

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 APRIL 20, 2026
GENERAL SESSION 6:00 PM**

**Join Zoom Meeting
<https://csuci.zoom.us/j/85352696247>**

Meeting Minutes are offered below in BLUE.

- I. **Call to Order.** The meeting was called to order at 6:04 PM
- II. **Roll Call.** Mary Kennedy, present
Madison Litton, present
Megan Hickernell, online
Dillon Tull, absent
Angela Rodriguez, online

As there was a quorum
- III. **Approval of Meeting Minutes and Agenda**
The Meeting Minutes for the HAC's meeting of March 16, 2026, were APPROVED.
The Agenda for the HAC's April 20, 2026, meeting was APPROVED.
- IV. **Public Comments.**
None.
- V. **Monthly Reports.**
 - A. County Supervisor Vianey Lopez or her representative. No one from Supervisor Lopez's office attended the meeting. The Fifth District Supervisor's Newsletter Feb/Mar '26 Edition is available on the Supervisor's website.
 - B. Public Safety Report (CSUCI Police representative). Chief Massey reported:
On April 4th items were stolen from an unlocked vehicle in two student housing parking lots, not in University Glen. Massey reminded everyone to lock their car doors. No arrests and no suspects currently.
On April 10th there was vandalism/graffiti at the water tanks on the hill above UGlen and the University. Facility Services is to paint over the graffiti. No arrests and no suspects, currently.
On Sunday April 26th the annual Aut2Run will come through the community between 7:00 AM to 1:00 PM. Massey recommended using Camarillo Street for accessing University Glen during these times as the interior streets on the Campus will be busy. This is a big event for the campus.
Massey reported there are confirmed reports of rattlesnake bites in Ventura County including in the Anacapa Canyon Community. He reiterated the importance of staying alert and supervising children and pets closely.

Owner Gabrielle Powell asked if the Police Department has antivenom. Massey replied that the Police Department does not have antivenom. The protocol is for officers to work to keep everyone calm and get the ambulance there as quickly as possible.

Massey suggested installing additional "Rattlesnake Area" signs. Friesen mentioned that several years ago about twelve "Rattlesnake Area" signs were installed along the DG paths in UGlen, particularly around the doggie stations. Friesen suggested installing "Rattlesnake Area" signs in Anacapa Canyon may be a good thing to do.

On Sunday, April 26th and Monday, April 27th the CSUCI Police Department will be evaluated by the Association of College Law Enforcement Administrators. UGlen residents are encouraged to contact the group by phone to offer their input regarding the police department. Per the Eblast sent out, residents are asked to call 805-437-3376 on Monday, April 27th between 1:00 and 3:00 PM to offer their comments.

Chief Massey reported he and Gabrielle Powell had a conversation before the HAC meeting tonight and discussed the emergency notification protocols which are followed at the University which she had some questions about previously.

Chief Massey announced that he will be retiring in July 2026. The Department hired a new Captain in December, Britt Steinbrenner. Massey offered that he would try to coordinate bringing her to the May 2026 HAC meeting. Massey also offered to set up face-to-face meetings with the Captain and UGlen Management Team(s).

The 2026 Graduation Ceremonies will be held on Saturday, May 23rd. There will be two ceremonies. One in the morning and one in the afternoon.

C. Site Authority staff representative (Troy Brown)

Mr. Brown did not attend this meeting of the HAC.

D. UGlen Common Area Property Manager (Jake Friesen)

Community Activities since the last HAC meeting

The Artisan Market took place on Sunday, March 22nd 11-3. The event was well attended and many reported having a good time.

On Sunday, April 18th a blood drive was held in the north parking lot of the Town Center. Mission Hills Apartments hosted this event.

Hillcrest Pool/Spa heaters turned back "ON" Wednesday, April 1, 2026.

On Wednesday April 1st the heaters at the Hillcrest Pool/Spa were turned back "ON" for the season. Prior to the heaters being turned on UGlen's handyman stained the wood on the cabanas, coffee tables, and chairs. The slipcovers on the sofa pillows were also mended.

The Townhouse Dryer Vent Project Phase 1

Phase 1 of the Townhouse Dryer Vent Project is scheduled to be completed before June 30, 2026, the end of the fiscal year. 66-townhouse units comprise Phase 1. The addresses are the 100-400 blocks of Channel Islands Drive and Landing Cove. Watch for further information.

The 100-Foot Brush Clearance Project.

The annual 100-foot brush clearance project is scheduled to be completed by June 1, 2026. June 1st is the date mandated by the State of California. The Ventura County Fire Department evaluates and certifies that the 100-foot brush clearance work is completed in a satisfactory manner.

Spring Phase of the Annual Tree Trimming Project.

During the week of May 18th American Heritage Landscaping/Legacy Tree Service will be completing the spring portion of the annual tree trimming project. This work is north of the vehicular bridge and will include the Hillcrest Apartments. The work will include removal of three stumps from trees previously removed on an emergency basis due to winds/rains.

Collection of Delinquent Common Area Maintenance Fees-UPDATE

Seabreeze Management Company received a letter on March 25, 2026, from the Site Authority authorizing development of a policy per the contract for the collection of delinquent Maintenance Rent charges. Seabreeze Management Company will provide notification to the community when the collections policy takes effect explaining the collections policy.

Updated 2026-2027 Budget

The BAG recommended going forward with a rate of inflation based on the rate as of this time of 3.3%. The CPI, which many use when budgeting, is published on July 1st of each year.

Updated Budget: For the 100-foot brush clearance project, to reduce the community's exposure to 15% of the actual costs for the 100-foot brush clearance. The Site Authority will reimburse CAM 85% of Gothic's 100-foot brush clearance charge of \$14,682.00. See the budget below.

LANDSCAPE																			
64-6405-00	Landscape Contract (includes Irrig.Tech)	\$	172,009	\$	30,416	\$	7,342	\$	209,767	\$	37,758	\$	104,883	\$	142,641	\$	352,408		* 3% increase over previous year per contract
64-6407-00	100-foot Brush Clearance (2) 15% of \$14,683.68=\$2,202.	\$	2,150	\$	380	\$	92	\$	2,621	\$	472	\$	1,311	\$	1,783	\$	4,404		
64-6410-00	Landscape Extras	\$	11,714	\$	2,071	\$	500	\$	14,286	\$	2,571	\$	7,143	\$	9,714	\$	24,000		*contingency based on 2025-2026
64-6415-00	Landscape Services on Site Authority Land (Reimbursed by SA)															\$	-		*Landscape maintenance and brush clearance on SA land.
64-6420-00	Irrigation Repairs (includes controller licenses)	\$	12,495	\$	2,210	\$	533	\$	15,238	\$	2,743	\$	7,619	\$	10,362	\$	25,600		*based on actuals + \$8700 Weathermatic Controller Licenses
64-6425-00	Tree Maintenance (Annual Tree Trimming)	\$	40,024	\$	7,077	\$	1,708	\$	48,810	\$	8,786	\$	24,405	\$	33,190	\$	82,000		*bid clearance \$60,000+\$22,000 tree removal (\$8/increase from 2025 actuals)
Subtotal																			
COMMON AREA MAINTENANCE																			

At the bottom of the budget an explanation of the cost breakdown for the 100-foot brush clearance is offered. Also listed is the amount for the Site Authority requested landscape/tree maintenance work between Somis, Fillmore, Rincon, and Rincon Streets in the amount of \$39,852.47. This work will be completed by Gothic Landscape and American Heritage Landscaping through the UGlen CAM. The Site Authority will reimburse UG CAM for Gothic and American Heritage's invoices.

Subtotal										
TOTAL TOWNHOUSE RESERVES 2026-2027										
TOTAL FOR COMMON AREA, SFH, & TH RESERVES										
14-Apr-26										

Additional Services requested by Site Authority-Landscape maintenance and brushclearance between Somis, Fillmore, Rincon, & Rincon. SA to reimburse CAM operating. \$39,752.47

Site Authority to reimburse CAM operating for 85% of Landscaper's 100-foot brushclearance work. 2026-2027 cost per 100-foot brush clearance \$14,683 \$14,683*.85=\$12,480 per 100-foot clearance.

2025-2026 Water/Sewer bills are tracking at an average negative variance of \$6,436.82 per month.

See the accounting from the Utility portion of the 2025-2026 March Property Management Report.

UTILITIES								
6700-00 Water - Reclaimed (Landscape)	\$5,485.14	\$6,643.50	\$1,158.36	\$59,276.90	\$59,791.50	\$514.60	\$79,722.00	
6701-00 Water-(Potable/Common Area Pools)	\$19,096.84	\$14,852.00	(\$4,244.84)	\$149,644.07	\$133,668.00	(\$15,976.07)	\$178,224.00	
6702-00 Sewer	\$27,025.14	\$21,031.50	(\$5,993.64)	\$231,238.98	\$189,283.50	(\$41,955.48)	\$252,378.00	
6703-00 Water/Sewer Infrastructure Fee	\$8,080.72	\$8,080.75	\$0.03	\$77,558.07	\$72,726.75	(\$4,831.32)	\$96,969.00	
6705-00 Electricity	\$17,275.96	\$9,757.50	(\$7,518.46)	\$72,489.38	\$87,817.50	\$15,328.12	\$117,080.00	
6710-00 Gas	\$2,387.13	\$3,361.50	\$974.37	\$19,577.10	\$30,253.50	\$10,676.40	\$40,338.00	
6720-00 Cable/Telephone	\$786.32	\$325.00	(\$461.32)	\$6,663.39	\$2,925.00	(\$3,738.39)	\$3,900.00	
6725-00 Trash Removal	\$38,724.30	\$20,360.00	(\$18,364.30)	\$169,808.31	\$183,240.00	\$13,431.69	\$244,320.00	
6730-00 Trash Extras	\$0.00	\$1,425.25	\$1,425.25	\$0.00	\$12,827.25	\$12,827.25	\$17,103.00	
TOTAL UTILITIES	\$118,861.55	\$85,837.00	(\$33,024.55)	\$786,256.20	\$772,533.00	(\$13,723.20)	\$1,030,044.00	

There is a negative variance which averages \$6,436.82 per month for 2025-2026. The numbers shown in the 2025-2026 budget were based on number provided by the CSUCI Facility Services. Based on these figures there could be a negative variance of approximately \$77,233.00. This could mean an assessment of \$114.93 for the water/sewer portion of the 2025-2026 alone. Members of the BAG and Management are in conversation with the Site Authority about this discrepancy in the budgeting, as UGlen Management received the budget number for the Water/Sewer from the Site Authority/CSUCI Facilities.

Reimbursement from the Infrastructure Fee

Gothic's Proposal 2511ZB1K for \$4,831.53 is for a surface drain which is not shown on the original construction documents in the common area. Troy Brown directed CAM office to submit this invoice with supporting documentation for reimbursement by the Site Authority/CSUCI Facility Services.

Painting of the Wrought Iron Fencing at the Pools/Spas and Playground Project.

This project is approved and is moving forward.

Painting of the 144-Bollards in the Common Area.

This project is approved and is moving forward.

Hillcrest Pool/Spa Security Access Not Working.

Friesen explained that when the community loses power, as we recently experienced, the security system many times does not completely reset. The result is that individual FOB readers may not work until the system is manually reset. Resetting requires a technician with Mission Hills Management to come on site and check each FOB reader.

Landscape Refurbishing Project-Phase 2-UPDATE

To keep the conversation moving forward about how to address the concerns about root infiltration and the upcoming 0-Zone fire requirements, management suggests tying "green" ribbons about the 69-trees designated for evaluation regarding root infiltration under the floor slabs and 0-Zone compliance. Having "green" ribbons on the trees will allow the community to engage in a conversation about specific trees. The result may be some trees everyone can agree on should be removed and other trees trimmed away to comply with the present 0-Zone recommendations.

The areas included in the Phase 2 Landscape Refurbishing Project are the 100-400 blocks of Channel Islands Drive and Smugglers Cove.

Trip Hazard Project – Trees to be removed.

As part of the trip hazard project, Precision Concrete Cutting recommended 15-trees which are causing the concrete sidewalks to lift and cause trip hazards. The concrete sidewalks in these areas have been "shaved" repeatedly. Currently, the recommendation is to remove the existing concrete and replace it with new. We are recommending placing "orange" ribbons on these 15-trees. The 15-trees set for removal are located throughout University Glen. The removal of these trees will put out to bid with an RFP. G. Powell asked if there were any oaks slated for removal. Friesen replied that at this time there are no oaks slated for removal. However, there are some sycamores, including some large ones which are to be removed. Powell went on to reiterate that if any trees are planted going forward in UGlen, they should have root guards installed so the roots go down not laterally at the surface of the ground.

UGlen Monthly Maintenance Rent Delinquency Policy—UPDATE

Seabreeze Management Company asked the Site Authority General Manager Brown for direction on a delinquency policy for unpaid monthly maintenance rent balances. Brown sent a letter to Seabreeze directing us to develop a delinquency policy based on the Ground Sublease and to present it to the Site Authority for approval. The Seabreeze Team is working on this. We have asked the Site Authority for a legal opinion on the “default” date as stated in the Ground Sublease. The Site Authority is pursuing clarification of that question.

Other questions about the 2026-2027 Budget.

Mary Kennedy requested a copy of Seabreeze’s additional charge structure. Friesen agreed to bring Seabreeze’s contract, the monthly management report summary showing the billing to date for the management services. The HAC members are looking for any items where savings can be found.

- E. Community Advisory Group (CAG) (Mary Kennedy, HAC Representative.
Mary Kennedy, HAC’s representative to the CAG, reported there were no significant items to discuss.
- F. Budget Advisory Group (BAG) (Angela Rodriguez, Sandi Boyd).
Everyone agreed the items discussed at the April 14th BAG meeting were addressed during Mr. Friesen’s report tonight.

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

- A. Community Garden Committee (Gabrielle Powell, Chair)
Powell thanked Common Area Management for coordinating with Gothic Landscape to clear the area behind the garden toward Long Grande Canyon Creek. This included the removal of the small stump which was a trip hazard.
Powell reported there are 6-people on the waitlist for the community garden.
Powell requested the purchase of a 50-foot metal hose for use in the garden with a handheld sprayer at the end. This is like the one existing 50-foot hose. The new hose is for use on the other half of the garden. Powell reported that the garden’s irrigation system is in poor condition. Rodents have damaged the PVC pipe on the external side of the garden. She said the best solution would be to replace the irrigation line with galvanized pipe and bury it. She suggested that volunteers could do the work, as they have in the past, to help keep costs down. The main expense would be the replacement pipe. Powell said she would present the cost to the CAM office for approval or rejection by the BAG and/or HAC.
Regarding updating the Community Garden Rules, Powell reported that two members of the Community Garden Community, Jenna Allee-Munoz and Peter Dixon are reviewing the Community Garden Rules. The intention is to clean up the rules and provide a written protocol for reassignment of garden plots.

She also mentioned offering a recommendation regarding the use of the Community Garden by residents of Anacapa Canyon. She offered her understanding is that the UGlen Community Park is not park of the mutual use agreement per Anacapa Canyon's residents' ground sublease. She referred to the Community Garden, the Dog Park, Basketball Court, and the park itself. Powell suggested charging residents from Anacapa Canyon an annual fee of \$25.00 to use the community garden. She calculated that \$25.00 is about what each resident in University Glen pays to support the Community Garden. She also suggested determining the cost associated with the potable water feeding the garden's irrigation system be included in that annual charge.

Everyone agreed that as of now the potable water serving the UGlen Community Parks amenities, garden, drinking fountain at the basketball court, and two water spickets at the dog park is not metered at the present time.

Powell wanted everyone to know that the next person on the list for a plot lives in Anacapa Canyon.

Friesen suggested the mutual use agreement is a broader subject which can be discussed at another time, at the next CAG meeting.

Friesen requested the Community Garden Use Agreement with the Garden Rules be sent out and signed by the users of the community garden plots to establish going forward clear expectations for use of the garden by all participants for calendar year 2026. It seems reasonable to have garden plot users annually re-sign the Agreement going forward.

B. Landscape Committee (Committee of the Whole)
No report offered.

C. Reserve Management Committee (Creation)
No action taken.

VII. New Business.

A. Additional Comments from HAC members.
Madison Litton reported that the stop sign at the corner of Smugglers Cove and Elephant Seal is very faded and needs to be replaced.

B. Site Authority Board.
The next Site Authority Board meeting is scheduled for Monday, June 23rd at 11:30 AM in the John Spohr Broome Library.

VIII. Next HAC Meeting Date.

A. The members of the HAC determined the next meeting of the HAC will be held on Monday, May 18th at 6:00-7:30 PM in the Town Center Community Room.

IX. Adjournment

A. Adjourn at 6:54 PM