

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING**

Wednesday, March 5, 2025

208 Montecito Drive, Satellite Beach, Florida 32937

9:30 a.m.

Board Members present at roll call:

Debra Reitz	Seat 1	(via phone)
Mark Nehiba	Seat 2	
Rich Adams	Assistant Secretary	
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	Admin – 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.	(via phone)
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	
Andrew Haltom	Progreen Services LLC	
Matt Runyun	Progreen Services LLC	
Various Audience Members		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Ms. Ripoll called the meeting to order at 9:31 a.m. and quorum was established.

Public Comment Period

Betsy Vincent, a homeowner thanked Progreen for their work. She also requested that the CDD continue putting in rocks along the fence line all the way to the grass area. This

would aid in stopping the sand and debris from coming down on to the walkway. She also requested assistance on clarification for the North side of Clemente where the town homes back up to each other, on whether this is the homeowner's responsibility or the Board's responsibility. There are large amounts of dirt in that area where landscaping has died. Ms. Ripoll asked her to email her in order to get the information needed.

Another homeowner, Mr. Bordeaux, also thanked Progreen. He also noted his appreciation for the Board of Supervisors and their ongoing efforts to work with the three HOA's in the community.

Mr. Henson, a homeowner, stated that the dates within the community bulletin board are incorrect. He also commented about the lighting on the ponds and that there are no lights coming on in the evening as they are supposed to. He commented about the landscaping around the Montecito entrance monument and noted that many plants have died in that area recently. Lastly, he stated that inside the wall in the easement section, behind the townhomes, some residents are putting plants. He questioned if this was allowed or not.

Administrative Matters

Review and Consideration of the February 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. Wellman, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the February 5, 2025, Board of Supervisors Meeting Minutes.

Vendor Report

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

Mr. Kahoe gave an overview of the Progreen monthly executive summary. He introduced his various staff that were in attendance. He noted that they have been working hard to make changes based on the feedback received. The schedule for summer is being finalized, along with the staff for 5 days a week. He noted the request for the CDD tree count from the previous meeting. There are 532 palms in the CDD area and 93 hardwoods.

There was a brief discussion regarding the trees that are located on CDD property that are actually homeowner trees. These are located on the driveway encroachments in the townhome area. It was noted that this may account for about 6 trees.

Mr. Kahoe reviewed the irrigation proposals before the Board. Proposal #7987 is \$3,547.60 is for about 280 feet of wire needing to be done. Proposal #8009 is a not to exceed of \$1800.00 for a leaking valve. It was noted that the location is between a shrub section which will be dug into. Proposal #7989 is \$931.00 for a two-wire fault needing to be completed.

On motion by Mr. Nehiba, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Proposals 7987, 8009, and 7989 as presented by Mr. Kahoe for various irrigation needs.

Mr. Kahoe reviewed other proposals for the Board. These are for enhancements and improvements in the community. Proposal #7870 is for the Lake Coquina. There are 11 small palm trees that block the view of the lake. This estimate is in the amount of \$1,650.00.

A homeowner, living in that area, confirmed that the palm trees are creating a blockage, almost like a wall.

The Board agreed to table this proposal at this time.

Mr. Kahoe reviewed Proposal #7976 for the sod project that has been continuing to take place over the last 10 months. He gave an overview of what has been done already, what still needs to be done, and the locations of the sod.

There was a brief discussion regarding the condition of the sod. It was noted that when those areas start being mowed, it will become more compact. This also included discussion on the location of the sod. Mr. Nehiba noted that he would prefer having sod in common areas and verge areas. Mr. Kahoe noted that by cutting the estimate in half, he should be able to cover the high visibility areas. This estimate is in the amount of \$6,600.00 for 12 pallets. There is a warranty on any landscaping done for one year.

On motion by Ms. Glynn, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Proposal #7976 for a not to exceed of \$6,600.00.

Mr. Kahoe reviewed Proposal #8054 for the plants around the front monument areas. Currently, these are surrounded by holly shrubs, which have thorns, and are very hard to weed around. These have been replaced multiple times in some areas and are declining in other areas. The recommendation is to take the holly shrubs out and replace with low maintenance colorful plants, such as crotons.

There was a discussion regarding the budget for landscaping and what could get done now vs. the next fiscal year. Mr. Kahoe noted that one entrance could be done at a time. Mr. Nehiba recommended doing the quarter of the area that was in the worst shape. This estimate would be for 35 plants in the amount of \$2625.00.

On motion by Ms. Glynn, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Proposal #8054 in the amount of \$2,625.00.

Mr. Kahoe reviewed Proposal #7975 for the Robellini Date Palms that have died. This estimate is for \$1,155.00. A homeowner in that area has requested for them to be replaced. Regardless, Progreen will finish the ixora plant install in that area.

The Board agreed to table this proposal at this time.

Lastly, Mr. Kahoe reviewed Proposal #7855 for annual palm and hardwood tree trimming. This is in the amount of \$22,602.00. Mr. Kahoe noted that the arbor crew for tree trimming is finishing in another local community this week and should be able to start in Montecito next week. He also reviewed the price per palm.

On motion by Ms. Glynn, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Proposal #7855.

SECOND ORDER OF BUSINESS

General Business Matters

Discussion Regarding Roads

- **Street Seal Coating**

Mr. Matthes gave an update on the roads. He noted that taking care of the sanitary system and potholes needs to be done first, prior to taking care of the road issues. Mr. Wellman has compiled estimates from three different vendors for analysis on the sanitary systems. Mr. Matthes recommended moving forward with Southeast Services. They have a more flexible approach. While this is being done, the Board can create a plan for the future of

maintaining the road pavement. Mr. Matthes noted that the long-term fix is a mill and resurface of all roadways, this can be done in a phased approach. The short-term fix is a poly sealcoat, which will give the roads an additional 3-5 years. He reviewed the financial aspect for these projects.

There was a discussion about the previous analysis done on the roads. This included the different kinds of mill and resurfacing and their costs.

Ms. Glynn had questions regarding the timeframe for the phased approach. Mr. Matthes reviewed the current road issues and what the plan of action should be. He noted that he can create a plan based on a given budget. Ms. Glynn stated that the roadway reserves are currently at \$78,000.

There was discussion regarding the budget for the roads and the costs of the various options. This included building up the roadway reserves and the cost of the phased approach.

Mr. Matthes noted that it all depends on budget, but it really should not be split up into more than two phases. If this is not possible, he recommended moving forward with the poly sealcoat. He will review the estimates that have been given to the Board. It was noted that these estimates do include the re-striping.

There was a discussion on the Board's decision to move forward with the poly seal coating and the vendor choices. Mr. Wellman noted that the approved camera analysis was not completed because Thorpe only does the analysis, but does not do internal repairs. It was Mr. Matthes's recommendation to move forward with a vendor who will also complete the internal repairs.

Ms. Ripoll would work with District Counsel, Mr. Matthes, and Ms. Wagner for the contract and execution by the Chair. She recommended gathering the recommended quotes from Mr. Matthes to review at the next meeting. In the meantime, the inspection analysis can be done.

Mr. Wellman reviewed several of the areas that need repair that should be done at the same time. He also reviewed the vendor pricing for the inspection. It was the recommendation to move forward with Southeast Services. Mr. Matthes agreed.

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 Inspection Analysis from Southeast Services.

Status of Consumptive Use Permit (CUP) Compliance

Ms. Ripoll stated all documentation has been sent regarding the Consumptive Use Permit.

Mr. Matthes has the data and will compile a report within the week. This will be kept on the agenda for the next Board Meeting.

Discussion of Temporary Access Policy

There was a discussion regarding the temporary access policy update. Mr. Nehiba noted this was because a homeowner put in a pool and damaged CDD property.

Mr. Pawelczk recommended an update to the temporary access policy. He noted that there needs to be clarification that would require a homeowner to replace any infrastructure that is damaged if owned by the CDD. This would include any two-wire replacement or reimbursement, if damaged.

There was a brief discussion regarding the outcome that happened with the homeowner's pool that caused damage. District Counsel noted that having this updated policy in place will negate that issue in the future.

Mr. Pawelczyk recommended bringing this back at the next meeting for an amendment to the resolution and final approval. He reviewed the amendment.

There was a brief discussion regarding including the terminology of the resolution.

Consideration of Payment Authorization Nos. 5 – 10

The Board reviewed the payment authorizations. Ms. Glynn noted that she has been receiving these as they are needing approval.

Ms. Wagner reviewed one of the payment authorizations. There was less money spend on the pressure washing than originally planned.

There was discussion regarding the timing and processing of the payment authorizations. It was noted that these should be ratified within 30-60 days of being paid.

Mr. Montejano gave an overview of the payment process.

There was a discussion regarding the payment for Dorado and future payments. It was noted that there should have only been a deposit first, not a total payment. Ms. Wagner stated she would review all invoices prior to sending to Mr. Montejano and notate all deposits clearly. There was also discussion regarding having an aging payment report.

Ms. Ripoll stated that in next month's financials, there should be no invoices past 30 days at the request of Mr. Nehiba. Mr. Montejano confirmed.

On motion by Mr. Nehiba, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified Payment Authorizations Nos. 5-10.

Mr. Montejano commented regarding the incoming surplus that can be allocated for capital improvement projects.

Review of District Financial Statements

Ms. Ripoll stated the financials are as of January 31, 2025. Once approved, these are placed on the District website.

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 District Financial Statements.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report. He noted that he will be working on the discussed agreements.

District Engineer – No report.

District Manager – Ms. Ripoll noted that the next Board meeting is scheduled for April 2, 2025, at 9:30 am., at the same location.

General Manager –

- **General Manager's Report**
- **Discussion of Playgrounds**

Mr. Nehiba gave an update on the playground proposal from ARC. It has been narrowed down to two different designs with two different flooring choices. Mr. Nehiba recommended option 1 and reviewed the budget for the playground. It was noted there is \$108,000 in the budget line item currently. Ms. Wagner reviewed the budget and there are a few line items that have surplus, which can be moved around. There would then be a need for an additional \$5,000 more. Mr. Nehiba and Ms. Wagner also reviewed the flooring options. It was noted that the price includes new flooring and installation along with removal and disposal of the old flooring.

The Board discussed the playground design options, shade canopies, and the pricing. It was noted that the shade is good up to 70mph winds, but must be removed during hurricanes. The vendor does not remove them but can reinstall them if needed. Mr. Bickham gave an overview of the shade structure removal. There was also discussion on the results of the focus group.

Mr. Bickham gave an overview of the playground timeline. He stated it would take about 4 months to complete. This includes 3-4 days to take down and remove the old playground. He also noted that both playgrounds are good for ages 2-12.

Ms. Glynn reviewed the total costs for each design.

Mr. Bickham noted that there is a way to make the space smaller in order to use less pour in place surfacing. He reviewed the possible designs for pour in place. He noted that landscaping could be placed around the playground area, while having the pour in place under the actual playground equipment. There was discussion regarding this option.

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 ARC option #1 for the Playground in the amount of \$72,228.34 and option #2 for the Flooring, which is Pour in Place in the amount of \$61,852.96.

Mr. Bickham will update the proposal and contract to send to Ms. Ripoll for District Counsel to review.

A homeowner requested having more eyes on the playground in order to deter damage being done.

Ms. Ripoll noted that there will be an email blast sent to residents along with rule signage. There was a brief discussion regarding this. Ms. Wagner stated there is a camera facing that location, which can also be noted in signage.

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.

Ms. Wagner gave an overview of the General Manager's report. She reviewed the proposal from Solitude for the fountain that is not working. It was noted this is similar to the other fountain that was replaced, but this one includes various lighting options.

There was a discussion regarding having the color lighting in the fountain or not, the horsepower, and the fountain patterns. Ms. Wagner noted that the previous fountain replacement was about \$12,000. The current proposal is for approximately \$11,000 with the color lights. There was also discussion regarding the budget for the fountain replacement.

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 Solitude for the fountain replacement with a not to exceed of \$10,700.00.

Ms. Wagner noted that the fence around the pump area and the paint inside the clubhouse have been scheduled. She is working on getting proposals for the reinstalment of the pedestrian gate in Shearwater. Mr. Wellman recommended putting the closer on the interior. Ms. Wagner confirmed.

There was a brief discussion regarding the community gate open and closure times. Ms. Wagner stated they open at 6:30am and close at 7pm.

There was also discussion regarding the spray features in the pool. Ms. Wagner noted there is a leak right now which needs repair in order to use them again. Ms. Wagner will work on obtaining an inspection report for this.

Mr. Wellman requested that Victor's work for Saturday and Sunday also be listed in the General Manager's Report. Ms. Wagner noted that although it is not listed as such, the projects that Victor completes are included in the report.

There was a brief discussion regarding the General Manager's report, what is included, and when Ms. Wagner completes these reports. It was noted that she does weekly and monthly reports.

There was also discussion regarding the ticket system for submitting issues. Ms. Wagner stated that she does reply to all tickets and follows up with residents confirming when the issues have been resolved. Ms. Ripoll is copied on these emails.

Mr. Wellman reviewed a letter that was sent to Ms. Wagner regarding road repair responsibility. Ms. Wagner noted that she has not received anything regarding the road

repair until today. She will work on any project requested as long as she is given the proper information to do so.

Supervisors Requests & Audience Comments

Ms. Glynn requested the websites for Ethics Training to be sent to the Board.

Mr. Pawelczyk reminded the Board that the Form 1 is due July 1 online. He noted that any Ethics Training done now would go on next year's Form 1.

Mr. Henson, a resident, commented about the backside wall and park bench. Ms. Wagner noted that these issues have already been addressed.

Mr. Bordeaux, another resident, requested that the game room not be used during CDD meetings as it is hard for those with hearing aids.

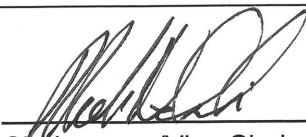
There were no further Supervisor requests or comments at this time.

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 11:48 a.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson