

TOM WEBB MEMO

ITEM NO. 3

Don Russell

From: Tom Webb <twebb@webbmgmt.com>
Sent: Tuesday, February 21, 2017 8:02 AM
To: Don Russell; Jim Parsons; Peggy Webb
Cc: 'Ambrose Masto'; 'Carter Clark'; 'Kurtis Breeding'; 'Mike Haack'; 'Stephen Muller'
Subject: RE: Change in Management

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Don,

As we discussed during our recent meeting, February 7, 2017, Karen Morris' leave has necessitated us to find a qualified replacement for all of her duties and responsibilities on behalf of the District.

To that end, Jim Parsons, President of Webb Community Management, Inc., and our business associate for the last several years, has assumed the General Supervision of your District, with Paula Leroy, providing the day-to-day support. Both individuals are highly qualified and will provide your District with the same professional service you have enjoyed from Webb in the past. The financial statements will still be provided by the same company, your checks will still be processed weekly and all of our other duties and responsibilities on behalf of the District will be unchanged.

Peggy and I are still very active in Webb and will be here. Please do not hesitate to contact either of us with questions or inquiries.

Sincerely,

Tom Webb
WEBB Community Management, Inc.,

From: Don Russell [<mailto:drussell@capobay.org>]
Sent: Friday, February 10, 2017 2:47 PM
To: Tom Webb <twebb@webbmgmt.com>
Cc: 'Ambrose Masto' <ambrosemasto@cox.net>; 'Carter Clark' <cardiincal@gmail.com>; 'Kurtis Breeding' <kurtis@fletcherkote.com>; 'Mike Haack' <surfsquirt@cox.net>; 'Stephen Muller' <smuller@themullercompany.com>
Subject: Change in Management

Hi Tom,

Would you be so kind as to provide the District with a letter outlining the change in the management of the District's account as was discussed in our meeting on Tuesday 2/7. Our next board meeting is Tuesday, February 28th and I would need the letter in time for my publishing deadline of Friday, February 24th.

Thank you.

Donal S. Russell, Manager
Capistrano Bay District
35000 Beach Road
Capistrano Beach, CA 92624
drussell@capobay.org
cell: 714-206-4331
Office: 949-496-6576