



Bird Rock Maintenance Assessment District

ADVISORY COMMITTEE REPORT 28 November 2007

Action Items

1. Draft 2008-2009 MAD Budget

The City's budget approval process requires us to submit a draft budget by November 30. I have prepared a budget based on our past two years of experience as well as projections of when we will takeover the public landscaping. The draft budget will be presented to the community at a public meeting on February 5, 2008. **Request that the Board approve the attached draft budget and draft language for the annual meeting.**

2. Manager RFP

We will retain Jim Schneider as an independent contractor to conduct the day to day management of the Bird Rock MAD. Joe LaCava will remain as the BRDC Designated Representative for the remainder of the term under our agreement with the City (ends June 30, 2008.) **Request that the Board approve the contract and direct the President to endorse the contract.**

Non-Action Information Items

1. Statement of Economic Disclosure

As the BRDC's Designated Representative Joe LaCava filed the required Statement of Economic Disclosure with the Office of the City Clerk.

2. Statement Re Insurance

The City requested we confirmed that we have no employees, thus don't carry Worker's Compensation, and no autos, thus no Commercial Automobile Insurance. A letter was submitted to the City to that effect (copy attached.) The City did catch that our commercial general liability insurance was short on the total coverage. I am working with our broker to rectify this which will bump our premium by less than \$200.

3. Landscape Contractor (Colima to Midway)

The Board approved the selection of Acacia Landscape in April. We are still working on a draft contract which will be brought to the Board for review and approval. The City is still negotiating with Barrett re completion; no target completion date has been offered. Repairing the damage caused by City's trimming is still a topic of discussion.

4. **Street Tree Maintenance** (*no change since last month*)

We continue to conduct spot review and McCullough responds promptly to specific requests. Please let us know if there are any issues with the street trees or the ground level landscaping.

5. **Initiation of BRDC Responsibilities** (*No change since July 2006 report*)

6. **Full Operation**

Based on updated information from the City we anticipate that the BRCC will takeover responsibility for maintenance on the following schedule. Note for the elements yet to be constructed the takeover date is 6 months after the actual completion of construction.

- a. Boulevard, Colima to Midway: Unknown, perhaps 1st Quarter 2008
- b. Neighborhood Streets: April 2008 (6 months after installation is deemed complete.)
- c. Boulevard, Midway to Camino de la Costa: End of 2008 (6 months after installation is deemed complete.)

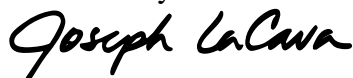
7. **2007-2008 Maintenance Agreement and Budget**

Our budget status is as follows:

2007-2008 Approved Budget	\$ 102,730.00 ¹
Spent and Reimbursed	(10,108.48)
Spent (not yet reimbursed)	(1,834.53) ²
Accounts Payable	(0.00)
Balance as of 11/20/2007	<u>\$ 90,786.99³</u>

The P&L statement of the fiscal year to November 20 is attached.

Submitted by:



Joseph LaCava
Chair, Bird Rock MAD Advisory Committee

Attachments:

Correspondence to City re Insurance, 11/04/2007
P&L Statement

¹ Amount available for fulfilling BRCC's obligations under the management agreement.

² Reimbursement request to be prepared this month.

³ Note this is *higher* than last month due to error in processing an invoice from Batten Accountancy. Batten issued a refund check for \$1,474.50 to correct the error.



Bird Rock Maintenance Assessment District

5666 La Jolla Boulevard, #168
La Jolla, CA 92037

4 November 2007

Margaret May
Maintenance Assessment Districts
Park and Recreation Department - Open Space Division
1250 Sixth Avenue, 4th Floor, MS 804A
San Diego, CA 92101

RE: Bird Rock MAD

Dear Margaret,

Article XIII Section E of our Maintenance Agreement requires that we maintain in full force and effect Workers' Compensation Insurance for all of BRDC's employees. We certify that BRDC has no employees and therefore we do not carry Worker's Compensation Insurance. Further, Workers Compensation Insurance will be immediately obtained in the event that BRDC hires any employees.

Article XIII Section D of our Maintenance Agreement requires that we maintain in full force and effect Commercial Automobile Liability Insurance for all of Corporation's automobiles. We certify that BRDC does not own, hire, or have non-owned automobiles. Further, we certify BRDC will obtain "any auto" covered immediately if it obtains an automobile.

Please contact us if you have any questions.

Sincerely,
Bird Rock Community Development Corporation

Joe LaCava
Designated Representative

Bird Rock Community Development Corporation									
Profit & Loss Detail									
July 1 - November 20, 2007									
Date	Type	Num	Name	Class	Memo/Description	Split	Amount	Balance	Unbilled
Ordinary Income/Expense									
Income									
4124 MAD Reimbursements Received									
09/18/2007	Deposit		City of San Diego Treasurer	07/08 MAD	BRDC FY 2008		5,276.88	5,276.88	
10/31/2007	Deposit		City of San Diego Treasurer	07/08 MAD	MAD Reimb. 10/18/07	1020 BRCC-MAD Checking	4,831.60	10,108.48	
Total for 4124 MAD Reimbursements Received							\$10,108.48		
Total for Income							\$10,108.48		
Expenses									
3110 Rentals									
11/06/2007	Bill	07/08 Rental	La Jolla USPS	07/08 MAD	10/31/07-10/31/08 MAD P.O. Box Rental	2000 Accountis Payable	40.00	40.00	40.00
Total for 3110 Rentals							\$40.00		
6250 Postage and Delivery									
11/05/2007	Bill	Inv. 10/1/07	La Jolla Mailbox	07/08 MAD	10/1 MAD mailing	2000 Accountis Payable	4.28	4.28	4.28
Total for 6250 Postage and Delivery							\$4.28		
MAD Expenditures									
Contract Services									
4217 Landscaping Services									
07/17/2007	Bill	11402	McCullough Five Star Landscaping	07/08 MAD	La Jolla Blvd Trees Maintenance June	2000 Accountis Payable	237.50	237.50	
08/16/2007	Bill	Inv. 11609	McCullough Five Star Landscaping	07/08 MAD	La Jolla Blvd Trees Maintenance July	2000 Accountis Payable	237.50	475.00	
09/18/2007	Bill	Inv. 11817	McCullough Five Star Landscaping	07/08 MAD	97 La Jolla Blvd Trees Maintenance Aug	2000 Accountis Payable	237.50	712.50	
10/16/2007	Bill	Inv. 12023	McCullough Five Star Landscaping	07/08 MAD	10/4 La Jolla Blvd Trees Maintenance Sep	2000 Accountis Payable	237.50	950.00	237.50
11/06/2007	Bill		McCullough Five Star Landscaping	07/08 MAD	Oct La Jolla Blvd Trees Maintenance	2000 Accountis Payable	237.50	1,187.50	237.50
Total for 4217 Landscaping Services							\$1,187.50		
Total for Contract Services									
Other Incidental Costs									
4810 Insurance									
07/02/2007	Bill	Inv. 908360	Alliant Insurance Services	07/08 MAD	5/28/07-5/28/08	2000 Accountis Payable	1,250.00	1,250.00	
07/30/2007	General Journal	3		07/08 MAD		-SPLIT-	250.93	1,500.93	
08/30/2007	General Journal	4		07/08 MAD		-SPLIT-	250.93	1,751.86	
09/30/2007	General Journal	5		07/08 MAD		-SPLIT-	250.93	2,002.79	
10/30/2007	General Journal	6		07/08 MAD	7/30/07-7/30/08	-SPLIT-	250.93	2,253.72	
Total for 4810 Insurance							\$2,253.72		
4960 Acctg Dept Charges									
07/27/2007	Bill	Inv 812	Batten Accountancy, Inc.	07/08 MAD	MAD audit thru 7/25/07	2000 Accountis Payable	540.75	540.75	
08/30/2007	Bill	Inv. 847	Batten Accountancy, Inc.	07/08 MAD	8/25/07 progress on MAD audit	2000 Accountis Payable	3,119.60	3,660.35	
10/02/2007	Check	1030	Batten Accountancy, Inc.	07/08 MAD		1020 BRCC-MAD Checking	0.00	3,660.35	
10/02/2007	Bill	Inv. 924	Batten Accountancy, Inc.	07/08 MAD	9/25/07 progress on MAD audit	2000 Accountis Payable	1,474.50	5,134.85	
10/05/2007	Bill	Inv. 930	Batten Accountancy, Inc.	07/08 MAD	10/1 final payment on MAD audit	2000 Accountis Payable	2,477.25	7,612.10	2,477.25
10/15/2007	Deposit		Batten Accountancy, Inc.	07/08 MAD	Overpayment	1020 BRCC-MAD Checking	-1,474.50	6,137.60	-1,474.50
10/31/2007	Bill	Inv. 954	Batten Accountancy, Inc.	07/08 MAD	10/24 Consulting Services	2000 Accountis Payable	258.50	6,396.10	258.50
11/06/2007	Bill	Oct/MAD	Caran Hardy, Bookkeeper	07/08 MAD	Oct MAD bookkeeping 1.2 hr X \$45	2000 Accountis Payable	54.00	6,450.10	54.00
Total for 4960 Acctg Dept Charges							\$6,450.10		
Total for Other Incidental Costs									
Total for MAD Expenditures							\$8,703.82		
Total for Expenses							\$9,891.32		
Net Income							\$9,935.60		
Total for Expenses							\$172.88		
Not Yet Reimbursed									
Tuesday, Nov 20, 2007 - Cash Basis									\$ 1,834.53