

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

District Staff were introduced.

The Pledge of Allegiance was recited.

Public Comment Period

Betsy Vincent provided copies of the Covenants, Conditions, and Restrictions to the Board. She highlighted the areas related to signage and reviewed the signage policy. She noted the various CDD signage conflicts with the HOA policies and gave examples of the issues.

Mr. Henson, another resident, commented on the signage issues. He also thanked the Board for redoing the Amenity Center front door.

Ms. Wellman, a resident, commented regarding the landscaping and noted there are dead trees that pose a security risk. She recommended having the trees assessed by an arborist. Ms. Ripoll noted this is something that will be addressed by ProGreen.

There were no further public comments at this time.

Administrative Matters

Review and Consideration of the February 4, 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 February 4, 2026, Board of Supervisors Meeting Minutes.

Vendor Report

- **ProGreen Services LLC
Monthly Executive
Summary**

Mr. Carr gave an overview of the Monthly Executive Summary. It was noted that the dead plant issues are being assessed for replacement or trimming. Estimates will be submitted to the Board for approval.

Mr. Kahoe gave an overview of the dead plants and landscaping. He noted the trees may revive and there are no safety issues at this time. The annual tree trimming will be taking place this month.

There was lengthy discussion regarding the timeline of getting new plant materials, costs related to replanting and recovery, and the types of replacement plants being used.

Ms. Ripoll recommended approving a not-to-exceed amount in order to get the project completed in a timely manner.

There was brief discussion regarding the budget. It was noted the first phase of assessment and replacement would include the Clubhouse, pool, roundabout, and two entrance areas.

There was brief discussion regarding the replacement plant options and protecting landscaping from future freeze.

Ms. Reitz will be the Board liaison to work with Progreen on plant options.

On motion by Ms. Glynn, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved a not-to-exceed amount of \$15,000.00 for plant removal and replacement by Progreen.

It was noted the Sea grape plants should recover.

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

There was no update at this time.

District Counsel

There was no report at this time.

District Engineer

Mr. Degrace reviewed the CUP renewal application and noted it is on schedule to be submitted prior to March 13th.

SECOND ORDER OF BUSINESS

General Business Matters

Capital Project Updates

Ms. Ripoll noted the workshop will include review of the budget and capital project updates in detail.

Ms. Glynn recommended adding a line item for monument lighting for future budget purposes.

Discussion of Roof Update

Ms. Wagner gave an update and noted an email blast will go out to residents today as the roof project will begin on March 9th. The pool will be closed for approximately a week.

Ms. Wagner also noted the pool has been inspected for leaks and there are none.

Mr. Adams recommended putting a timer on the fountains.

Ms. Wagner noted there is a new maintenance employee, Emerson.

There was brief discussion regarding the new employee and their responsibilities.

Discussion of Rule Making

- **Review and Consideration of Resolution 2026-01, Amending The Adopted Rules, Policies, And Fees For The Montecito Amenity Center**
- **Review and Consideration of Proposed Signage Policy**

Ms. Ripoll gave an update and noted the rule making will be pushed back to May due to updating the verbiage and adding the needed documents. The Public Hearing will be noticed per statutory requirements.

Ms. Glynn reviewed the rule changes.

There was brief discussion regarding the agreed upon rule changes.

It was noted that if additional overnight parking spaces are to be allowed, a resolution will have to be approved. District Counsel will adjust the wording related to 72-hour parking.

There was brief discussion regarding parking policy violations and towing.

Mr. Nehiba noted the parking policy needs to be included in the rental agreement. District Counsel noted he can revise the form, and it can be approved at the Public Hearing.

Ms. Wagner gave a few recommendations to include in the rental agreement and noted issues with a previous event. Damages will be evaluated in order to document and deduct from the deposit. District Management will follow up with a letter to the resident, once reviewed by District Counsel.

It was noted Emerson should be compensated for any additional work done for the District on the weekends.

There was discussion regarding the previous event issues. District Counsel noted any damages beyond the deductible is owed by the resident. The Board agreed to all damages being resident responsibility.

Ms. Wagner will send the rental agreement updates to District Counsel.

Ms. Glynn continued to review the rule changes.

Mr. Wellman gave a historical overview of the signage policy related to realtors and open houses.

Mr. Nehiba gave an overview of the proposed signage policy.

There was lengthy discussion regarding the signage policy related to open houses. It was noted the signs need to be removed in a timely manner. Ms. Reitz recommended including a time frame that signage would be allowed. District Counsel noted this would be included in the District's General Rules and could be part of the resolution.

There was also discussion regarding enforcement of the parking policy and realtors presenting the rules and regulations of the community to their clients.

There was brief discussion regarding the open house signage time frame. The Board agreed to allowing open house signage from 11 a.m. to 3 p.m.

District Counsel will draft the policy and send it to the Board for review.

It was noted the Social Committee can still put out signs regarding their events.

There was continued discussion regarding the rule changes.

Mr. Adams commented on the AED access. It was recommended to purchase another AED to allow after-hour access.

Ms. Wagner recommended purchasing two new first aid kits for the Amenity Center. The Board agreed.

On motion by Mr. Wellman, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District approved a not-to-exceed amount of \$1,500.00 for the purchase of an additional AED machine.

There was brief discussion regarding the timing of the Amenity Center doors being locked. The Board agreed to keep the timing of the doors being locked as is. It was noted this will be a District policy, but not a resolution.

This will be kept on the agenda.

Discussion of Pedestrian Gate

Mr. Nehiba gave an overview of the broken hinge on the gate.

Ms. Wagner noted she has not been able to get any proposals.

There was brief discussion regarding the scope of work. Berman will follow up with proposals.

It was noted a heavier gate may be needed.

There was brief discussion regarding the landscaping being destroyed by bikes near the gate and electrical box. District Management will follow up to confirm if the area is CDD property.

This item will be kept on the agenda.

Review and Consideration of Janitorial Proposals

Ms. Wagner gave an overview of the proposals. She noted it was difficult to find a vendor within budget.

On motion by Mr. Nehiba, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the Janitorial Proposal from Delmar Pro Services in the amount of \$1,500.00 a month.

There was brief discussion regarding Berman handling the janitorial services.

District Management will send a termination letter to Berman.

There was brief discussion regarding the budget.

Review and Consideration of Revisions to HOA Facility Use Agreements

Mr. Nehiba gave an overview of the updates and noted the agreement now includes that the HOA's and Social Committee have use of the televisions for events/business and are allowed to move furniture for meetings/events (as approved by the General Manager). The HOA is allowed to follow the meeting setup map without additional permission.

There was brief discussion regarding the updates.

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 HOA and Social Committee Facility Use Agreements.

Review and Consideration of HVAC Preventative Maintenance Quote

Ms. Wagner noted there is not a current preventative maintenance plan. She gave an overview of the quarterly maintenance proposal cost.

There was brief discussion regarding the warranty and the items included in the quarterly maintenance.

Ms. Wagner will follow up with the vendor for a more detailed scope of work.

This item will be kept on the agenda.

**Review and Consideration of
Billing Cochran- Adjustment to
Counsel Fee Structure**

Mr. Pawelczyk gave an overview and noted this will go into effect at the beginning of the fiscal year.

It was noted there has not been an increase since 2023.

There was brief discussion regarding the previous cost.

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 Billing Cochran Adjustment to Counsel Fee Structure.

**Ratification of Payment
Authorization Nos. 53-55**

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 and have been reviewed by Ms. Glynn.

On motion by Mr. Nehiba, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified Payment Authorization Nos. 53-55.

Review of District Financial Statements

Ms. Ripoll stated the financials are as of January 2026.

Mr. Montejano noted most of the assessments have been collected and gave an overview of the capital reserve funds.

There was brief discussion regarding the transfer of funds and budget.

Ms. Ripoll noted the transfers and adjustments are notated in the annual audit report.

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

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Manager -

Ms. Ripoll reminded the Board that the next meeting is April 1, 2026, at the current location.

General Manager – General Manager’s Report

Ms. Wagner gave an overview of the General Manager’s monthly report. She noted the paving company will be doing a walkthrough on Friday.

Supervisors Requests & Audience Comments

A resident noted that the Stop signs and speed signs were not repainted, only the light poles. Ms. Glynn noted the remaining signage will be in the next fiscal year’s budget.

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

Adjournment

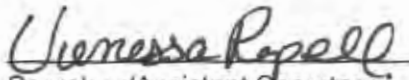
There was no further business to come before the Board.

On MOTION by Ms. Glynn, seconded by Mr. Adams, with all in favor, the Montecito Board of Supervisors CDD adjourned the March 4, 2026, Board of Supervisors' meeting at 12:09 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

On MOTION by Ms. Glynn, seconded by Mr. Adams, with all in favor, the Montecito Board of Supervisors CDD adjourned the March 4, 2026, Board of Supervisors' meeting at 12:09 p.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson