

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@seabreezgmt.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)
THURSDAY, AUGUST 21, 2025
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 6:03 PM.
- II. **Roll Call.** Mary Kennedy, present
Madison Litton, present
Dillon Tull, present
Angela Rodriguez, present
Megan Hickernell, present (online)
- III. **Approval of Meeting Minutes**
As there were no objections to the Meeting Minutes for the HAC meeting of July 17, 2025, the Meeting Minutes were accepted.
- IV. **Public Comments:**
Tom Bokhart reported while he was recently hiking in the 300-acre community park, he saw four county sheriff SUVs going into the park with their gear on, etc. He was asking if they were using the park to stage their activities.
John Lazarus responded to Bokhart that the 300-acre park is not under the authority of the Site Authority and therefore he did not have any information regarding the Ventura County Sheriff's activity in the 300- acre park.
- V. **Monthly Reports:**
Mary Kennedy offered that the monthly reports are on the agenda but are not intended to be a transcript. There was general consensus that the receipt of the reports could be acknowledged without the Council approval for the truth of the matter stated herein.
 - A. **County Supervisor Lopez or her representative**
Supervisor Lopez attended this HAC meeting. She offered that as University Glen's representative on the Ventura County Board of Supervisor's she was here to listen to concerns people may have. She mentioned that Angel Garcia, who represented her at the monthly HAC meetings has moved on and is now working with the City of Fillmore.
Board of Supervisor's Immigration Resolution. Lopez reported that at the Board of Supervisors' meeting on August 12th they began working on a resolution supporting the immigrants in Ventura County based on the recent activities by federal immigration authorities in the county. Further work on this resolution will continue at the Board's August 26th meeting. She invited everyone to watch either in person or online.

County road repaving work continues on the most used roads leading to CSUCI and University Glen from Oxnard and Port Hueneme.

Supervisor Lopez remained for the duration of the HAC meeting and met with attendees after the meeting was adjourned.

Mark Hewitt requested Supervisor Lopez to research whether there are any rules being worked on regarding the operation of any electric device other than cars, such as bikes and scooters, etc.

Tom Bokhart shared with Lopez his observations mentioned in the public comments portion of this meeting regarding his observation of four Ventura County Sheriff SUVs in the 300-acre park near the bridge on Camarillo Street at Calleguas Creek. Lopez commented that she was not aware of any reports about activity in the 300-acres park. However, she said that if anyone has any questions or concerns, they can always contact her office and they can investigate it.

300-acre park authority. Bokhart requested the Supervisor check to verify who has jurisdiction at the 300-acre park adjacent to University Glen/Anacapa Canyon.

B. Public Safety Report (CSUCI Police representative)

Sergeant Rosas reported the following:

"On 7/27, Officers responded to the area of Channel Islands and Santa Cruz Island Dr. regarding a hit and run investigation. Officers took a statement, later identified the vehicle and driver responsible for the collision. The traffic collision investigation was completed as requested by the reporting party.

On 8/1, at about 9:57pm Officers responded to CSUCI Regional Park on a report of a brush fire. Ventura County Fire responded and contained the fire within a few minutes. There was no damage to structures or injuries reported. CIPD is working with Ventura County Arson Investigator regarding this incident.

On 8/15, Officers responded to an injury traffic collision that took place at 200 Diablo point. Both parties were contacted, and a traffic collision investigation was completed.

On 8/17, Officers received a report from a University Glen resident reporting multiple restraining order violations over several last few months via electronic communication. Officers completed the investigation and forwarded the case to the district attorney's office for review.

CSUCI Police Department has received several traffic-related complaints of vehicles and have directed our officers to conduct additional traffic enforcement around the University Glen and Anacapa Canyon complex. Our officers have contacted several vehicles related to the additional traffic enforcement.

Parking enforcement question. We received a question asking if we were planning to change our approach to parking enforcement in the residential community once the semester starts. The answer to this question is that currently there are no changes. We are still waiting for all management companies to meet requirements that we have asked for prior to enforcement.

C. Site Authority staff representative (John Lazarus)

John Lazarus presented the proposed revisions to the three advisory bodies in University Glen, CAG, HAC, and BAG which were sent out on August 14th. This includes the Homeowners Advisory Council (HAC) proposed charter revisions for review and comment. The comments are to be sent back to Site Authority Staff by September 5th. (Attached is the complete proposed governance structure for the CAG, pages 1-4; HAC, pages 5-8; and BAG, pages 9-11.) (Also attached is a 2-page University Glen Community Advisory Bodies Code of Conduct.)

Mary Kennedy began the conversation about the proposed changes to the UGlen governance structure by offering that there was not a lot of time to response to the proposal. She noted that representatives from KWMF have requested additional time to provide comments. She also noted the community's disappointment that representatives from UGlen were not included in the discussion before pen was put to paper. She stated further that the HAC has become the "catch all" for activities in UGlen. She offered the example of the HAC's Landscape Committee. The HAC works to have social activities in the community as well as developing and implementing surveys to determine the interests of community members. She further stated members of the HAC are

concerned that any comments offered by the HAC are filtered through the CAG and then reported to the Site Authority Board. She stated what is the point of the HAC doing all this work if it can be “vetoed” before reaching the Site Authority Board.

John Lazarus responded to Kennedy asking which extension date the HAC prefers, Sept 5th or Sept 22nd.

Kennedy stated she agreed with KWMF’s request to extend the deadline for responses/comments about the proposed UGlen governance structure to September 22, 2025.

Lazarus stated that because the HAC is the only elected advisory group, it seems appropriate for the HAC members to appoint/approve members of the community to serve on the other advisory committees in the community. If the community feels different, he would like to hear suggestions on how to proceed.

Lazarus offered that he would not describe the CAG as being a “filter” for comments from the HAC. He further stated that his materials included an organizational chart which notes the Site Authority Board only meets quarterly, whereas the CAG would meet monthly thus providing additional opportunity for input from the community. He again stated he is open to input regarding various proposed governance changes.

Madison Litton questioned whether the BAG and CAG should filter through the HAC?

Lazarus responded that the HAC is comprised of the individual homeowners and does not include apartment/Town Center owners (KWMF) which comprised approximately 60% of the total doors in UGlen.

Sandi Boyd responded saying that what is being missed here is that as the HAC is the gatherer of the information from the individual homeowners in UGlen, the HAC should have a substantial seat at the table when the final recommendation to the Site Authority Board are made. She suggested that the proposed governance structure effectively silences the HAC regarding final recommendations presented to the Site Authority Board. She commented that the 60% ownership entity in UGlen has an “open door” at the campus to promote their interests. She is asserting that the individual owners in UGlen do not have the same access as decisions are made which affect the UGlen Community. She stated that the proposed governance puts an undue burden on our corporate partners providing excess numbers of paid staff to attend the meetings as described in the governance proposal. She suggested basing the proposed governance structure on number of doors owned does not effectively provide agency of each member of the community to have reasonable participation in the decision making process which affects their lives.

Lazarus responded that he sees the HAC as having a vital seat at the table and how the HAC interacts with the BAG and CAG. He went further to state that the discussion about the governance proposal is a process, and he is happy with that. Lazarus stated that he did not think it is true that KWMF has a bigger microphone than other owners in the community. He stated that he personally has much more interaction with individual homeowners in UGlen. He further commented that he tries to be responsive and that over the past 3-4 years the flow of information both ways have increased in both directions.

Lazarus further commented that KWMF, which owns 60% of the doors in UGlen, wants to make sure they have a fair share of input particularly with budget matters which affect their property.

Litton asked if KWMF has 60% of the doors in UGlen what is the point of all the individual homeowners how have a minority share interest in the community?

Lazarus stated that in areas where the interest of KWMF and the individual owner’s overlap, KWMF has been a good partner in the past. He stated further that the proposed revisions to the governance structure is trying to do is recognize the different constituencies in the community and make sure each has a representative share at the table during discussions which impact them and their homes directly.

Tom Bokhart offered that making decisions based on doors is in the ground sublease. However, if you look at our homeowner fees, the property taxes that go to the university from townhome owners and single-family, and if you look at the special taxes we pay, if you add all that together, we financially contribute more than Kennedy Wilson. In the past he stated he has asked the Site

Authority to respond to this assertion and the Site Authority has not provided a response as far as who is “throwing money into the pot.”

