

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Wednesday, October 1, 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 (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
Samantha Sharenow	Berman (via phone)
Eddie Padua	Berman
Zac Carr	Progreen
Danny Padilla	Progreen
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 9:31 a.m. and a quorum was established.

The Pledge of Allegiance was recited.

Public Comment Period

There were no public comments at this time.

Administrative Matters

Review and Consideration of the September 3, 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 Mr. Adams, seconded by Ms. Neitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the September 3, 2025, Board of Supervisors Meeting Minutes.

Vendor Report

- **ProGreen Services LLC
Monthly Executive
Summary**

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

Mr. Carr reviewed the ProGreen proposals. Proposal #9501, in the amount of \$776.50, is to run wire in the single family homes area. Proposal #9502, in the amount of \$2,600.00, is for resodding areas on Ventura. Proposal #9505, in the amount of \$300.00 and \$75.00, is to spray mulch binder on the playground, as well as additional mulch filler.

Mr. Nehiba noted he had requested a proposal for the mulch binder. He is continuing to do walkthroughs with ProGreen for the problem areas.

On motion by Mr. Wellman, seconded by Ms. Neitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Proposals 9501, 9502, and 9505 from ProGreen Services LLC.

SECOND ORDER OF BUSINESS

General Business Matters

Discussion of Paver Repair at the Entrances

Mr. Wellman gave an update and noted he had met with the engineering company to review the paver areas that are needing repair. These are now marked with white paint. This will allow an accurate report of the square footage needing to be reset. This should come from Mr. Matthes's office prior to next meeting.

Ms. Glynn requested the District Engineer's recommendation of how the pavers should be reset.

Mr. Wellman requested for Ms. Wagner to send out an email blast regarding the white paint markings and to request Mr. Matthes to provide the recommended scope of work.

It was also noted Mr. Wellman showed the driveway encroachments to the engineer for him to survey. However, he was unable to fly the drone due to high wind.

The Board can decide to complete all the marked paver areas or only certain areas based on the budget.

This item will be kept on the agenda.

Street Light Maintenance Proposals

The Board reviewed the proposals.

Mr. Wellman noted the proposals do not include the stop signs or other poles in the community and are only for the streetlight poles. Many of the other poles are not in good shape and need replacement as well.

Ms. Ripoll recommended having a spreadsheet with all poles listed that need replacement. This will allow the vendors to provide a more accurate proposal.

Mr. Adams will go through the community and obtain the number of poles. He will send the information to Ms. Ripoll.

The Board discussed the Capital Plan and reserve study. Ms. Ripoll noted she will provide the Board the Capital Plan spreadsheet for review.

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, including the analog meter. The renewal of the Consumptive Use Permit will be submitted by the end of the year.

Discussion of Sidewalk Maintenance

Ms. Ripoll and Ms. Wagner met with Precision Sidewalks to view the issues within the community. They will be providing a proposal and map of the repairs needed. Once received, other vendors will be contacted for comparison. This is for repair of the uneven sidewalks throughout the community.

This item will be kept on the agenda.

Consideration of AED Machine Proposal

Mr. Adams gave an overview. He recommended purchasing the fully automatic AED machine, in the amount of \$2,701.00, from Zoll AED. This also includes a wall cabinet.

There was brief discussion regarding purchasing two machines and liability. Mr. Pawelczyk recommended placing signage to direct people to the AED machine when needed.

Ms. Ripoll stated this was a recommendation from the insurance agent.

There was discussion regarding the locations to place the machine.

Ms. Wagner noted she has found a company to provide an AED training course at the clubhouse, in the amount of \$150.00. If anyone would like a certification card, that is an additional \$30.00 per person.

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 Proposal for the AED Machine from Zoll AED.

There was brief discussion regarding the AED course. Mr. Padua will follow up with Berman's security company to provide the training at no cost.

Consideration of Resolution 2026-01, Adopting Goals, Objectives, and Performance Measures and Standards

Ms. Ripoll noted this is an annual statutory requirement. These will also be posted on the District's website.

There was brief discussion regarding the goals and objectives.

On motion by Mr. Wellman, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Resolution 2026-01, Adopting Goals, Objectives, and Performance Measures and Standards.

Ratification of Egis Insurance

Ms. Ripoll noted this was previously approved by the Chair due to the deadline. This is solely for ratification. The insurance increased by 3.5% from the previous year.

Ms. Ripoll reviewed the volunteer insurance in the annual amount of \$850.00. It is highly recommended for the District.

There was discussion regarding the volunteer insurance coverage. The Board reviewed the policy.

On motion by Ms. Glynn, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified the Egis Insurance and approved the Volunteer Insurance for \$850.00.

Consideration of Fountain Replacement quote with Solitude Lake Management

Ms. Wagner reviewed the proposal and location of the fountain. The quote is for replacement, in the amount of \$12,394.00. Replacement is needed due to complete motor failure. It was noted fountain replacement needs to be included in the next budget.

There was brief discussion regarding the motor and the proposal. It was noted that monthly service is included in the maintenance plan, but replacement is not included in that fee.

Mr. Adams will review the location and the motor.

Ms. Glynn reviewed the budget for the fountains. It was noted the fountains are CDD assets.

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 Proposal for the Fountain Replacement quote from Solitude Lake Management.

Ratification of Payment Authorization Nos. 32-38

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. 32-38.

Review of District Financial Statements

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

Mr. Nehiba discussed the algae in the ponds. Solitude has treated the ponds that have the issues. There are fish and turtles that help eat the algae as well.

There was brief discussion regarding Solitude and the monthly maintenance plan.

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 District Financial Statements.

Ms. Glynn reviewed the Capital Improvement Projects Plan and the budgets associated with them.

There was discussion regarding when a project is over or under the budgeted amount and how that process should be handled.

It was noted the year end financials are compiled by the first week of November. These will be available at the next meeting.

Ms. Glynn will compile recommendations for a process related to those over and under budgeted projects.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Engineer – Mr. Matthes gave an update on the paver repair and driveway encroachments and noted he will have this information to the Board by next week.

District Manager – Evaluation Discussion

Ms. Ripoll reminded the Board that the next meeting is November 5, 2025. All evaluations have been received.

General Manager –

- **General Manager's Report**

Ms. Wagner gave an overview of the General Manager's monthly report and ongoing projects. She noted there are a lot of residents who do not know what the CDD is and recommended including that information in the resident handbook, along with what the CDD is responsible for. The Montecito After-hours Emergency and Non-Emergency Contact info is also included in that report.

Ms. Wagner reviewed the fountain locations. She noted that one of the fountains is down due to an electrical issue. She also reviewed the dog waste stations.

Ms. Wagner gave an overview of the vendors that the CDD currently works with on an ongoing basis. She also gave an overview of the parking policy.

Ms. Wagner reviewed the pond algae treatment that was completed.

Ms. Wagner is working with an HOA representative regarding the areas of rock.

There was brief discussion regarding the areas of rock that will be covered.

Ms. Wagner noted the pool cushions are ready to be delivered and will be submitting final payment. The cameras have started being installed and will be finished today.

There was brief discussion regarding the location of the cameras.

Ms. Wagner reviewed the stormwater drain and paver repair map. She reviewed the proposals for paver repair. There was discussion regarding using the same vendor for the pavers and the sidewalks. Ms. Wagner will get all inclusive proposals for the Board.

Ms. Wagner gave an update on the clubhouse design. Ms. Reitz reviewed the costs associated with the design. There was brief discussion regarding the design and costs. Mr. Wellman recommended using an app to create the design. This is a continuing project.

Ms. Wagner reviewed the streetlight poles proposals. She will obtain new proposals to include all poles in the community. She also noted the exterior painting will be for the next fiscal year.

It was noted when new residents come to get their access cards, a resident handbook is given.

Supervisors Requests & Audience Comments

Mr. Adams commented regarding a pothole and a gap in one of the sidewalks. It was noted these are County locations. He also noted there has been positive feedback regarding the dog waste stations. He recommended putting a station at Montecito and Carlsbad.

Ms. Glynn requested Ms. Wagner to get information from the playground vendor regarding maintenance upkeep. This will allow for proper budgeting. It was noted the vendor also needs to provide the manuals for the equipment and the bench.

Mr. Nehiba noted ProGreen will be grading the section of property where the trucks were during construction of the playground. He also gave an update regarding Insight Irrigation and the current schedule for sprinklers. It has been recommended to install a weather sensing system for \$3,500.00. This will allow for more accurate sprinkler times and possibly save money related to water.

There was brief discussion regarding where the system will be installed and how the system works. Mr. Nehiba will get the information for the Board's review.

Mr. Nehiba noted there should not be large upcoming expenses related to landscaping.

Mr. Nehiba gave an overview of an issue related to a resident walking his dog with no leash. The dog relieved itself in another resident's driveway and was not cleaned up. This was recorded on the home's video monitoring system and reported. Ms. Wagner sent a letter to the dog owner and also noted a County violation will be requested if another incident occurs.

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. Wellman, seconded by Mr. Nehiba, with all in favor, the Montecito Board of Supervisors CDD adjourned the October 1, 2025, Board of Supervisors' meeting at 11:06 a.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson