

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS' MEETING**

**Wednesday, December 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
	(via phone)

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 (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
Eddie Padua	Berman
Zac Carr	Progreen
Rusty Kahoe	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 9:30 a.m. and a quorum was established.

The Pledge of Allegiance was recited.

**Public Comment Period**

Ms. Wellman commented regarding the upcoming HOA social event and decorating the Christmas tree. Ms. Wagner noted there should be a 5-day notice given for events.

There was discussion regarding the upcoming social event and the Christmas gift giveaway event. The HOA will be sending out flyers and an email blast for the Christmas event. Proceeds from the Christmas event will be going towards the American Cancer Society. There was also brief discussion regarding the building capacity and not blocking the fire exits. Ms. Wellman confirmed.

Mr. Nehiba noted a new Christmas tree needs to be purchased and there will be a fund jar for anyone to donate towards buying a new one. Ms. Wellman noted any extra money raised from the event will go towards a new tree.

Mr. Wellman noted the current tree will be going up this afternoon.

There were no further public comments at this time.

### **Administrative Matters**

#### **Review and Consideration of the November 5, 2025, Board of Supervisors Meeting Minutes**

The Board reviewed the minutes.

Ms. Ripoll noted that once approved, the minutes will be placed 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 approved the November 5, 2025, Board of Supervisors Meeting Minutes.

### **Vendor Report**

- **ProGreen Services LLC**  
**Monthly Executive**  
**Summary**

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

There was brief discussion regarding the palm branches down at the entrances and blocking sidewalks. It was noted that ProGreen will keep checking that area to clear branches if needed.

## **SECOND ORDER OF BUSINESS**

### **General Business Matters**

#### **Discussion of Sidewalk Maintenance**

Ms. Ripoll noted that a breakdown map of the sidewalk issues was previously received from Precision Sidewalk. The Board previously approved moving forward with repairs for the most severe issues. A proposal has been received from Rose Paving in the amount of \$19,500.00 for the severe and most severe issues. The vendor has stated this can be completed in two days.

Ms. Wagner noted the pavers and storm drains will be done by the end of the month.

There was brief discussion regarding the proposal and overseeing the scope of work. Berman will be doing a punch out walkthrough with the vendor.

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 Sidewalk Maintenance proposal from Rose Paving, in the amount of \$19,500.00.

#### **Discussion of Driveway Encroachment (Tree Removal)**

Mr. Wellman gave an overview and recommended having the CDD pay for the cutting of the palm trees.

The Board reviewed the proposals for the tree removal. It was noted stump grinding was not included in the proposals.

There was brief discussion regarding the locations and the numbers of trees. It was noted there are total of seven trees needing to be removed, but the proposal only includes six trees. Progreen can update the quote to include 7 trees, for an amount of \$1,750.00.

On motion by Mr. Wellman, with no second, with none in favor, the Board of Supervisors for the Montecito Community Development District did not approve the Tree Removal for Driveway Encroachment.

Mr. Pawelczyk noted there is no legal reason for cutting the trees, but it does prevent future cost of maintenance for the District.

There was discussion regarding the cost of cutting the trees in the District, ongoing maintenance, and the removal of the trees. Mr. Wellman rescinded his original motion.

It was noted there is no liability, as long as the CDD maintains the trees. Progreen will follow up and trim the trees as needed.

On motion by Mr. Wellman, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District did not approve the removal of the trees for Driveway Encroachment.

### **Capital Project Updates**

Ms. Ripoll noted the lighting project, and any other projects will be included in the Capital Project spreadsheet.

Mr. Adams noted that the wall repair should be included in the list. Mr. Adams will send pictures to Ms. Ripoll and Ms. Wagner. Ms. Ripoll will send pictures to the District Engineer. Ms. Glynn noted that is in the project spreadsheet for completion in 2033.

There was brief discussion regarding resurfacing the pool. Ms. Glynn noted that is in the project spreadsheet for completion in 2033.

There was also discussion regarding the roads. It was noted this is in the project spreadsheet for completion in 2030, for resealing, and 2036, for mill and paving. Ms. Ripoll recommended having a workshop to review the budget related to these projects. She will schedule the workshop for March. It was noted there is a plan to move \$100,000.00 into the road reserves at the end of the current fiscal year.

This item will be kept on the agenda.

### **Discussion of Roof Update**

Ms. Wagner gave an update on the roof. As of now, the roof is not under warranty as there was no scope of work included in the original proposal.

There was lengthy discussion regarding the previous contract and cost. It was noted there were only repairs done, not a complete roof replacement.

Mr. Pawelczyk noted there is a scope of work included in the original proposal and gave an overview of the scope. He will forward the scope of work to District Management.

It was noted the current leak is not a part of the previous repair.

There was brief discussion regarding recommendations of other vendors.

Berman recommended getting other proposals. Ms. Wagner will bring back proposals to the January meeting.

Mr. Wellman recommended inspecting the entire Clubhouse roof. Ms. Wagner noted this has been completed.

This item will be kept on the agenda.

#### **Update of Weather and Soil Monitoring Sensor**

Mr. Nehiba gave an overview and noted Ms. Wagner has found the exact model online for \$250.00. Ms. Wagner is waiting for a response from the monitoring vendor to confirm this model will be able to be monitored and compatibility.

There was brief discussion on the location for placement.

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 Weather and Soil Monitoring Sensor purchase for \$250.00, subject to verifying compatibility with monitoring vendor.

There was brief discussion regarding the information that will be obtained from the sensor. It was noted there is an app that is downloaded and it runs off the District's WIFI.

Mr. Nehiba gave an overview.

There was brief discussion regarding the monitoring.

#### **Discussion of Rule Making**

Ms. Ripoll noted the Supervisors have reviewed the rules and can make recommendations for changes.

Mr. Wellman commented on the playground rules. He recommended removing item No. 4 regarding holding events at the playground and recommended adding a rule regarding not allowing wheeled items such as bikes, scooters, skateboards, etc. in the playground area.

There was brief discussion regarding the rules and the need to hold a Public Hearing. It was noted signage can be placed, and hours can be changed without a Public Hearing. However, no violation citations would be allowed, unless the rules are changed and a Public Hearing is held.

Ms. Glynn gave an overview of the current rules related to bikes, scooters, skateboarding, and rollerblading. Mr. Pawelczyk recommended adding to the actual playground rules. He will draft a rule and bring it back to the next meeting for the Board's review, prior to holding a Public Hearing.

There was brief discussion regarding baby strollers and holding events at the playground. Ms. Glynn noted there is no harm in keeping item No. 4 in the rules.

There was also brief discussion regarding wheeled items in the playground. Ms. Ripoll will get a sign for that location.

Ms. Glynn recommended updating the Parking and Towing rule wording from Amenity Manager to General Manager and adding page numbers. She also commented regarding the non-resident user fees in the Amenity Center rules. Ms. Ripoll noted this is a standard rule and must be kept in the rules according to the requirements of a CDD.

Mr. Pawelczyk gave an overview of the non-resident fee and noted it is based on the assessment cost. It can be increased based on the assessments. There is a form on file if a non-resident requests membership.

There was also discussion regarding including a rule related to the new open carry law and other weapons.

Mr. Pawelczyk will draft rules based on the recommendations to bring back for the Board's review.

Mr. Adams commented on the building capacity. It was noted that each room has its' own capacity listed.

Any other recommended changes can be sent to District Counsel.

This item will be kept on the agenda.

## **Landscape Lighting Proposals**

There was a presentation of the lighting proposals and costs.

The Board reviewed the two proposals for lighting. It was noted one proposal included the ability to dim in different zones. Transformers will need to be checked by an electrician prior to installation, but surge protection is a part of the proposal.

There was brief discussion regarding the old light receptacles.

It was noted Ms. Wagner should be accompanying the vendor when checking the transformers, as access is through residents' yards.

Ms. Wagner gave an overview of an additional proposal.

Mr. Nehiba recommended adding this to the Capital Project List.

There was brief discussion regarding the lighting project and the budget. Ms. Ripoll recommended waiting until all funds are received from the County. It was noted the lighting can be completed in phases.

This item will be kept on the agenda.

## **Ratification of Payment Authorization Nos. 45-47**

The Board reviewed the Payment authorizations. It was noted these are for contractual obligations for the District.

Ms. Ripoll noted these are solely for ratification.

On motion by Mr. Nehiba, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified Payment Authorization Nos. 45-47.

## **Review of District Financial Statements**

Ms. Ripoll stated the financials are as of October 2025. She noted these will be posted

on District's website once approved.

Mr. Montejano noted the first distribution from the County has been received.

It was noted VGlobalTech is the website administrator.

On motion by Ms. Glynn, seconded by Mr. Wellman, 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** – The annual 4-hour Ethics Training is due December 31. Training links can be sent out if requested. This training is reported on the Form 1 that is due July 1, 2026.

**District Engineer** – The CUP submission is on track for next week.

**District Manager** – Ms. Ripoll reminded the Board that the next meeting is January 7, 2026, at 9:30 a.m., at the current location.

##### **General Manager –**

- **General Manager's Report**

Ms. Wagner gave an overview of the General Manager's monthly report. She noted The View has agreed to place a metal barrier and that area will be fixed.

Mr. Adams will be installing the AED machine this weekend. It will be inspected by the vendor once installed.

The streetlights will be painted starting December 10<sup>th</sup>. The boots will be removed prior to painting. New boots will have to be purchased and installed. Berman will follow up on installation.

There was brief discussion regarding the HOA holiday decor. Ms. Wagner will reschedule the streetlight painting for January based on when the decor comes down.

Ms. Wagner noted that the front door has been painted, but it is not a satisfactory job. The vendor is not charging the District for the work.

Ms. Wagner has received proposals to repaint the door with a couple of different options.

There was discussion regarding the proposals and scope of work. It was noted that the door needs to be stripped and sanded.

Ms. Wagner will get proposals with the correct scope of work.

Mr. Wellman recommended following Robert's Rules of Order during discussions.

On motion by Ms. Reitz, seconded by Ms. Glynn, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the repainting of the Amenity Center front door, with a not to exceed amount of \$1,500.00.

Ms. Wagner noted that some of the Clubhouse furniture has arrived and more is being delivered today. Habitat for Humanity is picking up the old furniture on December 23<sup>rd</sup>. Ms. Reitz noted the smaller items have yet to be ordered, but everything is within budget.

There was brief discussion regarding the new furniture. Mr. Wellman recommended having photos of how the furniture should be placed before and after any reservations or events.

Mr. Wellman noted that the front monument lighting is very low. Ms. Wagner will look at the solar panel and adjust if needed.

Mr. Wellman also commented on the playground gates. He noted they are never closed. It was noted the right-hand side will be shut once the pin and hole are installed. Ms. Wagner will get a sign to keep gates closed at all times.

Ms. Wagner noted she is working on the fountain light issues with Solitude. She will get a quote for timer replacement. Mr. Wellman noted it could be the breaker.

### **Supervisors Requests & Audience Comments**

Ms. Glynn commented regarding the playground maintenance plan. Ms. Wagner will follow up.

A resident commented regarding the drop-off of Clubhouse furniture.

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. Adams, seconded by Mr. Wellman, with all in favor, the Montecito Board of Supervisors CDD adjourned the December 3, 2025, Board of Supervisors' meeting at 11:15 a.m.

Lionessa R. 2025

Secretary/Assistant Secretary



Chairperson/Vice Chairperson