

Meeting #581

CAPISTRANO BAY DISTRICT
AGENDA REPORT
June 26, 2012

Administration Office Relocation

ITEM H.1

District Admin Office

Given the surprising and unexpected rejection by the City of the proposed Admin. Office return to Beach Road, the Board has had little time to consider and research any options.

Until this can be fully considered and a practical solution reached, the Board has no choice but to continue with the current offsite office rental arrangement and the effort to have the Manager work part of each day in the small office in the rear of the guard bldg.

Having officially hired Webb Community Management Inc last week, the District can now begin consolidating and digitizing the paper files in order to shrink the space required to manage District business. The end result of this effort will be to enable the Manager to work more effectively from the smaller space in the guard building.

Until all the files are scanned and digitized and filed in the computer, the Manager will continue to work part of each day offsite and will continue to be randomly unavailable to homeowners. The Board recognizes that this is an unacceptable alternative and is sensitive to the needs of homeowners and hopes to have the Manager back full-time in the community as soon as possible.