

University Glen

PROPERTY MANAGEMENT REPORT

May 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 May 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 (*No HAC meeting due to resignation of all members in March 2024*);
 - 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.

- Projects
 - UGCAM continues working to procure bids for the repair/replacement of concrete associated with trip hazard areas:
 - i. One location is on Rincon Drive near the north parking lot.
 - ii. Three locations in the 2000-block of Channel Islands Drive.

Based on the recommendation of Gothic Landscape’s arborist, trees (4) may be removed as part of the trip hazard project.
 - The sample of the proposed replacement lantern for the single-family homes was secured and installed. Review of the fixture and installation continues.
 - We are working to address the steel communications vault in the parkway at the front of 215 Channel Islands Drive.

- Community Events
 - Members of the community organized a Food Truck Night on Sunday, May 12th (Mother’s Day).
 - It was determined that due to budget concerns the complimentary coffee service in the Town Center Community Room will be discontinued as of July 1, 2024.

- Landscaping
 - 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.
 - With the irrigation water system recently turned back “ON” following a spring which saw a substantial amount of rainfall, multiple repairs were completed to the irrigation system components, primarily sprinkler heads.
 - The spring portion of the annual tree trimming project was completed. This portion of the project included building clearance and one tree removal. Several of the building clearance locations were addressed following insurance companies bringing the clearance issues to the owners.
 - Gothic Landscape completed the 100-brush clearance at the perimeter of the community by Friday, May 31st as the state mandated deadline is June 1st.

- Water Intrusion Events
 - There were no water intrusion events to report during May 2024.

- Work Orders
 - The following is a list by Yardi category of the work orders (WO) placed during the month of April:
 - 31 WO submitted via Yardi.
 - 25 WO submitted via Text.
 - 56 Total Work Orders**

WORK ORDERS IN YARDI	In Progress	Cancelled	Completed	Reassigned	Totals
Electrical			1		1
Landscaping	4		18		22
Plumbing	1				1
Gutter & Downspouts					0
Roofing/Waterproofing					0
HVAC/Dryer Vents					0
Painting/Stucco Repair					0
Janitorial					0
Gates/Fences	1		1		2
Other-TH Windows/Sliding Drs	5				5
Other- wall/concrete flatwork					0
Cancelled					0
Subtotal	11	0	20	0	31

WORK ORDERS SENT BY TEXT	In Progress	Cancelled	Completed	Reassigned	Totals
Pest Control	1		1		2
Landscaping	2		21		23
Subtotal	3	0	22	0	25

TOTAL Work Orders for the Month	14	0	42	0	56
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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	April	May	Total
Townhouse Insurance Claims	1	2	0	3	0	1	0	0	2	0	0	9

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

2023-2024	July	August	Sept	Oct	Nov	Dec.	Jan.	Feb.	March	April	May	Total
PIAs	3	2	1	0	1	1	0	1	0	1	0	10
Bldg. Permit Apps	3	0	1	1	1	0	0	0	0	0	1	7
Total Apps/Month	6	2	2	1	2	1	0	1	0	1	1	17

Work Order Status Details

Property : CSUCI Site Authority (wa300700)

Approval Status :

WO#	Unit	Call Date	Completed Date	Status	Category	Problem Description
351616		5/1/2024	6/7/2024	Call	Landscaping	Trim branches at 1100 Building-- Santa Cruz (Hillcrest Apartments) Apt 100/101 See photos below
352582	CAM043	5/2/2024	6/7/2024	Call	Landscaping	Owner reports there is a leak in the irrigation pipe at 260 Landing cove. She also reports there is a hissing sound coming from the irrigation system at 2:30 AM on Thursday morning.
352583	CAM196	5/2/2024	6/7/2024	Call	Landscaping	Owner requests the irrigation water be turned on to water her front planter. Please verify this planter is being watered.
352584	CAM196	5/2/2024	6/7/2024	Call	Landscaping	Owner requests the birds of paradise at her front planter be deadheaded and the other plants tended to.
352585	CAM089	5/2/2024		Call	Landscaping	At 222 Anacapa Island Drive, owner requests a hibiscus on the left side of the entry sidewalk in front of the courtyard wall. Requests 3 replacement lilies (mirea) be installed in front of the courtyard wall. Requests 3 replacement flowering shrubs be installed next to the sidewalk. See photos below.
352586	CAM030	5/2/2024		Call	Other	Owner reports window screens needs to be repaired.
352587	CAM068	5/2/2024		Call	Other	Owner requests window screen be repaired
352588	CAM190	5/2/2024	6/7/2024	Call	Landscaping	Owner at 350 Cuyler reports trees at light pole need to be cut back.
352589	CAM204	5/2/2024	6/7/2024	Call	Landscaping	Owner reports a sprinkler head issue at the planter along the east side of 381 Cuyler Harbor Drive at the alley.
356451	CAM204	5/6/2024	6/7/2024	Call	Landscaping	Reported broken sprinkler hear north of Cathedral Cove Building 130 at the DG Path. See attached photo.
359344	CAM205	5/9/2024	6/7/2024	Call	Landscaping	Owner reports a broken sprinkler head near the front door of 801 Channel Islands Drive.
360309	CAM267	5/10/2024	6/7/2024	Call	Landscaping	This past Wednesday evening there was significant runoff in the alleyside gutter starting at 332 E Twin Harbor Drive. Check irrigation system.
360310	CAM043	5/10/2024	6/7/2024	Call	Landscaping	Owner reports irrigation issue at front planter. She would like to be present when the tech is there evaluating. Thursday thru Sunday are the best days for her.
360311		5/10/2024		Call	Landscaping	At Cathedral Cove north side of Building 110 along the DG path the sprinkler head appears to be broken.
360312	CAM135	5/10/2024		Call	Landscaping	At the half circle along the DG path in front of 206 Smugglers Cove there seems to be broken sprinkler head as there is a washed out area of DG path.
365133	CAM043	5/15/2024	6/7/2024	Call	Landscaping	Owner reports an irrigation system geyser at the corner of Twin Harbor and Santa Cruz Island Drive on the mountain side of the street. Also check the timing of the watering as sprinklers were "on" at 8:00 PM Tuesday night.
365134	CAM100	5/15/2024		Call	Landscaping	Owner at 283 Anacapa Island Drive reports the black sumac limbs are rubbing against his home. Please evaluate and schedule time to address. Possibly with Legacy Tree Service.
366099	CAM196	5/16/2024	6/7/2024	Call	Landscaping	Owner requests the trumpet vines on her courtyard facing Santa Cruz Island Drive be reattached to the courtyard wall, trimmed, and ferried (as needed).
366100	CAM075	5/16/2024	6/7/2024	Call	Landscaping	Owner reports broken irrigation system at the front of her SFH. Reported a geyser and water hitting her front door. Please address promptly to assure the irrigation does not cause the same issue on Saturday night, May18th. If necessary turn this portion of the irrigation system off until this can be addressed.
366101	CAM032	5/16/2024		Call	Other	Owner reports the screen at the sliding glass door needs to be repair as it is going off the track and there are holes in the screening.
369958	CAM149	5/20/2024		Call	Other	Owner reports that a dining room window will not stay up and two other windows in the house are difficult to open and close.
371887	CAM267	5/22/2024		Call	Plumbing	Owner reports the water spicket at the large dog park is dripping. Please address.
372852	CAM159	5/23/2024	6/7/2024	Call	Landscaping	Owner reports a broken sprinkler head in the grass knoll area in front of 346 Smugglers Cove. A geyser is reported.
378637	CAM133	5/29/2024	6/7/2024	Call	Landscaping	Owner reports a broken sprinkler head at the footbridge.

Work Order Status Details

Property : CSUCI Site Authority (wa300700)

Approval Status :

WO#	Unit	Call Date	Completed Date	Status	Category	Problem Description
378638	CAM169	5/29/2024		Call	Gates & Fences	Repair wrought iron fencing at patio.
378639	CAM256	5/29/2024		Call	Other	Owner reports replacement window latches are needed along with other "small" window repairs.
378640	CAM045	5/29/2024	6/7/2024	Call	Gates & Fences	Owner reports that at the gate to the playground the lower hinge is broken. Please investigate and determine the necessary repair required.
379605	CAM210	5/30/2024	6/7/2024	Call	Landscaping	Owner reports broken sprinkler head near the intersection of Frys Harbor Drive and Santa Cruz Island Drive.
379606	CAM019	5/30/2024	6/7/2024	Call	Landscaping	Owner observed the new plants on the alley side of the townhouse do not appear to be being watered by the irrigation system. Please review and make any necessary adjustments to assure the new plants are being watered.
380571	CAM173	5/31/2024	6/7/2024	Call	Electrical	Owner reports a broken lens at the bollard at 322 E Santa Cruz Island Drive.
380572	CAM173	5/31/2024	6/7/2024	Call	Landscaping	Tree at the front of 322 E Santa Cruz Island Court appears to be diseased. Evaluate and provide recommendation to remedy situation.

Total: 31

CSUCI Site Authority (wa300700)

Budget Comparison

Period = May 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	774,004.00	774,005.32	-1.32	844,369.49	
Single Family CAM	19,889.28	19,889.28	0.00	0.00	218,782.08	218,782.08	0.00	238,671.36	
Apartment CAM	98,673.93	98,673.93	0.00	0.00	1,085,413.23	1,085,413.23	0.00	1,184,087.16	
Miscellaneous Income	2,119.66	0.00	2,119.66	N/A	4,694.66	0.00	4,694.66	0.00	
Recovery - Past Yr. Operating/Commc	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	191,046.87	188,927.33	2,119.54	1.12	2,102,203.53	2,078,200.63	24,002.90	2,267,128.01	
OPERATING EXPENSES									
MANAGEMENT FEE									
Management Fee	26,049.86	26,318.00	268.14	1.02	291,305.79	307,393.00	16,087.21	339,966.00	
TOTAL MANAGEMENT FEE	26,049.86	26,318.00	268.14	1.02	291,305.79	307,393.00	16,087.21	339,966.00	
INSURANCE									
Insurance - Property	9,921.08	5,180.00	-4,741.08	-91.53	109,131.88	56,971.00	-52,160.88	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	75,272.45	75,272.41	-0.04	82,115.35	
TOTAL INSURANCE	16,764.03	12,022.94	-4,741.09	-39.43	184,404.33	132,243.41	-52,160.92	144,266.35	
REPAIR & MAINTENANCE									
Repair & Maintenance	25,584.92	27,682.66	2,097.74	7.58	296,620.82	324,044.34	27,423.52	351,728.00	
TOTAL REPAIR & MAINTENANCE	25,584.92	27,682.66	2,097.74	7.58	296,620.82	324,044.34	27,423.52	351,728.00	
UTILITIES									
Electric - Common Area I	0.00	65.00	65.00	100.00	492.42	715.00	222.58	780.00	
Electric - Common Area II	8,020.27	8,942.00	921.73	10.31	94,126.57	98,358.00	4,231.43	107,300.00	
Gas - Common Area	2,796.94	1,800.00	-996.94	-55.39	23,636.24	37,780.00	14,143.76	39,180.00	PTD negative variance due to two pools being available & cool temperatures.
Water	13,305.42	14,153.31	847.89	5.99	131,063.10	155,686.44	24,623.34	169,839.76	
Sewer	19,949.86	19,776.78	-173.08	-0.88	242,012.84	217,544.58	-24,468.26	237,321.36	YTD negative variance due to FY 2021-2022 adjustment.
Water - Reclaimed	7,799.19	14,039.98	6,240.79	44.45	123,615.84	154,439.85	30,824.01	168,479.83	PTD & YTD positive variance due to irrigation system turned off during spring rains.
Trash Removal	18,430.80	20,882.24	2,451.44	11.74	202,848.19	229,704.62	26,856.43	250,586.85	
TOTAL UTILITIES - RECOVERABLE	70,302.48	79,659.31	9,356.83	11.75	817,795.20	894,228.49	76,433.29	973,487.80	

CSUCI Site Authority (wa300700)

Budget Comparison

Period = May 2024

Book = Accrual ; Tree = csuci_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	Annual	Note
LANDSCAPING									
Landscaping - Exterior Contract	30,953.00	31,152.35	199.35	0.64	342,483.00	342,675.85	192.85	373,828.20	
Landscaping - Sprinkler System	0.00	2,540.58	2,540.58	100.00	8,671.00	27,946.38	19,275.38	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	9,255.00	32,500.00	23,245.00	34,500.00	
Landscaping - Other	2,478.00	1,572.07	-905.93	-57.63	29,030.00	17,292.77	-11,737.23	18,864.84	PTD & YTD negative variance due to actuals exceeding budget.
TOTAL LANDSCAPING	33,431.00	37,265.00	3,834.00	10.29	389,439.00	420,415.00	30,976.00	457,680.00	
TOTAL OPERATING EXPENSES	172,132.29	182,947.91	10,815.62	5.91	1,979,565.14	2,078,324.24	98,759.10	2,267,128.15	
NET OPERATING INCOME	18,914.58	5,979.42	12,935.16	216.33	122,638.39	-123.61	122,762.00	-0.14	
NET INCOME	18,914.58	5,979.42	12,935.16	216.33	122,638.39	-123.61	122,762.00	-0.14	

CSUCI Site Authority (wa300700)

Balance Sheet (With Period Change)

Period = May 2024

Book = Accrual ; Tree = ysi_bs

		Balance	Beginning	Net
		Current Period	Balance	Change
30000000	EQUITY			
30010000	CAPITAL			
30020010	Capital Reserves	79,425.28	158,850.56	-79,425.28
33399999	TOTAL CAPITAL	79,425.28	158,850.56	-79,425.28
35000000	RETAINED EARNINGS			
35000100	Retained Earnings - Prior Years	101,153.48	101,153.48	0.00
35000500	Retained Earnings - Current Year	122,638.39	103,723.81	18,914.58
36499999	TOTAL RETAINED EARNINGS	223,791.87	204,877.29	18,914.58
39799999	TOTAL EQUITY	303,217.15	363,727.85	-60,510.70
39899999	TOTAL LIABILITIES & EQUITY	608,812.94	617,380.55	-8,567.61

University Glen Reserve Balance

April 30, 2024

Preliminary Unaudited

Reserve Type	Balance as of 3/31/24	Apr 2024 Contributions	Apr 2024 Expenses	Apr 2024 Adjustments	Investment Activity	Balance as of 4/30/24
Common Area	1,406,418.30	17,498.88	(730.00)		(1,509.54)	1,421,677.64
Single Family Homes	109,880.95	833.76	-		(189.52)	110,525.19
Townhomes	2,585,629.46	21,380.00	(926.11)		(2,684.42)	2,603,398.93
Total	4,101,928.71	39,712.64	(1,656.11)	-	(4,383.48)	4,135,601.76

Total Reserve Expenditures Apr-24 **1,656.11**

Common Area (9CSA11) **730.00**

CA: Snake of Drain from curb to planter @ 901 CI D	205.00
CA: Snake drain from curb to yard @ 230 Landing C	75.00
CA: Repair of concrete sidewalk @ 270 Landing CV	450.00

Single Family (9CSA05) -

Townhomes (9CSA14) **926.11**

Reimb damages - toilet leak @ 251 LC - CAM060	(758.89)
335 PH: Spring Conversion	525.00
307 LC: Trash Enclosure Repair	385.00
270 LC: Spring conversion	525.00
357 LC: Seal Replacement	250.00

Activity Apr-24	
Contributions	39,712.64
Expenses	(1,656.11)
Adjustments	-
Investments	(4,383.48)
Total Activity	\$ 33,673.05

Net Change in Balance	
CAM - 9CSA11	15,259.34
Single Family - 9CSA05	644.24
Townhomes 9CSA14	17,769.47
Total Activity by Type	\$ 33,673.05

Due from UGCAM for Jan 2024	27,360.77
Due from UGCAM for Feb 2024	22,959.58
Due from UGCAM for Mar 2024	56,601.41
Due from UGCAM for Apr 2024	38,056.53
Total Due from UGCAM	144,978.29
<i>(accounts receivable)</i>	
Wells Fargo	19,892.12
CalTRUST	3,970,731.35
Acct Balances as of 4/30/24	3,990,623.47
Reserve Total as of 4/30/24	4,135,601.76

Detail of invoices held at UGCAM office