

ITEM J.1

WEBB COMMUNITY MANAGEMENT, Inc.

MONTHLY ACTIVITY REPORT

December 11, 2014

Next Capistrano Bay District Board Meeting: January 27, 2015, 6:30 PM – Meeting #608

1. Report of Action Items from Last Meeting

- Authorized Agent Morris was asked to set up a Savings Account.

Progress: Money Market Account was set up at Sunwest Bank on December 02, 2014. Account was opened with \$84,630 which is the Annual Reserve Contribution amount.

2. Report of Current Administrative Activity

- Financial Statements for the month of October were completed and emailed to the Board on November 21, 2014.
- FYE June 30, 2014 Financials are being audited by Scott Manno at RAMS, the District Auditor for Capistrano Bay District. Annual Audit is underway.
- Financial Statements for the month of November are currently being compiled by the CPA. They will be emailed to the Board as soon as they are completed.

3. District Manager's Action Items from Last Meeting

- The uniform shirt is approximately \$75 and the two Officers would need at least 3 shirts each. The Board authorized the proposed uniform change.
- District Manager Russell will be adjusting Officer Sokol's morning schedule so he comes in later in the morning, no earlier than 6:45 am.
- The Board authorized District Manager Russell to move forward with the Guard Building Surveillance Camera proposal. The Board has also requested that the recorder unit be mounted on a shelf higher up in the guard shack to protect it from the dampness and airflow.
- Director Breeding has requested District Manager Russell to obtain three additional bids for new electric service in the Northgate area to add to the ones already received before a final decision is made. Also, District Manager Russell is to go to the City and speak with the Planning Department and check on the electrical permit compliance requirements.

- District Manager Russell has been authorized to proceed with Clean-A-Can, one time cleaning for approximately \$715.
- District Manager Russell was directed to research other sealcoating products that might not transfer black onto the driveway and also to proceed with cleaning a larger test section of the exit driveway to see how long the cleaning effort lasts.
- District Manager Russell has been authorized to proceed with the Kuno's Grading proposal at Time/Material not to exceed \$9,389.00.
- Director Breeding is requesting that the loose Storm Drain pipe that is located out in front of his home be moved to the Northgate.
- District Manager Russell will be obtaining information from Cox to evaluate what Cox has to offer concerning the installation of fiber optics. District Manager Russell will also communicate with Greenfield Communications to determine if they will be canvassing the community with any further surveys.
- Director Clark, along with help from the Board, will be developing a set of guidelines for the design and construction of all future storage sheds that may wish to be built by owners along the railroad side of the road within the District.