

COLUMBIA SQUARE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 19, 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 – None
- V. MANAGEMENT REPORTS
- A. ARCHITECTURAL & CC&R's
1. **Board Discussion:** The draft of the proposed Rules. h/c
 2. **Board Review:** Opinion regarding maintenance of miscellaneous components prepared by Frederick Whitney, Neuland & Whitney. (Invoice for the work performed is attached for approval) h/c
 3. **Board Action:** Approve architectural application for replacement of windows and sliding door, acct#00103-6829. 1-6
 4. **Board Discussion:** Homeowner's complaint regarding noise disturbance. 7
 5. Architectural Violation letter, account #00103-6267. 8-9
- B. **ADMINISTRATIVE:**
1. **Board Action:** Approve the Minutes from the October 22, 2009 Board of Directors meeting. 10-13
 2. The Action Items & Responses from the October 22, 2009 Board of Directors meeting. 14-15
 3. **Board Review:** Correspondence from Town Center Association requesting a current member listing on-site and off-site billing addresses in alphabetical order of the Association's members. 16
- C. **FINANCIAL:**
1. **Board Action:** Approve Financial Material for the period ending October 31, 2009, subject to audit review. 17-44
 2. **Board Action:** Review and approve the draft of the 2010 Fiscal Year Budget. h/c
 3. **Board Action:** Approve Reserve Study for 2010 year. 45-68

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| 4. | Action Item Completed: correspondence to Merrill Lynch informing of the Board's decision regarding maturing CD in money market account. | 69 |
| 5. | <u>Board Action:</u> Approve proposal for audit and tax preparation for the 2009 Fiscal Year end. | 70-79 |
| 6. | <u>Board Action:</u> Approve request to waive late and collection fees, account #00103-6324. | 80-83 |
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| D. <u>FACILITIES:</u> | | |
| 1. | <u>Board Discussion:</u> Approve proposal for replacement of roof underlayment. Correspondence from JCS Construction. | 84 |
| 2. | <u>Board Action:</u> Approve proposal for new signs for the trash areas provided by Tom Vasin. | 85-86 |
| 3. | <u>Board Review:</u> Correspondence from a board members confirming the recycling dumpsters locations. | 87 |
| 4. | <u>Board Action:</u> Approve proposal from Peak Lighting for replacement of the lighting fixtures on the stairwells. | 88-90 |
| 5. | Action Item Completed: Work order request to Peak Lighting and Electric. | 91 |
| 6. | <u>Board Review:</u> Outstanding invoice from Accurate termite Control for treatment of ants. | 92 |
| 7. | <u>Board Discussion:</u> Update on the mailboxes replacement project. | 93-95 |
| 8. | <u>Board Action:</u> Ratify approved proposals from C&R Drains <ul style="list-style-type: none"> • installation of two way clean out - \$1,525.75 • hydro jet and remove roots after installation of clean out - \$545.00 | 96-101 |
| 9. | <u>Board Action:</u> Approve proposals from Bob Ellis termite and Pest Control for termite treatment: <ul style="list-style-type: none"> • 103 Oxford, \$525.00 • 117 Oxford, \$425.00 | 102-105
106-109 |
| 10. | <u>Board Review:</u> 48 Columbia <ul style="list-style-type: none"> • Work Progress Update from ServPro • Limited Water Damage Investigation Report, Allstate Environmental Solutions, Inc • Correspondence from the Board and Management • Work Order to Ultimate Landscape asking to inspect irrigation lines in the area and response form Ultimate Landscape. | 110
111-139
140-152
153-154 |

11. **Board Action: 48 Columbia**
 - **Approve revised proposal from ServPro of Tustin for dry out and mold remediation (the original proposal attached), \$9,140.81** 155-174
 - **Approve proposal from Allstate Environmental Solutions, Inc for post remediation inspection** 175-177
 12. **Board Action: Approve proposal from JCS Construction for balcony drainage repair at 50 Columbia, \$350.00.** 178
 13. Correspondence between management and JCS Construction regarding balcony drainage at 50 Columbia 179-184
 14. Phone Log for period October 15, 2009 – November 12, 2009. 185-197
 15. Summary Work Order Report for the period October 15, 2009 – November 12, 2009. 198
- E. PARKING:**
1. **Board Discussion: Current parking situation in the community.** ---
- F. LANDSCAPE:**
1. **Board Action: Approve proposal from Ultimate Landscape to replace annual color, \$726.00.** 199
 2. **Board Review: Correspondence from homeowner, account #00103-7563, regarding common area landscape.** 200
 3. Correspondence to account #00103-7563 replying to the previous correspondences regarding common area landscape. 201
 4. **Board Action: Review correspondence from the homeowner, account #00117-1404 addressing miscellaneous concerns: newly planted trees, recycling signs, parking.** 202-203
 5. Work orders sent to Ultimate Landscape and TreeCo Arborist. 204-207
 6. Correspondence to Ultimate Landscape requesting to provide schedule of work for application of pre-emergent herbicide. 208
 7. **Board Action: Review IRWD Landscape Water management performance report, September & October 2009.** 209-211

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.