MONTECITO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Wednesday, April 2, 2025
208 Montecito Drive, Satellite Beach, Florida 32937
9:30 a.m.

Board Members present at roll call:

Debra Reitz	Assistant Secretary
Mark Nehiba	Chairperson
Rich Adams	Assistant Secretary
Tanja Glynn	Assistant Secretary
Rich Wellman	Vice Chairperson

Also present were:

Venessa Ripoll	District Manager- PFM Group Consulting LLC	
Rick Montejano	District Accountant - PFM Group Consulting LLC	(via phone)
Gazmin Kerr	ADM – PFM Group Consulting LLC	(via phone)
Michael Pawelczyk	District Counsel – Billing, Cochran, Lyles, Mauro & Ramsey,P.A.	(via phone)
Stefan Matthes	District Engineer – Culpepper & Terpening, Inc.	
Thomas Degrace	District Engineer – Culpepper & Terpening, Inc.	(via phone)
Kisha Wagner	General Manager – Vesta Properties	
Lea Stokes	General Manager – Vesta Properties	
Rusty Kahoe	Progreen Services LLC	
Zac Carr	Progreen Services LLC	

Various Audience Members

FIRST ORDER OF BUSINESS **<u>Organizational Matters</u>**

Call to Order and Roll Call

Ms. Ripoll called the meeting to order at 9:30 a.m. and quorum was established.

Public Comment Period

A resident stated he has sent several requests to Ms. Wagner regarding the CDD property that is adjacent to his property line. He recently put sod down, but the CDD property next to it needs sod replacement. He discussed the location and noted it is near the entrance. Mr. Nehiba stated the Board reviews what Mr. Kahoe gives them in order of priority.

Mr. Kahoe noted the area in question is not part of the sod replacement priority. He reviewed what has been previously approved by the Board and what locations are on the priority list. In the specific location being discussed, there are various types of grass making replacement difficult, but weed control is taking place. The goal is to make that area as healthy as possible.

Ms. Glynn noted the landscaping budget. She stated that the landscaping budget is already over the amount planned for the year. Mr. Nehiba also reviewed what has been expensed for landscaping.

There was a discussion regarding the ongoing process and plan to make that area look better.

Another resident commented regarding the need for mulch within areas of the community.

Ms. Glynn stated the long-term plan is to replace certain areas of mulch with rock. This is for long-term lasting benefits. Mr. Kahoe gave an overview of the plan for rock placement. This will be done in phases and based on the budget, and approval by the Board.

Mr. Greenstine, a resident, stated he also has the same sod issues near his property line. He noted it is mostly weeds and that there are no sprinklers in that area. He would like the sod issue corrected and would recommend an increase in the landscaping budget for the next Fiscal Year in order to complete these various projects in a timely manner. He also noted, in speaking with a realtor in the community that the landscaping surrounding the homes are an issue when trying to sell them.

Mr. Kahoe confirmed that area is not in good shape. He recommended laying seed as a possible solution. He would not charge to do this. He also noted the sprinklers were broken in that area, but have since been repaired.

Mr. Greenstine explained the process that he went through with the sod replacement when installing his pool.

Mr. Kahoe gave an overview of the timing to lay sod as well as the types of grass that will last in this area. He recommended waiting until the rainy season.

There was a brief discussion regarding irrigation.

The Board agreed to have Mr. Kahoe lay grass seed in that area. Mr. Kahoe gave an overview of what the grass would look like and the growth cycle. This is a short-term solution. Mr. Kahoe stated this could be a test area and he would most likely lay the seed in June.

Mr. Greenstine reviewed what he and his neighbor did for their sod.

Mr. Henson, a resident from the townhomes, questioned who is responsible for the sod in the easement area. He noted there is no grass behind his home or in that six plex area. He would like clarification in order to know how to proceed.

There was a brief discussion regarding the location of the easement and what type of easement it is.

