

## ITEM J.1

### Management Report

Prepared by Webb Community Management, Inc. ("Webb")

Next Capistrano Bay District Board of Director's Meeting will be held on January 28, 2014.

#### Webb Community Management, Inc.

#### Action Items from Board of Director's Meeting on November 05, 2013:

**ACTION ITEM** – Director Muller is requesting that the Property Tax Revenue that is reported monthly on the Profit and Loss Statement reflect a closer dollar figure to what the County's Apportionment Schedule shows for each month. *Excel sheet showing Tax Apportionment Schedule completed and emailed to Director Muller and President Masto on December 06, 2013. **DONE***

**ACTION ITEM** – Director Muller asked to be put in touch with the District Auditor to obtain his advice. *Introductions made and email sent to Director Muller and President Masto on November 12, 2013. **DONE***

**ACTION ITEM** – Webb will present list of Landscape Companies at next Board Meeting December 10, 2013. *List completed and emailed to District Manager Russell on November 22, 2013. **DONE***

#### Other Items that Webb is Currently Working On:

- Financial Statements for the month of October were completed and emailed to the Board on November 22, 2013. **DONE**
- All requested documents from the District's audit company, Rogers, Anderson, Malody & Scott, LLP, have been delivered. Audit is in process. Projected completion date; mid-December 2013. **ONGOING**
- The billing for homeowners who participated in this year's Summer Trash Program will be sent by Webb prior to the end of November. The fee this year is \$85 per household, double if the property is split into either a duplex or upper & lower units. Statements were mailed November 20, 2013. **DONE**
- Tax Apportionment Schedule will be forwarded to the CPA to incorporate a more accurate picture of the Property Tax Revenue on the Profit & Loss Reports for future financials. **IN PROCESS**

## **District Manager Don Russell**

### **Action Items from Board of Director's Meeting on November 05, 2013:**

***ACTION ITEM*** – Homeowner, Dave Gutierrez, reported that the storm drain in front of his home at 35691 Beach Road has a rotted drain lid, leaving steel pipes exposed and presenting a danger for children and animals who may want to crawl inside the pipe. District Manager Russell will contact the City to repair this City-owned storm drain. ***City has been contacted – awaiting reply***

***ACTION ITEM*** – District Manager Russell will gather all documents and plans regarding the OCTA fence matter and deliver copies to the Board for their review during the December 10<sup>th</sup> Board meeting. ***DONE***

***ACTION ITEM*** – District Manager Russell to schedule an update to the Reserve Study to be completed in February or March 2014. ***Foresight Financial has been notified and hired***

***ACTION ITEM*** – Director Breeding has requested that District Manager Russell draw up a layout sketch of what the maintenance yard will look like with the office, storage unit, electrical and landscaping. District Manager Russell will also look into getting an electrical permit from the City for convenience power for maintenance purposes. ***Drawing done and submitted to Directors – elec. permit in process***

***ACTION ITEM*** – District Manager Russell will look into scheduling a speaker from the County to come to the next Board Meeting in December so that the Board may inquire what the County's plans are regarding improvement to the water quality of the Poche area. ***SC City Engineer has been contacted – no presentation at this meeting – possibly at the January meeting.***

***ACTION ITEM*** – District Manager Russell will be emailing and mailing out a hard copy of the new Railroad Policy to all homeowners. ***DONE***

***ACTION ITEM*** – There was a brief discussion concerning a homeowner that has staked off an area around a fire pit in front of their home with wire and flags since the Fourth of July holiday. The Board was concerned regarding the possible liability it presents. The Board directed District Manager Russell to resolve this potential problem immediately. Manager Russell will visit the property owner and have the hazard removed. ***DONE***