

# ITEM 12

## **WEBB CONSULTING SERVICES, Inc.**

### **MONTHLY ACTIVITY REPORT**

January 22, 2016

Next Capistrano Bay District Board Meeting: Feb 23, 2016, 6:30 PM – Meeting #619

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

- There were no Action Items to report upon.

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

- Draft Audit is being reviewed by Directors.
- Financial Statements for the month of December were completed and emailed to the Board on January 15, 2016.
- Working on Rental Spread Sheet.

#### **3. District Manager's Action Items from Last Meeting**

- District Manager Russell will make the 2001 Report, "Shoreline Protection Solutions", available to all homeowners upon request.
- District Manager Russell reported that he will be scheduling installation of a Speed Box Radar Trailer along Beach Road, after the first of the year.
- District Manager Russell will be obtaining an up-to-date financial report for the District Administrative office improvements for the next Board Meeting January 26, 2016.
- District Manager Russell will be sending out an email blast to homeowners with a request to clean up all miscellaneous sand bags in front of their homes.
- District Manager Russell will request Bemus to re-grade, set up irrigation, seed and fertilize the area next to the Administrative Office for under \$500.