

CORDIAL GREETINGS ESTIMATED OWNERS OF COSTA DEL MAR:

In this period, our fundamental activity has been the issue of quotas, we take as a reference the balances of quotas to be collected in the last quarter of the year, we calculate the penalties for that last period and we have added the corresponding information for the year 2019.

We are attaching the quotes balances by lot to January 23, 2019.

You can also check your account statement at www.costadelmar.org

To access the quota section, you must request a password from Julie at email: julie@budget-insurance.com

Letty Armenta is sending personal emails to the owners with their quota information, as well as instructions for making deposits in the country and from the United States.

We want to reiterate the invitation to make the payments of fees in order to have the necessary resources to exercise the budget approved for this year and keep the fractionation in optimal conditions so that we increase the value of our investment and continue to enjoy the most beautiful residential tourism in San Carlos.

We are very grateful for the response we have received from more than 30 owners who, in the first days of the year, have reported with the payment of their fees for the entire year.

The timely payment of the quotas is very important because the amount of the authorized budget is divided among the total of lots proportionally and when these quotas are not covered or they are made in a delayed manner, the capacity to do against the commitments acquired.

You can take advantage of a 5% discount if you pay before the 28th of February the annual fee of 2019, as long as you do not have debts of previous years.

You can also pay their dues on a quarterly basis but it will be without a discount, if you choose to do it this way, take care that your quarterly payments do not exceed the following dates because it will be considered a late payment and will generate a 5% penalty on the balance and will calculate each quarter.

Late payment is considered if the quarter is not covered February 28, May 31, August 31 and November 30, 2019.

DEFEATED QUOTAS

We are making detailed analysis of those accounts that present large overdue balances in order to have a broader knowledge of the situation and have elements to present a proposal at the next General Assembly of Owners.

For the time being we would like to share some statistics about this subject with the balances to 2018.

Of 100% of the owners, 62% are up to date with their payments.

38% of the owners present debts.

This 38% of people who have debts are as follows:

19% handles balances less than \$ 20,000, which is feasible for a quick recovery.

7% owed amounts between \$ 20,000 and \$ 50,000

2% amounts between \$ 50,000 and \$ 100,000

10% owe an amount greater than \$ 100,000

In the revision that is being made, we have found not identified deposits, if you identify a deposit please send us the evidence of your payment to register it to your balance, the unidentified deposits are the following:

27/02/2018	1, 420.00	06/11/2018	7, 500.00
01/03/2018	12, 091.30	29/11/2018	3 ,597.00
16/03/2018	11, 722.47	06/11/2018	7,500.00
16/04/2018	12, 309.56	13/11/2018	2,000.00
20/08/2018	1, 420.00	17/12/2018	2,676.21
26/10/2018	30, 000.00		

ACCOUNTING

Never before had made a physical inventory of equipment, materials and tools, this inventory was made, its value must be assigned and integrated into the financial statements of the Association.

We continue working in coordination with Reyna Mera in the design of the Accounting because this Administration considers it very important to have an accounting system that complies with the Financial Information Standards and the current tax legislation to be prepared and have information clear and timely.

The Firm is working on the design of a system to integrate the process of collecting fees and billing the accounting system.

FINANCE

In the attached file you will find the Ownners income and expenses report corresponding to the month of December 2018 and the fiscal year 2018 budget sheet.

In this last document you can observe a greater exercise in the months of November and December due to the fact that in October there were delays in the payment of services (electricity, water, security, accounting services, garbage collection service, among others), legal expenses for the concept of the amparo claim that was presented as well as the protocolization of the meeting minutes.

We worked hard on the maintenance and this is reflected in the exercise of the budget of the last two months and corresponds to the activities that we have informed them on a monthly basis.

We reiterate our willingness to offer more detailed information to whoever requests it.

COMMUNICATION

We are very grateful to Julie Akin who is supporting us with the different ways of being in contact with you; at this moment we are already maintaining communication through Facebook, if they are not in the group, they only have to open their Facebook account and send a request to be added. It is a closed group with the name of Costa Del Mar, San Carlos Mexico.

We have also been working with Julie to update the official page of Costa del Mar that can be found at www.costadelmar.org

On this page you can find official information about our Association, statutes, reports, quota statements, assembly minutes, among other topics. To access the sections that are considered confidential information, you can ask Julie for the password to julie@budget-insurance.com

You can ask Letty Armenta to be added to a group of whatsapp where we receive information of interest to the community of Costa del Mar, there they keep us informed about civil protection issues, police, potable water, emergencies, nothing of personal communications, social or funny, is strictly informative.

As you can see, we have no pretext to not be in communication, we will also be sending to your emails, some extracts of our statutes about different topics to get to know our regulations and to improve to living together between neighbors.

We ask you to support in order to updating our owners directory.

ADMINISTRATION

Then we present the activities report by Lety Armenta and we take this opportunity to thanks her for her enthusiasm and commitment to our Association and to Pedro and Juan for their dedication and great work that they are making in CDM.

- ✓ Personal emails were sent to the owners to their balance of fees and instructions to make deposits.
- ✓ Translations of collection notices were made and mail was sent to all owners for their knowledge.
- ✓ The deposits reported by the owners have been tracked and they are sending to the Accounting Office for their accounting and billing records.
- ✓ Pedro installed the lights that were missing in the luminaries and nowadays everything is illuminated.
- ✓ Pedro installed a new reflector lamp that was missing in the parking area of the office where there were currently two reflectors on the lawn, 2 LED bulbs were bought and Pedro received instructions to program the timer so that they turn on at 7 pm and turn off At 6 am, the 3 palms illuminated in that area are seen.
- ✓ Pedro Medrano was instructed to clean the garden around the palms to make it look cleaner without branches that should not be growing in that area. Neighbors reported that they had a long time requesting to do so.
- ✓ Budgets were requested for the repair of the glass in the common area that is broken.
- ✓ Construction of extension was detected, the work was stopped and it was followed until delivery to the owner of ruling supported by the Construction Regulations.
- ✓ Payments from owners who were not identified from the year 2018 were located.
- ✓ The bump in the paving road was repaired for the entrance to the fractionation that had not been repaired for some time. The bump was caused by a water leak repair that the CEA made.
- ✓ It was reported directly to the manager of the CEA Efraín Soto, a water leak in the road to the Fractionation. The hole left by the leak will be repaired.

- ✓ Juan Álvaro, a worker from Costa del Mar, was instructed to change the cobbles in poor condition found in the accesses to the beach, the owners walk barefoot through those accesses and were very annoying, and Juan made the changes of cobblestone pieces.
- ✓ Pedro Medrano was instructed to repair a lamp that was detached from the upper part by the high winds in this month. Pedro made the repair.
- ✓ Leakage was repaired in the streets in front of lots 12, 5, 105 of the Fractionation. Materials for repair were purchased.
- ✓ The budget by Mr. Jorge Lugo was approved by the Board of Directors to rehabilitate the base and electricity of a fallen pole in a common area tree. Crane and welders will be occupied. 50% was paid and repair work has started.
- ✓ Proceedings were carried out so that the company Pasa Gen took the 3rd unused garbage container and finally took it away. It is still requested to change the containers for ones in better condition.
- ✓ A working meeting was held with the security supervisor to discuss disagreements, prepare a log every week and clarify the request of the security guards.
- ✓ E-mails were sent and managed with the owners, the cleaning of vacant lots and support was given to those who requested our intervention.
- ✓ Inventory of office equipment and maintenance work tools was carried out with the support of the assistants of the Reyna Mera Accounting Office.
- ✓ Working meetings were held in the office of Reyna Mera to reconcile bank accounts of the deposits made, deposit slips and transfers of owners.
- ✓ Balance questions were answered by the owners who went to the Costa del Mar office and by other means.

We appreciate your attention and keep in communication.

Best regards.

CDM Board