

MANAGER'S REPORT MONTECITO CDD

Informational/Action Items completed:

1. General Admin, Maintenance, and repairs
 - a. The following items were addressed/ scheduled/ repaired:
 - i. Batteries replaced in all pull stations at clubhouse.
 - ii. Vehicle Gate timers repaired.
 - iii. Solar up lights installed at exterior wall.
 - iv. No parking signs installed in SFH.
 - v. All kitchen appliances are installed in the clubhouse.
 - vi. Completed monthly emergency light check in the clubhouse.
 - vii. Changed lock on kitchen door in clubhouse.
 - viii. Repaired door hinge in game room.
 - ix. Ordered Vehicle gate remotes.
 - x. Poinciana Tree's removed, stumps grinded down, mulch replaced.
 - xi. Water meter readings completed and sent to district engineer.
 - xii. Installed bushes at well area on Montecito.
 - xiii. Pool cushions deep cleaned by Coverall.
 - xiv. Park bench inspection completed.
 - xv. Weekly landscaping meetings completed.
 - xvi. Coordinated with HOA on monthly meeting schedule.
2. Vesta Ticket system –
 - a. All work orders answered and actioned as needed.
 - b. Ticket report included in GM weekly report.
 - c. How to guide located under resources on website.
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.