

This HAC meeting will be held in person in the Town Center Community Room. Live stream will be available on Zoom. Real-time questions via Zoom will not be available. Persons wishing to make public comments may sign up in advance through email to jacob.friesen@seabreezemgmt.com or before the meeting in the Community Room. A written submission of comments is optional but assists the HAC in maintaining a complete record and facilitates a response.

**UNIVERSITY GLEN -- HOMEOWNERS' ADVISORY COUNCIL (HAC)
MONDAY, OCTOBER 21, 2024
GENERAL SESSION 6:30 PM**

Join Zoom Meeting

<https://csuci.zoom.us/j/85352696247>

- I. Call to Order.**
- II. Roll Call.**
Present
Maddie Litton, HAC member
Sandy Boyd, HAC member
Gabrielle Powell, HAC member
Dillon Tull, HAC member
Mary Kennedy, HAC Chair
- III. Approval of Meeting Minutes**
- IV. Public Comments.** *(This is for public comments for items not already listed on the agenda. Commenters will have up to 3 minutes to address the HAC. The Chair may provide a brief response and/or direct the issue to the appropriate individual for response.)*

Tom Bokhart: The parking near the intersection of Channel Islands Drive and Twin Harbor Drive seems to be very congested, particularly on Sunday evening. It seems like the apparent lack of parking spaces available in Anacapa Canyon is overflowing into University Glen. It was suggested that this issue be discussed at the CAG group as the management team of Anacapa Canyon participates in the CAG. The CAG has an ongoing discussion about parking in the community led by Dr. Grier.

Joey Alarcon: Mr., Alarcon reported a salesman (Thomas) with SunRun, a solar panel installer, approached him having his name of he and wife, saying he had talked with Jake (the UGlen CA Property Manager) about installing solar panels on his townhouse. Jake Friesen responded the UGlen CA Property Management office sent out an Eblast stating that a salesman with SunRun did come to the UGlen CA Property Management Office, introduced himself and asked about the process to install solar panels on townhouses in University Glen. Friesen referred him to the community's website where information about the requirements to install solar panels on the roofs of townhouses is delineated. This process includes signing the Exhibit A Agreement and Covenant. The UGlen CA Property Management team works to facilitate distribution of correct information to the community and does not endorse installation

of solar panels or contractors who install solar panels. Friesen mentioned that the process to install solar panels on the roofs of townhouse includes the review of a Property Improvement Application (PIA) by the HAC members and then submission of a Building Permit Application which is reviewed prior to being forwarded to the CSUCI Facility Services Building Department. There are many steps which need to be completed before the first solar panels are installed on the roofs of townhouses in UGlen.

Mike Lorimer: Stated he wanted to voice his concern about the installation of individual water meters on homes vs the bulk water use. He stated that 3 years ago he brought to the attention of UGlen management that installation of individual water meters would be much more expensive than continuing to provide portable water based on bulk water purchase. Lorimer stated that to date he had not seen a comprehensive proposal for installation of water meters which offered a clear comparison between the two methods for distribution of potable water in UGlen. The survey saying the community wants water meters was flawed with only about 30% of the community members responding. It is important that a new survey which targets only concerns the installation of portable water meters be addressed with clear cost comparisons between bulk rate portable water divided by pro-rata share and individual water meters by consumption.

Amy Shepard: Owner stated that she would like to see the Ground Sublease which states that owners have the right to video children playing on individual townhouse concrete aprons who they feel are in violation of their ground sublease saying a child cannot be outside their home without the supervision of a parent. Mary Kennedy stated that she was not aware of a ground sublease which stated children must be supervised by a parent when outside of the house and that if that is a concern to this individual, she consult the police department as this issue is beyond the jurisdiction of the HAC. An owner asked whether the community has a copy of all the iterations of the Ground Sublease since 2002. M. Kennedy stated that about one ½ years ago the members of the community requested the Site Authority provide a copy of all iterations of the GSL since 2002 in a searchable format to be shared with everyone online. She reported the SA responded that the requests were not important as there is a Ground Sublease available online.

Jenna Allee-Munoz asked why are we not removing large swaths of green grass in the community as replacing the areas with succulents and ground cover or rock? It was asked whether a cost analysis of removing grass and replacing it with succulents with rock. M. Kennedy replied that no, a cost analysis has not been done.

Mike Lorimer asked whether the painting of dashed lines the size of parked cars has been entertained to assist in regulating the spacing of parked cars. M Kennedy agreed to bring of the idea of painting dashed lines demarcating parking spaces along the streets at the upcoming CAG meeting.

Joey Alarcon asked if someone rents out rooms in the home how is the increased number of cars addressed. M Kennedy stated that is an issue between the landlord and the tenant. Currently there is a set number of parking passes per home.

V. Monthly Reports.

A. County Supervisor Lopez or representative

Angel Garcia, representative from Supervisor Lopez's office.

Garcia reports Supervisor Lopez has successfully launched a Youth Advisory Council for District 5. This program is for youth between the ages of 14-18 years old who are civically oriented and interested in learning more about local and county government. The program will run from September to May. The first meeting will be November 18th. Applications are available from the Ventura County website via the following tabs. Board of Supervisors, Supervisor Lopez. Parental consent is required. Garcia reported the next Board of Supervisors meeting will be on October 29th. The agenda for that meeting will be posted soon. There are positions on boards and committees on which the Supervisor can appoint individuals from the district who are available to serve. If you are interested in volunteering to serve, contact the supervisor's office to receive an application.

Jenna Allee-Munoz, an owner, requested that the members of the HAC introduce themselves and tell a little bit about themselves. Each HAC member proceeded to present themselves to those gathered.

An owner asked whether the HAC could assist them with their appeal to Southern California Edison (SCE). During a scheduled power outage this owner's refrigerator was "nuked." SCE does not have an appeal process to address this type of issue, nor do they respond to individuals. Gabrielle Powell requested this owner give her their contact information.

B. Public Safety Report (CSUCI Police representative)

Lieutenant Garrett Brownfield reported that since the last HAC meeting there was a burglary in one of the Anacapa Canyon apartments which was still under construction. As in a previous burglary, electrical panels were stolen. This investigation is ongoing.

There was an inquiry into how many calls the police department receives from Anacapa Canyon. In the past 30 days the police have called out 5-times. In the past 60-days 18-times. In University Glen, the police are called out on an average of 10-medical calls a month. All police officers are certified EMTs and have similar training to AMRs.

Chief Massey and Lieutenant Jetton are working with the five management companies to address the issues with parking. Brownfield acknowledged there are issues to be addressed and reported everyone is working to get on the same page. Brownfield reiterated that going forward street parking in UGlen will not be enforced from 5:00 PM on Fridays to 8:00 AM on Mondays.

C. Site Authority staff representative (John Lazarus)

John Lazarus reported receiving several letters from UGlen homeowners about water meters. In the spring the SA performed a survey which by a slim majority said UGlen TH and SFH owners expressed a desire for the installation of water metering. He offered that in August members of the HAC suggested that survey was not representative of the desire of UGlen owners. The HAC members agreed to develop and administer a new survey. Lazarus agreed that if that survey shows the majority of UGlen owners do NOT want water meters installed he will go back to the Site Authority Board and recommend to the Site Authority Board that UGlen owners do NOT want water meters installed. Lazarus stated he genuinely wants to do what the community wants.

Gabrielle Powell then stated that the survey in the spring had ninety-three responses, of which thirty-seven replied YESES, thirty-two said NO, and thirty said they needed additional information. Based on this only about thirty-seven of the total 272 owners in UGlen answered the survey with a YES to having water meters installed. This is not a majority of homeowners.

Michael Lorimer stated that the installation of water meters is going to be expensive, and that hard data needs to be offered to the community, including administration costs before the community can make an informed decision.

Sandy Boyd stated she is working to have a one-page description of the pros and cons of the installation of water meters be the cover page to the survey which asked one-question, Do you want water meters installed in UGlen. Either yes or no.

John Lazarus commented that the Site Authority put money aside in then FY 2024-2025 budget for the installation of water meters. To have the work completed by the end of this fiscal year the project needs to be released to move forward by the middle of November.

Angel Garcia responded to a question about whether the members of the Site Authority are aware of the owners' concerns by saying he has attended the HAC meeting for the two years or so, and he communicates with Supervisor Lopez about the discussions at the HAC meetings.

Mia de Paula asked how the data from the water meters was going to be managed and bills be distributed to the owners?

John Lazarus explained how at Anacapa Canyon there is a third-party vendor that gathers the data from the meters. The gathering of the meter readings is at an additional cost. The estimated cost for a third to read the meters and gather the data is estimated to be \$8.00/month per door. Just like there is a line for your monthly CAM charge, there would be a separate line for your water bill.

Mia de Paula asked if the water meters are installed will there be a change to the Ground Sublease verbiage to acknowledge the change to the pro rata share as stated in the GSL?

Gabrielle Powell offered that Manager Friesen stated previously there is at the present time no money in the reserves for the replacement of water lines from the parkway to where the potable water enters the homes.

John Lazarus moved on to discuss the idea of Music in the Town Center Courtyard on a weekend evening. Lazarus said he would support this kind of community activity. This would be a free event which would not be charged from the Common Area Maintenance Budget.

John Lazarus mentioned that there is an overflow basin behind the community park which flows into Long Grand Canyon Creek. This is where sediment from the creek draining from the between the two mountains to Long Grande Canyon Creek has filled in over the years. The plan is to remove the sediment. He asked that folks be aware as there will be various engineer types poking around in the area.

An owner asked about the status of getting a market in the empty retail space in the Town Center. He stated that the owner, Kennedy Wilson Multi-Family, is working hard to look at all options to get the former market space occupied.

Dustin Russell asked about the status on the governance structure of the HAC. He commented that he was pleased that the Site Authority Board agreed to hold some of its meetings in the evenings when UGlen community members can attend.

S Boyd commented that the meeting everyone is attending is voluntary and airing of grievances, etc. is beyond the scope of responsibilities for the HAC as delineated in

the GSL, which stated the HAC shall review and make recommendations to the Site Authority with regard to Property Improvement Applications (PIA).

G. Powell stated that there has not been any change to the governance structure in UGlen. She went further requesting a committee from John Lazarus, Site Authority Staff, to put a new Charter for the Budget Advisory Group (BAG) on the agenda for the December Site Authority Board Meeting for the board to vote on.

M. Kennedy suggested that going forward the HAC is discussing governance and made 4 or 5 specific recommendations.

1.) The HAC recommends that BAG members not be limited to elected members of the HAC. And that the HAC members be permitted to select BAG members from the community at large.

2.) BAG meetings shall be scheduled regularly. That the BAG meeting be noticed 10 days in advance with an agenda.

3.) The HAC recommends that the BAG meeting has minutes, so the entire community can review the activities at a BAG meeting.

Kennedy offered that there is no reason these recommendations should not be put before the Site Authority Board members by being listed in the Agenda the Site Authority board members receive 10 days prior to their meetings and detailed information included in the board's packets prepared for each board meeting.

Sandy Boyd moved to have the HAC's recommendations for the governance of the Budget Advisory Group (BAG) be included in the next Site Authority Board's Agenda and board packets informing the Board of the SFH and TH owners' recommendations with regard to the governance of the BAG. Dillon Tull seconded the motion. Roll Call:

Boyd –Aye

Litton—Aye

Powell—Aye

Tull—Aye.

The motion carried.

J. Lazarus offered that he is not opposed to people with expertise be included in the process. He stated that if the members of the HAC select people from the community to serve on the BAG is one way. Another way is to have the community vote for qualified persons who are interested in serving on the BAG. The HAC members confirmed for J. Lazarus that the HAC is in support of the HAC members appointing the community's representatives to the BAG.

Lazarus further stated that proportional representation--60% of ownership has 60% of the votes and 40% of ownership has 40% of the votes.

Maddie Litton asked a question about the installation schedule for the potable water meter project. She asked what the rush is for the Site Authority to send \$300,000 for the installation of water meters. Lazarus stated the \$300,000 is in the 2024-2025 SA Budget which ends on June 30, 2025. Lazarus said the Site Authority is targeting July 1, 2025, as the start date for the water meters to correspond to the budgeting year for University Glen. (If the water/sewer charges are going to come out of the Common Area budget for FY 2025-2026 that needs to be taken into account during this year's budgeting cycle.) Lazarus stated there is a contingency included in the \$300,000 amount to address incidentals such as Wi-Fi connectivity, etc.

D. UGlen Common Area Property Manager (Jake Friesen)

Mary Kennedy proposed the six items on the Common Area Property Manager's report be approved by consent agenda by the HAC members.

Steven Cosgrave asked whether the portions of concrete outlined in white paint were the areas to be removed as part sidewalk replacement work with the trip hazard project. Friesen confirmed the sections of sidewalk painted in white are to be removed as part of the trip hazard concrete replacement project.

Manager Friesen's report was approved by members of the HAC by consent agenda.

Friesen reminded attendees that the credits for the FY-2023-2024 budget reconciliation have been posted. The credits will automatically be credited to your November maintenance rent charges. These credits show up on the November paper invoices mailed out by Seabreeze.

Dustin Russell questioned would it have been a good idea to take the credits from the FY 2023-2024 reconciliation and apply them to the reserve funds which need funding. Sandy Boyd responded that the ground sublease specifies that when the actual amounts paid during a fiscal year are less than budgeted, the credits shall be returned to the owners.

Tom Bokhart asked the financial status as of the end of the first quarter of 2024-2025. Friesen responded that the transition to the new Seabreeze management continues and that the accuracy of financial reporting is becoming clearer. It is incomplete as of the end of the first quarter of 2024-2025.

Sandy Boyd moved to accept J Friesen's report.

Dillon Tull seconded the motion.

Sandy Boyd—Aye

Litton—Aye

Powell—Aye

Tull-Aye

The report is accepted.

- E. Community Advisory Group (CAG) (Mary Kennedy, HAC Representative) (Gabrielle Powell attended the September CAG meeting.

Powell reported bringing up the purchase of the two treadmills for the Town Center Fitness Center. She reported being told the treadmill discussion was of a financial nature and therefore appropriate for the Budget Advisory Group (BAG).

The CAG meeting for October will happen next week. Nothing to report.

- F. Budget Advisory Group (BAG) (Sandy Boyd, Dillon Tull, Lori Knudsen)

Sandy Body reported the updated BAG Charter presented at the last meeting was "swept under the table." and was not discussed.

Boyd reported there was one vote during this BAG meeting about the purpose direction given regarding purchase of two replacement treadmills for the Town Center Fitness Center. By a vote of 3 to 1. The PreCor Treadmills were recommended for purchase from Pacific Fitness Products in the amount of \$19,688.96. The justification given was that the PreCor treadmills are a higher quality treadmill, and they would have a longer length of service. G. Powell asked Property Manager Friesen why he

voted to purchase Precor treadmill when it was clear the community members (the SFH and TH owners wanted to purchase the less expensive option.) Friesen stated that there are 672 doors in University Glen. When the majority equity stakeholder with 400-doors is in favor of a specific path forward, as the management company, we will support that initiative.

S. Boyd stated clearly that the homeowners in University Glen do not have the majority interest in the community. However, she suggested it is important to work with the majority stakeholder in UGlen for those occasions when all 672-doors can work together.

D. Tull responded to a question from an owner whether the option to lease treadmills was pursued.

M. Lorimer added that the treadmills are a small item in the overall community budget and to spend time pushing back on individual item is not effective use of time.

T. Bokhart inserted that he has served on the BAG and that to his knowledge this is the first time a vote has been taken regarding any financial decision. He stated further that if the BAG is going to move into "voting" mode the charter needs to be revisited to clarify how the minority stakeholders have a voice.

M. Kennedy offered that a proposed change to the BAG charter would include that when there was a split in the voting on a specific item the Site Authority Board should be advised that there were differences of opinion among the members of the BAG.

VI. **HAC Standing Subcommittee Reports** Written reports are requested to assist the HAC maintaining a complete record.

A. Garden Committee (Carolyn Phillips, Chair)

G. Powell reported for the Garden Committee. A new rule was implemented prohibiting composting in and around the Community Garden. The concern is debris, and organics attracting vermin.

Gothic Landscape has agreed to provide enough burlap blankets for the gardeners to dispose of garden debris. Gothic has been instructed to pick up filled burlap blankets each Monday and provide replacement burlap blankets in the number as those removed. Powell reported the use of burlap blankets in the garden is working well.

B. Landscape Committee (Creation)

No report.

C. Reserve Management Committee (Creation)

S. Boyd stated the community continues to be "held hostage" by the Site Authority as the community's reserve funds are invested by the university in Cal Trust. Review of the Cal Trust website states the principal of the community's investments are all at risk. Boyd stated that as of a few weeks ago the community's investments have not come to parity with the amount of money deposited. Boyd suggested that the Site Authority take the \$300,000 to be spent for the new water meters and put the \$300,000 into the Cal Trust account to begin to address the losses the investments made by the Site Authority/CSUCI of the UGlen reserve funds.

Boyd suggested she would like to form a committee which will investigate alternative investment strategies to those presently implemented by the Site Authority/CSUCI.

Boyd offered information for interested parties to contact via email at her email. sandi.boyd@gmail.com.

VII. Site Authority Report

John Lazarus, Executive Director of Operation at CSUCI introduced the discussion of the proposed modification of Exhibit C of the Ground Sublease.

VIII.

- A. John Lazarus and his colleague, Paula Robertson, are here to present an update about the Ground Subleases and associated CAM fees. The community has expressed concern about the high cost of the monthly maintenance rent charges. Site Authority Staff has gone back and worked to reduce/contain these costs resulting in hiring a new property management company. This resulted in 15% reduction of costs from \$340,000 to \$290,000; reduced the contribution to the townhouse reserves and removed the social committee. Further the Community Advisory Group (CAG) continues to enhance the communication of all parties having an interest in University Glen.

Discussion of the pro rata share

Each homeowner is paid the appropriate share to fund benefits, including landscaping street maintenance, lighting, recreational features, insurance, and utilities, and maintain reserves.

Several homeowners came before the site. Authority with concerns about observed differences in ground subleases. This prompted a comprehensive administrative review of our ground sublease agreements and associated cam fees. What we found confirmed variations in historical documentation. Specifically, we found inconsistencies with Exhibit C. Even though everyone has been paying the same pro route to share our review has led to the need for an administrative fix to our documentation. As a result, we are seeking to adopt a new uniform, Exhibit C documents. We want everyone to have the same standard language and exhibits. Again, I want to stress that everyone is paid the correct pro rata amount for your community benefits. But historical documentation needs to come into conformity. So, all homeowners have the same. Exhibit. C. In the coming days, the site authority will mail all homeowners an updated standardized exhibit C, so that everyone is operating from the same pro rata cam fee language. We will ask all homeowners to review and accept the new exhibit. C, and we will be seeking at least two thirds approval by homeowners to support them.

It is the community's feedback that led us to that discovery, and we are implementing measures to modernize and digitize our records. We continue to the Site Authority's commitment to transparency. We will continue to publish your CAM fee services and rates online, implement monthly reporting requirements that you can see where your funds are being spent, provide quarterly reports to the Site Authority, and utilize this forum and the Budget Advisory group to keep the lines of communication open. We appreciate your ongoing input to keep the community vibrant, safe, and affordable.

Paula Robertson with the Vice President's office for Business and Financial Affairs proceeded to entertain questions from the participants. Paula is also the Public Access Records Officer who reported that many public record requests about the Ground Sublease which she responded to saying there is one Ground Sublease. So, in May the Board meeting, when brought forward like this specific paragraph, is

different than this paragraph, and this is the date, and this is the date. As a result of this, Site Authority Staff began digging into the paper files. The results show we do have different versions. Your 2,002 lease is going to be different than your 2016. Going forward from 2016 all the leases are the same. Most of the differences in GSL versions may be in definitions, or something has been changed a little bit. The material change pointed out in May occurred prior to 2016. This included any changes to the grounds required. Two thirds vote of the homeowners, the people on the leases. She confirmed that some of the earlier versions of the GSL do not have Exhibit C included. She pointed out that over the years Exhibit C would have changed as the numbers of completed units increased during the construction process of 2002, 2004, and 2006. Also, when the Site Authority owned the 88-townhouses the percentages listed in Exhibit C would have changed. This explains the changes in Exhibit C over time. What we would like to do is get it clear and fixed. And this is Exhibit C, and we are not building any more units. So, this should be the Exhibit. C. That you will have, and many of you already have, this exhibit. C. If I do not have an exhibit. C in your file, what did you get? Everyone received a Final Master Statement from Escrow which said exactly what the pro rata share is.

S Boyd stated the problem we were describing is, you have the right to change the actual calculation of the pro rata share in only some of your ground subleases and not in others. That is the actual calculation. What you are playing with is not that calculation per se. Boyd stated the calculation of a ground sublease is, you take all the doors, and you divide the cost, not by column but by individual door. So, each door is paying the same amount for an item when it is shared across all doors.

P Robertson continued saying everybody is going to get a snail mail that talks about what's going on with the exhibit, and sees what the cam fees are all about. It explains everything. So, the next step is that we ask people to do the survey. The survey is straight forward, and the exhibit is embedded in the survey. It is going to ask whether you accept it or not. The survey asks for the names and addresses of the homeowners. Then, you submit it. If you do not want to go online, there is an email and a phone number. If you have individual questions about your exhibit. See your ground sublease rather than trying to address individual questions here. Same thing. You can go online. Submit your question. Then we can look at it for you specifically and see what it is that you are asking about. Robertson responded to comments from owners who assert "we are getting screwed" by saying this proposal has to do with the paperwork that memorializes what owners have been paying since you signed your GSL.

M. Kennedy asked what the target date for responses was. Robertson replied November 22, 2024. The community requests to have the opportunity to respond to the items in the Site Authority's mailing prior to the due date.

- B. Gabrielle Powell moved that all owners get this information. We all read it. We all discuss it, and then we get back together before November 22nd. Dillon Tull seconded the motion.

Rollcall:

Gabrielle Powell—Aye

Dillion Tull—Aye

Madison Litton—Aye

Sandi Boyd—Aye

IX. New Business.

X. Next HAC Meeting Date.

Wednesday, November 20, 2024, at 6:00 PM

XI. Adjournment

At 8:37 PM

To attend the meeting virtually, join using the Zoom link.

For technical assistance before and during the meeting, please contact Jacob Friesen 805-402-1584 or jacob.friesen@seabreezemgmt.com

ADDENDUM (Attached)

Common Area Property Manager's Report 1-page

Letter to Owners about Ground Sublease Exhibit C from Bradley Olin, Site Authority Treasurer, CSUCI Vice President for Business & Finance/CFO

Site Authority PowerPoint Presentation on Ground Sublease Exhibit C

Ground Sublease Exhibit C-Updated October 20, 2024.

ADDENDUM

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- Common Area Property Manager's Report (1-page)
- Letter to Owners about Ground Sublease Exhibit C from Bradley Olin, Site Authority Treasurer, CSUCI Vice President for Business & Finance/CFO. (2-pages)
- Site Authority PowerPoint Presentation on Ground Sublease Exhibit C. (7-pages).
- Ground Sublease Exhibit C-Updated October 20, 2024. (1-page).

October 21, 2024

UGlen Common Area Property Management Report to the Homeowners Advisory Council.

1. An update on the reconciliation for FY 2023-2024, the letters were mailed out to owners in UGlen. The accounts of the townhouse owners are now credited in the amount of \$146.23. The accounts of the single-family homeowners are now credited in the amount of \$429.95. For Buyers in UGlen during FY 2023-2024, a prorated amount based on the duration of your occupancy in UGlen during the fiscal year is now credited to your account. The UGlen CA Property Management office is working to send checks to Sellers during FY 2023-2024 in a prorated amount based on the time they lived in UGlen. Be aware credits that show up on your account may be used to pay your November 1st monthly maintenance rent charges.
2. The September 2024 Monthly Operating Report Summary is available on the University Glen website for review.
3. The Fall portion of the Annual Tree Trimming Project began on Monday, October 14th and continued through Monday October 24th.
4. Update on the concrete sidewalk trip hazard project. The six trees associated with the trip hazard project were removed during the week of October 14th. The timing of the concrete work is being scheduled.
5. Upcoming Event:
 - i. Halloween, October 31st. (It is requested decorations be put away by Monday, Nov 4th to facilitate the landscapers' work.)
 - ii. Food Truck Event—Food Truck Event, November 3rd 4:00-7:30 PM.
 - iii. Children's Storytime at the Broome Library, Saturday, November 16th 11:00 am to 12:00 PM.
6. To address the increased heating costs through the winter months, the discussion this year is to close one of the UGlen pools beginning November 1st. With the pool at Anacapa Canyon now available for use by everyone, is it reasonable to keep the Townside Pool/spa heated from November 1st thru April 1st as the one heated pool/spa amenity in UGlen? Be aware the pumps and the chemical regulation will continue while the heaters are turned-off. Mission Hills is on board with turning off the heaters at the Hillcrest Pool/Spa now that the Anacapa Canyon Pool/Spa is available for use.

END OF REPORT.



**SITE
AUTHORITY**
C H A N N E L
I S L A N D S

October 21, 2024

University Glen

Dear Homeowner(s):

As you likely know, the CSU Channel Islands (CSUCI) Site Authority (Site Authority) manages the University Glen (UG) residential community, which provides a unique and much-needed opportunity for CSUCI employees, military veterans, first responders, public servants and other residents of Ventura County to live in affordable housing near campus. We greatly appreciate our working relationship with our residents and value your input.

Why Are We Writing Today – Standardizing Exhibit C

As discussed during our October 21st Homeowner Advisory Committee (HAC), we are writing today to notify existing townhome and single-family homeowners of our intent to update and standardize Exhibit C in all ground sublease agreements.

Site Authority staff recently conducted an administrative and legal review of all past and present agreements and associated common area maintenance (CAM) fee exhibits, finding variations in historical documentation of Exhibit C. As a result, we are asking all homeowners to review the instructions below and accept an updated Exhibit C so that all homeowner agreements are in conformity.

CAM Fees Provide Important Benefits

The Site Authority does not profit from CAM fees. All fees collected are used to fund a suite of benefits – landscaping, street maintenance, lighting, recreational features, insurance, and utilities – and build reserves to ensure that UGlen residents collectively enjoy a pleasant and safe community.

Maintaining UG's affordability is a top priority for the Site Authority. We bring the full weight of the CSU system to negotiate fair and reasonable rates for community services, particularly regarding utility and insurance costs. In response to broad community feedback about cost of living, the Site Authority recently transitioned to a new property management partner, Seabreeze Management Company, Inc., reducing the management fee by approximately 15%. In addition, we have reduced the increase in monthly Townhouse reserve contributions and removed the social committee to preserve funding. We welcome ongoing community input regarding the benefits covered by CAM fees – including potential future adjustments to the suite of services covered.

Administrative Adjustment Required

All homeowners have been historically assessed and charged a pro-rata, annually-adjusted CAM fee – sharing and paying equally in the services provided to the community. The pro-rata fee structure is consistent with standard practice and is reflected in the Site Authority's open annual budgeting process, invoicing and homeowner payments.



**SITE
AUTHORITY**
C H A N N E L
I S L A N D S

However, our administrative review found that the pro-rata fee structure that has been in place since the inception of UG has been inconsistently reflected in homeowners' CAM fee exhibits. While all homeowners have always been charged and paid the appropriate pro-rata amount to fairly finance and distribute community services, the Site Authority is seeking to update Exhibit C to align the CAM pro-rata structure and bring everyone into uniformity.

