

WEBB COMMUNITY MANAGEMENT, Inc.
MONTHLY ACTIVITY REPORT
March 19, 2014

Next Capistrano Bay District Board Meeting: April 29, 2014, 6:30 PM – Meeting #601

1. Report of Action Items From Last Meeting

- Webb Management will provide the Board with a breakdown of the miscellaneous maintenance account.

Progress: *Emailed breakdown to Board on 2/27/14*

- *Error noted on draft audit report.* Webb Management will bring the correction to the attention of the auditor, Scott Manno.

Progress: *Emailed auditor and correction was made on 2/26/14*

2. Report of Current Administrative Activity

- Financial Statements for the month of February were completed and emailed to the Board on March 20, 2014.
- 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.

Progress: *Mailed out on February 25, 2014*

As of March 20, 2014, 57 units were billed and we have collected from 43 units (\$2,580)

5 of the 57 units have moved and are uncollectable. 1 unit does not believe they used Summer Trash in 2012 that leaves 8 units whom we are awaiting payment from.

- Budget development for the new fiscal year is now underway as of March 19, 2014.

3. District Manager's Action Items from Last Meeting

- Organize the installation of the signs during the week of February 24, 2014.
- Request, in writing, from AQMD, how they think AB 1102 may impact the AQMD ruling, and report the findings at the next Board Meeting, March 25, 2014.

ITEM J.4

- The current District Police Officer will be asked to take on some additional evening patrol hours and District Manager Russell will continue to seek help from Securitas Special Projects Department with recruiting an officer for some weekend hours.
- District Manager Russell and Board President Masto will attempt to meet with said homeowner to confirm the administration office issue has been resolved to the homeowner's satisfaction.
- Obtain clarification on the procedure for serving a second term and present his findings at the next Board Meeting, March 25, 2014.
- Director Muller will prepare a written report for the Board and the homeowners with an explanation of how the property tax revenue apportionment works and how the District is benefited by this money.
- Director Muller has requested that District Manager Russell obtain a copy of Greenfield's financials for the Districts' review.
- District Manager Russell will invite Ted Harris, the Dana Point Code Enforcement Officer, to be a guest speaker at the next Board Meeting, March 25, 2014.
- Write up new language to add to the existing *Encroachment Permit* (Ordinance No. 04-204) and present the revisions at the next Board Meeting, March 25, 2014.

Short Term Rental Matter

The City has officially legalized short term rentals; however, because Beach Road is in the Coastal Zone, the Zoning Code amendment has to clear the approval of the Coastal Commission before the legalization process is fully completed. The application has been submitted to the Coastal Commission, but no hearing date has been set yet. **Pending**

35691 Beach Road Corroded and Damaged Drain Pipe at Drain #13.

The City of Dana Point has been contacted, as this drain facility belongs to them. The City has inspected the drain pipe outfall and will be making improvements some time in the next 4 to 5 weeks. They indicated they would replace the rusted pipe in the last 10-15 feet (on the beach side) and install a flapgate. **Pending**

Bids for a Community-Wide CCTV System for Security Monitoring Purposes

This item is still pending as it might become a part of the Greenfield Communications effort. **Pending**