

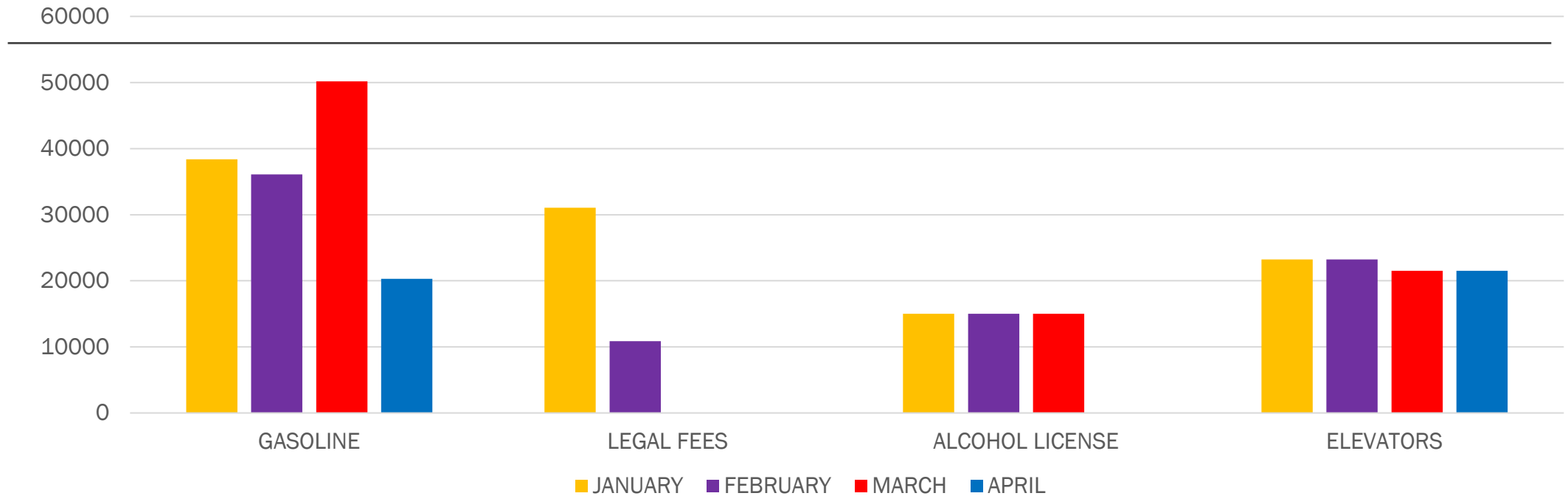


Las Palmas Beach Resort

EXPENSE REPORT
COMPARISON AND DEBTS

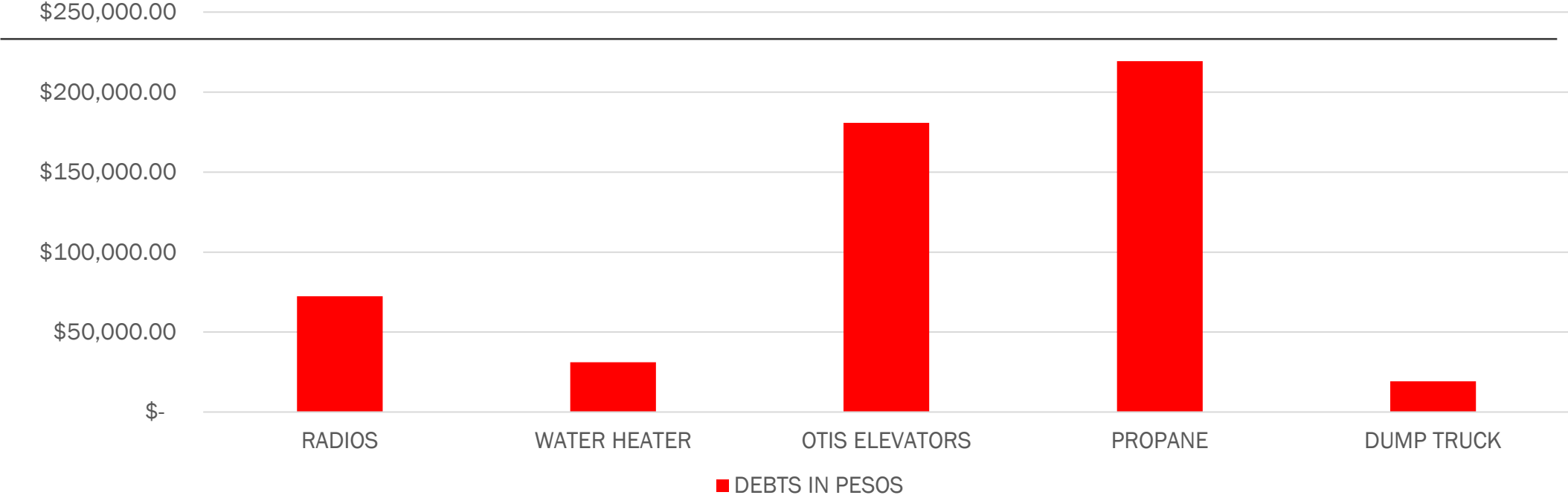
EXPENSES BY MONTH 2020

YEAR TO DATE AMOUNT IN PESOS



PENDING INVOICES SINCE 2018-2020

ASOCIACION DE DUENOS LAS PALMAS





MANAGER'S REPORT

Administration

Staff

- Maintenance Manager hired on May 14th
- All staff is back on site and everyone has been assigned a specific work area
- Staff assessment has been conducted and new organization has been placed in accordance with skills/experience
- All the onsite staff has been provided with masks and sanitizer
- Maintenance manager is working on rearranging staff schedules
- Interview to Security Supervisor candidate was conducted on Tuesday May 19th
- Formal recruitment process for Security agents and driver to start in the next following days
- Marcos Rodriguez Bello and Jose Luis Diaz Fuentes were terminated on May 14th
- Uniform quotations (maintenance and cleaning staff) to be requested next week
- Staff has inquired about pending salary increase
- Association staff has been instructed to stop providing service (cleaning and maintenance) to commercial areas



MANAGER'S REPORT

Operations

- Conference call with Health Department authorities held on May 19th to clarify pool status
- Pool permit is in process since October 2019
- Meetings with contractors to discuss terms of current contracts and pending balances:
 - ZaGas' (propane) owner held on May 19th
 - Alertcom (telecommunications) was held on May 20th
 - Otis (elevators) was held on May 20th
 - Chemical Pools (water heater pending to be delivered)
- * Please refer to slide number 3 for pending payments
- Pending invoices from vendors continue to be received and are being paid upon proof of service/product reception
- Access to external contractors to condos/villas is only being granted upon written notification from owners
- RAM 2010 truck corrective maintenance (damaged engine) proposal received (30K pesos approximately)



MANAGER'S REPORT

Pool usage

- Written notification (e-mail) sent to violating owners
- Security has been instructed to report contingency violators in the following matter:
 - 1st warning from Security staff. The police shall be contacted if owners refuse to abide
- Repeating violators will not be approached by Security and shall be reported directly to the police. Fine will be imposed on the individual(s)
- Association subjected to fine for up to 8 million pesos if we fail to comply with contingency protocol

MANAGER'S REPORT

Common areas

- Mechanical rooms, maintenance warehouse and cleaning storage are now locked
- AC was installed in IT room on May 18th
- Camera server pending to be moved to the IT room (today). - Keys pending to be delivered
- Emergency purchases for maintenance tools
- Tool and materials inventory is being worked on