



<u>Action:</u>	<u>Progress and by whom:</u>	<u>Completion Date:</u>
<u>29/07-1:</u> H&S White lining to be completed Maintenance Contractor.	Awaiting completion by Maintenance.	C/F
<u>29/07-2:</u> Plaza Mayor Project and H&S tree bases	Ian to meet with Laurence Pearson. Plaza surface a priority due to H&S concerns.	Completed meeting has taken place. Committee has voted to commence work on Plaza Mayor on 2 <sup>nd</sup> November 2016.
29/07-4: Administrator to make enquiries to establish costs, training required and any legality issues.	Quotation received including equipment and training up to 8 members. Equipment for 2 machines 2.600.00-€, training for 8 person plus translation and 2 days training of 6 hours per day 900.00-€ (plus IVA)	Quotation accepted by committee and 2 defribulators to be purchased and people to be trained identified See 29/07-4
29/07-5: Ashley to research and establish who should be trained.	Full list of those to be trained being compiled. Ten spaces available for 12 hours training to be completed over 2 days. A number of those to be trained identified but list still to be completed.	
<u>29/07-6, 10 &amp; 11 and 2/09-2, 3, 4 &amp; 5:</u> 02-01 Application for Internet Antenna. Roof clearance Project (approved) Administration to contact Owner. Maintenance team to assist with attaching approved sticker.	Owner to be contacted by administrator to identify their equipment to Maintenance team.	All items of roof furniture which have been approved have been identified to maintenance team.
<u>Action 29/07-13:</u> Balustrades to be added to wall top Plaza	Quotation received by Grupo capital works authorised Administration to prepare worksheet for works to be	Now on worksheet and will be completed when

Fuente. Administrator to raise work order for maintenance team.	completed	maintenance contractor has completed the major projects in the community.
<u>Action 29/07-15:</u> Additional signage for community at Los Olivos.	A meeting took place on site at Los Olivos re additional signage. In principle the idea has been agreed but it will be raised at the AGM of Los Olivos at the end of October Ian to prepare a draft sign as per the measurements agreed.	
<u>Action 29/07-16:</u> Construction of Bellaluz Feature on the approach to the village from the direction of La Plaza.	Architect has been identified and consulted. Small works licence being applied for	The Committee agreed the works to commence and the licence has been applied for.
<u>Action 2/09-1:</u> It was agreed that 2 surveys will be carried out one to identify and risks during the daytime and also one at night to highlight any lighting issues.	Ian and Jimmy to carry out 2 risk assessment surveys in the village.	C/F
<u>Action 2/09-6&amp;7:</u> Orange trees and plants to be examined in Plaza Mayor as some of the trees do not seem to be thriving. The garden contractors will be contacted to investigate if the trees have been infected with leaf fly and also to reduce the watering programme.	Work order to be raised by administration to have Miranda examine trees for disease or infestation. Anne to meet with gardeners to discuss over watering of the trees and the gardens in general Administration to arrange a meeting with Eduardo, Ann and a member of the admin team to discuss outstanding issues and possible additional planting in and around Plaza Mayor.	Watering of Orange trees has now been stopped and being monitored. Trees will no longer need watered by the gardeners after completion of Plaza Mayor refurbishment.

<p><u>Action 2/09-8:</u> Complaints regarding railing adornments. A number of complaints have been received in relation to various designs of windbreak/privacy screen placed on terrace and balcony railings in the community. As per the bylaws and regulations the installation of windbreaks/privacy screens must first be approved by the Committee and the only colours that can be installed are either cream or white.</p>	<p>An inspection is to be carried out to identify terraces not complying with the guidelines once identified the owner will be contacted and a request made for their windbreak to be removed/changed. Jimmy to compile a list. Anne as Gardens and Environs V.P. to compose a letter inviting those owners to comply with the community rules and regulations.</p>	
<p><u>Action 2/09-9:</u> Enquires are to be made with the General Community regarding the possible moving of a lamppost. The lamppost in its present position may detract from the Bellaluz feature fountain.</p>	<p>The street lights are under the jurisdiction of the Town Hall agreement with the Town Hall and Iberdrola would have to sought the process will take years.</p>	<p>Lamp to remain in place</p>
<p><u>Action 2/09-10:</u> Website</p>	<p>Done new website host has been identified and currently the web site is being tested.</p>	<p>Actioned and tested by Mike.</p>
<p><u>Action 2/09-11&amp;12:</u> CCTV Cameras to be installed in public areas and car parks of Bellaluz - A quote has been obtained for the installation of 8 CCTV cameras plus all the recording equipment with installation for the cost of 2,345.00-€ this project was approved.</p>	<p>Current signage is sufficient but additional sigage will be applied. Electric feeds to each of the cameras to be identified between the contractor and Luna. Ashley to oversee the installation programme.</p>	
<p><u>Action 14/10 – 1</u> Letter to all Locals informing them of works to commence in the Plaza</p>	<p>Administration to prepare and send</p>	
<p><u>Action 14/10 – 2- Applications</u></p>	<p>13.01 – Administration to inform Owner application approved</p>	

	<p>09-16 - Administration to inform Owner of Committee decision and advice</p> <p>18-10 - Administration to inform Owner of Committee decision and advice</p> <p>01.10 - Administration to inform Owner application approved</p> <p>01.16 - Administration to prepare and send a letter to Owners in Block 1</p> <p>13.18 - Administration to prepare and send a letter to Owners in Block 13</p> <p>Buggy Park - Administration to send prepared letter to Owners in Block 15</p>	
<p><u>Action 14/10 – 3</u> Water pipes works</p>	Administration to inform Owners that works will commence in November with the final phase of the renewal of the water infrastructure	
<p><u>Action 14/10 – 4</u> Invoicing 1st half fees 2017</p>	Administration to prepare Invoices ready for sending by 15 <sup>th</sup> November 2016	
<p><u>Action 14/10 – 5</u> Los Olivos signage</p>	Ian to prepare a draft of the new sign	
<p><u>Action 14/10 – 6</u> Storage of equipment on walkway by 1<sup>st</sup> Drop</p>	Administration to write to The 1 <sup>st</sup> Drop asking for all equipment to be removed as it is a health and safety issue this area is used for evacuation purposes in the event of an emergency	
<p><u>Action 14/10 – 7</u> Availability of WI-FI to the entire village of Bellaluz</p>	This suggestion was approved at the AGM 2012 – Eddie Samways to investigate the viability of such an installation, costs and possible signal bandwidths problems.	
<p><u>Action 14/10 -8</u> Owners week, Tapas and drinks Monday 24<sup>th</sup> April after the AGM</p>	Administration to ask Abuela Teresa if she would like to host this event.	