouses during the past month.
 - In the 200-block of E Platts Harbor a water main break was reported over the weekend of March 17th. After determining the leak was not related to the landscape irrigation system, UGCAM contacted the CSUCI Facility Services Helpdesk and the CSUCI plumbers worked to complete the repair. The repair has been made and the final asphalt repair is scheduled to be completed on Friday, March 22nd.
 - Slab leak was reported to a townhouse in the 300 Block of Smugglers Cove on the even side of the street. UGCAM plumbing vendor verified slab leak and pipe was tapped off and rerouted. Remediation by UGCAM's preferred remediation contractor continues.

- In the 300 block of Smugglers Cove on the second floor a water leak was determined to be caused by the water line feeding the steam feature on the clothes dryer. This is considered the owner's responsibility, as the clothes dryer is considered an appliance which plugs into an electrical outlet in the wall.
- Work Orders
 - The following is a list by Yardi category of the work orders (WO) placed during the month of December:

15 WO submitted via Yardi.
12 WO submitted via Text.
27 Total Work Orders

WORK ORDERS IN YARDI	In Progress	Cancelled	Completed	Reassigned	Totals
Electrical					0
Landscaping	1		4		5
Plumbing					0
Gutter & Downspouts					0
Roofing/Waterproofing					0
HVAC/Dryer Vents					0
Painting/Stucco Repair	1				1
Janitorial					0
Gates/Fences	2		1		3
Other-TH Windows/Sliding Drs	2		1		3
Other- Concrete Repair			3		3
Cancelled					0
Subtotal	6	0	9	0	15

WORK ORDERS SENT BY TEXT	In Progress	Cancelled	Completed	Reassigned	Totals
Pest Control			4		4
Landscaping	2		6		8
Subtotal	2		10		12

TOTAL Work Orders for the Month	8	0	19	0	27
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- 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	Oct	Nov.	Dec.	Jan.	Feb.	March	Total
Townhouse Insurance Claims	1	2	0	3	0	1	0	0	2	9

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

2023-2024	July	August	Sept	Oct	Nov	Dec.	Jan.	Feb.	March	Total
PIAs	3	2	1	0	1	1	0	1	0	9
Bldg. Permit Apps	3	0	1	1	1	0	0	0	0	6
Total Apps/Month	6	2	2	1	2	1	0	1	0	15

Work Order Status Details

Property : CSUCI Site Authority (wa300700)

Approval Status :

WO#	Unit	Call Date	Status	Completed Date	Category	Problem Description
296493	CAM209	3/1/2024	In Progress		Other	Owner reports water pooling at the base of the windows. Also reports windows which are leaking. investigate and determine repairs/replacement id necessary.
299273	CAM071	3/4/2024	In Progress		Painting	The replacement French doors have been installed. The exterior of the needs to be painted. Trim Color for 347 Landing Cove is SW 7514 Foothills.
299274	CAM042	3/4/2024	In Progress		Gates & Fences	Owner reports the fence between the small and large dog parks near the water spigot is loose and dogs can get from one side to the other. See the attached photo.
300159	CAM165	3/5/2024	In Progress		Other	Owner requests vendor come to Townhouse to review several window issues.
305331	CAM030	3/11/2024	Work Completed	4/8/2024	Landscaping	Owner reports a root has sprouted a tree at their front patio between their neighbors and their concrete slab. Investigate to determine if the root can be traced to outside this owner's exclusive use area and cut to curtail the growth of the tree.
305332	CAM054	3/11/2024	In Progress		Hardware	Owner requests the weather stripping at the French doors at the front of the townhouse be repaired/replaced.
306188	CAM054	3/12/2024	Work Completed	4/8/2024	Gates & Fences	Repair/replace the fence between the back patios of 221 and 217 Landing Cove. Color SW 7040 Smokehouse.
311309	CAM046	3/18/2024	Work Completed	4/8/2024	Landscaping	Gothic landscape to replace leaky valve and Franklin & Vizzo will repair leaking PVC surface drain.
312158	CAM174	3/19/2024	Work Completed	4/8/2024	Landscaping	Owner reports that during the recent winds some tree limbs came down.
314695	CAM042	3/22/2024	Work Completed	4/8/2024	Other	Owner reports a small portion of concrete has sprawled off at the joint where the sidewalk meeting the front porch concrete slab. This has become a trip hazard concern. Repair concrete at this location.
318078	CAM043	3/26/2024	In Progress		Other	Owner reports that a window that was installed two years ago has a failing seal as there is condensation between the panes.
318082	CAM187	3/26/2024	In Progress		Landscaping	Owner requests trees to be trimmed at the SFH eaves as their insurance company is requiring the tree trimming to establish insurance coverage for this SFH.
318083	CAM063	3/26/2024	Work Completed	4/8/2024	Gates & Fences	Owner reports his trash enclosure fence is rotting.
318928	CAM209	3/27/2024	In Progress		Other	Owner reports having issues with French sliding door.
320624	CAM063	3/29/2024	In Progress		Other	Owner reports window screen needs to be repaired.

Total: 15

CSUCI Site Authority (wa300700)

Budget Comparison

Period = Mar 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	633,276.00	633,277.08	-1.08	844,369.49	
Single Family CAM	19,889.28	19,889.28	0.00	0.00	179,003.52	179,003.52	0.00	238,671.36	
Apartment CAM	98,673.93	98,673.93	0.00	0.00	888,065.37	888,065.37	0.00	1,184,087.16	
Miscellaneous Income	-25.00	0.00	-25.00	N/A	2,675.00	0.00	2,675.00	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	188,902.21	188,927.33	-25.12	-0.01	1,722,329.45	1,700,345.97	21,983.48	2,267,128.01	
OPERATING EXPENSES									
MANAGEMENT FEE									
Management Fee	26,035.57	32,783.00	6,747.43	20.58	239,413.13	254,757.00	15,343.87	339,966.00	
TOTAL MANAGEMENT FEE	26,035.57	32,783.00	6,747.43	20.58	239,413.13	254,757.00	15,343.87	339,966.00	
INSURANCE									
Insurance - Property	9,921.08	5,179.00	-4,742.08	-91.56	89,289.72	46,611.00	-42,678.72	62,151.00	PTD & YTD negative variance due to actuals exceeding budgeted amount.
Insurance-Earthquake	6,842.95	6,842.94	-0.01	0.00	61,586.55	61,586.53	-0.02	82,115.35	
TOTAL INSURANCE	16,764.03	12,021.94	-4,742.09	-39.45	150,876.27	108,197.53	-42,678.74	144,266.35	
REPAIR & MAINTENANCE									
Repair & Maintenance	31,880.12	27,683.66	-4,196.46	-15.16	235,502.03	268,669.02	33,166.99	351,728.00	PTD negative variance due to budgeted reupholstering of Townside Pool furniture.
TOTAL REPAIR & MAINTENANCE	31,880.12	27,683.66	-4,196.46	-15.16	235,502.03	268,669.02	33,166.99	351,728.00	
UTILITIES									
Electric - Common Area I	55.43	65.00	9.57	14.72	492.42	585.00	92.58	780.00	
Electric - Common Area II	4,468.81	8,942.00	4,473.19	50.02	77,007.56	80,474.00	3,466.44	107,300.00	PTD and YTD positive variance due to seasonal usage.
Gas - Common Area	2,183.45	5,440.00	3,256.55	59.86	19,278.85	32,784.00	13,505.15	39,180.00	PTD & YTD positive variance due to one pool being closed.
Water	10,603.81	14,153.31	3,549.50	25.08	106,053.11	127,379.82	21,326.71	169,839.76	
Sewer	19,949.86	19,776.78	-173.08	-0.88	202,113.12	177,991.02	-24,122.10	237,321.36	YTD negative variance due to FY 2021-2022 adjustment.
Water - Reclaimed	5,540.94	14,039.98	8,499.04	60.53	108,017.46	126,359.89	18,342.43	168,479.83	PTD & YTD positive variance due to irrigation system turned off during spring rains.
Trash Removal	16,867.99	20,882.24	4,014.25	19.22	167,542.20	187,940.14	20,397.94	250,586.85	
TOTAL UTILITIES - RECOVERABLE	59,670.29	83,299.31	23,629.02	28.37	680,504.72	733,513.87	53,009.15	973,487.80	

CSUCI Site Authority (wa300700)

Budget Comparison

Period = Mar 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	280,377.00	280,371.15	-5.85	373,828.20	
Landscaping - Sprinkler System	0.00	2,540.58	2,540.58	100.00	8,671.00	22,865.22	14,194.22	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	8,755.00	28,500.00	19,745.00	34,500.00	
Landscaping - Other	2,880.00	1,572.07	-1,307.93	-83.20	24,892.00	14,148.63	-10,743.37	18,864.84	PTD & YTD negative variance due to actuals exceeding budget.
TOTAL LANDSCAPING	34,033.00	37,265.00	3,232.00	8.67	322,695.00	345,885.00	23,190.00	457,680.00	
TOTAL OPERATING EXPENSES	168,383.01	193,052.91	24,669.90	12.78	1,628,991.15	1,711,022.42	82,031.27	2,267,128.15	
NET OPERATING INCOME	20,519.20	-4,125.58	24,644.78	597.37	93,338.30	-10,676.45	104,014.75	-0.14	
NET INCOME	20,519.20	-4,125.58	24,644.78	597.37	93,338.30	-10,676.45	104,014.75	-0.14	

