

COLUMBIA SQUARE MAINTENANCE ASSOCIATION  
 BOARD OF DIRECTORS MEETING  
 AUGUST 27, 2009  
 AGENDA

REFER TO  
PAGE NO.

- I. CALL TO ORDER – 6:00 p.m.
- II. MOTION TO ACCEPT AGENDA AS PUBLISHED
- III. OPEN FORUM - MEMBERS
- IV. GUEST SPEAKER - Paul Voelker, Sales manager, Offsite Productions
- V. MANAGEMENT REPORTS
  - A. ARCHITECTURAL & CC&R's
    - 1. Board Review: The draft of the proposed Rules. 1-8
    - 2. Board Review: The Association's Attorney opinion regarding maintenance of doors and windows. 9-11
    - 3. Board Discussion: Maintenance and replacement responsibility - patio sliding doors – 7 Exeter. 12-13
    - 4. Board Discussion: Responsibility to repair, replace, and maintain the areas leading to the patio gates. ---
    - 5. Board Action: Approve architectural application for installation of satellite dish, 20 Columbia. 14-17
    - 6. Board Review: Accounts Notes Report, 21 Oxford and correspondence. (Correspondence to be hand carried) 18
    - 7. Board Review: Correspondence Property management/Irvine police Department. 19-20
    - 8. Violation Letters mailed in the month of July – August. 21-28
  - B. ADMINISTRATIVE:
    - 1. Board Action: Approve the Minutes from the July 23, 2009 Board of Directors meeting. 29-34
    - 2. Board Review: The Action Items & Responses from the July 23, 2009 Board of Directors meeting. 35-36
    - 3. Board Review: Correspondence from Robert Sullivan Insurance Agency, State Farm Insurance, regarding the Association's Insurance Coverage, Premium, and deductible. Enclosed: Condominium policy loss history. 37-42
  - C. FINANCIAL:
    - 1. Board Action: Approve Financial Material for the period ending June 30, 2009, subject to audit review. 43-83
    - 2. Board Action: Approve recommendation from Merrill Lynch regarding purchasing new CD. 84
    - 3. Board Action: Sign Signature Update Form provided by Merrill Lynch. ---

4. **Board Action:** Approve the request to waive the late fee and processing fee on Acct#00103-6847. 85-87
  5. **Board Action:** Approve proposal for reserve study (update with no site visit). Proposals provided by Advanced Reserve Solutions, Association Reserves, and Foresight Financial Services. 88-93
  6. **Board Review:** Action Item Completed – GL Account Analysis – Tree Trimming/Removal/Replacement, Reserve Account (9381). 94-102
  7. Action Item Completed: The letter mailed to the account #00103-6678 notifying of the Board’s decision to deny waiving late, processing, and pre-lien fees. 103
- D. FACILITIES:**
1. **Board Action:** Approve proposal for stairwell light fixture installation throughout Association provided by Peak Lighting & Electric and Brett Wright Electric. 104-105
  2. **Board Action:** Approve proposal for light pole replacement near 67 Oxford provided by Peak Lighting & Electric and Brett Wright Electric. 106-107
  3. **Board Action:** Approve lighting maintenance proposal provided by Brett Wright Electric and review correspondence from Peak Lighting & Electric. 108-112
  4. Action Item Completed: The letter of Approval to Accurate Termite and Pest control for pest control and rodent control services. Termination letters to Animal Pest Management (rodent control) and Bob Ellis Termite & Pest Control (wasp treatment). The letter of response from Bob Ellis Termite and pest Control. 113-116
  5. **Board Action:** Ratify approved proposal for termite treatment provided by Bob Ellis Termite and Pest Control, 12 Exeter. 117-121
  6. **Board Action:** Approve proposal provided by Hillcrest Construction and Offsite Productions (2 options) for mailboxes replacement. 122-137
  7. **Board Action:** Ratify approval of the proposal from Ultimate Landscape for installation of stepping stones at 57 Oxford, correspondence from the board is attached. 138-140
  8. **Board Action:** Ratify approval of the proposals from JCS Construction for gates repair at 53 Exeter and 24 Columbia. 141-147
  9. **Board Action:** Approve proposal from JCS Construction for gate repair at 153 Oxford. 148
  10. Action Item Completed: Correspondence to JCS Construction notifying of the Board’s approval of the proposal for concrete sidewalk repair/replacement at 30/42 Columbia and requesting scheduling an on-site meeting. 149
  11. Correspondence from the homeowner, 50 Columbia and work order request to Bob Ellis Termite& Pest Control to spray for ants on the exterior of the building. 150-151
  12. Board Action: Approved proposal from Fire Safety 1st for relocation of the fire extinguishers. 152-157

- |     |   |         |
|-----|---|---------|
| 13. | Action Item Completed: Correspondence to Fire Safety 1 <sup>st</sup> requesting to revise invoice submitted and to provide proposal for relocation of the fire extinguishers. | 158     |
| 14. | Correspondence from Waste Management.   | 159     |
| 15. | Phone Log for period July 15, 2009 – August 19, 2009.   | 160-162 |
| 16. | Summary Work Order Report for the period July 15, 2009 – August 19, 2009.   | 163     |

**E. PARKING:**

- |    |   |         |
|----|---|---------|
| 1. | <b><u>Board Discussion:</u> Homeowner complaint regarding cars parked on the guest parking lot.</b>                         | 164     |
| 2. | <b><u>Board Action:</u> Approve proposal provided by Patrol One for parking permit program and parking patrol services.</b> | 165-180 |

**F. LANDSCAPE:**

- |    |  |         |
|----|--|---------|
| 1. | <b><u>Board Action:</u> Approve proposals from Ultimate Landscape:</b>   |         |
|    | • Install new plants, \$392.00   | 181-182 |
|    | • Replace irrigation controller, \$988.00  | 183-184 |
|    | • Replace annual color, \$726.00   | 185     |
| 2. | <b><u>Board Action:</u> Approve proposal from TreeCo Arborist for the tree removals at 42 Columbia, \$350.00.</b>            | 186     |
| 3. | Correspondence from TreeCo Arborist notifying of the tree trimming date per the approved proposal.                           | 187-189 |
| 4. | Correspondence from homeowner, 79 Exeter, notifying of the landscaping/irrigation problem. Work order to Ultimate Landscape. | 190-191 |

**VI. OLD BUSINESS**

**VII. ADJOURN TO EXECUTIVE SESSION**

*An Executive Session Board of Directors meeting, if necessary, will be held following the adjournment of the Regular Board of Directors meeting to discuss potential litigation, member disciplinary action and/or contract negotiations.*