

University Glen PROPERTY MANAGEMENT REPORT

February 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 February 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)
 - the Community Advisory Group (CAG) meeting
 - 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.
 - 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 majority of the annual townhouse gutter cleaning project was completed.

- Community Events

- Owners were reminded of the Firewise Coordinator for Ventura County's invitation for owners to participate in the second Firewise Workshop of 2024 online.
- The community's social committee hosted a Trivia Night on February 10th.
- The community's social committee organized a Food Truck Night the evening of February 25th.

- 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 February 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
 - Due to the rains during the month of February the following water related issues were addressed.
 - i. At a townhouse is the 900-block of Channel Islands drive where the water from the downspout was ponding and had no way to drain away, UGCAM worked with Gothic to clear the drain from the curb to the planter (which was covered by dirt) and install a trench drain just below the surface of the ground around the perimeter of the courtyard's stucco surfaced wall to the freshly exposed drain which extends to the curb at the street. This solution proved successful.
 - ii. Several townhouses have reported seepage of surface water from their patio areas into the garages and the lower portion of the exterior drywall partition. This appears to be caused by the deterioration of the sealant in the joint between the flat concrete/patio/sidewalk area and the wall of the garage. The solution of removing the old sealant and installing fresh/new sealant addresses the issue. UGCAM's waterproofing vendor completed this work.
 - iii. On Wednesday, February 21st UGCAM was made aware of a mud slide at the hill/retaining wall behind the Hillcrest Apartments at 1120 Santa Cruz Island Drive. UGCAM notified CSUCI Facility Services regarding this issue. As CSUCI facility services reported not having the personnel to address this issue in a timely manner, UGCAM worked with Gothic Landscape to clear the concrete drainage swale of mud and installed a 6-inch PVC drainpipe in the concrete swale to assure drainage during any future mudslides. This work was completed by Gothic Landscape by the end of the workday on Friday, February 23rd, before any additional rains which were forecasted. CSUCI and the Site Authority directed the invoices be sent to them as the hill behind the Hillcrest Apartments is their responsibility.

- 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.	Total
Townhouse Insurance Claims	1	2	0	3	0	1	0	0	7

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

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

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

26 WO submitted via Yardi.

7 WO submitted via Text

33 Total Work Orders

WORK ORDERS IN YARDI	In Progress	Cancelled	Completed	Reassigned	Totals
Electrical			1		1
Landscaping	4	1	5		10
Plumbing	1		2		3
Gutter & Downspouts					0
Roofing/Waterproofing	2		1		3
HVAC/Dryer Vents					0
Painting/Stucco Repair	1		1		2
Janitorial					0
Gates/Fences	1				1
Other-TH Windows/Sliding Drs	3				3
Other- TH Garage Drs			3		3
Other - Pest Control Termites					0
Cancelled					0
Subtotal	12	1	13	0	26

WORK ORDERS SENT BY TEXT	In Progress	Cancelled	Completed	Reassigned	Totals
Pest Control			2		2
Landscaping			5		5
Subtotal			7		7

TOTAL Work Orders for the Month	12	1	20	0	33
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Work Order Status Details

Property : CSUCI Site Authority (wa300700)

Approval Status :

WO#	Unit	Call Date	Status	Completed Date	Category	Problem Description
275353	CAM256	2/5/2024	Work Completed	3/6/2024	Other	Repair Stucco at the corner of the garage door
275354	CAM256	2/5/2024	In Progress		Other	French door at living room seems to have water issue at threshold. Investigate and make a recommendation.
275356	CAM276	2/5/2024	Work Completed	3/6/2024	Electrical	Along CI Drive near the community park one solar bollard is not working. UGCAM verified the solar bollard is under its 5-year warranty. the lighting supplier provided a protocol to reevaluate the issue with the bollard.
276181	CAM023	2/6/2024	In Progress		Landscaping	Owner reports tree close to her townhouse appears to be lifting concrete. Requests it be removed.
276183	CAM023	2/6/2024	In Progress		Roof	Owner reported dripping on to the upstairs bathroom exhaust fan during recent rains
276997	CAM015	2/7/2024	Work Completed	3/6/2024	Landscaping	Owner reports a surface drains needs a cover at the front of 255 CI Drive
277810	CAM132	2/8/2024	Work Completed	3/6/2024	Other	Owner reports the garage trim at the header of the garage door needs to be reattached.
277812	CAM132	2/8/2024	In Progress		Landscaping	Remove dead shrubs adjacent to the parking apron on the alley side of this townhouse
277813		2/8/2024	In Progress		Other	Remove the gate and repair the stucco walls Paint Color for stucco. SW 7567, Natural Tan. Install 3-4 iinch thick concrete sloped away from the area between 365 & 375 CI Drive.
277814	CAM132	2/8/2024	Canceled		Landscaping	Remove dead shrub on the alley side of 207 Smugglers Cove
278629	CAM174	2/9/2024	Work Completed	3/6/2024	Other	Owner reports water infiltrating from his patio to the garage.
278630	CAM229	2/9/2024	Work Completed	3/6/2024	Plumbing	Snake surface drain from street curb to area drain in planter by 901/911 CI Drive
278632	CAM046	2/9/2024	In Progress		Plumbing	Surface drain outlet at curb appears to be clogged. Water continues to dribble from it. Snake and determine repair. May be root related.
281065	CAM042	2/12/2024	In Progress		Other	Owner reports a horizontal slider is not closing completely.
281879	CAM063	2/13/2024	In Progress		Painting	Repair stucco crack near front door and paint to match adjacent surface. Stucco Paint color SW 7547 Sandbar.
282690	CAM229	2/14/2024	Work Completed	3/6/2024	Landscaping	During recent atmospheric river, excessive water ponding in courtyard/patio area. Surface drain exposed by plumber. Provide drainage away from patio to existing surface drain.
282692	CAM206	2/14/2024	In Progress		Landscaping	Onwer requests the sweet pea plant adjacent to his parking apron on the alley removed due to visiblity issues and replace with plants which do not obstruct sight lines
283503	CAM101	2/15/2024	In Progress		Landscaping	Owner requests the tree limbs be trimmed at her SFH. The tree limbs are near the second floo roof line.
284343	CAM231	2/16/2024	Work Completed	3/6/2024	Landscaping	Owner reports they have put a collander over the drain near their front patio to keep leaves from clogging the surface drain inlet. Investigate installing a substantial highhat to address this and improve the appearance of the drain cover.
287558	CAM173	2/20/2024	Work Completed	3/6/2024	Other	Owner reports the garage door springs broke.
287560	CAM127	2/20/2024	In Progress		Roof	Owner reports roof leak in same place as previous roof leak.
287561	CAM027	2/20/2024	Work Completed	3/6/2024	Landscaping	Owner requests a drain cove be placed at the front of his front patio
287562	CAM245	2/20/2024	Work Completed	3/6/2024	Landscaping	There is standing water along the sidewalk between the sidewalk and the front planter. Is this an irrigation issue? If know let UGCAM know.
288368	CAM028	2/21/2024	In Progress		Other	Owner reports the balancer at the window in the garage has broken for the 4th time in the recent past. Evaluate the issue and determine a path forward. Be aware no other window in this townhouse has had this reoccurring issue.
293180	CAM245	2/27/2024	Work Completed	3/6/2024	Other	Owner reports his garage door is broken.
295345	CAM245	2/29/2024	Work Completed	3/6/2024	Plumbing	Determined the puddle of water at the front of 304 E Platts Harbor Drive is a water main leak between the owners side of the valve in the parkway and the townhouse. UGCAM's plumbing vendor contacted.

Total: 26

CSUCI Site Authority (wa300700)

Budget Comparison

Period = Feb 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	562,912.00	562,912.96	-0.96	844,369.49	
Single Family CAM	19,889.28	19,889.28	0.00	0.00	159,114.24	159,114.24	0.00	238,671.36	
Apartment CAM	98,673.93	98,673.93	0.00	0.00	789,391.44	789,391.44	0.00	1,184,087.16	
Miscellaneous Income	225.00	0.00	225.00	N/A	2,700.00	0.00	2,700.00	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	189,152.21	188,927.33	224.88	0.12	1,533,427.24	1,511,418.64	22,008.60	2,267,128.01	
OPERATING EXPENSES									
MANAGEMENT FEE									
Management Fee	26,021.17	26,318.00	296.83	1.13	213,377.56	221,974.00	8,596.44	339,966.00	
TOTAL MANAGEMENT FEE	26,021.17	26,318.00	296.83	1.13	213,377.56	221,974.00	8,596.44	339,966.00	
INSURANCE									
Insurance - Property	9,921.08	5,179.00	-4,742.08	-91.56	79,368.64	41,432.00	-37,936.64	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	54,743.60	54,743.59	-0.01	82,115.35	
TOTAL INSURANCE	16,764.03	12,021.94	-4,742.09	-39.45	134,112.24	96,175.59	-37,936.65	144,266.35	
REPAIR & MAINTENANCE									
Repair & Maintenance	27,249.22	32,682.67	5,433.45	16.62	203,621.91	240,985.36	37,363.45	351,728.00	PTD & YTD positive variance as total repairs costs less than budgeted.
TOTAL REPAIR & MAINTENANCE	27,249.22	32,682.67	5,433.45	16.62	203,621.91	240,985.36	37,363.45	351,728.00	
UTILITIES									
Electric - Common Area I	57.14	65.00	7.86	12.09	436.99	520.00	83.01	780.00	
Electric - Common Area II	11,170.58	8,942.00	-2,228.58	-24.92	72,538.75	71,532.00	-1,006.75	107,300.00	PTD and YTD positive variance due to seasonal usage.
Gas - Common Area	2,756.48	6,480.00	3,723.52	57.46	17,095.40	27,344.00	10,248.60	39,180.00	PTD & YTD positive variance due to one pool being closed.
Water	6,013.84	14,153.31	8,139.47	57.51	95,449.30	113,226.50	17,777.20	169,839.76	
Sewer	19,949.86	19,776.78	-173.08	-0.88	182,163.26	158,214.24	-23,949.02	237,321.36	YTD negative variance due to FY 2021-2022 adjustment.
Water - Reclaimed	10,481.99	14,039.98	3,557.99	25.34	102,476.52	112,319.91	9,843.39	168,479.83	PTD & YTD positive variance due to irrigation system turned off during spring rains.

CSUCI Site Authority (wa300700)

Budget Comparison

Period = Feb 2024

Book = Accrual ; Tree = csuci_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	Annual	Note
Trash Removal	17,530.46	20,882.24	3,351.78	16.05	150,674.21	167,057.90	16,383.69	250,586.85	
TOTAL UTILITIES - RECOVERABLE	67,960.35	84,339.31	16,378.96	19.42	620,834.43	650,214.55	29,380.12	973,487.80	
LANDSCAPING									
Landscaping - Exterior Contract	31,153.00	31,152.35	-0.65	0.00	249,224.00	249,218.80	-5.20	373,828.20	
Landscaping - Sprinkler System	0.00	2,540.58	2,540.58	100.00	8,671.00	20,324.64	11,653.64	30,486.96	PTD & YTD positive variance due to Irrigation Tech included in Exterior Contract line item.
Landscaping-Equipment	1,190.00	2,000.00	810.00	40.50	8,755.00	26,500.00	17,745.00	34,500.00	
Landscaping - Other	0.00	1,572.07	1,572.07	100.00	22,012.00	12,576.56	-9,435.44	18,864.84	YTD negative variance due to actuals exceeding budget.
TOTAL LANDSCAPING	32,343.00	37,265.00	4,922.00	13.21	288,662.00	308,620.00	19,958.00	457,680.00	
TOTAL OPERATING EXPENSES	170,337.77	192,626.92	22,289.15	11.57	1,460,608.14	1,517,969.50	57,361.36	2,267,128.15	
NET OPERATING INCOME	18,814.44	-3,699.59	22,514.03	608.55	72,819.10	-6,550.86	79,369.96	-0.14	
NET INCOME	18,814.44	-3,699.59	22,514.03	608.55	72,819.10	-6,550.86	79,369.96	-0.14	

University Glen Reserve Balance

January 31, 2024

Preliminary Unaudited

Reconciliation	Balance as of	Jan 2024	Jan 2024	Jan 2024	Investment	Balance as of
Reserve Type	12/31/23	Contributions	Expenses	Adjustments	Activity	1/31/24
Common Area	1,375,038.41	17,498.88	(18,958.50)		5,270.40	1,378,849.19
Single Family Homes	106,663.67	833.76	-		367.07	107,864.50
Townhomes	2,484,785.83	21,380.00	6,606.63		9,625.01	2,522,397.47
Total	3,966,487.91	39,712.64	(12,351.87)	-	15,262.48	4,009,111.16

Total Reserve Expenditures Jan-24 **12,351.87**

Common Area (9CSA11) **18,958.50**

CA - Basketball Court resurfacing	16,196.00
CA - Hillcrest Pool Pump Replacement	2,395.00
CA Rsrv - Snaked & cleared patio drain @ 382 AI	367.50

Single Family (9CSA05) **0.00**

Townhomes (9CSA14) **(6,606.63)**

205 CI: Window rescreen	561.22
214 SC: Termites	1,350.00
354 SC: Slab Leak	6,520.00
335 CI: Spring Conversion	525.00
317 PH: Garage Door Repair	145.00
318 SC: Reimb deductible from 2022 slab leak	1,000.00
326 PH: Dryer Vent Cleanout	175.00
333 PH: Post-Remedial Inspection	1,795.00
327 PH: Initial Investigation	1,185.00
318 SC: Copper Coupling	509.42
731 SCI: Snake toilet/Roots present	1,073.79
307 LC: Service Call	85.00
324 SC: Heater Repair	685.13
235 CI: Fence repair	450.00
Reimb 234 & 236 SC slab leaks	(22,666.19)

Activity Jan-24

Contributions	39,712.64
Expenses	(12,351.87)
Adjustments	-
Investments	15,262.48
Total Activity	\$ 42,623.25

Net Change in Balance

CAM - 9CSA11	3,810.78
Single Family - 9CSA05	1,200.83
Townhomes 9CSA14	37,611.64
Total Activity by Type	\$ 42,623.25

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
Total Due from UGCAM	94,268.82

(accounts receivable)

Wells Fargo	17,338.40
CalTRUST	3,897,503.94
Acct Balances as of 1/31/24	3,914,842.34

Reserve Total as of 1/31/24 **4,009,111.16**

Detail of invoices held at UGCAM office

Actuals Transactions by Period

Time run: 2/14/2024 7:39:35 AM

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fd	Doc Ln Descr	Amount	Account Fdescr	Fund Fd	Dept Fdescr
CICSA - Channe	2023	7	01/31/2024	0002275227	MJE - Mar	Reclass CAM reserves Jul-Dec23	(5,002.56)	580816 - CAM Income	XSA37 -	9CSA05 - Single Family Homes
CICSA - Channe	2023	7	01/31/2024	0002275227	MJE - Mar	Reclass CAM reserves Jul-Dec23	(104,993.28)	580816 - CAM Income	XSA37 -	9CSA11 - CAMS
CICSA - Channe	2023	7	01/31/2024	0002275227	MJE - Mar	Reclass CAM reserves Jul-Dec23	(128,280.00)	580816 - CAM Income	XSA37 -	9CSA14 - Town Homes
CICSA - Channe	2023	7	01/31/2024	0002275227	MJE - Mar	Reclass CAM reserves Jul-Dec23	5,002.56	660854 - Reserves	XSA37 -	9CSA05 - Single Family Homes
CICSA - Channe	2023	7	01/31/2024	0002275227	MJE - Mar	Reclass CAM reserves Jul-Dec23	104,993.28	660854 - Reserves	XSA37 -	9CSA11 - CAMS
CICSA - Channe	2023	7	01/31/2024	0002275227	MJE - Mar	Reclass CAM reserves Jul-Dec23	128,280.00	660854 - Reserves	XSA37 -	9CSA14 - Town Homes
CICSA - Channe	2023	7	01/31/2024	0002276080	MJE - Mar	Cal Trust Activity Jan24	15,262.48	101841 - CICSA CalTRUST	XSA37 -	-
CICSA - Channe	2023	7	01/31/2024	0002276080	MJE - Mar	Cal Trust Activity Jan24	(367.07)	508800 - Dividend	XSA37 -	9CSA05 - Single Family Homes
CICSA - Channe	2023	7	01/31/2024	0002276080	MJE - Mar	Cal Trust Activity Jan24	(5,270.40)	508800 - Dividend	XSA37 -	9CSA11 - CAMS
CICSA - Channe	2023	7	01/31/2024	0002276080	MJE - Mar	Cal Trust Activity Jan24	(9,625.01)	508800 - Dividend	XSA37 -	9CSA14 - Town Homes
CICSA - Channe	2023	7	01/31/2024	0002282073	MJE - Mar	Jan24 Reserve Receivable	27,360.77	103007 - A/R - Other	XSA37 -	-
CICSA - Channe	2023	7	01/31/2024	0002282642	MJE - Mar	Jan24 CAM Rsrv Contrib	(17,498.88)	580816 - CAM Income	XSA37 -	9CSA11 - CAMS
CICSA - Channe	2023	7	01/31/2024	0002282642	MJE - Mar	Jan24 SF Rsrv Contribution	(833.76)	580816 - CAM Income	XSA37 -	9CSA05 - Single Family Homes
CICSA - Channe	2023	7	01/31/2024	0002282642	MJE - Mar	Jan24 TH Rsrv Contribution	(21,380.00)	580816 - CAM Income	XSA37 -	9CSA14 - Town Homes
CICSA - Channe	2023	7	01/31/2024	0002282073	MJE - Mar	Jan24 CA Reserve Expense	18,958.50	660851 - Maintenance	XSA37 -	9CSA11 - CAMS
CICSA - Channe	2023	7	01/31/2024	0002282073	MJE - Mar	Jan24 TH Reserve Exp Credit	(6,606.63)	660851 - Maintenance	XSA37 -	9CSA14 - Town Homes
Grand Total							0.00			

(1,200.83) 9CSA05 - Single Family Homes

(3,810.78) 9CSA11 - CAMS

(37,611.64) 9CSA14 - Town Homes

(42,623.25)

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 **7** and **7**