



University Glen Corporation
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Board of Directors Meeting

Thursday, February 11, 2016

Minutes

The Board of Directors of University Glen Corporation met on February 11, 2016 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, Andrea Grove, Barbara Thorpe, Dr. Stephen Clark

Members Absent: Ysabel Trinidad

Public Forum

Mr. Robe called for public comments. There being no comments, Mr. Robe closed the public comment period of the University Glen Corporation Board of Directors.

Approval of Minutes

Mr. Robe called for the approval of the minutes of the October 29, 2015 regular meeting. The motion to approve the minutes was duly made, seconded, and approved 5-0-0.

Landscape Update

Mr. Cooper was unable to attend the meeting and the update was tabled until the March 10, 2016 meeting.

HAC Report

The HAC report was presented by David Carlson, Chair of the Committee.

- Mr. Carlson reported that the HAC would like to have input on the transition and implementation of the property management company.
- He discussed the concern that many of the prior HAC meetings had deteriorated to a confrontational situation and would prefer that they be conducted in a more collegial manner.
- He discussed the concerns of the homeowners about answers to unresolved financial issues mainly focusing on the CAM Fees.
- The HAC Committee would like to meet with Dr. Blaine, Dave Nirenberg, and Ventura Investment to discuss the transition of operations from UGC to Ventura Investments.

- He reported that the residents have provided positive feedback for the transition from Valley Crest to CI Facilities Services for landscaping. He also questioned if the fees for CI Facilities Services will be the same or higher than Valley Crest.
- He reported that the residents are happy with the Town Center retail operations, and in particular with the Town Center Market.
- He reported that the residents are pleased with the police presence in the Glen and that in particular that they did an excellent job during the recent power outage.
- The residents have ongoing concerns regarding the specifics of the Phase 2A/B development.
- Mr. Carlson discussed the fact that the HAC responsibilities provided in the Ground Sublease are specifically to do Architectural Reviews submitted by residents. A short discussion ensued on the delivery of notices of homeowners in default of the rules and regulations per the Ground Sublease and the process that is followed regarding these notices. Mr. Press commented that non-permitted improvements to homes would cause issues on resale.

Senior Director's Report

- **UGC Operations**

- Current year commercial operations continue to show improvement over last year. The additional campus FTE enrollment of over 250 students is positively affecting sales. The opening of Sierra Hall has transferred classroom assignments from Broome Library to Sierra Hall which as negatively affected sales at Freudian Sip Broome Library. This population switch has also had the effect of increasing sales at the Student Union which has more than offset the loss at Freudian Sip Broome. 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 demolition completed and construction underway. Interior work has begun. Some areas within the existing kitchen have been completed as well as exterior construction and Salon A areas. Final completion date is August 14th.

- **Site Authority Operations**

- Home Sales
 - Direct sales in play: 0
 - Direct sales in escrow: 0
 - There have been 9 sales since July 1.
 - Correction Memo 70 total, 15 yet to be signed
 - Phase IA/B/C and Town Center apartments are 99% occupied and 97% leased.
- Preparation of the property for El Nino proved positive during the first two storms where no damage or significant issues arose. We remain vigilant for future storms as predictions have the strongest part of El Nino delayed to later in the season. The sand bag filling station in the phase 1C pool area has supplied

approximately 350 sand bags for emergency use by our staff as well as residents.

- The transition from Valley Crest to Campus landscaping is going well. Communication processes have been established and are working well.
- Maintenance Checklist and Project List were handed out.
- Issues with Resident notifications for rules violations and Architectural changes:
Renters and Homeowners
 - Renters: Both issues reported by residents and by UGC staff initiate letters to reported residents to comply with violations of their lease and Common Area Rules and Regulations.
 - Homeowners: In addition to the same issues as Renters the Homeowners have a responsibility to comply with Application for Architectural Changes to their property.
- The annual Safety Day event is in planning stages with tentative dates of either April 30th or May 7th.

- **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.

Financial Report

The Financial reports for the Period ending December 31, 2016 were presented by Mr. Nirenberg.

CI 2025 Update

Dr. Blaine was unable to attend the meeting and the update was tabled until the March 10, 2016 meeting.

Revised 2016 Meeting Schedule

A new meeting schedule changing from quarterly to monthly meetings was presented by Mr. Nirenberg. There was no discussion and approved 5-0-0.

New Business

There being no further business to come before the Board, the meeting adjourned at 6:00 pm.

APPROVED

University Glen Corporation

Barbara Thorpe, Secretary

Date: