

CAPISTRANO BAY DISTRICT
AGENDA REPORT
May 31, 2011

Managers Reports

ITEM J.2

Community Entry Area Maintenance Report

There was a large portion of instructions and requests for information from Director Gutierrez that was included at the very bottom on a second page of his "Entry Pickup Items" spreadsheet that was completely missed by staff, titled, ""CBD MONTHLY REPORTS."

Staff will try to get this requested information together in time for the Board meeting Tuesday night. The Liability Insurance Certificates binder is complete but all other items will have to be organized and pulled together and may not be totally complete by Tuesday night. Those items include:

- Firepit Complaint/Response File
- Purchase Orders Record
- Report on ongoing status of legal matters including expenses to-date and projected
- Policy and report on construction deposits (Development Impact Fees)
- Copies of Entry Project photo card for future reference