



**Bird Rock Maintenance Assessment District
ADVISORY COMMITTEE REPORT
26 August 2009**

Action Items

1. Change Order 2009-08-12

Change order for replacement of landscape damaged in vehicular accident in late July (see attached.) While there is no guarantee there is a good chance costs will be reimbursed as the city will file a claim.

RECOMMENDATION: Approve the change order

Information Items

1. FY2009 Contract with City (update)

The FY2009 contract which ended June 30, 2009. The final reimbursement was filed with the City (see attached). We exhausted the Cash Advance and are seeking a small reimbursement to cover allowed expenses. We continue to work with the auditor pursuant to our contract.

2. FY2010 Contract with City (update)

City is processing our request for the cash advance as allowed under our contract.

3. Street Lighting Project (no change)

The City has rejected our proposal to manage the street light project. The City is initiating the process to make it a city capital improvement project. We are awaiting the city's estimate of the cost to weigh against our estimates to see if the project is still feasible.

4. Beautification Committee

Barbara Dunbar is chairing the committee. The committee has a goal of a master plan and budget to be developed over the next six months; perhaps culminating in a presentation to the community at the annual MAD meeting in February 2010.

5. Landscape Contractor

a. Neighborhood Landscaping (no change)

Routine maintenance continues per contract.

b. La Jolla Boulevard between and including the Colima and Camino de la Costa Roundabouts

Routine maintenance continues pursuant to the contract. Contractor added another crew in order to handle the full workload under the contract and we are starting to see a marked improvement and stabilization in the contractor's performance. In August we concentrated on improving sight distance on the corners (for corners entering from the side streets) and across the circles.

BIRD ROCK MAINTENANCE ASSESSMENT DISTRICT
ADVISORY COMMITTEE REPORT

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c. **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. Board member Joe Parker has agreed to write a letter to the City expressing our concern about the condition.

6. **Expenses to Date**

See attached spreadsheet documenting the closure under FY2009 and the initial costs under FY2010.

Submitted by:



Joseph LaCava, Chair, Bird Rock MAD Advisory Committee

Attachments:

P&L for MAD – FY2009 through 8/23/2009

P&L for MAD – FY2010 through 8/23/2009

Reimbursement Request, 8/10/2009

Change Order, 2009-08-12

Bird Rock Community Development Corporation						
Profit & Loss Detail - Maintenance Assessment District						
July 1, 2008 to August 23, 2009 - D R A F FINAL						
Date	Type	Num	Name	Class	Memo/Description	Amount
Income						
4123 MAD Cash Advance						
07/11/2008	Deposit		City of San Diego Treasurer	08/09 MAD	BRCC Cash Advance	11,000.00
07/12/2009	Deposit		City of San Diego Treasurer	08/09 MAD	BRCC Cash Advance	10,800.00
						\$ 21,800.00
4124 MAD Reimbursements Received						
01/12/2009	Deposit		City of San Diego Treasurer	08/09 MAD	BRCC FY 09	10,588.67
02/05/2009	Deposit		City of San Diego Treasurer	08/09 MAD	BRCC FY 09	2,203.04
03/02/2009	Deposit		City of San Diego Treasurer	08/09 MAD	BRCC FY 09	2,475.24
4/14/2009	Deposit		City of San Diego Treasurer	08/09 MAD	Reimb	3,786.15
05/08/2009	Deposit		City of San Diego Treasurer	08/09 MAD	BRCC FY 09	9,854.25
06/01/2009	Deposit		City of San Diego Treasurer	08/09 MAD	BRCC FY 09	3,029.00
						\$ 32,036.35
Total for 4124 MAD Reimbursements Received						
						\$ 53,836.35
Expenses						
Contract Services						
4151 Prof. Services/BRCC Admin OH						
08/09/2008	Check	1077	David D. Kirkwood	08/09 MAD	July Mgmt/Admin @ \$55/hr	367.50
09/13/2008	Check	1079	David D. Kirkwood	08/09 MAD	Aug Mgmt/Admin @ \$35/hr	286.75
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/Admin	376.25
12/16/2008	Check	1096	David D. Kirkwood	08/09 MAD	Nov Mgmt/Admin	490.00
01/12/2009	Check	1098	David D. Kirkwood	08/09 MAD	Dec Mgmt/Admin	757.75
02/11/2009	Check	1106	David D. Kirkwood	08/09 MAD	Jan Mgmt/Admin	1,400.00
03/16/2009	Check	1112	David D. Kirkwood	08/09 MAD	Feb Mgmt/Admin	1,400.00
04/07/2009	Check	1115	David D. Kirkwood	08/09 MAD	Mar Mgmt/Admin	1,400.00
05/08/2009	Check	1119	David D. Kirkwood	08/09 MAD	Apr Mgmt/Admin	1,400.00
06/09/2009	Check	1128	David D. Kirkwood	08/09 MAD	May Mgmt/Admin	1,400.00
07/11/2009	Check	1135	David D. Kirkwood	09-10 MAD	June Mgmt/Admin	1,500.00
						\$ 11,566.50
Total for 4151 Prof. Services/BRCC Admin OH						
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	382.00
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	806.41
12/10/2008	Check	1095	Brewer Lawn & Landscape	08/09 MAD	Nov Birdrock landscape maint	775.00
01/12/2009	Check	1099	Brewer Lawn & Landscape	08/09 MAD	Dec Birdrock landscape maint	823.49
01/12/2009	Check	1100	Brewer Lawn & Landscape	08/09 MAD	CO 2008-12-05 Birdrock landscape maint	840.00
01/27/2009	Check	1102	Michelle Fuiks	08/09 MAD	1/13 remove furniture from street	85.00
02/11/2009	Check	1105	Brewer Lawn & Landscape	08/09 MAD	CO 2008-02-03 Birdrock landscape maint	892.91
03/16/2009	Check	1109	Brewer Lawn & Landscape	08/09 MAD	Feb Birdrock landscape maint	2,386.25
03/16/2009	Check	1110	Brewer Lawn & Landscape	08/09 MAD	CO 2009-01-01 Birdrock landscape maintenance	5,100.00
03/16/2009	Check	1111	Brewer Lawn & Landscape	08/09 MAD	CO 2009-02-20 Birdrock tree replacement	892.00
03/31/2009	Check	1113	San Diego Power Clean	08/09 MAD	3/24 DUJ accident street cleanup	175.00
04/28/2009	Check	1117	Brewer Lawn & Landscape	08/09 MAD	Mar Birdrock landscape maint	2,436.25
04/28/2009	Check	1117	Brewer Lawn & Landscape	08/09 MAD	Mar tree replacement balance	116.26
06/01/2009	Check	1125	Brewer Lawn & Landscape	08/09 MAD	Apr "Extra Accident Damage/Colima"	1,101.33
06/01/2009	Check	1122	Brewer Lawn & Landscape	08/09 MAD	Apr "Extra Colima Parkway" sprinklers	0.00
06/01/2009	Check	1125	Brewer Lawn & Landscape	08/09 MAD	Apr BR landscape maint & coggle stations (9)	2,386.25
06/02/2009	Check	1127	Brewer Lawn & Landscape	08/09 MAD	Apr "Extra Colima Parkway" sprinklers	276.61
06/22/2009	Check	1133	Brewer Lawn & Landscape	08/09 MAD	May BR landscape maint	3,765.09
07/24/2009	Check	1138	Brewer Lawn & Landscape	09-10 MAD	June Reg BR landscape maint	4,902.16
07/24/2009	Check	1138	Brewer Lawn & Landscape	09-10 MAD	June Extra trimming & dumping	1,061.00
						\$ 31,023.01
Total for 4217 Landscaping Services						

Bird Rock Community Development Corporation						
Profit & Loss Detail - Maintenance Assessment District						
July 1, 2008 to August 23, 2009 - D R A F FINAL						
Date	Type	Num	Name	Class	Memo/Description	Amount
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		9.89
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	28.15
04/07/2009	Check	1116	La Jolla Mailbox	08/09 MAD	Mar MAD mailing	7.79
06/08/2009	Check	1120	La Jolla Mailbox	08/09 MAD	Apr MAD mailing	10.93
06/09/2009	Check		La Jolla Mailbox	08/09 MAD	May MAD Mailings	0.89
Total for 3102 Postage and Delivery Expenses						\$ 901.02
3298 Waste Stations & Supplies						
03/02/2009	Check	1107	JJB Solutions Inc.	08/09 MAD	3 Waste Stations & Supplies	1,512.00
6/7/2009	Check	1129	Zero Waste USA	08/09 MAD	Supplies	154.46
Total for 3298 Waste Stations & Supplies						\$ 1,666.46
4314 Photocopy						
01/20/2009	Check	1101	Opaque Graphics	08/09 MAD	Jan mailing Inv. 12519	438.00
04/28/2009	Check	1118	Jobe and/or Lorene LaCava	08/09 MAD	427 copies FY2010 MAD contract	14.82
06/09/2009	Check	1128	David D. Kirkwood	08/09 MAD	May reprographics	40.54
Total for 4314 Photocopy						\$ 493.16
4810 Insurance						
7/21/2008	Check	1075	Alliant Insurance Services, Inc.	08/09 MAD		2,864.38
6/11/2008	Check	1131	Alliant Insurance Services, Inc.	08/09 MAD		1,250.00
Total for 4810 Insurance						\$ 4,104.38
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
04/02/2009	Check	1108	Caran Hardy Bookkeeping	08/09 MAD	Feb MAD bookkeeping	54.00
06/01/2009	Check	1114	Caran Hardy Bookkeeping	08/09 MAD	Mar bookkeeping	54.00
06/01/2009	Check	1124	Caran Hardy Bookkeeping	08/09 MAD	Apr bookkeeping	54.00
06/01/2009	Check	1121	Caran Hardy Bookkeeping	08/09 MAD	Apr bookkeeping	0.00
06/01/2009	Check	1123	Caran Hardy Bookkeeping	08/09 MAD	May bookkeeping	0.00
06/01/2009	Check	1126	Caran Hardy Bookkeeping	08/09 MAD	May bookkeeping	54.00
07/11/2009	Check	1137	Caran Hardy Bookkeeping	08/09 MAD	June MAD bookkeeping	54.00
Total for 4960 Acctg Dept Charges						\$ 3,648.00
Total for MAD Expenditures						\$ 54,086.59
Net Balance/Deficit						\$ -252.18
Sunday, August 23, 2009 - Accrual Basis						

Bird Rock Community Development Corporation
Profit & Loss Detail - Maintenance Assessment District - FY 2010

July 1, 2009 to August 23, 2009

	Date	Type	Num	Name	Class	Memo/Description	Amount
Income							
4123 MAD Cash Advance							
Total for 4123 MAD Cash Advance							\$ 0.00
4124 MAD Reimbursements Received							
Total for 4124 MAD Reimbursements Received							\$ 0.00
Total for Income							
Expenses							
Contract Services							
4151 Prof. Services/BRCC Admin OH							
Total for 4151 Prof. Services/BRCC Admin OH							\$ 0.00
4217 Landscaping Services							
Total for 4217 Landscaping Services							\$ 0.00
4222 Misc Contractual Services							
Total for 4222 Misc Contractual Services							\$ 0.00
3102 Postage and Delivery Expenses							
Total for 3102 Postage and Delivery Expenses							\$ 0.00
3288 Waste Stations & Supplies							
Total for 3288 Waste Stations & Supplies							\$ 0.00
4314 Photography							
07/24/2009	Check		1139	Joe and/or Lorene LaCava	09/10 MAD	7/13-22 MAD fin. copies for auditor	60.78
Total for 4314 Photography							\$ 60.78
4810 Insurance							
7/11/2009	Check		1136	Alliant Insurance Services, Inc.	09/10 MAD	GL Insurance	103.13
7/29/2009	Check			Alliant Insurance Services, Inc.	09/10 MAD	2/09-2010 GL Insurance	2,920.76
Total for 4810 Insurance							\$ 3,023.89
4960 Acctg Dept Charges							
Total for 4960 Acctg Dept Charges							\$ 0.00
Total for MAD Expenditures							
Net Balance							
							\$ -3,084.67
Sunday, August 23, 2009 - Accrual Basis							



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

10 August 2009

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

RE: FY2009 Expenses and Final Report

Dear Andy,

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

Our current agreement ended June 30, 2009 and we have been drawing down the unused balance of the Cash Advance.

Summary

Balance of Cash Advance as of 6-30-2009	\$ 11,029.87
Expenses This Period (See Attached)	(11,282.25)
Balance	(\$252.38)
Requested Reimbursement for Close Out	\$ 252.38

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

Sincerely,
Bird Rock Development Corporation

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Joseph LaCava
Designated Representative

Attachment: Status of FY 2009 Budget – Final Report
Detail of Receipts by Account
Copy of Listed Invoices/Receipts
Copy of Bank Statement & Reconciliation Report (7/31/2009)

Status of FY 2009 Budget – Final Report
Expenses Report as of: 31 July 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	839.89	0.00	160.11
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	1,666.46	0.00	333.54
4118	Engineering Services	10,000.00	0.00	0.00	10,000.00
4151	Unclassified Prof Services	24,750.00	9,866.50	1,500.00	13,383.50
4217	Landscaping Services	58,700.00	21,300.96	9,728.25	27,670.79
4222	Misc Cont Serv (Security)	3,000.00	880.00	0.00	2,120.00
4314	Photocopy Xerox	1,000.00	493.16	0.00	506.84
4351	Advertising	250.00	0.00	0.00	250.00
4810	Insurance	4,100.00	4,104.38	0.00	- 4.38
4960	Accounting Dept Charges	\$5,000.00	3,594.00	54.00	1,352.00
	Total	\$120,800.00	\$42,806.48	\$11,282.25	\$66,711.27

Listing by Account - FY 2009
Expenses Report as of: 31 July 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	June Management	1,500.00	1135
Total – Account :		\$1,500.00	

Account 4217 (Landscaping Services)

Vendor	Explanation	Cost	Check No.
Brewer Landscape & Maint	May Service	3,765.09	1133
Brewer Landscape & Maint	June Service	4,902.16	1138
Brewer Landscape & Maint	Extra for Trimming and Dump Fees ¹	1,061.00	1138
Total – Account 4217:		\$9,728.25	

Account 4314 (Photocopy Xerox)

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	June	54.00	1137 ²
Total – Account 4351:		\$ 54.00	

¹ Extra work required due to MAD takeover from City

² Check had not cleared as of July 31, 2009.



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

Landscape Worksheet

Date: August 12, 2009
Job Site : Birdrock MAD
Property Agent : Joe La cava
Phone : (858)488-0160
Fax : ~~(658)972-4705~~
Management Company Birdrock Community Association

Scope of work capital improvement replant and repair landscaping and irrigation damaged in vehicle accident July 21,2009 approximately 700 square feet

Plant material needed for replacement

1 - 24 inch box Arbutus	\$ 300.00
20 - 5 gallon Rosemary	\$ 280.00
5 - 5 gallon Fan flower or Scaevola	\$ 70.00
12 - 5 gallon Lavender	\$ 168.00
30 - 1 gallon Calendula	\$ 150.00
1 - 15 gallon Red bud tree	\$ 150.00
Irrigation parts for repair	\$ 150.00
10% added for handling	\$ 126.80

Labor to include delivery of nursery stock removal clean up removal, planting and irrigation repair
40 extra ordinary labor @ \$18.00 \$ 720.00

Total \$ 2114.80

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