

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING  
Wednesday, February 4, 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
Gazmin Kerr	ADM – PFM Group Consulting LLC (via phone)
Rick Montejano	District Accountant- PFM Group Consulting LLC (via phone)
Michael Pawelczyk	District Counsel – Billing, Cochran, Lyles, Mauro & Ramsey,P.A.
Thomas Degrace	District Engineer – Culpepper & Terpening, Inc. (via phone)
Kisha Wagner	General Manager - Berman
Eddie Padua	Berman
Zac Carr	Progreen
Danny Padilla	Progreen

Various Audience Members

**FIRST ORDER OF BUSINESS**

**Organizational Matters**

**Call to Order, Roll Call and Pledge  
of Allegiance**

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

The Pledge of Allegiance was recited.

**Public Comment Period**

Ms. Wellman commented regarding the Social Committee holding a Casino Night and/or Texas Hold 'Em event. District Counsel noted that the Social Committee needs to be in compliance with Florida law. There was brief discussion regarding those events.

Another resident from the Social Committee commented regarding holding a Bunko night. Ms. Wagner reviewed the request process. Ms. Wellman noted Bunko night is not under the Social Committee. The resident also commented regarding parking in the single-family homes. It was noted any changes to parking policies would require a Public Hearing.

There was brief discussion regarding parking in the community.

A resident commented regarding the end of Redondo Dr. and Carlsbad Dr.. It was noted the river rocks are flushing through and the area is a safety issue. She also commented regarding moving the tables for a scheduled meeting. Ms. Wagner noted the storage closet will be left unlocked for the meeting and the meeting should be set up similarly to the CDD meeting.

A resident, a retired dance instructor, requested the Amenity Center to hold volunteer tap lessons. There was brief discussion regarding damage to the flooring, number of people participating, and reserving the room. It was noted the music is not allowed, unless via headphones. District Counsel recommended completing an Event Agreement with liability insurance on file.

There was brief discussion regarding holding tap lessons and the liability. The Board did not choose to move forward with allowing tap lessons.

There were no further public comments at this time.

### **Administrative Matters**

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

The Board reviewed the minutes.

Ms. Ripoll noted that once approved, the minutes will be placed on the District's website.

On motion by Ms. Glynn, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the January 7, 2026, 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 the lighting has been completed on all monuments.

**Review of ProGreen Services LLC  
Proposals - Discussion and  
Consideration of Playground Rock  
Installation Quote**

Mr. Carr gave an overview of three proposals for the Board's review. It was noted the irrigation repairs due to construction damage have already been completed. Proposal #10255, in the amount of \$6,500.00, is for turf restoration due to construction damage. These will be paid for by the vendor that caused the damage. Proposal #10089, in the amount \$5,200.00, was for Zoysia throughout the community. Proposal #10302, in the amount of \$1,950.00, was for rip rap rock around the playground area to block the space under the fence.

Ms. Wagner received a resident email regarding the gate as it was not working properly or locking at night. It was noted that when the pavers were being replaced, the gate wire was damaged. The estimate to replace the wire is \$1,958.00. This cost does not include removing and replacing the pavers. This will be charged to the vendor that caused the damage. Ms. Wagner noted she has not heard back from the vendor.

There was discussion regarding the options to block the space under the fence at the playground. It was noted the coquina rock is very sharp and a liability for children. It was recommended to place black mesh in that area. District Counsel recommended having mesh on the inside and rock along the outside.

The playground rock/mesh installation options will be kept on the agenda. Mr. Carr will bring back other options and photos for the Board's review.

On motion by Mr. Nehiba, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Proposal #10255 in the amount of \$6,500.00 and Proposal #10089 in the amount of \$5,200.00.

Mr. Carr will get a proposal for the hedge in front of the fence for the next meeting.

## **SECOND ORDER OF BUSINESS**

### **General Business Matters**

#### **Capital Project Updates**

Ms. Glynn gave an overview of the capital projects and related costs. It was noted there is about \$401,000.00 in total reserves.

There was brief discussion regarding holding a budget workshop.

#### **Discussion of Roof Update**

Ms. Wagner gave an overview of the proposals received. She noted she did not receive an update from Collis, the original vendor. The quotes are for repair, partial replacement or full replacement and include the pool deck roof area, which is approximately 1700 square feet. There will need to be a dumpster on location near the Amenity Center when the work is being completed. Ms. Wagner recommended Longhorn Roofing based on their professionalism and response time. The proposal for full replacement from Longhorn Roofing was for \$28,795.00.

There was discussion regarding the proposals and repair versus replacement.

Ms. Ripoll requested clarification on any additional fees for special work materials. Ms. Wagner will follow up.

On motion by Ms. Glynn, seconded by Mr. Adams, with Mr. Wellman opposed, and all others in favor, the Board of Supervisors for the Montecito Community Development District approved the Longhorn Roofing proposal for replacement of the roof, in the amount of \$28,795.00.

Mr. Pawelczyk will draft the contract and send it to the vendor. The timeline will be confirmed once the contract is executed.

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

Ms. Ripoll gave an overview of the changes and noted a Public Hearing will have to be held for the rule making, along with proper advertising notice.

There was brief discussion regarding the annual user fee. Ms. Glynn recommended increasing the non-resident user fee to \$3,000.00 per year. The Board agreed.

There was brief discussion regarding the additional rule changes. Mr. Pawelczyk reviewed the firearm changes and noted there cannot be a provision regulating firearms in the rules. The Board agreed with the changes as amended.

There was brief discussion regarding other changes to the rules.

There was lengthy discussion regarding the parking policy changes. It was noted that residents are not currently allowed to park at the Amenity Center unless they are utilizing the amenities. No resident parking is allowed on the street. It was noted the street parking rules vary within the neighborhoods based on space. Mr. Nehiba reviewed the overnight parking rule and recommended having five parking spaces that can be designated for extended parking with permission from Ms. Wagner. This change would eliminate the overnight and 72-hour rule issues. District Counsel noted the changes add flexibility for parking and the Board can make amendments as needed for holidays or other events.

There was continued discussion regarding overnight parking versus the five designated extended parking spaces. It was noted the rules need to have clarification. Ms. Glynn recommended having a 72-hour parking pass that Ms. Wagner could give to residents. Ms. Wagner can send an email blast to notify residents. The Board agreed to move forward with the 72-hour parking pass and not the five designated parking spots.

There was discussion regarding the updated parking policy and street parking. It was noted the Board has the discretion to waive the rule related to street parking during the holidays or as needed. This will be a provision in the parking policies. District Counsel recommended a one 72-hour parking permit per month per vehicle. It was noted that overflow grass parking is only allowed when the parking lot is full and Amenity Center is open.

Ms. Glynn recommended removing the changes to the street parking section and the Board agreed.

There was brief discussion regarding resident parking stickers.

District Counsel will make all changes and send to the Board for final review. The Public Hearing for rule making will be held during the April Board Meeting.

### **Discussion of Pedestrian Fence**

Mr. Nehiba gave an overview. He noted an E-bike came through and knocked the bottom of the gate out.

There was discussion regarding replacing the fence or leaving it down. Ms. Reitz recommended placing bollards in that location instead. Mr. Nehiba recommended putting in a combination lock on the gate.

Ms. Wagner will get a proposal for a combination lock on the gate.

This will be kept on the agenda.

### **Discussion of Amenity Center Window Tint Quotes**

Ms. Ripoll gave an overview of the proposal for window tint in the amount of \$2,216.20.

Mr. Wellman noted the sun will fade the new furniture over time and tint can also help with cooling the area.

There was brief discussion regarding the proposal and installation. The Board chose not to move forward with the proposal.

### **Ratification of Payment Authorization Nos. 50-52**

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

Ms. Ripoll noted these are solely for ratification.

On motion by Mr. Nehiba, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified Payment Authorization Nos. 50-52.

### **Review of District Financial Statements**

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

It was noted the financial statements have been reviewed by Ms. Glynn.

On motion by Mr. Wellman, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the District Financial Statements.

### **THIRD ORDER OF BUSINESS**

### **Other Business**

#### **Staff Reports**

**District Counsel** – There was brief discussion regarding legal recourse against the roofing vendor due to lack of warranty. It was noted that District Counsel would need to review the contract. District Counsel noted it may not be worth pursuing at this time.

**District Engineer** – Mr. Degrace noted that all items needed for the CUP renewal submission have been received. This will be submitted on time. It was noted the Well #3 issue has been taken care of.

#### **District Manager – Discussion of Budget Workshop**

Ms. Ripoll reminded the Board that the next meeting is March 4, 2026, at the current location.

There was brief discussion regarding the date of the budget workshop. The Board agreed to hold the budget workshop after the March 4, 2026 meeting at 1:00 p.m.

#### **General Manager – General Manager’s Report**

Ms. Wagner gave an overview of the General Manager’s monthly report. She noted the CPR and AED course has been booked. It will be held on February 20, 2026 at 5:00 p.m. There is no cost, unless a resident would like to purchase the certification. The certification is \$30.00. Ms. Wagner will send an email blast to residents with the information.

Ms. Wagner noted the door will be fixed on February 16, 2026.

Ms. Wagner gave an update on the Rose Paving project and reviewed the damages related to the vendor’s work. A final walkthrough has yet to be completed. It was noted that all damages will be deducted from the vendor’s final pay.

There was brief discussion regarding the unsatisfactory work completed by Rose Paving.

**Supervisors Requests &  
Audience Comments**

Ms. Reitz commented regarding the plants in the pond and noted it needs another treatment.

Mr. Wellman noted pressure washing needs to be completed.

Mr. Adams commented regarding the boots on the light poles and numbering the poles.

There was brief discussion regarding the process of numbering the light poles. The Board requested a proposal from Berman. Once numbered, the light pole map can be placed on the District's website.

Ms. Glynn commented regarding 72-hour parking permit signage.

There were no further Supervisor requests or comments at this time.

**Adjournment**

There was no further business to come before the Board.

On MOTION by Mr. Wellman, seconded by Ms. Glynn, with all in favor, the Montecito Board of Supervisors CDD adjourned the February 4, 2026, Board of Supervisors' meeting at 11:47 a.m.

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson