

ACTIVITY REPORT OF JULY AND AUGUST 2019

We begin by inviting you to join us and participate in the next Ordinary General Assembly of Owners, which will take place on October 26, we look forward to your presence.

Collection

According to Resolution 090519 approved in the General Assembly held in May of this year, owners who settle their debts during the month of June could obtain a 100% discount on penalties, in July 75% and during the month of August 50% discount on penalties; the information was continuously disclosed to the owners by all possible ways, including by notice board in the entrance CDM and CDM office; at the end of this period, the amount of \$ 813,212.60 was recovered.

	INCOME		
LOT	JUNE 100%	JULY 75%	AUGUST 50%
4	\$20,816.46		
33	\$13,468.00		
45	\$19,139.19		
46	\$18,465.58		
53	\$29,374.72		
68	\$7,323.05		
73	\$13,588.32		
88	\$13,841.82		
90	\$11,634.92		
115	\$40,000.00		
132	\$573,256.27		
106		\$25,304.27	
111		\$27,000.00	
	\$760,908.33	52,304.27	\$0.00
TOTAL		\$813,212.60	

The amount recovered was invested in a Promissory Note with Expirable Yield at Expiration for a period of 91 days, which will expire on December 6, 2019.

Thanks to the owners who decided to settle their debts and participate in the improvement and maintenance of our community.

Accounts Receivable System

In order to have a more transparent maintenance fee management system, an online system was developed that will be available for owners to access at any time and check the balance and movements of their account.

The data entered into the system are those obtained through the audit of accounts receivable carried out by the Accounting Office of Reyna Mera, whose opening balance is January 1, 2014, the quota and deposit charges (2014-2019) verified against bank statements were captured in the system, other charges, such as cleaning lots and other expenses, were also paid and penalties and discounts for early payment were correctly calculated.

The system will now automatically enter the quarterly fees and calculate the penalties, it will only be necessary to feed the system at the beginning of the year with the data of the quarterly fees and throughout the year, capture the deposits made by the owners with the information obtained of bank statements.

An access code will be provided to the owner so that he can monitor the movements of his account. The system is being tested and we will present it at our next General Assembly.

When you access the system it is very important that if you have proof of any deposit you made and do not find it captured on your statement, please send the evidence to the Administrator to request its correction.

Channel cleaning

The peripheral channel of the fractionation was cleaned to prevent flooding in the rainy season; Because this cleaning had not been done for some years, it was necessary to hire machinery and hauling.

Lease Rules

In our last Assembly, the resolutions regulating the process of leasing properties in CDM were confirmed and approved and these rules were communicated in due course to the owners.

As previously reported, there have been complications in the operation of these rules due to the resistance of some owners and sometimes from the people who manage these properties.

Because the problems continue, the Directive Committee held a meeting with the property managers that have been identified and were personally delivered the forms that the owners must fill out and sign, as well as the lease rules were explained in detail and they were reiterated the rule that establishes to deposit 10% of the amount of the rent as an impact fee and \$ 7,500.00 as a deposit for violation of rules.

They were reiterated that the Administration must have an information format where the owner informs us that his property is being rented and makes us aware of who is the person who has empowered with his administrator, this data is very important for our Administrator know who to contact if necessary and maintain close and cooperative contact with them.

The other format that the owners must send us signed is the letter where they release civil, criminal or any other responsibility to Costa del Mar regarding any situation that may arise with the tenants of the properties for rent.

To date and despite all the effort made, no owner has delivered signed the information and contact sheet and the letter of disclaimer.

On the issue of the impact rate, we report that only two houses have made deposits despite the fact that many properties have been rented as usual and especially in the summer season:

Lot	Date	Amount
44	15/08/2019	\$ 1,200.00
14	23/08/2019	\$ 1,400.00

44	27/08/2019	\$ 1,000.00
TOTAL		\$ 3,600.00

On the other hand, the Administrator Letty Armenta continues to attend 24 hours a day and especially at night on weekends, a large number of reports from owners who complain about the inappropriate behavior of the tenants and the constant violation of the established rules.

As for the deposits in guarantee for probable violation of rules, the owners who have complied with this provision are the following:

Lot	Date	Amount
67	08/05/2015	\$ 7,500.00
51	12/05/2015	\$ 7,500.00
63	22/05/2015	\$ 7,500.00
18	25/05/2015	\$ 7,500.00
45	18/06/2015	\$ 7,500.00
73	19/06/2015	\$ 7,500.00
120	09/07/2015	\$ 7,500.00
47	16/07/2015	\$ 7,500.00
44	31/05/2019	\$ 7,500.00
53	13/06/2019	\$ 7,500.00
46	24/06/2019	\$ 7,500.00
111	11/07/2019	\$ 7,500.00
43	18/07/2019	\$ 7,500.00
75	12/08/2019	\$ 7,500.00
TOTAL		\$ 105,000.00

Finance

Various work meetings were held with the Accounting Office in relation to the results of the accounts receivable audit, accounting system and improvement of work procedures, in this sense a more efficient communication system was agreed between the Accounting Office and the Administrator for making payments to suppliers, monitoring unidentified deposits and preparing deposit receipts to owners.

Payments to suppliers are made on Fridays

Deposits are reported on Saturdays

Vouchers of warehouse are made on Mondays

We need all your support by sending a copy of your deposit file to the Administrator or, if you make an electronic transfer, please write down the reference data of the lot number to identify your deposit and credit it correctly to your account.

Major repairs

Several faults in the operation of the electric motor of the access door to the Fractionation have been repaired.

Activity Report of the Administrator Letty Armenta

- Cleaning of entrance to Costa de Mar, cutting of plants on the sides.
- Blow and sweep of the areas detected.
- Welding of access door to the beach.
- Repair of doors and windows of guardhouse and office.
- New screws to the door of the common area.

- Glass cleaning, common area bathrooms and pool maintenance daily.
- Development and installation of a pump area cover for the pool.
- Repair of water leaks in several houses where the CEA made a service cut and did not seal properly.
- Pedro Medrano repaired 4 leaks of the boxes of several lots that leaked.
- Lamps were repaired in front of houses 47 and 48.
- Meetings with the Security Company supervisor to review slogans to the guards, the withdrawal of 2 guards who did not follow the security procedures was requested. The owner of the Security Company was asked not to send guards that double shift since they do not perform well.
- Supervision and direct communication with construction site builders and workers so that they do not violate construction rules.
- Daily monitoring of the State Water Commission (CEA) during these hot months due to the lack of water in the subdivision, it was managed to respect the tanning since they are not sending water on the days they must send unless they are called or complained .
- The acquisition of insurance policy in the common areas was managed.
- Cleaning of channels around the private one at the beginning of August, 2019 to be prepared for the hurricane season and heavy rains, trucks and retro excavators were used for a complete cleaning. In the place 6 giant rattlesnakes were evicted from the trucks.
- Preparation and submission of report of expenses payable and reports of income from fees to the Accounting Office weekly according to the provisions of the Steering Committee.
- Calls from landlord complaints by tenants who do not respect the regulation with loud music were answered and the police were called several times.
- Schedule meetings with representatives and real estate agencies that manage properties for rent with the President and Treasurer of the Steering Committee.
- Repair of engine failure at the entrance and exit gate of the subdivision.

We keep in touch and receive a cordial greeting.

CDM Directive Committee