



University Glen Corporation  
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## Board of Directors Meeting

Thursday, February 4, 2010

### Minutes

The Board of Directors of University Glen Corporation met on February 4, 2010 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 was absent and Dr. Thorpe presided and called the meeting to order at 4:35 pm.

#### Members Present:

Joanne Coville  
Jacquelyn Kilpatrick  
David Press  
Barbara Thorpe

#### Members Absent:

Beatrice de Oca  
Bill Robe

#### Public Forum

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

#### Approval of Minutes

Dr. Thorpe called for the approval of the minutes of the October 29, 2009 regular meeting. The motion to approve was duly made, seconded, and approved 4-0-0.

#### Executive Director's report for University Glen Corporation

The Executive Director's report was received:

- Home Sales
  - SA owned: 0
  - SA in play: 0
  - Direct sales in play, no buyer: 7
  - Direct sales in escrow: 4

- Phase IA/B/C and Town Center apartments are 89% occupied and 90% leased.
- UGC received, on January 5, 2010, a certificate of excellence from the auxiliary systemwide insurance provider for being a "safety superstar" for having no workers compensation claims for one program year.
- The new Deputy State Fire Marshall made two surprise visits to University Glen and issued three notices with 15 items for correctction. We are working with OPC to consolidate everything and develop an action plan.
- Flood Zone Issue. FEMA has designated parts of University Glen a flood zone A (the worst designation available). FEMA was using outdated maps. Our civil engineer indicates that improvements were made to the area during the infrastructure construction period that contain the 100 year flood within Long Grade Creek. This information was never provided to FEMA. We are in the process of working with our civil engineer to appeal the flood zone designation. See attached map from civil engineer. The below update is from the civil engineer as well.
  - "At this time, we have obtained the 100-year flows from the VCWSPD (Ventura County Water-Shed Protection District) and we have had our own survey crews take cross-sections of the existing ground of the channel along the units. Using computer software and inputting in both the verified existing ground and the 100-year flow, we have plotted the OUTER limits of where the 100-year flow would be contained (the blue colored area represents the limits of the 100-year flow). Note that the units are not located in, or even in close proximity, to the 100-year flow limits (i.e. - there is still some vertical slope on the bank as well as the sidewalk area up to the units + the actual finish floor elevation (higher than the shown pad elevation) of each individual unit that is not within the now verified topography and flow)."
- UGC is airing a commercial in prime time on several cable channels beginning November 18. It will air 750 times over a three month period every day during 5:00 pm to 11:00 pm on the following channels: A&E, AMC, Animal Planet, Bravo, CNN, Discovery, Food Network, Prime Ticket, MSNBC, Oxygen, TLC, Travel Channel, TV Land, VH1.
- There was a gas leak in University Glen when the landscapers pulled out an old stake. A couple of apartment buildings were evacuated and the gas line was repaired
- There was a carpet cleaning van that caught fire in University Glen. Damage was limited to a small area of grass and a tree. We are working with the insurance company for the carpet cleaning company to be paid for these repairs.
- One foreclosure went to auction. We were there to bid on the home and after furious bidding were ultimately out bid by some real estate investors who thought they could fix up the house and then flip it. They spoke to me and realize they made a mistake. They offered the house to us for their cost which we declined and they are negotiating with the previous owner. There is another auction scheduled for early February and I am thinking it will be postponed.
- Food Services Program.
  - UGC will be providing food services to the new Student Union Building in February 2010.
  - There will be a coffee shop, salad station, sandwich station, pizza and a convenience store.
  - UGC hired 36 students to provide support to the food services operation in the Student Union Building.
  - Scot Masters has been appointed Food Services Manager. He will be responsible for overseeing food service operations in the Student Union

Building. He has an impressive educational and professional background including training at the Culinary Institute of America, the American Culinary Federation and the Southeastern Culinary Academy. He possesses various certifications related to the food industry including a training certification

- Islands Cafe
- On November 10, Sammys Market was closed by the Health Department and was reopened shortly thereafter.
- The Verizon antennae construction project has started and the contractor is estimating completion of the construction phase to be mid-February 2010.
- Phase IC Pool construction is moving along. Estimated completion of the project is February 2010.
- The UGC Retirement Plan has been implemented effective December 1, 2009.

#### Town Center (new information appears in bold)

- 14 total spaces. **11 are leased, 3 are available.**
- Building A
  - Space 1: Family Values Cinema
  - Space 2 & 3: Chabad Center with the Jewish Center on campus
  - Space 4: UGC Offices
  - **Space 5: 830, Coast Copy Center, opened January 21, 2010.**
- Building B
  - Space 1 & 2: BrainX
  - Space 3: Well Balanced
  - Space 4: Bookstore
  - Space 5: 1,800 square feet available
- Building C
  - Space 1: Tortillas Grill.
  - Space 2: 770 square feet available
  - Space 3: 1,850 square feet available
- Building D
  - Space 1: Grocery Store, Subway and Juice-it-Up

#### Executive Director's report for the Homeowners Advisory Council

- There was no new information to be presented.

#### Financial Report

The financial statements for December 2009 were presented to the Board and discussed. It was reported that the financial reports will look different in the next couple of months due to the transition of the Site Authority to the campus. The following items that had been in UGC financial reports will be transferred to the SA financial reports, Leasing, Home Sales, Common Area Maintenance and Reserves.

#### Old Business

There was no old business.

#### New Business

There was no new business.

There being no further business to come before the Board, the meeting adjourned at 5:20 pm.

APPROVED

University Glen Corporation

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Barbara Thorpe, Secretary

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Date: