

ACTIVITY REPORT FROM THE MONTH OF SEPTEMBER TO OCTOBER 17, 2019

Among the activities carried out by the Directive Committee are mainly:

Preparation and sending of a call for the Ordinary General Assembly to be held on October 26, 2019.

Adjustments and design of reports of the web accounts receivable system.

Sending user keys and passwords requested by the owners.

Work coordinated with the Accounting Office in the design of records of initial balances and adjustments to the accounting system to obtain financial statements.

Analysis of service items for the exercise of the annual budget.

Currently working on:

Preparation of the annual budget 2020.

Preparation of results report of Resolution 090519 of recovery of quotas.

Preparation of final report of the activities of the Directive Committee.

Preparation of financial statements as of September for presentation at the General Assembly.

Letty Armenta reports the following summary of activities:

Daily gardening, pruning, weed and street cleaning, cleaning of common area glass, and changing of molten light bulbs is carried out.

Follow-up on construction requests and supervision of works.

Management to CEA for sending water to CDM.

A working meeting was held with the security company to request the attention of some aspects to be corrected in the service they are offering.

New weeding machine was acquired since no pieces of equipment that are currently available were found.

Collection and monitoring of deposits by installments.

Attention and monitoring compliance with the provisions established for property leases.

Acquisition of chemicals for the pool service and design of chemical control logbook.

On the other hand, we wish to recognize several neighbors who organized themselves, and on their own, in a selfless way, they made the renovation and remodeling of the west access to the beach, congratulations for this example of optimism and solidarity commitment, worthy of being emulated.

The reports of income and expenses of September 2019 are attached.

Best regards

Directive Committee