



**Bird Rock Maintenance Assessment District
ADVISORY COMMITTEE REPORT
27 May 2009**

Action Items

1. **Extension of Kirkwood Contract**
Our contract with Dave Kirkwood is in increments of one year to coincide with our one year contracts with the City of San Diego.
RECOMMENDATION: Approve a one year extension of the contract with Dave Kirkwood for Fiscal Year 2010 contingent on City approval of its contract with the BRCC.

2. **Extension of Brewer Landscape Contract**
Our contract with Brewer Landscape is in increments of one year to coincide with our one year contracts with the City of San Diego.
RECOMMENDATION: Approve a one year extension of the contract with Brewer Landscape for Fiscal Year 2010 contingent on City approval of its contract with the BRCC.

3. **Change Order to Brewer Landscape for trash receptacle and doggie station clean-up.**
We are seeking alternate bids to ensure the price is competitive when we expand the number of trash receptacles. For now the unit price is on the higher side due to isolated locations of the receptacles.
RECOMMENDATION: Approve the change order

Information Items

1. **FY2010 Contract with City**
Signed agreement submitted to City. Scheduled for City Council approval on or about June 23.

2. **Street Lighting Project** (*no change*)
In light of the community support, George Sutton leads the committee to prepare a design/build request for proposal. We will be required to get at least 5 bids.

3. **Beautification Committee**
Several residents have volunteered, have held two meetings.

4. **Landscape Contractor**
 - a. **Neighborhood Landscaping** (*no change*)
Routine maintenance continues per contract. In spring we may consider some remedial work and replanting.

 - b. **La Jolla Boulevard between and including the Colima and Midway Roundabouts**
Routine maintenance continues per contract.

 - c. **La Jolla Boulevard between and including the Midway and Camino de la Costa Roundabouts**
Take over of the remainder of the boulevard occurred on **May 20**. Brewer directed to focus on

BIRD ROCK MAINTENANCE ASSESSMENT DISTRICT
ADVISORY COMMITTEE REPORT

27 May 2009

Page 2 of 2

plant growth in sightlines.

d. **Open gutter/ditch at Wrelton Closure** (*no change*)

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.

e. **Camino de la Costa / Beaumont** (*no change*)

We expect the southwest corner to be removed as a required maintenance areas in February. In the meantime, the MAD continues to maintain this area.

5. **Expenses to Date**

See attached spreadsheet.

Submitted by:



Joseph LaCava, Chair, Bird Rock MAD Advisory Committee

Attachments:

P&L for MAD through 5/22/2009

Reimbursement Request, 5/20/2009

Extension of Kirkwood Contract, draft 5/28/2009

Extension of Brewer Contract, draft 5/28/2009

Change Order to Brewer Landscape, draft 5/28/2009

Bird Rock Community Development Corporation
Profit & Loss Detail - Maintenance Assessment District
July 1 - May 22, 2009

	Date	Type	Num	Name	Class	Memo/Description	Amount
4222 Misc Contractual Services	11/04/2008	Check	Visa	Off Duty Officers, Inc.	08/09 MAD	Oct security services	880.00
Total for 4222 Misc Contractual Services							\$ 880.00
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
	02/05/2009	Check	1103	La Jolla Mailbox	08/09 MAD	1/21 MAD mailing	781.59
	02/05/2009	Check	1103	La Jolla Mailbox	08/09 MAD	1/27 MAD mailing	5.50
	02/05/2009	Check	1103	La Jolla Mailbox	08/09 MAD	1/22 MAD mailing	29.15
	04/07/2009	Check	1116	La Jolla Mailbox	08/09 MAD	Mar MAD mailing	7.79
	05/08/2009	Check	1120	La Jolla Mailbox	08/09 MAD	Apr MAD mailing	10.93
Total for 3102 Postage and Delivery Expenses							\$ 900.13
3298 Waste Stations & Supplies	03/02/2009	Check	1107	JUB Solutions Inc.	08/09 MAD	3 Waste Stations & Supplies	1,512.00
Total for 3298 Waste Stations & Supplies							\$ 1,512.00
4314 Photocopy	01/20/2009	Check	1101	Opaque Graphics	08/09 MAD	Jan mailing Inv. 12513	438.00
	04/28/2009	Check	1118	Joe and/or Lorene LaCava	08/09 MAD	4/27 copies FY2010 MAD contract	14.62
Total for 4314 Photocopy							\$ 452.62
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
	01/12/2009	Check	1097	Caran Hardy Bookkeeping	08/09 MAD	Dec MAD bookkeeping	54.00
	02/10/2009	Check	1104	Caran Hardy Bookkeeping	08/09 MAD	Jan MAD bookkeeping	54.00
	03/02/2009	Check	1108	Caran Hardy Bookkeeping	08/09 MAD	Feb MAD bookkeeping	54.00
	04/02/2009	Check	1114	Caran Hardy Bookkeeping	08/09 MAD	Mar bookkeeping	54.00
Total for 4960 Acctg Dept Charges							\$ 3,486.00
Total for MAD Expenditures							\$ 36,076.20
Net Balance				Friday, May 22, 2009 - Accrual Basis			\$ 14,731.15



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

20 May 2009

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.

Summary

Cash Advance	\$ 21,800.00
Expenses This Period (See Attached)	(3,029.00)
Balance	\$18,771.00
Requested Replenishment	\$ 3,029.00

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
Copy of Listed Invoices/Receipts
Copy of Bank Statement (4/30/2009) and Reconciliation (5/10/2009)

cc: BRDC Board of Directors

**Status of FY 2009 Budget
Expenses Report as of: 30 April 2009**

Object Account	Title	2008-2009 Approved Budget	Previously Reimb.	This Report	Balance
3101	Office Supplies	\$ 1,000.00	61.13	0.00	938.87
3102	Postage/Mailing	1,000.00	820.28	0.00	179.72
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	1,512.00	0.00	488.00
4118	Engineering Services	10,000.00	0.00	0.00	10,000.00
4151	Unclassified Prof Services	24,750.00	4,266.50	2,800.00	17,683.50
4217	Landscaping Services	58,700.00	14,797.06	175.00	43,727.94
4222	Misc Cont Serv (Security)	3,000.00	880.00	0.00	2,120.00
4314	Photocopy Xerox	1,000.00	438.00	0.00	562.00
4351	Advertising	250.00	0.00	0.00	250.00
4810	Insurance	4,100.00	2,854.38	0.00	1,245.62
4960	Accounting Dept Charges	\$5,000.00	3,378.00	54.00	1,568.00
	Total	\$120,800.00	\$29,007.35	\$3,029.00	\$88,763.65

**Listing by Account
 FY 2009
 Expenses Report as of: 30 April 2009**

Account 3102 Postage/Mailing

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

Account 3298 Unclas Mat & Supp

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

Account 4151 (Prof. Services/BRCC Admin OH)

Vendor	Explanation	Cost	Check No.
Dave Kirkwood	February	1,400.00	1112
Dave Kirkwood	March	1,400.00	1115
Total – Account :		\$2,800.00	

Account 4217 (Landscaping Services)

Vendor	Explanation	Cost	Check No.
San Diego Power Clean	Power wash oil spill from accident	175.00	1113
Total – Account 4217:		\$ 175.00	

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.
Total – Account 4314:		\$ 0.00	

Account 4960 (Accounting Dept Charges)

Vendor	Explanation	Cost	Check No.
Caran Hardy Bookkeeping	Bookkeeping – Mar	54.00	1114
Total – Account 4351:		\$ 54.00	



Bird Rock Community Council

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

28 May 2009

Ron Brewer
Brewer Lawn and Landscape Maintenance
1829 Royston Dr.
San Diego CA 92154

SUBJECT: Furnish the Bird Rock Community Development Corporation with Complete Landscape Maintenance of Designated Areas Within the Bird Rock Maintenance Assessment District
Quotation No. BRDC 2008-02

Dear Mr. Brewer:

The Bird Rock Community Development Corporation (BRDC), doing business as the Bird Rock Community Council, is pleased to award Brewer Lawn and Landscape Maintenance (Brewer) a one year extension for the Bid and Alternative Bid Items based on your signed quotation dated May 30, 2008 (Quotation).

The Contract Start Date for the one year extension of the Bid and Alternate Bid Items is **July 1, 2009**. The Contract End Date is June 30, 2010 with continued options for renewal as provided in the Quotation.

The total monthly compensation is set at 1/12th of the Total Quote for One Year on a month to month basis pursuant to Sections V.B and V.C of your Quotation; that is, a combined Total Quote for One Year of \$58,826.00.

This award is contingent on the City's renewal of the maintenance agreement with the Bird Rock Community Council which is expected on or about June 23, 2009.

All other provisions of BRDC 2008-02, Addendum A, and your Quotation apply unless otherwise modified in writing.

Sincerely,
Bird Rock Development Corporation

Joseph LaCava
President, BRCC



Bird Rock Community Council
5666 La Jolla Boulevard, #168
La Jolla, CA 92037

20 May 2009

David Kirkwood
1645 Emerald Street, 1-H
San Diego, California 92109

RE: Independent Consulting Agreement

Dear David:

This letter supercedes our letter of April 7, 2009. Effective **May 20, 2009**, you are authorized to continue work under Phase 3 of the subject agreement (Agreement).

The termination date remains June 30, 2009 with an option for renewal.

All other terms of the Agreement remain unchanged.

We appreciate your continuing good service.

Sincerely,
Bird Rock Community Development Corporation

Joseph LaCava

Joseph LaCava
President

cc: BRCC Board of Directors



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

28 May 2009

Ron Brewer
Brewer Lawn and Landscape Maintenance
1829 Royston Dr.
San Diego CA 92154

SUBJECT: CHANGE ORDER 2009-05-14
Furnish the Bird Rock Community Development Corporation with
Complete Landscape Maintenance of Designated Areas within the Bird Rock Maintenance
Assessment District, Quotation No. BRDC 2008-02

Dear Mr. Brewer:

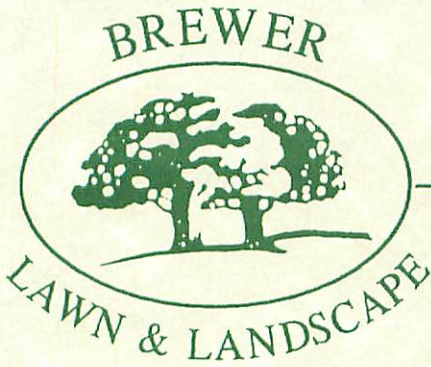
The Bird Rock Community Development Corporation (BRDC), doing business as the Bird Rock Community Council, is pleased to authorize you to perform the services outlined in your proposal dated May 14, 2009

All other provisions of BRDC 2008-02, Addendum A, your Quotation, and previous authorizations apply unless otherwise modified in writing.

Sincerely,
Bird Rock Development Corporation

A handwritten signature in black ink that reads "Joseph LaCava".

Joseph LaCava
President, BRCC



Landscape Worksheet

Date: May 14, 2009
Job Site : Bird Rock MAD
Property Agent : Dave Kirkwood
Phone : (858) 401-2623
Fax : ()
Management Company Bird Rock Community Association

Scope of weekly task, Dog station service, pick up, and restocking of pet waste bags. Trash can pick up with bag replacement and cleaning. These tasks will be billed as monthly service. All materials needed for trash disposal will be supplied by contractor pet waste bags and waste or trash disposal will be supplied by Brewer Lawn Maintenance Inc.

Dog station pick up and service - \$5.00 per station 3 locations, one time per week, 52 week per year
Task cost per year \$780.00

Trash can pick up and service - \$6.00 per can 2, locations serviced, 2 times a week, 104 times per year
Task cost per year \$1248.00

Total Monthly cost for this service \$169.00

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