

Capistrano Bay District
Ad-Hoc Management Committee
Minutes from October 18, 2011 - 6:00 PM

Members:

Nadine Levinson, David Wilson, Ambrose Masto, Mike Haack
and ex officio members Steve Schwartz and Don Russell

All six of the committee members met at the home of Steve Schwartz to review the scope of duties as proposed by Webb Property Management, as a result of the committee's meeting with Webb Management on September 16th.

The attached scope of duties was reviewed and agreed upon by the committee for use in distributing to other property management firms in the process of obtaining bids.

Don will gather current expense costs for the duties to be provided by a management company so the committee will have data to support the marginal costs associated with a property management firm.

It was agreed that District custodial functions could be performed by a management company, but retained onsite in the District office.

Ambrose Masto proposed the idea of the committee looking into alternative plans to a management company, which would include hiring an additional employee. Concern was expressed that if this alternative is fully explored, it would require finding someone with expertise in these areas, and Don would have to develop systems to handle this, as well as developing additional organization and structure.