

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Wednesday, May 6, 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
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	
Zac Carr	Progreen	
Danny Padilla	Progreen	
Mac McGaffrey	FCS Management Group	(via phone)
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

A resident, living on Redondo Drive, noted the grass adjacent to their property needed replacement. She noted the Chair had assessed the area and requested that the grass be replaced as soon as fiduciarly possible.

Another resident also commented regarding grass needing replacement. He noted he has communicated the issue with Progreen and that he takes care of his landscaping responsibilities.

A resident noted that his son, who bought a home in The Vue, wants to build a pool. This would require a CDD fence to come down temporarily during construction.

There was brief discussion regarding the location of the pool and access to the location. It was noted the vendor agreement would have to be reviewed by District Counsel.

A resident noted there is a streetlight out on Montecito Dr. next to the electrical box that has been out for a few weeks. It was also noted there is a bicycle that has been near the electrical box for several days.

There were no further public comments at this time.

SECOND ORDER OF BUSINESS

Administrative Matters

**Review and Consideration of the:
April 1, 2026, Board of Supervisors
Meeting Minutes**

The Board reviewed the minutes.

Ms. Ripoll noted that once approved, the minutes would be on the District website.

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 April 1, 2026, Board of Supervisors Meeting Minutes.

THIRD ORDER OF BUSINESS

Vendor Report

**ProGreen Services LLC
Monthly Executive
Summary**

- **Review of ProGreen Services LLC Proposals**
- **Discussion and Consideration of**

**Playground Fence
Quote**

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

Ms. Wagner noted the first proposal is for an insecticidal and fertilization granular treatment to protect against cinch bugs, fire ants, and other pests. This is for all common areas.

Mr. Nehiba gave a historical background on previous cinch bug damage.

Mr. Carr noted this treatment would take place this month.

On motion by Ms. Reitz, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Estimate 11091, in the amount of \$1,140.00, for insecticidal fertilization treatment.

Mr. Padilla gave an overview of the playground fence proposal.

There was discussion regarding fence design.

On motion by Ms. Reitz, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Estimate 11003, in the amount of \$1,150.00, for the Playground Fence.

Mr. Carr gave an overview of the proposal for sod replacement in the amount of \$2,550.00.

There was discussion regarding the proposal and budget.

This proposal was tabled until the June meeting.

There was discussion regarding the grass needing replacement near the resident's home.

A resident commented regarding the wall being maintained. It was noted the previous landscaping company cleaned it out and maintained it. Ms. Wagner will follow up with Progreen to ensure the area is cleaned up.

District Counsel

No report.

District Engineer

Mr. Degrace noted the permit renewal is ready for submission. He is waiting on a few meter calibrations and the water testing results.

Ms. Wagner noted the vendor will be completing the well meter calibration this week and Solitude is scheduled for the water testing on Friday.

It was noted the results should be sent to the District Engineer before May 15th.

Mr. Wellman noted he toured the three pump stations and two artisan wells. The artisan well at Pump Station #2 has a gate valve that has a broken and rusted handle. The hydrologist for St. Johns Water Management District recommended replacement. Ms. Wagner will get proposals.

Mr. Matthes will be submitting a report based on the walkthrough with the Saint Johns Water Management District.

There was brief discussion regarding the CUP timeline.

FOURTH ORDER OF BUSINESS

General Business Matters

Capital Project Updates

This item will be kept on the agenda.

Discussion of Rule Making

- **Review and Consideration of Resolution 2026-04, Amending The Adopted Rules, Policies, And Fees For The Montecito Amenity Center**

Ms. Ripoll noted the advertisement was placed in the newspaper to hold the Public Hearings at the June meeting.

Discussion of Reserve Analysis

Mr. McGaffrey gave an overview of his company and the reserve analysis proposal. This included a description of the scope of work and process for the reserve study. Each year the numbers would be updated, and Mr. McGaffrey would work with District Management to cross reference the Capital Improvement Plan. It was noted the concrete curb and gutter repairs are missing from the current reserve study. The initial proposal cost is \$2,500.00, with an annual fee of \$2,000.00.

There was lengthy discussion regarding the previous reserve study and the current proposal.

On motion by Mr. Adams, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the Reserve Analysis from FCS Management Group, in the amount of \$2,500.00.

District Counsel will draft an agreement with a termination clause included. Mr. McGaffrey will follow up with Mr. Pawelczyk.

Discussion of Berman Corporation's Management Contract

Ms. Ripoll noted that Berman has given their resignation.

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 termination of the Berman Corporation's Management Contract.

Ms. Ripoll will work with District Counsel on the termination letter.

Mr. Wagner gave an introduction, overview of the Costal business, and reviewed the proposals for new service, one for janitorial services, and one for property management. It was noted he would do a quarterly review of the services. There is no company website as of yet, as it is being finalized.

There was lengthy discussion regarding the company and the maintenance budget.

There was brief discussion regarding the weekend employees. Ms. Wagner noted Emerson resigned due to the pay rate.

Mr. Montejano gave an overview of the budget for this item. It was noted that the Fiscal Year 2027 line item is \$130,000.00. The budget will have to be adjusted to accommodate the proposal for \$141,000.00.

It was noted this contract would start June 6, 2026. There is negotiation within the proposal for \$1,000.00 to \$3,000.00.

Ms. Ripoll noted the proposed budget is approved on June 3, 2026.

On motion by Mr. Wellman, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the Coastal Bay Asset Management Property Management proposal, subject to price finalization.

Mr. Nehiba noted Coastal will be taking over the janitorial services this week for the District.

There was brief discussion regarding the proposal.

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 Coastal Bay Asset Management Janitorial Services proposal, in the amount of \$1,600.00 per month.

Consideration of Resolution 2026-05, Designating Board Member Seats for the Upcoming General Election 2026

Ms. Ripoll noted two seats up for General Election, Seat 4 and Seat 5. The qualifying period is June 8th, at noon, through June 12th, at noon. All information and questions can be directed to the Supervisor of Elections. It was noted these Seats are advertised within the newspaper.

On motion by Ms. Reitz, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Resolution 2026-05, Designating Board Member Seats for the Upcoming General Election 2026.

**Ratification of Payment
Authorization Nos. 61-62**

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 Ms. Reitz, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified Payment Authorization Nos. 61-62.

**Review of District Financial
Statements**

Ms. Ripoll stated the financials are as of March 2026. Once approved, these are posted on the District website.

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

FIFTH ORDER OF BUSINESS

Other Business

Staff Reports

District Manager -

Ms. Ripoll reminded the Board that the next meeting is June 3, 2026, at the current location. This meeting will include the proposed budget and Public Hearings.

General Manager – General Manager’s Report
- Janitorial Proposal

The janitorial proposal was approved earlier within the meeting.

Ms. Wagner gave an overview of the report. She noted there were a few items needing replacement within the pump station. She is waiting on a proposal.

Ms. Wagner reviewed the proposal for the powder coating of the pool furniture, in the amount of \$16,000.00. Two other vendors will be coming on Friday to give recommendations and proposals. Ms. Reitz will meet with those vendors as Ms. Wagner will not be on property.

Ms. Wagner noted she has not heard back from the vendors regarding the pedestrian gate.

Ms. Wagner will be getting a quote to install a keypad at the playground.

There was brief discussion regarding the playground vandalism. It was noted anyone under 12 years of age should be accompanied by a parent.

**Supervisors Requests &
Audience Comments**

Mr. Wellman commented regarding open work orders. It was noted most of the current ones are related to irrigation.

There was brief discussion regarding copying the Board on the work order responses. Ms. Wagner noted she copies the Chair and District Management on the emails. Ms. Reitz recommended including a work order summary within her report.

Mr. Wellman noted the fountain lights on Lake Sonoma have not been working for several months. Ms. Reitz recommended checking the timer.

There was additional discussion regarding work order communication.

Mr. Adams noted he will be starting to complete the numbering of the street poles.

Mr. Nehiba noted that Ms. Wagner will have a Montecito cell phone that the office line will be forwarded to.

Mr. Wellman commented on the lake bank erosion. It was noted this should be a part of the reserve study.

There was brief discussion regarding the lake bank erosion.

A resident commented regarding planting indigenous plants around the lakes.

Ms. Reitz will follow up with the District Engineer.

Ms. Ripoll recommended contacting the aquatic vendor regarding possible grant programs for plantings around the lakes. She also noted the five-year storm water analysis is due in 2027.

There was brief discussion regarding the storm water analysis requirement and upcoming insurance inspections.

There was discussion regarding authorizing use of the CDD property and removal of the CDD fence for building the pool. District Counsel will draft an agreement.

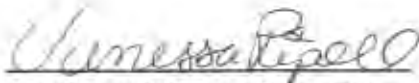
On motion by Mr. Nehiba, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District authorized the Henson family to access CDD property and temporarily take down the CDD fence, to build a pool, subject to HOA approval.

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. Reitz, with all in favor, the Montecito Board of Supervisors CDD adjourned the May 6, 2026, Board of Supervisors' meeting at 11:56 a.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson