

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Wednesday, July 2, 2025
208 Montecito Drive, Satellite Beach, Florida 32937
9:30 a.m.**

Board Members present at roll call:

Debra Reitz	Assistant Secretary
Mark Nehiba	Chairperson
Rich Adams	Assistant Secretary
Rich Wellman	Vice Chairperson

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	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
Samantha Sharenow	Berman
Grant Philbeck	Berman
Eddie Padua	Berman
Rusty Kahoe	Progreen Services LLC
Zac Carr	Progreen Services LLC
Various Audience Members	

FIRST ORDER OF BUSINESS

Organizational Matters

**Call to Order, Roll Call and Pledge
of Allegiance**

Mr. Pawelczyk called the meeting to order at 9:30 a.m. and a quorum was established.

Mr. Nehiba led the Pledge of Allegiance.

Public Comment Period

Ms. Vincent, a resident, asked for an update on the pressure washing of the driveways.

It was noted this has not yet been completed but the work will start tomorrow.

Administrative Matters

Review and Consideration of the June 4, 2025, Board of Supervisors Meeting Minutes

The Board reviewed the minutes.

On motion by Ms. Reitz, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the June 4, 2025, Board of Supervisors Meeting Minutes.

Vendor Report

- **ProGreen Services LLC
Monthly Executive
Summary**

Mr. Carr gave an overview of the ProGreen monthly executive summary and ongoing projects. He reviewed Quote #8893 for the beach entranceway mulch. He noted some mulch was donated for the smaller triangle areas. This will be completed over the next couple of weeks.

The Board briefly discussed the mulch budget.

Mr. Kahoe noted mulching throughout the community will be quoted within the new fiscal year, but this covers a small area to finish the entranceway. He also noted that ProGreen is putting rock in as many areas as possible versus mulch.

On motion by Mr. Wellman, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Quote #8893 from Progreen for the entranceway mulch, in the amount of \$1,365.00.

Mr. Kahoe gave an update on the grass seed project. The first test section will be completed now that the drought is gone. This will be cheaper than resodding. There was a brief discussion regarding the location.

There was a brief discussion regarding the sod that has browned. Mr. Kahoe noted this is due to lack of rain, but the sod should recover. There will also be a spray treatment completed.

Mr. Kahoe gave an overview of the rock area on Carlsbad. He noted that the concrete goes all the way to fence and needs to be cleaned up. ProGreen has various ideas to possibly discuss with Ms. Wagner or Mr. Nehiba. He also recommended partnering with the neighboring community, The View, a management company as they previously helped fund rocks in that location. There was brief discussion regarding the recommendations for that area.

Mr. Nehiba will follow up with The View.

Ms. Vincent noted that the sidewalk in that area has numerous cracks that need repair. Mr. Wellman will send this location via map to Mr. Matthes for review.

SECOND ORDER OF BUSINESS

General Business Matters

Road Repairs and Street Seal Coating

Mr. Wellman gave an update on the road repairs and seal coating. He noted that the seal coating and road repairs are complete, except for a few areas that need to be cleaned. Cleaning will start tomorrow. The entrance to South Patrick will not have seal coating due to various issues. It will be cleaned, and the lines will be repainted. He noted some of the areas that need to be cleaned will require vehicles to be moved and will have to be done at a later time.

Mr. Wellman is going to create a document as an overview for future reference. He also noted that white paint has been spilled on the pavers on Ventura. The vendor is going to try and clean those up. The vendor asked for \$2,500.00 for additional work that had to be completed due to resident negligence and various other issues. Mr. Wellman agreed to 5% of the total cost to be added to the final payment. This is for an amount of \$2,441.00. The vendor has submitted a change order.

On motion by Mr. Adams, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved a Change Order and Payment to Pothole Heroes for 5% of the total cost, in the amount of \$2,441.00.

Mr. Pawelczyk noted the vendor will need to submit a new change order with the approved amount to process payment.

Mr. Wellman noted the vendor did more than asked and noted his approval. Pothole Heroes has stated they should be finished no later than Thursday, and everything should be able to be opened Friday morning.

There was a brief discussion regarding the broken sidewalk along Patrick Drive. Mr. Wellman will follow up.

Discussion of Amenity Center Furniture

Mr. Wagner gave an update on the Amenity Center furniture. She recommended replacing the tables and sofa with high top tables and accent chairs. She also recommended removing the flowers. She provided several options and layouts for the Board to review.

Ms. Wagner noted the TV has been purchased and will be delivered this month. Mr. Wellman gave an overview of the TV and its' location, noting it will provide a better view for presentations.

There was brief discussion regarding resources within the community to help with the design and layout. Ms. Reitz recommended reaching out to local communities to see what vendors they use for their clubhouses.

There was discussion regarding the type of furniture and the layout. It was noted that Ms. Wagner will be responsible for the TV control.

Ms. Reitz will continue to work with Ms. Wagner on the Amenity Center furniture options.

Discussion of Paver Repair at the Entrances

Mr. Matthes gave an update on the paver repair and noted that cost has been received for two areas from Groundworks Pavers and Turf. They are working on the per square foot price for the additional areas.

Ms. Wagner met with them this week to review the areas needing repair. She is waiting on the quote but will request a per square foot price.

Status of Consumptive Use Permit (CUP) Compliance

Mr. Matthes noted that a ton of water is being used for irrigation. He requested that Ms. Wagner get meter readings at the beginning of next week and send to him for review. He will calibrate those readings against the previous readings. He also noted that he is working with the Water Management District to get the reports on where they need to be.

Ms. Wagner also noted that the reading was extremely high.

Mr. Matthes recommended having the meters calibrated, as this is required every 5 years. This would be done by the original installation vendor. This will be brought back to the next Board meeting.

There was brief discussion regarding the sprinklers and the increase of irrigation.

Review and Consideration of Amenity Management Contract

Ms. Sharenow gave an overview of Berman Construction LLC.

Mr. Pawelczyk gave an overview of the Amenity Management contract. There are cost savings for the District and the contract has been reviewed by the Chairman.

The Board discussed the services that will be provided by Berman. Ms. Sharenow noted there will be no interruptions of service.

The Board also discussed the terms and fees. Mr. Nehiba requested a rate schedule for the next Board meeting. Ms. Sharenow will follow up.

It was noted the landscaping team does hurricane cleanup, but Berman does provide help as well.

Mr. Pawelczyk noted this is a new company replacing Vesta, with the request that Ms. Wagner stay on as General Manager.

On motion by Ms. Reitz, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the Amenity Management Contract.

Mr. Pawelczyk noted that once the rate schedule is submitted, it will be added to the agreement as an amendment.

**Consideration of Payment
Authorization Nos. 21 – 24**

The Board reviewed the authorizations. It was noted they were reviewed by Ms. Glynn.

On motion by Mr. Nehiba, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Payment Authorization Nos. 21-24.

**Review of District Financial
Statements**

Mr. Pawelczyk stated the financials are as of May 2025. It was noted they were reviewed by Ms. Glynn.

Mr. Adams asked for clarification on the property appraiser expense. Mr. Montejano gave an overview.

There was also brief discussion regarding the collection and payment of assessments and taxes. It was noted the District gets paid no matter if assessments have been paid or not.

Ms. Ripoll will review the bond debt with Mr. Adams after the meeting.

Mr. Wellman and Mr. Pawelczyk gave overviews of the bond repayment options and noted the benefits of being a CDD.

There was discussion regarding assessments and bond refinancing.

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 District Financial Statements.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – It was noted all Form 1 requirements have been completed.

District Engineer – No report.

District Manager – Ms. Ripoll noted that the next Board meeting is scheduled for August 6, 2025, at 5:30 p.m., at the same location. This will be the Public Hearing.

General Manager –

- **General Manager's Report**
- **Sidewalk Cleaning throughout the Community**

Ms. Wagner gave an overview of the General Manager's report. She has received estimates for pool furniture. It would be approximately \$8,000.00 to replace all cushions. She recommended only replacing the torn cushions. She will have that quote at the next meeting.

There was brief discussion regarding the cracks in the stormwater drains. Ms. Wagner is working on getting a quote for this and for the cracked sidewalks throughout the community. She will have that quote at the next meeting. Mr. Matthes requested the method of repair to be included with the quote.

It was noted the new budget begins October 1, 2025.

There was a brief discussion with Berman. It was noted they will supply tools needed for onsite maintenance. They will bring recommendations to the Board about anything else needed.

There was discussion regarding the fountains. Ms. Wagner noted she controls the timing of the fountains and many lap swimmers do not want the fountains on when they are swimming.

Ms. Wagner is working with Mr. Adams on the exterior lights and quotes will be provided at the next meeting. There was brief discussion regarding the ongoing work being done on the lights. Mr. Adams recommended numbering the lights. Ms. Wagner noted the new maintenance person can do that.

Ms. Wellman, a resident, commented regarding the fountains. She recommended keeping them on. Ms. Wagner agreed to have the fountains on from 8:00 a.m. to 4:00 p.m.

Ms. Wellman also mentioned having a community movie night and other events. Ms. Wagner gave an update on the movie night and noted she will provide popcorn and the popcorn machine. Volunteers would be nice to have for any bigger events. She also gave an overview of upcoming events, including pumpkin painting.

There were several resident comments regarding the events, and it was noted these events would be CDD events, not HOA. It was noted there can be no committees under the CDD without proper procedure. However, the HOA and CDD can work together. Ms. Wagner will request help when needed.



Montecito Community Development District

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

Supervisors Requests & Audience Comments

Mr. Wellman noted there needs to be feedback link in the ticket system. This would allow residents to know when something has been fixed or completed. Ms. Ripoll will look into this.

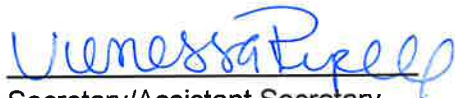
Mr. Wellman also stated the District needs to have a Capital Improvement Plan. He will bring the information back to the next meeting.

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. Adams, with all in favor, the Montecito Board of Supervisors CDD adjourned the July 2, 2025, Board of Supervisors' meeting at 11:10 a.m.


Secretary/Assistant Secretary

 8/6/25
Chairperson/Vice Chairperson