

# ITEM J.1

## **WEBB COMMUNITY MANAGEMENT, Inc.**

### **MONTHLY ACTIVITY REPORT**

**October 23, 2014**

Next Capistrano Bay District Board Meeting: Possibly mid-December, not scheduled yet

#### **1. Report of Action Items from Last Meeting**

- Authorized Agent Morris has made a request to Peggy Webb to investigate options for possible new legal counsel.

Progress: Waiting on reply's from some of the legal counsel contacted.

#### **2. Report of Current Administrative Activity**

- Financial Statements for the month of September were completed and emailed to the Board on October 17, 2014.
- FYE June 30, 2014 documents have been sent to Scott Manno at RAMS, the District Auditor for Capistrano Bay District on October 24, 2014. Annual Audit to begin shortly.
- Recommending to the Board to transfer the Budgeted Reserve Funds into LAIF. This transfer can be done monthly, or a one-time transfer from Operating into the 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**

- Revise the security camera bid to include the following five items:
  - a) Change out the analog camera #1 at the guest side driveway to a new HD digital unit that will give clear ID and facial recognition both during night and day time.
  - b) Feed the license plate images from the license plate capture camera #6 on the guest driveway directly into our video recorder that retains the video images from all the cameras for about 45days. Right now the images from this camera only appear on a display monitor during the moment the vehicle is sitting in the driveway, enough time for the gate officer to type in the plate number onto the guest pass. With the video feed re-direct, this will allow Securitas to retain license plate records for 45 days on vehicles being issued short temporary passes.
  - c) Relocate the front-facing surveillance camera #5 to a new spot that is away from the glare of the tiki torches so it will continue to pick up useful images during the time the torches are burning.

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d) Mount a second display monitor just outside the guard shack (next to camera #1) where guests sit in their cars waiting for their passes to be issued. This would display their license plate to them, maybe with a notice that says something like, "You are under video surveillance."

e) Get a quote for upgrading the proposed new 4-channel digital DVR to 8-channel.

A ball park cost estimate is approximately \$1,500- \$1,600. The Board has given District Manger Russell permission to research the cost of changing out cameras 2, 4 and 5 to HD digital units.

- District Manager Russell will be measuring the heights of all existing trash enclosure/storage shed structures and their overall dimensions as well as corresponding wall heights to structure heights. The Board is looking for uniformity in these structures.