

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Wednesday, May 7, 2025
208 Montecito Drive, Satellite Beach, Florida 32937
5:30 p.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.	
Stefan Matthes	District Engineer – Culpepper & Terpening, Inc.	
Kisha Wagner	General Manager – Vesta Properties	
Lea Stokes	General Manager – Vesta Properties	
Rusty Kahoe	Progreen Services LLC	(via phone)
Zac Carr	Progreen Services LLC	(via phone)
Various Audience Members		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Ms. Ripoll called the meeting to order at 5:30 p.m. and quorum was established.

Public Comment Period

A resident, Mr. Blake, had a question that was confirmed to be an HOA issue.

Another resident had a question regarding the fountain, as it has been off for two days. Ms. Wagner noted she is going to follow up and see what the issue is.

Ms. Sutter had a question as to when the CDD grass replacement would be happening. Ms. Wagner gave an overview of the timing of the sod replacement through the community. She noted Ms. Sutter's area should be done next week.

Another resident had a comment regarding parking violations. He noted that the rule for parking at the Amenity Center was 72 hours, but he received a violation after 11 hours. Ms. Wagner noted this will be discussed during her report.

**Letter From Supervisor of
Elections – Brevard County**

Ms. Ripoll noted that as of April 15, 2025, there are 725 registered voters in the District per the Letter from the Supervisor of Elections – Brevard County.

On motion by Mr. Wellman, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District accepted the Letter from the Supervisor of Elections – Brevard County.

Administrative Matters

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

The Board reviewed the minutes.

Ms. Ripoll noted that any Board Member changes that were previously submitted have been applied.

On motion by Ms. Glynn, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the April 2, 2025, Board of Supervisors Meeting Minutes.

Vendor Report

- **ProGreen Services LLC
Monthly Executive
Summary**

Mr. Kahoe gave the ProGreen monthly executive summary to the Board for review. He stated they are still working through the sod installation and that should be completed by the end of the month. He stated there was an outage at the beginning of the week on the single-family side that was taken care of, which he will provide a quote for.

ProGreen is running two days a week right now due to lack of rain.

There was a discussion regarding the new wire that was laid on Montecito for the outage. Mr. Kahoe noted it was for a different wire path than the previous new wiring. Mr. Carr also mentioned that the previous wire did not have the protective outer coating and gave an overview of the wiring in that location.

Mr. Matthes had a question regarding the pumps in the lakes. Mr. Kahoe noted that all 3 pumps are being run at this time. St. Johns River Management provides guidelines but has not issued water restrictions at this time.

The Board had no further questions.

SECOND ORDER OF BUSINESS

General Business Matters

Update of Seal Coating Roads

Mr. Wellman provided an update on the seal coating for the roads. He noted that Pothole Heroes has been hired as the vendor. He gave an overview of the areas for the road repairs and seal coat applications. He also reviewed the timeline and the process for repair. He has notified the residents in the first repair area. Ms. Wagner and the HOA manager will be sending out emails to the residents that will be affected. Flyers will also be placed on the doors.

Mr. Wellman noted that when the seal coating is happening, cars cannot be on the street, or they will be towed at 8:00 a.m. that morning. He stated there will be parking available at the Clubhouse, the church across the street, and at Trinity Wellsprings. Mr. Wellman gave an overview of what not to do during the seal coating.

There was a discussion regarding the process of the road repair and making sure residents have a way out of their homes. This included discussion on how the roads will be blocked until they are completely dry. All roads under repair will be fully closed. Mr. Wellman noted they are going with the timeline recommended by Pothole Heroes. Any vendors coming through the neighborhood will also have to be contacted.

A resident questioned if parking on adjacent streets would be allowed during this time, as long as neighbors and fire hydrants are not being blocked. Mr. Wellman confirmed. Ms. Wagner will not be issuing parking violations during that time, but do not park on the grass.

Ms. Wagner noted she will send out an email with dates and description to residents. This is a three part repair process. The only part of the repair process that closes the roads completely is the seal coating, which starts on May 27th. It was noted there will also be flyers placed on the doors.

There was continued discussion.

Status of Consumptive Use Permit (CUP) Compliance

Mr. Matthes gave an update on the Consumptive Use Permit Compliance. He noted he has successfully updated the pump information and has to work on updating the well information. This is a work in progress over the next couple of months.

Update on Vesta Existing Contract

Ms. Ripoll noted there are ongoing negotiations with Vesta over the contract. This will be kept on the agenda for the next Board Meeting. Ms. Ripoll and District Counsel are awaiting response from Vesta regarding the final agreed upon number. Ms. Ripoll will send out the draft contract to the Board for review. It was noted that it is up to the Board's discretion to create a timeframe for response. If nothing is done, the contracted amount stays the same until September of 2026, which is the end of the existing contract.

There was discussion regarding the amended contract and revised negotiated cost amount. District Counsel noted the negotiated amount was set to go into effect on March 1, 2024. He recommended setting a timeframe for response.

The Board discussed setting the timeframe. The Board agreed that Vesta has until May 23, 2025, to provide a response.

**Review and Consideration of
Resolution 2025-15, Approving a
Preliminary Budget for FY 2026
and Setting a Public Hearing Date**

Ms. Ripoll recommended August 6, 2025, at 5:30 p.m., at the same location, for the Public Hearing. She reviewed the proposed budget timeline and noted this had been discussed with the Board and District Management.

Ms. Glynn gave an overview of the proposed budget.

There was discussion regarding how many meetings the Board would have per month and how that affects the budget. The numbers can be adjusted based on the Board's decision. The Board agreed to adjust the Supervisors line item to \$6,000.00 from \$12,000.00. This saved \$6,000.00.

There was additional discussion regarding the Legal Fees line item. Mr. Pawelczyk stated he did not think any additional amount needed to be added.

Ms. Ripoll reviewed the budget process should any line item go over the allotted amount.

The Board continued to review the proposed budget.

Ms. Ripoll noted that starting next month she will only be advertising once a month the full schedule for the entire year, along with any special meetings. This will save money under Legal Advertising. She recommended cutting that line item in half. The Board agreed to cut the line item in half, saving \$1,250.00.

Mr. Montejano gave an overview of the Assessment Roll under General Administrative Expenses. It was noted this is PFM's cost to review, verify, and send the Assessment Roll to the County.

There was discussion regarding the increased expense in insurance. Ms. Glynn noted that the two insurances are now combined into one line item. This was confirmed.

Ms. Glynn reviewed the Amenity Center Operations line items. The Board discussed the HVAC and non-HVAC Repairs and Maintenance for the Amenity Center. It was noted any HVAC replacement would go under Capital. It was also noted that the pool leak and fountain repair would go under the Pool Repair line item.

Ms. Wagner gave an overview of the janitorial service cost and noted there will be an increase. The vendor currently charges \$650.00 per month for three times a week, plus any additional special services. He is requesting an increase to approximately \$18,000.00 for the year. Although he is the lowest she has found, she is looking into getting quotes from other vendors for more quality work.

The Board reviewed the Pool Service line items. Ms. Wagner will verify if there will be an increase in cost. Ms. Wagner also noted that no pool leak that has been found at this time. However, the fountains affect the chemical evaporation in the pool. There was discussion regarding the fountains. It was noted the fountains are only for visual ambiance. The Board agreed to have the fountains running every day. Ms. Wagner recommended having the pool guy come out 5 times a week, instead of 3 times a week to keep track. The Board agreed to put the Pool line item to \$28,000.00. Ms. Wagner confirmed the fountains will be on from 8:00 a.m. to 4:00 p.m.

There was discussion regarding the Fitness Center line item. Ms. Wagner noted there will be a monthly maintenance fee, which should not exceed the budgeted \$3,000.00.

Ms. Glynn reviewed the Irrigation Maintenance line items. The Board discussed and agreed to leave the line item as is for maintenance. District Management will consult with Mr. Kahoe for specifics on irrigation maintenance. Mr. Wellman noted that Irrigation Monitoring should be \$7,200.00, based on the monthly fee. Ms. Glynn confirmed the change.

Ms. Glynn reviewed the Aquatic Repairs and Maintenance line items. The Board discussed this line item. Ms. Wagner noted that the Solitude contract is due in August, they are doing everything needed, and they have not requested an increase. She noted that the fountain should be repaired by May 23rd and has already been approved. The Board agreed to lower this line item to \$20,000.00.

There was discussion regarding the fountain in Lake Valencia not working properly. Ms. Wagner will follow up.

Ms. Glynn reviewed the Landscaping line items. The Board agreed to raise the Additional Landscaping Repairs and Maintenance line item to \$17,000.00. The Board agreed to raise the Plant Replacement line item to \$6,000.00. The Board discussed the Palm and Oak Tree Maintenance costs and agreed to leave that line item as is.

A resident mentioned a section of hedges that have recently died. It has already been brought to the attention of ProGreen.

Ms. Glynn reviewed the Common Areas, Right of Ways, and Walls line items. Mr. Wellman noted he is waiting on a few items regarding the gates and requested this be added to the next Board Meeting agenda. The Board discussed the vehicle gates replacement timeline and the anticipated budget. The Board agreed to adjust the Vehicular Gates and Repairs line item to \$15,000.00.

There was discussion regarding reserves for painting of the walls. It was noted this is a part of the reserve study and set for 2030.

There was brief discussion regarding the landscaping lighting. There was interest noted in having palm tree solar lighting. Ms. Wagner can work on getting quotes.

Ms. Glynn reviewed the Security Monitoring Services line items.

Ms. Glynn reviewed the Utilities line item. The Board agreed to raise this amount to \$4,000.00.

Ms. Glynn reviewed the Townhome Mailbox Maintenance line item.

The Board discussed the Capital Reserve and Disaster Reserve Transfers. Ms. Glynn noted there is \$10,646.00 available. Mr. Wellman suggested having Roadway Reserves listed separately as well. There was discussion as to what is included in the capital reserves and if any additional items should be added. Currently, this plan includes pool furniture and irrigation upgrades/modernization. Ms. Glynn noted there is enough in capital to cover these items.

Mr. Nehiba recommended putting the additional \$10,646.00 into Additional Landscaping. The Board agreed.

There was discussion regarding the reserves amount in order to keep the assessments flat. The reserve amount is \$194,872.93 which will be split amongst Capital, Disaster, and Roadway Repair.

Mr. Pawelczyk gave an overview of the budget process for reserves.

The Board agreed to put \$100,000.00 in the Roadway Repair Reserve, \$30,000.00 to the Disaster Reserve, and the remainder to the Capital Reserve.

On motion by Ms. Glynn, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Resolution 2025-15, Approving a Preliminary Budget for FY 2026, and Setting a Public Hearing Date.

There was discussion regarding where the reserves are held. It was noted that they are currently collecting 4% interest in the bank and are FDIC insured. Any questions can be directed to Mr. Montejano regarding the financials.

Review of District Financial Statements

Ms. Ripoll stated the financials are as of March 2025.

Ms. Ripoll called for a motion.

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 District Financial Statements.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – Mr. Pawelczyk reminded the Board of their Form 1 that is due July 1, 2025, and the required Ethics Training that is done annually. He will send out the links via email to the Board. He gave an overview to the Board of the programs available for the Ethics Training.

District Engineer – Mr. Matthes gave an update on the paver replacement. Ms. Wagner has received quotes from two vendors. He will gather more information and report back at the next Board Meeting. It should not cost more than \$2,000.00. This will be placed on the agenda. It was noted that the potholes on Tortoise will be repaired with the upcoming road repair.

District Manager – Ms. Ripoll noted that the next Board meeting is scheduled for June 4, 2025, at 9:30 a.m., at the same location.

General Manager –

- **General Manager's Report**

Mr. Nehiba noted that the deposit has been made towards the playground.

Ms. Wagner gave an overview of the General Manager's report. She gave an update on the paint and noted there were a few areas that were missed. The vendor is going to be returning to fix those areas. The clubhouse and game room have been reopened. The gym will be reopened on Saturday as the smell was stronger in that location. She would like to purchase a 50" Smart TV for the gym with wall mount bracket and a Smart TV for the game room. She is requesting a not to exceed amount. These would be helpful for meetings and presentations. It was noted this should not increase the internet bill. Ms. Wagner reviewed the pricing for the TV's. Ms. Wagner will work with one of the Supervisors for the suggested size of the TV in the game room.

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 Fitness Center TV purchase with a not to exceed amount of \$400.00.

Ms. Wagner gave an update on the fence installation behind the clubhouse and noted it has been completed.

Ms. Wagner will be sending an email blast for the road repair this evening.

Ms. Wagner also gave an update on the playground installation. She stated her last email communication with the vendor was on 3/26 and it was noted to be 180 days out. Ms. Wagner will review the agreement and provide the Board with an update.

Ms. Wagner has purchased four doggy waste stations with Chair approval. This is due to doggy waste being on the ground in various places. These stations include bags and hand sanitizer. Ms. Wagner reviewed the locations for the waste stations.

Ms. Wagner reviewed the 72-hour policy for Clubhouse area parking. She noted the policy is unclear and asked for clarification. She recommended having it be 72 hours in a week.

The Board discussed the policy. Mr. Pawelczyk noted he can update the policy based on the Board's recommendation. A resident read the policy. It was noted that the 72 hours applies to when the Amenity Center is closed.

There was continued discussion regarding enforcing the policy and where parking is allowed. Mr. Pawelczyk gave an overview of another District's policy for consideration and noted the Board can create a different policy altogether for overnight parking, with any provisions for special events/guests as needed. The Board agreed that the policy needs to be more defined, but there is a lengthy process that has to be followed when updating a policy or procedure. The Board decided the policy is not being abused at this time and to leave as is, until further review can be done.

There was also brief discussion regarding parking on the road. It was noted that guests can park on the road for 6 hours. Mr. Pawelczyk gave an overview of the process that the Board went through when the parking rules were previously updated. Ms. Ripoll will send the information to the Board regarding the policy for review and will place on the June meeting agenda.

Supervisors Requests & Audience Comments.

Mr. Wellman made mention of the weeds growing on the wall. Ms. Wagner has submitted emails and pictures regarding the weeds to Solitude. They have been sprayed but are still an issue. It was recommended to pull them out. Ms. Wagner will follow up.

Mr. Wellman also noted that the hole on Ventura is still not fixed. Ms. Wagner noted this is a City issue and she will continue to follow up.

Ms. Glynn noted she will not be at the June or July Board Meeting.

There was a request to have an American flag purchased for the room so that the Pledge of Allegiance can be recited for meetings. Ms. Ripoll noted she can purchase one.

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 May 7, 2025, Board of Supervisors' meeting at 8:14 p.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson