

COLUMBIA SQUARE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 24, 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 – Bob Sullivan, Insurance Agent
- V. MANAGEMENT REPORTS
 - A. ARCHITECTURAL & CC&R's
 - 1. **Board Review: The draft of the proposed Rules.** 1-8
 - 2. **Board Review: Attorney's opinion regarding maintenance of doors, windows, and entrance areas.** 9-15
 - 3. Architectural Inspection Report August 20, 2009. 16-17
 - 4. Architectural Control Report: August – September. 18-19
 - 5. Architectural Violation Letters, Confirmation of Correction and responses form homeowners. 20-31
 - 6. Response to the homeowner regarding the tool shed for the patio. 32-33
 - 7. Action Item Completed: Correspondence to the homeowner notifying of the approved by the Board architectural application. 34
 - 8. Action Item Completed: Correspondence to the accounts #00103-6901 and 00103-6931 regarding noise disturbance complaint. 35-37
 - B. **ADMINISTRATIVE:**
 - 1. **Board Action: Approve the Minutes from the August 27, 2009 Board of Directors meeting.** 38-43
 - 2. **Board Review: The Action Items & Responses from the August 27, 2009 Board of Directors meeting.** 44-45
 - 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.** 46-55
 - 4. Premium Adjustment Statement, State Farm Insurance. 56

C. FINANCIAL:

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|----|--|---------|
| 1. | <u>Board Action:</u> Approve Financial Material for the period ending August 31, 2009, subject to audit review. | 57-97 |
| 2. | <u>Board Action:</u> Approve resolutions to record liens: | |
| | • account #00103-6838 | 98-100 |
| | • account #00103-6480 | 101-103 |
| | • account #00103-7367 | 104-106 |
| 4. | <u>Board Action:</u> Approve the request to waive the late fee and processing fee for accounts #00110-1334 and 00110-1437. | 107-112 |
| 5. | Action Item Completed: Correspondence to Merrill Lynch notifying of the Board's approval to purchase new CD. | 113-114 |
| 6. | Action Item Completed: Request to VMI Accounting Department to change GL entry description. | 115 |
| 7. | Action Item Completed: The letter mailed to the account #00103-6847 notifying of the Board's decision to deny waiving late, processing, and pre-lien fees. | 116 |

D. FACILITIES:

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|----|--|---------|
| 1. | <u>Board Action:</u> Approve proposal for roof maintenance and gutter cleaning. | 117-127 |
| 2. | <u>Board Action:</u> Approve proposal for replacement of roof underlayment. | 128-130 |
| 3. | <u>Board Action:</u> Review correspondence form the homeowner regarding the cost of trash pick up. | 131-133 |
| 4. | <u>Board Discussion:</u> Placement of recycling bins in every parking lot. | 134 |
| 5. | <u>Board Action:</u> Ratify approved proposal for front gate repairs provided by JCS Construction, 58 Columbia. | 135-137 |
| 6. | <u>Board Action:</u> Approve proposals provided by JCS Construction: | |
| | • concrete grinding at 16&18 Exeter | 138 |
| | • concrete grinding at courtyard area | 139 |
| | • exterior stair repair at 38 Exeter | 140 |
| | • balcony railing repair at 38 Exeter | 141 |
| | • deck drain repair, 59 Exeter | 142-143 |
| | • repair footings at patio wall, 81 Exeter | 144 |
| | • gate and wall repair, 53 Exeter | 145 |
| | • concrete installation at mailbox locations | 146 |
| 7. | <u>Board Action:</u> Approve proposal provided Offsite Productions for mailboxes replacement (2 options). | 147-163 |

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|------|---|---------|
| 8. | Action Item Completed: Work order request to JCS Construction. | 164 |
| 9. | Phone Log for period August 27, 2009 – September 17, 2009. | 165-168 |
| 10. | Summary Work Order Report for the period August 27, 2009 – September 17, 2009. | 169 |
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| E. | <u>PARKING:</u> | |
| 1. | <u>Board Discussion:</u> Current parking situation in the community. | --- |
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| F. | <u>LANDSCAPE:</u> | |
| 1. | <u>Board Action:</u> Approve proposals from Ultimate Landscape: | |
| | • Replace aged plants, \$164.00 | 170-171 |
| | • Install Perennial Grass, \$3,540.00 | 172 |
| | • Replace irrigation controller, \$988.00 | 173-174 |
| 2. | <u>Board Action:</u> Approve proposal from TreeCo Arborist for the tree removals at 42 Columbia, \$350.00. | 175 |
| 3. | <u>Board Action:</u> Review correspondence from homeowner at 79 Exeter regarding tree trimming. | 176-180 |

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.