Ms. Ripoll stated she will research that location and get back to Mr. Henson with the correct information.

There was a brief discussion regarding the easement and the hardscape area in that location.

Administrative Matters

Review and Consideration of the March 5, 2025, Board of Supervisors Meeting Minutes

The Board reviewed the minutes.

Ms. Ripoll noted once approved, the minutes are posted on the District website.

On motion by Mr. Nehiba, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the March 5, 2025, Board of Supervisors Meeting Minutes.

Vendor Report

- **ProGreen Services LLC Monthly Executive Summary**

Mr. Kahoe gave an overview of the Progreen monthly executive summary and ongoing projects. He stated that the CDD tree trimming should be done this week. The townhome parking areas have been a challenge. Fertilizer treatments have been completed and turf treatments for weed control are still in the process as the machine is down and is being repaired. Large hedge areas will be trimmed this month and will be given growth regulators. Previously approved sod installation is scheduled for this month.

There was a brief discussion regarding the sod installation timing and locations. Mr. Kahoe noted those areas should be okay to install at this time.

A resident asked for clarification on the irrigation schedule. It was noted that irrigation happens twice a week. Mr. Kahoe gave an overview of how the irrigation is monitored and stated that it is regulated by the St. John's River Management District. The permit for the CDD is allocated a certain amount for water usage for the entire year. There are only two wells in use for the irrigation system for the community. Mr. Kahoe noted the change in grass in order to change the irrigation footprint. He gave examples of water usage restrictions and regulations in other communities.

There was a brief discussion regarding the future possibility of reclaimed water systems being installed.

SECOND ORDER OF BUSINESS <u>**General Business Matters**</u>

Discussion Regarding Roads

- **Vendor Proposals**
- **Street Seal Coating**

Mr. Matthes gave an update on the roads and thanked Mr. Wellman for his contributions. He gave an overview of the history of pavement maintenance and restorative processes by the USDOT and the lifecycle of pavement. Many restorative processes can be done in incremental phases in order to extend the life of the asphalt. He noted the issues with the asphalt within the community and stated that a seal coat could extend the life of the pavement for an additional 3-5 years. This could be done a couple of times. Eventually, the roads will have to be milled and resurfaced, which will cost around $500,000. A polymer seal coat within the year can buy more time to start putting money away for the future larger expense. He noted there are areas that need repair prior to doing the seal coat. Three proposals have been received for these repairs. The vendors that have submitted proposals are Pothole Heroes, Burton's, and All Brevard Asphalt. The costs vary from $7,400 to $8,900. He recommended Pothole Heroes as they are doing more repair within their proposal and all their concrete and paving is done in-house. They also have the most home community experience.

Mr. Matthes also reviewed the proposals received for removal of the island in the parking lot that have been run over. The costs for that work varies from $3,300 to $5,400. He recommended Pothole Heroes for this project as well and recommended doing this prior to the seal coat.

Mr. Matthes gave an overview of the poly-seal coat and asphalt repair that is needed. He confirmed that this is not a sanitary system issue. He reviewed the various things that could be causing the issues and how it can be repaired. He compared the proposal pricing from the three vendors and their process of repair. He recommended choosing one contractor for all the repairs and to go with Pothole Heroes. Pothole Heroes total cost is $48,820.00.

There was a brief discussion regarding the demobilization process.

Mr. Pawelczyk stated there is no competitive bidding requirement and the Board can choose whichever vendor they would like.

Ms. Glynn reviewed the budget for this project and noted there is money in the reserves for it.

There was a discussion regarding the issue with the island. It was noted there are tire tracks on it from where people run over it. Mr. Matthes recommended putting delineators around it or to paint the curb with reflective paint, if the Board did not want that particular expense at this time. There are no underlying issues in that area otherwise. Mr. Matthes stated that the proposals are all-inclusive prices.

The Board agreed to have reflective paint done around the island.

There was a discussion regarding the pathway for emergency vehicles during the road repair closures. It was confirmed that emergency vehicles would drive through it.

There was a brief discussion about the recent temporary repair to a pothole and the scoping of the sanitary lines.

Mr. Wellman gave an overview of the road reserves compared to the proposal cost. He also noted what future savings towards road repair should be. It was confirmed that the proposal cost includes all the roads and parking lot to be sealed, as well as repairs.

Ms. Ripoll stated once approved, this would be sent to District Counsel to prepare the agreement and final execution by the Chair.

There was a discussion regarding what the total cost from Pothole Heroes included.

On motion by Mr. Wellman, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the proposal for the Road Repairs and Street Seal Coating from Pothole Heroes in the amount of $48,820.00.

Mr. Pawelczyk stated the contract should not take long to execute as they have previously worked with Pothole Heroes.

There was a discussion regarding the timing of doing the reflective coating on the island as well as the striping. Ms. Glynn suggested doing the reflective coating at the same time. Mr. Matthes gave an overview of what the reflective coating on the curb would look like. He noted that it will be a small cost. Discussion followed regarding using white or yellow reflective paint and whether to remove the island all together or not.

The Board agreed to yellow paint on the curb of the island and revisit if it continues to be an issue. Mr. Matthes will work with Pothole Heroes to get the cost, but it should be less than a couple of hundred dollars.

There was a discussion regarding the issue of cars running over the island curb.

Mr. Wellman and Ms. Glynn discussed the budget for the road repairs, future reserves, and the history of the reserves. It was noted the original road reserve study has road repair happening in 2035. There will need to be a new road reserve plan in place.

Mr. Wellman requested the Board to review the documents within the agenda in regard to the notifications that will need to go out to everyone as this project begins and during the project as well.

There was a brief discussion regarding the timeline of the project and the seal coat application process. This included the process of notifying residents as well as all deliveries and trash pickups.

Status of Consumptive Use Permit (CUP) Compliance

Mr. Matthes noted this is still in process as there has been an issue with getting into the portal. This will be kept on the agenda for the next Board Meeting.

Update on Vesta Existing Contract

Ms. Ripoll stated she and Mr. Nehiba have been working with Vesta and are currently reviewing the contract with District Counsel. Once agreed upon, it will be brought before the Board for final review, which should be at the next Board meeting.

There was a brief discussion regarding the expiration of the current contract.

Review and Consideration of Resolution 2025-13, Electing Officers

Ms. Ripoll stated this is a resolution for the appointment of Mr. Rich Adams and Ms. Gazmin Kerr as an Assistant Secretaries for the record.

On motion by Mr. Wellman, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Resolution 2025-13, Electing Officers.

Review and Consideration of Resolution 2025-14, Temporary Access Policy

Mr. Pawelczyk gave an overview of the policy as drafted by his office. He noted it now incorporates that any damages to the irrigation system as a result of any of the agreements with individuals coming in and using the property will now be replaced with the two-wire system in conduit. This is an update to the original Temporary Access Policy.

On motion by Mr. Nehiba, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Resolution 2025-14, Temporary Access Policy.

Discussion Regarding Gates

Mr. Wellman gave an update on the gates, including the gate mechanics and operations. He noted his opposition to having the gates open all day and his reasoning. He stated that last year $6,601.00 was spent on gate maintenance. He noted that any type of accident or injury to a child by an adult or vehicle that does not belong in the community during the time the gates are open is at the negligence of the Board. He motioned the gate to return to its' original schedule of being open 6-9:30 a.m. and 3-6 p.m. at the Shearwater gates and 6-9 a.m. and 3-6 p.m. at the South Patrick gates. He requested this to be done prior to April 15, 2025.

Mr. Nehiba seconded for discussion.

There was a discussion regarding Montecito being a gated community or not. Ms. Glynn noted that within the Montecito CDD, the roads are public and accessible, which is why the access code is posted. Therefore, the Board is not negligent or responsible for anything that occurs when any persons or any vehicles are on property. Montecito does not qualify as a gated community, as it is a "soft gate". There's no insurance as far as the gate goes. This discussion also included the expenses as related to the gate maintenance.

Ms. Wagner reviewed the preventative maintenance program but noted that due to the age of the gates, the community does not qualify for the platinum preventative maintenance program. She stated that the gates were on the closed schedule for a couple of months and during this time, $2,322.00 was paid out for repairs and maintenance. She noted that she has not seen or heard of any incidents happening within the community due to gate being open.

There was a brief discussion regarding the preventative maintenance plan and finding the root of the issue with the gates. Not everything is covered under the plan. Ms. Wagner noted other gate vendors could be researched or proposals for new gates.

Mr. Wellman noted he will look over the invoices and research what the consistent gate issues are.

It was noted that since the gate schedule was changed to being open during the day, there have been zero calls to the vendor and no issues. The HOA also would like to leave the schedule as is.

There was continued discussion regarding the maintenance program vs. what has been fixed on the gates and the budget reserve for gate replacement.

On motion by Mr. Wellman, seconded by Mr. Adams, with two in favor, and all others opposed, the Board of Supervisors for the Montecito Community Development District did not approve the Return to the Original Gate Schedule. Motion failed.

Ms. Glynn recommended looking at this topic during the budget process.

Mr. Wellman stated he will look into each invoice to see what the actual repairs were in order to make decisions on how to proceed. He will have this ready for the next Board meeting.

There was a discussion regarding the timeframe of gate replacement and residents wanting the gate closed.

Review of Payment Authorization No. 11-13

Ms. Ripoll stated these are for contractual obligations and have been reviewed by Ms. Glynn.

On motion by Mr. Nehiba, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified Payment Authorizations Nos. 11-13.

Review of District Financial Statements

Ms. Ripoll stated the financials are as of February 2025. Once approved, these are placed on the District website.

There was discussion regarding page 95 of the financial statements. Ms. Glynn gave an overview. She noted that right now, everything is out of the General Fund on that page.

On motion by Ms. Glynn, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the District Financial Statements.

THIRD ORDER OF BUSINESS **Other Business**

Staff Reports

District Counsel – No report. He noted that all agreement requests have been updated.

District Engineer – No report.

District Manager – Ms. Ripoll noted that the next Board meeting is scheduled for May 2025, at 5:30 p.m., at the same location. This will be for the proposed budget. She reviewed the budget process.

Mr. Wellman recommended a different room setup for the meeting.

General Manager –
- **General Manager's Report**

Ms. Wagner gave an overview of the General Manager's report. She stated that she has received quotes for the fountain replacement. The original quote with color changing lights was $11,741.00. The new quote for only white LED lighting is $9,500.00. She has also received a quote to reinstall the pedestrian gate at Shearwater. This proposal is from the current vendor that is replacing the pump station fence. To install the pump station fence and the hydraulics at the two other gates would be $1,500.00. Lastly, she noted there was a major leak underneath the pavers, which ProGreen had to fix quickly. In order to repair and place the pavers correctly, she has received two quotes. The Emma Pavers quote is for $3,500.00 and Groundwork Pavers and Turf's quote is for $1,000.00.

There was a brief discussion about the gate redo, noting this seemed to be ripped out of the wall on purpose. Ms. Wagner stated they would be placing signage up that states the area is under video surveillance once the gate is complete.

Mr. Wellman noted the pavers on the exit for South Patrick are not in good shape. He requested Ms. Wagner to get a quote for their repair and replacement. She noted that she is also going to identify and view the areas that need pressure washing with Groundwork Pavers and Turf in order to obtain a quote for future reference.

There was a brief discussion regarding the pond lighting. It was noted that the Board had previously agreed to a not to exceed amount of $10,700.00. Ms. Wagner noted that particular vendor moves quickly and they will also replace the wiring box.

Ms. Wagner recommended moving forward with the $1500.00 quote to reinstall the gate and the hydraulic hinges from Superior Fencing. Mr. Nehiba gave an overview of what the scope of work will be.

Mr. Wellman asked if this vendor is also going to the installation. Ms. Wagner confirmed.

There was a brief discussion regarding the pedestrian gate necessity.

On motion by Mr. Wellman, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the Superior Fencing proposal in the amount of $1486.32.

Ms. Wagner stated she has turned on the other fountains and there have been no issues at all while running them from 8am-4pm daily. She will continue monitoring the water and water level.

There was a discussion with the timing of the fountain being on. It was noted the fountain is not on a timer, but turned on or off manually.

The Board agreed to hold on the pavers proposal until the additional quote was received.

There was a brief discussion regarding the manhole needing repair. Ms. Wagner stated it is being repaired today.

Ms. Wagner gave an update on the playground. The contract has been signed and is awaiting ARC's signature. Once received, it is supposed to be completed within 180 days.

Supervisors Requests & Audience Comments

A resident stated she had emailed regarding a pool incident. Ms. Wagner has addressed the issue and suggested to always put in a ticket when something happens. Everyone on the Board is notified when an incident takes place.

Mr. Nehiba stated that the bricks blocking the sidewalk have been moved. He requested Ms. Wagner give an overview of how the monthly reports work.

Ms. Wagner gave an overview of how the monthly and weekly reports process work. She noted there are 3 weekly emails sent and the last weekly email is included in the monthly report. She stated that there was one missing for December that she found and will send out to post on the website. She stated that she meets with Mr. Nehiba weekly. She also gave examples of her interactions with residents.

Ms. Ripoll stated that you can now attach photos to any issues submitted for reference.

Mr. Wellman stated there are several maintenance issues that need to be addressed prior to resident's complaining and submitting tickets. He stated several things have been removed due to lack of being able to maintain upkeep such as the entrance monument and the original fountains. He gave an overview of all items needing to be maintained: noting the clubhouse furniture and signage needs replacement, slats in the benches need repair, the roads are not being maintained, there is rusting throughout many places, the stainless-steel bike racks need to be painted and polished, landscaping has not been kept up to standard, deterioration of fencing around the pump station, and sidewalks not being cleaned or repaired.

It was noted that slats for the benches have been ordered. It was also noted that the pump station fencing deterioration should have been fixed prior to needing full replacement.

Ms. Wagner noted the importance of submitting a ticket and the importance of those in charge of oversight. She stated that she has recently been cleaning the pool cushions. She would like this added to the weekly cleaning. If anything is missed, she welcomed tickets to be submitted.

A resident had a comment regarding having an American flag in the room and reciting the Pledge of Allegiance at the start of meetings based on the governmental entity title.

Mr. Nehiba encouraged the other Supervisors to speak with Ms. Wagner about anything they see throughout the community. He also reminded the Board that the clubhouse painting is coming up.

Ms. Glynn requested Ms. Wagner to gather quotes on new clubhouse/pool furniture.

Ms. Wagner will send out an email blast to everyone with a 72-hour notice once the clubhouse painting date is confirmed. She noted she does not want to be responsible for choosing the clubhouse/pool furniture.

Montecito
Community Development District

Review and Consideration of the April 2, 2025, Board of Supervisors Meeting Minutes

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Ms. Ripoll stated she will gather vendor books for the Board to look through in order to gather ideas before proceeding with clubhouse/pool furniture decisions.

There were no further Supervisor requests or comments at this time.

Adjournment

There was no further business to come before the Board.

On MOTION by Mr. Nehiba, seconded by Mr. Wellman, with all in favor, the Montecito Board of Supervisors CDD adjourned the March 5, 2025, Board of Supervisors' meeting at 12:02 p.m.

Vanessa Ripoll
Secretary/Assistant Secretary

Mark Nehiba
Chairperson/Vice Chairperson