



**Bird Rock Maintenance Assessment District
ADVISORY COMMITTEE REPORT
31 December 2008**

Action Items

1. Change Order for Take Over of Boulevard Landscaping (Colima to Midway)

We negotiated with the City to arrange for take over of this landscaping. Until now the landscaping has been trapped in negotiations between the City and the Developer (Barratt). These on-going negotiations resulted in a neglect of the landscaping; weeds are rampant, plants are overgrown and blocking sightlines of pedestrian crossings, plants have died, and irrigation is inefficient. Our landscape maintenance contractor, Brewer Landscape, prepared two estimates. First, a proposal to bring the landscape area up to the plans and specifications as originally approved by the City. The City will use that proposal in its continuing negotiations and perhaps legal action with the Developer. Second, a proposal to bring the area up to an acceptable level that the MAD would implement in January 2009. Upon completion the MAD would authorize Brewer to initiate regular maintenance once that work is complete.

Request that the Board approve the attached Change Order deleting the line item for mulch.

2. Change Order for Tree Trimming

This is for work that was previously under the purview of McCullough Landscaping. We terminated that contract when the construction was started on the boulevard. There has been no tree trimming since that time. The work was initiated in response to both our observations and community complaints.

Request that the Board approve the attached Change Order.

Information Items

1. Annual Meeting

The annual meeting has been scheduled for February 3, 6pm at the Masonic Lodge. An announcement will be mailed to all property owners in the district..

2. FY2010 Maintenance Agreement with City

We expect to renegotiate the BRCC maintenance agreement with the City in January or February. The only issue is to link the allowed overhead cost to be tied to projected expenditures and not to projected revenue.

3. Reimbursements through the City

The City has changed their financial control policy and will no longer issue reimbursements unless we present both the invoice *and* the cancelled check. Previously, a copy of the cancelled check was filed with the City as we received it. It is unclear how this policy will work at the end of the year since there is a potential Catch-22; that is, the city will not accept FY2009 reimbursement requests after June 30 but will not reimburse unless we present cancelled checks.

BIRD ROCK MAINTENANCE ASSESSMENT DISTRICT
ADVISORY COMMITTEE REPORT

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4. **Landscape Contractor**

a. **Neighborhood Landscaping**

We are still in a transition phase working with Dave Kirkwood and Brewer Landscape.

b. **La Jolla Boulevard between and including the Colima and Midway Roundabouts**

We anticipate takeover of this segment and initiation of routine regular maintenance in mid January. The Change Order under Action Item 1 will do the minimum to clean up the landscaping and trim the plants to safe heights. We will monitor this going forward and can anticipate additional change orders for mulch replacement and fill-in plantings.

c. **Open gutter/ditch at Wrelton Closure**

The City hasn't solved the open gutter/ditch which runs along the sidewalks on either side of the Wrelton Closure. Not technically a MAD obligation; however, it is a potential hazard that we are monitoring.

d. **Camino de la Costa / Beaumont**

We expect that this to be as a required maintenance areas in January. In the meantime, the MAD continues to maintain this area.

e. **La Jolla Boulevard between and including the Midway and Camino de la Costa Roundabouts**

The major landscape issues continue to be sight distance at the pedestrian crossings and replacement of the Torrey pine at the Bird Rock roundabout. We continue to lobby the City for a timely completion of these items. The 6-month maintenance period by the contractor started November 1, 2008.

5. **Expenses to Date**

See attached spreadsheet.

6. **Take Over Schedule**

BRCC will take over responsibility for maintenance on the following schedule.

- a. Boulevard, Colima to Midway: January 2009
- b. Neighborhood Streets: Done, effective August 18, 2008
- c. Boulevard, Midway to Camino de la Costa: May 1, 2009, estimate.

Submitted by:



Joseph LaCava, Chair, Bird Rock MAD Advisory Committee

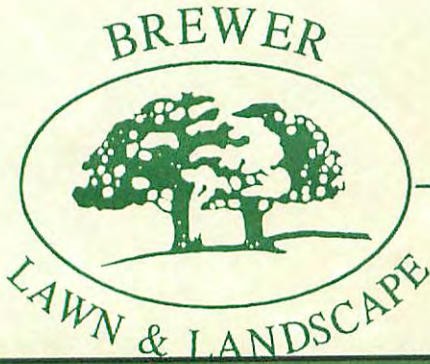
Attachments:

Change Order for SeaHaus Cleanup

Change Order for Tree Trimming

P&L for MAD through December 31, 2008

Reimbursement Request, November 24, 2008.



1829 Royston Drive • San Diego, California 92154 • (619) 429-5065

Landscape Worksheet

Date: January 1, 2009
Job Site : Bird Rock MAD
Property Agent : Dave Kirkwood
Phone : (619)733-9260
Fax : (619)483-1855
Management Company Birdrock Community council

Work to be done at Seahaus phase Bird Rock MAD one time clean up for maintenance turn over.

Trim, shape, edge, clean up, remove dead plant material and weed. Clear away plant material that inhibits irrigations proper coverage. Properly stake and trim trees where needed.	\$ 2450.00
Apply herbicides and pre emergent to reduce weed activity and growth.	\$ 600.00
Re-label valve boxes with correct numbers. Irrigation repairs will include tune up and adjustment. Change nozzles to correct coverage deficiencies. Repair breaks in lateral lines and adjust valves for proper flow. Correct irrigation controller clock schedule to reduce unnecessary irrigation.	\$ 1450.00
Dump costs and hauling fees	\$ 600.00
Apply 30 yards of wood or bark chips as landscape mulch to area at a depth of 2 inches around existing plant material	\$ 1800.00
Total	\$ 6900.00

NOTE: Missing or dead plant material trees and shrubs will not be installed at this time.

If you need anything further please let me know.

Please sign and return if you would like us to begin.

Sign _____ Date _____

Thank You
Ron Brewer



1829 Royston Drive • San Diego, California 92154 • (619) 429-5065

Landscape Worksheet

Date:	December 5, 2008
Job Site :	Bird Rock MAD
Property Agent :	Dave Kirkwood
Phone :	(619)733-9260
Fax :	(619)483-1855
Management Company	Birdrock Community council

Work to be done north of Seahaus phase trim sidewalk trees along Blvd lift tree clearance height for foot traffic along sidewalk

40 extraordinary labor \$18.00 per hour	720.00
Dump costs and hauling fees	120.00
Total	\$ 840.00

If you need anything further please let me know.

Please sign and return if you would like us to begin.

Sign _____ Date _____

Thank You
Ron Brewer

**Bird Rock Community Development Corporation
Profit & Loss Detail - Maintenance Assessment District**

July 1 - December 31, 2008

	Date	Type	Num	Name	Class	Memo/Description	Amount
Ordinary Income/Expense							
Income							
4123 MAD Cash Advance							
	07/11/2008	Deposit		City of San Diego Treasurer	08/09 MAD	BRDC Cash Advance	11,000.00
Total for 4123 MAD Cash Advance							\$11,000.00
Total for Income							\$11,000.00
Expenses							
Contract Services							
4151 Prof. Services/BRCC Admin OH							
	08/09/2008	Check	1077	David D. Kirkwood	08/09 MAD	July Mgmt/Adm @ \$35/hr	367.50
	09/13/2008	Check	1079	David D. Kirkwood	08/09 MAD	Aug Mgmt/Adm @ \$35/hr	288.75
	10/07/2008	Check	1083	David D. Kirkwood	08/09 MAD	Sept Mgmt	586.25
	11/11/2008	Check	1092	David D. Kirkwood	08/09 MAD	Oct Mgmt/Adm	376.25
	12/16/2008	Check	1096	David D. Kirkwood	08/09 MAD	Nov Mgmt/Adm	490.00
Total for 4151 Prof. Services/BRCC Admin OH							\$ 2,108.75
4217 Landscaping Services							
	09/13/2008	Check	1080	Brewer Lawn & Landscape	08/09 MAD	Aug LJ Blvd Tree Maintenance	0.00
	09/15/2008	Check	1082	Brewer Lawn & Landscape	08/09 MAD	Aug LJ Blvd Tree Maintenance	362.00
	10/20/2008	Check	1088	Brewer Lawn & Landscape	08/09 MAD	Sept LJ Blvd landscape Maint	947.00
	11/11/2008	Check	1091	Brewer Lawn & Landscape	08/09 MAD	Oct LJ Blvd landscape maintenance	775.00
	11/11/2008	Check	1091	Brewer Lawn & Landscape	08/09 MAD	Oct extras - materials/repair/sweeping, etc	808.41
	12/10/2008	Check	1095	Brewer Lawn & Landscape	08/09 MAD	Nov Birdrock landscape maint	775.00
Total for 4217 Landscaping Services							\$ 3,667.41
3102 Postage and Delivery Expenses							
	07/07/2008	Check	1072	La Jolla Mailbox	08/09 MAD	5/19 MAD mailing	0.00
	07/07/2008	Check	1073	La Jolla Mailbox	08/09 MAD		9.88
	08/09/2008	Check	1078	La Jolla Mailbox	08/09 MAD	7/1 MAD mailing	5.06
	08/09/2008	Check	1078	La Jolla Mailbox	08/09 MAD	7/9 MAD mailing	4.19
	10/20/2008	Check	1085	La Jolla USPS	08/09 MAD	Box 432 Rental Nov 08-Oct 09	42.00
	12/02/2008	Check	1094	La Jolla Mailbox	08/09 MAD	Nov postage	4.04
Total for 3102 Postage and Delivery Expenses							\$ 65.17
4810 Insurance							
	7/21/2008	Check	1075	Alliant Insurance Services, Inc.	08/09 MAD		2,854.38
Total for 4810 Insurance							\$ 2,854.38
4960 Acctg Dept Charges							
	08/09/2008	Check	1076	Caran Hardy Bookkeeping	08/09 MAD	July MAD Bookkeeping	54.00
	09/13/2008	Check	1081	Caran Hardy Bookkeeping	08/09 MAD	Aug MAD Bookkeeping	54.00
	09/24/2008	Check	5181	Guerrero Jimenez Diaz & Co. LLP	08/09 MAD	07-08 Audit progress payment	1,750.00
	10/07/2008	Check	1084	Caran Hardy Bookkeeping	08/09 MAD	Sept MAD bookkeeping	54.00
	11/04/2008	Check	1089	Guerrero Jimenez Diaz & Co. LLP	08/09 MAD	07-08 Audit progress payment	1,250.00
	11/04/2008	Check	1090	Caran Hardy Bookkeeping	08/09 MAD	Oct MAD bookkeeping	54.00
	12/02/2008	Check	1093	Caran Hardy Bookkeeping	08/09 MAD	Nov MAD bookkeeping	54.00
Total for 4960 Acctg Dept Charges							\$ 3,270.00
Total for MAD Expenditures							\$ 11,965.71
Net Balance							-\$ 965.71
Friday, Dec 31, 2008 12:20 AM PST GMT-8 - Accrual Basis							



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

24 November 2008

Andy Field
Park and Recreation Department - Open Space Division
1250 Sixth Avenue, 4th Floor, MS 804A
San Diego, CA 92101

RE: FY2009 Expense Report

Dear Andy,

The BRDC respectfully submits this report of expenses incurred by the BRDC in conformance with our FY2009 Maintenance Agreement.

Pursuant to our agreement which ends June 30, 2009 we request replenishment of our Cash Advance to our budget for one month.

Summary

Cash Advance	\$ 11,000.00
Expenses This Period (See Attached)	(10,588.67)
Balance	\$ 411.33
Requested Replenishment	\$10,588.67

We appreciate the opportunity to be of service to the Bird Rock community and the City of San Diego.

Sincerely,
Bird Rock Development Corporation

Joseph LaCava
Designated Representative

Attachment: Status of FY 2009 Budget
Detail of Receipts by Account
Copies of Listed Invoices/Receipts
Copies of Bank Statements, Cancelled Checks, and Reconciliation (Jul 2008 through Oct2008)

cc: BRDC Board of Directors

**Status of FY 2009 Budget
Expenses Report as of: 24 November 2009**

Object Account	Title	2008-2009 Approved Budget	Previously Reimb.	This Report	Balance
3101	Office Supplies	\$ 1,000.00	0.00	61.13	938.87
3102	Postage/Mailing	1,000.00	0.00	0.00	1,000.00
3213	Garden Nursery Containers	0.00	0.00	0.00	0.00
3214	Garden Nursery Stock	5,000.00	0.00	0.00	5,000.00
3243	Dry Goods	5,000.00	0.00	0.00	5,000.00
3298	Unclas Mat & Supp	2,000.00	0.00	0.00	3,000.00
4118	Engineering Services	10,000.00	0.00	0.00	2,000.00
4151	Unclassified Prof Services	24,750.00	0.00	1,618.75	10,000.00
4217	Landscaping Services	58,700.00	0.00	2,892.41	23,131.25
4222	Misc Cont Serv (Security)	3,000.00	0.00	0.00	55,807.59
4314	Photocopy Xerox	1,000.00	0.00	0.00	1,000.00
4351	Advertising	250.00	0.00	0.00	250.00
4810	Insurance	4,100.00	0.00	2,854.38	1,245.62
4960	Accounting Dept Charges	\$5,000.00	0.00	3,162.00	1,838.00
	Total	\$120,800.00	\$ 0.00	\$10,588.67	\$110,211.33

Listing by Account
FY 2009
Expenses Report as of: 24 November 2009

Account 3102 Postage/Mailing

Vendor	Explanation	Cost	Check No.
La Jolla Mailbox	5/19 MAD mailing	9.88	1073
La Jolla Mailbox	7/1 MAD mailing	5.06	1078
La Jolla Mailbox	7/9 MAD mailing	4.19	1078
La Jolla USPS	Post office box rental	42.00	1085
Total – Account :		\$ 61.13	

Account 4151 (Prof. Services/BRCC Admin OH)

Vendor	Explanation	Cost	Check No.
David D. Kirkwood	Management services	367.50	1077
David D. Kirkwood	Management services	288.75	1079
David D. Kirkwood	Management services	586.25	1083
David D. Kirkwood	Management services	376.25	1092
Total – Account :		\$1,618.75	

Account 4217 (Landscaping Services)

Vendor	Explanation	Cost	Check No.
Brewer Lawn & Landscape	Maintenance services	362.00	1082
Brewer Lawn & Landscape	Maintenance services	947.00	1088
Brewer Lawn & Landscape	Maintenance services	1,583.41	1091
Total – Account 4217:		\$2,892.41	

Account 4314 (Photocopy Xerox)

Vendor	Explanation	Cost	Check No.
Total – Account 4314:		\$ 0.00	

Account 4351 (Advertising/Promotional)

Vendor	Explanation	Cost	Check No.
Total – Account 4314:		\$ 0.00	

Account 4810 (Insurance)

Vendor	Explanation	Cost	Check No.
Alliant Insurance Services, Inc.	Commercial General Liability	2,854.38	1075
Total – Account 4314:		\$2,854.38	

Account 4960 (Accounting Dept Charges)

Vendor	Explanation	Cost	Check No.
Caran Hardy Bookkeeping	July Bookkeeping	54.00	1076
Caran Hardy Bookkeeping	August Bookkeeping	54.00	1081
Guerrero Jimenez Diaz & Co. LLP	Audit of 2007-2008 books, partial payment	1,750.00	5181
Guerrero Jimenez Diaz & Co. LLP	Audit of 2007-2008 books, partial payment	1,250.00	1089
Caran Hardy Bookkeeping	October Bookkeeping	54.00	1090
Total – Account 4351:		\$3,162.00	