University Glen Reserve Balance

February 29, 2024

Preliminary Unaudited

Reconciliation	Balance as of	Feb 2024	Feb 2024	Feb 2024	Investment	Balance as of
Reserve Type	1/31/24	Contributions	Expenses	Adjustments	Activity	2/29/24
Common Area	1,378,849.19	17,498.88	(11,985.00)		(1,323.57)	1,383,039.50
Single Family Homes	107,864.50	833.76	-		(112.20)	108,586.06
Townhomes	2,522,397.47	21,380.00	(4,768.06)		(2,392.68)	2,536,616.73
Total	4,009,111.16	39,712.64	(16,753.06)	-	(3,828.45)	4,028,242.29

Total Reserve Expenditures Feb-24 **16,753.06**

Common Area (9CSA11) **11,985.00**
 Tree Removal 11,985.00

Single Family (9CSA05) **0.00**

Townhomes (9CSA14) **4,768.06**
 851 CI: Fiberglass re-screens 242.00
 335 CI: Water Intrusion Repair 1,200.00
 324 SCI: Water Intrusion Repair 1,400.00
 207 SC: Repair garage door header 175.00
 220 LC: Sliding Screen Door 413.93
 379 SC: Roof Leak Restoration 1,337.13

Detail of invoices held at UGCAM office

Activity Feb-24	
Contributions	39,712.64
Expenses	(16,753.06)
Adjustments	-
Investments	(3,828.45)
Total Activity	\$ 19,131.13
Net Change in Balance	
CAM - 9CSA11	4,190.31
Single Family - 9CSA05	721.56
Townhomes 9CSA14	14,219.26
Total Activity by Type	\$ 19,131.13

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
Due from UGCAM for Jan 2024	27,360.77
Due from UGCAM for Feb 2024	22,959.58
Total Due from UGCAM	117,228.40
<i>(accounts receivable)</i>	
Wells Fargo	17,338.40
CalTRUST	3,893,675.49
Acct Balances as of 2/29/24	3,911,013.89
Reserve Total as of 2/29/24	4,028,242.29

Actuals Transactions by Period

Time run: 3/12/2024 8:39:26 AM

Business	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr
CICSA - Ch	2023	8	02/29/2024	0002291983	MJE - Mar	Cal Trust Activity Feb24	(3,828.45)	101841 - CICSA CalTRUST	XSA37 - SA -	-
CICSA - Ch	2023	8	02/29/2024	0002291983	MJE - Mar	Cal Trust Activity Feb24	(334.17)	508800 - Dividend	XSA37 - SA -	9CSA05 - Single Family Homes
CICSA - Ch	2023	8	02/29/2024	0002291983	MJE - Mar	Cal Trust Activity Feb24	(4,807.39)	508800 - Dividend	XSA37 - SA -	9CSA11 - CAMS
CICSA - Ch	2023	8	02/29/2024	0002291983	MJE - Mar	Cal Trust Activity Feb24	(8,758.04)	508800 - Dividend	XSA37 - SA -	9CSA14 - Town Homes
CICSA - Ch	2023	8	02/29/2024	0002291983	MJE - Mar	Cal Trust Activity Feb24	446.37	508802 - Unrealized Gain (Loss)	XSA37 - SA -	9CSA05 - Single Family Homes
CICSA - Ch	2023	8	02/29/2024	0002291983	MJE - Mar	Cal Trust Activity Feb24	6,130.96	508802 - Unrealized Gain (Loss)	XSA37 - SA -	9CSA11 - CAMS
CICSA - Ch	2023	8	02/29/2024	0002291983	MJE - Mar	Cal Trust Activity Feb24	11,150.72	508802 - Unrealized Gain (Loss)	XSA37 - SA -	9CSA14 - Town Homes
CICSA - Ch	2023	8	02/29/2024	0002297032	MJE - Mar	Feb24 CA Reserve Expense	11,985.00	660851 - Maintenance	XSA37 - SA -	9CSA11 - CAMS
CICSA - Ch	2023	8	02/29/2024	0002297032	MJE - Mar	Feb24 CAM Rsrv Contrib	(17,498.88)	580816 - CAM Income	XSA37 - SA -	9CSA11 - CAMS
CICSA - Ch	2023	8	02/29/2024	0002297032	MJE - Mar	Feb24 Reserve Receivable	22,959.58	103007 - A/R - Other	XSA37 - SA -	-
CICSA - Ch	2023	8	02/29/2024	0002297032	MJE - Mar	Feb24 SF Rsrv Contribution	(833.76)	580816 - CAM Income	XSA37 - SA -	9CSA05 - Single Family Homes
CICSA - Ch	2023	8	02/29/2024	0002297032	MJE - Mar	Feb24 TH Reserve Expense	4,768.06	660851 - Maintenance	XSA37 - SA -	9CSA14 - Town Homes
CICSA - Ch	2023	8	02/29/2024	0002297032	MJE - Mar	Feb24 TH Rsrv Contribution	(21,380.00)	580816 - CAM Income	XSA37 - SA -	9CSA14 - Town Homes
Grand Total							0.00			

(721.56) 9CSA05 - Single Family Homes

(4,190.31) 9CSA11 - CAMS

(14,219.26) 9CSA14 - Town Homes

(19,131.13)

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