

## MANAGER'S REPORT MONTECITO CDD

### Informational/Action Items completed:

1. General Admin, Maintenance, and repairs
  - a. The following items were addressed/ scheduled/ repaired:
    - i. Pedestrian Gate Installs and Repairs completed.
    - ii. Pool Clock purchased and hung.
    - iii. Pool Chair lift requested for installation.
    - iv. No parking signs relocated to beach area on Mission Bay.
    - v. Children at play signs installed.
    - vi. Completed monthly emergency light check in the clubhouse.
    - vii. Touched up women's restrooms door on pool deck.
    - viii. Replaced Light on Flagpole at clubhouse.
    - ix. Repaired Pool Stick in game room.
    - x. Water Meter reading completed and sent to district engineer.
    - xi. Gym Rules sign rehung for display.
    - xii. Gym Equipment Deep Cleaned.
    - xiii. Weekly landscaping meeting completed.
2. Ticket system –
  - a. Pending Installation of New/Old system.
  - b. Ticket report included in GM weekly report.
3. Parking Violations – Records.
  - a. Violations are updated weekly, printed, and placed in binder for recording purposes.
4. Pictures of violations are stored in "car violations" folder and stored on drive.