

COLUMBIA SQUARE MAINTENANCE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JUNE 16, 2011

AGENDA

REFER TO  
PAGE NO.

- I. CALL TO ORDER – Immediately following the Adjourned Annual Meeting
- II. MOTION TO ACCEPT AGENDA AS PUBLISHED
- III. OPEN FORUM - MEMBERS
- IV. GUEST SPEAKER: Debbie Kaye, Operations Manager, Sunset Property Services
- V. MANAGEMENT REPORTS
  - A. ADMINISTRATIVE:
    - 1. **Board Action: Approve the Minutes from the May 5, 2011 Board of Directors meeting.** 1-3
    - 2. Action items and responses generated form May 5, 2011 Board of Directors Meeting. 4-5
    - 3. Board Review: Service Agreement between Columbia Square Maintenance Association and Sunset Property Services (for reference) 6-16
  - B. FINANCIAL:
    - 1. **Board Action: Approve Financial Material for the period ending April 30, 2011, subject to audit review.** 17-47
  - C. FACILITIES:
    - 1. Account Note Report for the period May 1, 2011 through May 31, 2011. 48-55
    - 2. Summary Work Order Report for the period May 1, 2011 through May 31, 2011. 56-57
    - 3. Communication dated May 23, 2011 from Waste Management of Orange County regarding overage fee as a result of overfilled/overflowing waste containers. 58
  - D. LANDSCAPE:
    - 1. **Board Action: Approve proposal submitted by Ultimate Landscape Management for installation of additional plants to enhance open area in planter.** 59-60
    - 2. **Board Action: Review communication dated May 31, 2011 regarding start times for landscape workers.** 61

**E. ARCHITECTURAL & CC&R's**

1. Communication dated June 1, 2011 to 141 Oxford denying the homeowner's request for installation of a 220/240V 40 amp dedicated circuit. 62-64

**VI. 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.*