

# ITEM 12a

## WEBB CONSULTING SERVICES, Inc.

### MONTHLY ACTIVITY REPORT

October 25, 2016

Next Capistrano Bay District Board Meeting: TBD – Meeting #627

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

No items to report.

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

- Financial Statements for the month of September were completed and emailed to the Board on October 20, 2016.

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

- Securitas Branch Manager, Jorge Moreno is to make sure Securitas is picking up old newspapers in front of Beach Road Homes that are currently unoccupied.
- Securitas Branch Manager, Jorge Moreno is to make sure Securitas is double checking that the Security Vehicle has working headlights at all times.
- District Manager Russell will have Steve Schwartz review the Earthquake and Flood Insurance quote and report back to the Board.
- District Manager Russell will be contacting Utility Specialists and requesting they write up a new bid with the proposed new scenario that was discussed at the October 4, 2016 Board Meeting.
- District Manager Russell will be inspecting the height of the roof line on the proposed trash enclosure plans and will discuss with the homeowner.