MONTECITO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Wednesday, January 8, 2025
208 Montecito Drive, Satellite Beach, Florida 32937
9:30 a.m.

Board Members present at roll call:

Debra Reitz	Assistant Secretary	
Mark Nehiba	Chairman	
Tanja Glynn	Assistant Secretary	
Rich Wellman	Vice Chairman	(joined @ 9:41 a.m.)

Also present were:

Venessa Ripoll	District Manager- PFM Group Consulting LLC
Vivian Carvalho	District Manager - PFM Group Consulting LLC (via phone)
Rick Montejano	District Accountant - PFM Group Consulting LLC (via phone)
Gazmin Kerr	Assistant District Manager – PFM Group Consulting LLC (via phone)
Michael Pawelczyk	District Counsel – Billing, Cochran, Lyles, Mauro & Ramsey,P.A (via phone)
Kisha Wagner	General Manager – Vesta Properties
Lea Stokes	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 9:32 a.m. and quorum was established.

Public Comment Period

A homeowner commented regarding the pond salinity notated in the previous minutes and asked for that to be revisited as that should not be the case.

A homeowner, the President of the townhome HOA, had a comment regarding the rocks alongside the fence on Carlsbad. She noted there has been washing out under the fence causing dirt to pile up on the rocks and the sidewalk.

Mr. Kahoe stated he would look at that area and follow-up.

Administrative Matters

Review and Consideration of December 4, 2024, Board of Supervisors Meeting Minutes

The Board reviewed the minutes.

On motion by Mr. Wellman, seconded by Ms. Glynn, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the December 4, 2024, Board of Supervisors Meeting Minutes.

SECOND ORDER OF BUSINESS **General Business Matters**

Discussion Regarding HOA Social Event Agreement

The Board reviewed the HOA Social Event Agreement.

Mr. Pawelczyk recommended approving in substantial form in order to gain the HOA's feedback. He noted that each association will need to sign off on their own agreement. Insurance requirements have been included in the agreement and the agreement follows the form of the facility agreement that the District has previously approved and that renters currently follow. He reviewed the form as it would relate to each HOA.

There was a discussion regarding the verbiage used in the agreement in relation to the use of alcohol. It was noted the HOA's would still have to follow all amenity rules and regulations, although their fees are waived. It was clarified that if alcohol is at any event, there still must be insurance.

There was also a discussion regarding whether or not the HOA should be required to have a deposit or not. It was noted that if any damage should take place during these events, the HOA would be billed, and the Board is allowed to terminate their use until such bills are paid.

Mr. Pawelczyk noted he would make the necessary adjustments and remove the deposit requirement. However, it will be noted that this could be added back to the agreement, should issues and damage arise.

A homeowner, the HOA townhome President, stated that the HOA social event budget is capped at $500.00.

It was noted that should damage account for more than $500.00, the HOA could pursue legal action against the person(s) who caused the damage.

> 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 HOA Social Event Agreement in substantial form, after making such amended changes.

Ms. Ripoll will send the agreement to the HOA's once received and then will send to the Board if there are any additional edits needed based on their feedback.

Discussion Regarding Roads

Mr. Matthes was unable to attend the Board meeting but will meet with Mr. Wellman on Thursday for a walkthrough and analysis. Ms. Wagner will join if she is able to. There are several options that the Board will choose from, once a final decision has been made on what is needed.

Ms. Glynn requested that the analysis be shared with the Board prior to the next meeting in order to have time to review Mr. Matthes's feedback.

Ms. Ripoll noted this will stay on the agenda for the next Board meeting.

Review and Consideration of Resolution 2025-12, Registered Agent

Ms. Ripoll stated that this was presented to the Board by District Counsel.

Mr. Pawelczyk noted the reasoning for this change as the current listed registered agent has retired. Mr. Pawelczyk will do all the necessary paperwork to make this change.

> On motion by Ms. Glynn, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Resolution 2025-12, Registered Agent.

Discussion of Areas of Oversight

Mr. Nehiba gave an overview. He asked for feedback from Mr. Wellman and Ms. Glynn as they had previously served on the Board for this. There are currently 5 areas of oversight.

Mr. Wellman gave his opinion, noting this was very helpful in the past for anything that may have been overlooked and it helped move things along at a faster rate. It was easier to have a clear diagram of follow-up and feedback.

Ms. Glynn gave her opinion, noting that now there is Support Staff to help with this. It may not be as needed, although helpful. It can help others pinpoint the go-to Board Member to contact for help with whatever specific area they are assigned to. It was noted that it is important that even if assigned a specific area, Board Members should have knowledge of what is going on with all the areas. There shouldn't be additional jobs given out, but there can be a go-to person.

The example of the streetlights that are out was given. It has been difficult to get a vendor to come out and fix them. The lights are on a sensor. Ms. Wagner noted that there was an issue with the current vendor in regard to communication and updates. She has had another vendor come out and is awaiting a proposal from them. Once received, these proposals will be brought before the Board.

There was a brief discussion regarding what areas each Board Member would be interested in being the point person for.

A homeowner had a comment regarding what the process is of submitting an issue and following up to see if that issue has been fixed.

Mr. Wellman clarified this is how the Board Members can help with oversight.

This was followed by a discussion on how Ms. Wagner follows up with homeowners on tickets submitted. Ms. Wagner explained her procedure regarding this.

Ms. Ripoll stated she would work with Ms. Wagner and the website admin to see about the possibility of adding features to the ticket submissions so that the process of completion can be seen.

Ms. Ripoll reviewed the 5 areas of oversight. The first area is Communication and Oversight. Mr. Nehiba volunteered for this area. The second area is Land and Water Management. Ms. Reitz volunteered for this area. The third area is Lighting, Signage, Walls, and Playground. There was no current volunteer for this area. The fourth area is Right-of-ways. Mr. Wellman volunteered for this area. The fifth area will be covered by Ms. Glynn.

Discussion Possible Encroachments on CDD Property

Ms. Ripoll noted this will be kept on the agenda for the next Board meeting when Mr. Matthes is able to attend and review.

Ratification of Payment Authorization No.3

Ms. Ripoll stated that this is for contractual obligations. They have been approved by Ms. Glynn prior to the meeting.

On motion by Mr. Wellman, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified Payment Authorization No. 3

Review of District Financial Statements

There were no financials at this time.

THIRD ORDER OF BUSINESS **<u>Other Business</u>**

Mr. Kahoe gave an overview of the Executive Summary. He noted that he has three outstanding quotes to bring before the Board.

- Quote #7692 is to remove existing trees in the easement area in the townhome area. They are damaged from the hurricanes and this area needs to be cleaned up. The total is $400.00.
- Quote #7693 is for the north end of Simeon, where the CDD property starts. It is a shrub line that has deteriorated and near a homeowner's house. These will be removed and replaced with floral bushes.
- The last quote, #7691, is for a two-wire job. It is for approximately 310 feet of wire to be installed. It will run from 305 Point Lobos to 668 Monterey. It is to repair and bury the wire in conduit. The total is $4,060.22.

Mr. Kahoe stated the previously approved wire installations have been completed and the irrigation installed behind Point Lobos will begin this month. He clarified the location of where this will be taking place. He noted that 10 of these wire installations were completed in 2024 and he is keeping track of the summary.

Mr. Wellman made note of a few trees that are falling on the corner of Montecito and Simeon. He would like this to be fixed as well. He confirmed that the area in question for quote #7693 does look bad and needs to be fixed.

Mr. Kahoe stated they are requesting a larger 7-gallon plant to be installed in that area in order for it to look cohesive with other plant life on property and it will grow nicely in that area.

On MOTION by Ms. Glynn, seconded by Ms. Reitz, with all in favor, the Montecito Board of Supervisors CDD approved Proposals #7691, #7692, and #7693.

Staff Reports

District Counsel – Mr. Pawelczyk confirmed that the Board had completed their Ethics Training for the year. New Board Members will receive links in the spring for their required training. This is an annual requirement. The Form 1 is due July 1 which notates that that training has been completed.

District Engineer – No report.

District Manager – Ms. Ripoll noted that the next Board meeting is scheduled for February 5, 2025, at 9:30 am. She will work on an email blast for the open Seat on the Board. Any resumes received will be sent to the Board prior to the next meeting.

General Manager –

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

The first item to come before the Board was the update on the playground. Two quotes have been received. There are only a few vendors that work with the composite equipment and can get it in a timely manner. Most vendors order the equipment outside of the US and this has a wait time of 6 months or more. One quote is for composite equipment, and one is for powder coated steel. There was a brief discussion on the age appropriateness of the equipment.

Ms. Glynn stated that the original budget for the playground was $107,000. These quotes are around $150,000. If this is quality equipment, this is something worth investing in and taking a small amount out of reserves to cover the difference.

There was a discussion regarding the cost and the timeliness of getting the equipment. Ms. Wagner noted that the two vendor proposals received are local and will be able to provide the equipment at a much faster rate.

Ms. Glynn suggested going with the composite equipment over the powder-coated steel.

Ms. Wagner stated that she has called multiple vendors and there are not a lot of options that work with composite equipment. One of the only options is the vendor provided.

Mr. Wellman stated he spoke with the owner of Advanced Recreational Concepts. After this discussion, it was suggested to not purchase the materials from China. Both vendors provided are offering materials that are from China. Mr. Wellman suggested not going with either of these vendors, but instead, creating a focus group comprised of Ms. Wagner, a Board Member, and various homeowners with children. Based on this focus group, the Board can create a playground that will be around for a long time and that the community will enjoy. The owner of Advanced Recreational Concepts stated he would be willing to work with the focus group to build out the desired playground. He noted that the District could have a welder fabricator repair the playground, have it reinspected and reopened to the community as soon as possible.

On motion by Mr. Wellman, seconded by Mr. Nehiba, with 2 opposed, the Board of Supervisors for the Montecito Community Development District did not approve having a Welder Fabricator repair the playground, with a not-to-exceed of $3,500.00. Motion failed.

Ms. Glynn questioned where Advanced Recreational Concepts get their equipment from and what the timeliness of that would be. It has taken too long to repair this area already, and creation of a focus group would only lengthen that timeframe.

Ms. Wagner noted that not only is a welder needed, but also the playground flooring is a major hazard needing repair prior to re-opening. It is unable to patched. The entire playground area is part of the issue. This is a liability worry. She also noted that she has had no updated communication with Paul and needs to know what is going on.

Ms. Glynn reviewed the playground images and measurements that had been given.

Mr. Nehiba noted that this needs to be done properly one time. Most families love having swings, but it doesn't seem any of the images provided have swings.

There was a discussion regarding the inspector's report and it was noted that nothing has been provided from the City's inspector at this point.

Ms. Ripoll stated she will reach out to Bliss Products to provide another proposal at the February meeting. This is a playground company that she works with.

Ms. Glynn asked for confirmation on what the shade material is in order to see it's weather warranty.

It was agreed that this has been going on for too long and needs to be voted on at the February meeting.

There was a discussion on having a playground designer come in and create a playground specifically for that space. Ms. Ripoll noted that if swings are included, there will have to be ADA compliance. She will put out an email blast to residents to let them know that the playground decision will be on the February agenda.

A homeowner suggested asking for feedback from families in the email blast and having a deadline to respond. She also noted that children outside of the community use the playground.

Ms. Ripoll stated that she will work on the email blast and work with Ms. Wagner to obtain another quote from Bliss Products to be brought back at the February meeting.

There was a brief discussion regarding the alarm going off in the Fitness Center. Ms. Wagner stated that this happened the night before and she is working with the vendor to get it fixed. She believes it is a sensor.

The second item to come before the Board was the chain link fence proposals. Ms. Wagner stated she has worked with 3 different vendors for the fence. One vendor provided a quote that she felt was too high. The other two companies have not provided a quote thus far. They are coming to view the area this week. This is for the area around one pump station.

There was a discussion regarding the open gate door. Ms. Wagner stated it gets broken almost every week. Victor repairs it, but to no avail. It was suggested to have a magnetic handle installed. She is going to ask the vendors who are coming to also give a quote for that as well. Mr. Wellman suggested attaching 3 self-closing magnetic hinges. He stated he will work with Victor to get the proper parts.

Mr. Nehiba noted that both of gates are wide open all day. Ms. Wagner stated she would reach out to the vendor to fix.

Supervisors Requests & Comments

Ms. Ripoll will check Ms. Reitz's email, as she is not receiving info on the tickets.

Mr. Wellman suggested putting together a monthly newsletter called the "Montecito Messenger". This would provide more communication to the community. CDD and HOA's could provide input. Ms. Ripoll noted that no other CDD's she works with have a newsletter and when having something like that, it would be required to have it be ADA compliant.

Ms. Glynn stated all the information residents need is located on the website and having a newsletter may require more input from District Counsel.

Mr. Pawelczyk noted this may cause more work and a larger budget, as it would need to be ADA compliant when placed on the website.

There was a brief discussion on communication with the residents. This included having email blasts cover all updated information on what is happening within the community.

There was a homeowner who had a few questions in regard to landscaping. She noted that the area where the new bushes are being planted does not get sunlight. She also questioned whether if it was possible to resurface the playground flooring. It was noted that in order to replace the playground equipment, the current flooring has to be ripped up. Mr. Nehiba stated he would follow up with Mr. Kahoe regarding the bushes.

Another homeowner had a comment in regard to communication and engagement within the community. He noted that this would be a worthwhile goal no matter how it's done as most residents do not go seeking out the information via the website. Ms. Glynn noted that signage within the Community Boards may help do this as well. Ms. Ripoll will also work on the email blasts incorporating all the information. Another homeowner, the townhome HOA President, noted that not everyone reads their emails or receives the emails.

Adjournment

There was no further business to come before the Board.

On MOTION by Mr. Nehiba, seconded by Ms. Reitz, with all in favor, the Montecito Board of Supervisors CDD adjourned the January 8, 2025, Board of Supervisors' meeting at 11:12 a.m.

Vanessa Ripoll
Secretary/Assistant Secretary

Chairperson/Vice Chairperson