

REGULAR MEETING #577
CAPISTRANO BAY DISTRICT BOARD OF DIRECTORS
MINUTES
January 31, 2012
REGULAR MEETING – 6:30 PM
OPEN TO THE PUBLIC
Palisades United Methodist Church
27002 Camino de Estrella, Capistrano Beach, CA 92624

A. CALL TO ORDER

Board President Board President Director Bell called the meeting to order at 6:40 PM.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Directors Present: Bell, Haack, Martinez, Masto
Directors Absent: Gutierrez
Staff Present: District Manager Russell
Guests Present: Nicole McDargh, Vice President, Securitas
Brian Sanchez, Branch Manager, Securitas
David Flournoy, Co-founder, Go Forward Racing
Matt Sinacori, Engineering, City of Dana Point

1. *Directors signatures are required on the new bank signature card to be completed tonight.* Manager Russell report that all directors have signed except Gutierrez/absent.
2. *Election of new Board officers for 2012.*

Motion by Director Martinez to nominate Dave Gutierrez as Board President and Ambrose Masto as Vice President, seconded by Director Bell, passed 4-0-1 (Gutierrez absent)

D. PUBLIC COMMENTS

Kurtis Breeding, Beach Road property owner, began discussing his concerns regarding residential car washing and the District's enforcement of the City's regulation. President Bell asked Mr. Breeding to hold on the balance of this topic until we get to Security issues under agenda item F.

E. APPROVAL OF MINUTES

1. *Regular Meeting #576 held on December 12, 2011*
Motion was made by Director Martinez, seconded by Director Haack, passed 4-0-1 (Gutierrez absent), to approve the minutes of meeting #576 of December 12, 2011.

F. SECURITY ACTIVITY REPORT

1. *One month period for December, 2011.* Branch Manager Brian Sanchez reported that we received 11,000 vehicles through the front gate. During 7AM-7PM, traffic flow was steady. There were two incidents: the first, oil stains found on a driveway. The second was a suspicious male looking into vehicles. Security notified the sheriff with the suspect's description. There were 7 or 8 citations issued for parking in the fire lane or blocking a driveway. For the first time in six months, no speeding citations were issued. Securitas'

Human Resources is revising their policy on use of a digital camera to document trespassers, bonfires and other incidents. Securitas has gathered info for an AED program which includes both hardware and software.

2. Introduction of Nicole McDargh, new area Vice President for Securitas

Brian Sanchez introduced Nicole McDargh, new area Vice President for Securitas operations in south Orange County.

Security camera use. Homeowner Kurtis Breeding commented on the use of a camera by security personnel. It was previously against Securitas' policy. They are now creating a change in policy. They had security personnel take pictures of a commercial car washer working at his residence. Director Martinez stated that Securitas is creating a clear policy on what they can and can't do. Breeding stated that Security has no right to take photos of residences and visitors. Per Manager Russell, car washing is regulated in the state, with various cities expected to carry out regulations on commercial car washing. Various HOA and special districts assist to carry out these regulations. The District can be held liable if the new regs. are not followed.

Breeding asked where the bylaws state that our security is responsible for city law enforcement. He stated that Security is stepping outside of their boundaries. Manager Russell explained that the district is trying to prevent a citation from being issued to Mr. Breeding's car washer. Vice President Masto noted that it is not up to us to enforce. Director Martinez added that the purpose of the ordinance related to non-release of car washing detergents is to help with clean beaches, to prevent metals and other contaminants from washing into the ocean. Breeding doesn't feel that the security guards we pay are supposed to enforce it. He stated that we pay taxes to city personnel and we need to do an audit for value versus cost. Breeding asked where the bylaws say we're responsible to do this. Director Martinez answered that Board members have a sworn oath to uphold and defend the laws of the State of California and it is therefore the District's duty to assist the City and the State.

3. Review of proposed vehicle traffic interruption to accommodate triathlon race in September. (The City is proposing to host an international triathlon competition that would impact traffic in and out of Beach Road on Sunday, Sept. 23rd, and is looking for community approval to be permitted to delay Beach Road traffic intermittently at the RR grade crossing and to detour the general public through our maintenance yard).

David Flournoy, event coordinator for Go Forward Racing, reported on the Orange County iron-man triathlon that is coming to Dana Point in September. Last year was a success; the event was safe. This year the run portion of the race leaves from Doheny Beach and progresses south where it crosses the Beach Road community entrance at the railroad grade crossing. There are 1100 participants, 4 countries, and 17 states represented. This event provides several economic benefits. People come to the city and spend money, pay sales tax, and the event provides jobs. We laid out a clear plan on how to handle traffic. We looked at the traffic volume gaps. There will be 4-6 Orange County Sheriff officers to ensure participants safely cross the intersection at Coast Highway and Beach Road. We expect minor delays (about the same length of time as when the train passes). Vice President Masto asked if there are provisions for emergency personnel. Flournoy confirmed that any emergency response vehicles will be given priority access over all race

participants, the public and all other vehicles and that paramedic and fire truck resources will be stationed out on Coast Highway.

Matt Sinacori from the City and District Manager Russell were present at the planning meeting held earlier in the month. Mr. Sinacori referred to the race map and how runners travel. In thinking of public access there is a big impact to manage resources. Runners move along the vehicle travel lane and pedestrians will be kept on the sidewalk. The City's request is for permission to send the public down the District's service road to access Doheny State Park. This will become a traffic control plan for approval. Delays for Beach Road will be about one minute. There will be some traffic build-up on Coast Highway. Signal lights will flash red. Director Haack stated that there needs to be posters announcing the event for that weekend. Director Martinez suggested that orange cones be placed the day before. Manager Russell confirmed the City will have flyers and announce the race. Handouts will be given at our front gate. Director Martinez described how the timing of cars to clear the Beach Road/Coast Highway intersection is 4 cars in 15 seconds. Officers will direct all traffic through the intersection. Director Bell asked at what point(s) are the race participants on our property? Manager Russell responded that the points are the entire north gate access road. The event sponsor, Go Forward Racing, will indemnify the District.

The City of Dana Point requests a letter of support from the Board permitting the general public to be detoured through the maintenance yard access road. Director Martinez asked Manager Russell to draft a letter and President Bell recommended sending the letter to legal for review and the liability insurance summary to our insurance risk officer for his comments as well. Martinez noted counsel may say that we need to increase the maximum on our insurance liability based on Dana Point experiences.

The City can check with the OCTA (Orange County Transit Authority) on insurance requirements and follow up with Manager Russell. David Flournoy requested quick turnaround before the Feb. 7 City Council meeting.

Homeowner David Wilson asked who is responsible to clean the road before and after the event? Flournoy confirmed that they can add resources to make the road passable and safe. Vice President Masto asked how many people are expected to be in the race. Director Bell noted over 800. Vice President Masto commented on the limited parking. Per Flournoy, bike and pedestrian traffic will walk through the service road coming down from Palisades. The Board will hold on their approval to allow use of the maintenance yard access road pending the review by legal and the insurance risk officer. Manager Russell will poll the Directors by email after receiving input from our legal and insurance advisors.

4. Review of proposal for Automated External Defibrillator (AED) Program.

Manager Russell explained what the AED unit is and how it is used. The District has had an AED unit for 9-10 years for Beach Road. It is now considered old equipment. New equipment is available with a longer battery life. One currently missing element in having an AED unit is a full, written program of training, implementation and use by officers. We need to update the program to guide the security officers and District Manager. We asked Securitas what they can provide. We received two proposals. Securitas contracts this program out for a total cost of \$7950. LifeTrends Group (which services Dana Point area hospitals, fire stations, the school district, etc.) quoted \$4100 which includes two new AED

units. One would be placed in the officer vehicle and one in the guard building. The cost is \$1300 for a single unit. There would be a written program that satisfies the Orange County Emergency Management Agency requirements. Director Martinez commented that we already had an AED when we contracted with Securitas. Nicole McDargh of Securitas explained that the pads expire over time. The AED unit was new technology 10 years ago. Adjustments are sensitive for delivery of voltage and time interval when a shock is administered. Issues are battery life and voltage which could cause damage. There can be potential lawsuits due to inappropriate use of the technology or the equipment. The difference between having an AED program and just having the machine is that with the program, the manufacturer contracts out to research all of the rules of the state, county, city and district. Special rules are provided. If the rules change, you are updated. They manage expiration, voltage and recalibration of the machine, training and physician prescription. Securitas has training in CPR and use of AED. Homeowner Kurtis Breeding asked what happens if there is a personnel change with the security guards, who is responsible for the training of the new officer? Costs should be taken out of Securitas. Homeowner Bob Bancroft stated that he would call an ambulance first before the guard if there was a heart attack.

Vice President Masto said that he would like to have the AED program and shared an example in which there was a cardiac arrest during a Loyola University basketball game. Since no one responded, the university was sued. Everyone wanted training. It is not necessary but it could save a life. Kurtis Breeding mentioned concentrations of population. How long does it take to get to residents? Director Martinez reminded that standards are expired and this can result in liability against the District. Director Bell asked to find out if there is a state law requiring the District to have the AED and requested that the existing AED unit be taken out of service. Another homeowner suggested that since we researched other districts when planning the manager's office, we could also research to find out how many others have AED. Homeowner David Wilson asked how many times our AED unit had been used? Per Manager Russell it has never been used. Wilson suggested that Securitas should cover the costs and also asked why the District would want to own this. Director Bell responded that these questions need to be reviewed before a decision can be made. Martinez commented that we had our own internal security when we purchased the AED unit in the past.

5. Review of proposals for security cameras at community entrance.

Manager Russell recommends Maximum Security as theirs is the only proposal offering the *AVS Sens* night vision camera system, which captures more light in low-light conditions. It is higher priced by \$200 but the equipment is new technology and is far superior. There would be four cameras around the guard shack. Board discussion followed on numbers of cameras needed and locations of the cameras. Kurtis Breeding asked why cameras are needed. Director Bell answered that the purpose is to catch drivers who are running into the gate as well as driver ID when a vehicle is stolen. Homeowner David Wilson reminded that several homeowners had previously requested the cameras. Vice President Masto added that the cameras document crimes and Director Martinez stated that this is useful for law enforcement.

Four cameras take pictures of incoming vehicles. One camera observes exiting vehicles. Director Martinez asked to consider a rear-facing camera. Manager Russell explained that the license plate-capture camera is rear-facing and it also gets an image of the vehicle. Director Bell added that we can expand for around \$300 per camera. Director Martinez noted that some distortion exists when the lens receives moisture or needs to be cleaned. Manager Russell stated that the camera could be located in the planter out of the spray of the sprinkler system. With the Maximum Security proposal, adding a camera at \$300 would bring the total cost to \$5162.64, which includes a DVR and options to add cameras. A fifth camera producing a rear view could be a counterpart to the license plate camera and be presented in a split screen image. We can initially go with the license plate camera and add a fifth camera if necessary. Board discussion between Martinez and Director Bell followed. Vice President Masto noted that if there is too much bright light, the camera image can work against you. Manager Russell confirmed that the camera would have to be adjusted due to distortion when headlights shine directly on it.

Motion amended by Director Martinez, seconded by Director Bell and passed 4-0-1, to approve the Maximum Security proposal at a cost not to exceed \$5500 to include the 8-channel DVR with an allowance for a future fifth camera.

6. Review of proposal for an alternate vehicle sensor in the community exit lane.

Manager Russell reported on the proposal to enable the vehicle exit gates to open sooner. Kurtis Breeding noted that the gates need to open sooner and that sensors could be installed in individual cars. Manager Russell noted that it's not practical to have to place a sensor on every single vehicle coming into the community. Instead, the loop detectors are cut into the pavement, similar to those at traffic intersections. We would utilize the existing crack-control cuts already in the driveway. From the curb we would run in conduit through the vegetation, then connect with the existing exit gate motor unit. The installation wouldn't be visible; you would only see the sealant over the grooves. Manager Russell met with Fenceworks on site to go over the scope of work. Their initial proposal was \$650, but trenching and conduit pushed the price up to \$1100. Breeding asked how much it cost to fix the gate when it was destroyed by the drunk driver in October. Manager Russell explained that the gate has been hit four times at a cost to the District of about \$600 each of the first 3 times and over \$15,000 the last time (although this was covered on insurance), so the \$1100 sensor proposal is a cost-effective measure to prevent this in the future.

Motion by Director Martinez, seconded by Director Haack and passed 4-0-1 to approve the Fenceworks proposal in the amount of \$1100.00 to install an alternate vehicle loop detector within the exit driveway at a location about 50 feet further back along the driveway.

G. FINANCIAL REPORT

1. The approved Claims and Demands documents are the record of payments made by the District for monthly bills, invoices for goods and services and employee payroll.

There was no discussion on this item.

2. Report of monthly expenses and year to date status through December 31, 2011.

Director Bell had questions on expenses. Why was Securitas not listed on the Actuals? What was the Special Expense for \$2672.00? Manager Russell will research with the bookkeeper. Director Martinez asked about the YTD budget numbers and asked how sub-

account #4010 – Property Tax Revenue - is budgeted over a 6-month timeline? Director Bell answered that it is not budgeted equally. Director Martinez also asked about the \$27,000 for sub-account #1100. This is liability insurance. Martinez also asked if the prepaid expenses were for two storage units? Yes, per Manager Russell.

3. Collection of Fees for services.

Director Martinez asked is there a process server collection service if a homeowner does not respond to district letters requesting fees? Manager Russell must turn the homeowner over to counsel for legal action.

4. Review of draft reserve study from Foresight Financial Company.

Director Bell reported that Director Gutierrez had requested the study to evaluate our current reserves and develop a savings plan for future infrastructure replacement needs. Director Martinez asked how we develop a dollar amount. Homeowner Bob Bancroft explained that it is similar to depreciation schedules and discussed how the reserve can show on the balance sheet even though the funds may not be there to cover the reserve. We've got reserve cash for contingencies. Director Bell explained that the reserve is needed to fund the following approximate project costs:

Slurry/seal coating	\$55,000
Admin Office	\$50,000
Guard Shack Improvements	\$20,000
Storm Drain	\$22,000
Landscape Improvements	\$ 2,000

Director Bell noted the Board wanted to do a reserve study to find out how much we should be setting aside in reserve each year. Per Martinez/Russell discussion, the District currently assesses a fee for new construction and remodel projects for the purpose of generating a fund for road repairs. This fee is called the Development Impact Fee and is intended to recover money in compensation for the wear and tear on the road and infrastructure from the constant heavy vehicles associated with home construction. While this fee helps to build a fund for road repairs it is strictly for that purpose and does not earmark any funds for future replacement of any other District property. A Reserve Study is essential to the process of identifying the level of reserves needed and when infrastructure items need to be replaced. ***Manager's note: this item will have to be on the agenda for February before it can be finalized as Director Gutierrez, who is absent tonight, should be allowed the opportunity to comment since he had ordered the study back in September.*

5. Review of proposal for new liability insurance policy.

Manager Russell reported that the quote for liability insurance is not complete yet. The agent explained that the quote from last July from Philadelphia Insurance mistakenly thought the District was an HOA and it has been learned that Philadelphia does not underwrite special districts. The agent is working on the quote and has indicated it will be complete in time for review by the Board at the February meeting.

Homeowner Bob Bancroft asked what is the coverage for single occurrence? He noted the benefit of having the District and that our property taxes pay for most of the services. He

mentioned the potential large liability if the district is sued. Director Martinez thinks single occurrence may be around \$3 million dollars. Manager Russell to obtain an answer from the insurance company. He will also give them examples and ask if we would be covered. The SDRMA agent will come to the February board meeting so that the directors can ask questions about our current insurance and the new insurance proposal.

H. ADMINISTRATION OFFICE RETURN TO BEACH ROAD

1. JT Consulting Engineers was officially hired and their services commenced on about October 5th. A concept layout showing the office and the new handicap restroom was produced on October 19th. The engineer was given the go-ahead in early December to produce drawings and get moving on the Coastal Development Permit process.

Manager Russell reported that our engineer provided a second set of conceptual designs. We would like Dave Gutierrez' comments on matching the existing guard building theme. The suggested roof finish in the drawings is thatched. Engineering needs approval to produce drawings and get moving on the Coastal Development Permit (CDP). We have a copper roof currently. Russell needs direction on any desired changes to the exterior of the building. Director Bell asked for next steps. Per Russell, the engineer will produce plans and submit them to the City along with the application for a CDP. We still have to submit the concept to the railroad. Bell asked when we need to decide what kind of roof. Per Russell, it can be easily revised. Bell recommends using the same type of copper roof currently on the guard building. Vice President Masto asked is there a cost difference on the handicap restroom if we have a different size? Per Russell, yes a larger unit is more costly. We don't have final prices. Two long buildings may not be as pleasing to the eye. We want to keep the handicap restroom to an 8 x 12 feet size. Director Martinez mentioned bamboo and noted that the thatched roof is a fire hazard. Another homeowner mentioned that rats love it. Russell will identify the roof design as copper; the same as the guard building. Masto asked if lava rock on the back was necessary. Russell responded no and will try to meet with Director Gutierrez to review the proposed revisions. Russell confirmed to Director Haack that this is the conceptual design needed in order to get the CDP application started with the City.

I. COMMITTEE REPORTS

1. LCP Committee: There has been no further response from the Coastal Commission to the District's letter of reply regarding the allegation back in August that the District violated the Coastal Act in asking a member of the public to move from the beach.

2. CBRA Activity report.

CBRA President Sheila Bullock/35737 Beach Road reported on the tax rules that CBRA must follow. They use non-profit homeowner association tax provisions to avoid taxes on CBRA dues and income. Ninety percent of their budget must be for acquisitions, construction, management, maintenance, and care of District property and ten percent can be used for *Other expenses*. For Year 2011, \$2750 was spent for Christmas decorations. We want to do the Christmas décor again in 2012 at approximately the same cost. We would like to do minor decorating such as flags on Fourth of July and pumpkins for Halloween. CBRA needs the District Board of Directors' help because the Summer Party cannot be included in the CBRA budget. It is treated as a meeting and CBRA can pay for the microphone, table and chairs and banner; however, CBRA needs help with setup and food

costs. Attendees pay for part of the party cost. The average total cost is \$4722. Guests pay a total of \$2705. We write off \$1154 of legitimate costs. This leaves \$863 balance as *Other Costs*.

CBRA requests a contribution of \$1500 from the District Board of Directors. A separate bank account will be established that CBRA contributes to. Any unused funds will roll over for the next year. Director Bell responded to CBRA's contribution request by stating that the board will research it. Discussion followed asking why previous board help was stopped. Director Bell/Manager Russell will research. Martinez suggested the possibility of adding flags down the road for 4th of July and asked if CBRA could use funds to put up flagpoles? Per Bullock, yes, on the beach side.

3. Ad Hoc Committee Report – Management Support Alternatives.

(The Committee will submit minutes of its meeting on January 21st. The District received written communications (emails) from the following property owners requesting a copy of the Committee's recommendations to the Board: Harvey Saarloos, Jim Wilson, Gail Becker, Joe Dunn, Jim Zerboni and Tim Pennington. They were responded to by the District Manager explaining that the Committee has not yet completed its study and has not submitted any final recommendations to the Board).

Chair Nadine Levinson summarized the January 21st Committee meeting. The committee has had five or six meetings. They started out by identifying functions currently outsourced that a property management company could do. There were various services. A grid was prepared to compare property management costs vs. outsource. We are still in the exploration period. Manager Russell and David Wilson will meet with Webb Property Management (in the area for 23 years and serving Cotton Point, Ritz Point and high-end properties) on February 1st at the District office to further clarify the PMC's role. This is not to diminish our services; we're looking at these companies to more effectively support the District administration process and to allow the Manager to continue to service our community needs and serve as our point person. Russell commented that there is potential that looks hopeful and promising. It is worth the committee's work to get to the end point and make a recommendation.

David Wilson stated that the purposes of the property management company are capacity building and centralization of activities. Director Martinez commended the Committee's work and asked that the summary for the town hall meeting be explained simply. The final recommendation probably shouldn't be more than one page. Manager Russell to meet with Webb Property Management on February 1st in the District office.

J. MANAGER'S REPORTS

1. Review of Manager's PRIORITY list.

Director Bell asked if there are any more locations where the block wall is falling apart. Manager Russell explained that all the worst areas have been repaired.

2. Community entrance area landscape and lighting maintenance report.

Proposal by an independent nursery consultant for misc. minor landscape improvements.

Vice President Masto was under the impression that the landscape company would look at the landscaping at no charge. Instead, they came back with a proposal. We all know what plants do well in this area. Lowes gives a 1-year guarantee. Director Martinez noted we had hired a landscape consultant before and plants died. Homeowners mention Beach Road and the Hamilton flower bed. Homeowner Phyllis Masto reminded that the landscapers had placed indoor plants outside on Beach Road. Masto noted that jade plants do well; Homeowner Sheila Bullock suggested sticking with plants that are thriving.

Vice President Masto suggested that the women homeowners review the landscaping based on the current theme and give their opinions and recommendations. Director Bell asked Homeowner Sheila Bullock to contact the homeowners and appoint a chair. Bullock suggested thinning out the existing plants. Masto can donate hours. Succulents work well.

Manager Russell reported that the District did research on the lighting system. Bulb wattage was lowered from 50 watts to 35 watts. This hasn't compromised the visual effect. The bulbs are not going out as often. We figured out how to keep all the bulbs from burning out so quickly.

3. Progress on Storm Drain No. 2 improvement project.

Peter & Associates Engineers was retained by the District to design improvements to storm drain no. 2 at 35121 Beach Road and to process the required Coastal Development Permit through the City of Dana Point.

Manager Russell reported we are just about ready for the CDP submittal to the City. Director Bell asked about the timeframe. Russell confirmed it will take about three months to get to construction. Director Bell asked if there was any progress on the Poche water quality project. Russell confirmed that there are currently funds to operate and maintain the system but the money could run out with the new fiscal year – it depends on what the County and the City of San Clemente can afford next year.

Temporary Emergency Request

Manager Russell explained that the railroad opened up their old abandoned culvert last week, upstream of drain no. 2. This was an unplanned and unannounced project which creates a new problem with the proposed improvement work on this drain. Since we are at least three months from obtaining permits and we can now expect to see more runoff entering this drain it is necessary to provide some emergency drainage out to the ocean. The proposal is to excavate a temporary overflow diversion ditch in case we get a severe winter storm with a lot of rain. This was discussed with the City and permits will not be required as long as our equipment stays off the beach. Manager Russell needs approval to spend approx. \$1000 to excavate a temporary drainage ditch.

Homeowner Bob Bancroft reminded the board of how rainwater can accumulate on Beach Road. Director Haack noted that the Coastal Commission has no problem with the temporary measure. It is on a vacant lot. Director Bell asked if we have access to the vacant lot. Russell already has indemnification in place and will talk to the lot owner. The work would take half of a day and the open ditch would be securely covered.

Motion by Vice President Masto seconded by Director Bell and passed 4-0-1, to approve the temporary measure to dig out the existing drain pipe to open a drainage ditch.

Dashboard Camera for Security Patrol Vehicle.

Manager Russell reported that Securitas is developing a policy that would include the use of a dashboard camera for the patrol vehicle. This will show photos of trespassers. Taking a still camera photo of a trespasser might precipitate a physical confrontation where the trespasser could try to attack the officer. With the dashboard system, the officer can silently activate the camera without being noticed. It may not be as effective but can give an image of what the trespasser is wearing. The still camera can continue to be used for other miscellaneous problems in the community. The dashboard camera is safer for the officers to use

K. OLD BUSINESS

1. Review of City's progress with establishing a Quiet Zone at the Beach Road RR crossing. Director Bell stated we are not going to discuss the Quiet Zone at this time.

2. Report/discussion regarding unpaid subcontractors from the Entry Improvement Project. There are two unpaid subcontractors. Our attorney has negotiated one subcontractor down from \$7200 to \$2000. Manager Russell has a check ready to close out this claim against the District. The subcontractor has already signed a full release. Director Bell agreed to sign the check and transmittal.

Another unpaid subcontractor is owed \$23,000. Our attorney thinks they will eventually settle for a lower amount. Homeowner Bob Bancroft reminded the Board that they should have a signed release from both the contractor and the subcontractor. Russell stated that in this case, we do not have the general contractor as he is out of business. We are being sued by the subcontractor. Vice President Masto asked how they are able to sue us rather than the contractor. Russell explained that we had hired the contractors and Director Haack explained that since they are unable to sue the contractor, they moved to us as the next entity to sue. The Board directed Manager Russell to authorize legal counsel to negotiate with this last unpaid subcontractor. Director Bell noted we paid Rutan & Tucker \$3000 last month, most of which was for legal fees in dealing with these claims.

L. NEW BUSINESS

There was no new business.

M. WRITTEN COMMUNICATIONS

The District received communication in email form from several property owners regarding Ad hoc Committee progress that was reported above under item I.3.

N. BOARD AND STAFF COMMENTS

Truck Turnaround Areas. Director Martinez reminded the Board to ensure that Securitas informs truck drivers of the turnaround areas. They currently use choice properties to turn around. There could be a future claim by a homeowner. Homeowner Sheila Bullock reported that on a previous truck turnaround occasion, she lost a mirror off her car door and

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reported it to Security. Martinez stated that we need to verbally remind them since a handout is easily discarded. Director Haack mentioned many of the truck drivers say they don't know about the turnaround areas.

Director Martinez commended Manager Russell for editing the meeting minutes where actions were taken that needed to be recorded. Russell thanked the recording secretary for drafting the minutes. Martinez thanked the homeowners for attending the board meetings.

Director Bell commended Manager Russell for the new changes added to the agenda for indicating each item as *discussion, action or receive and file*.

O. ADJOURNMENT

The meeting was officially adjourned at 9:25 PM.

ATTEST:

State of California)
County of Orange)ss
Capistrano Bay District)

I, Donal S. Russell, Manager of the Capistrano Bay Community Services District hereby certify that this is an **APPROVED** copy of the Minutes of meeting #577 held on January 31, 2012.

Donal S. Russell
DONAL S. RUSSELL, Manager

February 29, 2012
DATE