

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Wednesday, January 7, 2026
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 (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 noted concern for stains that could happen on the new furniture due to various social events. She recommended having furniture protection.

Ms. Reitz noted the furniture is covered for damage and repair. Stain treatment can be determined.

A resident commented regarding the painting of the streetlight poles. In his observation, the prep work was not completed. There was brief discussion regarding the painting warranty. It was noted the standard warranty for painting is three to five years.

There were no further public comments at this time.

Administrative Matters

**Review and Consideration of the
December 3, 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 Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the December 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. He noted there will be a few proposals forthcoming for landscaping replacement and a playground rock.

It was noted the water breaks have been repaired. Soil will need to be added, but irrigation is working throughout the community.

SECOND ORDER OF BUSINESS

General Business Matters

Capital Project Updates

Ms. Glynn gave an overview and noted current projects amount to approximately \$110,000.00. Many of the projects are in process. In order to accommodate the landscaping monument entrance lighting, money could be moved from the coach lights, exterior painting, or gym equipment line items.

There was brief discussion regarding the projects and costs. It was recommended to move money from the gym equipment line item.

Discussion of Roof Update

Ms. Glynn noted that the roof repairs would need to come out of the reserves.

Ms. Wagner gave an overview of the two proposals received. The Sutter Roofing proposal is approximately \$65,000.00, and the Swihart proposal is \$38,000.00. A proposal from Collis Roofing is forthcoming.

There was lengthy discussion regarding the proposals and scope of work. It was recommended to complete repairs and replacement of the entire roof at the same time.

There was brief discussion regarding the warranty. It was noted that Ms. Wagner is waiting on Collis Roofing to find out if anything is covered under warranty.

This item will be kept on the agenda.

Landscaping Lighting Proposals

ProGreen gave an overview of the lighting proposal. It was noted the lighting is LED low voltage and will have a 3-year warranty.

There was discussion regarding the type of lighting. It was noted the lighting at the entrances would be purchased first with new transformers. There is existing power in those locations. Mr. Wellman recommended waterproof outlet installation by an electrician prior to the project starting. It was noted the electrician will also repair the outlets that are damaged.

Ms. Wagner noted there has been one other proposal received. She will follow up with Gault Electric for the electrical repairs. ProGreen will do a walkthrough with the electrician.

Progreen will update the proposal to only include the monument entrances and the transformers.

Ms. Glynn noted this is not on the current Capital Improvement Project list.

ProGreen provided an updated quote.

There was brief discussion regarding the quote and scope of work. It was noted there will be an additional transformer needed in the future.

Ms. Glynn recommended taking this amount from the new gym equipment budget line item.

Ms. Wagner noted the electrician will be onsite before Friday to complete repairs.

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 Landscaping Lighting Proposal from ProGreen with a not-to-exceed amount of \$9,000.00.

Discussion of Rule Making

Ms. Ripoll gave an overview and noted District Counsel will draft the changes. She noted the rule making changes will require a Public Hearing and proper advertisement in the newspaper.

It was noted the changes are needed due to the ongoing parking issues.

Mr. Nehiba recommended clarification on the 72-hour parking rule and implementing no parking on the grass area, unless for events or overflow.

There was discussion regarding the parking issues. It was noted the grass parking should only be used when paved parking is not available.

Ms. Wagner gave current examples and noted the 72-hour parking rule is not clear to residents. When cars are left for multiple days, it takes up fitness center parking spots.

Ms. Reitz recommended that if a resident is not using the facility or gym, they should not be parked in that parking lot.

There was lengthy discussion regarding the 72-hour parking policy and parking spaces. There was recommendation to have requests submitted to Ms. Wagner for those wanting to park, but are not using the facility or gym.

A resident recommended designating specific parking spots for the 72-hour parking.

Mr. Wellman recommended having resident car stickers. There was brief discussion regarding having a license plate database versus car stickers. Ms. Ripoll will follow up with the estimated costs of car stickers.

The Board agreed that the grass parking should only be for overflow parking. Mr. Pawelczyk noted that according to the rules, there is no parking on the grass anywhere in the District.

There was brief discussion regarding the timing of overnight/extended parking. The Board agreed to remove the 72-hour policy and recommended overnight hours as 10:00 p.m. – 6:30 a.m.

District Counsel will review the parking issues and draft the policy for the Board's review. The overnight parking time will be left blank until a decision has been made. Once approved, a Public Hearing will be scheduled.

Ms. Wagner will send out an email blast regarding no grass parking, unless it is being used for overflow/event parking.

Ms. Glynn noted the Public Hearing should also include changing the Amenity Center rules related to the increase of the non-resident user fee. The Board will need to decide on the amount.

There was brief discussion regarding the non-resident user fee. Mr. Pawelczyk noted the fee should be based on the amenities and the cost of the Amenity Center.

Mr. Wellman noted bikes have been in the playground area and recommended that the rule should be adjusted to state that no bikes/wheeled vehicles are allowed within the fence. District Counsel will adjust the rule as recommended.

There was brief discussion regarding electric bikes/vehicles within the District. Mr. Nehiba noted the City is updating their ordinance related to electric bikes. The Board agreed to apply the City ordinance to the District. Mr. Pawelczyk noted the CDD does not have anything in the current rules related to this. It was noted the HOA can fine the violators.

Mr. Nehiba noted the City is opening up all beaches to dogs.

This item will be kept on the agenda.

Update on Weather and Soil Monitoring Sensor

Mr. Nehiba gave an update and noted the same equipment online costs \$250.00 but does not include monitoring.

There was brief discussion regarding the timing of the sprinklers and irrigation amounts. Mr. Nehiba, District Management, and ProGreen are in contact with the irrigation vendor and can recommend any adjustments needed.

The Board agreed to not move forward with this item.

Discussion of Guest Participation Release and Waiver of Liability

Mr. Pawelczyk gave an overview. It was noted many times guests or non-residents are in the Clubhouse without a resident present. In order to protect the District, this waiver would be signed by all guests that enter the Clubhouse.

There was discussion regarding guests in the Clubhouse. It was noted no guests are allowed in the Clubhouse without a resident present and the waiver should not be needed.

There was continued discussion regarding guest policies. It was noted five guests are allowed per resident. This applies to all amenities.

It was noted the waiver can be at the Clubhouse door for all residents to sign, however, it will be hard to enforce for all amenities.

The Board agreed to not implement the waiver, but rather to continue to enforce the current guest policy.

Ratification of Grau & Associates Engagement Letter

Ms. Ripoll noted this was executed outside of a meeting due to time constraints. It was noted Flagler County was changed to Brevard county.

On motion by Ms. Glynn, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified the Grau and Associates Engagement Letter.

Update on Perimeter Wall

Ms. Ripoll noted pictures have been submitted to Mr. Degrace. There are no structural issues at this time.

Mr. Wellman gave a historical overview.

Ratification of Payment Authorization Nos. 48-49

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. Wellman, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified Payment Authorization Nos. 48-49.

Review of District Financial Statements

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

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.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Engineer – Mr. Degrace noted that the location of Well #3 needs to be verified prior to the CUP renewal. A site visit will be required. He noted he will do a walkthrough of the perimeter wall at that time.

Mr. Wellman noted he can accompany the District Engineer for the site visit.

There was brief discussion regarding the well location.

District Manager – Ms. Ripoll reminded the Board that the next meeting is February 4, 2026, at 9:30 a.m., at the current location. She also noted there needs to be a budget workshop scheduled.

General Manager –

- **General Manager's Report**

Ms. Wagner gave an overview of the General Manager's monthly report. She noted Habitat for Humanity took the old Clubhouse furniture.

Rose Paving will be repairing the storm drain concrete. Mr. Wellman noted the cleanup has not been satisfactory. It was noted a resident's grass was also torn up in the process. Berman noted this will be repaired.

The Board agreed to have ProGreen fix the landscaping and this amount will be deducted from the vendor's quote.

Supervisors Requests & Audience Comments

Mr. Nehiba commented regarding the grass on property versus the resident's grass across the street. It was noted between the two areas there are weeds and thistles that need to be removed and replaced. ProGreen will be providing a proposal.

Mr. Nehiba noted the AED class needs to be scheduled. Berman noted the class can be scheduled in February with their vendor. Ms. Wagner stated she will reach out to the Red Cross to get it scheduled as soon as possible, which will cost \$100.00.

Mr. Nehiba commented regarding the playground. He noted the southside fence has a big gap under it. ProGreen will be providing a proposal for rock to fill that area, as there is already rock in that location.

There was brief discussion regarding a mesh option.

Mr. Wellman recommended getting a quote for window tint on the south side of the Clubhouse to protect the furniture from sun damage. Ms. Wagner will follow up.

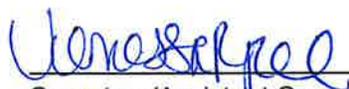
Ms. Reitz commented regarding the Clubhouse furniture. She noted there are a couple of items yet to be purchased as well as décor items. She also commented regarding the end of Redondo and Carlsbad and noted there is no barrier there at this point. Ms. Reitz noted the concrete in that area needs repair as well.

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 January 7, 2026, Board of Supervisors' meeting at 11:49 a.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson