

COLUMBIA SQUARE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 15, 2011

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: JIM FONTAINE, FONTAINE & ASSOCIATES
- V. MANAGEMENT REPORTS
 - A. ADMINISTRATIVE:
 - 1. **Board Action: Approve the Minutes from the August 18, 2011 Board of Directors meeting.** 1-4
 - 2. Action items and responses generated form August 18, 2011 Board of Directors Meeting. 5
 - 3. **Board Action: Consider competitive quotation for earthquake insurance.** 6-9
 - 4. Communication dated August 24, 2011 to 53 Exeter regarding reimbursement request. 10-11
 - 5. Communication dated August 25, 2011 to 153 Oxford regarding reimbursement request. 12
 - 6. Communication dated September 7, 2011 regarding advertisements being placed on association mailboxes. 13-15
 - B. FINANCIAL:
 - 1. **Board Action: Approve Financial Material for the period ending August 30, 2011, subject to audit review.** 16-60
 - 2. Communication dated August 24, 2011 to Account #103-7527 denying request for waiver of late fee. 61-63
 - 3. **Board Action: Resolution regarding Morgan Stanley Smith Barney funds.** 64-65
 - 4. **Board Action: Review request from Account #103-5830 for waiver of fees in the amount of \$48.00.** 66-69

C. FACILITIES:

- | | |
|---|-------|
| 1. Communicated from Waste Management of Orange County regarding overfilled and overflowing waste containers. | 70-71 |
| 2. Account Note Report for the period August 1, 2011 through August 31, 2011. | 72-76 |
| 3. Summary Work Order Report for the period August 1, 2011 through August 31, 2011. | 77-78 |
| 4. Architectural Control Log dated September 7, 2011. | 79-80 |

D. LANDSCAPE:

- | | |
|--|-------|
| 1. <u>Board Action:</u> Review/approve proposals submitted by Ultimate Landscape for the following: | |
| a) Perennial Ryegrass installation | 81 |
| b) Proposal #08263 – remove dying vine/install new plants | 82-83 |
| c) Proposal #08264 – remove and replace new plants | 84-85 |
| 2. <u>Board Action:</u> Review/approve payment of Ultimate Landscape Invoice #1107480. | 86 |

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.