

Montecito Community Development District

3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817

Phone: 407-723-5900; Fax: 407-723-5901

www.montecitocdd.org

The meeting of the Montecito Community Development District Board of Supervisors will be held on **Wednesday February 4, 2026, at 9:30 a.m.** at **Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida, 32937**. The proposed agenda for this Board Meeting is found below.

Please use the following information to join the telephonic conferencing:

Conference Call: 1-844-621-3956

Meeting number (access code): 2538 286 6774

Join online: <https://pfmcd.webex.com/meet/ripolly>

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- **Call to Order**
- **Roll Call**
- **Pledge of Allegiance**
- **Public Comment Period** (*where members of the public desiring to speak on a specific agenda item may address the Board, limited to 3 minutes per person*)

Administrative Matter

1. Review and Consideration of the January 7, 2026, Board of Supervisors Meeting Minutes

Vendor Report

- ProGreen Services LLC Monthly Executive Summary
- Review of ProGreen Services LLC Proposals
 - Discussion and Consideration of Playground Rock Installation Quote

Old Business Matters

2. Capital Project Updates
3. Discussion of Roof Update
4. Discussion of Rule Making

New Business Matters

5. Discussion of Pedestrian Fence
6. Discussion of Amenity Center Window Tint Quotes
7. Ratification of Payment Authorization Nos. 50 - 52
8. Review of District Financial Statements

Staff Reports

- District Counsel
- District Engineer
- District Manager
 - Next Meeting: March 4, 2026
 - Discussion of Budget Workshop
- General Manager
 - General Manager's Report

Supervisor Requests & Comments

Adjournment



Montecito Community Development District

**Review and Consideration of the January 7,
2026, Board of Supervisors Meeting Minutes**

**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



Montecito Community Development District

- **ProGreen Service LLC Monthly Executive Summary**
 - **Review of ProGreen LLC Proposals**
- **Discussion and Consideration of Playground Rock Installation Quote**

Montecito Community
Monthly Landscape & Irrigation Maintenance Report

Month: January 2026

Contractor: Commercial Landscape Maintenance Services

Scope of Work Summary

During January 2026, routine landscape maintenance was performed throughout the Montecito Community, including all HOA common areas and CDD-maintained areas. Services include mowing, trimming, edging, weed control, ant treatment, hedge maintenance, clubhouse and common-area care, and irrigation system repairs and adjustments.

Landscape Maintenance Log

January 6, 2026

- Mowed Ventura Dr and Montecito Dr
 - Trimmed and edged clubhouse perimeter
 - Cleaned turf and landscape areas in front of and behind the clubhouse
 - Removed grass and debris from curbs and sidewalks
 - Serviced adjacent CDD common areas
-

January 12, 2026

- Trimmed Montecito Dr
 - Applied ant treatment on Carlsbad Dr and Redondo Dr
 - Applied weed control in backyards along Redondo Dr
 - Serviced nearby CDD landscape areas
-

January 13, 2026

- Trimmed Green Island Ficus behind the right side of Ventura Dr
 - Trimmed hedges near mailboxes on Ventura Dr
 - Trimmed Green Island Ficus behind the right side of the clubhouse
 - Maintained associated CDD islands and common areas
-

January 19, 2026

- Mowed townhome-side common areas, including:
 - Carlsbad Dr
 - Redondo Dr
 - Clemente Dr

- Simeon Dr
- Ventura Dr
- Completed mowing and trimming in CDD-designated areas

January 20, 2026

- Mowed Montecito Dr
- Mowed front and rear of the clubhouse
- Mowed outside perimeter wall
- Mowed single-family side of Monterey Dr
- Serviced all nearby CDD turf and landscape areas

January 21–22, 2026

- Mowed single-family residential areas:
 - Palos Verdes Dr
 - Point Lobos Dr
 - Mission Bay Dr
- Trimmed and detailed all hedges along perimeter walls
- Weed control and turf touch-ups performed as needed in CDD areas

January 23, 2026

- Turf and weed treatments performed as needed
- Lighting to all four monuments has been completed and adjusted for proper coverage
- Final walkthrough of HOA and CDD areas for quality control

Irrigation Maintenance & Repairs

January 5, 2026

- East Pump Station: Repaired main line break and restored system pressure
- 369 Montecito Dr: Completed lateral line repair and tested zone operation

January 13, 2026

- 646 Palos Verdes Dr (West Controller): Completed work order for broken irrigation heads; system adjusted and verified

- 335 Point Lobos Dr: Adjusted irrigation heads and run times for proper coverage and efficiency

January 19, 2026

- West Controller – Zone 155: Replaced solenoid to restore zone functionality
- 314 Point Lobos Dr: ARB wet check completed

January 22, 2026

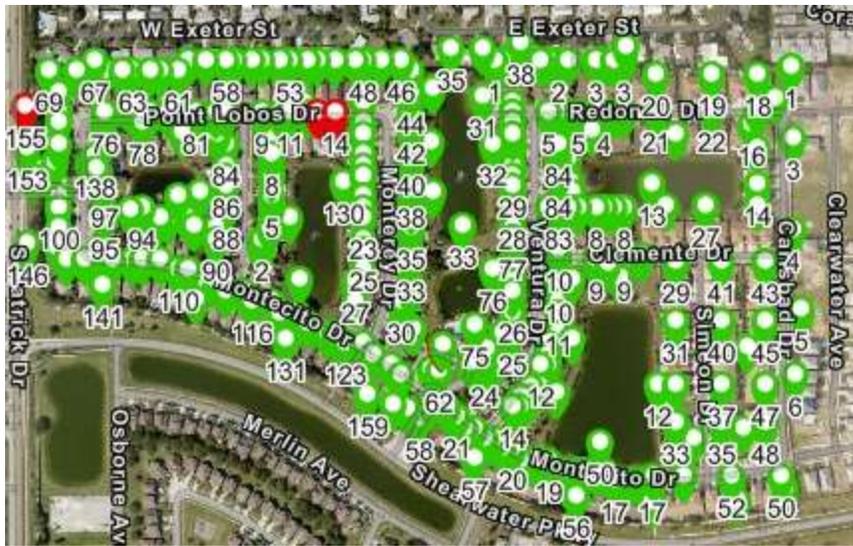
- Clubhouse Controller – Zone 9: Replaced 2-inch Hunter valve
- Completed irrigation repairs near sidewalks where construction crews damaged irrigation lines and components
- 137 Clemente Dr: Completed work order

Overall Property Condition

- Turf areas maintained to seasonal standards
- Shrubs, hedges, and Ficus islands trimmed and shaped
- Weed growth and ant activity addressed in identified areas
- Clubhouse, entrances, HOA common areas, and CDD areas maintained clean and presentable
- Irrigation system fully operational following repairs, valve replacements, and adjustments

Notes & Recommendations

- Reinspect repaired valves and solenoids after multiple run cycles
- Continuing seasonal irrigation adjustments to prevent overwatering during cooler months
- Lighting has been completed at all monuments and adjusted for coverage





ProGreen Services, LLC
Landscape • Irrigation • Maintenance

PROGREEN SERVICES

5450 10th Avenue North

Greenacres, FL 33463

+18883774144

NephtelieB@progreenservices.net

www.progreenservices.net

Estimate 10255

ADDRESS	DATE	TOTAL
Montecito CDD Montecito Community Development District Montecito CDD 219 E. Livingston Street Orlando, FL 32801	01/20/2026	\$6,500.00

SALES REP

Rusty Kahoe

PROPERTY

Montecito CDD

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Scope of Work Service: Sod Installation and Turf Restoration from concrete contractor damage.	10	650.00	6,500.00
	Sod Removal and Installation Remove damaged and supply and install new Zoysia sod to restore lawn.			
	Scope Includes Removal and disposal of existing damaged turf Light grading and surface preparation as needed Supply and installation of zoysia sod. Initial watering at time of installation			
	Notes All measurements are approximate and subject to field verification Additional areas outside this scope require written approval prior to work			
	Sod Areas Included sidewalk areas outside of the Shearwater Entrances - approx. 800 Sq. Ft.			
	Clubhouse Irrigation Pump Station Area behind the playground - approx. 3200 Sq. Ft.			
	Estimated Total Sod Area: Approximately 4000 Sq. Ft.			

We appreciate your feedback. Please leave a review.

<https://g.page/r/CdXPXv9W4GXoEAI/review>

We appreciate the opportunity!

TOTAL

\$6,500.00

THANK YOU.

Accepted By

Accepted Date

We appreciate your feedback. Please leave a review.

<https://g.page/r/CdxpXv9W4GXoEAI/review>



ProGreen Services, LLC
Landscape • Irrigation • Maintenance

PROGREEN SERVICES

5450 10th Avenue North

Greenacres, FL 33463

+18883774144

NephtelieB@progreenservices.net

www.progreenservices.net

Estimate 10089

ADDRESS	DATE	TOTAL
Montecito Community Development District Montecito CDD 219 E. Livingston Street Orlando, FL 32801	01/05/2026	\$5,200.00

SALES REP
Rusty Kahoe

PROPERTY
Montecito CDD

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Landscape Installation - Deliver and Install Zoysia sod to the following locations within the Montecito CDD footprint. Prep areas with after spraying with total vegetation kill. Add additional top soil where needed. Single Family Section - 229 Montecito Dr. Townhomes Sod - 679 Ventura 681 - 683 Ventura 704 - 706 Ventura 148 Redondo 760-762 Carlsbad CDD Areas across from 129 and 171 Montecito Dr. 132 Clemente 741-743 Simeon	8	650.00	5,200.00

We appreciate the opportunity!

TOTAL	\$5,200.00
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THANK YOU.

Accepted By

Accepted Date

We appreciate your feedback. Please leave a review.

<https://g.page/r/CdXPxv9W4GXoEAI/review>





MONTECITO



MONTECITO





ProGreen Services, LLC
Landscape • Irrigation • Maintenance

PROGREEN SERVICES

5450 10th Avenue North
Greenacres, FL 33463
+18883774144

NephtelieB@progreenservices.net
www.progreenservices.net

Estimate 10302

ADDRESS	DATE	TOTAL
Montecito Community Development District Montecito CDD c/o Accounting 3501 Quadrangle Blvd, Suite 270 Orlando, FL 32817	01/23/2026	\$1,950.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Scope of Work Playground Fence Rock Infill and Safety Enhancement Project Overview Provide and install decorative rock material along the interior and exterior perimeter of the playground fence to fill existing gaps beneath the fence line. This improvement is intended to prevent debris, toys, and other objects from passing under the fence while maintaining a clean, durable, and visually consistent appearance with the surrounding playground area. Scope of Services Inspect the playground fence perimeter to identify areas with gaps beneath the fence line Supply and install rip rap rock material along both the inside and outside of the fence where gaps are present Prepare the ground surface as needed to ensure proper placement and stability of the rock Place and arrange rock to fully close voids beneath the fence while maintaining a neat, uniform appearance Grade and adjust rock placement to ensure stability and long-term performance Ensure rock installation does not interfere with fence integrity, drainage, or playground use Perform final cleanup of the work area upon completion.	1	0.00	0.00

We appreciate your feedback. Please leave a review.

<https://g.page/r/CdXPxv9W4GXoEAI/review>

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Materials Rip rap rock ranging in size from approximately 3 tons of rock - 6" to 2' Rock selected and placed to provide effective coverage, durability, and resistance to displacement Material arranged to maintain proper drainage and complement the existing playground aesthetics	3	650.00	1,950.00
	Safety and Aesthetics Rock size and placement are intended to deter movement of material and reduce the potential for objects to pass under the fence Installation enhances playground safety while maintaining a clean, organized appearance Work will be completed with minimal disruption to playground operations and surrounding areas Exclusions Fence repair, replacement, or modification Playground equipment repair or replacement Subsurface drainage modifications unless otherwise noted	1	0.00	0.00

We appreciate the opportunity!

TOTAL

\$1,950.00

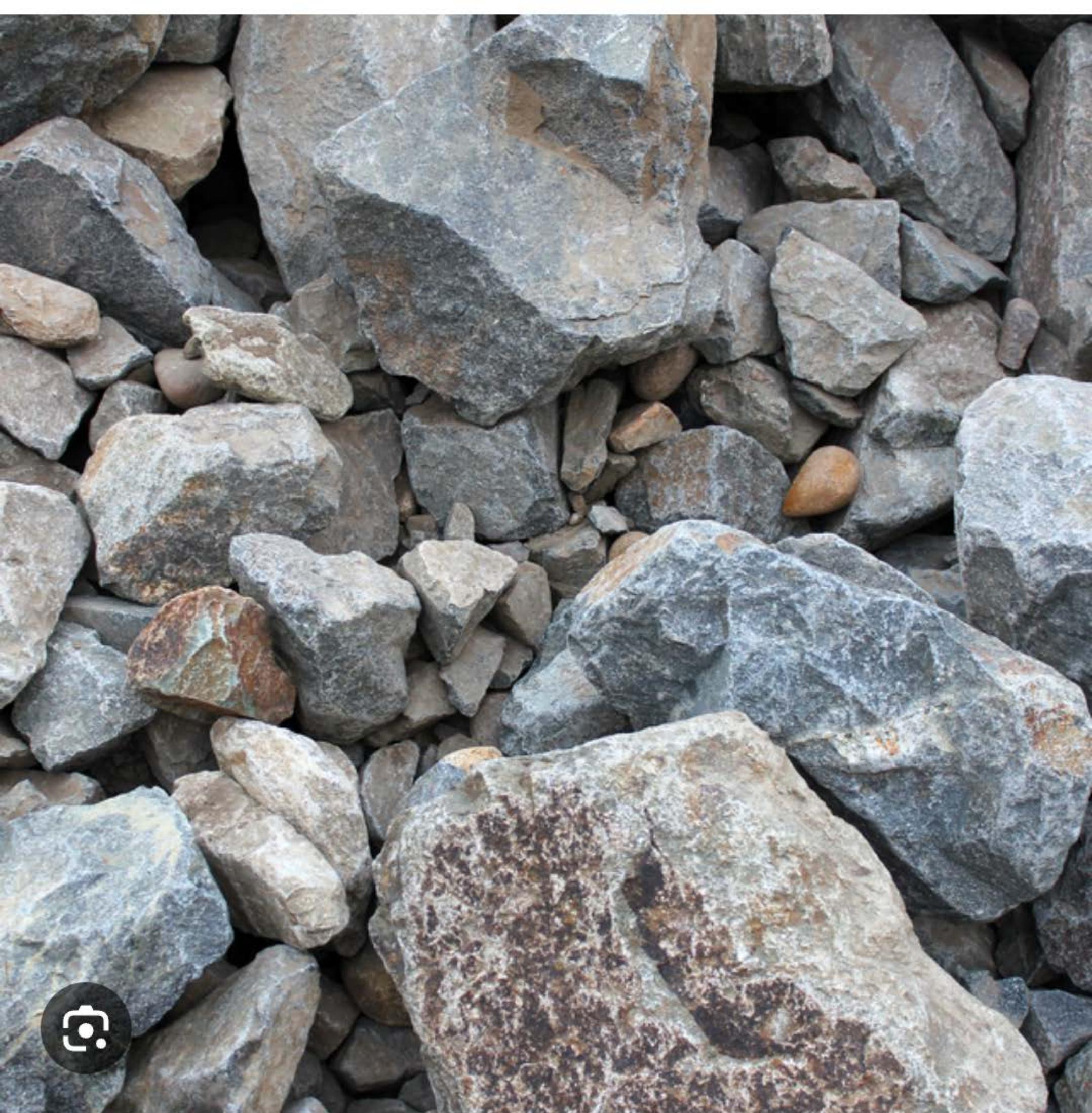
THANK YOU.

Accepted By

Accepted Date

We appreciate your feedback. Please leave a review.

<https://g.page/r/CdXPXv9W4GXoEAI/review>



Rip Rap | Southwest Boulder & Stone

Visit >



Montecito Community Development District

Capital Project Updates

Capital Improvement Projects 2025-2026

	Actuals	Budget
Clubhouse		
Exterior Coach Lights	-	3,854.00
Exterior Paint	-	22,836.00
Security Camera System	1,134.00	-
Interior Furniture	11,270.26	18,500.00
AED Machine	1,196.00	-
Cardio Equipment	-	14,672.00
Totals	\$ 13,600.26	\$ 59,862.00
Grounds		
Stormwater Drainage	-	6,500.00
Ponds		
Ponds	-	12,394.00
Sidewalks		
Sidewalk Repairs	-	14,368.00
Streets		
Streetlight & Sign Pole Painting	11,450.00	16,597.00
Total Capital Improvement Plans	\$ 25,050.26	\$ 109,721.00



Montecito Community Development District

Discussion of Roof Update



REPAIR

JAN 22, 2026

jroofer00@gmail.com
3212055885

KISHA WAGNER

208 Montecito Dr
Satellite Beach, FL
32937

INTRODUCTION

Hi Kisha,

We recognize that safeguarding the people and possessions that hold the most value to you is of utmost importance. Your roof serves as the primary shield against the forces of nature, shielding your home from the elements and ensuring that everything inside remains safe and dry.

Thank you for the opportunity to quote on the repairs and improvements to your home. Please find your estimate below along with upgrade options for potential improvements to your project, if applicable.

The following estimate is for:

1. Removal and disposal of old materials
2. Supply and installation of new materials
3. Clean up of entire work area (all nails and other materials)

We don't want you to be personally liable should a worker happen to get injured therefore, maintain a high safety program for all employees and crews. We carry our own liability insurance.

Once the job is complete, we will perform a thorough inspection of your project to make sure we did everything correctly and up to our strict standards and the site is spotless.

If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

Kind regards,
John Miller
jroofer00@gmail.com
3212055885

INSPECTION









ESTIMATE

Description	Qty	Unit price	Line total
SCOPE OF WORK			
ROOF REPAIR Remove tile and underlayment over approximately 15 leaks under pool deck. Remove and replace any water damaged wood. Install self-adhesive underlayment sealing new to old with plastic roof cement and asphalt saturated membrane. Install tile using tile foam. Walk entire roof and repair any cracked tile with concrete adhesive.	1	\$12,750.00	\$12,750.00

Estimate subtotal \$12,750.00

Total \$12,750.00

SIGNING & UPGRADES

Estimate

\$12,750.00

Name: Kisha Wagner

Address: 208 Montecito Dr, Satellite Beach, FL

Customer Comments / Notes

Kisha Wagner:

Date:

TERMS & CONDITIONS

You may cancel this contract from the day you enter into the contract until 10 days after you receive a copy of the contract. You do not need a reason to cancel. If you do not receive the goods or services within 30 days of the date stated in the contract, you may cancel this contract within one year of the contract date. You lose that right if you accept delivery after the 30 days. There are other grounds for extended cancellation. For more information, you may contact your provincial/ territorial consumer affairs office. If you cancel this contract, the seller has 15 days to refund your money and any trade-in, or the cash value of the trade-in. You must then return the goods. To cancel, you must give notice of cancellation at the address in this contract. You must give notice of cancellation by a method that will allow you to prove that you gave notice, including registered mail, fax or by personal delivery.

I understand that if roof rot is discovered during tear-off J. Miller Roofing LLC reserves the right to replace sheathing and bill me up to \$200 in addition to the estimated cost below without notifying me in advance. J. Miller Roofing LLC will call me for authorization if wood replacement will exceed \$200.

I understand that I must remove items from the interior walls of my home that may be damaged or fall due to vibrations from the loading/installation of shingles on to my roof (if applicable), or installation of siding. J. Miller Roofing LLC is not liable for such damages.

I understand that minor stucco damage may result when the roof is torn off areas where stucco meets my roof's surface, especially where improperly applied. J. Miller Roofing LLC is not liable for repairing said damage.

I understand that any warranty for material used during the project is provided by the material manufacturer. Unless agreed upon otherwise, J. Miller Roofing LLC provides a 5-year Workmanship Warranty on portions of the project in which J. Miller Roofing LLC fully replaced any existing products. Roofing workmanship warranties will be reduced to one year when home owners have requested that full synthetic underlayment not be installed. Full warranty details available by request.

I understand that, unless agreed upon. This does not apply to products, some of which may deteriorate more rapidly (ie. sealants) and should be inspected on a regular basis, and am not responsible for material shortage and have no claim to material surpluses.

I certify that I am the registered owner of the above project property, or have the legal permission to authorize J. Miller Roofing LLC to perform the work as stated and agree to pay the total project price.

I understand that any insurance claims are subject to the specific terms and conditions outlined by my insurance company, and may be subject to insurance company approval.

I understand that payment in full is due upon completion of work as stated in contract. All invoices not paid in full after 15 days will be subject to a 2% per month interest charge.

I understand that approval of my estimate is subject to customer credit approval by J. Miller Roofing LLC. I agree that J. Miller Roofing LLC may access my credit bureau report(s), trade references, and other credit information prior to granting credit approval.

WARRANTY



This document warrants that should a defect in workmanship, related to the work completed by J. Miller Roofing LLC, occur within 1 year of the project, J. Miller Roofing LLC will complete repairs within the original project's scope of work at no charge to the customer. This warranty does not cover normal wear and tear, hail damage, wind damage, sun damage, intentional or accidental damage by any person, or acts of God that may or may not merit an insurance claim. This warranty only applies to portions of the project in which J. Miller Roofing LLCJ. Miller Roofing LLC fully replaced any existing products, and does not cover repairs or service done to another contractor's work. Defects in the building materials used to complete work do not fall under the scope of this workmanship warranty; any building products installed will instead be covered by the product's original manufacturer warranty.

Customer

Kisha Wagner

Project address

208 Montecito Dr, Satellite Beach, FL

Date Project Completed

-

Thank you again for choosing to complete work on your property. We trust you had a great customer experience!



TILE ROOF ESTIMATE

JAN 23, 2026

KISHA WAGNER

208 Montecito Dr
Satellite Beach, FL
32937

jroofer00@gmail.com
3212055885

INTRODUCTION

Hi Kisha,

We recognize that safeguarding the people and possessions that hold the most value to you is of utmost importance. Your roof serves as the primary shield against the forces of nature, shielding your home from the elements and ensuring that everything inside remains safe and dry.

Thank you for the opportunity to quote on the repairs and improvements to your home. Please find your estimate below along with upgrade options for potential improvements to your project, if applicable.

The following estimate is for:

1. Removal and disposal of old materials
2. Supply and installation of new materials
3. Clean up of entire work area (all nails and other materials)

Once the job is complete, we will perform a thorough inspection of your project to make sure we did everything correctly and up to our strict standards and the site is spotless.

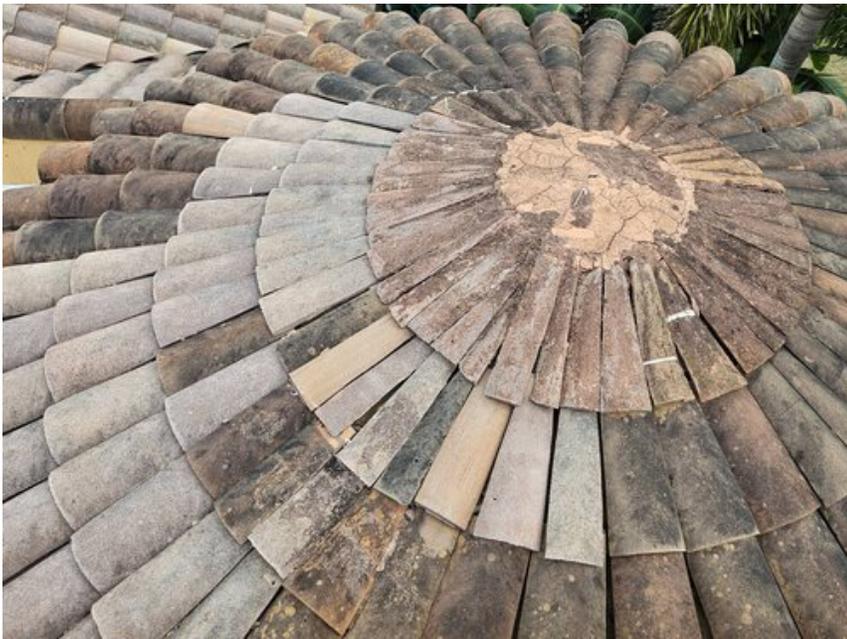
If you have any questions, please give me a call.

Kind regards,

John Miller
jroofer00@gmail.com
3212055885

INSPECTION











TILE ROOF

Description

TILE REROOF

Remove tile and underlayment haul off trash.
Protect tree's, plant and shrubberies.
Magnetic rake all driveways, sidewalks and parking lots.
Remove and replace any water damaged wood plywood/fascia.
Install self-adhesive underlayment to decking.
Install concrete tile roof system.
Any wood cost will be added to the price material/labor
Any flashing/stucco will be added to price.
All inspections, permits and wind mitigation forms are included.
10 year no leak warranty.

Estimate subtotal	\$97,750.00
Total	\$97,750.00

SIGNING & UPGRADES

Tile Roof

\$97,750.00

Name: Kisha Wagner

Address: 208 Montecito Dr, Satellite Beach, FL

Estimates valid for 30 days from date of estimate / A 50% deposit is required before any project begins

Customer Comments / Notes

Kisha Wagner:

Date:

TERMS AND CONDITIONS

You may cancel this contract from the day you enter into the contract until 10 days after you receive a copy of the contract. You do not need a reason to cancel. If you do not receive the goods or services within 30 days of the date stated in the contract, you may cancel this contract within one year of the contract date. You lose that right if you accept delivery after the 30 days. There are other grounds for extended cancellation. For more information, you may contact your provincial/ territorial consumer affairs office. If you cancel this contract, the seller has 15 days to refund your money and any trade-in, or the cash value of the trade-in. You must then return the goods. To cancel, you must give notice of cancellation at the address in this contract. You must give notice of cancellation by a method that will allow you to prove that you gave notice, including registered mail, fax or by personal delivery.

I understand that if roof rot is discovered during tear-off J. Miller Roofing LLC reserves the right to replace sheathing and bill me up to \$200 in addition to the estimated cost below without notifying me in advance. J. Miller Roofing LLC will call me for authorization if wood replacement will exceed \$200.

I understand that I must remove items from the interior walls of my home that may be damaged or fall due to vibrations from the loading/installation of shingles on to my roof (if applicable), or installation of siding. J. Miller Roofing LLC is not liable for such damages.

I understand that minor stucco damage may result when the roof is torn off areas where stucco meets my roof's surface, especially where improperly applied. J. Miller Roofing LLC is not liable for repairing said damage.

I understand that any warranty for material used during the project is provided by the material manufacturer. Unless agreed upon otherwise, J. Miller Roofing LLC provides a 5-year Workmanship Warranty on portions of the project in which J. Miller Roofing LLC fully replaced any existing products. Roofing workmanship warranties will be reduced to one year when home owners have requested that full synthetic underlayment not be installed. Full warranty details available by request.

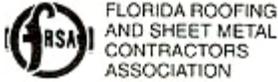
I understand that, unless agreed upon. This does not apply to products, some of which may deteriorate more rapidly (ie. sealants) and should be inspected on a regular basis, and am not responsible for material shortage and have no claim to material surpluses.

I certify that I am the registered owner of the above project property, or have the legal permission to authorize J. Miller Roofing LLC to perform the work as stated and agree to pay the total project price.

I understand that any insurance claims are subject to the specific terms and conditions outlined by my insurance company, and may be subject to insurance company approval.

I understand that payment in full is due upon completion of work as stated in contract. All invoices not paid in full after 15 days will be subject to a 2% per month interest charge.

I understand that approval of my estimate is subject to customer credit approval by J. Miller Roofing LLC. I agree that J. Miller Roofing LLC may access my credit bureau report(s), trade references, and other credit information prior to granting credit approval.



“SAFE, SOLID AND SECURE SINCE 1902”

www.sutterroofing.com LIC: #CCC1336225

8284 VICO CT
SARASOTA, FLORIDA 34240
PHONE: (941) 377-1000
FAX: (941) 377-4499

6280 ARC WAY,
FORT MYERS, FLORIDA 33966
PHONE: (239) 277-9200
FAX: (239) 208-4104

2661 OLD WINTER GARDEN RD
ORLANDO, FLORIDA 32805
PHONE: (407) 367-5000
FAX: (407) 367-4519

8811 MAISLIN DRIVE
TAMPA, FLORIDA 33637
PHONE: (813) 868-0800
FAX: (813) 868-0500

Date: Friday, January 02, 2026

Sutter Roofing Company of Florida (hereinafter referred to as “Contractor” or “Sutter”) issues this New Construction Single-Ply Proposal (“Proposal”) to perform, furnish, and provide the labor, materials, supervision, equipment, and any applicable warranties (herein together referred to as the “Work”) described as follows:

Proposal Number:

Client: Montecito CDD

Project: 208 Montecito Drive Satellite Beach, FL 32937

A. SCOPE OF WORK: Pool Pavilion Tile Re-roof (Approximately 1,700 Square-feet)

- Properly set up the job site for safety provisions on the ground and roof.
- Tear off all existing roof tile and underlayment down to the plywood deck.
 - a. Carefully stage removed materials on wood pallets on the adjacent flat roof deck. Ensure that the roof surface is protected.
 - b. Utilize a crane to lift debris from the roof and dispose of materials in dumpsters.
 - c. All crane services and dumpsters are included in this proposal. We use our dumpsters and, on occasion, dumpsters or trailers dropped by 3rd party companies. We will take great care to maintain the current condition of the driveway, landscaping, garage doors, and A/C units by covering or shielding them with separator boards.
- Inspect the existing wood deck and replace rotten or damaged plywood. The first 2 sheets of plywood will be replaced at no charge; additional sheets will be replaced for \$150/sheet.
- Re-nail the plywood deck to the current code.
- Furnish and install Self-Adhering Tile water barrier (Peel and Stick) underlayment approved for use in high-wind coastal Florida environments.
- Furnish and install new roof tile (profile and color to be selected/approved).
 - a) Install tile in full compliance with:
 1. Tile manufacturer installation requirements
 2. Florida Building Code
 3. Local wind uplift and fastening standards
- Install ridge and hip caps per code and manufacturer specifications.
- Daily jobsite cleanup and final debris removal.

- Final inspection coordination, as required.
- Provide 5-year Workmanship Warranty.
- Leave the work area clean and watertight upon completion.
- Provide a Tile manufacturing warranty, which the owner completes.
- Remove all work-associated debris from the area and dispose of it off-site.

B. QUOTED PRICE:

> **Sixty-Five Thousand Four Hundred Twenty Dollars and 00/100 \$65,420.00**

PAYMENT TERMS / LINE ITEMS / NOTES / INCLUSIONS / EXCLUSIONS:

NOTES:

- The quote expires 30 days after the date of the proposal.
- Any HVAC work provided in this contract required by code will be completed by a licensed HVAC contractor. The installation will be completed to meet local building officials' requirements. Any vibration, noise, or changes in attachment to meet local requirements are not the responsibility of Sutter Roofing.
- Sutter Roofing standard work week is five (5), ten (10) hour days. Should there be any work or time restriction please notify us upon receiving this proposal.
- Any additional scope required for unforeseen conditions or owner changes will be handled on a time and material basis at a labor rate of \$85.00 per man hour.
- Any changes in the scope of work, material procurement, or unforeseen conditions can result in additional time to the project schedule or start date.

INCLUSIONS:

- Includes all applicable taxes, fees, and permits.
- Includes one (1) mobilization, which is our estimate of what it will take to complete the job. If we are shut down at the customer's convenience or unforeseen building conditions, an additional mobilization fee may be charged at \$500.00 per occurrence.

EXCLUDES:

- Any items not explicitly listed in our scope above. Specifically, wood blocking or plywood, roof curbs, lighting protection and components, vertical or cavity insulation, and non-roof related sheet metal fabrication and installation, including soffits, sill flashing, specialty break metals, and/or prefabricated curbs are excluded from this proposal.
- No Bonds are included in the above scope and pricing.
- Site-specific engineering, moisture Scans, or stamped drawings unless listed above.
- Protection of "in-progress" or "completed" roof assemblies from other trades or tenants.
- Premium or Overtime work unless specifically included above.
- Interior protection or cleaning (unless caused by Sutter)
- Sutter Roofing WILL NOT complete inspection of structural decking assembly for adequate attachment to substructure, structural load capabilities, relative humidity, moisture content, bracing around roof openings, etc.

PAYMENT TERMS

- All payments shall be satisfied by check, ACH, or other secured note. Should the Customer/Owner elect to remit payment via credit card or debit card, **a 3.8% charge shall be applied for the associated service charges, fees, and other costs handed down by the credit/bank card provider.**
- **Any significant scope of work requires a down payment (usually 35%) at the time of contract signing to secure materials and confirm the schedule/start date.**
- Projects for which we have materials "in stock " or which must be ordered in advance will require a down payment to secure and hold those materials.

TERMS AND CONDITIONS:

1. **The Agreement.** Please note Sutter does not agree to execute standard general contractor subcontracts without prior review and written approval. Any binding contract between Sutter and the Owner/Customer shall be based upon [1] an executed Sutter Roofing Company of Florida Proposal, an executed Standard American Institute of Architect's contract or subcontract document, which may include AIA A-201 General Conditions (AIA contracts shall not be modified other than insertion of scope of work and contract sum) or [3] an executed general contractor subcontract. Sutter Roofing requests this proposal be included as an Exhibit in contract.
2. **Pricing Escalation Clause.** Due to the continued supply chain issues, specifically roofing products and accessories, the parties to this agreement acknowledge the construction industry is currently experiencing price and availability volatility with regard to the materials to be used on this project. Because of market fluctuations, the prices of these materials are subject to sudden and significant changes, and manufacturers are unable to declare final pricing prior to shipment. Suppliers will only provide a material price quotation valid at the time of the request. The customer (Sutter Roofing) is responsible to pay for the material at the price at time of shipment, regardless of quoted price. Therefore, if there is an increase in the actual cost of the products charged to the Contractor in excess of the quoted price at the time of acceptance of this Proposal, the price set forth in this Proposal shall be increased by a Change Order request in compliance with the terms of the contract documents. Sutter shall submit written documentation of the original quote and increased charges to the Owner/Customer upon request as back up.
3. **Substitution of Materials / Material delays–** Due to the current material shortages nationwide, the products required for this project may become delayed or unavailable. In the event that any specified material becomes unavailable either temporarily or permanently, provided that such unavailability is a result of factors beyond Sutter's control, Sutter shall be granted an extended project start date and / or duration equivalent to the delay. If the material is permanently unavailable, Sutter, with approval from Owner or GC, shall propose an available substitute of similar quality. If there are cost implications, then Sutter will provide back up and request a Change Order for the substitute material increase / decrease
4. **Nature of Work.** Sutter shall furnish the labor and material necessary to complete the work described herein. Sutter does not provide engineering, design consulting, or architectural services. It is the Owner/Customer's responsibility to retain a licensed architect or engineer to determine proper design and code compliance. If plans, specifications, or other design documents have been furnished to Sutter, Owner/Customer warrants those plans are sufficient and conform to all applicable laws and codes. Sutter is not responsible for any loss, damage, and/or expenses due to defects in the plans or specifications or any building code violation resulting from inadequate design. Sutter is not responsible for the location of roof drains, adequacy of drainage, ponding, energy regulations, or structural conditions.
5. **Deck Conditions.** Owner/Customer warrants the roof deck and structure on which Sutter is to perform its roofing services are in sound condition and capable of withstanding normal roofing activities. Additionally, Owner/Customer warrants the deck and structure of the building are in suitable condition to receive the roofing materials contemplated by this Proposal. Sutter is not responsible for the construction, undulations, or structural sufficiency of the roof deck, nor is Sutter responsible for work or design performed by other trades. Sutter shall not be liable for the existing roof deck's compliance with Factory Mutual Global Approval Testing ("FMG") criteria. If deck conditions are unsatisfactory, additional charges will apply to correct deficiencies.
6. **Asbestos and Toxic Materials.** This Proposal, and the price quoted herein, is based upon the Owner/Customer's assurance that the existing roofing system, insulation, and work area is free from asbestos-containing or toxic materials. Sutter is not responsible for expenses, claims, or damages arising out of the presence, disturbance, and/or removal of asbestos-containing or toxic materials. Sutter shall be entitled to prompt and reasonable compensation for additional expenses incurred due to the presence of asbestos-containing or toxic materials at the work site. Owner/Customer agrees to indemnify Sutter against liability, damages, losses, claims, demands, or citations arising out of the presence of asbestos or toxic materials at the work site.
7. **Payment.** Owner/Customer shall pay the contract price, plus any additional charges for changed or extra work within ten (10) days of substantial completion of the Work. If completion of the Work extends beyond one month, Owner/Customer shall make monthly progress payments to Sutter on or before the fifth (5th) day of each month for the value of Work completed during the preceding month, plus the value of materials suitably stored for the project, less any down payment. Retainage, if any, will be reduced to 5% after 50% completion of Work. All sums not paid timely shall earn interest at the rate of 1% per month. In the event of a payment dispute regarding the Customer/Owner's failure to remit timely and complete payment, Sutter shall be entitled to recover from the Owner/Customer all reasonable attorney's fees and costs associated with Sutter's efforts to collect the outstanding balance. Sutter's entitlement to prompt and complete payment is independent of any criteria promulgated by FMG, including, but not limited to, wind uplift testing.
8. **Right to Stop Work.** A failure by the Owner/Customer to make proper payments to Sutter shall constitute a material breach of contract and entitle Sutter, at its discretion, to stop work, including the furnishing of any applicable warranty, until full payment is made by the Owner/Customer. The time in which Sutter shall perform the work shall be extended for a period equal to the period during which the Work was suspended, and the contract sum to be paid to Sutter shall be increased by the amount of Sutter's reasonable costs of shut-down, delay, and start-up.
9. **Insurance.** Sutter shall maintain comprehensive general and automobile liability insurance coverage and workers' compensation insurance coverage with properly licensed insurance companies with coverage amounts, in Contractor's reasonable estimation, adequate to cover the risk exposure of the project contemplated by this Proposal. Sutter will furnish the Certificate of Insurance upon request. Owner/Customer shall purchase and maintain builder's risk and/or property insurance covering fire, extended coverage, malicious mischief, vandalism, and theft on the premises to protect against loss or damage to material and equipment and partially completed work until the job is complete.
10. **Additional Insured.** If Owner/Customer requires Sutter to name others as an additional insured on Sutter's liability insurance policy, and Sutter agrees to same in writing, Owner/Customer and Sutter agree that the naming of Owner/Customer or other parties as an additional insured is intended to apply to claims made against the additional insured to the extent the claim is due to the negligence of Sutter, and is not intended to make Sutter liable for claims resulting from the acts, errors, or omissions of the additional insured party or other parties beyond Contractor's control.
11. **Interior Protection.** Owner/Customer acknowledges re-roofing of an existing building may cause disturbance, dust, fumes, odors, noise, and/or debris to enter the structure. Owner/Customer agrees to remove or protect property directly beneath the roof in order to minimize

- potential interior damage. Sutter shall not be responsible for disturbance, damage, clean up, or loss to the interior of the property when the Owner/Customer failed to remove or protect the interior prior to commencement of roofing operations. Owner/Customer shall notify any tenants within the building of the pending re-roofing operations, and the Owner/Customer shall inform the tenants of their requirement to protect the areas beneath the re-roofing operation. Owner/Customer agrees to hold Sutter harmless from any claims from tenants due to the Owner/Customer's failure to properly notify tenants of the need to protect interior areas during the re-roofing services.
12. **Damages and Delays.** Sutter is not responsible for damage to Contractor's Work committed by other parties. Any repairs necessitated due to damage committed by others shall be repaired at an additional charge. Contractor shall not be responsible for loss, damage, or delay caused by circumstances beyond its reasonable control, including but not limited to acts of God, accidents, fire, weather, vandalism, state, federal, or municipal regulatory prohibitions, strikes, jurisdictional disputes, failure or delay of transportation, and/or any shortage of or inability to obtain materials, equipment, or labor. In the event of these occurrences, Sutter's time for performance shall be extended.
 13. **Roof Projections.** Sutter will flash all roof projections shown on the architectural/design plans provided to Sutter prior to the start of construction. Any penetrations through the roofing membrane which are not shown on the plans or inspection provided to Sutter and not contemplated by this Proposal, shall be considered an order for extra work, and Sutter shall be compensated at its customary time and material rates for performing such additional work.
 14. **Safety/Site Access.** Sutter shall properly set up their work area per good roofing Safety practices. Periodic safety Inspections shall be performed by Sutter certified and dedicated safety personnel. Sutter is not responsible for the safety of persons on the roof other than its own employees. Sutter shall not be liable for losses, including any attorney's fees, from any claims for personal injury by persons or entities whom Owner/Customer authorized to be on the roof.
 15. **Site Conditions.** Sutter shall be provided with direct access to the work site for the passage of trucks and materials, and Sutter shall be provided with direct access to the roof. Owner/Customer will assure all material can be delivered via truck to a point 25 feet or less from the roof, and Contractor's boom truck shall have complete access to the area to allow for the material to be lifted onto the roof deck. Contractor shall be provided with access to water, power, site security, and the work area. Sutter shall not begin work until underlying areas are ready and sufficient to receive the roofing materials contemplated by this Proposal. Should Sutter be retained to perform re-roofing services and should the Owner/Customer fail to ensure the roof deck and structure are fit to receive the re-roofing operations, additional charges will apply due to mobilization and travel costs. Sutter shall not be responsible for additional costs required due to the existence of wet insulation, deteriorated/compromised decking, or other subsurface or latent conditions which are concealed beneath the surface of the existing roofing system. The raising, disconnection, re-connection, or relocation of any mechanical equipment on the roof that may be necessary for Sutter to perform its roofing work, shall be performed by others, or treated as an extra, unless such work is specifically outlined in this Proposal.
 16. **Electrical Safety.** Owner/Customer warrants there will be no live power lines on or near the roof where Sutter will be working, and Owner/Customer agrees to terminate any such power supply to avoid electrocution risk to Sutter's employees. Sutter's Proposal price is based upon the assurance that the work area is free from overhead electrical hazards, and the roof is free from concealed electrical conduits or other subsurface materials which may be embedded within the roof assembly or attached directly to the underside or top side of the roof deck. Owner/Customer shall indemnify Sutter from personal injury and other claims and expenses if Owner/Customer fails to terminate power supply in overhead lines or if the Owner/Customer fails to notify Sutter of concealed electrical conduit and/or subsurface live electrical power. Sutter is not responsible for costs of repair or damages, including disruption of service, resulting from damage to undisclosed or concealed electrical or other utility lines.
 17. **Warranty.** Contractor's work shall be warranted by Sutter in accordance with its standard warranty, which is made as part of this Proposal and is incorporated by reference. A copy of Sutter's standard warranty is attached or, if not, shall be furnished upon request and in exchange for final payment. Any express warranty provided by Sutter is the sole and exclusive remedy for any alleged construction defect, in lieu of all other remedies, implied or statutory. Unless otherwise provided: THERE ARE NO EXPRESS OR IMPLIED WARRANTIES WHATSOEVER INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. All warranties or guarantees provided by Sutter shall be deemed null and void if Owner/Customer fails to adhere to the payment terms contained in this Proposal. All warranties and guarantees, if any, provided under this Proposal are solely for the original Owner/Customer and are nontransferable, unless otherwise agreed to by Sutter and Owner/Customer in writing. Sutter SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. A manufacturer's warranty shall be furnished to Owner/Customer, if a manufacturer's warranty is called for on the face of this Proposal, and once final payment is received.
 18. **Existing Conditions.** Sutter is not responsible for pre-existing damage, pre-existing leaks, or damage caused by other parties or trades on the structure. Sutter is not responsible for satellite dish recalibration unless specifically stated in the scope of work within this Proposal.
 19. **Mold.** Sutter and Owner/Customer are committed to acting promptly to remedy any active roof leaks in order to avoid sources of mold growth. During re-roofing services, Owner/Customer will make periodic inspections within the structure for signs of water intrusion and promptly notify Sutter of roof leaks. Upon receiving notice, Sutter will make roof repairs. The Owner/Customer is responsible for monitoring any leak areas and for inspecting indoor air quality. Sutter is not responsible for indoor air quality. Owner/Customer shall hold harmless and indemnify Sutter from all claims due to indoor air quality, and any failure by Owner/Customer to maintain the building in a manner necessary to avoid mold growth. Owner/Customer agrees to indemnify Sutter from any claims brought by tenants and/or third parties arising from mold growth.
 20. **Wind Loads or Uplift Pressures.** Design professionals are required to design the work in accordance with applicable codes and regulations, and design professionals shall specify or show the work to be performed. Sutter is not responsible for design, including calculation or verification of wind-load design. To the extent minimum wind loads or uplift pressures are required, Sutter's Proposal is based solely on manufacturer's printed test results. Sutter makes no representation regarding wind uplift capacity and assumes no liability for wind uplift.
 21. **Material References.** All materials and work shall be furnished in accordance with normal industry tolerances for color, variation, thickness, size, weight, amount, finish, texture, and performance standards. Specified quantities, as outlined in this Proposal, are intended to represent an average over the entire roof area. Sutter is not responsible for the actual verification of technical specifications of product manufacturers. By way of example, Sutter makes no assurances as to the R-value, ASTM conformance, or UL compliance, as such specifications are within the sole control and discretion of the product manufacturer.

22. **Back charges.** Owner/Customer shall have no entitlement to back charges or claims for payment for remedial services due to any alleged defect or deficiency committed by Sutter unless and until such claims are authorized in writing by Sutter, and only upon five (5) days written notice to the Contractor.
23. **Fumes and Emissions.** Owner/Customer acknowledges fumes and vapors from roofing products will be released as part of the roofing operations to be performed by Sutter. Owner/Customer shall be responsible for interior air quality, including controlling mechanical equipment, HVAC units, intake vents, wall vents, windows, doors and other openings, and vapors which enter the building. Owner/Customer is aware roofing products emit fumes, vapors, and odors during the application process. Some individuals are more sensitive to these emissions than others. Sutter shall not be liable for any claims from third parties or tenants relating to fumes and odors which are emitted during the normal roofing process.
24. **Oil-canning.** Metal roofing (specifically lengthy flat-span sheet-metal panels) often exhibit waviness, commonly referred to as "oil-canning." The degree of oil-canning and the appearance of the panels will vary depending on several factors, including, but not limited to, the length, color, alloy, gauge, galvanizing process, substrate condition, and exposure of the panels to sunlight. Oil-canning pertains to aesthetics and not the performance of the panels, and oil-canning is beyond the control of the Contractor. The type of metal roofing panels selected by the Owner/Customer can affect the degree of oil-canning. Sutter is not responsible for oil-canning or aesthetics. Oil-canning shall not be grounds to withhold payment or reject panels of the type specified.
25. **Working Hours.** This Proposal is based upon the performance of all work during regular working hours. Extra charges will apply should the Owner/Customer require Sutter to engage in overtime work or work beyond regular working hours.
26. **Dispute Resolution.** If a dispute should arise between Sutter and the Owner/Customer with respect to any matters or questions arising out of, or relating to, this Proposal or any the breach thereof, Sutter and the Owner/Customer will seek to mediate the dispute. If mediation is not successful, Sutter, in its sole discretion, may elect to arbitrate or litigate the dispute; and that election may take place at any time, including after the circumstances or facts giving rise to the dispute or claim come into being. Unless otherwise agreed to by the parties, the rules governing arbitration invoked by Sutter shall be the Construction Industry Dispute Resolution Procedures of the American Arbitration Association (AAA). The Owner/Customer hereby waives the right to elect the method of dispute resolution and agrees that this waiver is supported by sufficient and appropriate consideration. The prevailing party in any litigation or arbitration associated with this Proposal shall be entitled to its reasonable attorney fees and costs. **ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES.**
27. **Venue.** This Proposal, and any dispute arising from this Proposal, which is decided beyond arbitration, shall be governed by the laws of the State of Florida, and the venue of any action brought to enforce the provisions of this Proposal, or otherwise arising out of or relating to the Proposal, shall be Sarasota County, Florida.
28. **WAIVER OF JURY TRIAL.** EACH PARTY AGREES THAT AS A MATERIAL PART OF THE CONSIDERATION HEREUNDER AND AS AN INDUCEMENT TO ENTER INTO THIS PROPOSAL, EACH PARTY HEREBY WAIVES THE RIGHT TO A JURY TRIAL.

This Proposal may be revised or withdrawn by Sutter for any reason until written acceptance is received from the Owner/Customer. Moreover, this Proposal may be revised in accordance with Article 2 after written acceptance. This Proposal expires thirty (30) days following the date of issuance if not earlier accepted, revised, or withdrawn.

The undersigned have read and understood and agree to each of the provisions of this Proposal and agree to be bound by the terms contained herein.

SUTTER ROOFING COMPANY OF FLORIDA

OWNER/CUSTOMER

Sign:

Sign:

Print:

Print:

Title:

Title:

Date:

Date:

Email:

Email:

Phone:

Phone:

Longhorn Roofing & Co

286 ClearLake Road
Cocoa Florida 32922
(321) 482-4274

email: william@longhorn-roofing.com

LICENSE: CCC1334068



Estimate

Submitted On: 01.27.26

Name	Address
Kisha Wagner Berman Corp.	208 Montecito Dr Satellitr Beach, FL 32937

Description	Total price
Repair Leaks located at the back of the Club house(Aprox. 15 squares)	\$17,295.00
-Replace Rotten wood and Install new underlayment	
-Replace ventilations	
-Replace broken Tiles	
Labor and Materials Included	
1 year warranty of workmanship	
*Disclaimer: Due to manufacturer variations, discontinued colors, ann Florida Sun exposure, Contractor cannot guarantee perfect color matching between new and existing tiles. Repairs are intended to resore function, not cosmetic uniformity.	
*Contractor will be reusing tiles that are in good shape	
*Valid for 30 days	

Total price

\$17,295.00



286 Clearlake Rd
Cocoa, FL 32922

wilo@longhorn-roofing.com

License: CCC039847

Job Scope:

- The home exterior, shrubs, & landscaping are carefully safeguarded.
- Includes inspection of deck materials for existing damage and re-nail to code.
- Includes labor for the removal and disposal of existing roof.
- Includes installing new roofing system in your choice of color.
- Includes saving gutters, fascia, & soffits. **(some damage may occur, contractor not responsible)**. INITIAL: _____
- Includes starter shingles & ridge cap per Code.
- Includes acquisition & display of permit(s) from your local jurisdiction.
- Includes dumpster(s). Will provide roll-off dumpsters for paver driveways.
- Includes replacing ridge vents.
- Includes 1 1/4" roofing collated nails.
- Includes replacing drip edge in your choice of color.
- Includes Tiles for Roof.
- Includes underlayment.
- Includes magnetic sweeping of work area, clearing out gutters, & removal of debris.
- Includes replacement of all lead boots & goose vents (does not include gas related vents).
- *Flat roofs may require a taper system to ensure proper runoff.
- *Includes 2 sheets of plywood
- **Additional costs for wood may occur based on condition of preexisting wood at a rate of \$65 per sheet of plywood & \$6 per foot for plank decking.
- ** Longhorn Roofing Does NOT build or alter Pan Roofs. Therefore, they are not part of this contract.

Warranty:

We believe in our people and in the materials we work with, and guarantee both the labor and materials to give you peace of mind. Your coverage includes:

Contractor Workmanship: 10 years

Manufacturer: Limited Lifetime Warranty

*Manufacturer's standard product limited lifetime warranty.

We are committed to providing you with expert workmanship using quality materials from our suppliers.

Your complete satisfaction is our goal. Please let us know if there is anything in our work that we can improve for you.

Line Items

Product

TILE

LONGHORN ROOFING TERMS & CONDITIONS

Binding Contract: This Estimate is valid for 30 days. During said 30 days the Estimate may be subject to change or revocation by Contractor without notice. Except to the extent Contractor exercises its right to change and/or revoke the Estimate, the Estimate shall constitute a binding agreement "Agreement" upon acceptance by Owner(s). The date of such Agreement shall be the date of Owner(s)' acceptance.

Contractor: Shall mean Longhorn Roofing & Construction.

Contract Price: Shall mean the Estimate Price as adjusted by the net of any written change orders.

Payment of Funds and Deposits: Except as otherwise agreed between Owner(s) and Contractor, Owner(s) agrees to pay Contractor the Contract Price in cash, check, or credit card equivalents, according to the following schedule: 1/2 of the Contract Price plus the cost of any special order materials upon delivery of materials to Owner's property; and the balance of the Contract Price day of completion.

Late Payment / Service Charge: Any funds owed greater than 30 days from completion of Work are subject to a service charge of 1.5% per month on the unpaid balance.

Defects: Owner understands that there may be existing defects which may not be discoverable until work has commenced. Unless specifically included in the work description and specifications, the cost for labor and materials to repair such defects is not included in the Contract Price. Owner(s) and Contractor agree that the cost for labor and materials to repair such defects will be estimated in writing as needed at the time of discovery and, upon written acceptance, the cost for same will be in added to the Contract Price.

Changes in Agreement: This Agreement, the work description and specifications, and the Contract Price shall not be modified except by written change order. A change order may be formalized by email correspondence between Contractor and Owner(s).

Estimate Number: 12403
 Estimate Prepared By: Wilo Mendez
 1/27/2026

Estimate for: Kisha Wagner
 Job #3298 - Kisha Wagner
 208 Montecito Dr
 Satellite Beach, FL 32937

Sub-Total **\$28,795.00**

Estimate Total **\$28,795.00**

Contractor Responsibilities: Contractor agrees to perform the work description and specifications as outlined in the Estimate and any agreed written changes incorporated into this Agreement.

Work Schedule: All specifications for the work (shingle style & color, aluminum color, etc.) must be finalized prior to obtaining a final schedule date. Contractor agrees to perform the Work in a good and workmanlike manner with reasonable dispatch in accordance with the specifications contained herein. The Contractor is responsible for establishing scheduling and sequencing of the work to be performed. Reasonable delays include, but are not limited to, weather, non-delivery, discontinuance, default in shipment by a supplier in whole or in part, loss in transit, labor strikes, labor shortages, lockouts or other causes beyond Contractor's control.

Materials: Except as otherwise set forth in a writing between Owner(s) and Contractor, Contractor will provide necessary materials to complete the work per the work description and specifications. Contractor shall not be responsible for an exact match of any materials, including but not limited to, roofing, siding, metal work, and shingle shading. Owner understands and acknowledges that unless otherwise agreed to in writing, all materials provided by Contractor are the property of Contractor and any unused materials as of the completion of the work will be retained by Contractor and removed from Owner(s) property.

Safety: In order to comply with OSHA regulations regarding mandatory fall protection & safety procedures, safety equipment may be installed prior to work beginning and removed upon project completion. If powerlines are too close to the work area Contractor will contact the power company to, at the power company's discretion, either have the power lines covered with protective equipment or shut off while Contractor is performing work. Any costs and fees associated with power company's services shall be the responsibility of Owner(s). Contractor will endeavor to minimize any charges or inconveniences. Our main concern is the safety of our employees and we will take all/any precautions deemed necessary.

Owner Responsibilities: Owner(s) warrants to Contractor that he/she/they is the legal owner of the property. Owner(s) agrees to provide to Contractor electric power and water for construction purposes at no charge to Contractor. Owner(s) shall make himself/herself available during work for clarification of specifications, approval of additional work and to provide adequate access to the property as may be required. Owner(s) acknowledges that the removal of permanently attached building materials often disturbs and vibrates the existing property. The noise, debris, and vibration generated from the work may cause inconvenience to Owner(s) and changes to Owner(s) property including but not limited to: interior wall cracks, cracking of wall paint, debris falling into attic, dust, disturbance to shrubbery and lawns, small divots or ruts in yard from equipment such as Equipter, small divots in the driveway from equipment such as roll-off containers and dump truck. As a precaution, Owner(s) shall remove from walls or ceilings items such as, but not limited to, chandeliers, paintings, pictures and any breakables. Owner(s) shall remove or move at least 10' away from work area any outdoor furniture, grills, planters, etc. Contractor shall not be responsible for any of the aforementioned property damage or for any inconvenience experienced by Owner(s) as a normal consequence of the work.

Building Permits: If permit is required, Contractor agrees to provide permit for all work performed within the scope of work as outlined within the estimate and terms & conditions. Permit fee is included with total cost of contract.

Contractor Workmanship Warranty: Contractor warrants its workmanship against defects in the workmanship only for the period set forth in this Agreement from the date of completion of the work. However, said warranty shall be null and void under the following circumstances: (1) if Owner(s) fails to pay any sum owed to Contractor under this Agreement and any applicable change orders; (2) if Owner(s) fails to provide written notice to Contractor within ten (10) days of discovering any defect in Contractor's workmanship; (3) if Owner(s) permits any third party to alter or repair any of the work performed by Contractor in any way; (4) if defect is the result of Owner(s) failure to properly maintain and clean gutters at least twice per year; or (5) if defect is the result of Owner(s) failure to provide normal and routine care and maintenance as to the work. **Contractor does not warrant any act of god events (not limited to: named storms, hail, or falling debris to name a few); the labor of items such as caulking materials, sealant, reflective coatings, painted surfaces, or metal materials.**

Material Warranty: Contractor does not warrant the materials used to complete the Work. Material warranty shall be limited to manufacturer's warranty of materials according to the terms and conditions of said manufacturer warranty. In addition, Contractor does not warrant the material of items such as, but not limited to, caulking materials, sealant, reflective coatings, painted surfaces, metal materials, or the possible failure of these items.

Limitation of Liability: Owner(s) acknowledges that at no time shall Contractor's liability exceed the total amount charged for the work performed under this Agreement. Contractor shall not be liable for any defects which are characteristic to the particular materials such as cracks, splits, and shrinkage or warping of wood or lumber, etc.

Owner Insurance: Owner(s) agrees to carry homeowner's insurance covering fire, theft, storm, and damage to the property including, but not limited to, landscaping, trees, shrubs, driveways and walkways in sufficient amounts to cover the work and materials under construction by the Contractor and agrees to compensate the Contractor for losses sustained by these conditions. Contractor shall, in amounts and with carriers subject to Contractor's sole discretion, provide workers' compensation and liability coverage for the Work.

Contractor Insurance: Contractor agrees to maintain liability insurance covering personal injury in an amount not less than \$50,000 and insurance covering property damage caused by its work in an amount not less than \$50,000.

Escalation clause for Specified Building Materials: The contract price for this project has been calculated based on the current prices for the component building materials. However, the market for the building materials is considered to be volatile, and sudden price increases could occur. Contractor will use our best efforts to obtain the lowest possible prices from available building material suppliers. In the event there should be an increase in the prices of the building materials that are purchased after execution of the contract, the Owner agrees to pay the cost increase. Contractor will notify the Owner of any material increases before a purchase is made.

Service Calls: Service calls requested by the Owner shall be included in the written workmanship warranty only if the call for service is a warranted service call. On service calls where it is deemed by the Contractor to be a non-warranted item, the Owner will be charged for the service call or Work performed at Contractor's established rates.

Cancellation: The Owner(s) may cancel this transaction at any time prior to midnight of the third business day after the date of this acceptance. See the included Notice of Cancellation form for an explanation of this right.

STATUTORY WARNING LIEN LAW

713.37,

ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001 FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND SERVICES AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS, THOSE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE ALREADY PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR

CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR SUBCONTRACTOR MAY HAVE FAILED TO PAY. TO PROTECT YOURSELF, YOU SHOULD STIPULATE IN THIS CONTRACT THAT BEFORE ANY PAYMENT IS MADE, YOUR

CONTRACTOR IS REQUIRED TO PROVIDE YOU WITH A WRITTEN RELEASE OF LIEN FROM ANY PERSON OR COMPANY THAT HAS PROVIDED TO YOU A "NOTICE TO OWNER." FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX, AND IT IS RECOMMENDED THAT YOU CONSULT AN ATTORNEY.

CHAPTER 558 NOTICE OF CLAIM

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FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND

PAYMENT, UP TO A LIMITED AMOUNT, MAY BE AVAILABLE FROM THE FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND IF YOU LOSE MONEY ON A PROJECT PERFORMED UNDER CONTRACT, WHERE THE LOSS RESULTS FROM SPECIFIED VIOLATIONS OF FLORIDA LAW BY A LICENSED CONTRACTOR. FOR INFORMATION ABOUT THE RECOVERY FUND AND FILING A CLAIM, CONTACT THE FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD AT THE FOLLOWING TELEPHONE NUMBER AND ADDRESS: (850) 487-1395, 1940 N. MONROE ST., TALLAHASSEE, FL 32399- 0783, WWW.MYFLORIDALICENSE.COM.

THANK YOU FOR THE OPPORTUNITY

REROOF TILE>LOCATED AT THE BACK OF THE CLUBHOUSE

-



286 Clearlake Rd
Cocoa, FL 32922

wilo@longhorn-roofing.com

License: CCC039847

Job Scope:

- The home exterior, shrubs, & landscaping are carefully safeguarded.
- Includes inspection of deck materials for existing damage and re-nail to code.
- Includes labor for the removal and disposal of existing roof.
- Includes installing new roofing system in your choice of color.
- Includes saving gutters, fascia, & soffits. (**some damage may occur, contractor not responsible**). INITIAL: _____
- Includes starter shingles & ridge cap per Code.
- Includes acquisition & display of permit(s) from your local jurisdiction.
- Includes dumpster(s). Will provide roll-off dumpsters for paver driveways.
- Includes replacing ridge vents.
- Includes 1 1/4" roofing collated nails.
- Includes replacing drip edge in your choice of color.
- Includes Tiles for Roof.
- Includes underlayment.
- Includes magnetic sweeping of work area, clearing out gutters, & removal of debris.
- Includes replacement of all lead boots & goose vents (does not include gas related vents).
- *Flat roofs may require a taper system to ensure proper runoff.
- *Includes 2 sheets of plywood
- **Additional costs for wood may occur based on condition of preexisting wood at a rate of \$65 per sheet of plywood & \$6 per foot for plank decking.
- ** Longhorn Roofing Does NOT build or alter Pan Roofs. Therefore, they are not part of this contract.

Warranty:

We believe in our people and in the materials we work with, and guarantee both the labor and materials to give you peace of mind. Your coverage includes:

Contractor Workmanship: 10 years

Manufacturer: Limited Lifetime Warranty

*Manufacturer's standard product limited lifetime warranty.

We are committed to providing you with expert workmanship using quality materials from our suppliers.

Your complete satisfaction is our goal. Please let us know if there is anything in our work that we can improve for you.

Line Items

Product

TILE

LONGHORN ROOFING TERMS & CONDITIONS

Binding Contract: This Estimate is valid for 30 days. During said 30 days the Estimate may be subject to change or revocation by Contractor without notice. Except to the extent Contractor exercises its right to change and/or revoke the Estimate, the Estimate shall constitute a binding agreement "Agreement" upon acceptance by Owner(s). The date of such Agreement shall be the date of Owner(s)' acceptance.

Contractor: Shall mean Longhorn Roofing & Construction.

Contract Price: Shall mean the Estimate Price as adjusted by the net of any written change orders.

Payment of Funds and Deposits: Except as otherwise agreed between Owner(s) and Contractor, Owner(s) agrees to pay Contractor the Contract Price in cash, check, or credit card equivalents, according to the following schedule: 1/2 of the Contract Price plus the cost of any special order materials upon delivery of materials to Owner's property; and the balance of the Contract Price day of completion.

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Estimate Number:
12402

Estimate Prepared By:
Wilo Mendez
1/27/2026

Estimate for:
Kisha Wagner
Job #3298 - Repair
208 Montecito Dr
Satellite Beach, FL 32937

Sub-Total **\$87,750.00**

Estimate Total **\$87,750.00**

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THANK YOU FOR THE OPPORTUNITY



Montecito Community Development District

Discussion of Rule Making

RESOLUTION 2026-__

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTECITO COMMUNITY DEVELOPMENT DISTRICT AMENDING THE ADOPTED RULES, POLICIES, AND FEES FOR THE MONTECITO AMENITY CENTER (THE "AMENITY RULES") TO UPDATE AND INCREASE THE ANNUAL USER FEE FOR NON-RESIDENTS; REVISE THE GENERAL FACILITY PROVISIONS OF THE AMENITY RULES TO REMOVE REFERENCES TO REGULATING FIREARMS, PROHIBIT THREATENING BEHAVIOR, AND REQUIRE PATRONS AND THEIR GUESTS TO TREAT ALL USERS OF THE AMENITY FACILITIES IN A COURTEOUS AND RESPECTFUL MANNER; AND REVISE THE AMENITY RULES TO PROHIBIT CERTAIN ACTIVITIES ON THE NEW PLAYGROUND SURFACE AND WITHIN THE PLAYGROUND AREA; AMENDING THE AMENDED PARKING AND TOWING RULES (THE "PARKING RULES") TO REPLACE THE TERM "AMENITY MANAGER" WITH "GENERAL MANAGER"; REVISING SECTION 1.2 OF THE PARKING RULES, ENTITLED "DISTRICT PARKING LOTS OR AREAS" TO CLARIFY AND ADJUST OVERNIGHT PARKING WITHIN THE AMENITY CENTER PARKING LOT, AND PROVIDE FOR OVERFLOW PARKING; AMENDING SECTION 1.3.1 OF THE PARKING RULES TO PROVIDE FOR AN EXTENDED GUEST PASS FOR ON-STREET PARKING; REVISING SECTION 1.5 OF THE PARKING RULES, ENTITLED "ENFORCEMENT" TO ADD PROVISIONS RELATING TO AND MANDATING RESIDENT VEHICLE REGISTRATION AND VEHICLE STICKERS; AND DIRECTING STAFF TO ADD PAGE NUMBERS TO THE PARKING AND TOWING RULES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE

WHEREAS, the Montecito Community Development District (hereinafter the "District") is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated in the City of Satellite Beach, Brevard County, Florida; and

WHEREAS, the District owns, operates, and maintains certain lands and recreational amenity facilities within the boundaries of the District; and

WHEREAS, on January 19, 2015, pursuant to Resolution 2015-05 the District Board of Supervisors approved the Adopted Rules, Policies, and Fees for the Montecito Amenity Center, which rules were subsequently amended pursuant to Resolutions 2019-01, 2024-02, 2024-03, 2024-05, and 2024-08 (collectively, the “Amenity Rules”), which Amenity Rules pertain and govern the use of the District’s lands and recreational facilities; and

WHEREAS, pursuant to Sections 120.54, 120.81, 190.011(5), and 190.035(2), Florida Statutes, the District is authorized to adopt and modify rules prescribing the conduct of the business of the District, the operation and maintenance of the District lands and facilities; and

WHEREAS, the District Board desires to amend the Amenity Rules to remove provisions pertaining to firearms that are pre-empted by state law, prohibit threatening behavior, and require Patrons and their Guests to be courteous and respectful to those working at or using the Amenity Facilities; and

WHEREAS, the District Board desires to further amend the Amenity Rules to protect the newly installed playground surface by prohibiting certain activities on such surface; and

WHEREAS, on March 19, 2012, pursuant to Resolution 2012-01 the District Board of Supervisors approved the Parking and Towing Rules, which rules were subsequently amended pursuant to Resolutions 2019-01 and 2020-03 (collectively, the “Parking Rules”), which Parking Rules provide for certain parking and towing rules throughout the District; and

WHEREAS, the District Board has determined that it is necessary to update the Parking Rules to provide for the correct use of the term, “General Manager,” adjust overnight parking within the Amenity Center parking lot, provide for overflow parking, provide for an extended guest pass, mandating resident vehicle registration and vehicle stickers, and to require the addition of page numbers to the published Parking and Towing Rules; and

WHEREAS, the District advertised a public hearing for _____, 2026, in order to hear and receive comments on the proposed changes and additions to the Amenity Rules and to the Parking Rules pursuant to the requirements of Chapter 120, Florida Statutes; and

WHEREAS, after the duly advertised public hearing held on _____, 2026 the District Board of Supervisors has determined that it is in the best interests of the District and the residents of and visitors to the District to adopt the amendments, changes, revisions, additions and deletions to the Rules as provided herein, and to incorporate the same into an updated version of the Adopted Rules, Policies, and Fees for the Montecito Amenity Center and an updated version of the Parking and Towing Rules.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MONTECITO COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The above recitals are true and correct and are incorporated in and adopted as part of this Resolution.

Section 2. The section of the Amenity Rules entitled “MONTECITO ANNUAL USER FEE” is hereby amended as follows:

MONTECITO ANNUAL USER FEE

The Annual User Fee for any Non-Resident is \$1,600.00 \$ [REDACTED] per year (as stated in Exhibit “A”). This payment must be paid in full at the time of completion of the Non-Resident user application and the corresponding agreement. This fee will permit the use of all Amenity Facilities for one (1) full year from the date of receipt of payment by the District. Each subsequent renewal shall be paid in full on the anniversary date of application for use of the Amenity Facilities by Non-Residents. Such fee may be increased, by action of the Board of Supervisors, to reflect increased costs of operation of the amenity facilities; such increase may not exceed ten percent (10%) per year. The use of the Amenity Facility is not available for commercial purposes.

Section 3. Subsection (6) of the GENERAL FACILITY PROVISIONS of the Amenity Rules is amended as follows:

(6) Patrons and their Guest shall treat all staff members and others at or using the Amenity Facilities with courtesy and respect. Rude behavior will not be tolerated.

Section 4. Subsection (14) of the GENERAL FACILITY PROVISIONS of the Amenity Rules is amended as follows:

(14) ~~To the extent not pre-empted by the laws of the State of Florida, firearms or any other weapons are not permitted in any of the Amenity Facilities.~~ Patrons and their Guests shall not engage in threatening behavior or in a threatening manner towards staff members or any persons at or utilizing the Amenity Facilities.

Section 5. Subsection (8) is hereby added to the PLAYGROUND RULES of the Amenity Rules, as follows:

(8) Motorized and non-motorized bicycles, scooters, skateboards or similar items are prohibited on the poured-in-place playground surface and within the fencing enclosing the playground. Patrons shall use the bicycle racks located outside the fenced area of the playground.

Section 6. Exhibit A to the Amenity Rules, entitled “Schedule of Fees” is hereby amended to replace the Annual Non Resident User Fee with that which is provided in Section 2 of this Resolution.

Section 7. Each reference in the Parking Rules to the term, “Amenity Manager” shall be replaced with the term “General Manager” throughout said Parking and Towing Rules.

Section 8. Section 1.2 of the Parking Rules, entitled “District Parking Lots or Areas” is hereby amended, as follows:

1.2 District Parking Lots or Areas.

1.2.1 Non-commercial vehicles not otherwise prohibited from parking on District Right-of-Way or Parking Areas are permitted to park within designated District parking lots or parking areas, which includes the Amenity Center parking lot and Parking Areas throughout the community on District property. Parking within the Amenity Center parking lot shall be on a first come, first served basis for individuals utilizing the Amenity Center during Amenity Center operating hours. Notwithstanding, overnight parking at the Amenity Center, defined as parking in the Amenity Center parking lot when the Amenity Center is closed, of those non-commercial vehicles authorized to or not prohibited from parking on the Right-of-Way is permitted ~~for a time period not to exceed 72~~ between the hours of [REDACTED] PM and [REDACTED] AM the next calendar day. All vehicles parked overnight in the Amenity Center parking lot pursuant to this section shall be removed from the Amenity Center lot by [REDACTED] AM or be subject to towing as provided in Section 1.5.1 of these District Parking and Towing Rules. No trailers shall be parked in the Amenity Center parking lot or any of the defined Parking Areas of the District. Should the trailer be attached or hooked up to a vehicle and parked in violation of these Rules, the trailer and the vehicle are each subject to towing.

1.2.2 Overflow parking in the areas immediately adjacent to the Amenity Center and so designated for overflow parking shall be permitted provided that the vehicle is parked during the hours the Amenity Center is open to the public and the paved Amenity Center parking lot is full. All vehicles lawfully parked in the overflow parking areas shall be removed within one hour of the closing time for the Amenity Center or otherwise be subject to towing.as provided in Section 1.5.1 of these District Parking and Towing Rules.

Section 9. Section 1.3.1 of the Parking Rules is hereby amended, in part, as follows:

1.3.1 On-street parking in the District is limited to the following locations and hours, otherwise it is strictly prohibited:

- (a) Residents, including homeowners and renters, are prohibited from parking on the street. Guests and visitors shall be permitted to park on the streets for no longer than six (6) continuous hours in any one day. While parking, guests and visitors shall follow all parking rules and regulations, including those of the City of Satellite Beach and the State of Florida. The Board of Supervisors may grant temporary exceptions when it deems appropriate. The General Manager may grant temporary exceptions to allow for extended or overnight on-street

parking by guests or visitors of a particular residential unit within the District, provided that the term of the exception period is not longer than three (3) days per month, the exception is not applicable to more than two (2) vehicles, the General Manager has issued a guest pass exception to the applicant, and the subject vehicle(s) are parked in front of and immediately adjacent to the residential unit granted the guest permit. Guest pass exceptions shall be specific to the vehicle approved for the guest pass exception. Further information on this exception program is available by visiting the General Manager at the Amenity Center during regular business hours.

...

Section 10. Section 1.5 of the Parking Rules, entitled “Enforcement” is hereby amended to add Section 1.5.3, entitled “Vehicle Registration Program,” as follows:

1.5.3 Vehicle Registration Program. The District may, by Resolution of the Board of Supervisors of the District, authorize the use of a resident vehicle registration program, which, when implemented may mandate that all vehicles registered to or owned by residents in the District shall obtain a resident sticker that shall be affixed to the vehicle for as long as the resident resides within the District. Any fees for such resident stickers shall be set forth in the Resolution, which shall be approved after a public hearing before the District Board of Supervisors.

Section 11. Direction to District Counsel. District Counsel is directed to incorporate the amendments, changes, revisions, additions and deletions provided herein to create an updated version of the Adopted Rules, Policies, and Fees for the Montecito Amenity Center and an updated version of the Parking and Towing Rules, and to circulate the same to the District Manager. District Counsel shall also add page numbers to the Parking and Towing Rules.

Section 12. Direction to District Manager. The District Manager is hereby directed to take all actions consistent with this Resolution. The District Manager shall include this adopted Resolution as part of the Official Records of Proceeding of the District, distribute the Amenity Rules and the Parking and Towing Rules as appropriate to affected parties and in accordance with Chapters 120 and 190, Florida Statutes, and post the Amenity Rules and the Parking and Towing Rules, as updated pursuant to this Resolution, on the District’s website.

Section 13. Conflicts. All motions, resolutions or parts of motions or resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 14. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or ineffective for any reason, the remainder of this Resolution shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this Resolution would have been adopted despite the invalidity or ineffectiveness of such section, paragraph, clause or provision.

Section 15. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED in Public Session of the Board of Supervisors of the Montecito Community Development District, this ____ day of _____, 2026 (the “Effective Date”).

Attest:

**MONTECITO COMMUNITY
DEVELOPMENT DISTRICT**

Venessa Ripoll, Secretary

Mark Nehiba, Chairperson
Board of Supervisors



Montecito Community Development District

Discussion of Pedestrian Fence



Montecito Community Development District

Discussion of Amenity Center Window Tint Quotes



📞 407-793-0266

✉ philip.perlberg@coolvu.com

Proposal To: Kisha Wagner

📞 6039217710

✉ kwagner@bermancorp.com

📍 208 Montecito Drive
Satellite Beach, FL 32937

Proposal #998361261

Date Jan 22, 2026

Kisha it was a pleasure meeting you. Below you will find the proposal for your windows. I have included three different options.

Solution #1 HD 70 is clear so you get the same view with the solar protection added.

Solution #2 is transitional. it will be slightly darker than option #1. It will also transition throughout the day depending on the intensity of the sun. When the sun is at it's strongest the film will be at it's darkest.

Solution #3 is the other film we discussed which will be slightly darker than the HD, but more cost effective.

Solution #4 is to add the upper windows. We would match them to whichever option you choose.

Please choose a solution between 1 and 3. If you would like to include the upper windows select solution 4 as well. Upon approval we would require a 50% deposit to order materials and schedule the installation. If you have any questions please don't hesitate to reach out. Thank you for the opportunity

📍 208 Montecito Drive, Satellite Beach, FL 32937

Solution 1 HD

CoolVu High Definition 70

CoolVu High Definition 70

High Definition 70 film sets the standard for high heat blocking, low reflection architectural window films.

Benefits:

Sputtered Spectrally Selective ✓

High Heat Reflection ✓

Non-Mirror Appearance ✓

99.9% UV Block ✓

Film Features:

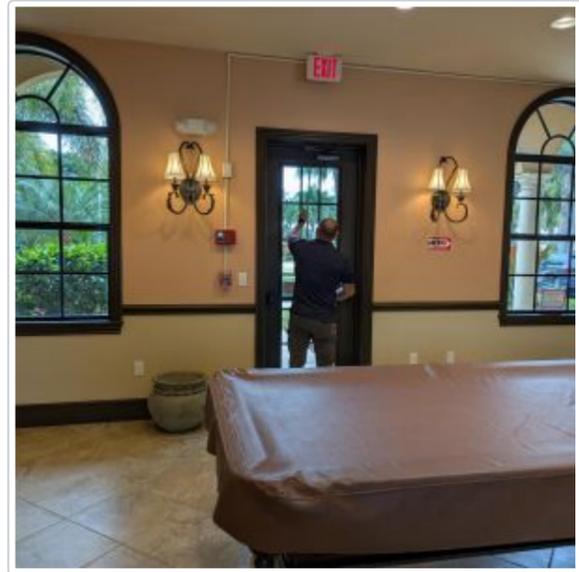
70% Light Transmitted 💡

20% Glare Reduction 😎

53% Total Solar Energy Rejected 🔥

99% UV Block ☠️

High Definition 70 Spec Sheet



\$ 2,216.20

Solution 2 Transitional 55/35

CoolVu Transitional 55/35

CoolVu Transitional 55/35

Transitional 55/35 film adapts to the intensity of the sun on your windows and doors and blocks oppressive IR heat and damaging solar radiation. Utilizing advanced photochromic technology, CoolVu transitional 55/35 film darkens when exposed to sunlight and returns to a lighter state when not.

Benefits:

- Improve occupant wellness ✓
- Provide adaptive glare control ✓
- Protect from UV radiation ✓
- Reduce solar heat gain ✓

Film Features:

- 54% Visible Light Transmission 🏡
- 81% IR Block 🌞

99% UV Block ☠️

54% Total Solar Energy Rejected 🔥

Transitional 55/35 Residential Spec Sheet



\$ 2,928.55

Solution 3 CeramicT45

CoolVu Tinite Ceramic 45

CoolVu Tinite Ceramic 45

Tinite Ceramic 45 film ensures that customers enjoy the clearest possible views through glass with the lowest interior and exterior reflection while experiencing impressive solar heat and UV block.

Benefits:

Titanium Nitride Dual Layer Ceramic ✓

Maximum Visual Clarity ✓

High Heat Control ✓

99.9% UV Block ✓

Film Features

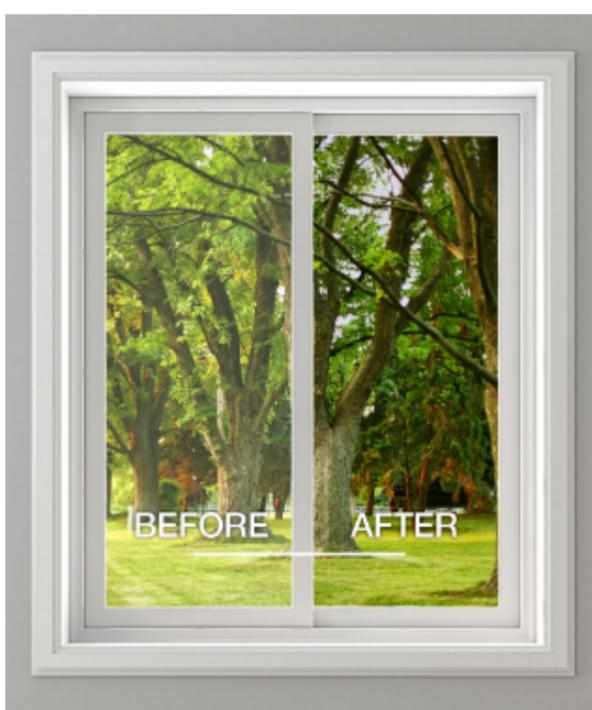
43% Light Transmitted 💡

55% Glare Reduction 😎

52% Total Solar Energy Rejected 🔥

99% UV Block ☠️

Tinite Ceramic 45 Spec Sheet



\$ 1,817.88

Solution 4 Upper windows

> upper window 5 items ~ 6.81 sqft

CoolVu Tinite Ceramic 45

CoolVu Tinite Ceramic 45

Tinite Ceramic 45 film ensures that customers enjoy the clearest possible views through glass with the lowest interior and exterior reflection while experiencing impressive solar heat and UV block.

Benefits:

Titanium Nitride Dual Layer Ceramic ✓

Maximum Visual Clarity ✓

High Heat Control ✓

99.9% UV Block ✓

Film Features

43% Light Transmitted 💡

55% Glare Reduction 😎

52% Total Solar Energy Rejected 🔥

99% UV Block ☠️

Tinite Ceramic 45 Spec Sheet



\$ 340.50

Please review our offer and approve below. To speed up the scheduling process, you may provide your preferred install date and any notes you would like to add below.

ⓘ You didn't select any solutions. Please select solutions above to approve the proposal.

TOTAL

\$ 0.00

What our customers are saying:

AS **Alice Spinelli Culbreth**
6 months ago



CoolVu gets 10 stars in my book! Everything about their service is exceptional. Tiasha is not only professional in every sense of the word, she is also gracious, friendly, and puts up with my at (...) [Read More](#)

[CoolVu Warranty](#)

[IWFA Standards](#)

[Need More Ideas? - Explore CoolVu Design Guides](#)

Powered By [TintWiz](#)

Proposal

561 275 9473



MrTint1@aol.com
MrTintofAmerica.com

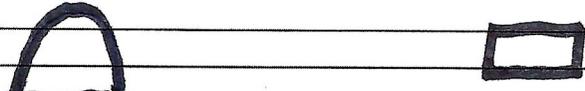
Serving Southern Florida. Over 40 Years Experience.
Commercial, Residential, and Marine.

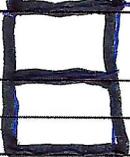
PROPOSAL SUBMITTED TO <u>KISHA WAGNER</u>		PHONE <u>603 924 7210</u>	DATE <u>1/26/06</u>
STREET <u>208 Martecito Dr</u>		JOB NAME <u>WINDOW FILM</u>	
CITY, STATE, ZIP CODE <u>SATELITE BEACH FL</u>		JOB LOCATION <u>STAMP</u>	
ARCHITECT <u>ADAM</u>	DATE OF PLANS <u>TBA</u>	JOB PHONE	

The Application Of Grey 15% - 7%
 Energy Control Solar Film on AREAS Per Kisha

LIFETIME WARRANTY 10 YEAR WARRANTY 5 YEAR WARRANTY

TAX, LABOR MATERIALS INCLUSIVE.

Area I.  AROUND FRONT DECK

Area II.  \$ 175 per \$ 50 per \$ 200⁰⁰

Area III. _____

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of: _____ dollars (\$ _____).

PAYMENT TO BE MADE AS FOLLOWS:

Authorized Signature ADAM
 Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

Mr Tint is not responsible for glass breakage and seal failure.



Montecito Community Development District

**Ratification of Payment Authorizations
Nos. 50 – 52**

**MONTECITO
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #50

12/24/2025

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
251793086	Anchor Painting Company (MONTE)	12/11/2025	Montecito CDD	1,145.00
0644	Modern Automation Systems LLC (MONTE)	12/12/2025	Montecito CDD	484.00
28318	ProGreen Services, LLC (MONTE)	12/16/2025	Montecito CDD	379.24
28319	ProGreen Services, LLC (MONTE)	12/16/2025	Montecito CDD	173.85
28320	ProGreen Services, LLC (MONTE)	12/16/2025	Montecito CDD	330.99
28321	ProGreen Services, LLC (MONTE)	12/16/2025	Montecito CDD	369.75
28322	ProGreen Services, LLC (MONTE)	12/16/2025	Montecito CDD	453.75
8043	VGlobalTech (MONTE)	12/01/2025	Montecito CDD	185.00
Total:				3,521.58

**MONTECITO
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #51

1/7/2026

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
251888574	Anchor Painting Company (MONTE)	12/29/2025	Montecito CDD	10,305.00
247930	Brevard Pools, Inc. (MONTE)	01/01/2026	Montecito CDD	1,003.00
102877	Culpepper & Terpening, Inc. (MONTE)	12/17/2025	Montecito CDD	1,152.40
09-16975	GAULT ELECTRIC LLC (MONTE)	12/19/2025	Montecito CDD	384.25
3539	Insight Irrigation Monitoring (MONTE)	01/01/2026	Montecito CDD	600.00
28347	ProGreen Services, LLC (MONTE)	12/17/2025	Montecito CDD	510.00
28619	ProGreen Services, LLC (MONTE)	01/01/2026	Montecito CDD	6,500.00
PSI229366	Solitude Lake Management (MONTE)	01/01/2026	Montecito CDD	1,268.80
623696	Sonitrol of Tallahassee (MONTE)	12/25/2025	Montecito CDD	612.09
65019258	Stark Exterminators (MONTE)	12/22/2025	Montecito CDD	82.00
7928	VGlobalTech (MONTE)	12/01/2025	Montecito CDD	300.00
			Total:	22,717.54

**MONTECITO
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #52

1/14/2026

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
94042	Berman Construction LLC (MONTE)	01/01/2026	Montecito CDD	10,202.87
94063	Berman Construction LLC (MONTE)	01/01/2026	Montecito CDD	677.25
196716	Billing Cochran, P.A. (MONTE)	12/31/2025	Montecito CDD	4,097.50
17445	Commercial Health & Exercise Inc (MONTE)	01/11/2026	Montecito CDD	1,000.00
30777	Egis Insurance Advisors (MONTE)	10/21/2025	Montecito CDD	850.00
09-17005	GAULT ELECTRIC LLC (MONTE)	01/14/2026	Montecito CDD	1,573.35
OE-EXP-01-2026-14	PFM Group Consulting LLC (MONTE)	01/06/2026	Montecito CDD	0.74
25507	ProGreen Services, LLC (MONTE)	05/12/2025	Montecito CDD	130.50
27507	ProGreen Services, LLC (MONTE)	10/20/2025	Montecito CDD	776.50
28127	ProGreen Services, LLC (MONTE)	12/01/2025	Montecito CDD	6,500.00
			Total:	25,808.71



Montecito Community Development District

Review of District Financial Statements



Montecito CDD

December 2025 Financial Package

December 31, 2025

PFM Group Consulting, LLC
3501 Quadrangle Blvd
Suite 270
Orlando, FL 32817
(407) 723-5900



Montecito CDD
Statement of Financial Position
As of 12/31/2025

	General Fund	Debt Service S2022	Long Term Debt Group	Total
<u>Assets</u>				
<u>Current Assets</u>				
General Checking Account	\$1,420,960.67			\$1,420,960.67
Capital Reserve	197,503.58			197,503.58
Accounts Receivable	2,972.54			2,972.54
Assessments Receivable	17,907.18			17,907.18
Due From Other Funds	4,605.05			4,605.05
Assessments Receivable		\$370,063.04		370,063.04
Series 2022 DSR Fund		31,790.44		31,790.44
Series 2022 Revenue Bond		144.17		144.17
Series 2022 Interest		503.22		503.22
Total Current Assets	\$1,643,949.02	\$402,500.87	\$0.00	\$2,046,449.89
<u>Investments</u>				
Amount Available in Debt Service Funds			\$32,437.83	\$32,437.83
Amount To Be Provided			3,087,562.17	3,087,562.17
Total Investments	\$0.00	\$0.00	\$3,120,000.00	\$3,120,000.00
Total Assets	\$1,643,949.02	\$402,500.87	\$3,120,000.00	\$5,166,449.89
<u>Liabilities and Net Assets</u>				
<u>Current Liabilities</u>				
Due To Other Funds	\$363,387.57			\$363,387.57
Deferred Revenue	17,907.18			17,907.18
Accrued Expenses Payable	5,578.90			5,578.90
Due To Other Funds		\$4,605.05		4,605.05
Deferred Revenue		370,063.04		370,063.04
Total Current Liabilities	\$386,873.65	\$374,668.09	\$0.00	\$761,541.74
<u>Long Term Liabilities</u>				
Revenue Bonds Payable - Long-Term			\$3,120,000.00	\$3,120,000.00
Total Long Term Liabilities	\$0.00	\$0.00	\$3,120,000.00	\$3,120,000.00
Total Liabilities	\$386,873.65	\$374,668.09	\$3,120,000.00	\$3,881,541.74
<u>Net Assets</u>				
Net Assets, Unrestricted	\$527,902.32			\$527,902.32
Current Year Net Assets, Unrestricted	(43,800.80)			(43,800.80)
Net Assets - General Government	41,015.97			41,015.97
Current Year Net Assets - General Govt	731,957.88			731,957.88
Net Assets, Unrestricted		(\$174,214.70)		(174,214.70)
Current Year Net Assets, Unrestricted		202,047.48		202,047.48
Total Net Assets	\$1,257,075.37	\$27,832.78	\$0.00	\$1,284,908.15
Total Liabilities and Net Assets	\$1,643,949.02	\$402,500.87	\$3,120,000.00	\$5,166,449.89



Montecito CDD
Statement of Activities
As of 12/31/2025

	General Fund	Debt Service S2022	Long Term Debt Group	Total
Revenues				
On-Roll Assessments	\$974,799.19			\$974,799.19
Other Revenue	960.00			960.00
On-Roll Assessments		\$250,688.82		250,688.82
Total Revenues	<u>\$975,759.19</u>	<u>\$250,688.82</u>	<u>\$0.00</u>	<u>\$1,226,448.01</u>
Expenses				
Supervisor Fees	\$1,200.00			\$1,200.00
Insurance	48,824.00			48,824.00
Trustee Services	1,750.00			1,750.00
Management	12,500.01			12,500.01
Field Management	30,608.61			30,608.61
Engineering	5,721.42			5,721.42
Property Appraiser	58,361.37			58,361.37
District Counsel	5,417.50			5,417.50
Assessment Administration	7,000.00			7,000.00
Discount Fees	35,641.30			35,641.30
Janitorial Supplies	275.40			275.40
Janitorial Service	2,031.75			2,031.75
Postage & Shipping	5.02			5.02
Contingency	852.90			852.90
Office Supplies	23.80			23.80
Web Site Maintenance	555.00			555.00
Dues, Licenses, and Fees	175.00			175.00
Capital Expenditures	25,050.26			25,050.26
Security	318.00			318.00
Fire Detection Services	1,994.27			1,994.27
Electric	3,523.03			3,523.03
Irrigation	3,060.94			3,060.94
Irrigation Monitoring	2,250.00			2,250.00
Water-Sewer	376.27			376.27
Aquatic Repairs & Maint.	10,445.69			10,445.69
Amenity - Pool Maintenance	3,945.92			3,945.92
Internet Services	1,056.00			1,056.00
Gate Kiosk - Internet Srvcs	659.96			659.96
General Repair & Maintenance	1,899.83			1,899.83
Common Area Maintenance	1,488.48			1,488.48
Landscaping Maintenance & Material	13,000.00			13,000.00
Additional Landscaping R&M	2,500.00			2,500.00
Flower & Plant Replacement	2,600.00			2,600.00
Pest Control	164.00			164.00
Entrance Vehicular Gate	468.00			468.00
Hoover Pumps Repair & Maintenance	6,526.50			6,526.50
Playground Repairs & Maintenance	133.64			133.64
Interest Payments - S2022		\$48,984.00		48,984.00
Total Expenses	<u>\$292,403.87</u>	<u>\$48,984.00</u>	<u>\$0.00</u>	<u>\$341,387.87</u>
Other Revenues (Expenses) & Gains (Losses)				
Interest Income	\$2,850.80			\$2,850.80
Allocate Resv Acct Interest	1,950.96			1,950.96
Interest Income		\$342.66		342.66
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$4,801.76</u>	<u>\$342.66</u>	<u>\$0.00</u>	<u>\$5,144.42</u>
Change In Net Assets	\$688,157.08	\$202,047.48	\$0.00	\$890,204.56
Net Assets At Beginning Of Year	\$568,918.29	(\$174,214.70)	\$0.00	\$394,703.59
Net Assets At End Of Year	<u>\$1,257,075.37</u>	<u>\$27,832.78</u>	<u>\$0.00</u>	<u>\$1,284,908.15</u>



Montecito CDD
Budget to Actual
For The Month Ending 12/31/2025

	Year To Date			FY 2026 Adopted Budget	Percentage
	Actual	Budget	Variance		
Revenues					
O&M Assessments	\$ 974,799.19	\$ 264,017.77	\$ 710,781.42	\$ 1,056,071.09	92.30%
Debt Assessments (S2022)	-	83,460.72	(83,460.72)	333,842.87	0.00%
Interest Income	4,801.76	5,970.57	(1,168.81)	23,882.28	20.11%
Townhome Mailbox Maintenance	-	360.00	(360.00)	1,440.00	0.00%
Stormwater Control - Cost Share	960.00	1,034.00	(74.00)	4,136.00	0.00%
Net Revenues	\$ 980,560.95	\$ 354,843.06	\$ 625,717.89	\$ 1,419,372.24	69.08%
General & Administrative Expenses					
Supervisor Fees	\$ 1,200.00	\$ 1,500.00	\$ (300.00)	\$ 6,000.00	20.00%
District Engineer	5,721.42	11,250.00	(5,528.58)	45,000.00	12.71%
Legal Fees	5,417.50	10,000.00	(4,582.50)	40,000.00	13.54%
District Management	12,500.01	12,500.00	0.01	50,000.00	25.00%
Assessment Roll	7,000.00	1,750.00	5,250.00	7,000.00	100.00%
Website Maintenance	555.00	855.00	(300.00)	3,420.00	16.23%
Auditing Services	-	1,144.00	(1,144.00)	4,576.00	0.00%
Tax Preparation Fees	-	15.00	(15.00)	60.00	0.00%
Arbitrage Rebate Calculation	-	125.00	(125.00)	500.00	0.00%
Trustee Fees	1,750.00	812.50	937.50	3,250.00	53.85%
Insurance	48,824.00	12,922.80	35,901.20	51,691.20	94.45%
Legal Advertising	-	312.50	(312.50)	1,250.00	0.00%
Dues, Licenses, and Fees	175.00	43.75	131.25	175.00	100.00%
Contingency/Miscellaneous	881.72	600.00	281.72	2,400.00	36.74%
Total General & Administrative Expenses	\$ 84,024.65	\$ 53,830.55	\$ 30,194.10	\$ 215,322.20	39.02%
Maintenance Expenses					
Facility Attendant & General Mgmt. Contract	\$ 30,608.61	\$ 40,811.50	\$ (10,202.89)	\$ 163,246.00	18.75%
Amenity Center Operations					
Repairs & Maint. (Non-HVAC)	\$ 1,899.83	\$ 1,937.50	\$ (37.67)	\$ 7,750.00	24.51%
HVAC Repairs & Maint.	-	1,250.00	(1,250.00)	5,000.00	0.00%
Office Supplies	-	250.00	(250.00)	1,000.00	0.00%
Janitorial Supplies	275.40	312.50	(37.10)	1,250.00	22.03%
Janitorial Services	2,031.75	4,500.00	(2,468.25)	18,000.00	11.29%
Pest Control & Termite Bond	164.00	300.75	(136.75)	1,203.00	13.63%
Fitness Equipment Repairs & Maint.	-	750.00	(750.00)	3,000.00	0.00%
Playground Repairs & Maint.	133.64	250.00	(116.36)	1,000.00	13.36%
Pool Service Repairs & Maint.	3,945.92	7,000.00	(3,054.08)	28,000.00	14.09%
Total Amenity Center	\$ 8,450.54	\$ 16,550.75	\$ (8,100.21)	\$ 66,203.00	12.76%
Irrigation					
Irrigation Repairs & Maint.	\$ 3,060.94	\$ 12,500.00	\$ (9,439.06)	\$ 50,000.00	6.12%
Irrigation Monitoring	2,250.00	1,800.00	450.00	7,200.00	31.25%
Hoover Pumps Repairs & Maint.	6,526.50	4,375.00	2,151.50	17,500.00	37.29%
Total Irrigation	\$ 11,837.44	\$ 18,675.00	\$ (6,837.56)	\$ 74,700.00	15.85%



Montecito CDD
Budget to Actual
For The Month Ending 12/31/2025

	Year To Date			FY 2026 Adopted Budget	Percentage
	Actual	Budget	Variance		
Stormwater Control					
Aquatic Repairs & Maint.	\$ 10,445.69	\$ 5,000.00	\$ 5,445.69	\$ 20,000.00	52.23%
Landscaping					
Landscaping Contracted Services	\$ 13,000.00	\$ 20,500.00	\$ (7,500.00)	\$ 82,000.00	15.85%
Additional Landscaping Repairs & Maint.	2,500.00	6,911.50	(4,411.50)	27,646.00	9.04%
Plant Replacement	2,600.00	1,500.00	1,100.00	6,000.00	43.33%
Mulch	-	3,750.00	(3,750.00)	15,000.00	0.00%
Palm Tree Maint.	-	4,500.00	(4,500.00)	18,000.00	0.00%
Oak Tree Maint.	-	2,500.00	(2,500.00)	10,000.00	0.00%
Total Landscaping	\$ 18,100.00	\$ 39,661.50	\$ (21,561.50)	\$ 158,646.00	11.41%
Common Areas, Right of Ways & Walls					
Streetlight Repairs & Maint.	\$ -	\$ 2,250.00	\$ (2,250.00)	\$ 9,000.00	0.00%
Entry Vehicular Gates Repairs & Maint.	468.00	3,750.00	(3,282.00)	15,000.00	3.12%
Pedestrian Entry Gates & Walls Maint.	-	1,250.00	(1,250.00)	5,000.00	0.00%
Common Area Repairs & Maint.	1,488.48	3,000.00	(1,511.52)	12,000.00	12.40%
Total Common Areas, Right of Ways & Walls	\$ 1,956.48	\$ 10,250.00	\$ (8,293.52)	\$ 41,000.00	4.77%
Security Monitoring Services					
Fire Detection Services	\$ 1,994.27	\$ 1,782.50	\$ 211.77	\$ 7,130.00	27.97%
Security Monitoring Repairs & Maint.	318.00	717.50	(399.50)	2,870.00	11.08%
Total Security Monitoring Services	\$ 2,312.27	\$ 2,500.00	\$ (187.73)	\$ 10,000.00	23.12%
Utilities					
Electric Services	\$ 3,523.03	\$ 16,250.00	\$ (12,726.97)	\$ 65,000.00	5.42%
Telephone, Internet	1,056.00	1,000.00	56.00	4,000.00	26.40%
Water & Sewer Services	376.27	1,000.00	(623.73)	4,000.00	9.41%
Gate Kiosk Internet Services	659.96	712.50	(52.54)	2,850.00	23.16%
Total Utilities	\$ 5,615.26	\$ 18,962.50	\$ (13,347.24)	\$ 75,850.00	7.40%
Extraordinary Services					
Townhome Mailboxes Maint	\$ -	\$ 360.00	\$ (360.00)	\$ 1,440.00	0.00%
Total Maintenance Expenses	\$ 89,326.29	\$ 152,771.25	\$ (63,444.96)	\$ 611,085.00	14.62%
Total Expenditures	\$ 173,350.94	\$ 206,601.80	\$ (33,250.86)	\$ 826,407.20	20.98%
Other Financing Uses					
Capital Reserve Transfer Out	\$ -	\$ 15,909.05	\$ (15,909.05)	\$ 63,636.20	
Disaster Reserve Transfer Out	-	7,500.00	(7,500.00)	30,000.00	
Roadway Reserve Transfer Out	-	25,000.00	(25,000.00)	100,000.00	
Total Other Financing Uses	\$ -	\$ 48,409.05	\$ (48,409.05)	\$ 193,636.20	
Total Expenditures & Reserves	\$ 173,350.94	\$ 255,010.85	\$ (81,659.91)	\$ 1,020,043.40	
Revenues Less Expenditures	\$ 807,210.01	\$ 99,832.21	\$ 707,377.80	\$ 399,328.84	
Bond Payments (S2022)	\$ -	\$ 78,983.50	\$ (78,983.50)	\$ 315,934.00	
Balance	\$ 807,210.01	\$ 20,848.71	\$ 786,361.30	\$ 83,394.84	
Assessment Fees & Discounts					
County Appraiser & Tax Collector Fee	\$ 58,631.37	\$ 6,949.57	\$ 51,681.80	\$ 27,798.28	
Discounts	35,641.30	13,899.14	21,742.16	55,596.56	
Excess / (Shortfall)	\$ 712,937.34	\$ 0.00	\$ 712,937.34	\$ 0.00	



Montecito Community Development District

Staff Reports



Montecito Community Development District

General Manager's Report

Montecito CDD

208 Montecito Drive, Satellite Beach, Florida

321-777-9460

General Manager: Kisha Wagner

**January Monthly Report
February Meeting**

Admin Report: Pending Items / Updates

Clubhouse and Pool Deck

- **Social Committee Event:** No events schedules.
- **CPR & AED Course booked:** 2/20/2025 at 5:00pm
 - ✓ Montecito CDD will be hosting a CPR & AED course at the clubhouse for staff and residents.

Roof

- **Status:** Quotes received
 - ✓ Longhorn Roofing
 - ✓ J. Miller Roofing
 - ✓ Sutter Roofing
 - ✓ Collis Roofing – waiting on warranty confirmation

Landscape Lighting

- Monuments lights installed. Great job ProGreen!

Storm Drains / Sidewalks / Pavers Repair (Rose Paving)

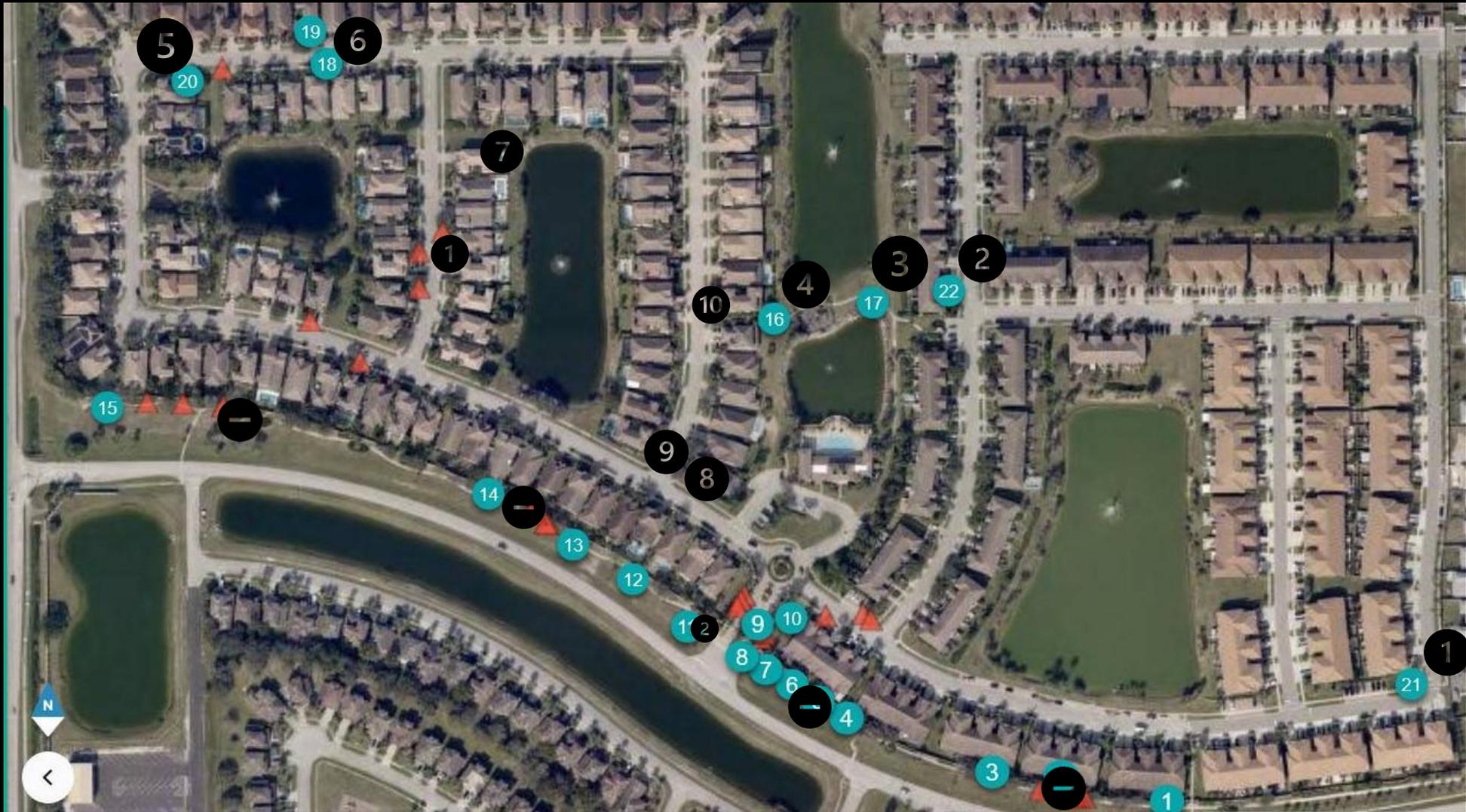
- **Status:** Waiting for the contractor to fix all damage caused during installation.

Clubhouse window tint

- **Status:** Quote received
 - ✓ CoolVu
 - ✓ Mr. Tint

Pedestrian gates

- **Shearwater** – An individual riding an e-bike struck the gate in an attempt to open it, completely breaking the hinges and causing the gate to become inoperable.
- **S.Patrick** – Hydraulic arm broken.



MAP RECEIVED FROM JOSH

Scope Detail

Service Line Name	Service Description
Concrete Flatwork - Remove and Replace	<ul style="list-style-type: none">-Saw and excavate damaged concrete down to specified depth.-Remove debris to approved facility.-Mechanically compact sub-grade to an unyielding condition.-Dowel into adjacent concrete as needed.-Set forms as necessary to achieve proper grades.-Pour 3500 PSI concrete flush with adjacent surface.-Re-establish joints per existing.-Remove forms and construction debris after concrete has cured.
Concrete Grinds	30 Concrete Grinds

CARLSBAD & VENTURA

POOR QUALITY WORK + SOD
DAMAGE



STORM DRAINS & SIDEWALK REPAIR



MONTEREY, MONTECITO
ENTRANCE

SIDEWALK & STORM DRAINS REPAIRS

SHEARWATER, MONTECITO
& PLAYGROUND AREA





SIDEWALK & PAVERS REPAIR

POOR QUALITY WORK – SHEARWATER & S. PATRICK

SUMMARY OF WORK PERFORMED BY ROSE PAVING

- During the removal and installation of several affected sidewalk sections, Rose Paving caused significant damage to surrounding sod and several irrigation heads. This damage occurred not only on CDD-owned property but also extended onto adjacent homeowners' yards and the areas along the Montecito exterior wall, property owned by Hunt. These impacts will require restoration beyond the original scope of work.
- In locations where sidewalk grinding was performed, the grinding cuts were completed only at the minimum edge rather than across the necessary surface area. As a result, certain sections remain uneven and continue to pose tripping hazards rather than eliminating them.
- For the storm drain repairs, the workmanship was below expected standards. Only select portions of the damaged areas were patched, leaving behind debris both around and beneath the repaired sections. Several chipped or deteriorated areas were left unaddressed, indicating incomplete or insufficient repair work.
- Additionally, the project map provided by Rose Paving does not accurately reflect all locations where work was performed. Several areas that should have been included were not shown, and some identified sections appear to have been overlooked entirely.

EXAMPLE OF THE DAMAGE

EVERY AREA WORKED ON LOOKS EXACTLY
THE SAME

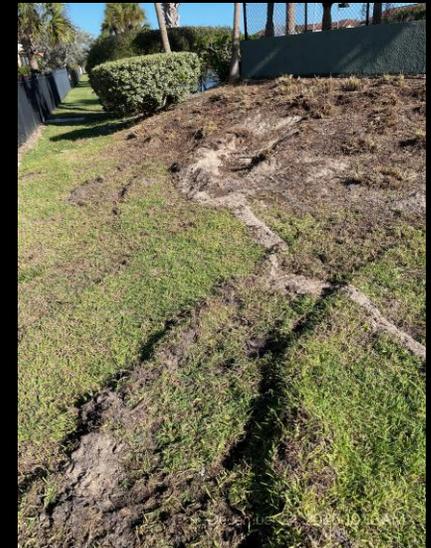




HOMEOWNER'S & CDD PROPERTY

PLAYGROUND AREA

MAJOR DAMAGE CAUSED TO
CDD LANDSCAPE



SOME PHOTOS OF THE DAMAGES TO HUNT PROPERTY

MONTECITO STAFF WILL NOT BE
RESPONSIBLE TO CONTACT HUNT.

THESE DAMAGES MUST BE FIXED BY
ROSE PAVING

