

WEBB COMMUNITY MANAGEMENT, Inc.

MONTHLY ACTIVITY REPORT

September 19, 2014

Next Capistrano Bay District Board Meeting: October 28, 2014, 6:30 PM – Meeting #606

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: Balance Sheet was successfully split between Capistrano Bay Operating Expenses and AD99-1 Expenses.

- Authorized Agent Morris will be trying to push up the completed monthly financials to be ready mid month instead of the 3rd week of the month.

Progress: Was able to submit the back up documentation for the August financials to the CPA by September 8th. CPA is working diligently to comply with the Board's desire to have the completed financials by mid month, although having to split the Balance Sheet has added additional time on his end.

2. Report of Current Administrative Activity

- Financial Statements for the month of July were completed and emailed to the Board on August 27, 2014. Financial Statements for the month of August were completed and emailed to the Board on September 19, 2014.
- SDRMA Workers' Compensation Annual Payroll Reconciliation Report filed with SDRMA.org on August 14, 2014.
- GCC 2013 Government Compensation in California Report filed with the State Controller's Office on September 12, 2014.
- Final FY15 Budget submitted to County of Orange Auditor-Controller on September 19, 2014.
- Recommending to the Board to open an additional Reserve Bank Account to accommodate the monthly, or one-time, transfer of Reserve Funds from Operating into a Reserve Account. The transfer would be \$7,052.50 per month or a one time deposit of \$84,630.

3. District Manager's Action Items from Last Meeting

- Director Breeding recommended that Securitas may want to leave the exit gates open during the summer morning hours on Saturday when the majority of renters are leaving the community between 10 and 11am. The Board has decided to leave the decision of whether to open the gates up to the Commander on duty for any given Saturday.
- District Manager Russell will research for additional bids concerning repairs to the entry and exit gates and to find a painter who can offer a lower cost for the maintenance of the woodwork on the gates and the guard building.
- District Manager Russell will be requesting permits from SDG&E and the City to install a new electric meter in the Northgate maintenance yard.
- Board President Masto and Director Muller will be drafting a letter to the community bringing awareness of the following matters: final location of the District Administration Office, undergrounding of the utility lines, including the possibility of switching the entire road to fiber optics, beach road rentals and beach sand erosion and the possible need for a community wide sea wall.