Next Steps and Required Actions

The Site Authority has attached an updated and standardized CAM fee Exhibit C for all homeowners, which addresses both single-family dwellings and townhomes. This clarified Exhibit C now aligns with historic CAM fee collection practices based on a pro-rata share of the CAM budget.

We ask that all homeowners review and accept the attached CAM fee exhibit. This necessary update to Exhibit C requires the written approval of two-thirds of UG homeowners, which we are collecting via an online survey form linked [here](#) and the QR code below. If you would prefer to sign a paper copy of this approval form, or if you have any questions, please email siteauthority@csuci.edu or call us at 805-608-5411. We request your approval of the updated Exhibit C by November 22.

Ensuring Transparency and Accountability

We appreciate our residents' collaboration and patience while we undertake this effort to standardize documentation for all homeowners. We are working to modernize and digitize record-keeping to ensure that information is consistent and accessible.

Moving forward, the Site Authority will continue publishing CAM fee services and rates online. In addition, we have implemented monthly reporting from the Property Management Company to both the HAC and the Budget Advisory Group (BAG), as well as providing the Site Authority Board quarterly reports on the status of the reserves and how they are invested in CAL Trust. Additionally, the BAG now meets year-round to provide additional engagement from property owners on the UG CAM budget.

For more than 20 years, the Site Authority has managed and maintained CSU land and community resources – we are proud to offer safe, affordable housing and a thriving environment for our residents. Thank you for your understanding as we begin a new chapter of collaboration with our diverse residential community in harmony with our University.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bradley Olin'.

Bradley Olin, Ed.D.
CSUCI Site Authority Treasurer
CSUCI Vice President for Business & Financial Affairs/CFO



Survey-Ex C Update

University Glen GSL Exhibit C



**Homeowner Advisory Committee
October 21, 2024**

Maintaining Affordability: CAM Fee Update

- Based on broad community feedback
- New Property Manager
- ~15% reduction in management fees
- Reduced monthly reserve contributions
- Removed social committee

CAM Fee Administration

- Pro-rata, annually adjusted since inception of UG
- Standard practice
- Reflected in UGCAM open annual budgeting process and invoicing
- Everyone pays the appropriate amount

Administrative Review

- Variations in historical documentation
- Exhibit C's do not consistently reflect the pro-rata fee structure
- Everyone has paid the appropriate amount
- Conformity is needed

Administrative Adjustment

- Updated and standardized CAM fee Exhibit C
- Align historic CAM fee collection practices based on pro-rata structure
- All homeowners will be asked to approve new Exhibit C

Transparency Measures

- Publish CAM fee services and rates online
- Implement monthly reporting requirements
- Provide quarterly reports to the Site Authority
- Engage with community through year-round meetings

Questions?

Survey



Exhibit C					
Pro Rata Share of Common Area Maintenance Expenses per Fiscal Year					
Unit Type	Apartments	Town Center Apartments	Town Center Retail	Single Family Residences	Townhomes
# of Units	328	58	14	72	200
Pro Rata by percentage					
Insurance - Property					100%
Insurance - Earthquake					100%
Landscaping	48.81%	8.63%	2.08%	10.71%	29.76%
Maintenance	48.81%	8.63%	2.08%	10.71%	29.76%
Management Fees	48.81%	8.63%	2.08%	10.71%	29.76%
Utilities--					
Potable Water & Sewer	48.81%	8.63%	2.08%	10.71%	29.76%
Reclaimed water, electric, gas, trash	48.81%	8.63%	2.08%	10.71%	29.76%
Water/Sewer Infrastructure Fee	48.81%	8.63%	2.08%	10.71%	29.76%
Pro Rata by dollar amount (1)					
Reserves-Common Area	X	X	X	X	X
Reserves-Single Family Residences				X	
Reserves-Townhomes					X

Note:

(1) While the Pro Rata percentage of each homeowner's share does not change from that reflected in this exhibit, the dollar amount for each homeowner's share is based on the annual Reserves which is based on the reserve study and, thus, will change over time. It is disclosed in the annual UGCAM budget which is available from the property management company and posted on the University Glen website. Please refer to the current fiscal year budget for the current pro-rata dollar amount.