

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 Repairs and proposal meeting completed, waiting on proposal from secure fence.
 - ii. Pool leak detection- Pool is currently closed due to lack of chemical balance in the pool. Leak detection was on site 08/07, possible leak found under pavers, company will be back over next several days to investigate. They will provide a detailed report, estimates at the conclusion of their findings.
 - iii. Clubhouse Cameras in need of repairs as well as vehicle gate cameras. Waiting for the Estimate.
 - iv. Exercise Bike in Gym Repaired.
 - v. Received additional Fountain replacement options for new company.
 - vi. Completed monthly emergency light check in the clubhouse.
 - vii. Painted black lights on outside of clubhouse.
 - viii. Touched up paint in clubhouse.
 - ix. Plumber on site to repair water fountain in gym- waiting on parts.
 - x. Water Meter reading completed and sent to district engineer.
 - xi. Plumber on site to repair men's urinal on pool deck.
 - xii. Gym Equipment Deep Cleaned.
 - xiii. Weekly landscaping meeting completed.
2. Ticket system –
 - a. All tickets responded with copy to BOS.
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.