

WEBB COMMUNITY MANAGEMENT, Inc.

MONTHLY ACTIVITY REPORT

March 24, 2015

Next Capistrano Bay District Board Meeting: April 28, 2015, 6:30 PM – Meeting #611

1. Report of Action Items from Last Meeting

- Authorized Agent Morris will be looking into what other homeowner's association's use for money management guidelines.

2. Report of Current Administrative Activity

- Financial Statements for the month of February were completed and emailed to the Board on March 17, 2015.

3. District Manager's Action Items from Last Meeting

- District Manager Russell was encouraged to send out a community wide notice alerting all homeowners to keep their car doors and doors to homes, locked at all times and to notify security and the police department to any unauthorized entries or squatting of transients.
- District Manager Russell, along with Branch Manager Keirouz, will be working on organizing a weekend event where Securitas would set up a tent at the beginning of the road and hand out flyers and talk with homeowners about home and car safety matters.
- Branch Manager Keirouz will be notifying patrol to be diligent in notifying homeowners of garage doors which have been left open and to pick up from driveways, old flyers and newspapers.
- District Manager Russell is to find an independent third party to help create a money management policy for the District.
- District Manager Russell will be passing out hard copies of the Fiscal Year End Audit for Board members to review before the next Board Meeting.
- District Manger Russell, along with Dave Gutierrez, will get endorsements from the two homeowners who have previously voiced opposition in order to demonstrate to the City that the community is now in full support of maintaining the office in the community.
- District Manager Russell will compile a list of duties and responsibilities for a potential handyman.