

WEBB COMMUNITY MANAGEMENT, Inc.

MONTHLY ACTIVITY REPORT

July 23, 2014

Next Capistrano Bay District Board Meeting: Aug 26, 2014, 6:30 PM – Meeting #605

1. Report of Action Items From Last Meeting

- Authorized Agent Morris will follow up with the District Auditor, Scott Manno, to make sure he connects with the District CPA, Chris Vossman, to set up the two balance sheets. This process will begin with the new Fiscal Year beginning July 1, 2014.

Progress: Scott Manno connected via email to Chris Vossman on July 16, 2014 with written direction on how to create two companies; one for the CBD itself and another for AD99-1.

- Authorized Agent Morris will be compiling a multiple year comparison to include in the Fiscal Year End June 30, 2015 budget.

Progress: The FY15 Budget with Prior Year Actual's was finalized July 23, 2014 and will be presented at the next Board Meeting on July 29, 2014.

2. Report of Current Administrative Activity

- Financial Statements for the month of June were completed and emailed to the Board on July 23, 2014.

3. District Manager's Action Items from Last Meeting

- The Board will be posting a bulletin to the Community about the petty theft security matter. Homeowners need to lock up their valuables and report to the police when items have been stolen.
- District Manager Russell will look into finding a contact on the police force that the District would be able to send a monthly report concerning all petty thefts matters.
- The cost of spikes strip is still needed for next Board Meeting July 29, 2014.
- For a one month period, Securitas will leave the gates open between 6-9am and then again 3-5pm. There will be a cone holding a "Slow Sign" positioned at the exit gate. A progress report will be provided to the Board at the next Board Meeting July 29, 2014.

- Board President Masto and Director Muller will be drafting a letter to the community bringing awareness of the District's predicament on the final placement of the District Administrative Office. The letter will be reviewed at the next Board Meeting July 29, 2014.
- .
- District Manager Russell will be creating a contingency plan in preparation for the possible move of the District Administrative Office. Locating a trailer that can come on a moment's notice to pick up the office and relocate it to the northgate storage area and explore different ways to pull electricity to the northgate area.
- Director Muller has requested that District Manager Russell look into finding someone in the California Special District's arena to possibly give the District some counsel in this district office location matter.
- District Manager Russell has been directed to obtain the trash enclosure plans for 35147 Beach Road and present to the Board at the next Board Meeting July 29, 2014.
- District Manager Russell will look into the possibility of having CR&R steam clean all the trash barrels along Beach Road.
- District Manager Russell will be contacting OC Vector Control concerning rat control and the associated costs and procedures regarding rat control.