

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING  
Wednesday, April 1, 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	(via phone)
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 @9:33 a.m.)
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**

Residents commented regarding the parking rules.

A resident, Mr. Henson, commented regarding the landscaping and noted the ponds are becoming less visible. He recommended cleaning the landscaping out around them.

There was brief discussion regarding the parking rules and violations.

There were no further public comments at this time.

## **Administrative Matters**

**Review and Consideration of the:**

- **March 4, 2026, Board of Supervisors Meeting Minutes**
- **March 4, 2026, Board of Supervisors Workshop Meeting Minutes**

The Board reviewed the minutes.

On motion by Ms. Reitz, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the March 4, 2026, Board of Supervisors Meeting Minutes and the March 4, 2026, Board of Supervisors Workshop Meeting Minutes.

## **Vendor Report**

**ProGreen Services LLC  
Monthly Executive  
Summary**

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

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

There was brief discussion regarding the removal of the dead plant material, including dead palms. It was noted that project will start next week, but the palms can wait for possible regrowth.

Mr. Carr noted the verge area project will start within the next month. It was noted rain would help to use less irrigation.

There was brief discussion regarding the tree trimming timeline.

Ms. Wagner reviewed the tree trimming proposal.

There was brief discussion regarding the tree trimming budget.

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 tree trimming proposal by Progreen in the amount of \$28,000.00.

Progreen will provide options for the playground rock installation and landscape design at the next meeting. There was brief discussion regarding the landscape design. This item will be kept on the agenda.

Mr. Carr gave an overview of dead palm removal estimates.

There was brief discussion regarding the estimates.

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 Dead Palm Removal Proposals by Progreen, Estimates #10787 and #10788, in the amount of \$500.00.

#### **District Counsel**

There was no report at this time.

#### **District Engineer**

Mr. Degrace noted he needs updated water testing, and the well meters need to be calibrated for resubmission of the CUP. It was noted the meter calibration can be completed by Hoover. Solitude will complete the water testing. Ms. Wagner will follow up.

There was brief discussion regarding the water testing.

## **SECOND ORDER OF BUSINESS**

### **General Business Matters**

#### **Capital Project Updates**

Ms. Ripoll gave an overview of the updated capital improvement projects.

Mr. Wellman recommended having a Capital Improvement Plan that extends over five to ten years. It was noted this will be discussed later in the agenda.

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

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

Ms. Ripoll noted updates have been made and the Public Hearing will have to be noticed according to Florida Statutes. The date will have to be adjusted within the resolution once the Public Hearing date is finalized.

The Board reviewed the updates. It was noted the Public Hearing will be held at the June meeting. This will also include the Public Hearing on the budget.

A resident commented regarding the parking policy updates.

There was brief discussion regarding the parking policy updates. It was noted the updates apply to the Amenity Center only.

It was noted the resolution is listed on the District's website and within the agenda.

#### **Review and Consideration of HVAC Preventative Maintenance Quote**

Ms. Ripoll gave an overview of the current agreement. It was noted preventative maintenance is a separate quote.

Ms. Wagner gave an overview of the proposal received but noted she is waiting for one more that is forthcoming.

There was discussion regarding the proposals, the number of units, and the scope of work included.

On motion by Ms. Glynn, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District approved a not-to-exceed amount of \$111.00 per unit per visit, twice a year, for HVAC Preventative Maintenance, and authorized the Chair to have final execution.

### **Review and Consideration of Oasis Landscape Quote**

Ms. Ripoll gave an overview of the quote and noted it is for multiple areas of paver issues. It was noted there was a violation letter sent out to a resident regarding parking a truck on the pavers, which now needs replacement.

There was discussion regarding the paver issues, locations, and the violation. Ms. Wagner noted she has contacted the towing company regarding the truck.

District Counsel noted a demand letter can be sent to the resident for the repair cost. There was brief discussion regarding litigation and possible suspension of privileges.

The Board reviewed the rules related to damage of District property. District Management and District Counsel will follow up and send a demand letter with invoices attached.

### **Discussion of Reserve Analysis**

Ms. Ripoll gave an overview of the proposal to provide an updated reserve study analysis with updated costs.

There was discussion regarding the reserve study analysis and the need to update it.

Mr. Montejano noted the process provided by the vendor provides a continuous way to update the reserve study analysis. He recommended having the vendor provide a

demonstration for the Board and to request information from other CDD's who have used the vendor.

There was brief discussion regarding the licensing fee and overall cost. Mr. Montejano noted it is \$2,500.00 annually.

Mr. Montejano will follow up. Ms. Glynn will be the Board liaison for the project.

This item will be kept on the agenda.

**Discussion of Berman Corporation's Management Contract**

Mr. Nehiba gave an overview and noted there have been various issues. He recommended canceling Berman's contract.

Ms. Ripoll noted she has spoken with Berman and gave an overview of the recommended changes. Ms. Wagner and Emerson would take over the majority of the work orders, while Berman would maintain control of the payroll.

There was discussion regarding Amenity Center coverage whenever Ms. Wagner or Emerson are not available.

There was also discussion regarding Berman's contract and payroll responsibility. It was noted there is a 30-day termination clause.

On motion by Mr. Wellman, seconded by Mr. Nehiba, motioned to terminate the Berman Corporation's Management Contract with 30-day notice. No vote was taken. Motion was withdrawn.

There was discussion regarding the termination and the cost savings related to that termination. It was noted that termination will require someone to be available to provide coverage at the Amenity Center when needed.

It was noted an outside payroll company has been used in the past. District Counsel and District Management will follow up with payroll providers and more information.

This item will be kept on the agenda.

**Ratification of Payment  
Authorization Nos. 56-60**

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 and Mr. Montejano.

On motion by Mr. Wellman, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified Payment Authorization Nos. 56-60.

**Review of District Financial  
Statements**

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

Mr. Wellman commented regarding the budget to actual and assessment tax roll. Mr. Montejano gave an overview.

Mr. Wellman also commented regarding the sidewalk repair. It was noted this was not previously in the budget, but was requested as an addition.

There was brief discussion regarding clarification of projects within the budget line items.

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 Manager -**

Ms. Ripoll reminded the Board that the next meeting is May 6, 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 maintenance employee is doing a great job.

Ms. Wagner noted the new AED machine has been received and will be installed. The pressure washing machine has been purchased and delivered. The gate has been repaired and is now working.

Ms. Wagner is getting quotes to powder coat the pool furniture. Mr. Wellman will send previous vendor information to Ms. Wagner.

There was brief discussion regarding the powder coating timeline and cost.

Ms. Wagner is getting quotes for the light pole bases. The light pole ID tags have been received and will be placed with the help of Mr. Wellman. Ms. Wagner also noted she has received the inventory stickers.

It was noted that the townhomes’ mailbox kiosk is getting touched up.

There was brief discussion regarding the damage done by Rose Paving. There has been no response from the vendor and payment has not been made. District Counsel will send a letter to Rose Paving regarding the contract.

The Board reviewed the playground landscape fencing photo provided by Progreen. Mr. Nehiba will follow up.

It was noted Emerson will be taking care of the pressure washing on the sidewalks, instead of using outside vendors.

There was brief discussion regarding the pavers proposal received. It was noted this will be deferred until the resident demand letter is sent.

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

A resident noted she submitted two ticket requests regarding a silver truck on Redondo.

There was brief discussion regarding the truck and parking violation. Ms. Wagner will follow up.

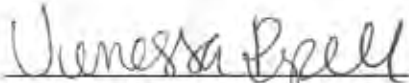
It was noted the sidewalk pressure washing will be as needed.

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 Mr. Nehiba, with all in favor, the Montecito Board of Supervisors CDD adjourned the April 1, 2026, Board of Supervisors' meeting at 11:28 a.m.

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson