

MINUTES OF MEETING  
MONTECITO  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Montecito Community Development District was held on Thursday, September 6, 2023 at 9:30 a.m. via Zoom and at the Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida.

Present and constituting a quorum were:

|                                 |                     |
|---------------------------------|---------------------|
| Catherine LeCesne               | Chair               |
| Ed Henson                       | Vice Chair          |
| Tanja Glynn                     | Assistant Secretary |
| Richard Wellman <i>by phone</i> | Assistant Secretary |
| Eric Smith                      | Assistant Secretary |

Also present were:

|                   |                           |
|-------------------|---------------------------|
| George Flint      | District Manager          |
| Michael Pawelczyk | District Counsel          |
| Denisse Grimm     | General Manager           |
| Lea Stokes        | Vesta Property Services   |
| Rusty Kahoe       | ProGreen Landscape        |
| Tod Wodraska      | Special District Services |
| Residents         |                           |

*The following is a summary of the discussions and actions taken at the September 6, 2023 Montecito Community Development District Board of Supervisors regular meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order at 9:30 a.m. and called the roll. Four Supervisors were present in person constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments Related to Agenda Items (Limited to 3 Minutes per Person)**

Mr. Todd Wodraska with Special District Services introduced himself and his team to the Board and stated that they will talk to the Board more as the meeting goes on.

**THIRD ORDER OF BUSINESS**

**Landscape and Irrigation Reports**

**A. ProGreen**

Mr. Kahoe stated that he could answer any questions on the report. He provided an update on the irrigation; they got a note from Angie from Insight and they have a section that is down on Monterey Dr. and they are working on that now, and Nate is scheduled to be there tomorrow to look at that.

Mr. Kahoe noted that they are capping the existing well next to the west controller, and they do not know how long that will take. Once they cap that it will be another two weeks or three weeks before they drill the new well.

Mr. Wellman asked about the status of the weeds and the muhly grass. Mr. Kahoe explained that the weeds are growing in the ornamental grass, and it is very difficult to get the weeds out. The weeds have to be handpicked out. Right now they are working on coming up with a couple plans. One option is looking for a way to chemically treat the weeds without having an issue with the water. He stated if they hand pull them out, they come back because they can't get low enough to the source of where the weed is coming from. Another option is during the fall trimming all the grass down and pull out the weeds when they can get further down into the root area. They are working on solutions.

#### **FOURTH ORDER OF BUSINESS**

#### **Approval of Consent Agenda**

- A. Minutes of the August 2, 2023 Board of Supervisors Meeting**
- B. Balance Sheet and Income Statement**
- C. Assessment Receipts Schedule**
- D. Check Register**

Mr. Flint presented the minutes of the August 2, 2023 meeting, the unaudited financial statements, Special Assessment Receipt Schedule for Fiscal Year 2023 and the Check Register. Ms. Glynn stated that she sent in corrections to the minutes, and she wanted to make sure those were incorporated. Mr. Flint suggested that they approve the consent agenda subject to Ms. Glynn's comments to the extent they are not already included.

On MOTION by Ms. LeCesne seconded by Mr. Smith with all in favor the consent agenda items as stated above with revisions to the minutes were approved.

#### **FIFTH ORDER OF BUSINESS**

#### **Staff Reports**

- A. District Counsel**

Mr. Pawelczyk had nothing further to report to the Board.

**B. District Engineer**

Mr. Flint noted that they did not currently have an engineer.

**C. District Manager****i. Presentation of Insurance Proposals**

Mr. Flint stated that they had an item pending regarding the District's insurance and he noted that this was previously talked about at their July meeting. He stated that initially they received a proposal from their current provider, Florida Insurance Alliance, for budgeting purposes. They also went out and solicited a proposal from PGIT. FIA had an appraisal done of the property within the District to make sure the insured values of the District were correct. Mr. Flint noted that the property coverage value for FIA is lower than PGIT, PGIT was using the current insured value which was not an appraised value. FIA had an appraisal done and that value came down some. FIA is the lower price, lower by \$5,735. Mr. Flint stated that GMS's suggestion was to stay with their current provider FIA. Mr. Flint explained that their current policy expires this month which is why he added it to the agenda.

On MOTION by Ms. LeCesne seconded by Mr. Smith with all in favor the FIA Insurance Proposal was approved.

**D. General Manager**

Ms. Grimm introduced Branda and she presented a ticket system done by Vesta. Brenda showed the Board what the website would look like and what the residents would see. She also showed the Board what the ticketing system would look like from Vesta's point of view.

Ms. LeCesne reminded the Board that the last system was going to be \$3,000 for implementation and \$300 a month. She stated that this was \$750 for implementation and \$200 per month after that. Mr. Henson asked Brenda if they were willing to lock that price in for a period of time, and Brenda stated that they would be able to lock that in for a certain period of time but there might be increases if there are more features, they are interested in. Mr. Kahoe noted that the current system didn't allow for large photos, and he asked if their system had photo requirements. Brenda stated that so far, they have not had any issues with the photo size.

Mr. Flint asked for any public comments on this item since it was not included in the agenda, there were no public comments.



On MOTION by Ms. LeCesne seconded by Mr. Smith with all in favor the Authorizing Staff to Contract with Vesta for their Ticketing System was approved.

Ms. Grimm reviewed the General Manager's report which was included in the agenda. Ms. Grimm stated that she noticed there is nobody doing active light checks in the evening. Now that we're getting into the fall season, Vesta has a maintenance team that is able to come out after hours and perform a full light check of the community to make sure that all the street lights are functional, landscaping lights, entryway lights, etc. And they estimated two hours to do that and the cost is \$65 per hour. They would give me a list of items that need to be repaired, and then electric said that they would be able to come out and take care of all of that for us.

**i. Change General Manager's Hours from 9 AM – 5 PM to 8:30 AM – 4:30 PM**

Ms. Grimm requested that her hours change from 9:00 a.m. to 5:00 p.m. to 8:30 a.m. to 4:30 p.m. Ms. Glynn asked that the signage be update to reflect the time change.

On MOTION by Ms. LeCesne seconded by Mr. Smith with all in favor Changing the General Manager's Hours from 9 AM – 5 PM to 8:30 AM – 4:30 PM was approved.

**ii. Rock and Mulch Plan – 2023 to 2026 Locations/Maps 7/12 Meeting**

Ms. Grimm reviewed the Montecito Rock/Mulch Plan 2023-2026 which was included in the agenda package for review.

**iii. Ancillary Mulch Locations – Locations/Maps of Additional Locations**

Ms. Grimm stated that the ancillary mulch location maps were included in the agenda package for Board review.

**iv. New Umbrellas Check Out Policy**

Ms. Grimm stated that she included the umbrella checkout policy for the Board to review on page 166 of the agenda.

On MOTION by Ms. LeCesne seconded by Mr. Wellman with all in favor the Montecito Proposed Umbrella Policy dated August 10, 2023 was approved.

**v. Vesta Website Presentation**

\*This item was discussed under the General Manager's report.

**SIXTH ORDER OF BUSINESS**

**Business Items**

**A. Items for Board Consideration**

**i. Estimates and Proposals**

**1. ProGreen Estimate 5347 Lava Rock and Brown Mulch Install Per Current Budget for 2023 7/12 Meeting**

Ms. Grimm noted that this estimate was included in the agenda for Board review.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the ProGreen Estimate 5347 Lava Rock and Brown Mulch Install Per Current Budget for 2023, was approved.

**2. ProGreen Estimate 5346 – Poinciana Trees Removal/Plant Japanese Blueberry Trees**

Ms. Grimm noted that this estimate was included in the agenda for Board review. Ms. LeCesne asked if Japanese Blueberry trees were messy or if they cause any issues and Mr. Flint answered no. Mr. Kahoe noted that the Japanese Blueberry trees were about half the size of the current Poinciana trees. Mr. Wellman agreed that the Poinciana needed to be pruned back, but he did not agree with removing those trees.

On MOTION by Ms. LeCesne seconded by Ms. Glynn the ProGreen Estimate 5346 – Poinciana Trees Removal/Plant Japanese Blueberry Trees by roll call vote:  
 Supervisor Henson: Aye  
 Supervisor Wellman: Nay  
 Supervisor Smith: Aye  
 Supervisor Glynn: Aye  
 Supervisor LeCesne: Aye  
 Motion Passed 4-1.

**3. Verge & Common Areas Landscaping**

**a. ProGreen Estimate 5349 – Replace Sod with Jasmin – Verge areas 45 per map 7/12 Meeting**

**b. ProGreen Estimate 4816 – Replace Sod with Sod – Verge Area**

Ms. Grimm noted that this estimate was included in the agenda for Board review. Ms. Grimm stated that there were 45 areas that needed to be redone. Ms. Grimm stated that the jasmine

would be \$27,450 for the 45 verge areas versus the sod which would be \$12,000. Ms. Glynn and Ms. LeCesne asked about implementing a pilot program to test an area to see how well it does.

Mr. Henson offered to be the landscaping liaison for a trial period. After Board discussion, they decided for 60 days to have Mr. Henson be the landscaping liaison.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor Authorizing Supervisor Henson to Consult with Denise and Rusty on Preapproved and Proposed Landscaping and Irrigation Items and Authorizing Supervisor Henson to Participate in Walkthroughs and Related Landscaping Meetings with Staff until the Board decides otherwise, was approved.

Board consensus was to approve a \$10,000 not to exceed amount to test a pilot area for sod replacement. Mr. Henson will work with staff to bring back a proposal for the remaining replacement at a future meeting.

On MOTION by Ms. Glynn seconded by Mr. Henson with all in favor a NTE of \$10,000 for Pilot Program of Sod and Jasmine Replacement, was approved.

- 4. Buffers Between Villas Per 7/12 Request**
  - a. ProGreen Estimate 5348 – Grass to Buffer**
  - b. Secure Fence and Rail Quote – Concrete Bollards as Buffer**

Ms. Grimm noted that this estimate and quote for buffers were included in the agenda for Board review. No action was taken on this item.

- 5. ProGreen Estimate 5289 – Removal of 2 Royal Palm Trees**
- 6. Replacement Planters**

Ms. Grimm noted that this estimate was included in the agenda for Board review. The cost to remove the two palms is \$3,000 and the planters are \$89 a piece.

On MOTION by Mr. Smith seconded by Ms. Glynn with all in favor the ProGreen Estimate 5289 – Removal of 2 Royal Palm Trees and Purchase of Replacement Planters Not to Exceed \$3,712, was approved.

- 7. Paradise Signs and Graphics Estimate – Clubhouse Signage and Mission Bay ‘No Parking’ Signs (Sample Picture of Possible Clubhouse Signage Included)**



Ms. Grimm noted that this estimate was included in the agenda for Board review. Ms. Grimm noted that the \$2,151.33 was inclusive of new towing signs that are aluminum for the entryways, the signage on Mission Bay, and signage for the entry way for the exterior of the Clubhouse, signage for the game room hours, fitness room hours, and replacing the paper signs about wiping down equipment.

On MOTION by Ms. LeCesne seconded by Ms. Glynn with all in favor the Paradise Signs and Graphics Estimate – Clubhouse Signage and Mission Bay ‘No Parking’ Signs, was approved.

**8. Golf Cart**

- a. Golf Carts Unlimited Quotations – Costs for Used and New Cart**
- b. Current Cart Repair – See General Manager’s Report**

Ms. Grimm noted that this estimate was included in the agenda for Board review. Ms. Grimm noted that the golf cart broke and it is in the shop now, the cost to repair it is \$1,300.80. Ms. Grimm stated that she was also researching new golf carts and a company has offered a \$1,500 trade in value for the CDD’s existing golfcart.

On MOTION by Ms. LeCesne seconded by Mr. Smith with all in favor a NTE amount of \$9,000 to Purchase a Golf Cart, was approved.

After Board discussion, their decision was to delegate authority to Mr. Smith to make a final decision regarding the golf cart.

**9. Brevard Pools Proposal – Install Hayward Cat 2000 Chemical Controller**

Ms. Grimm noted that this estimate was included in the agenda for Board review. Board decision was to replace the controller. The Proposal total was \$4,495.

On MOTION by Ms. LeCesne seconded by Mr. Smith with all in favor the Brevard Pools Proposal – Install Hayward Cat 2000 Chemical Controller, was approved.

**10. Cascade Fountains Proposal – Pacifica Fountain 5hp Motor Installation**

Ms. Grimm noted that this estimate was included in the agenda for Board review. Ms. Grimm noted that the 5hp motor and pump on Lake Pacifica failed on the lake fountain.

Resident interrupted the meeting out of order to ask how many cars someone can have parked in the community. Ms. Grimm noted that residents cannot have cars parked on the street ever.

Ms. Grimm brought the proposals back to the board for the fountain repair and replacement. Mr. Henson made a motion to approve the proposal but there was no second and the motion died due to lack of a second. No action was taken by the Board at this time, this item will be put on the next meeting agenda.

#### **11. Speed Bumps**

##### **a. Burton Asphalt and Services Proposal – Install**

##### **b. All Brevard Asphalt – Install 12 Asphalt Bumps**

Ms. Grimm noted that this proposal was included in the agenda for Board review. No action was taken, as the Board would like to get a survey done for the community before they make a decision on this item. Mr. Wellman suggested that they wait for a traffic engineer to give them feedback, and his opinion was that 12 speed bumps was a lot for their community.

#### **ii. District Management Transition**

##### **1. Agreement with Special District Services, Inc. for Services Management and Validation**

Mr. Flint presented the agreement with SDS for management services. The Board had no questions on the agreement.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the Agreement with Special District Services, Inc. for Services Management and Validation, was approved.

##### **2. Resolution 2023-16 Authorizing Electronic Signatures and Check Signatories**

Mr. Wodraska stated that this was to authorize check signers. He reviewed their check signing and approval process at SDS.

On MOTION by Mr. Smith seconded by Mr. Henson with all in favor Resolution 2023-16 Authorizing Electronic Signatures and Check Signatories, was approved.



**3. Resolution 2023-17 Adopting the Fiscal Year 2024 Meeting Schedule**

Mr. Wodraska noted that there was a conflict with the Montecito meeting schedule and the SDS schedule. The Board consensus was to change the meeting to the second Wednesday at 9:30 a.m.

On MOTION by Mr. Smith seconded by Ms. LeCesne with all in favor Resolution 2023-17 Adopting the Fiscal Year 2024 Meeting Schedule amending the dates to the second Wednesday of the month at 9:30 a.m., was approved.

**4. Resolution 2023-18 Providing for the Removal and Appointment of District Officers**

Mr. Wodraska reviewed the resolution for the Board.

On MOTION by Mr. Smith seconded by Ms. LeCesne with all in favor Resolution 2023-18 Providing for the Removal and Appointment of District Officers, was approved.

**5. Discussion Regarding District Website and E-mails**

Mr. Wodraska stated that they would be switching everything over to their website.

**iii. Request from Resident for School Use of Pool for Swim Practice**

Ms. Grimm reviewed the request, noting that the resident requested the pool on Wednesdays between 4:00 to 5:00 p.m. for around 30 kids. The kids are middle school aged. District Counsel had discussion with the Board about getting an agreement with the school, the insurance that would be required, liability etc.

On MOTION by Ms. LeCesne seconded by Mr. Smith with all in favor Denying the Resident Request for School Use of Pool for Swim Practice was ratified.

**iv. Review and Ranking of Proposals for Professional Engineering Services**

Mr. Flint noted that they only received one response from Culpepper & Terpening, Inc. He noted that they could accept the proposal or deny and reissue the RFP. District Counsel will bring back an agreement to the next meeting.

On MOTION by Ms. LeCesne seconded by Mr. Smith with all in favor Ranking the Proposals for Professional Engineering Services with Culpepper & Terpening Ranked #1, was approved.

**B. Discussion Items**

**i. Bush Heights and Trimming by Landscaper (Requested by Supervisor Henson)**

Ms. Grimm asked Mr. Henson if he would like to make changes to the heights or keeping the same scope. Mr. Henson discussed his opinions about the heights of the bushes.

**ii. Parking Violations at 742 Carlsbad Drive**

Ms. Grimm stated that there was a homeowner on Carlsbad Drive who has received a couple violations. She noted that they had guests park for 6 hours then leaving and then parking overnight. Resident addressed the Board regarding the homeowner who had been parking across from his house.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

Mr. Wodraska stated that the meetings need to move along quicker. He stated that meetings should not last 3½ hours.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

The next meeting would be held on the second Tuesday of October.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Glynn seconded by Mr. Wellman with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman