

Management Report
Prepared by Webb Community Management, Inc. (“Webb”)
January 23, 2014

Next Capistrano Bay District Board of Director’s Meeting will be held on February 25, 2014.

Webb Community Management, Inc.

Action Items from Board of Director’s Meeting on December 10, 2013:

ACTION ITEM – Director Muller requested that Webb break down the payments for Securitas since the beginning of this current fiscal year. In the October Financials there was a double payment to Securitas and Director Muller wanted to know what month was missed. In July’s Financials, June & July’s payments were included together. In August’s Financials the payment was missed. In September’s Financials August’s payment was include. In October’s Financials, September & October’s payments were included together. In November’s Financials the November payment was recorded in the correct month. ***DONE***

ACTION ITEM – The Board asked that Webb move money from the Sunwest Bank account into the other accounts already in use, not to exceed \$250,000 per account. Accounts to use: Wells Fargo Bank Non-Interest Checking Account, LAIF and Farmers & Merchants Account. ***DONE***

Other Items that Webb is Currently Working On:

- Financial Statements for the month of November were completed and emailed to the Board on January 17, 2014. ***DONE***
- Financial Statements for the month of December were completed and emailed to the Board on January 23, 2-14. ***DONE***
- All requested documents from the District’s audit company, Rogers, Anderson, Malody & Scott, LLP, have been delivered. Draft Audit has been emailed to the Board on Jan. 23, 2014 for review. ***DONE***
- The billing for homeowners who participated in the prior year 2012 Summer Trash Program will be sent by Webb prior to the end of February. The fee that year was \$60 per household, double if the property is split into either a duplex or upper & lower units. ***IN PROCESS***
- 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. ***DONE***

District Manager Don Russell

Action Items from Board of Director's Meeting on December 10, 2013:

ACTION ITEM – District Manager Russell will re-circulate a second letter concerning the NO PARKING signs at all railroad parking areas after the New Year. ***No letter sent out (see next item).***

ACTION ITEM – District Manager Russell will make a sign order in January 2014 after a few more homeowners have agreed to participate in the sign program. ***Signs have been ordered. When the first round of signs are installed it is believed that this will attract the interest of other homeowners. At this time we can issue a second letter.***

ACTION ITEM – District Manager Russell will check with MCI to see if they have easement restrictions over their underground fiber optic cable. ***MCI has no conditions regarding fence placement.*** The Board would like to meet with Bill Mock again after the first of the year to determine an exact fence placement. No meeting time or date has been set as of yet.

ACTION ITEM – The Draft Resolution is to be reviewed by all Board members and discussed further at the next Board Meeting which is scheduled for January 28, 2014.

ACTION ITEM – District Manager Russell was directed to meet with City officials to discuss the NBC TV show proposal and the District Administration Office. And as an alternate plan, to investigate whether the existing electrical conduit from the guard building power panel to the northgate maintenance yard is adequate to increase the wire size for bringing additional electrical power to the northgate in the eventuality that the office has to be moved to that location. ***Pending inspection by electrician.***

ACTION ITEM – District Manager Russell will contact City Engineering to look into making the outfall safer. ***City has inspected the drain pipe outfall and will be making improvements sometime in the next 4 to 5 weeks. They want to replace the rusted pipe in the last 10-15 feet (on the beach side) and install a flapgate.***