Bokhart also asked for clarity with regard how decisions are made at the BAG and the CAG. Are you voting? Is it by majority vote? Supermajority vote? There is no defined decision-making process for the BAG and CAG.

Lazarus responded that Tom Bokhart’s question is about the CAM fees. The 60%/40% breakdown is what is being paid monthly seems straightforward.

Lazarus offered that at the present time the BAG is operating by consensus. If there was a desire to change to voting in the BAG, that is something which can be entertained.

Kennedy offered a rebut for a moment. I do not think this discussion is a discussion for you to say, I would argue that it should be this or that. You solicited input from us, we are giving you our input. When you have complete comments put together, and then further discussion, plus there will be further discussion, at that time, everybody can have those discussions.

Simhan Mandyam offered that he wanted to understand that we send you a lot of money to CSU-Channel Island through property taxes, etc. If we add the amount of money we pay for the mello roos, does that increase the percentage of the total money contributed by individual homeowners compared to the KWMF? This is something the county supervisors could be aware of, and this may have an impact on discussion about how decisions are made in UGlen.

Lazarus replied that special tax that is paid by University Glenn totals just over \$800,000 per year. And it is one of the funding sources for a roughly \$2.4 million annual bond payment. And the other funding sources are site authority operating funds and rent received from KWMF. He encouraged everyone to refer back to the presentation made by the Ventura County Assessor that happened back in May, and there was also questions posed by the HAC, to the presenter, and those questions were answered, and all that’s on the website, but long story short, the special tax pays roughly one-third of the debt.

Lazarus stated there appears to be growing consensus to extend the date to office comments about the proposed changes to the governance in UGlen to Monday, September 22nd. This extension will result in the timing for the completion of the governance proposal on November 21st resulting in a revision to the timing of the presentation to the Site Authority Board on December 2nd.

Lazarus noted the Site Authority Board Meeting has been rescheduled from Monday, September 8 at 6pm to Monday, September 22 at 6pm.

Kennedy noted that the EV chargers project behind the library appear to be completed. She asked Lazarus for an update. The chargers are “fast,” but he did not have further specific information. To use the chargers, you must have a valid permit during the time the charger is being used. Lazarus directed Kennedy to go to the campus Transportation and Parking Services office for specifics on parking permit requirements/charges on campus. Garrett Brownfield is head of Transportation and Parking Services.

Bokhart offered that the parking on and about the 1000-block of Channel Islands Drive seems to have become very tight. Is he aware of the policy for Mission Hills distribution of parking passes in the apartments? Friesen agreed to ask Mission Hills Management what their policy is for distribution of parking passes in University Glen.

D. UGlen Common Area Property Manager (Jake Friesen)

Friesen Reported Precision Concrete Cutting completed their work Wednesday, August 13th. The cost associated with the sidewalk maintenance was \$38,562.16. The budgeted amount was \$41,000.00. Precision Concrete Cutting recommended replacing the concrete sidewalk at 16 locations. UGlen CA Property Management office is working to secure pricing for this work to determine a path forward.

The UGlen CA Property Management team is working on the 2024-2025 Budget Reconciliation. The final details are being determined. The results of the 2024-2025 Budget Reconciliation will be announced on September 30, 2025.

The UGlen Common Area Property Manager works to coordinate information with the members of HAC's landscape committee such as the Standard 515 and Standard 517 and other relevant information. The HAC Landscape committee will report on their activities.

An Artisan Market is planned for Sunday, September 21st at 11:00 AM to 4:00 PM with the food trucks parking on Rincon Drive in front of the Mission Hills Leasing Office.

The fall schedule for tree trimming/building clearance (70% of the contract) is scheduled for the week after Halloween, the week of November 3rd. The remaining 30% of the tree trimming contract will be completed in the spring.

CSUCI students are moving back into the area. Classes are set to begin Monday, August 25th.

The monthly Property Management Report for July 2025 is posted on the University Glen website.

The certificates by parcel from the Ventura County Fire Department certifying the 100-foot brush clearance was completed by June 1, 2025, are now available on the University Glen website.

The Townhouse Proof of Insurance Certification 2025-2026 with Alliant Insurance Company is available on the University Glen website.

Site Authority Staff are working to secure the Townhouse Earthquake Proof of Insurance and Earthquake Insurance Binder. These insurance documents will be uploaded to the University Glen website when they are received.

Discussion about mosquitoes. August has arrived and owners are reporting mosquitoes in the community, particularly at the community playground. Report areas of standing water to the UGlen CA Property Management office so these areas can be evaluated.

Supervisor Lopez commented the limited spraying is available through the County's Vector program. She suggested she would forward further information about this program.

The Townhouse Phase 2 Landscape Refurbishing project encompasses the 100-400 blocks of Channel Islands and all of Smugglers Cove. With the formation of the HAC landscape committee, our office looks forward to bringing a plan together with Gothic to implement the Townhouse portion of the Phase landscape refurbishing project.

Parking Boss Update: Management is continuing to discuss the possible/gradual implementation of Parking Boss in University Glen. Anacapa Canyon is planning to roll out Parking Boss soon.

E. Community Advisory Group (CAG) (Mary Kennedy, HAC Representative)

Mary Kennedy stated that Jeanne Grier has rolled off as faculty representative on the CAG. The CSUCI staff position is open, if anyone from the University is interested in serving on the CAG. The term of service is for 2 years alternating with the other CSUCI employee position.

Kennedy reported that Nicholas Davidson with KWMF was amenable to talking about extending the hours at the community center and pools/spas. Kennedy requested a community member put in writing the request for the extension of the hours at the amenities so she can present that request to Mr. Davidson.

Concerns about the proposed organizational changes were also discussed at the CAG meeting.

These concerns were led by Nicholas Davidson of KWMF. And included comments by other members of the CAG.

F. Budget Advisory Group (BAG) (Angela Rodriguez & Sandy Boyd)

Sandi Boyd offered the first draft reconciliation report from Seabreeze accounting indicated an obvious error in billing by the University. Although CSUCI had paid the Townhouse earthquake insurance premium for the year, they have neglected to bill Seabreeze. This error is expected to be corrected by mid-September, allowing the reconciliation to be completed by the end of September as required.

The annual tree trimming project is scheduled to start the week of November 3rd,

Friesen presented a first draft of a redo of the monument sign (scheduled for refurbishing in the Common Area Reserves) at the corner of Camarillo Street and Channel Islands Drive. Draft used arrows to point to the location of all the entities in East Campus. Agreement was to begin the design process through design discussions with professionals. Nicholas Davidson agreed to supply Jake with references for design consultants for initial conversations.

[UGlen governance restructuring of CAG/BAG/HAC](#) resulted in the consensus that more thought needed to be given to the type of changes that might be needed as our current BAG model is working well and that the new CAG was possibly an overcomplication of the process. It was pointed out that the design left no clear path for owners to publicly address issues.

- VI. **HAC Standing Subcommittee Reports** Written reports are requested to assist the HAC maintaining a complete record...
- A. Garden Committee (Carolyn Phillips, Chair) [No Report](#)
 - B. Landscape Committee (Maddie Litton, Facilitator).
[Litton reported the communications and logistics of the newly formed HAC Landscape Committee are underway.](#)
 - C. Reserve Management Committee (Creation) [Action deferred.](#)
- VII. **New Business.**
[None.](#)
- VIII. **Next HAC Meeting Date.**
[September 18, 2025.](#)
- IX. **Adjournment**
[Meeting adjourned at 7:32.](#)

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

ATTACHMENTS:

- University Glen Community Advisory Group (CAG) Charter (Draft 8-8-2025)
- University Glen Homeowners Advisory Council (HAC) Charter (Draft 8-8-2025)
- University Glen Budget Advisory Group (BAG) Charter (Draft 8-8-2025)
- University Glen Community Advisory Bodies Code of Conduct (Draft 8-8-2025)

University Glen Community Advisory Group (CAG) Charter *(Draft 8-8-2025)*

Article I. Purpose

The University Glen Community Advisory Group (CAG) serves as the primary interface between the Site Authority (SA) and the University Glen community, fostering communication and collaboration on matters of shared interest. The CAG functions in an advisory capacity only, making recommendations to the Site Authority board through designated staff representatives. The Site Authority retains ultimate responsibility for enforcement of the Ground Sublease (GSL), tenant leases, and all applicable policies and regulations.

Article II. Membership

Section I. Composition

The CAG shall consist of seven (7) members, as follows:

1. One (1) representative from the Homeowners Advisory Council (HAC)
2. One (1) representative from the Owner/Developer of the Apartments and Town Center
3. One (1) representative from the Owner/Developer of Anacapa Canyon or designee
4. One (1) representative from the Property Management Firm for Mission Hills/Town Center
5. One (1) representative from the Property Management Firm for University Glen Single-Family Dwellings, Townhomes, and Common Area
6. One (1) CSUCI Faculty member residing in University Glen, appointed by the Academic Senate, and required to be in good standing defined as current in CAM fees, special assessments, and in compliance with the GSL
7. One (1) CSUCI Staff member residing in University Glen, appointed by the CI Staff Council, and required to be in good standing defined as current in CAM fees, special assessments, and in compliance with the GSL

Section 2. Elections and Term

- Each member shall serve a term of two (2) years, with annual appointments or reappointments as needed. Terms should be staggered.
 - Chair: Elected by CAG from among eligible members. (Property Management representatives are not eligible.)
 - Other Officers: Appointed by the Chair as needed
-

Article III. Responsibilities

The responsibilities of the CAG include:

- Serve as the primary communication link between the University Glen community and the Site Authority, through designated Site Authority staff.
- Provide a forum for open discussion of community-related matters, including but not limited to:
 - Items referred by the HAC
 - Common area concerns (maintenance, repairs, improvements)
 - Violations of the Ground Sublease License (GSL) and renter lease agreements
 - Programs and events for residents (e.g., Safety Day, Safe Halloween, picnics, concerts)
- Receive and review the proposed UGCAM operating budget from the Budget Advisory Group (BAG) and submit to SA staff in time for Board approval prior to the end of the fiscal year.
- Submit recommendations to SA staff for presentation to the SA Board .
- Provide written reports to the SA Board through the designated SA staff liaison.
- Develop meeting agendas, conduct CAG meetings, and attend SA Board meetings as needed.
- Comply with the Code of Conduct and ensure all members act with professionalism, respect, and integrity.

Article IV. Operations

Section I. Meeting Conduct

- CAG meetings shall conform to the Bagley-Keene Open Meeting Act to promote transparency and public access.

Section II. Record Keeping

- Meeting minutes shall be recorded and made available to the community and the Site Authority in a timely manner.

Section III. Framework

- The Chair (or their delegate) shall:
 - Develop and distribute meeting agendas

- Conduct CAG meetings
- Present written reports to the SA Board through SA staff
- Serve as the main liaison to the SA designated staff member

Article V. Governance and Limitations

- The CAG is an advisory body and does not hold decision-making authority.
- All recommendations from the CAG shall be submitted to the Site Authority through designated staff for review and potential action.
- The Site Authority retains full responsibility for the enforcement of rules, regulations, the Ground Sublease, and tenant leases.

Article VI. Ad Hoc Subcommittees

To encourage broader participation, particularly from Mission Hills apartment and Town Center residents, the CAG may establish ad hoc subcommittees as needed.

Section I. Subcommittee Guidelines

- Each subcommittee shall:
 - Be composed of an odd number of volunteer members
 - Include a mix of homeowners and renters
 - Be recruited by committee members or from the community at large
 - Require that all members are in good standing defined as current in CAM fees, special assessments and in compliance with the GSL.
 - Serve a 1-year term
 - Comply with the Code of Conduct and ensure all members act with professionalism, respect, and integrity

Section II. Function

- Subcommittees act as advisors to the CAG
- They may submit written recommendations, which the CAG may accept, reject, or modify
- Subcommittees may be disbanded by the CAG when their work is complete or no longer required

Article VI. Transparency and Communication

- The CAG shall operate in a transparent and collaborative manner, maintaining open channels of communication with all stakeholders.
- Meeting agendas, minutes, and other relevant documents shall be accessible to residents and the Site Authority.

Article VII. Summary

- The CAG is an advisory-only body representing the University Glen community
 - It ensures that residents' voices are heard by the Site Authority through its structured review and recommendations
 - The Site Authority retains final authority for decisions and enforcement
-
-

Homeowners Advisory Council (HAC) Charter

Article I. Purpose

The Homeowners Advisory Council (HAC) serves as an advisory body to the Property Management Operator (PM) and the Site Authority (SA), providing homeowner input on matters related to University Glen architectural and landscaping requests, and enforcement of Common Area Rules and Regulations. The HAC facilitates homeowner engagement and community oversight while operating in a transparent and accountable manner.

Article II. Membership

Section I. Composition

The HAC shall consist of five (5) members, with the following composition requirements:

- A minimum of three (3) members must be homeowners.
 - At least one (1) member must reside in a Townhome (TH).
 - At least one (1) member must reside in a Single-Family Dwelling (SFD).
- All members are required to be in good standing defined as current in CAM fees, special assessments, and in compliance with the GSL.

Section 2. Elections and Term

- Members shall be elected annually.
- The election shall be:
 - Conducted by the PM.
 - Open to voting by homeowners in good standing only. Good standing is defined as current in CAM fees, special assessments, and in compliance with the GSL.
 - SA staff will count and verify election votes.
- Each elected member shall serve a two (2)-year term, with the option to serve successive terms.
- The HAC shall appoint a Chair from among its members.
- The HAC may appoint other officers as needed to support its operations.

Section 3. Appointments to Other Bodies

- One (1) HAC member shall be appointed to serve on the Community Advisory Group (CAG).

- Two (2) HAC members or their designees shall be appointed to serve on the Budget Advisory Group (BAG). Refer to Budget Advisory Group Charter Article II. Section I for membership requirements.
-

Article III. Responsibilities

The HAC shall have the following responsibilities:

- Architectural and Landscaping Review
 - Review applications for changes to the exterior of structures (architectural) and landscaping.
 - Make findings, determinations, rulings, and orders based on conformance with the Architectural Guidelines.
 - Recommend approval or disapproval of such requests to SA Staff.
 - A disapproval by the HAC is final, unless appealed to the Site Authority Staff.
 - Rules and Regulations
 - Investigate and make recommendations to the PM regarding violations of Common Area Rules and Regulations.
 - Advisory Input
 - Provide homeowner input into designated community processes and represent homeowner concerns and recommendations.
 - The HAC may prepare and recommend for approval to the Site Authority any amendments to Property Use and Maintenance Regulations (GSL Exhibit E) that the HAC believes necessary or desirable.
-

Article IV. Operations

Section I. Framework

The Property Management Operator shall provide staff support, including:

- Preparing meeting agendas
- Recording and distributing minutes
- Assisting with election logistics

Section II. Record Keeping

The HAC shall:

- Maintain a record of all meeting minutes and votes.
- Minutes shall be forwarded to the Site Authority (SA)
- Make minutes available to homeowners in a timely and accessible manner.

Article V. Governance and Limitations

- The HAC is an advisory body and does not hold decision-making authority, except in the case of disapprovals of architectural/landscaping requests, which are final unless appealed.
- All other recommendations shall be directed to the PM or CAG for consideration.
- Comply with the Ground Sublease Exhibit E Article V – Property Use and Maintenance Regulations which outlines HAC composition, powers and responsibilities and operations.
- The Site Authority retains ultimate responsibility and decision-making authority regarding approval of architectural and landscaping requests, enforcement of regulations, and application of the GSL.
- Comply with the Code of Conduct and ensure all members act with professionalism, respect, and integrity.

Article VI. Transparency and Communication

- The HAC shall operate with transparency, maintaining open communication with the homeowner community.
- Meeting agendas, minutes and other relevant documents shall be accessible to residents and the Site Authority.

Article VII: Summary

- The HAC focuses on Architectural and Landscaping Requests and Common Area Rules and Regulations.
- It serves as a platform for homeowner input into relevant community processes.
- Ground Sublease Exhibit E Article V– Property Use and Maintenance Regulations governs composition, powers and responsibilities and operations.
- The SA staff on behalf of the Site Authority retains ultimate responsibility for:
 - Approving architectural/landscaping requests

- Enforcing regulations and the Ground Sublease (GSL)



DRAFT

Budget Advisory Group (BAG) Charter

Article I. Purpose

The Budget Advisory Group (BAG) serves as an advisory body to the Site Authority (SA) and Property Management Operator (PM), providing community-based input and review on matters related to the University Glen Common Area Maintenance (UGCAM) operating budget and financial planning. The BAG fosters transparency, fiscal responsibility, and resident engagement in the community budgeting process.

Article II. Membership

Section I. Composition

The BAG shall consist of five (5) members, as follows:

1. Two (2) members appointed by the Homeowners Advisory Council (HAC):
 - May be selected from the HAC or the broader homeowner community
 1. One must reside in a Townhome (TH)
 2. One must reside in a Single-Family Dwelling (SFD)
 - Required to be in good standing defined as current in CAM fees, special assessments, and in compliance with the GSL.
2. One (1) representative from the Owner/Developer of the Apartments and Town Center
3. One (1) representative from Mission Hill Apartments
4. One (1) representative from the Property Management Firm

Section 2. Elections and Term

- Chair: Property Management Operator representative
 - All members shall serve a two (2)-year term
 - Members may serve successive terms if reappointed or re-designated by their respective entities
-

Article III. Responsibilities

The BAG shall have the following responsibilities:

- **UGCAM Budget Development and Review**
 - Receive and incorporate community input related to the UGCAM operating budget.
 - Chair shall draft the preliminary UGCAM budget no later than December 1 of each year.
 - Ensure the draft budget is accurate, complete, and adjusted to reflect community needs and responses to inquiries about its creation and content.
 - Advise Site Authority staff of any proposed changes to the draft budget.
 - **Community Presentation and Feedback**
 - Present the draft budget to the community through the Homeowners Advisory Council (HAC) and Community Advisory Group (CAG) no later than March.
 - Incorporate feedback received from community members, HAC, and CAG, as appropriate.
 - **Final Review and Submission**
 - Submit the finalized budget to the CAG for review, and upon CAG endorsement, advance the budget to Site Authority staff.
 - Coordinate with Site Authority staff to ensure the final budget is presented for approval at the fourth-quarter Site Authority Board meeting (end of fiscal year).
-

Article IV. Operations

Section I. Meeting Conduct

- The BAG shall meet as needed throughout the budget cycle to ensure timely review, community engagement, and final submission of the UGCAM operating budget.

Section II. Record Keeping

- Meeting notes and budget documentation shall be maintained and shared with the Site Authority and made available to the community as appropriate.

Section III. Framework

- Chair: Property Management Operator representative.
 - The Chair may appoint other officers as needed to fulfill the operational needs of the group.
-

Article V. Governance and Limitations

- The BAG is an advisory body and does not possess independent decision-making authority.
 - All recommendations and budget proposals must be forwarded through appropriate channels as noted in Article III to the Site Authority for consideration and approval.
 - The Site Authority retains final authority over budgetary matters and financial policies.
-

Article VI. Transparency and Communication

- The BAG shall conduct its work with openness and accountability, encouraging community input and clear communication throughout the budgeting process.
 - Budget drafts, meeting materials, and feedback summaries shall be made available in a timely and accessible manner.
 - Comply with the Code of Conduct and ensure all members act with professionalism, respect, and integrity.
-

Article VII. Summary

- The BAG is responsible for drafting, reviewing, and refining the UGCAM operating budget with input from homeowners, developers, and property management representatives.
 - It provides a structured and transparent advisory process to ensure the budget reflects the needs and priorities of the University Glen community.
 - The Site Authority retains ultimate fiscal authority and formally adopts the UGCAM budget each year.
-
-

University Glen Community Advisory Bodies Code of Conduct

I. Purpose

This Code of Conduct establishes expectations for ethical behavior, respectful communication, and professional engagement by all members of the University Glen Community Advisory Bodies. This includes members of the following bodies in addition to any future bodies formed:

- Community Advisory Group (CAG)
- Homeowners Advisory Council (HAC)
- Budget Advisory Group (BAG)
- Ad Hoc Subcommittees established by the CAG

The intent is to promote transparency, collaboration, and constructive participation in all committee proceedings while maintaining public trust and supporting the mission of the Site Authority.

II. General Principles

All members shall:

- Act in the best interest of the University Glen community and uphold the integrity of the advisory body on which they serve.
- Treat all persons with respect, fairness, and dignity, regardless of differing opinions, backgrounds, or affiliations.
- Conduct themselves professionally, avoiding disruptive behavior, personal attacks, or inflammatory language.
- Comply with applicable laws, policies, and governing documents, including the Ground Sublease License (GSL), Rules and Regulations, and Bagley-Keene Act (as applicable).
- Support open and constructive dialogue, even in the presence of disagreement.
- Honor confidentiality when requested or required.
- Acknowledge and disclose conflicts of interest, recusing themselves when appropriate.
- Uphold the decision-making process, including the majority will of the group, and avoid undermining group outcomes after decisions are made.

III. Participation and Attendance

Members agree to:

- Regularly attend scheduled meetings of their committee or subcommittee.
- Notify the Chair or designated staff in advance if they are unable to attend a meeting.
- Review meeting materials in advance and come prepared to participate.
- Respect time limits and procedures established by the Chair to ensure efficient and equitable participation.

IV. Communication

Members agree to:

- Refrain from using committee meetings for personal agendas or unrelated grievances.
- Direct questions or concerns through proper channels (e.g., committee Chair, Property Management representative or Site Authority staff liaison).
- Refrain from speaking on behalf of the Site Authority or the committee unless formally authorized to do so.
- Respect the role of Site Authority staff and Property Management representative, recognizing their professional responsibilities and limitations.

V. Violations

Violations of this Code of Conduct may result in the following actions:

1. Verbal or written warning from the committee Chair or Site Authority liaison.
2. Formal censure by the advisory body.
3. Removal from the advisory group, subject to review by the Site Authority staff, especially in cases of:
 - Repeated disruptive conduct
 - Harassment or discrimination
 - Breach of confidentiality
 - Conflict of interest violations
 - Failure to remain in good standing (e.g., unpaid CAM fees, unpaid special assessments, violation of Ground Sublease)

VI. Acknowledgment

All members of University Glen advisory bodies shall be provided with a copy of this Code of Conduct upon appointment or election. Each member shall sign an Acknowledgment Form affirming their understanding and agreement to abide by its principles.

Property Management Company

I. Responsibilities

The contract includes but is not limited to:

- Liaison between residents and SA staff
- Respond to all questions and requests from the community
- Ensure compliance with GSL including enforcement of Rules and Regulations
- Attend CAG (actively participate)- answer questions, create reports as requested by CAG
- Inform community of relevant happenings
- Act as chair for BAG
 1. Prepare annual CAM Budget draft
 2. Meet with BAG
 3. Advise SA staff of all changes
 4. Present to UG community
 5. Answer any and all questions about items included, cost, reserve levels, etc.
- Attend HAC and support as staff -create agenda, scheduling, establishing Zoom, take minutes, answer Q & A. Reports back to SA staff
 1. Run HAC annual elections
- Create, host and maintain websites for CAM, HAC
- Conduct annual survey of all residents of UG on service levels, customer satisfaction, etc., and share publicly
- Manage insurance submittals related to commonly maintained items
- Assist with property improvement and building permits
- Facilitates reserve studies
- Prepares common area billing process
- Common area maintenance management
 1. Bid collection, evaluation and contracting for maintenance, construction, landscaping, etc.
 2. Project management (primary contact for service contractors/vendors), budgeting, questions from homeowners and contractors, reporting as required by residents, HAC, BAG, CAG
- Provide in-house Customer Care Department, dedicated A/P and A/R representatives, insurance coordinator, collections representative, VP of Training and Education

Property Management responsibilities listed here are not meant to be comprehensive and instead are focused on the governance relationship. Refer to the contract for the full scope of responsibilities.