



University Glen Corporation
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Board of Directors Meeting

Thursday, October 29, 2015

Minutes

The Board of Directors of University Glen Corporation met on October 29, 2015 at 4:30 p.m. The meeting was held in the Conference Room the University Glen Corporation Offices, California State University Channel Islands (CSUCI), 45 Rincon Drive, Suite 104-A, Camarillo.

Chairperson Robe presided and called the meeting to order at 4:30 pm.

Members Present:

Bill Robe
David Press
Beatrice de Oca
Andrea Grove
Barbara Thorpe
Ysabel Trinidad
Stephen Clark

Members Absent:

None

Public Forum

Mr. Robe called for public comments. Three members of the public asked to speak. Wolfgang Paasch discussed the CAM fee issue requesting transparency and provided a list of questions to Bill Robe requesting that they be submitted as part of the meeting minutes. Russ Petruzzelli requested a timeline on the reduction in CAM fees. He also questioned if the CAM Fee Reserves were segregated from the rest of the University Glen Funds. Dr. Steven Clark suggested that the Homeowners Advisory Committee (HAC) report should be given by the HAC Chair

Approval of Minutes

Mr. Robe called for the approval of the minutes of the April 9, 2015 regular meeting. The motion to approve the minutes was duly made, seconded, and approved 6-0-0.

Senior Director's Report

- **UGC Operations**
 - Start of year commercial operations have shown improvement over last year. The additional campus FTE enrollment of over 250 students is showing in sales. October sales MTD are \$2,600 with all operations except Pizza 3.14 and Freudian Sip in the library having positive results. The opening of Sitar Restaurant on the weekends has negatively affected Pizza 3.14 sales during that time period.
 - Construction for the Islands Café dining expansion continues with additional demolition. Because of the age of the building there has been the need for abatement of both asbestos and lead materials.

- **Site Authority Operations**
 - Home Sales
 - Direct sales in play: 0
 - Direct sales in escrow: 1
 - There have been 8 sales since July 1.
 - Phase IA/B/C and Town Center apartments are 97.4% occupied and 99.2% leased
 - We are working with campus in planning for El Nino. Work will be done on a “V ditch” along Channel Islands Drive where we had minor issues during the last rain. We will also be installing a sand bag filling station in the phase 1C pool area for emergency use by our staff as well as being available to residents. We are investigating a permanent solution to this problem which will require the installation of CMU (block) walls to divert runoff from the hillside.
 - In response to photos submitted by Dr. Steven Clark UGC has completed 22 of 25 items that could be completed by in-house staff. Many items require acquiring bids from outside vendors with such bids in progress.
 - We have completed the concrete grinding of the trip hazards on the entire property to reduce the risk of falls
 - We have developed a multi-phase maintenance program designed to oversee the property. It involves a monthly tour and inspection report be generated and an associated timeline for response to issues. Additionally, a tracking chart of issues developed in the reserve report will be utilized to plan and execute repairs of a more long term basis.
 - The annual Operation Safe Halloween will take place again this year.

- **Town Center**

- 14 total spaces. 11 are leased, 2 have been converted to general use meeting space available for rental by campus entities and the general public. We are in lease negotiations with Tortillas Grill to take over the space previously occupied by Pure Health
 - Housing and Residential Education will continue to utilize the apartments within the Town Center to house students for the 2015-2016 academic year.
- **Homeowners Advisory Council**
 - There were multiple resident comments on the Phase 2A/B development. Most comments are on the issue of the composition of the property being totally apartments, as opposed to single family dwellings or a mix of single family and apartments.
 - Residents have expressed concerns about our landscape contractor Valley Crest.
 - Jim Constadine, the Site Authority Board Chair, has requested an independent auditor to analyze the CAM budget, The report is not in yet.
 - Residents have asked for an “open Mike” music session on Thursday nights from 5:00pm to 6:30pm in the Town Center courtyard. UGC is working with the campus music department to make this happen.

Financial Report

The Financial reports for the Period ending February 28, 2015 were presented by Mr. Nirenberg.

CI 2025 Update

Dr. Blaine provided an update on the CI 2025 project. He outlined the information item presented to the CSU Board of Trustees in January regarding the total CI 2025 development program. He also discussed the action item presented at the March meeting. At the March meeting the trustees voted for Conceptual Approval of a Public/Private Partnership Housing Development Project on the site known as Phase 2A/B. Dr. Blaine explained the next step is to develop a Request for Qualifications / Proposal, and work with stakeholders to define the project scope.

2015-2016 Budget

The budget for the 2015-2016 fiscal year was presented and discussed. This budget includes revenue increases of 2.5% in meal plan rates, and increases in catering and summer conference sales. Increases in expenses include \$202,000 to cover the cost of implementation of the Affordable Care Act, a 2.0% compensation pool, an increase in minimum wage from \$9.00 to \$10.00 on January 1, 2016 which will drive our entry salary to \$10.50 and improvement expenses for needed equipment. A motion to approve was made and seconded and approved by vote of 6-0-0.

A review of the Site Authority budget was presented as an information item.

Annual Conflict of interest Policy and Statement

The board reviewed, discussed and turned in their annual conflict of interest statement.

Delegation of Authority

The Board reviewed the annual delegation of authority to UGC staff. The motion to approve was duly made and seconded, and approved by vote of 6-0-0.

Annual Vote of Board Officers

The slate of officers were nominated and discussed:

- Chair: Bill Robe
- Vice Chair: Vacant
- Treasurer: Ysabel Trinidad
- Secretary: Barbara Thorpe

The motion to approve the board officers was duly made and approved by vote of 6-0-0.

New Business

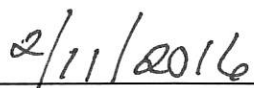
There being no further business to come before the Board, the meeting adjourned at 6:30 pm.

APPROVED

University Glen Corporation



Barbara Thorpe, Secretary



Date: