

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@seabreezengmt.com](mailto:jacob.friesen@seabreezengmt.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 MARCH 16, 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 6:01 PM

**II. Roll Call.** Mary Kennedy, present  
Madison Litton, present  
Megan Hickernell, present  
Dillon Tull, not present  
Angela Rodriguez, present

As there was a quorum

**III. Approval of Meeting Minutes and Agenda**

The Meeting Minutes for the HAC's meeting of February 26, 2026, were APPROVED.

The Agenda for the HAC's March 16, 2026, meeting was APPROVED.

**IV. Public Comments.**

Gabrielle Powell, owner in the community, stated that in the time she lived in UGlen no root barriers been installed to address root intrusion issues at sidewalks and retaining walls. She stated that the reason given for not installing root barriers was cost. She offered that in the long run the installation of root barriers will reduce the overall intrusion of roots at floor slabs, sidewalks, and retaining walls throughout UGlen.

**V. Monthly Reports.**

- A. County Supervisor Lopez or her representative. No one from Supervisor Lopez' office attended the meeting.
- B. Public Safety Report (CSUCI Police representative). Sargeant Suhing, a new Sargeant with the CSUCI Police Department introduced himself and offered there were a couple of items to report.  
Sargeant Suhing reported a vehicle was reported stolen on March 16<sup>th</sup>, by the Hillcrest/Santa Cruz Pool. He reported the keys were left in the vehicle. The vehicle was recovered at Frenchy's Cove.  
A vehicle in the 200-block of Anacapa was reported to been side swiped by another vehicle. This incident was investigated as a hit-and-run. The incident continues to be investigated.

G. Powell pressed Sergeant Suhing that during the CSUCI Police Department's report to the HAC on February 26, 2026, the officer could not adequately explain why University Glen was not notified in a timely manner of the reported assault in the vicinity of Malibu Hall after dark. Sergeant Suhing replied he can say that the incident was being reviewed and the department is working to do better. Suhing stated that he was not at the administrative level of the department and his responsibility was to document the incident and move it up the chain of command in the department. Suhing apologized that he did not have details regarding this specific incident and that the department is working to do better. Powell reiterated that she would like to have an answer why the East Campus was not notified of the reported assault. Sergeant Suhing closed by saying he appreciated the conversation.

C. Site Authority staff representative (Troy Brown)

As this is Mr. Brown's first HAC Meeting since starting his position as Site Authority, General Manager, he offered his personal history both work and personal. He mentioned he is a retired public administrator with 30-years' experience at six-cities in California. He started in Santa Clarita and served in about every department in that city. After 9 years he went to the City of Riverside as Assistant to the City Manager. This was his first opportunity to work in a full-service city with its own utility, airport, public works, and parks and recreation, and purchasing a billion-dollar budget and 1,500 employees. After two years, he moved to Elk Grove, south of Sacramento, and became Assistant to the City Manager there. Elk Grove was incorporated on July 1, 2000. When Brown started at Elk Grove the town had a population of 45,000 people and when he left 5 years later the community was growing very quickly and had a population of about 150,000 people. He reported they put about 7,000 units of housing in the ground, created their own locally controlled police department, transit agency, and started up their own public works department. After 5 years there he had the opportunity to be Assistant City Manager at the East Bay city of Livermore where he was tasked with downsizing that organization as it was in 2009. He right sized that organization and came in with a balanced budget during subsequent years. After 5 years in Livermore, he moved to Tracy in the Central Valley and served as City Manager. After 3 years in Tracy, the City of Moorpark was looking for a City Manager, and he was successful in securing that position. He graduated from CSUN with a degree in political science. And graduated with his master's degree from CSU-San Bernadino.

Brown summed it up by saying two things stand out in his career. He always puts people first. None of this would be possible without people. It doesn't matter where a person falls on the political spectrum, when it comes to policy it needs to make sense. And people need to be able to understand it.

Brown said he is pleased to be the General Manager for the Site Authority. He has not seen a situation like this, and he is used to being involved with complicated situations. This is a unique opportunity to

bring some common-sense knowledge to bear in his position as Site Authority General Manager.

Brown works part-time working onsite Mondays and Wednesday, and half-day Tuesdays from home.

Mary Kennedy welcomed Troy Brown to the community. She further stated that historically, not with the present Site Authority Board, the community was considered to be a nuisance (pitchforks and torches) that the Board needed to tolerate in order to do whatever they wanted to do. Kennedy stated that based on the past several Site Authority Board meetings there are members on the Board that understand University Glen (East Campus) functions as a little city or town. And that the members of the community appreciate being dealt with in that manner. Kennedy offered the example of the water leak on E Platts Harbor which was mentioned earlier tonight. Water continues to be discussed between the community and CSUCI. In the case of a water main leak, the water which is leaking from the main is billed to Common Area Management to be paid by the owners. However, the owners have no input into the expediency with which the leak is repaired because CSUCI Facility Services remains responsible for the repair to water utility infrastructure.

Maddie Litton brought forward that townhouse owners are not responsible for roots below their concrete slab floors which may be causing the post-tension concrete floors to crack and shift. Who pays to address those issues? Litton offered that this is one of the issues on the community's plate for which clarity is being sought.

Brown responded that since he began this position he has heard about issues with the community garden, infrastructure, fire safety, landscaping, and telecommunications. He took this opportunity to set the expectation that he can do "anything" but not "everything." He also mentioned he needed to hear what the Site Authority Board sets as their priorities. He offered that over the next two years, which is the term of his contract, he will be able to move the needle on some of these issues. Brown's hope is to at least clarify roles, expectations, and outcomes.

G Powell asked Brown about the status of the governance proposals the former Site Authority Executive Director was putting forward to the Site Authority Board. Brown replied that he has pulled the governance document as an action item for the Board's next meeting until he can vet it further.

S. Boyd brought forward that as the governance documents are vetted further, the understanding that Kennedy Wilson Multi-Family is legally bound by their corporate decision-making structures regarding their participation in University Glen community's groups/committees because of their responsibilities to their shareholders.

D. UGlen Common Area Property Manager (Jake Friesen)

**2026-2027 Budget Presentation to the Homeowner's Advisory Council (HAC) as of March 16, 2026.**

The 2026-2027 Budget is anticipated to be \$3,277,099. Overall, this is a 4% increase Year-Over-Year.

Based on the reserve contributions staying flat as recommended by Complex Solutions, our reserve consultants,

- The Single-Family Homes' monthly maintenance rent charge will increase to \$343.58. This is a 6.2% increase.
- The calculation for the Townhouses, with the reserve contribution remaining the same, the overall monthly maintenance rent is calculated to be an excess of \$12,20. The recommendation is to keep the monthly maintenance rent for townhouses at \$575.03 and contribute the difference (\$12,20) to the monthly townhouse reserves.

See the prorated share breakdown by budget line item from the proposed 2026-2027 CAM Budget as of March 16, 2026, below.

|                                                   |              |            |            |              |            |              |              |              |
|---------------------------------------------------|--------------|------------|------------|--------------|------------|--------------|--------------|--------------|
| Total Expenses                                    | \$ 1,271,861 | \$ 224,902 | \$ 54,287  | \$ 1,551,050 | \$ 295,989 | \$ 1,380,060 | \$ 1,676,049 | \$ 3,227,099 |
| Net Income = \$0                                  |              |            |            |              |            |              |              |              |
| Annual Expense per Unit                           | \$3,877.62   | \$3,877.62 | \$3,877.62 |              | \$4,110.96 | \$6,900.30   |              |              |
| Monthly Expense per Unit                          | \$323.14     | \$323.14   | \$323.14   |              | \$342.58   | \$575.03     |              |              |
| Y-Q-Y Change Total                                | 7.24%        | 7.24%      | 7.24%      |              | 6.80%      | 0.00%        |              |              |
| Change in Reserve Contribution per Unit per Month | \$0.00       | \$0.00     | \$0.00     |              | \$0.00     | \$12.20      |              |              |

  

| Pro Rata Share                    |          |          |          |  |          |          |  |             |
|-----------------------------------|----------|----------|----------|--|----------|----------|--|-------------|
| Administration                    | \$28.83  | \$28.83  | \$28.83  |  | \$28.83  | \$28.83  |  | \$232,499   |
| Property Protection               | \$12.21  | \$12.21  | \$12.21  |  | \$12.21  | \$12.21  |  | \$98,500    |
| Landscape                         | \$61.95  | \$61.95  | \$61.95  |  | \$61.95  | \$61.95  |  | \$499,600   |
| Common Area Maintenance           | \$36.86  | \$36.86  | \$36.86  |  | \$36.86  | \$36.86  |  | \$297,235   |
| Utilities                         | \$141.61 | \$141.61 | \$141.61 |  | \$141.61 | \$141.61 |  | \$1,141,929 |
| Townhouse Maintenance             |          |          |          |  |          | \$37.43  |  | \$89,842    |
| Townhouse Insurance Master Policy |          |          |          |  |          | \$55.27  |  | \$132,654   |
| Townhouse Insurance Earthquake    |          |          |          |  |          | \$21.81  |  | \$52,352    |
| Reserves-Common Area              | \$41.67  | \$41.67  | \$41.67  |  | \$41.67  | \$41.67  |  | \$336,000   |
| Reserves-Single Family Homes      |          |          |          |  | \$19.44  |          |  | \$16,800    |
| Reserves-Townhomes                |          |          |          |  |          | \$137.37 |  | \$329,688   |
| Total Monthly Cost Per Unit       | \$323.14 | \$323.14 | \$323.14 |  | \$342.58 | \$575.03 |  | \$3,227,099 |

  

|                                             | 2025-2026                   | 2026-2027 | Increase |     |              |                    |
|---------------------------------------------|-----------------------------|-----------|----------|-----|--------------|--------------------|
| CAM Apts                                    | \$259.66 per unit per month | \$279.47  | \$19.81  | 8%  | \$125,423.00 | \$1,521,160        |
| CAM SFH                                     | \$259.66 per unit per month | \$279.47  | \$19.81  | 8%  | \$22,576.00  | \$270,913          |
| CAM TH                                      | \$404.19 per unit per month | \$395.99  | -\$8.20  | -2% | \$62,711.00  | \$752,538          |
| CA Reserves 328 Apts + (14+58 TC)=400 Total | \$41.67 per unit per month  | \$41.67   | \$0.00   | 0%  | \$28,000.00  | \$336,000          |
| SFH Reserves (72)                           | \$19.44 per unit per month  | \$19.44   | \$0.00   | 0%  | \$1,400.00   | \$16,800           |
| TH Reserves (200)                           | \$125.17 per unit per month | \$137.37  | \$12.20  | 10% | \$27,872.00  | \$329,688          |
|                                             |                             |           |          |     | <b>Total</b> | <b>\$3,227,099</b> |

**Electrical Cabinet at Northwest Corner of roundabout at Anacapa Island Drive and Channel Island Drive-UPDATE**

Following communication with SCE, UGlen's Cleaning/Handyman vendor removed and disposed of the corroded electrical cabinet. SCE agreed that they will either pull back the underground cable to the main electrical box about 20-north of the deteriorating pad of the old electrical cabinet or disconnect the cable in the main electrical box. At that time, we will schedule demolition of the crumbling concrete pad and plant grass. (It was determined that this electrical cabinet is the responsibility of UGlen CA management to address/maintain.)

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

UGlen Common Area Property Management is working with Better Pools LA to restart the Hillcrest Pool/Spa heaters in a manner which will ensure the Pool and Spa will be heater on April 1, 2026.

### **Landscape/Tree Maintenance between Somis Street and Fillmore Street**

The Site Authority's General Manager determined this parcel of land is the responsibility of the Site Authority to maintain. Based on this UGlen CA Maintenance Management facilitated SA communication with Gothic Landscape (landscape maintenance service) and American Heritage Landscaping/Legacy Tree Service (tree trimming/maintenance) to amend their contracts with Seabreeze Management Company. The Site Authority anticipates paying invoices from Gothic and American directly.

### **Reimbursement of 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. To date UGlen has not received written clarification from CSUCI Facility Services about the definition of infrastructure and what is included in the budgeted Infrastructure Fee line item. Site Authority GM is working to secure a written definition of infrastructure as it applies to University Glen.

### **Townhouse Landscape Refurbishing Project: 100-400 CI Drive and Smugglers Cove: UPDATE**

During the conversation at the BAG on March 11th, Site Authority GM expressed concern about the removal of so many trees in response to the future 0-Zone State/VCFD requirement for tree/shrubs/plantings. The concern for potential damage to floor slabs was mentioned, without agreement on how to proceed. Uncertain how Townhouse Refurbishing project will proceed before the end of the fiscal year, June 30, 2026. Further discussion is necessary to determine how much money to put in the refurbishing line item in the 2026-2027 Common Area Reserves.

### **Trip Hazard Project—Sidewalk Replacement Project**

\$38,000.00 Removal of 15-trees

\$35,000.00 720 SF Concrete Replacement

\$ 3,650.00 5% Contingency

**\$76,760.00** to be allocated in the 2026-2027 Budget.

We anticipate bidding on this project so the work can begin shortly after July 1, 2026.

### **Annual Tree Trimming Budget to Date--UPDATE**

Due to the trees that came down due to winds & rain during the December holidays. We are approximately 25% over on the annual tree trimming budget of \$60,000. We anticipate costs will be around \$75,000 for this line item, when we complete the spring phase of the annual tree trimming.

### **Discussion about the Community Garden-Status UPDATE**

Discussions continue about the long-range relationship use of this common area amenity to include Anacapa Canyon residents. The details about how the community garden is used will potentially clarify the use and maintenance of the community park including the dog park and any additional improvements.

**Life Safety issue at in-ground communication vaults.**

At the three in ground communication vaults on Channel Islands Drive between Rincon Drive and the Playground, Management is securing pricing to remove the rusted lids of the in-ground vaults, grind any protruding metal, fill the vaults with rock/dirt, and install sod. This would address the safety issue and provide a cost-effective landscape solution.

**100-foot Brush Clearance Schedule.**

The 100-foot brush clearance is required by law to be completed by June 1, 2026. Gothic landscape is planning to have their crews complete the entire community in May 2026. Areas which become overgrown prior to the May time schedule will be addressed on an individual basis.

**HAC Elections for 2026-2027 Fiscal Year.**

Three members of the HAC will be completing their 2-year terms of service, Mary Kennedy, Dillon Tull, and Madison Litton. If you are interested in being a candidate let the HAC and the CAM manager know. Based on past years, the list of candidates is closed around the end of the May's HAC meeting (the week of May 18, 2026, this year) The election letter along with the return ballots go out so the ballots can be counted before the June HAC meeting, at which the results of the election is announced. The new members of the HAC for 2026-2027 will begin their 2-year terms beginning July 1, 2026.

**Artisan Market--Sunday, March 22nd 11:00 AM-3:00 PM.**

There will be an Artisan Market on Sunday, March 22nd beginning at 11:00 AM thru 2:00 PM in the Town Center Courtyard with food trucks on Rincon Drive. See the list of vendors on the event's flyer.

**PROJECTS:****UGlen Fencing Project:**

Going forward, the standard for replacement fencing in University Glen which meets the anticipated non-combustible requirement is the 6-inch-wide x 1-inch-deep aluminum horizontal panels, spaced 1-inch apart vertically, black in color. 6'-0" is the maximum height of fencing allowed in University Glen. CSUCI-Facility Service has approved of this standard. Attached is photo of a recent installation of this type of non-combustible aluminum fencing at 310 Fry's Harbor Drive.

**Townhouse Fencing Project--Mock-ups**

The BAG reviewed the pricing at their March 10<sup>th</sup> meeting. The three bids are within \$1,500 of each.

The mock-ups are for the following townhouse addresses:

Townhouse patios with access gates to trash alley 435-445 Channel Island Townhouse mid-block trash enclosure replacement at 239 Smugglers Cove.

Townhouse stucco trash enclosure gates at 336 E Platts Harbor & 302 Twin Harbor.

**Single-Family Homes front retaining wall repair/repaint.**

At 72 Single-Family Homes in UGlen repair and paint the front retaining walls. The following is a listing of the bids offered by three painting vendors. There were three bids received ranging from \$46,800.00 to \$86,400.00. This SFH reserve line item is budgeted for \$29,438.00. There is a SFH reserve line for Block/Stucco Walls Major Repairs in the amount of \$39,238.00. The difference between \$46,800.00 and \$29,438.00, \$17,362.00 is to be paid from the SFH Reserves Block/Stucco Walls Major Repairs.

**Repiping project at townhouse in the 200-block of Smugglers Cove  
UPDATE**

The building permit for this townhouse repiping project was signed. We are waiting for the building inspector to complete his inspection. Following the completion of the inspection, UGlen CA Prop Management will secure pricing for approval by the Site Authority and our insurance provider to move forward and complete the restoration work.

**Remediation work at townhouse in 200-block of Smugglers Cove due to water pipe leak. UPDATE.**

UGlen CA Prop Management continues to coordinate the schedule for the remediation work at this townhouse with the owners.

**DG Path repair, along Channel Islands Drive near the 3000-block roundabout.**

At the BAG meeting on March 10th the members reviewed Gothic Landscape's proposal 2602XXL for refurbishing of 250-feet of DG path which is rutted out and a trip hazard. The 2025-2026 CAM Budget Common Area Reserves Component 1801 has \$24,700.00 budgeted for DG Path refurbishing. The amount of this proposal is \$24,597.40. This work is being scheduled.

**Water main repair at 317 E Platts Harbor Drive.**

As of Monday, March 16th, the plumbing contractor began repair work in front of 317 E Platts Harbor Drive.

- E. Community Advisory Group (CAG) (Mary Kennedy, HAC Representative).
- F. Budget Advisory Group (BAG) (Angela Rodriguez, Sandi Boyd).  
S. Boyd put on the table that with the present politics in the world, the BAG is discussing how to amend the rate of inflation used while developing the 2026-2027 CAM Budget. Additional information is forthcoming.

**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 reported the gardeners in the community area are gardening and everything is calm compared to several months ago.

Powell reported have a good meeting with T. Brown. They discussed the community garden including establishing an organizational structure in the community garden which takes a volunteer from the community out of the notification process for reassigning plots due to person(s) not gardening in a plot.

They also discussed allowing residents of Anacapa Canyon to be assigned a plot with the understanding that they pay a fee, seeing the University Glen residents pay for items in the community garden, such as irrigation repairs, from their monthly maintenance rent charges. Powell commented that at the present time there are no available plots.

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

Friesen reported there was a member of the community who reports that she is a master gardener and has some suggestions about the plant palette to be used in UGlen. Friesen reported this individual was invited to attend the HAC meeting and bring her ideas forward during the Public Comments portion of the HAC meeting.

Powell offered that Ventura County Fire Department's Standard 515 should not be the protocol used to determine which trees are to be removed as part of the Phase 2 landscape refurbishing project. She suggested going to the State Resource Board for guidance. Powell stated she has a problem with a for-profit company determining which trees are to be removed with no oversight.

Friesen offered that Powell's concerns bring up of how to address fire hazard issues around homes, both SFH and THs, taking into consideration courtyards and common areas. To date the Phase 2 refurbishing project is addressing common areas only.

M. Kennedy offered that the community needs input from a variety of resources, including Troy Brown with the Site Authority.

T. Brown spoke up and noted there seemed to be policy decisions which need to be made and additional information needs to be put together to develop those policies.

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

**I. New Business.**

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.

**II. Next HAC Meeting Date.**

The members of the HAC determined the next meeting of the HAC will be held on Monday, April 20th at 6:00-7:30 PM in the Town Center Community Room.

**III. Adjournment** Adjourn at 7:36 PM