

El Cantil

Administrative Report
4th Quarter 2015
October, November, December



VC and Homeowners,

This report describes the work, projects and finances during the past quarter and is divided into three sections:

1. Important Information and Updates
2. Building Maintenance
3. Financial Report

IMPORTANT INFORMATION AND UPDATES

Important Contact information:

El Cantil CBP Administration
eccadmin@cbpcozumel.com
After hours emergency contact number:
Mobile: (987) 878-6811

Ashley (Ash) Grant Sartison (CEO)
Caribbean Beach Properties
CBP Cozumel SA de CV
Email: ash@cbpcozumel.com
Mobile: (987) 112-4491

Jorge Canul (Building Supervisor):
Email: buildingsupervisor@cbpcozumel.com
Mobile: (987) 100 2480

New Notifications

The VC has reported that many are contacting the VC regarding questions that should be directed to the administration. We invite you to please send all your questions and concerns to eccadmin@cbpcozumel.com that are related to the following or other matters:

- All issues regarding Common Area Maintenance, Water, Security, Cleaning, TV service, etc
- Billing Questions or Issues

For issues within your unit please contact: Your property manager.

NOTE: If it also affects our HOA Common Area contact us at eccadmin@cbpcozumel.com

The email eccadmin@cbpcozumel.com is shared by Caribbean Beach Properties supervisors. We are happy to help answer any questions you may have. If you have questions for the VC, they will be happy to answer your VC related concerns or comments.

New Advanced Management System:

CBP has invested into a new management system to:

- Assign and schedule tasks to maintenance personnel
- Track history of repairs.
- Schedule preventative maintenance and reminders. We do not follow the custom of "repair only when it breaks". For example, we serviced the transformers this year. The system will remind us in 2 years that it is time to schedule the next service. We will be tracking everything, down to the servicing of bearings of every water pump.

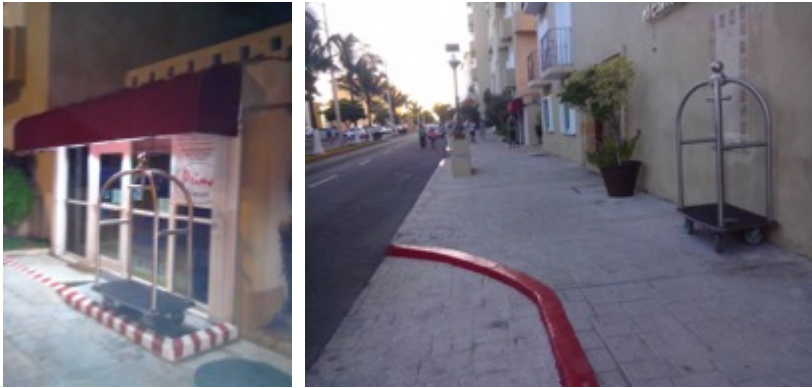
- The system will help us to plan these repairs more efficiently and once we have a full history of repairs we can budget for future repairs so we have the money we need when we need it.

Pier Transfer:

The paper work requesting the pier transfer has all been submitted. We expect the process to be finished sometime during 1st quarter 2016.

Luggage Carts:

There was some discussion over who the luggage carts belonged to. It was resolved. They were purchased and belong to the Homeowners of El Cantil.

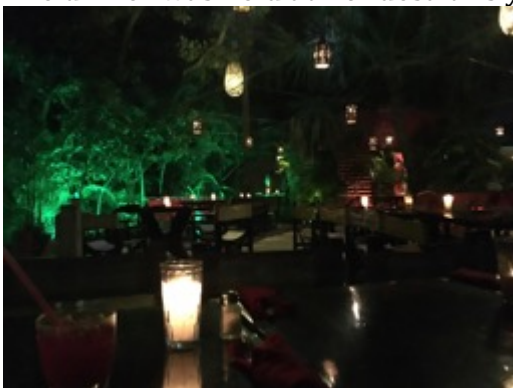


They are now being maintained by us:



Employee Appreciation Dinner:

The dinner was held at Kondesa this year.



The employees had a very nice time and were super appreciative. Kandy, Bill and Heather attended this year as well.



TV Service and Channels:

The channels are daily getting changed or turned off. We don't know why. The service provider has sent someone out to update all the TV Boxes' software. We hope that will help. The staff are checking the channels at least once or twice a day to make sure all is in order. Please let us know if we miss a channel.

Report on Soft Water System:

We took water samples from two areas in the north tower and one sample from the south tower and hired professionals to test the water.

Here are the results:

North: Between 20ppm – 40ppm (Water is very soft.)

South: 180 ppm (Water is not as soft as it needs to be, but will soften over the next few weeks with the adjustments we have made.)

Routine Reminders

Garbage:

Please do NOT leave garbage outside your condo doors. It often leaves a mess, smells bad, and looks bad as well.

Balconies:

Please remember and remind guests to not hang dive gear, towels, etc. on balcony railings. Security guards will knock on doors of people who forget.

Pool Area:

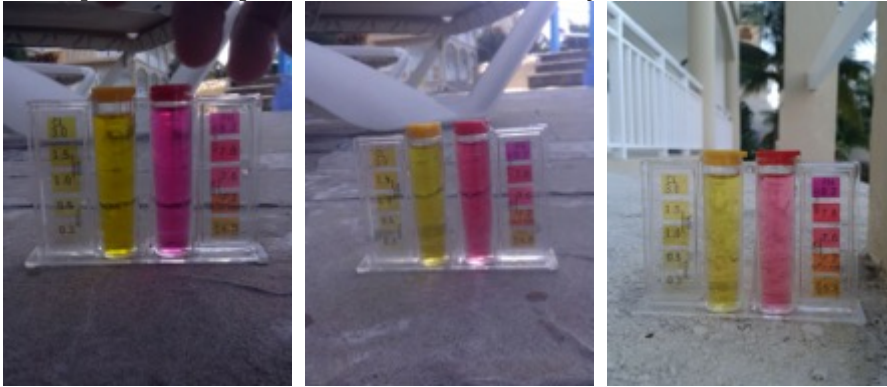
Please remember and remind guests that glass is not permitted in pool area for homeowners or guests.

BUILDING MAINTENANCE AND GARDENING (Highlights)

Pool – Chemicals, Heating and Lighting:

Daily the pool chemicals are tested and adjusted accordingly. To ensure this is being done, readings are sent every morning to supervisors via Whatsapp for the 3 sections of the pool. The automated chlorination system was only installed to service the large part of the pool. The other two parts (Hot Tub and Kids Pool) are maintained manually.

Example of the 3 pictures that are sent daily:



The pool heater was repaired and we are working on the “ideal” temperature. Many owners are giving their feedback. Thank you. Here are the temperatures we are presently maintaining:

- Pool:
31/32 Celsius --- 87/90 Fahrenheit
- Hot Tub:
37/38 Celsius --- 98/101 Fahrenheit

The pool heater was not safe to run. However, we hired a proper technician and purchased the necessary parts to make it safe again (e.g. Flow Sensor, High Temperature Shut-off, and Thermostat).

- Before/After -



Pool Lights:

Pool lights that were burnt out and used a lot of energy (350 watts) were replaced with LED ultra white (18 watt) bulbs. We ordered them through a provider out of Mexico City at a large discount as we have made many purchases from them over the past years for many buildings.



Pool Area:

Custom fiberglass garbage bins purchase for pool area:

- Before/After -



3 Umbrellas were purchased provisionally until we can find better quality ones at a reasonable price:



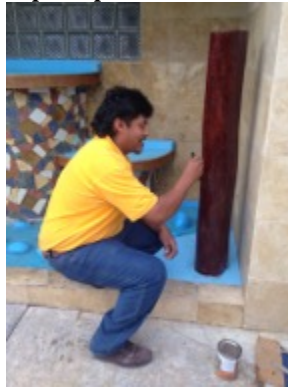
We still have 6 large umbrellas. Bases are being made as well as counter weights so we can use all of them again.

Christmas Light Entrance - Made Normal



Smurf Fountain:

Repainted, cleaned, wood sanded and varnished and pumps restarted:



We are cleaning regularly so that algae doesn't grow. In the future we will make it less Smurf.

Elevators:

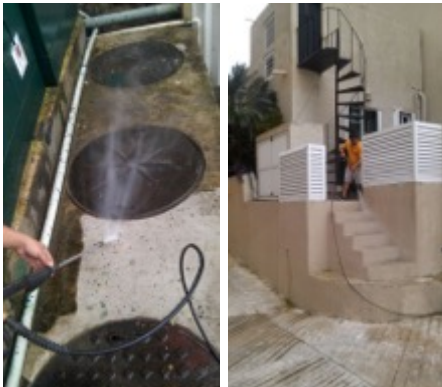
1. Elevator 3 failed all the time and was repaired under our Otis Service plan and at not extra charge.
2. All lights in the elevators were replaced with LED bulbs.
3. A new fan was ordered and will soon be installed.

4. Doors for Elevator 2 were old and were replaced with the ones from the street side of elevator Four.



Further Pressure Washing;

-Around the Transformers-



- Ramp Cleaned Again -



Broken Edge Repaired:



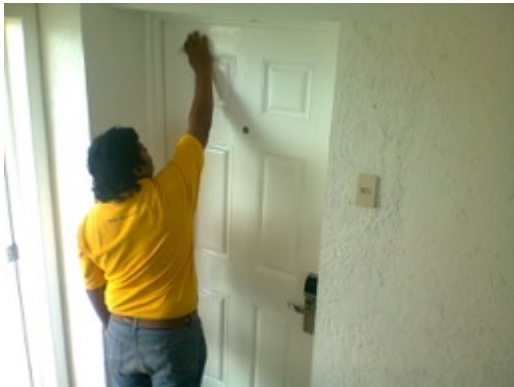
South Garage Gate:

Electronics failed, parts were purchase and installed:



Door Painting:

Many doors and doorframes were painted. Please let us know if you would like yours to be painted and when.



South Tower Pumps – Noise Reduction:

We have added lot of insulation to all of areas where the pipes are connected to the building, including polyurethane foam and rubber between brackets and pipes.



Thick rubber was installed around the pumps that sat directly on the ground inside the cistern:



Also some preventative maintenance was done on a section of pipes that was weak:
- Before/After -



Bathroom Cistern Cleaned and Pump Repaired:



Water Treatment System:

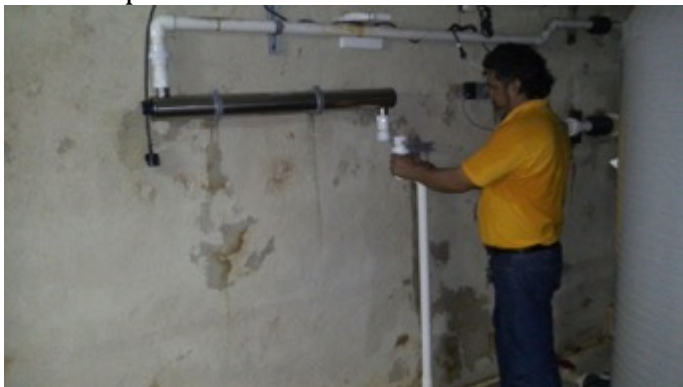
- Lids were purchased to cover the salt for softener -



- Water softeners have been re-programmed to soften the water safe levels again -

We are testing regularly in the north and south towers to make sure the water is within a safe range. Some fine tuning is being done to make it work perfectly.

- UV Lamp (North Tower) -
New lamp was installed.

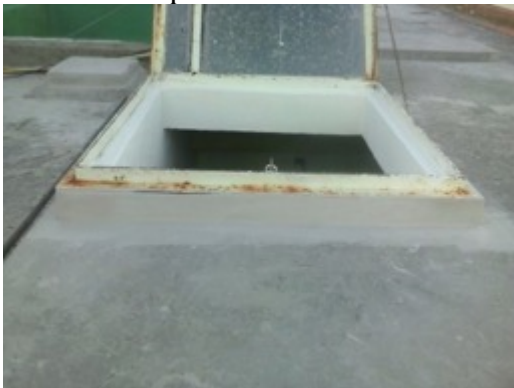


North Tower Roof:

One of the raised roofs (north) was finished. Final roof sealant will be applied in late January 2016.



Door was repaired:



Just as what was done on the south roof we have begun doing to the north. In the picture below you will see roof cracks repaired. Now that the raise roof (northern one) is repaired we will seal that end of the roof and then finish the project when AI finishes the other raised roof in the Spring.



South Tower Roof:

Picture of south roof now sealed:



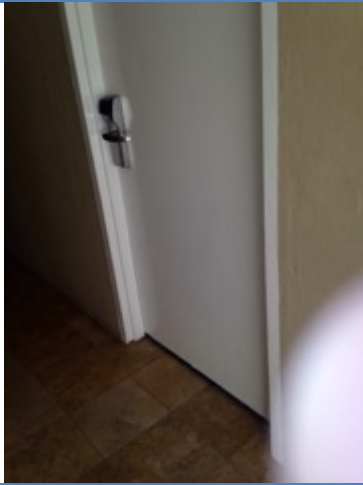
AC Balconies were cleaned after many years of birds making a mess:



A few pigeon spiders were added to see if it will help keep the birds away. We believe they will work but we need a lot more:



Painted access door in Lobby North:



Gardening:

Our 5th security guard which covers the days off of the other four security guards, is also a great gardener and is working 2 days a week helping with gardening projects throughout the building.



Palm Trees added to Fountain as requested at the November assembly:



- Before/After -



Palm Trees were Trimmed:



Weeds growing in the street are removed:



Umbrellas:

We purchased a few cheaper umbrellas at HomeDepot to buy us some time while we thoroughly research the options and try to find higher quality umbrellas at a reasonable price. We are getting close to making a decision.



Palapa Grass Replaced:



Door with bar that tripped people:

This didn't work (Ugly too):



So we did this:



Extinguishers were all Serviced:



South Tower Garage Roof Project:

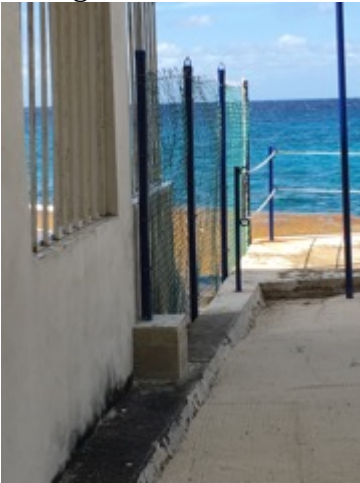
The project is mostly complete. There is only a little cement work left to do then it will be sealed, painted and LED lights installed. The project will start again after Carnival.

- Before/After -



Fence to Palace Resort:

Some posts were very rusted at the base, therefore we painted them and poured a cement base to help strengthen them for a few more years:



Lounge Chairs:

They are monitored and washed regularly.



FINANCIAL REPORT

El Cantil Financial Report / Reporte Financiero para El Cantil

September – December, 2015 / septiembre a diciembre, 2015

Short period (4 months) / Período corto (4 meses)

Operating Profit/Loss Report / Reporte de ingresos y gastos de operaciones

	Pesos MN	Approx. USD
Income / Ingresos		
Ordinary Dues / Cuotas Ordinarias	1,748,471.84	\$123,938.01
Water payments / Pagos de agua	97,499.76	\$6,093.74
Total Income / Total de ingresos	1,845,971.60	\$130,031.75
Expenses / Gastos		
Bank charges/Cargos Bancarios	468.06	\$29.25
Employee expenses/Gastos de empleados		
Annual dinner/Cena anual	10,006.82	\$625.43
Payroll/Nomina	328,627.39	\$20,539.21
Rewards/Premios	6,800.00	\$425.00
Seguro, ISR, Infonavit, IVA	108,500.38	\$6,781.27
Uniforms/Uniformes	1,839.76	\$114.99
Total Employee expenses/Gastos de empleados	455,774.35	\$28,485.90
Employee loans/Prestamos a empleados	4,000.00	\$250.00
Federal Zone/Zona Federal	60,176.30	\$3,761.02
Legal and Assembly Fees/Gastos Legales y de Asamblea		
Assembly expenses/Gastos de asamblea	392,525.53	\$24,532.85
Legal assistance/Asistencia Legal	24,000.00	\$1,500.00
Topographical Survey Study/Estudio Topografico	21,068.96	\$1,316.81
Translation of legal documents/Traduccion de documentos legales	17,140.00	\$1,071.25
Total Legal and Assembly Fees (Attendance of Notary and his attorney, legal minute taking and translation during the assembly, notary and registry fees for minutes, audio and video recording, hall rental and food for 2 days.)/Gastos Legales y de Asamblea (Presencia del Notario y su abogado, minutas legales, notarización y registro de la minuta, audio y video grabación, salon, comida.)	454,734.49	\$28,420.91
Maintenance/Mantenimiento		
Cleaning supplies/Artículos de limpieza	8,679.00	\$542.44
Equipment Maintenance/Mantenimiento de Equipo	9,746.88	\$609.18

Extinguisher/Extintores	6,240.80	\$390.05
Gardening Expenses/Gastos de Jardineria	2,710.00	\$169.38
Gas for Pressure Washer/Gas para karcher	1,102.00	\$68.88
General maintenance/Mantenimiento en general	10,438.00	\$652.38
New Garbage Cans	9,600.00	\$600.00
TV network repair/Reparaciones de senal TV	16,820.00	\$1,051.25
Paint and paint supplies/Pintura y artículos de pintura	27,374.47	\$1,710.90
Plumbing and Electrical/Plomeria y Electricidad	91,735.54	\$5,733.47
Pool chemicals/Quimicos alberca	23,653.56	\$1,478.35
Pool repair/Reparaciones de alberca	50,510.00	\$3,156.88
Tools/Herramientas	12,824.69	\$801.54
Transformer Maintenance/Mantenimeinto de Transformadores	40,600.00	\$2,537.50
Total Maintenance/Mantenimiento	312,034.94	\$19,502.18
Office expenses/Gastos de oficina	7,975.00	\$498.44
Professional services fees/Gastos de servicios profesionales		
Accounting fees/Gastos de contabilidad	26,359.00	\$1,647.44
Administration Fee/Gastos de Administracion (Pesos)	231,385.00	\$14,461.56
Elevator monthly contract/Elevador contrato mensual	203,143.44	\$12,696.47
Fumigation/Fumigacion	22,620.00	\$1,413.75
Security/Seguridad	38,289.28	\$2,393.08
Total Professional services fees/Gastos de servicios profesionales	521,796.72	\$32,612.30
Taxes/Impuestos (Note/Nota: High because part of the legal fees are paid here./Gastos de recibos de honorarios.)	139,523.00	\$8,720.19
Utilities/Servicios		
Electricity/Electricidad	84,091.00	\$5,255.69
Garbage/Basura	21,362.40	\$1,335.15
Gas/Gas	40,769.10	\$2,548.07
Monthly TV network/Red de TV mensual	86,342.28	\$5,396.39
Water/Agua	90,702.12	\$5,668.88
Total Utilities/Servicios	323,266.90	\$20,204.18
Total Expenses / Total de gastos	2,279,749.76	\$142,484.36
Profit or Loss / Ganancia o perdida	-433,778.16	-\$27,111.14

Reserve Fund Profit & Loss / Reporte de ingresos y gastos para fondo de reserva

	Pesos MN	Approx. USD
Reserve Fund Dues / Cuotas para fondo de reserva	764607.68	\$47,787.98
Special assessment projects/Proyectos de fondos especiales		
Bridge modifications/Modificaciones del puente (In process)	11,737.00	\$733.56
Dome reconstruction/Reconstruccion de domos (50% complete)	194,871.04	\$12,179.44
Elevator repair/Reparaciones de elevador (In process)	26,796.00	\$1,674.75
Garage Ceiling Repair/Reparacion del Techo del Sotano (In process)	62,640.00	\$3,915.00
Palapa Repair/Reparacion de Palapas (Completed)	20,880.00	\$1,305.00
Roof Sealing Project/Impermeabilizacion de los Techos (50% complete)	152,300.00	\$9,518.75
Umbrellas/Sombrillas (In process)	8,682.00	\$542.63
Total Special assessment projects/Proyectos de fondos especiales	477,906.04	\$29,869.13
Reserve profit or loss / Ganancia o pérdida fondo de reserva	286,701.64	\$17,918.85

Balance of cash and accounts / Saldos de cuentas y caja chica
December 31, 2015 / 31-dic-2015

Account / Cuenta	Balance / Saldo
CiBanco Operating Peso	493,795.88
Cibanco Reserve Fund Peso	449,893.03
Monex peso	7.54
Petty Cash/Caja chica	5,282.43
Total Pesos	Pesos MN 948,978.88
Monex Dollar	USD \$247,397.88

We hope this reports helps you relax and enjoy your Cozumel Home at El Cantil a bit more.

Coconuts are given to guests and owners from time to time as they are available and cut from El Cantil Palm trees:

