

COLUMBIA SQUARE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 22, 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 – Frederick Whitney, Neuland & Whitney
- V. MANAGEMENT REPORTS
 - A. ARCHITECTURAL & CC&R's
 - 1. **Board Review:** The draft of the proposed Rules. 1-8
 - 2. **Board Review:** Opinion regarding maintenance of doors, windows, and entrance areas prepared by Frederick Whitney, Neuland & Whitney. (Invoice for the work performed is attached for approval) 9-16
 - 3. Confirmation of Correction and responses from homeowners, account #00103-6043. 17-18
 - B. **ADMINISTRATIVE:**
 - 1. **Board Action:** Approve the Minutes from the September 24, 2009 Board of Directors meeting. 19-23
 - 2. The Action Items & Responses from the September 24, 2009 Board of Directors meeting. 24-25
 - 3. **Board Review:** Correspondence from Robert Sullivan Insurance Agency and form Access Avenue Insurance Services regarding Earthquake Insurance Quotations. 26-31
 - C. **FINANCIAL:**
 - 1. **Board Action:** Approve Financial Material for the period ending September 30, 2009, subject to audit review. 32-72
 - 2. **Board Action:** Approve recommendation from Merrill Lynch regarding maturing CD in money market account. 73
 - D. **FACILITIES:**
 - 1. **Board Action:** Approve proposal for replacement of roof underlayment. 74-79
 - 2. **Board Action:** Approve proposal for new signs for the trash areas provided by Tom Vasin. 80-83
 - 3. **Board Review:** 10% discount on the building repairs proposals provided by JCS construction. 84
 - 4. **Board Review:** Correspondence from Brett Wright Electric regarding proposal for replacement of the lighting fixtures on the stairwells. Insurance documentation request is attached. 85-89
 - 5. **Board Review:** Correspondence from Villageway Customer Service and Accurate termite Control regarding work order to remove wasp nests. 90-91

6.	<u>Board Discussion:</u> Update on the mailboxes replacement project.	92-94
7.	<u>Board Discussion:</u> Installation of new concrete walkway at 30/42 Columbia. Update.	95
8.	<u>Board Action:</u> Review Account Note report for 48 and 50 Columbia - homeowner's complaint regarding water damage to the water heater closet and to interior of the unit. report form CSI Construction and correspondence to/from Proserv of Tustin is included.	96-102
9	Action Item Completed: Correspondence to Accurate Termite and Pest Control regarding monthly maintenance service.	103
10.	Action Item Completed: Correspondence to Villageway Customer Service regarding canceling work order to Bob Ellis Termite and Pest Control for wasp nest removal.	104-106
11.	Action Item Completed: follow up with Peak Lighting and Electric regarding the light pole installation.	107-108
12.	Phone Log for period September 15, 2009 – October 16, 2009.	109-112
13.	Summary Work Order Report for the period September 15, 2009 – October 16, 2009.	113
E.	<u>PARKING:</u>	
1.	<u>Board Discussion:</u> Current parking situation in the community.	---
2.	<u>Board review:</u> Correspondence from the homeowner regarding vehicles parked for a long time at the guest parking spaces.	114
F.	<u>LANDSCAPE:</u>	
1.	<u>Board Action:</u> Approve proposals from Ultimate Landscape:	
	• Fertilize planter areas with 12-12-12 fertilizer, \$480.00	115
	• Apply Pre-emergent Herbicide on turf areas to control crab grass weeds, \$525.00	116
	• Replace dying tree, \$160.00	117-118
2.	<u>Board Action:</u> Approve proposal for tree removal at 42 Columbia provided by TreeCo Arborist, \$350.	119
3.	<u>Board Review:</u> Correspondence from homeowner at 79 Exeter regarding common area planting.	120
4.	Correspondence from TreeCo Arborist regarding tree trimming and planting.	121

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.