

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Wednesday, February 5, 2025
208 Montecito Drive, Satellite Beach, Florida 32937
9:30 a.m.**

Board Members present at roll call:

Debra Reitz	Seat 1
Mark Nehiba	Seat 2
Tanja Glynn	Assistant Secretary
Rich Wellman	Assistant Secretary

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.
Stefan Matthes	District Engineer – Culpepper & Terpening, Inc. (via phone)
Kisha Wagner	General Manager – Vesta Properties
Rusty Kahoe	Progreen Services LLC
Zac Carr	Progreen Services LLC
Paul Bickman	ARC
Various Audience Members	

FIRST ORDER OF BUSINESS

Organizational Matters

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 homeowner, Mr. Bourdeau, thanked Progreen for the improvement on services. He also stated that some of the encroachments may not be a bad idea in order to protect the sprinkler heads and the narrower lawn areas.

Administrative Matters

Review and Consideration of the January 8, 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 Ms. Glynn, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the January 8, 2025, Board of Supervisors Meeting Minutes.

Discussion of Nominations for Seat 3

Ms. Ripoll stated an email was sent out to advertise for Seat 3 and two resumes were received for the Board's review.

Mr. Adams and Mr. McDougall were both present and spoke on their qualifications, their views of the community, and resume history.

The Board asked the nominees questions related to being on the Board.

There was a brief explanation of the process of election to the Board.

The Board discussed the two nominees and their recommendations.

On motion by Mr. Wellman, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District nominated Mr. Adams to Seat 3.

Mr. Adams was sworn in to the Board by the Oath of Office and waived his right to compensation.

Mr. Pawelczyk will review the Florida Sunshine Laws, Code of Ethics, and Public Records requirements with the new Board Member after the meeting. He noted Mr. Adams will need to fill out a Financial Disclosure Form. He also reviewed Board Member communication limitation policies.

Mr. Nehiba stated Mr. Adams will be assigned an area of oversight with guidelines to

follow.

Playground

- **Presentation by Advanced Recreational Concepts**

Mr. Bickham from ARC gave a presentation for a possible playground concept. He is a licensed and insured contractor. This company provides manufacturer and service warranties and quality materials. These products are 100% made in America. He noted that powder-coated metal is very high maintenance in a coastal environment. He recommended using a structural composite plastic due to the durability. He gave examples of where the Board could view these types of projects that his company has done. This material is also environmentally safe. He also noted they could have shade structures over the playground. This company is not just the installer, but also the service provider.

There was a discussion regarding tools and building codes for installation. Mr. Bickham noted all the hardware is made of stainless steel. Everything will be ADA compliant.

Mr. Bickham agreed to work with the playground focus group to design a playground that includes their recommendations. He reviewed the contracts and procedures that can be used. He also reviewed the process of working with the focus group and design.

Mr. Bickham noted that the timeline really depends on the focus group, but the longest completion should take is six months.

There was a discussion regarding the budget and fixed space for the playground. This included the various options for surfacing and costs associated with maintaining them. Mr. Bickman recommended a bonded surface as it presents a lesser liability.

Ms. Glynn stated the budget is approximately \$77,000.00 for the equipment and \$31,000.00 for the surfacing. This is a starting point. There may be some funds that can be moved around if needed.

Mr. Bickham stated if the surface base is still solid, he could use that and pour on top of it, which would save the District money. He noted that the playground area is 2,348 square feet. There was a discussion regarding this cost and the liability associated with the various surfaces. He also discussed what decking levels are needed for safety guidelines based on age.

There was a discussion regarding the next steps. The Board decided to move forward with having the focus group meet with Mr. Bickham and compile ideas within the budget, along with costs. The total budget was decided to be \$123,000.00. This information will be

brought back to the next Board meeting. Ms. Wagner will work with everyone to setup the focus group.

There was a discussion regarding swings.

SECOND ORDER OF BUSINESS

General Business Matters

Discussion Regarding Roads

- **Encroachment**
- **Street Repairs**

Mr. Wellman gave an overview on the encroachments. He noted there are 10 driveway encroachments in the community.

There was a discussion regarding the ARB application process and not approving any further encroachments. Ms. Reitz stated that anything that is already in place could stay as is.

Mr. Pawelczyk stated there needs to be encroachment agreements if they are on CDD property and the Board wants the homeowner to maintain. He gave examples of what has been done in other Districts.

Ms. Glynn had a comment regarding an encroachment of bricks that were put in by a homeowner in Mission Bay. The homeowner was told to remove them due to the encroachment. Mr. Nehiba will follow up by viewing that area to confirm if the bricks are still there or not.

There was a brief discussion of the process when a homeowner requests to extend their driveway and the issues that can arise from that.

Mr. Matthes has confirmed these are encroachments.

Mr. Pawelczyk will bring the encroachment agreement back to the Board at the next meeting. These agreements can be with the three major encroachments in Phase 2C.

Mr. Wellman gave an overview on the road repairs. Mr. Matthes viewed these areas and there are 10 asphalt repairs needed. There are two that need a little more repair than the others due to sinking. He noted that the base material below the road is just sand sifting into the main sanitary line or the lines coming from the homes. This area will need to be scoped in order to find the results, which will determine what needs to be replaced or repaired. This may or may not include dewatering. Without proper repair, these areas will continue to deteriorate.

Mr. Wellman has brought three proposals before the Board for sanitary pipe camera inspection. Mr. Wellman gave an overview of the camera inspection process and the different proposals. The three companies are Throne Site Development, Blue Works Pipe Restoration, and Southeast Services. Thorne Site Development gave a complete quote, including a vac truck. He recommended moving forward with Thorne Site Development. Their cost is \$4,262.50.

Ms. Glynn expressed her desire to have Mr. Matthes's input and recommendation, as the District Engineer. He was not in attendance at this time, as he had to leave at 10:30am. Ms. Ripoll noted she would follow up with him for his report in regard to the road repairs. Ms. Glynn also noted that the General Manager should be collecting quotes from vendors.

There was a brief discussion regarding the quotes and what they include.

Ms. Ripoll stated that Mr. Matthes did send a memo to her via email regarding the seal coating, she will forward to the Board.

On motion by Mr. Wellman, seconded by Mr. Adams, with two opposed, and all others in favor, the Board of Supervisors for the Montecito Community Development District approved the Thorne Site Development proposal for road repair on Point Lobos Dr. and Palos Verde Drive.

Mr. Wellman will work with Ms. Wagner on the proposal.

Mr. Pawelczyk noted that the location for the work needs to be listed in the proposal as well.

There was a brief discussion regarding this repair as it pertains to the budget. It was noted that this repair would come out of the future road repair reserves.

Mr. Wellman gave an overview of the concrete Valley curb repair. He gave an explanation of the area needing repair. Three quotes have been received, but one company is only able to do the work partially. He reviewed the vendors and the pricing proposed. He noted this has been viewed and reviewed by the District Engineer.

There was a discussion regarding the process and timing of repairing and resealing. It was noted this would also come out of the future road repair reserves. Assessments were also discussed.

Mr. Wellman stated he will request Mr. Matthes to attend the next Board Meeting to go over his recommendations.

Ms. Glynn requested the road analysis what was done by the previous District Engineer. This would allow a view at the proposed phased timeline. She would also like Mr. Matthes' recommendations.

Ms. Ripoll confirmed she can look for that analysis and she will have Mr. Matthes on the next Board Meeting agenda.

There was a discussion regarding the timeline of these repairs and Mr. Wellman recommended tabling this until the camera survey has been done. It may be beneficial to do all repairs at the same time.

Ratification of Payment Authorization No.4

Ms. Ripoll stated there are for contractual obligations and have been previously paid and approved. This is solely for ratification.

On motion by Ms. Glynn, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified Payment Authorization No. 4.

Review of District Financial Statements

As soon as the end of the month statement has been completed, Ms. Ripoll will send out to the Board.

THIRD ORDER OF BUSINESS

Other Business

Vendor Report –

- **ProGreen Services LLC Monthly Executive Summary**
- **Review of ProGreen Services LLC Proposals**

Mr. Kahoe gave an overview of the Monthly Executive Summary. He noted that he has several outstanding quotes to bring before the Board. Two quotes will be tabled until the next meeting. One of these quotes will be for the rock and mulch areas.

- Quote #7848 has been requested by a resident for trimming branches on an overhanging tree. It is hanging over their pool area.
- Quote #7854 is for a two-wire outlet. This is to have it buried and put in conduit.

There was a brief discussion on the number of trees in the community. Mr. Kahoe will bring back the exact number to the Board after he contacts the arborists.

Mr. Kahoe noted once the playground project is decided, he will make recommendations for replacement of the bushes to prevent having wasps and bees in that area.

On MOTION by Ms. Glynn, seconded by Ms. Reitz, with all in favor, the Montecito Board of Supervisors CDD approved Invoice Proposals #7848 and #7854.

Staff Reports

District Counsel – No report.

District Engineer – No report.

District Manager – Ms. Ripoll noted that the next Board meeting is scheduled for March 5, 2025, at 9:30 am., at the same location.

General Manager –

- **General Manager's Report**
- **Discussion of Playgrounds**
- **Discussion of Chain Link Fence Proposals**
- **Discussion of Pressure Washing Proposals**

Ms. Wagner provided the report to the Board and gave an overview.

Ms. Wagner provided quotes for the Chain Link Fence around the pump area. She recommended going with Fence Outlet.

Ms. Reitz noted that two of the proposals are for residential grade fencing and one is for commercial grade fencing. She also recommended having the pump electrical area locked.

Ms. Wagner noted that it currently is residential fencing in that area. She also noted she is trying to get those electrical boxes padlocked.

There was a brief discussion on the difference in the types of fencing and scope of work.

On motion by Mr. Nehiba, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the proposal from Superior Fence and Rail for the Commercial Chain Link Fence in the amount of \$4616.53.

Ms. Wagner reviewed the three proposals for pressure washing the pool and front area. She recommended moving forward with Curve Pro.

There was a discussion regarding what was included in the pricing and what areas were the priority.

Mr. Nehiba noted he would recommend having it sealed for protection and having paving sand put in.

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 proposal from Dorado for Pressure Washing in the amount of \$7,630.00.

Ms. Wagner provided proposals for painting the interior of the clubhouse. She gave an overview of what the scope of work would include. She noted the color would remain the same.

The Board reviewed and discussed the proposals.

On motion by Ms. Glynn, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the proposal from Seal Pro Painting for the Clubhouse painting in the amount of \$17,630.00.

Mr. Wellman noted to not touch the door or doorframe. Ms. Wagner confirmed she will just have it cleaned.

There was a discussion regarding possibly changing the color. This would increase the cost. The Board decided the color would remain the same.

Ms. Wagner provided a proposal for preventative maintenance for the vehicle entrance and exit gates. She also has adjusted the schedule for the gates in order to avoid further issues. The gates are open during the day and closed during the evening.

There was a discussion regarding the previous gate schedule. The Board also discussed the cost of the maintenance and replacement of the gates. The Board agreed to leave the gates as is.

The gym is closed for painting, notices will be sent out via email blast.

Supervisors Requests & Comments

Ms. Glynn commented regarding that there was an issue with a lock on signage at Shearwater. Ms. Wagner noted this has been fixed.

There was a discussion regarding the fountain and the fountain lighting. Ms. Wagner has submitted a work order to check the timing on it.

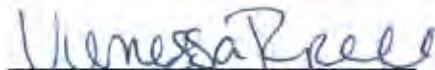
Ms. Glynn noted that the signage looks very good.

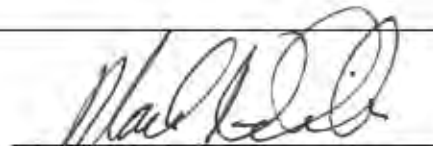
There were no further Supervisor requests or comments at this time.

Adjournment

There was no further business to come before the Board.

On MOTION by Ms. Glynn, seconded by Mr. Nehiba, with all in favor, the Montecito Board of Supervisors CDD adjourned the February 5, 2025, Board of Supervisors' meeting at 12:41p.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson