



<u>Action:</u>	<u>Progress and by whom:</u>	<u>Completion Date:</u>
<p><u>29/07-1:</u> H&S White lining to be completed Maintenance Contractor.</p>	<p>Awaiting completion by Maintenance.</p>	<p>C/F</p>
<p><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 one at night to highlight any lighting issues.</p>	<p>Ian and Jimmy to carry out 2 risk assessment surveys in the village.</p>	<p>C/F until completion of all major works projects and Bellaluz is clear of construction materials and equipment.</p>
<p><u>Action 2/09-8:</u> Complaints regarding railing adornments. Several complaints have been received in relation to assorted 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>C/F until next painting schedule completed. Letter prepared.</p>
<p><u>Action 05/12 – 7</u> Snagging list re paint works</p>	<p>Blocks 4,5,6,7,10,11,12. Painting completed</p>	<p>Snagging lists to be completed</p>
<p><u>Action 05/12 – 8</u></p>	<p>Quote & design from Miranda discussed and agreed to go</p>	<p>Installation of feature to</p>

Water, garden feature in Plaza Chica	ahead.	be up and running before Easter
<u>Action 13/01-1</u> – Fencing around solar panels to be constructed	Administration to prepare work order	Work order prepared. Fence to be constructed
<u>Action 13/01-2</u> – Netting for solar panel to be sourced	Ian to look in to options and materials available for this project	C/F
<u>Action 13/01-5</u> Negotiation to be pushed with Inmagolf Lawyers	Juan Carlos to pursue	Awaiting new court date
Action 17/03 -1 Course dates to be organised for defibrillator training	Administration to organise suitable dates and compile list of attendees, training to take place in The Scotsman	
09.01 – Installation of Kitched door	CF Administration to write to all Owners re application and place in notice board, Mike to put application on website.	Application approved and owner informed
09.01- 09.02 – Change to dividing wall	Approved, Administration to inform Owners of decision	
18.02 – Additional railing	Postponed until hatch is installed	
Local 140 – Replace central window	Approved, Administration to inform Owners of decision	
<u>Action 17/03 – 3</u> Non Payment of community fees.	Owners whose community fees have not been paid by 31/03/2017 water to be cut, Administration to prepare list and advise maintenance to cut water.	To be discussed at Friday contractors meetings.
<u>Action 17/03 – 4</u> Irrigation system to be set up in The Plaza	Administration to advise Miranda of works to be completed	
<u>Action 17/03 – 5</u> Block 18 and 13 grassed areas to be re-seeded	Administration to advise Miranda of works to be completed	
<u>Action 17/03 – 6</u> Signage for CCTV to be purchased and erected	Administration to prepare works order for works to be completed by Grupo Capital	
<u>Action 17/03 – 7</u> Final snagging to be prepared with water company	A meeting to be arranged between Ian, JC and Vigeras, Administration to organise	Final check to be made to see all work is finished
<u>Action 17/03 – 9</u> Gardening contracts to be reviewed	Administration to send the latest contract to Ian and Juan Carlos	
Action 21/04-01 Applications	Administrator to contact owners regarding all applications	
Action 21/04-02 Long term debtors	Administrator to contact debt collection agencies on our behalf and request reports on current situations.	
Action 21/04-03 Insurance for the community and individual owners	Ian, Juan Carlos and Phillip Lowes (Nominee for VP at AGM and insurance expert) to meet at earliest opportunity in order to discuss the way forward in relation to the community insurance and how best to advise owners regarding their own responsibilities as stipulated by the Bellaluz By-Laws.	

