

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](mailto: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)  
THURSDAY, JANUARY 15, 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 6:02 PM

**II. Roll Call.** Mary Kennedy, present  
Madison Litton, present  
Dillon Tull, present  
Angela Rodriguez, present  
Megan Hickernell, online

**III. Approval of Meeting Minutes**

As there was a quorum

Friesen reported the meeting minutes for the January 15<sup>th</sup> meeting were amended to include a statement regarding the garden committee's report as follows: The HAC members found no disagreement with the findings of the HAC Garden Committee and support moving forward accordingly. Friesen reported a second amendment to the meeting minutes for January 15<sup>th</sup>'s meeting was added saying: During John Lazarus' report he presented a comparison regarding the costs to buy real estate in Camarillo and University Glen. Gabriell Powell wanted to go on record that she disagreed with Lazarus' conclusions.

The motion was moved by Dillon Tull and seconded by Madison Litton. The motion to accept the meeting notes was accepted unanimously.

**IV. Public Comments.**

Tom Bokhart, an owner in UGlen offered a public comment expressing his concern about the proposed charters for the HAC, BAG, and CAG. He offered that there are parts of the charters he totally disagrees with and other parts which might serve the constituents of the community.

Bokhart also stated he wanted to know how the 2026-2027 UGlen Common Area Maintenance budget was going to address the reserves. What is the strategy?

Jake Friesen, UGlen Common Area Property Manager responded to Tom's question stating that on Tuesday, January 13, 2026, he presented the preliminary 2026-2027 UGlen Common Area Maintenance Budget. The focus of the presentation was the operations portion of the budget. There were some items which were revised, and some items stayed the same based on the actuals for from the 2024-2025 reconciliation. We are scheduled to present the 2026-2027 CAM Budget to the members of the HAC in an executive session later tonight. We want to be clear that the trees in UGlen are a major concern about maintenance, including trees which become a safety hazard because of severe weather events. The intention to keep as much of the budget as close as possible to the existing numbers with minimal increases. Our office is using a 3% annual rate of inflation in our budget process. Our budgeting process was based on actuals. Not on some thinking it would be a good idea to do something.

Regarding the reserves, our reserve study consultants provided a financial update to their Level 2 reserve study (for all three reserve studies; Common Area, Single-Family Homes, and Townhouses) which recommended keeping our funding flat to all three reserve studies.

We are looking at the overall monthly maintenance rent charges to increase slightly for the Apartments and Single-Family Homes, and flat for the townhouses at \$575.03 per month. The operating expenses for the townhouse will be less due to insurance premiums which are less the last year for the same coverage. This will result in the contribution to the townhouse reserves increasing to increase over 2025-2026 contribution. The specific amounts are being determined.

Bokhart offered a follow-up question. The townhouse reserves are not at the desired 100% funding level and have been allowed to drop to the 40% fundedness range.

Friesen replied that at the present time there is sufficient funding to address 5-years of maintenance items shown in the reserve studies. We are aware Rob Forney with Complex Solutions was invited to speak at the December 1, 2025, Site Authority Board Meeting. At that time Mr. Forney said that there are several ways to think about funding the reserves. He used his familiar example of going on a trip and filling your gas tank to have enough gas for the entire trip or alternatively filling up your gas tank so you go a good portion of the distance and then you plan to stop along the way and fill your gas tank with smaller quantities of gas. Either way you reach your destination. Mr. Forney stated that having 5 years of cash to cover anticipated expenses is a reasonable approach to funding reserves in his professional opinion. Friesen acknowledged that beyond 5 years there are townhouse items, i.e., heaters and roofs, which continue to loom as significant expenses on the horizon. Friesen mentioned that one of the documents Seabreeze management uses for HOA's is the Assessment and Disclosure Summary for the specific fiscal year. This summary report, which is created by the reserve consultant, lists the fundedness levels for the next 5 years and indicates if an assessment is anticipated. This reserve summary document is included in seller disclosure documents for those properties Seabreeze provide services. We are working to strike a reasonable balance between operating budget and reserve level fundedness which keeps in mind that UGlen owners also need to pay the Mello Ros tax along with their monthly maintenance rent charges.

## **V. Monthly Reports.**

- A. County Supervisor Lopez or her representative. Tracy Gallagher, a representative from Supervisor Lopez's office, was in attendance to primarily observe the UGlen's HAC meeting. She offered a brief summary of the recent Ventura County Supervisor's meeting.
- B. Public Safety Report (CSUCI Police representative). No representative from the CSUCI Police Department attended.
- C. Site Authority staff representative (John Lazarus)  
Friesen reported that on Tuesday, January 13<sup>th</sup> his office received the following email from Bradley Olin, VP for Business & Financial Services saying:  
I am writing to inform you that, after seven years with the University, including three years as an employee of University Auxiliary Services and four years as a campus employee, John Lazarus will be departing Channel Islands as part of a broader transition within UAS and the Site Authority.  
We extend our sincere appreciation to John for his years of service to the organization and the community. His leadership and dedication have contributed meaningfully to our work, and we are grateful for his commitment during his tenure. We wish him well as he begins the next chapter of his career, focusing on his passion for real estate.  
Additional information regarding next steps will be shared in the coming days. Please reach out to Paula Robertson with operation questions.  
Paula Robertson, VPBFA Operations Administrator  
[paula.robertson@csuci.edu](mailto:paula.robertson@csuci.edu) (805) 437-3169  
Sincerely,  
Bradley Olin, Ed.D.  
Vice President for Business & Financial Affairs.
- D. UGlen Common Area Property Manager (Jake Friesen)  
The fall portion (70%) of the annual tree trimming project was completed by November 14th at a cost of \$46,520.00. This is 78% of the budget line item, which is \$60,000.00. The remainder \$13,480.00 is intended for the building clearance activities at the Hillcrest Apartments and a contingency for unanticipated tree removals due to weather.  
Eight trees were removed before the Holiday Break due to a variety of reasons including trees causing concrete sidewalk trip hazards, removal of tree due to root intrusion of the foundation

slab (which will be paid from the Phase 2 Landscape Refurbishing project), and apartment management's tree removal request.

One single-family homeowner used American Heritage/Legacy Tree Service to trim their trees during the annual tree trimming under a separate contract.

Due to unanticipated heavy rains and strong winds beginning on the night of December 23<sup>rd</sup>, emergency tree removal work on December 24<sup>th</sup>, 27<sup>th</sup>, 29<sup>th</sup>, and January 12<sup>th</sup> commenced.

The total charges for the emergency removals are as follows:

| Emergency Tree Work to date |              |
|-----------------------------|--------------|
| 24-Dec-25                   | \$ 10,415.00 |
| 29-Dec-25                   | \$ 1,344.00  |
| 12-Jan-26                   | \$ 3,543.94  |
|                             | <hr/>        |
|                             | \$ 15,302.94 |

Our office is discussing with BAG the emergency tree services which to date are exceeding the line item on the FY 2025-2026 Common Area Maintenance Budget.

Phase 2 of the landscape refurbishing was completed for the Frenchy's Cove apartments. The remaining smaller planter is complete. The total costs for Mission Hills Phase 2 landscape refurbishing are \$87,462.00. The budgeted amount for this work is \$87,500.00.

Phase 2 of the Landscape Refurbishing Project for 100-400 Chanel Islands Drive, and all Smugglers Cove addresses continue to move forward. We received pricing from American Heritage Landscaping for the list of trees whose roots are potentially compromising the structural floor slabs as well as trees which are within the 0-zone (0-5 feet) developed by the HAC's landscape committee. American Heritage provided a proposal to remove 69-tree at a charge of \$82,953.00.

Our office has also requested pricing from Gothic Landscape to remove the rosemary at the townhouses in Phase 2 of the Landscape Refurbishing Project. Owners have expressed concern that the rosemary plants are woody and could easily catch fire. The Budget line item for this project is \$87,000.00.

NO PARKING ANY TIME signs along Channel Islands Drive from the 3000-block roundabout to Camarillo Street as directed by CSUCI Police Chief Massey and Aaron Greer, Deputy State Fire Marshall III is now complete. 16 No Parking Anytime Signs, 75-feet apart, were installed at a cost of \$1,451.52. Prior to placing the signs "Call Before You Dig" located the electrical utilities which are in the area of the DG Path along this section of Channel Islands Drive. This charge was paid from the UGlen Common Area Maintenance line item in the budget, GL 65-6553-00.

A total of nine-NO PARKING ANY TIME signs were installed along Somis Street at the west side of the Town Center. The proposed design includes 20-feet lengths of curbs painted red at cross walks and 40-feet lengths of curb painted yellow to permit deliveries to the Town Center restaurateurs. The curb painting is scheduled to be completed shortly, weather permitting. CSUCI/Site Authority staff agreed to reimburse the UGlen Common Area Maintenance operating budget for this curb painting and signage project.

The annual townhouse gutter cleaning project is underway. 100-400 blocks of Channel Islands Drive and Landing Cove are complete. The remainder of the townhouse gutters is scheduled to be cleaned on Monday, January 26<sup>th</sup> and Tuesday, January 27<sup>th</sup>. Four single-family homes are taking advantage of Tri-County Power Washing being on site.

Maintenance updates:

- Three garage doors are in various stages of being replaced/painted.
- The slab leak at the townhouse in the 300-block of Smugglers Cove was repaired/remediated/restored.
- The slab leak at the townhouse in the 300-block of Twin Harbor Drive is in process.

- At a townhouse in the 200-block of Smugglers Cove a leak in the supply water line was repaired and remediation/restoration work continues.
- A roof leak was repaired at a townhouse on the 200-block of Smugglers Cove. Remediation and restoration of the damaged areas continue.
- A roof leak was reported at a townhouse in the 300-block of Santa Cruz Island Court. Our roofing vendor is scheduled to make the repairs. Remediation and restoration of the damaged areas continue.
- Our office has secured three prices for the repiping of one of the townhouses in the 200-block of Smugglers which has experienced two previous issues with slab leaks. The BAG is reviewing these quotes.

The CAM manager procured pricing for non-combustible fencing for the townhouses for potential use at three representative conditions at the townhouses. Courtyard/trash enclosure gates, trash enclosure fencing, and shared patio fencing with gates to the trash bin storage area. Two types of materials are horizontal aluminum panels and vertically seamed steel panels. See attached QuickScreen and ColorMax product information.

Friesen discussed the path going forward requesting the HAC make a recommendation as to which style and color of metal fencing for the community. The CA Management office will then send the HAC's recommendation to CSUCI Facility Services for their comments and buyoff. With that in place we would install the mock-ups at the townhouses so community members can see the gates/fences in person.

There is one single-family homeowner who has submitted a PIA to replace her fence and is waiting for a response to her PIA.

Mary Kennedy offered to caucus over the next several days with other members of the HAC with the intention is to provide a recommendation which can be submitted for review by CSUCI Facility Services.

Mary Kennedy made a motion to discuss among the HAC members and develop a recommendation. Madison Litten seconded the motion. There were no objections. The motion carried.

The Artisan Market is scheduled for Sunday, March 22<sup>nd</sup> from 11:00-3:00.

CAM Manager presented an operations budget for FY 2026-2027 to the members of the BAG on Tuesday, January 13, 2026. We continue to update the FY 2026-2027 budget. We plan to present next year's budget to the members of the HAC in executive session following the HAC meeting on January 15<sup>th</sup> after the monthly meeting. This is to assure Seabreeze meets its contractual obligation to send a budget to CSUCI and the Site Authority by February 1, 2026.

Friesen mentioned that responsibility for area drains such as the one installed in the courtyard of the 230 Building of Frenchy's Cove was brought to the attention of the BAG members and management requested clarification regarding an invoice from Gothic Landscape to install area drain to address the ponding of water in the area which was not shown on the original construction drawings but was tied into a main drain about 3'-0" below the surface which was shown on the original construction drawings. Is this piece of infrastructure the responsibility of CSUCI Facilities to address? And since FS did not address this drainage issue do we send the invoice for reimbursement to them? Or is this something that the monthly water/sewer infrastructure fee should pay for?

The Common Area Property Management team sent through John Lazarus a request for Facility Services to offer definitions in writing describing the infrastructure in UGlen and what CSUCI Facility Services is responsible for and what the responsibility of the community is to maintain.

- E. Community Advisory Group (CAG) (Mary Kennedy, HAC Representative)  
Mary Kennedy offered that during the CAG meeting she reported sending to John Lazarus a lot of edits to the proposed charters for the HAC, BAG and CAG. She reported she could not tell whether her comments had been incorporated into the revised versions of the charters. One item she asked for specifically was a "Definitions" section be incorporated to each charter. Kennedy also mentioned the portion of Rincon Drive on the north side of the Town Center where it is difficult to see around the curve due to cars parking on both sides of Rincon Drive. Friesen responded to this concern saying that the NO PARKING ANY TIME project on Somis Street includes painting about 40-feet of curb on the south side of Rincon Red.
- F. Budget Advisory Group (BAG) (Angela Rodriguez, Sandi Boyd)  
There is an HAC executive session scheduled for immediately after this HAC meeting during which the initial draft 2026-2027 Common Area Maintenance Budget is scheduled to be presented to the members of the HAC.

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

- A. Garden Committee (Gabrielle Powell, Chair) No report offered.
- B. Landscape Committee (Heidi Resnik, Chair) No report offered.
- C. Reserve Management Committee (Creation) No action taken.

VII. **New Business.**

Mary Kennedy offered that even though we are in limbo regarding UGlen's liaison to the Site Authority she would reiterate the community's request to have a meeting with the new Interim President. She stated that the relationship between the UGlen community members and Site Authority staff over the years has been fraught with distrust because the directive seemed to be to keep the UGlen residents as far away from the Site Authority Board as possible. And then the Site Authority Board is appalled with members of the community showing up at their meetings and are frustrated. Kennedy talked to Supervisor Lopez's representative and asked for the Supervisor's assistance in making a meeting happen.

Sandi Boyd offered examples of opportunities for the community to be included in some of the CSUCI projects, such as the solar farm. However, it appears CSUCI does not consider University Glen a potential partner in these types of endeavors.

Tom Bokhart offered that the community's concerns about the evacuation route along Camarillo Street including removing foliage which is growing right up to the white line of the drive lanes. Saying "maintaining the sides of Camarillo Street is not our responsibility" does not communicate an attitude of concern about Camarillo Street being the evacuation route for one-third of University Glen and all of Anacapa Canyon.

Friesen replied that he had a conversation with Mike McConnell of CSUCI Facility Services that he was looking is options to clean up the vegetation along Camarillo Street including Cal FIRE.

The next Site Authority Board meeting is scheduled for Monday, March 23<sup>rd</sup> at 6:30-8:00 PM in the John Spohr Broome Library.

VIII. **Next HAC Meeting Date.**

The members of the HAC determined the next meeting of the HAC will be held on Thursday, February 26<sup>th</sup> 6:00-7:30 PM in the Town Center Community Room.

IX. **Adjournment** Adjourn at 7:03 PM to Executive Session

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](mailto:jacob.friesen@seabreezemgmt.com)