

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Wednesday, August 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	
Tanja Glynn	Assistant Secretary	
Rich Adams	Assistant Secretary	(via phone)
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.
Thomas Degrace	District Engineer – Culpepper & Terpening, Inc. (via phone)
Kisha Wagner	General Manager – Berman
Various Audience Members	

FIRST ORDER OF BUSINESS

Organizational Matters

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

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

The Pledge of Allegiance was recited.

Public Comment Period

A resident, on Point Lobos, asked if the HOA Social Committee could have access to the TV for events. She would like to use streaming for movie nights. The Board agreed to allow this, but anyone who is signed into the app for streaming must ensure to sign out after use. Ms. Wagner also noted this should not be an issue, but there will be an approval form completed to use the TV and remote. There was brief discussion regarding the streaming apps and the movies viewed.

Another resident had a comment regarding renting a movie via the streaming options. Ms. Wagner noted renting will not be allowed. She noted there are a lot of free options.

A resident, noted the movie night had great feedback. He also had a comment regarding the TV in the gym and asked for clarification on how a resident would request to change the channel. It was recommended to put a news channel on. Ms. Wagner noted the remote is kept in her office for safekeeping. He also had a comment regarding ProGreen and noted that although the grass has been cut, most of the rear yard grass has died. Ms. Wagner recommended creating a ticket in order for her to send ProGreen out to check on the issues. If the grass does not need to be cut, residents can place a reflector in the yard that alerts ProGreen not to mow.

Mr. Henson had a comment regarding the large oak trees that are located on Shearwater. He has been communicating with Ms. Reitz regarding this. He would like these to be included in the canopy trimming that is done. He also noted that sod should be placed in that area as there is water that backs up during storms.

Another resident had a comment regarding a parking violation sticker that his son received. He requested changing the sticker as it is extremely sticky and requires a tool to take off. Ms. Wagner recommended reviewing the parking policy. There was brief discussion regarding the violation sticker.

Administrative Matters

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

The Board reviewed the minutes.

Ms. Ripoll noted the minutes will be available on the District's website.

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

Review & Acceptance of Fiscal Year 2024 Audit Report

Ms. Ripoll noted the report was reviewed by District Staff and Ms. Glynn. The report will be posted on the District's website.

On motion by Ms. Glynn, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District accepted the Fiscal Year 2024 Audit Report.

**Public Hearing on the Adoption of
the District's Annual Budget**

**a. Public Comments and
Testimony**

b. Board Comments

**c. Consideration of
Resolution 2025-16,
Adopting the Fiscal Year
2026 Budget and
Appropriating Funds**

On motion by Mr. Wellman, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District opened the Public Hearing on the Adoption of the District's Annual Budget.

Ms. Ripoll noted the budget is the same overall budget that was approved by the Board previously. She noted the 2026 assessments will not increase.

A resident had a comment regarding the property tax removal study. It was noted this is being studied by legislature. It will not affect the CDD at this time. There was an explanation of the process for collecting the assessments and the bonds. It was noted that the study may result in the city collecting assessments.

Mr. Henson, a resident, made a comment regarding the interest income. Mr. Montejano gave an overview of the interest income and noted the new bank gives a higher interest rate for the District. He also had a comment regarding the Janitorial Services line item. Ms. Ripoll noted this is an agenda item for discussion. Mr. Henson also had a comment regarding the Fire Detection Services line item. Mr. Nehiba gave an overview and noted several items have been rolled into one line item.

Another resident had a comment regarding the Other Financials line item. Ms. Glynn noted the District is building the reserves for future projects. It was noted the reserves are listed in the District Financials.

A resident had a comment regarding the proposed Assessment Schedule. Ms. Ripoll noted it is just a breakdown of the current assessment, which will remain the same for 2026.

Mr. Nehiba noted the budget is the same amount as the previous budget.

On motion by Mr. Nehiba, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District closed the Public Hearing on the Adoption of the District's Annual Budget.

On motion by Ms. Reitz, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Resolution 2025-16, Adopting the Fiscal Year 2026 Budget and Appropriating Funds.

Consideration of Resolution 2025-17, Levying O&M Assessments and Certifying an Assessment Roll

Ms. Ripoll gave an overview of the resolution. She noted that the Tax Collector did not assess the Debt Service part of the tax bill to the residents in 2025. There has been communication with the County.

Ms. Glynn gave an overview of the financials related to the Debt Service and Assessments on the tax bill. Although the CDD approved the correct amount, the Tax Collector failed to place it on the tax bill. It was noted that the prior management company did send the assessment roll to the County. There was discussion regarding the amounts.

PFM will be overseeing this from now on. If any mistakes are made on this year's tax bill, please notify Ms. Ripoll.

It was noted as long as the bonds are owed, the uniform method of collection is necessary.

Mr. Montejano will request the proposed tax bills for the two-unit types for reference.

There was discussion regarding how the assessments affect the budget.

On motion by Mr. Nehiba, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Resolution 2025-17, Levying O&M Assessments and Certifying an Assessment Roll.

Consideration of Resolution 2025-18, Adopting the Annual Meeting Schedule for Fiscal Year 2025-2026

Ms. Ripoll reviewed the annual meeting schedule. This schedule will be available on the District's website. New calendar meeting invites will be sent out to the Board via email.

It was noted that the meetings are held on the first Wednesday of the month at 9:30 a.m., except for two budget meetings at 5:30 p.m. Mr. Nehiba requested the other two meetings to be held at 9:30 a.m. as well. He noted there is not a difference in attendance.

Ms. Ripoll will amend the resolution.

Mr. Pawelczyk noted the meetings can be adjusted and noticed accordingly, if needed, for the Public Hearings.

On motion by Mr. Nehiba, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Resolution 2025-18, Adopting the Annual Meeting Schedule for Fiscal Year 2025-2026, with the recommended amendments.

Vendor Report

- **ProGreen Services LLC
Monthly Executive
Summary**

The Board reviewed the Monthly Executive Summary.

Ms. Ripoll reviewed Estimate #7248, in the amount of \$2,645.00. Mr. Nehiba noted this proposal is to redo the playground landscaping. He gave an overview of the landscaping included. ProGreen has noted they will hold the estimate until the new fiscal year if needed.

Mr. Wellman requested a drawing layout from Progreen for these types of proposals. Ms. Ripoll will follow up.

The Board discussed the proposal.

On motion by Ms. Reitz, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Estimate #7248 from ProGreen, in the amount of \$2,645.00, for the playground landscaping redo.

SECOND ORDER OF BUSINESS

General Business Matters

Road Repairs and Street Seal Coating

Mr. Wellman gave a summary of the road repairs and seal coating. He provided a report to the Board. He gave an overview of the issues encountered during the process. He noted all residents should be on the email list. The goal is to complete the mill and pave in 2035. The reserves are being built up for this project.

A resident had a comment regarding the patch jobs. Mr. Wellman gave an overview of the areas repaired.

Discussion of Paver Repair at the Entrances

The District Engineer has provided a proposal for the Board but has been unable to contact the vendor at this time. Mr. Degrace recommended waiting on a response.

The Board discussed the paver repair and cost. It was noted there is a dip in the substructure.

Berman noted they have worked with the proposed vendor previously, and they were just bought out. Berman will follow up and see if they can get a revised proposal.

This item was tabled and will be kept on the agenda.

Status of Consumptive Use Permit (CUP) Compliance

Mr. Degrace gave an update. He noted the meter readings have been good. The recommendation is to budget for a new analog meter next year in order to upgrade. The estimated total budget for this project is \$10,000.00.

Mr. Wellman requested the estimation in writing to keep for District records.

Street Light Maintenance

Ms. Wagner noted this will be included in the General Manager's report.

Review and Consideration of the Janitorial Proposal with Berman

Ms. Wagner has received a proposal from Berman. They have a janitorial department.

The Board reviewed the janitorial proposal and cost. It was noted using Berman's janitorial department will be about the same cost as the current cleaning vendor.

Ms. Wagner reviewed what is included in the Berman services. She recommended doing a deep cleaning prior to maintaining, which would be a one-time fee of \$450.00. The regular monthly fee will be \$677.25.

The Board discussed the janitorial services.

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 Janitorial Proposal with Berman, with the recommended deep clean amendment.

Termination of Janitorial Service Agreement with Office Cleaners LLC

Ms. Ripoll reviewed the termination. District Counsel will create the letter for cancellation.

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 Termination of Janitorial Service Agreement with Office Cleaners LLC.

**Ratification of Payment
Authorization Nos. 25 – 29**

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

On motion by Ms. Reitz, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Payment Authorization Nos. 25-29.

**Review of District Financial
Statements**

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

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 District Financial Statements.

Ms. Glynn noted the reserve balance is shown in the financials.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Engineer – No report.

District Manager – Ms. Ripoll noted that the next Board meeting is scheduled for the first Wednesday in September. The new fiscal year meetings begin in October.

She noted the Fee Service Rate Sheet from Berman was included in the Board's packet as requested. There was discussion regarding these services, which would be pre-authorized by the Board if necessary. Mr. Pawelczyk recommended reviewing the process of submitting for approval for these services with Ms. Wagner. Ms. Ripoll will add the Rate Sheet to the Berman Agreement.

Mr. Wellman had a comment regarding the hurricane prep fee. He noted this is a helpful addition.

General Manager –

- **General Manager's Report**
- **Sidewalk Cleaning throughout the Community**
- **Clubhouse Furniture**
- **Playground Update**
- **Pool Furniture**
- **Seal Amenity Center Floor**
- **Paint Outdoor Amenity Center**
- **Landscaping Lights**

Ms. Wagner gave an overview of the General Manager's monthly report. She reviewed the completed projects for the fiscal year, including the fountains, waste stations, seal coats on the roads, new paint for the Amenity Center, new Fitness Center equipment, and new Clubhouse and Fitness Center TV's. She gave an overview of the playground update that is taking place. It was noted a chairs and table dolly has been purchased for meetings and events. She also noted the new companies that have been hired for the District, including PFM and Berman.

Ms. Wagner reviewed the new fiscal year's projects, which will include new pool cushions. She has received a proposal from Palm Casual, in the amount of \$13,341.00. The tax will be removed, which will make the proposal \$12,469.00. This is for complete replacement of all cushions. Mr. Wellman noted to make sure that the cushions include ties.

The Board discussed the proposal. It was noted the budgeted amount was \$9,773.00. Line items can be adjusted. Mr. Nehiba noted there will be savings in the janitorial line item.

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 Palm Casual proposal for \$12,469.00, for pool cushions.

Ms. Wagner noted she is gathering quotes for the repair and cleaning of the storm water inlets. Other projects for the upcoming fiscal year will include painting the outside of the Amenity Center and painting the exterior light poles. Ms. Wagner reviewed the two quotes received. It was noted the Amenity Center was last painted in 2017.

The Board discussed the proposals and their cost. Ms. Wagner will get another quote and this will be kept on the agenda.

Ms. Wagner noted the sidewalks in the community need to be pressure washed. She has received two quotes. It was noted the quotes include the exterior sidewalk outside of the fence. Ms. Glynn reviewed the budget for these items.

Ms. Glynn requested the creation of a 5-year plan for projects from Mr. Montejano.

Berman reviewed the process of sidewalk pressure washing. Mr. Wellman noted some of the areas that are hard to get to. It was noted the chemicals will not affect aquatic or wild life.

Ms. Wagner continued discussing the painting and cleaning of the light poles. She reviewed the two proposals received. Mr. Nehiba noted there are several light poles that have broken bases. This would require a separate proposal. Ms. Wagner will contact Anchor Painting for another quote.

Ms. Wagner gave an overview of the landscaping lighting. She reviewed the three proposals received. The Board briefly discussed the quality of the lighting. Ms. Wagner will gather more information on the types of lighting.

Ms. Wagner gave an overview of the design for new Clubhouse furniture. She noted this would be for commercial grade furniture. Colors and options can be adjusted. The Board discussed the options. Ms. Wagner will continue researching options. Ms. Glynn reviewed the budget for this item. Ms. Reitz noted a focus group may be an option in the future.

Mr. Wellman recommended viewing the Presbyterian Fellowship Hall across the street. He will give Ms. Wagner the contact info. Mr. Pawelczyk noted many Districts are using Costco tables with nice cloths over them for meetings and rentals.

Supervisors Requests & Audience Comments

Ms. Reitz noted a resident had a comment regarding the location of the dog waste stations. She complained about the one located on Montecito Dr., on the townhome side, between the two benches on the lake. Ms. Wagner empties and cleans the stations twice a week.

Ms. Glynn requested to see the Capital Project Plan. Mr. Montejano will follow up with Ms. Glynn to review the Capital Expenses and accounts.

Mr. Wellman reviewed the Capital Project survey example from 2017-2018. There was brief discussion regarding the Reserve Study.

Mr. Nehiba noted there will be additional speed signs being put up to gather data. The playground is ahead of schedule. He went to The Vue to discuss the dirt coming up under the fence. There has been ongoing communication, and it is a work in progress. Ms. Ripoll is going to provide a performance evaluation review form for the Board to use for Ms. Wagner and District Staff.

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. Wellman, with all in favor, the Montecito Board of Supervisors CDD adjourned the September 3, 2025, Board of Supervisors' meeting at 7:53 p.m.

Venessa R. Pool
Secretary/Assistant Secretary

Mark D. Davis
Chairperson/Vice Chairperson