



**Bird Rock Maintenance Assessment District
ADVISORY COMMITTEE REPORT
24 February 2010**

Action Items

None

Information Items

1. Annual Meeting

In January we mailed out invitations to the annual meeting to the nearly 1500 property owners in the district. Less than 2% of the invitations were returned as undeliverable. No comments were received by mail, email or telephone. The annual meeting was held February 2, 6pm at the Masonic Lodge with nearly 50 in attendance. A lively discussion included district's activities over the past few years, what we have to look forward to in the upcoming year, and the proposed budget. There was no objection to the proposed 2010/2011 budget which calls for an assessment of \$78 per single family home. George Sutton gave an update on the proposed decorative lighting in the boulevard median which we expect will begin design work by the City in July.

2. FY2011 Draft Budget

In light of no opposition from the community, the draft budget was forwarded to the City.

3. FY2011 Maintenance Agreement with City

We expect to renegotiate the BRCC maintenance agreement with the City in February in the 5th renewal of the annual agreement. There are no known issues with last year's agreement.

4. Beautification Committee

Barbara Dunbar continues to chair the committee. They oversaw the new planting scheme first implemented outside CVS at the Midway roundabout. The committee has prepared a general plan which was presented and favorably received at the Annual Meeting.

5. Landscape Contractor

Brewer continued their routine maintenance which included fertilizing the trees in February. January included extra work for repairs and clean-up after the severe storms. We also directed Brewer to do a one time clean up, trimming, and pesticide application at the Moss Lane coastal overlook.

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

We filed a letter of complaint re the open ditch with the city and have yet to receive a response.

7. In pavement flashers at pedestrian crossings

The City is reportedly working on a new design of the Colima and Midway pedestrian crossings and reportedly has the funds for a full replacement.

8. Expenses to Date

See attached spreadsheet documenting the cash flow for FY2010.

Submitted by:

Joseph LaCava, Chair, Bird Rock MAD Advisory Committee

Attachments: P&L for MAD – FY2010 through 2/19/2010
Reimbursement Request, 2/14/2010

Bird Rock Maintenance Assessment District - FY2010
Profit & Loss Detail - Fiscal Year to Date - Accrual Basis

July 1 - February 19, 2010

	Date	Type	Num	Name	Class	Memo/Description	Amount
Income							
4123 MAD Cash Advance							
	09/09/2009	Deposit		City of San Diego Treasurer	09-10 MAD	BRDC Cap Adv	20,000.00
Total for 4123 MAD Cash Advance							20,000.00
4124 MAD Reimbursements Received							
	10/26/2009	Deposit		City of San Diego Treasurer	09-10 MAD	Reimb	3,084.67
	11/02/2009	Deposit		City of San Diego Treasurer	09-10 MAD	Reimb	17,108.94
	01/08/2010	Deposit		City of San Diego Treasurer	09-10 MAD	BRDC FY10 Reimb	12,496.52
Total for 4124 MAD Reimbursements Received							\$ 32,690.13
Total for Income							52,690.13
Expenses							
MAD Expenditures							
Contract Services							
4151 Prof. Services/BRCC Admin OH							
	09/09/2009	Check	1142	David D. Kirkwood	09-10 MAD	July Mgmt/Adm	1,500.00
	09/09/2009	Check	1143	David D. Kirkwood	09-10 MAD	Aug Mgmt/Adm	1,500.00
	10/26/2009	Check	1160	David D. Kirkwood	09-10 MAD	Sep Mgmt/Adm	1,500.00
	11/13/2009	Check	1166	David D. Kirkwood	09-10 MAD	Oct Mgmt/Adm	1,500.00
	12/30/2009	Check	1170	David D. Kirkwood	09-10 MAD	Nov Mgmt/Adm incl plant-marking paint	1,519.05
	01/08/2010	Check	1175	David D. Kirkwood	09-10 MAD	Nov Mgmt/Adm incl plant-marking paint	1,500.00
Total for 4151 Prof. Services/BRCC Admin OH							9,019.05
4217 Landscaping Services							
	09/09/2009	Check	1144	Brewer Lawn & Landscape	09-10 MAD	June Reg BR landscape maint	5,071.16
	09/09/2009	Check	1145	Brewer Lawn & Landscape	09-10 MAD	Aug Reg BR landscape maint (8/30/09)	5,071.16
	09/09/2009	Check	1146	Zero Waste USA, Inc.	09-10 MAD	Doggie Bags	201.17
	09/09/2009	Check	1147	San Diego Power Clean	09-10 MAD	8/17 sidewalk cleanup	325.00
	09/28/2009	Check	1154	Zero Waste USA, Inc.	09-10 MAD	9/15 Inv 3709 dog waste bag dispenser3200	173.53
	10/26/2009	Check	1158	Zero Waste USA, Inc.	09-10 MAD	10/20 Inv 4082 dog waste bags (3200)	201.17
	10/27/2009	Check	1161	Brewer Lawn & Landscape	09-10 MAD	Jul-Jul-Aug BR landscape maint & dog sta addl	130.40
	11/02/2009	Check	1163	Brewer Lawn & Landscape	09-10 MAD	9/8 Jul BR plantings & accident cleanup	2,094.79
	11/02/2009	Check	1164	Brewer Lawn & Landscape	09-10 MAD	10/26 extraordinary work (Seahaus)	376.00
	11/02/2009	Check	1165	Brewer Lawn & Landscape	09-10 MAD	10/1 Sep BR maint & doggy stn maint	5,071.16
	11/19/2009	Check	1168	Junk MD+	09-10 MAD	11/5 Pickup BR alleys	100.00
	12/30/2009	Check	1171	Brewer Lawn & Landscape Inc	09-10 MAD	Oct BR maint incl dog waste	4,902.16
	12/30/2009	Check	1171	Brewer Lawn & Landscape Inc	09-10 MAD	Oct trash & dog waste removal	169.00
	12/30/2009	Check	1171	Brewer Lawn & Landscape Inc	09-10 MAD	CPI increase Sep	65.20
	12/30/2009	Check	1171	Brewer Lawn & Landscape Inc	09-10 MAD	CPI increase Oct	65.20
	01/08/2010	Check	1173	Brewer Lawn & Landscape Inc	09-10 MAD	Extra repair	132.44
	01/08/2010	Check	1173	Brewer Lawn & Landscape Inc	09-10 MAD	CPI increase Nov	65.20
	01/08/2010	Check	1173	Brewer Lawn & Landscape Inc	09-10 MAD	Nov trash & dog waste removal	169.00
	01/08/2010	Check	1173	Brewer Lawn & Landscape Inc	09-10 MAD	Nov BR landscape maint BRDC-2008-02	4,902.16
	01/20/2010	Check	1176	Brewer Lawn & Landscape Inc	09-10 MAD	Dec Inv 3512 "extra work" Phase 1 capital improvement	5,158.38
	01/20/2010	Check	1176	Brewer Lawn & Landscape Inc	09-10 MAD	Dec trash & dog waste removal	0.00
	01/20/2010	Check	1176	Brewer Lawn & Landscape Inc	09-10 MAD	CPI increase Dec	0.00
	01/20/2010	Check	1177	Zero Waste USA, Inc.	09-10 MAD	10/20 Inv 4082 dog waste bags (3200)- Dif Tracking #	201.17
Total for 4217 Landscaping Services							34,645.45
4222 Misc Contractual Services							
	09/16/2009	Check	1151	Off Duty Officers, Inc.	09-10 MAD	10/31 6 officers @ \$55/hr patrol 6 blk radius	1,320.00
Total for 4222 Misc Contractual Services							1,320.00

Bird Rock Maintenance Assessment District - FY2010
Profit & Loss Detail - Fiscal Year to Date - Accrual Basis

July 1 - February 19, 2010

	Date	Type	Num	Name	Class	Memo/Description	Amount
Other Incidental Costs							
3102 Postage and Delivery Expenses							
	09/09/2009	Check	1150	La Jolla Mailbox	09-10 MAD	7/25 MAD mailings	13.45
	10/20/2009	Check	1155	La Jolla Mailbox	09-10 MAD	9/16 & 9/22 MAD mailings	6.05
	10/22/2009	Check	1157	La Jolla USPS	09-10 MAD	PO Box rental	22.00
	11/16/2009	Check	1167	La Jolla Mailbox	09-10 MAD	Mail Reimb Request to City	2.00
	01/08/2010	Check	1174	La Jolla Mailbox	09-10 MAD	12/30 MAD postage	267.30
	01/08/2010	Check	1174	La Jolla Mailbox	09-10 MAD	12/15 MAD postage	2.01
	02/08/2010	Check	1179	La Jolla Mailbox	09-10 MAD	1/08 MAD postage	1.68
	02/08/2010	Check	1179	La Jolla Mailbox	09-10 MAD	1/11 MAD postage	20.90
	02/08/2010	Check	1179	La Jolla Mailbox	09-10 MAD	1/07 MAD mailout postage	476.28
Total for 3102 Postage and Delivery Expenses							811.67
3243 Dry Goods							
	09/16/2009	Check	1152	Janisan	09-10 MAD	9/15 Inv 129045 (10 stadium 36-gal trash receipt.)	5,248.75
Total for 3298 Waste Stations & Supplies							5,248.75
4314 Photocopy							
	07/24/2009	Check	1139	Joe and/or Lorene LaCava	09-10 MAD	7/13-22 MAD fin. copies for auditor	60.78
	12/30/2009	Check	1172	Opaque Graphics	09-10 MAD	12/26 Annual Mtg. Flyer	337.13
Total for 4314 Photocopy							397.91
4810 Insurance							
	7/11/2009	Check	1136	Alliant Insurance Services, Inc.	09-10 MAD	Commercial GL Insurance (City as insured)	103.13
	7/29/2009	Check	1140	Alliant Insurance Services, Inc.	09-10 MAD	Commercial GL Insurance	2,920.76
Total for 4810 Insurance							3,023.89
4960 Acctg Dept Charges							
	08/01/2009	Check	1141	Caran Hardy Bookkeeping	09-10 MAD	July MAD bookkeeping	54.00
	09/09/2009	Check	1148	Integro /Jimenez & Inzunza Assoc. Inc.	09-10 MAD	8/17 Audit & Fin Strmts re 6/30/09	1,999.00
	09/09/2009	Check	1149	Caran Hardy Bookkeeping	09-10 MAD	Aug MAD bookkeeping	54.00
	09/28/2009	Check	1153	void	09-10 MAD		0.00
	10/20/2009	Check	1156	Caran Hardy Bookkeeping	09-10 MAD	Sep MAD Bookkeeping	54.00
	10/26/2009	Check	1159	Guerrero Jimenez Diaz & Co LLP	09-10 MAD	9/21 Audit/tax prep 08/09 accounting	1,501.00
	11/02/2009	Check	1162	Caran Hardy Bookkeeping	09-10 MAD	Oct MAD Bookkeeping	54.00
	12/06/2009	Check	1169	Caran Hardy Bookkeeping	09-10 MAD	Nov MAD Bookkeeping	54.00
	01/21/2010	Check	1178	Caran Hardy Bookkeeping	09-10 MAD	Dec MAD Bookkeeping	54.00
	02/09/2010	Check	1180	Caran Hardy Bookkeeping	09-10 MAD	Jan MAD Bookkeeping	54.00
Total for 4960 Acctg Dept Charges							3,878.00
Total for Expenses							58,344.72
Net Income/(Loss)							(5,654.59)
Note: Cash flow supplemented by \$6,000 in self-funding.							
Friday, Feb 19, 2010 - Accrual Basis							



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

14 February 2010

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

RE: FY2010 Expenses Report

Dear Andy,

The BRDC respectfully submits this report of expenses incurred by the BRDC in conformance with our FY2010 Maintenance Agreement.

Pursuant to our agreement which ends June 30, 2010 we request replenishment of our Cash Advance.

Summary

Balance of Cash Advance as of 10/30/2009	\$ 20,000.00
Expenses This Period (See Attached)	(19,565.40)
Balance	\$434.60
Requested Reimbursement	\$ 19,565.40

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 2010 Budget
Detail of Receipts by Account
Copy of Listed Invoices/Receipts
Copy of Bank Statement & Reconciliation Report (12/31/2009)
Copy of Bank Statement & Reconciliation Report (1/31/2010)

**Status of FY 2010 Budget
Expenses Report as of: 31 January 2010**

Object Account	Title	2009-2010 Approved Budget	Previously Reimb.	This Report	Balance
3101	Office Supplies	\$ 250.00	0.00	0.00	250.00
3102	Postage/Mailing	1,000.00	41.50	271.31	687.19
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	5248.75	0.00	- 248.75
3298	Unclas Mat & Supp	0.00	0.00	0.00	0.00
4118	Engineering Services	0.00	0.00	0.00	0.00
4151	Unclassified Prof Services	18,000.00	6,000.00	3,019.05	8,980.95
4217	Landscaping Services	76,120.00	18,815.54	15,829.91	41,474.55
4222	Misc Cont Serv (Security)	1,000.00	1,320.00	0.00	- 320.00
4314	Photocopy Xerox	1,000.00	60.78	337.13	602.09
4351	Advertising	0.00	0.00	0.00	0.00
4810	Insurance	4,100.00	3,023.89	0.00	1,076.11
4960	Accounting Dept Charges	\$5,000.00	3,662.00	108.00	1,230.00
	Total	\$116,470.00	\$38,172.46	\$19,565.40	\$58,732.14

Listing by Account - FY 2010
Expenses Report as of: 31 January 2010

Account 3102 Postage/Mailing

Vendor	Explanation	Cost	Check No.
La Jolla Mailbox	Postage	2.00	1167
La Jolla Mailbox	Postage for annual MAD meeting notice	269.31	1174
Total – Account :		\$ 271.31	

Account 4151 (Prof. Services/BRCC Admin OH)

Vendor	Explanation	Cost	Check No.
Dave Kirkwood	November Mgmt plus marking paint	1,519.05	1170
Dave Kirkwood	December Management	1,500.00	1175
Total – Account :		\$3,019.05	

Account 4217 (Landscaping Services)

Vendor	Explanation	Cost	Check No.
Brewer Landscape	October landscape maintenance	5,201.56	1171
Brewer Landscape	November landscape maintenance	5,136.36	1173
Brewer Landscape	Repair of irrigation clock	132.44	1173
Brewer Landscape	Phase 1 Capital Improvements	5,158.38	1176
Zero Waste	Doggie waste bags	201.17	1177
Total – Account 4217:		\$15,829.91	

Account 4314 (Photocopy/Xerox)

Vendor	Explanation	Cost	Check No.
Opaque Graphics	Printing annual MAD meeting notice	337.13	1172
Total – Account 4222:		\$ 337.13	

Account 4810 (Insurance)

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

Account 4960 (Accounting Dept Charges)

Vendor	Explanation	Cost	Check No.
	October billing	54.00	1162
Caran Hardy	November billing	54.00	1169
Total – Account 4351:		\$ 108.00	