

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 Pump replaced.
 - iii. New Well meter scheduled for installation.
 - iv. No parking signs reviewed for updates and location change.
 - v. Received Bid for Children at play signs.
 - vi. Completed monthly emergency light check in the clubhouse.
 - vii. Repaired women's restrooms door on pool deck and replaced both locks.
 - viii. Replaced Flag on Flagpole at clubhouse.
 - ix. Annual Fire inspection for Clubhouse completed.
 - x. Game Room Rules Sign Hung on Wall for display.
 - xi. Water Meter reading completed and sent to district engineer.
 - xii. Gym Rules sign rehung for display.
 - xiii. Gym Equipment Deep Cleaned.
 - xiv. Weekly landscaping meeting completed.
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.