

ITEM 11

WEBB CONSULTING SERVICES, Inc.

MONTHLY ACTIVITY REPORT

December 11, 2015

Next Capistrano Bay District Board Meeting: Jan 26, 2015, 6:30 PM – Meeting #618

1. Report of Action Items from Last Meeting

- Authorized Agent Morris will be contacting the District's CPA, Chris Vossman, to inquire about the reporting of the Annual User Fee and why it is recorded in that manner.
- Authorized Agent Morris will be compiling the data that had been previously tallied by Webb Consulting and add to that report, the extra summer expenditures incurred by the Securitas guard services.

2. Report of Current Administrative Activity

- Audit is in process with Rogers, Anderson, Malody & Scott, LLP
- Financial Statements for the month of October were completed and emailed to the Board on November 20, 2015.
- Financial Statements for the month of November were completed and emailed to the Board on December 11, 2015.

3. District Manager's Action Items from Last Meeting

- District Manager Russell will be setting up the meeting with the District Board Members and the lawyer, Mr. Coleman, by the first week of November, to discuss a course of action for shoreline protection for Capistrano Bay District homeowners.
- District Manager Russell will be re-vamping the Shoreline Protection Request for Information letter/survey and mailing them out to the homeowners the first week of November.
- District Manager Russell will apply for an emergency permit in the month of November. Russell was advised by the Board to go directly to the City of Dana Point's manager, Doug Chotkevys, to help facilitate this emergency permit.
- District Manager Russell will be creating a list of contractors who can facilitate the construction and engineering of this proposed sea wall. This list will be available at the District Office for all homeowners to utilize.
- District Manager Russell will be keeping the community apprised, via email, of all updates concerning the progress of the shoreline protection matter thru the upcoming months.

