

COLUMBIA SQUARE MAINTENANCE ASSOCIATION
 BOARD OF DIRECTORS MEETING
 OCTOBER 28, 2010
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 – Isaac Camacho, Accurate Termite and Pest Control. | |
| V. | MANAGEMENT REPORTS | |
| | A. <u>ADMINISTRATIVE:</u> | |
| | 1. <u>Board Action:</u> Approve the Minutes from the September 23, 2010 Board of Directors meeting. | 1-4 |
| | 2. The Action Items & Responses from the September 23, 2010 Board of Directors meeting. | 5-7 |
| | B. <u>FINANCIAL:</u> | |
| | 1. <u>Board Action:</u> Approve Financial Materials for the periods ending September 30, 2010, subject to audit review. | 8-63 |
| | 2. Action Item Completed: Correspondence to Morgan Stanley/Smith Barney regarding recommendation for purchasing new CD. | 64-65 |
| | 3. <u>Board Action:</u> Approve Budget and Budget Cover Page for 2011 FY. | --- |
| | 4. <u>Board Action:</u> Approve Reserve Study for 2011 FY. | --- |
| | 5. <u>Board Action:</u> Approve resolution to record lien, account #00103-6838. | 66-67 |
| | 6. Action Item Completed: Request for reimbursement, account #00115-1505. | 68 |
| | C. <u>FACILITIES:</u> | |
| | 1. <u>Board Action:</u> Ratify | |
| | • Approved proposal from JCS Construction, 59 Exeter | 69-72 |
| | • Approved proposal from JCS Construction, 99 Oxford | 73-75 |
| | 2. <u>Board Action:</u> Approve | |
| | • Proposal from JCS Construction, 77 Exeter | 76-77 |
| | • Proposal from JCS Construction, 119 Oxford | 78 |
| | • Proposal from JCS Construction, 87 Oxford | 79-81 |
| | • Proposal from Fontaine Weatherproofing for roof and wood repairs through out the property. | 82-96 |

3.	<u>Board Action:</u> Approve request to credit account #00103-6034 for the amount of expenses associated with resolving rodent infestation issue. Materials included:	
	<ul style="list-style-type: none"> • Request letter form the homeowner with the attached invoices • Email correspondence between the association’s contractors and management. • Action Item Completed: response letter to the homeowner and check issued for the prior expenses incurred. 	<p>97-105 106-113 114-115</p>
4.	Action Items Completed:	
	<ul style="list-style-type: none"> • Correspondence to Accurate Termite and Pest Control regarding wasp nests on the property. • Correspondence to the account #00103-6220 regarding recent water leak report in the property and request for inspection sent to JCS Construction. 	<p>116-118 119-120</p>
5.	Waste Management incident notifications.	121-122
6.	Phone Log for period September 15, 2010 – October 15, 2010.	123-141
7.	Summary Work Order Report for the period September 15, 2010 – October 15, 2010.	142
D. <u>LANDSCAPE:</u>		
1.	<u>Board Action:</u> Approve proposals from Ultimate Landscape:	
	<ul style="list-style-type: none"> • To install additional plants, \$389.00 • To replace shredded bark, \$485.00 	<p>143-144 145-146</p>
2.	<u>Board Action:</u> Ratify approved proposal from Ultimate Landscape for repair of six valves. not to exceed \$700.00	147-148
3.	<u>Board Review:</u> Communication from the homeowner, account #00103-7563.	149
4.	Action Items Completed:	
	<ul style="list-style-type: none"> • Correspondence to the homeowner, account#00103-7563. • Reimbursement request and check received form Ultimate Landscape. 	<p>150 151-154</p>
5.	IRWD Landscape Water Management Performance Report, September 2010.	155
E. <u>ARCHITECTURAL & CC&R’s</u>		
1.	<u>Board Action:</u> Approve draft of the revised rules.	---
2.	Architectural Control Report 01/01/2010 – 10/20/2010.	156-167
3.	<u>Board Action:</u> Approve architectural application for installation of sattelite dish, 89 Oxford.	168-170

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|----|--|--------------------|
| 4. | Action Items Completed: | |
| | <ul style="list-style-type: none">• Correspondence to the homeowner requesting to submit an architectural application for installation of Sattelite Dish and for replacement of windows, account #00103-6922.• Correspondence to the homeowner regarding a violation letter, account #00103-7095. | 171-174

175 |
| 5. | Confirmation of correction of the architectural letter request, account #00103-6173. | 176 |

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.