

COLUMBIA SQUARE MAINTENANCE ASSOCIATION  
 BOARD OF DIRECTORS MEETING  
 MARCH 24, 2011  
AGENDA

**REFER TO  
PAGE NO.**

- I. **CALL TO ORDER – Following annual meeting of the membership.**
- II. **ORGANIZATIONAL MEETING OF THE BOARD**
- III. **MOTION TO ACCEPT AGENDA AS PUBLISHED**
- IV. **OPEN FORUM - MEMBERS**
- V. **MANAGEMENT REPORTS**
  - A. **ADMINISTRATIVE:**
    - 1. **Board Action: Approve the Minutes from the February 24, 2011 Board of Directors meeting.** 1-4
  - B. **FINANCIAL:**
    - 1. **Board Action: Review correspondence from VMI accounting department, and approve Financial Material for the period ending January 31, 2011, (included in the February report).** 5-15
    - 2. **Board Action: Approve Financial Material for the period ending February 28, 2011, subject to audit review.** 16-65
    - 3. **Board Action: Approve investment recommendation from Morgan Stanley/Smith Barney.** 66
    - 4. **Board Action: Approve request to waive pre-lien fees, account #00103-5916.** 67-69
  - C. **FACILITIES:**
    - 1. **Board Action: Ratify approved proposals from JCS Construction Services:**
      - **127 Oxford – Change Order; staircase stringer repair/replacement, \$2,380.00.** 70
      - **53 Oxford – post-remediation interior drywall repairs, \$2,530.00** 71
      - **44 Exeter – Entry gate repair, \$675.00** 72
      - **33 Oxford – ceiling repair from roof leak in bedroom, \$450.00.** 73
      - **139 Oxford – Patio wall repair, \$2,875.00.** 74
      - **30 Exeter – Interior repairs, \$560.00.** 75
    - 2. **Board Action: Approve proposal from JCS Construction for sidewalk drains replacement, 970.00.** 76-77
    - 3. **Board Action: Ratify approved proposal from Bob Ellis Termite and Pest control for termite treatment at 127 Oxford, \$475.00.** 78-82
    - Board Review: Pacific Lighting -Lighting pole inspection report.** 83-94

4.	<b><u>Board Action:</u></b> Approve proposal for Ultrasonic pole test, estimate #1204.	95-96
5.	<b><u>Board Action:</u></b> Approve proposal to replace two walkway poles, estimate #1208.	97-99
6.	<b><u>Board Action:</u></b> Approve proposal for replacement of ten walkway lighting poles, estimate #1209 (map is included).	100-106
7.	<b><u>Board Discussion:</u></b>	
	• Paint locker construction proposal provided by JCS Construction.	---
	• JCS Construction, trash gate modification.	---
8.	<b><u>Board Review:</u></b>	
	• 53 Oxford - Post Fungal Remediation Investigation Report provided y All State Environmental.	107-117
9.	Action Item Completed:	
	• Work Order Request to JCS Construction	118
	• Follow up with Fontaine Weatherproofing regarding roof maintenance repairs	119
10.	Waste Management – incident notification.	120
11.	Account Note Report for period February 17, 2011 – March 17, 2011.	121-130
12.	Summary Work Order Report for the period February 17, 2011 – March 17, 2011.	131
<b><u>D. LANDSCAPE:</u></b>		
1.	<b><u>Board Action:</u></b> Approve proposals from Ultimate Landscape to install additional plants by the courtyard, \$200.00.	132-133
2.	<b><u>Board Review:</u></b>	
	• Note from homeowner, account #00103-7563	134
	• Correspondence from management to account #00103-7563	135
3.	IRWD Landscape Water Management Performance Report, February 2011.	136
<b><u>E. ARCHITECTURAL &amp; CC&amp;R's</u></b>		
1.	<b><u>Board Action:</u></b> Approve draft of the revised rules.	---

**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.*