

WEST CAMPUS POINT OWNERS' ASSOCIATION BOARD OF DIRECTOR'S MEETING AGENDA

Friday – January 6, 2017

9:00 am – 11:00 am

928 West Campus Lane

I. CALL MEETING TO ORDER

- II. REQUESTS BY HOMEOWNERS IN ATTENDANCE** (unless considered an emergency, it will be placed on the next meeting agenda – maximum 5 minutes per homeowner, maximum total time for open forum 15 minutes)

III. APPROVAL OF PRIOR MEETING MINUTES

IV. TREASURER'S REPORT

V. MANAGER'S REPORT

VI. OLD BUSINESS (Board to consider, review and possibly vote on)

1. 950's landscape project completion/remediation
2. Landscape service contracts
3. Parking issues & towing signage at entrance
4. Draft Maintenance Guidelines

VII. NEW BUSINESS (Board to consider, review and possibly vote on..)

1. Palm Plaza barbeques
2. Playground equipment stairs
3. Landscape architect/designer
4. Leak remediation loan and payments
5. Committee appointments. Including unit sales & coil oil point
6. Minutes on web site
7. Community website issues
8. Estimate to replace pool area lights
9. Green waste dumpster
10. Review major repairs/replacements anticipated for 2017
11. Deck inspections
12. Items for newsletter and future agenda
13. Set date for the next board meeting

VIII. ADJOURNMENT

- IX. EXECUTIVE SESSION** - If Needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, or upon an owner's request to discuss payment of assessments). 1. Landscape Contract

Minutes DRAFT
West Campus Point Homeowners Association Board of Directors Meeting

Monday, November 14, 2016
6:30 - 8:30 pm
978 West Campus Lane

Homeowners: Cynthia Kaplan and Gail Humphreys
Board Members: Dorothy Gonzalez-President, Sarah Cline-2nd Vice President, Kary O'Brien-1st Vice President and Allison Moehlis- Secretary
Property Manager: Dave Russo

The meeting was called to order at 6:28 pm.

Approval of Minutes:

The Board approved as amended the minutes of the prior Board Meeting of Oct 14, 2016.
The Board approved as amended the minutes of the Board Meeting at Bartlein & Co. on Oct 24, 2016

Treasurer's Report by Dave Russo. As of end of October, 2016:

Total Income is \$372,799.52 YTD
Operating Expenses are \$275,266.49 YTD
Reserve Expenditures are \$48,611.71 YTD
Total Expenditures are \$323,878.20 YTD
Transfer to Reserves are \$(62,498.52) YTD
Transfers from Reserves are \$20,000.00 YTD
Operating Account \$5,000.00 - end of month
Total Assets are \$861,360.67 YTD

The Board accepts the Treasurer's Report.

Manager's Report by Dave Russo

- Final invoice for Tierra Verde was \$2000 and will be paid

The Board accepts the Manager's Report

OLD BUSINESS

950's Landscape Project Completion/Remediation

Nothing to report

Tierra Verde 2017-2018 Tree Maintenance Contract

Sarah moved to approved Tierra Verde two-year contract for January 2017 - December 2018 at a monthly cost of \$2400.00. Seconded, discussed, and amended.

Sarah moved to renegotiate the Tierra Verde two-year contract for January 2017 - December 2018 to include an additional roof drain cleaning for annual cost not to exceed \$30,000. Seconded, discussed, and motion failed at two-for, one-opposed, two-abstentions.

Sarah moved to approve Tierra Verde two-year contract for January 2017 - December 2018 dependent upon the inclusion of two roof drains cleaning per year for annual cost not to exceed \$30,000. Seconded, discussed, and unanimously approved.

MGM 2017 Contract

Sarah moved to authorize Gail to speak with MGM landscape to extend the month to month contract to March 1, 2017. Seconded, discussed, motion passed at three-for, one-opposed, and one-abstain.

Association's 2017 Budget

Allison moved to have Anna and Kary consult the CPA M. Gartzke and Bob Bartlein to approve a final Budget for 2017. Not seconded.

Sarah moved to appoint Anna and Kary to consult the CPA M. Gartzke and Bartlein to obtain additional information that will be used to produce a draft budget for approval by the board on Saturday, November 19th at 9 am at WCP #928. Seconded, discussed, and unanimously approved. Dave will email the board the last two annual tax reviews November 15.

Annual Meeting Tuesday December 6, 2017 HSSB 4020 from 6:30-8:30pm

Meeting Adjourned at 8:42pm

Minutes respectfully submitted, Allison Moehlis, Association Secretary

DRAFT
Minutes
West Campus Point Homeowners Association
Board of Directors Meeting

Saturday, November 19, 2016
9:00 – 10:00 am
928 West Campus Lane

Homeowners: Tess Cruz

Board Members: Dorothy Gonzalez-President, Kary O'Brien-1st Vice President, Sarah Cline-2nd Vice President, and Anna Spickard, Treasurer

I. Call Meeting To Order.

Meeting was called to order at 9:00 am.

II. Request by Homeowners in Attendance:

Tess Cruz requested that the hedges outside her kitchen window be trimmed.

III. Old Business

1. Association's 2017 Budget

A motion was made to accept the budget dated 11/17/16 with monthly dues of \$504 with the inclusion of item 22, "Board voted to target keeping reserves at 75% funding (see also page 5, in 2015, item 34)" and item 23: According to the Memorandum of Understanding with UCSB, the LRP Repair Reserve category is to be kept as restricted funds solely for leak remediation repairs and if not spent, to remain as a line item in reserves. Seconded, discussed, and unanimously approved.

Following the vote, Tess Cruz indicated that in prior years the budget was discussed in August/September and prior Board members were invited to attend at the start of the budgeting process.

The Board would like to thank Tess for her consultation.

IV. Adjournment

Regular meeting adjourned at 9:57am.

V. Executive Session

Board members convened an authorized executive session at 9:57 am to review a short-term extension of the landscape maintenance contract with MGM Landscapes.

Minutes respectfully submitted,
Kary O'Brien, 1st Vice President

Minutes - DRAFT
West Campus Point Homeowners Association 2016 Annual Meeting of Members

Tuesday, December 6, 2016
HSSB 4020

The Annual meeting was called to order at 6:34 pm by President Dorothy Gonzlaez

Bob Bartlein gave the proof of meeting – a copy of the annual meeting notice was sent to each and all homeowners on October 19, 2016.

Board Members Present:

Board Members: Dorothy Gonzalez-President, Sarah Cline-2nd Vice President, Kary O'Brien-1st Vice President Anna Spickard-Treasurer, and Allison Moehlis- Secretary

Property Manager: Bartlein and Co. Bob Bartlein, President and Dave Russo, Vice President.

Confirmation of quorum: 34 homes were represented by person or proxy.

Approval of Minutes:

The minutes of the Dec. 2, 2015, Annual Meeting were approved with the following two changes presented by Dorothy Gonzalez:

- Approval and ratification of 2015 WCP HOA Board decisions were moved, seconded, discussed and unanimously approved.
- Excess Funds Resolution was moved, seconded, discussed, and unanimously approved.

Officer Reports

- President's Report was reviewed by Dorothy Gonzalez - electronic files of report were emailed to homeowners
- Landscape Redesign Committee Report was reviewed by Dominique Julienne - electronic files of report were emailed to homeowners
- ARB Report was reviewed by Cynthia Kaplan - electronic files of report were emailed to homeowners
- LRP Loan Report was reviewed by Harold Marcuse - electronic files of report were emailed to homeowners
- Landscape Maintenance Report was reviewed by Sarah Cline - electronic files of report were emailed to homeowners
- Reserve Study Report was reviewed by Harold Marcuse and Bob Bartlein- electronic files of report were emailed to homeowners. Kary O'Brien added that at the November 19, 2016 Budget meeting Bob Bartlein stated they could no longer continue to be our management company if we went forward with the suggestion of the WCP HOA accountant M. Gartzke and JD Brooks, who had recommend on how to fund the reserve. Bartlein will only prepare a budget using Modified straight line contribution.
- Treasurer's Report was given by Bob Bartlein
Projected Year-End amounts for 2016 are as follows:
Total Revenue: \$447,700.00
Total Operating Expenses: \$356,982.00
Loan Payments (leak remediation): \$26,000.00
Funds Available: \$828,380.70

Treasurer's Report was moved, seconded, discussed, and approved with two abstentions.

Election of Officers

The following homeowners were nominated, seconded, and agreed to serve on the WCP HOA Board of Directors for 2017: Kary O'Brien, Anna Spickard, Casey Walsh, Inga Bjorndottir, and Debra Fygenon.

Motion was made, seconded, discussed, and unanimously approved to close the nominations, wave the secret ballot requirements of the California Civil Code and unanimously elect the slate.

Old Business

- Gail Humphreys reported that the "cluster development funds" were not used in 2016 and the approved 2017 budget the "cluster development funds" were absorbed into the reserves. It was clarified by Bob Bartlein that the budget could be revised with a 30 notice to the membership to add a component to the reserves.

New Business

- Excess Funds Resolution was moved, seconded, discussed and approved with two abstentions.
- Approval and ratification of 2016 WCP HOA Board decisions were moved, seconded, discussed and unanimously approved.
- "The Knolls" UCSB Long Range Development Plan to develop the Devereux Property to add a road through WCP going to the new houses was brought to attention by Kary O'Brien.

Meeting adjourned at 8:28 pm.

Minutes respectfully submitted, Allison Moehlis, Association Secretary

Financial Summary

December, 2016

WEST CAMPUS POINT HOMEOWNERS ASSOC
901-979 WEST CAMPUS LANE-GOLETA

Ref WP

	Current Month	% of Budget	Year-to-Date	% of Budget	Annual Budget
BEGINNING BALANCE	5,000.00		239.20		
MAINT. FEES/ASSESSMENTS	32,305.34	8.3%	390,720.63	100.2%	390,000.00
UTILITY ASSESSMENTS	6,510.82	18.8%	58,247.89	168.3%	34,600.00
LATE FEES	- 0 -	N/A	250.00	N/A	N/A
OTHER INCOME	- 0 -	N/A	45.00	N/A	N/A
TOTAL INCOME	38,816.16	9.1%	449,263.52	105.8%	424,600.00
CLEANING & JANITORIAL	266.00	16.6%	2,092.00	130.8%	1,600.00
ELECTRIC	635.80	7.1%	7,256.59	80.6%	9,000.00
LANDSCAPE MAINTENANCE	9,900.00	16.5%	61,875.00	103.1%	60,000.00
LANDSCAPE SUPPLY & EXTRAS	- 0 -	0.0%	14,977.12	99.8%	15,000.00
TREE TRIMMING & MAINT. MANAGEMENT FEES	2,500.00	8.3%	30,000.00	100.0%	30,000.00
PAINTING & DECORATING	1,595.00	8.3%	19,140.00	100.0%	19,140.00
POOL MAINT & SUPPLIES	- 0 -	0.0%	2,031.20	101.6%	2,000.00
POOL HEATING (GAS)	777.94	8.6%	7,799.10	86.7%	9,000.00
REPAIRS & MAINTENANCE	605.34	8.6%	6,102.34	87.2%	7,000.00
RUBBISH REMOVAL	255.99	1.0%	24,069.78	96.3%	25,000.00
SUPPLIES	596.40	9.3%	6,507.04	101.7%	6,400.00
WATER & SEWER	43.14	8.6%	1,418.17	283.6%	500.00
INSURANCE	5,924.07	11.4%	69,528.59	133.7%	52,000.00
PEST CONTROL	4,149.37	5.8%	67,278.51	93.4%	72,000.00
PROFESSIONAL FEES	- 0 -	0.0%	125.00	25.0%	500.00
MISCELLANEOUS EXPENSE	175.00	4.2%	4,305.00	102.5%	4,200.00
OPERATING EXPENSES	27,440.37	8.7%	325,281.37	103.3%	314,840.00
RESERVE EXPENDITURES	149.50	0.1%	54,532.21	29.2%	186,800.00
TOTAL EXPENDITURES	27,589.87	5.5%	379,813.58	75.7%	501,640.00
CASH FLOW:Income-Expenses	11,226.29	-14.6%	69,449.94	-90.1%	(77,040.00)
INCOME TAX	- 0 -	0.0%	(1,642.00)	328.4%	(500.00)
LOANS & LOAN PAYMENTS	(27,089.40)	105.0%	(27,089.40)	105.0%	(25,803.00)
TRANSFER TO RESERVE	(19,136.89)	N/A	(90,957.74)	N/A	N/A
TRANSFER FROM RESERVE	35,000.00	34.9%	55,000.00	54.8%	100,343.00
OTHER TRANSACTIONS	(11,226.29)	-15.2%	(64,689.14)	-87.4%	74,040.00
CURRENT BALANCE	5,000.00		5,000.00		

West Campus Homeowners Association – Review of Landscape Proposals

Below is some basic information for consideration in identifying an optimal landscape contract for West Campus Point (please review full proposals for additional details).

	MGM	Tri Valley	Pacific Green	Cicileo	Kitson	Plowboy	EnviroScope
Experience	Since 2015	Since 2013	Since 2000	Since 1974	Since 1969	Since 1976	Since 2001
Landscape Contractors License (CA Z27)	YES	YES	YES	YES	YES	YES	YES
Advanced Degree Horticulture	NO	?	?	YES	YES	?	YES
Certified Arborist	NO	NO	YES	YES	YES	NO	?
Certified Irrigation Technicians	YES	NO	YES	YES	YES	NO	YES
WaterWise Certified	NO	?	?	YES	YES	?	YES
Green Gardener Trained	NO	?	?	YES	YES	NO	YES
Pesticide Use License	NO	?	?	YES	YES	YES	YES
Landscape Design Specialists	NO	NO	YES	YES	YES	NO	YES
Monthly Rate (monthly, including hedges and waste removal)	\$6,216	\$6,235	\$7,130	\$7,400	\$8,000	\$8,078	\$7,843
Person Hours Each Week	60 hours week On-site 8 hrs a day	72 hours week On-site 8 hrs a day (5 days and 4 days)	59 hours a week (one worker for 4 days and 3 people on 5 th day)	60 hours a week person On-site 8 hrs a day (5 days and 4 days)	56 hours week teams come in groups on specific days	80 hours a week (2 on-site 5 days a week)	64 hours a week (4 workers on site, 2 days week)

Other Properties	Thousand Oaks, Camarrillo, Ventura, Goleta			Too many to list, includes; US Post Office Marriott Devereux Hampton Inn Goodland Hotel Pembroke HOA; Village Green HOA	Too many to list, includes; Storke Ranch, Camino Real shopping center, many properties along Hollister; Village at SB; Camino Real; Maravilla		Too many to list, Canon Green, Euclyptus Grove, Pacific Palms, Pacific Glenn, Meadows on Fairview, Hope Village, Goleta Water; Pebble Hill HOA; Sungate Ranch
References	YES 4 contacted	Spoke to Dave, will not pursue	Yes, 4 contacted	YES 4 contacted	YES 4 references contacted	Will not pursue	YES 2 contacted (awaiting contact info from Dave)
<i>Individual Ratings on Following Criteria (see rubric below)</i>							
Knowledgeable & Experienced							
Demonstrated Landscape Design							
Demonstrated Maintenance Expertise							
Demonstrated Irrigation Expertise							
Other Key Considerations ?							

5 point rating rubric with anchors for each item [developed following review of prevailing considerations advocated by professional landscape associations (e.g., National Association of Landscape Professionals, Association of Professional Landscape Designers, California Landscape Contractors Association, Ecological Landscape Alliance)]

Knowledgeable & Experienced

5 = advanced degrees, extensive certification of supervisors and staff (e.g., horticulture, arborist, irrigation, waterwise, etc), number of staff listed as green gardeners, 25+ years of company with local experience/expertise

4 = between 3 & 5

3 = certification of supervisors and staff (e.g., horticulture, arborist, irrigation, waterwise, etc), 10+ years of company with local experience/expertise

2 = between 1 & 2

1 = no advanced degrees, no certification of supervisors and staff (e.g., horticulture, arborist, irrigation, waterwise, etc), no staff listed as green gardeners, 2 or fewer years of company with local experience/expertise

Landscape Design

5 = extensive experience and expertise of staff with specialized knowledge

4 = between 3 & 5

3 = substantial experience and expertise of staff with specialized knowledge

2 = between 1 & 2

1 = limited experience and expertise of staff with specialized knowledge

Demonstrated Maintenance Expertise

5 = highly competent, as evidenced by; high quality property maintenance portfolio, highly recommended by references, extended longevity of clients, high quality on-site observation

4 = between 3 & 5

3 = competent, as evidenced by; average quality portfolios, average references, average longevity of clients, average on-site observation

2 = between 1 & 2

1 = limited competence, as evidenced by limited quality property maintenance portfolio, poor recommendations of references, short-term longevity of clients, poor quality on-site observation