MONTECITO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Wednesday, September 3, 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
Tanja Glynn	Assistant Secretary
Rich Adams	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	
Gazmin Kerr	ADM – PFM Group Consulting LLC	(via phone)
Michael Pawelczyk (via phone)	District Counsel – Billing, Cochran, Lyles, Mauro & Ramsey,P.A.	
Thomas Degrace	District Engineer – Culpepper & Terpening, Inc.	(via phone)
Kisha Wagner	General Manager – Berman	
Samantha Sharenow	Berman	(via phone)
Eddie Padua	Berman	
Edgar Morales	Berman	
Rusty Kahoe	Progreen	
Zac Carr	Progreen	
Danny Padilla		
Various Audience Members		

FIRST ORDER OF BUSINESS **<u>Organizational Matters</u>**

Call to Order, Roll Call and Pledge of Allegiance

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

The Pledge of Allegiance was recited.

Public Comment Period

Ms. Wellman noted the Social Committee is planning three upcoming events: a movie night (November 17), an October Fest (October 17), and a Christmas party (December 14). Ms. Wagner noted an application needs to be submitted to hold the dates.

A resident noted the playground looks phenomenal. She also asked for an update on the pedestrian gates. Mr. Nehiba noted that one was taken off due to the hinges being broken. Replacement is still a discussion as it is a high traffic area.

Mr. Henson commented regarding the pedestrian gates and the lighting. He noted he received an update from Ms. Wagner regarding the lighting. Mr. Harrison also commented on the issues with E-bikes and an area that needs additional landscaping attention on Ventura. ProGreen will follow up.

Another resident noted an area that is a safety hazard where there is washout of sand on the sidewalks on the east side of Carlsbad. Ms. Wagner noted it has been a struggle to contact the HOA within The Vue. It was recommended to try and reach out to the homeowner in that location. Ms. Ripoll noted she will reach out to the Developer. Mr. Carr will follow up with the address.

Administrative Matters

Review and Consideration of the August 6, 2025, Board of Supervisors Meeting Minutes

The Board reviewed the minutes.

Ms. Ripoll noted all corrections have been made and the minutes will be available on the District's website.

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 August 6, 2025, Board of Supervisors Meeting Minutes.

Vendor Report

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

Mr. Carr gave an overview of the Monthly Executive Summary.

There was brief discussion regarding the area near Mr. Wellman's home that is full of weeds. Mr. Carr will follow up.

Mr. Carr reviewed the ProGreen proposals. Proposal #9220, in the amount of $1,300.00, is for landscaping and mulch installation at the Shearwater entrance. Proposal #9338, in the amount of $2,500.00, is for delivery and installation of grass seed blend for 10,000 square feet, in various locations. Mr. Carr gave an overview of the grass seed blend. Proposal #9295, in the amount of $3,749.76, is for the burying of wiring and conduit in Zones 22-28.

Mr. Wellman noted he had received an email from a resident regarding the hedge on his property where people go through to get to the pool. The resident has put up "No Trespassing" signage. Mr. Carr noted Ficus have been installed in that location.

Ms. Glynn reviewed the mulch budget. Mr. Kahoe reviewed what has been spent thus far and future plans in regards to mulching and rock. He will provide an updated map for the Board at the next meeting.

There was brief discussion regarding mulch and rocking of the beach area. It was noted that invoice was already paid.

> On motion by Ms. Reitz, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Proposal #9220 in the amount of $1,300.00, #9338 in the amount of $2,500.00, and #9295 in the amount of $3,749.76.

Mr. Kahoe introduced Danny. He also noted that fertilizer and spray treatments will be taking place next month.

SECOND ORDER OF BUSINESS <u>**General Business Matters**</u>

Discussion of Paver Repair at the Entrances

Ms. Ripoll gave an overview of the three quotes received as provided by Mr. Degrace.

Berman noted that Rose Paving revised their quote, but was not received in time to be included in the agenda packet.

There was brief discussion regarding the scope of work.

The Board reviewed the proposals and the costs. Mr. Wellman noted some of the proposals are for resetting the pavers, and others are for replacement.

Ms. Glynn requested input from the District Engineer.

Berman noted they will contact Rose Paving to do a walkthrough.

Mr. Degrace will provide a detailed scope of service, which will include the base material. Ms. Ripoll will send to vendors once received.

This item will be kept on the agenda.

Street Light Maintenance Proposals

Ms. Wagner noted there are 61 light poles that need to be fixed and repainted. Several proposals have been received.

There was brief discussion regarding the base of the light poles. It was noted there are many that need replacement.

Ms. Wagner reviewed the received proposals.

Mr. Wellman recommended getting a quote from Anchor, as they have done previous work in the community.

This item will be kept on the agenda.

Status of Consumptive Use Permit (CUP) Compliance

Mr. Degrace gave an update. He noted the meter readings are working, and the water usage reporting is ongoing. The Consumptive Use Permit should be able to be updated by the end of the year, per St. Johns Water Management District.

Discussion of Sidewalk Maintenance

Ms. Ripoll noted the insurance company did a community walkthrough.

Mr. Nehiba gave an overview of the meeting that took place with the Insurance Risk Services Consultant. He noted that the consultant reviewed the minutes of the meetings and followed up to be certain that items were getting completed in regard to safety and liability.

Ms. Wagner will work with Berman to get a proposal. It was noted the consultant had identified areas of concern in the sidewalks and those have been since been marked with paint. She noted there are also a few cracks that need repair.

Mr. Wellman noted the pavers on the mailbox pad on Ventura need to be replaced or repaired. He recommended having the District Engineer give a recommendation. Ms. Ripoll will follow up.

Mr. Wellman also noted that the pavers in the parking areas, where they meet the sidewalk, have shifted and need to be checked.

As recommended by Mr. Degrace, Ms. Ripoll will follow up with Precision Sidewalk Safety Company to have a trip hazard study done on the sidewalks. This report will be given to the District Engineer.

There was brief discussion regarding the paint marking of the sidewalks.

Ms. Glynn noted there are culverts that also need repair. Ms. Wagner stated there is vendor coming out today or tomorrow to view those areas. Mr. Wellman noted the previous vendor.

This item will be kept on the agenda.

Consideration of AED Machine Proposal

Mr. Nehiba reviewed the AED machine for the clubhouse. There is certification required to operate the machine. This machine will be automated. The insurance consultant was in agreement with the purchase of the machine.

There was a comment regarding the machine and if it needed to be calibrated. Mr. Wellman noted the machine will have a date of expiration on it. Ms. Reitz noted the inspection could be part of the annual fire department inspection that takes place.

There was brief discussion regarding the liability of using the machine. Mr. Pawelczyk noted that there are many communities that have them, and staff need to be trained to operate the machine.

Mr. Adams recommended having two machines, one for the gym and one for the clubhouse.

A resident commented regarding who would have access to the machine and the process of using it. Mr. Nehiba gave an overview. It was noted there should always be an adult when children are present.

Mr. Adams recommended having an alarmed cabinet and having an email blast for the community to participate in the online class. He will work with Ms. Wagner and Ms. Ripoll.

There was brief discussion regarding the certification class. Mr. Wellman noted he took the class at the Red Cross at Satellite Beach.

This item will be kept on the agenda.

Ratification of Payment Authorization Nos. 29-31

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

> On motion by Mr. Nehiba, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Payment Authorization Nos. 29-31.

Review of District Financial Statements

Ms. Ripoll stated the financials are as of July 2025. She noted these will be posted on District's website once approved.

> On motion by Ms. Glynn, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the District Financial Statements.

THIRD ORDER OF BUSINESS **<u>Other Business</u>**

Staff Reports

District Counsel – No report.

District Engineer – There was brief discussion regarding an annual engineer's assessment report. Mr. Pawelczyk noted this requirement would be in the trust indenture. Ms. Ripoll noted there has not been a request for this report. It is not a statutory requirement.

District Manager – Evaluation Discussion

Ms. Ripoll gave an overview of the staff evaluation form for the General Manager. She noted it can be anonymous or not and will be returned at the next meeting. These will be reviewed by the Chair and District Management.

There was brief discussion regarding the rating scale.

Ms. Ripoll reviewed the quote from Hoover Pump for the annual maintenance program. The proposal is for the amount of $6,526.50.

There was brief discussion regarding the previous year's cost. It was noted there was no increase.

On motion by Mr. Wellman, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the Hoover Pump proposal for $6,526.50.00, for the annual pump maintenance program.

General Manager –

- **General Manager's Report**
- **Playground Update**

Ms. Wagner gave an overview of the General Manager's monthly report and ongoing projects. She noted the after-hour emergency contact and non-emergency contact have been posted. She also gave an update on the playground.

Ms. Wagner noted one of the fountains is down due to a non-working motor. She is awaiting a proposal.

There was discussion regarding the playground and how great it looks. Mr. Nehiba noted is the playground is waiting on final inspection to be completed in order to open. The playground fence will also be fixed; this should take place in October. It will be a latch fence, not an automated gate. Mr. Wellman noted that the previous gate was wide enough for a double stroller to fit.

It was also noted that every four to five years, a coating will have to be put on the playground to keep it protected and in good shape. Mr. Nehiba also gave an overview of the playground canvas removal in case of a hurricane.

Ms. Wagner noted there are 26 cameras in the community and they need to be upgraded. She has received a quote. One camera needs installation at the Shearwater pedestrian gate, which is $250.00. It was noted Ms. Wagner is able to view all cameras.

There was discussion regarding the security camera budget. Ms. Wagner noted the upgrade to cameras was under the 2029 capital improvement projects, but was recommended by the insurance consultant. Mr. Montejano will adjust the spreadsheet as needed.

There was also discussion regarding the pedestrian gate and whether the District should replace it or not. Mr. Nehiba noted he would like to replace it and put a camera in that location as a trial.

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 Modern Automation Systems proposal for $13,836.00, for new security cameras.

Ms. Wagner is still waiting on the pool cushions to arrive, which should take about four to six weeks. There was brief discussion regarding the cushions. A resident requested having something available on the pool deck to clean up bird droppings from the cushions.

Ms. Wagner gave an overview of the dog station locations. She noted there was a recommendation from a resident to move one of the stations, but there is plenty of room between the stations and the benches. It was also noted the stations are cleaned out twice a week. Mr. Henson commented regarding the location and will follow up with his neighbor who requested the station to be moved. Ms. Wagner noted four more dog stations have been purchased and will be installed. She reviewed the locations with the Board.

Ms. Wagner gave an update on the clubhouse furniture. Ms. Reitz gave an overview of the furniture ideas and costs, based on the designer's recommendation. The current furniture budget is approximately $15,000.00, which is under the 2028 capital improvement budget. It was also noted the old furniture will have to be properly disposed of as it is CDD property. Ms. Wagner noted that Wayfair does allow for tax exempt, and a business account can be created to order the furniture. Mr. Nehiba recommended having tables with attachment leaves to have larger options.

There was brief discussion regarding residents reserving the TV room. It was noted the Social Committee can reserve it for events, but not residents.

Ms. Reitz noted there is a gym floor budget and carpet budget in future capital improvement projects. It is possible to rearrange these line items to accommodate the clubhouse furniture. It was noted the most needed elements of furniture could be replaced first to stay within budget. There was brief discussion regarding the type of furniture to purchase.

The Board reviewed the budgeted amounts for these line items. Ms. Glynn noted that by combining the budgets, there would be approximately $18,500.00 for the furniture. Ms. Wagner and Ms. Reitz will bring options within the budget to the next meeting. This will be kept on the agenda.

Ms. Wagner gave an update on the landscape lighting and noted she has received a few quotes. This item will be kept on the agenda.

Ms. Wagner reviewed the proposals to paint the exterior of the clubhouse. The Board discussed the vendors and costs. Mr. Adams recommended getting a quote from Anchor. It was noted this is in the 2026 Fiscal Year budget capital improvement projects.

The Board reviewed the upcoming capital improvement projects. Mr. Nehiba will follow up with Mr. Kahoe regarding the irrigation upgrade project. It was noted that ProGreen and Berman have in-house irrigation teams. Berman will do a free overview of the system. The Board requested an updated map from ProGreen.

It was noted there is a new ping-pong table with a cover.

Ms. Wagner will be getting quotes to stain the main clubhouse door and for the storm drain concrete repair.

Supervisors Requests & Audience Comments

Ms. Glynn discussed the capital improvement plans and the previous reserve study. Mr. Montejano will update the spreadsheet as projects are completed, and funds are moved. Ms. Glynn recommended having the Board review the plans and give input if items are missing or need to be changed.

The Board briefly discussed the capital improvement plan spreadsheet. Mr. Wellman recommended completing a reserve study every five years.

Mr. Henson commented regarding the outdoor accent lighting and maintaining it once installed.

Mr. Nehiba gave an update on the two AC unit repairs for the clubhouse. Ms. Wagner noted the units have 10 year warranties.

Mr. Wellman noted the window AC unit in the shed needs to be removed. Ms. Wagner noted it is on the list to complete. Mr. Wellman also gave an overview of previous litigation.

Ms. Glynn noted the sidewalk pressure washing still needs to be done, but will be postponed until the safety concerns are addressed.

Mr. Adams commented regarding the monuments. Ms. Wagner noted they have to be replaced or painted. It is on the list, but is not a priority. The Board briefly discussed ways to preserve them.

Mr. Henson gave an overview of the history of the hydraulic pumps for the ponds. He noted there are a lot of carp, but there are minors cast-netting in the ponds. Ms. Ripoll recommended sending out an email blast regarding this.

A resident had a comment regarding the TV viewing in the gym. Ms. Wagner noted she will change the channel. He also commented regarding the E-bikes going too fast in the community and cars that are blocking sidewalks. Ms. Glynn noted the CDD cannot give a violation for cars that are blocking the sidewalk if they are in their driveway.

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 September 3, 2025, Board of Supervisors' meeting at 12:06 p.m.

Vanessa Ripoll
Secretary/Assistant Secretary

Chairperson/Vice Chairperson