

# ITEM 11a

## WEBB CONSULTING SERVICES, Inc.

### MONTHLY ACTIVITY REPORT

April 22, 2016

Next Capistrano Bay District Board Meeting: May 31, 2016, 6:30 PM – Meeting #622

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

- There were no Action Items to report upon.

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

- Financial Statements for the month of March were completed and emailed to the Board on April 21, 2016.

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

- District Manager Russell was directed by the Board to get \$100 cash to give to Judy as a Get Well Gift and to help with finances as she will be off work for a while.
- Board President Masto would like a biography created for each of the new guards for inclusion in the next newsletter.
- District Manager Russell was directed by the Board to obtain one or two more estimates on wood working maintenance. Currently John's Painting, who does the maintenance on the guard gates now, charges approximately \$50 per hour.
- District Manager Russell will contact Bob Owen, the District's lawyer, and request that he put together a communication concerning the District's request to share in the Short Term Rental 10% TOT Tax to help cover some of the enforcement charges that the District is incurring. The letter will then be run by the Board for approval before being sent to the City.
- District Manager Russell has been instructed by the Board to look into having a cross walk painted on the street by the Administration Office, checking in with Director Breeding concerning his ideas on cross walk placement.
- District Manager Russell has been instructed by the Board to have the speed cushion moved at 35147 to a location where vehicles may not drive around the cushion, but are forced to go over them. Also, there are many speed cushions that have bolts that have come loose and will be repaired by Traffic Logix at the same time.
- District Manager Russell will be disseminating the flood insurance information to all the homeowner to make them aware of the proposed changes.