

WEBB COMMUNITY MANAGEMENT, Inc.
MONTHLY ACTIVITY REPORT
April 17, 2014

Next Capistrano Bay District Board Meeting: May 27, 2014, 6:30 PM – Meeting #602

1. Report of Action Items From Last Meeting

- In regard to Fines & Violations imposed on homeowners', Authorized Agent Morris will seek advice from Peggy Webb, owner of Webb Community Management, Inc. regarding how matters such as these are handled in other private communities and will report back to the Board on April 29, 2014.

Progress: Emailed District Manager Russell an example of a typical Association's Enforcement and Fine Policy and Schedule of Fine Assessments on 3/31/14. Peggy Webb recommended that the District seek legal counsel concerning this matter.

- CBRA will make a notice of the NO WOOD BURNING FIRES in their next newsletter to the homeowners.

Progress: CBRA President, Carole Wunderly, decided that they would wait on sending out the NO WOOD BURNING FIRE notice till further directive from the Board. There is a conflict of wording on the notice from SCAQMD.

- Webb Management will set up a phone meeting between the CPA and Director Muller.

Progress: Introduced, via email, the accountant, Chris Vossman and Director Steve Muller on March 26, 2014.

2. Report of Current Administrative Activity

- Financial Statements for the month of March were completed and emailed to the Board on April 22, 2014.
- Budget Development for the new fiscal year is now underway as of March 19, 2014.

Progress: District Manager Russell and Authorized Agent Morris have begun the process of compiling the FYE June 30, 2014 budget.

3. District Manager's Action Items from Last Meeting

- Coordinate with Mr. Klein on the video camera test. **DONE**

- Draft a public notice to all homeowners and guests of the NO WOOD BURNING FIRES policy that went into effect as of March 14, 2014. Board President Masto said to not update the District's official Ordinances as of yet, until the Senate has had a chance to rule on AB 1102.
- Compose a second letter encouraging those remaining homeowners who have the railroad parking to consider removing their old, dilapidated signs and replacing them with the new NO PARKING signs.
- Begin obtaining bids for the following District Administrative Office improvements:
 - Roof with copper sheathing
 - Window and door trim with the same wood as is on the guard building
 - Walk-up ramp and deck to front door
 - New paint
 - Additional potted plants
- Director Muller has requested that District Manager Russell obtain a copy of Greenfield's financials for the Districts' review. This action item will be taken care of by the next Board Meeting, April 29, 2014.
- Follow up with legal counsel to determine if a renter recovery fee charged to homeowners for recovery of expenses will trigger compliance with Proposition 218 (voter approval requirement) and review the details of the proposed renter recovery fee program.
- Follow up with a pavement engineer to get an estimate of cost to develop a methodology for assessing a renter vehicle impact fee.
- Begin developing a program that provides guidelines for management and security to proactively and consistently enforce the community rules and ordinances with regular reporting to city officials of all perceived rental violations.
- Present to Securitas officer Herman Obeng, a \$25 gift certificate for appreciation of a job well done.

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, the hearing has been scheduled for mid-June. **Pending Outcome**

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**