



Bird Rock Maintenance Assessment District

ADVISORY COMMITTEE REPORT 22 March 2007

Action Items

None

Non-Action Information Items

1. **MAD & Boulevard (Colima to Midway) Public Landscaping**

- a. There has been progress by the developer in completing the City's punch list; however, as of March 13 the City was still in negotiations with Barrett re completion. No target completion date was offered.
- b. As noted last month, we received five (5) bids from prospective contractors. We are reviewing the bids and will make a recommendation to the Board.

2. **Tree Grates**

The contractor is working on the punch list but holding off with the remaining items until we get the new tree dedication plaques. The plaques have been ordered through Bird rock's "Sign Shop" and will be paid for and reinstalled by the contractor.

3. **2006-2007 Maintenance Agreement and Budget** (*No Change from last month*)

We submitted a reimbursement request on Feb 12 (attached.) Our budget status is as follows:

2006-2007 Approved Budget	\$92,381.00 ¹
Spent and Reimbursed	(6,575.66)
Spent (Feb 12 Reimb)	<u>(15,112.16)²</u>
Balance as of 2/12/2007	\$70,693.18

4. **Reimbursement Requests**

The City has notified us that they intend to do a running audit against our requests and want copies of checks and bank statements to be submitted with each request. Attached is a copy of the package that was sent to the City to document the first three reimbursement requests.

¹ Amount available for BRCC use, the remainder of 06/07 proceeds is to reimburse City and for reserves.

² Includes \$13,088 for Dreamscape Landscaping that has not yet been paid.



Bird Rock Maintenance Assessment District

5. **2007-2008 Maintenance Agreement and Budget** (*No Change from last month*)
The draft budget was submitted to the City for their approval.
6. **Street Tree Maintenance**
We continue to conduct spot review and McCullough responds promptly to specific request. Please let us know if there are any issues with the street trees or the ground level landscaping.
7. **Initiation of BRDC Responsibilities** (*No change since July 2006 report*)
8. **MAD & Full Operation** (*No Change from last month*)
Based on updated information from the City we anticipate that the BRCC will takeover responsibility for maintenance on the following schedule
 - a. Boulevard, Colima to Midway: 2nd Quarter 2007
 - b. Neighborhood Streets: April 2008
 - c. Boulevard, Midway to Cam de la Costa: September 2008

Submitted by:

Joseph LaCava

Joe LaCava
Chair, Bird Rock MAD Advisory Committee



Bird Rock Maintenance Assessment District
5666 La Jolla Boulevard, #168 La Jolla, CA 92037

16 March 2007

Clay Bingham
Assistant Deputy Director
Park and Recreation Department - Open Space Division
1250 Sixth Avenue, 4th Floor, MS 804A
San Diego, CA 92101

RE: Back-up Information for
FY2007 Reimbursement Requests

Dear Clay,

The BRDC respectfully submits back-up information as requested by the City for our Reimbursement Requests dated:

- 10 August 2006
- 4 December 2006
- 12 February 2007

The information includes copies of cancelled checks as well as bank statements. I have also annotated the Listing of Expenses by Account to include the corresponding check number to facilitate your review.

As you will note 2006 was a transitional/start-up period for the Bird Rock M.A.D. Initially expenses were paid out of the BRCC's main account until we got a cash advance from the City and opened a separate BRCC/BR M.A.D. checking account.

Going forward we will append this type of information as a standard part our Reimbursement Requests

Sincerely,
Bird Rock Development Corporation

Joseph LaCava

Joe LaCava
Designated Representative
Cell: 619.972.4705

Attachment: Listing of Expenses by Accounts
Copy of Checks
Copy of Bank Statements (BRCC Main Account)
Copy of Bank Statements (BRCC/BRMAD Account)

cc: BRDC Board of Directors (letter only)

Listing of Expenses by Account
 FY 2006
 Reimbursement Request, 10 August 2006

City Changed this to a FY 2007 Reimbursement.

Account 3102 (Postage/Mailing)

Vendor	Explanation	Cost	Check No.
La Jolla Mailbox	Mail notice of meeting to non-local owners	147.00	3488 (portion)
	Total – Account 3102:	\$147.00	

**City Changed Account 4151 Expenses to:
 4351 Advertising – San Diego Daily Transcript
 4813 Other Insur – Driver: Alliant Insurance**

Account 4151 (Unclasi Professional Services)

Vendor	Explanation	Cost	Check No.
San Diego Daily Transcript	Advertisement of request of proposal	47.85	0002
Driver: Alliant Insurance	Cost to add City as additionally insured	103.23	3486
	Total – Account 3102:	\$151.08	

Account 4217 (Landscaping Services)

Vendor	Explanation	Cost	Check No.
McCullough Landscaping	Street Tree Maintenance (May 2006)	237.50	3530
McCullough Landscaping	Street Tree Maintenance (June 2006)	237.50	3526
	Total – Account 4217:	\$475.00	

Account 4314 (Photocopy and Xerox)

Vendor	Explanation	Cost	Check No.
Opaque Graphics	Notice of May meeting as insert into Bird Rock Newsletter	242.44	3485
Opaque Graphics	Notice of May meeting for mail-out to non-local owners, including envelopes	118.53	3483
	Total – Account 4217:	\$360.97	

Listing of Expenses by Account
 FY 2007
 Reimbursement Request, 4 December 2006

Account 3102 (Postage/Mailing)

Vendor	Explanation	Cost	Check No.
La Jolla Mailbox	Mail out of landscape maintenance RFQ	56.80	1003 (portion)
La Jolla Mailbox	Mail out one RFQ and Addendum No. 1 to landscape maintenance RFQ	10.58	1003 (portion)
Total – Account 3102:		\$ 67.38	

Account 4217 (Landscaping Services)

Vendor	Explanation	Cost	Check No.
McCullough Landscaping	July maintenance	237.50	1004
McCullough Landscaping	August maintenance	237.50	3652
McCullough Landscaping	September maintenance	237.50	3543 (portion)
McCullough Landscaping	BRMAD Job No. 2006-03 (redwood mulch at street trees)	250.00	3543 (Portion)
McCullough Landscaping	October maintenance	237.50	1001 (portion)
Total – Account 4217:		\$1,200.00	

Account 4314 (Photocopy and Xerox)

Vendor	Explanation	Cost	Check No.
Staples (Reimbursement to LaCava)	20 Copies of Landscape Maintenance RFQ	70.26	3567
Total – Account 4217		\$ 70.26	

Account 4351 (Advertising)

Vendor	Explanation	Cost	Check No.
San Diego Daily Transcript	Public Notice for Landscape Maintenance RFQ	123.25	1005
Total – Account 4351:		\$ 123.25	

Account 4810 (Insurance)

Vendor	Explanation	Cost	Check No.
Driver Alliant Insurance	Directors & Officers Liability	1,250.00	3497
Driver Alliant Insurance	Commercial General Liability Insurance	2,730.72	3533
Total – Account 4810:		\$3,980.72	

Listing of Expenses by Account
 FY 2007
 Reimbursement Request, 12 February 2007

Account 3102 (Postage/Mailing)

Vendor	Explanation	Cost	Check No.
La Jolla Mailbox	Mail out notice of annual meeting.	757.55	1009
La Jolla Post Office	Mailbox and key	42.00	1002 (portion)
Total – Account 3102:		\$ 799.55	

Account 3213 (Garden Nursery Containers)

Vendor	Explanation	Cost	Check No.
Dreamscape Landscaping	Provide and install 8 tree grates.	13,088.00	1014 (partial)
Total – Account 3213:		\$13,088.00	

Account 4217 (Landscaping Services)

Vendor	Explanation	Cost	Check No.
McCullough Landscaping	November maintenance	237.50	1001 (portion)
McCullough Landscaping	December maintenance	237.50	1006
McCullough Landscaping	January maintenance	237.50	1010
Total – Account 4217:		\$ 712.50	

Account 4314 (Photocopy and Xerox)

Vendor	Explanation	Cost	Check No.
Opaque Graphics	Notice of annual meeting and envelopes	242.44	3572 (portion)
Staples (Reimb to LaCava)	Mailing Labels for annual meeting notice	22.17	1007
Total – Account 4217:		\$ 264.61	

Account 4960 (Accounting Dept Charges)

Vendor	Explanation	Cost	Check No.
Caran Hardy, Bookkeeper	Bookkeeping services, including start-up	247.50	1002 (portion)
Total – Account 4351:		\$ 247.50	