

Sent Dec. 22, 2018.

Good greetings to all the residents of Costa del Mar!

We hope that this Christmas, love will reign in your hearts and that next year will be full of health, peace and blessings for your families.

We communicate again to share the second report of activities carried out during November.

We have been working closely with Reyna Mera, the Accountant that offers us the Accounting and Finance service, where we are defining the work processes that from January will allow us to generate financial statements and detailed reports supported by the Financial Information Standard and the current tax legislation.

We inform you that the minutes of the General Assembly held on October 27 of this year have already been registered by the Notary Public and are in the process of being registered in the Public Registry of Property.

DUES

On the issue of dues, we request all your support for the recovery of payments, we must work together to recover the past due portfolio and have the necessary income to exercise the budget, including making improvements that will increase the value of our properties.

Then we present the pending balances at October and with the mention that in December the charge will be generated for the last quarter of the year. We present balance for lot for greater ease.

SEPT-PAST DUE LIST 2018			
LOT	PAST DUE BALANCE	LOT	PAST DUE BALANCE
1	27,303.73	72	4077.84
4	8,589.51	73	7,439.77
7	32,295.79	75	10,797.57
8	11,059.95	77	7,492.85
9	11,343.55	78	8627.98
11	61,581.07	79	8932.98
13	226,127.32	85	16,695.86
16	9,795.49	86	492,800.40
20	253,794.79	87	4,816.81
33	16,658.12	88	18,345.46
44	33,659.03	90	15,276.76
45	16,699.01	91	249,474.36
46	16,512.70	95	13,046.22
47	3,595.28	97	14,313.44
48	534,405.21	106	19,807.85
53	23,022.78	108	315,480.70

54	13,604.58	109	500,081.81
56	13,752.26	110	13,046.22
63	5,929.45	111	35,261.65
64	366,460.44	113	23,787.57
65	5,589.97	114	23,708.06
66	181,736.81	115	23,526.30
67	296.77	116	54,543.34
69	659,402.04	126	369,458.13
70	30,407.82	132	1,344,759.53
71	64,913.66	TOTAL	\$2,628,537.14

Letty Armenta, is sending personal emails with details of their debts and any clarification or doubt she will attend very pleased.

FINANCE

In the financial area, we have received from the Accounting Office, reconciled bank statements, as well as details of income and expenditure movements for the month of November that we share with you in attached files. If you would like to know more about any additional information, please let us know and we will gladly assist you.

ADMINISTRATION

In this report we have integrated the following section that contains the report of activities that Letty Armenta has done as Property Manager, who has been in charge of the Fractionation, attending daily in the CDM office all the needs that are presented and organizing the activities of the employees and vigilance workers, who they have also shown commitment to the work culture that Letty is promoting.

We must recognize that Letty has worked intensely and solving the pending, as well as being vigilant of compliance with the statutes and she has given a lot of life and warmth to the place.

These are some of the activities he has attended:

- ✓ Patrol the neighborhood several times during the day and night were conducted for problem detection to initiate actions.
- ✓ Meetings were held with members of the Board of Directors, workers, security personnel and accounting firm to define work processes and feedback.
- ✓ Gardening work was carried out around the office, street cleaning and access to the subdivision and roundabout on the road.
- ✓ Repair of fences to access the beach, placement of new hinges, welding on both sides and painting.
- ✓ Repair of vehicular access door, entrance gate.
- ✓ Change of bathrooms door panels of common area and deep cleanliness since they were in very bad conditions, at the moment they are kept clean constantly, with toilet paper and hand soap both bathrooms.
- ✓ Repair of electrical wiring of 15 posts of street lamps that presented short circuit, the photocell and breaker were changed.

- ✓ Two lamps that were broken and not working were manufactured and installed.
- ✓ Light bulbs of 18 lamps were purchased and installed.
- ✓ Three street water leaks were repaired in the neighborhood.
- ✓ Acquisition of paint and painting work carried out by Pedro and Juan on the pillars and roof of the common area and shower wall, exterior pillars of the office and entrance benches in the surveillance booth area.
- ✓ Acquisition of cleaning material for the office and bathrooms of the common area.
- ✓ Cleaning of office window glass and common area.
- ✓ Placement of Christmas lights in the entrance guardhouse.
- ✓ A meeting was held with the security company to define processes for controlling the entry of people with Mr. Francisco Rivera Tapia and a contract was signed for three months of service
- ✓ Printed copies of HOA bylaws, rules and Construction Regulations were given to the security guard of the entrance guardhouse and instruction was given to take note of the time of entry and exit of employees of the HOA. He was asked not to allow access to people who are not residents or renters, and if anyone wants to enter to see if there are houses for sale or rent must be accompanied by a local real estate company. They were also asked to submit every 15 days the report of entries and exits of all persons entering the subdivision.
- ✓ We located vacant lots and fronts of house that require cleaning and email was sent to the owners to ask them to perform cleaning in no more than 10 days and if not, the cleaning will be done at the owner's expense plus an additional 16% because it will require the service of a gardening company that bills. We have offered support to the owners offering them estimates for the cleaning of their lots.
- ✓ A Christmas Event was offered at common area to Costa del Mar workers, security employees, accounting firm and administrator in which they hired buffet service of taquiza, piñata and candies for the children of workers and they were given a turkey as a Christmas gift to share at Christmas dinner with their families.

Activities in progress:

Twelve lights that are working but with very weak light will be changed and the windows of the lamps will be cleaned.

The process of repairing a fallen pole on a tree in the common area has begun.

Negotiations continue with the garbage collection company to remove the extra container and to generate the pending invoicing and the signing of the contract.

The inventory of personal property, equipment and materials began.

We remain at your orders as always, reiterating your support by communicating any situation that requires our attention.

Regards

CDM Board