

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Wednesday, June 3, 2026
208 Montecito Drive, Satellite Beach, Florida 32937
9:30 a.m.**

Board Members present at roll call:

Mark Nehiba	Chairperson
Rich Wellman	Vice Chairperson
Debra Reitz	Assistant Secretary
Rich Adams	Assistant Secretary
Tanja Glynn	Assistant Secretary

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 – Coastal Bay Asset Management LLC (via phone @9:33 a.m.)
Alondra Martinez	Field Manager - Coastal Bay Asset Management LLC
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 9:32 a.m. and a quorum was established.

The Pledge of Allegiance was recited.

Public Comment Period

A resident commented regarding the proposed rules for signage.

There were no further public comments at this time.

SECOND ORDER OF BUSINESS

Administrative Matters

Review and Consideration of the: May 6, 2026, Board of Supervisors Meeting Minutes

The Board reviewed the minutes.

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 May 6, 2026, Board of Supervisors Meeting Minutes.

Letter From Supervisor of Elections – Brevard County

Ms. Ripoll noted that as of April 15, 2026, there are 688 registered voters within the District.

No action was required.

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. Carr gave an overview of the Monthly Executive Summary. It was noted there are few issues with bikes going through on the right hand side of Montecito. This is destroying the sod. It was recommended to add pavers or concrete.

There was brief discussion regarding the options for that location. Mr. Wellman and Mr. Nehiba recommended installing a concrete slab.

Mr. Carr noted there is a resident's truck driving over the water meter on Ventura. It was noted that this is a renting resident.

There was discussion regarding the damage to District property and adding pavers to that area. Ms. Ripoll will send a letter of violation to the homeowner.

Mr. Carr noted all plant replacements have been completed.

There was brief discussion regarding the removal of the concrete island.

Mr. Carr gave an overview of the proposal options for the small park. It was noted this would include landscaping and benches.

There was discussion regarding the design options and implementation of the small park.

A resident commented regarding putting in the small park and noted her objection.

There was brief discussion regarding a tabled proposal and Mr. Carr noted the area has grown back. This proposal will be removed from consideration.

It was noted the fertilization, and bug treatment is almost completed.

District Counsel

Mr. Pawelczyk noted the Coastal Bay Asset Management LLC contract will be ratified at today's meeting. He also noted the reserve study agreement is being executed today.

Mr. Pawelczyk gave an update regarding Rose Paving and noted the letter went out on June 1, 2026.

Mr. Pawelczyk noted a letter went out to the resident causing damage on Carlsbad, no response has been received. Damage reimbursement may be able to go through the assessment process next year. Ms. Ripoll recommended billing the resident off-roll. District Management will work with District Counsel.

Ms. Ripoll reminded the Board of the Form 1 due July 1st.

District Engineer

Mr. Degrace noted the CUP permit has been renewed.

Mr. Degrace is working on the Engineer's Report but would like to compare it to the previous engineer's reports. District Counsel will follow up.

Mr. Wellman noted he has requested an erosion check of the District's ponds. Mr. Degrace will follow up with a proposal.

There was discussion regarding what will be included in the reserve study and the cost of the site visit. It was recommended that the site visit for the Engineer's Report and the evaluation of pond erosion take place at the same time.

FOURTH ORDER OF BUSINESS

General Business Matters

Capital Project Updates

Ms. Glynn gave an overview.

There was brief discussion regarding the line-item descriptions.

Public Hearing on the Adoption of the District's Rules of Procedure

a. Public Comments and Testimony

b. Board Comments

c. Consideration of Resolution 2026-04, Amending The Adopted Rules, Policies, And Fees For The Montecito Amenity Center

On motion by Mr. Adams, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District opened the Public Hearing on the Adoption of the District's Rules of Procedure.

Ms. Ripoll noted the Public Hearing was noticed per Florida Statutes.

The Board reviewed the Rules of Procedure.

A resident commented regarding her concern with the sign policy.

There were no further public comments.

There were no Board comments.

On motion by Mr. Wellman, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District closed the Public Hearing on the Adoption of the District's Rules of Procedure.

On motion by Mr. Nehiba, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Resolution 2026-04, Amending the Adopted Rules, Policies, and Fees for the Montecito Amenity Center.

Ratification of Coastal Bay Asset Management LLC Management Contract

Ms. Ripoll noted the contract was reviewed by District Staff and was decreased by \$1,000.00. It has been signed by the vendor.

There was brief discussion regarding the tasks within the contract and any changes within the agreement. Ms. Ripoll noted the tasks have been in place since the Vesta Property Services contract.

Ms. Ripoll noted the ticket system has been updated accordingly.

Mr. Nehiba gave an overview of the General Manager's contact information via cell phone.

On motion by Mr. Wellman, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified the Coastal Bay Asset Management LLC Management Contract.

**Review and Consideration of
Resolution 2026-06, Approving a
Preliminary Budget for FY 2027
and Setting a Public Hearing Date**

Ms. Ripoll noted the recommended date for the Public Hearing is August 5, 2026, at 9:30 a.m., at the current location.

Ms. Ripoll gave an overview of the budget process and the budget. It was noted there is no increase to the overall budget.

Ms. Glynn gave an overview of the changes within the budget line items.

Mr. Montejano noted there were no significant changes.

There was brief discussion regarding the budget. It was noted the workshops help build the budget.

On motion by Ms. Glynn, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Resolution 2026-06, Approving a Preliminary Budget for FY 2027 and Setting a Public Hearing Date for August 5, 2026, at 9:30 a.m., at 208 Montecito Drive, Satellite Beach, Florida 32937.

**Review and Consideration of
Hoover Pumping System Proposal
{Filter Disc Cleaning}**

Ms. Ripoll noted the proposal is for \$1,175.20 and is for cleaning the filter. It was noted this affects the entire system and needs to be completed.

There was brief discussion regarding the proposal and the need to get it done as quickly as possible.

Ms. Wagner noted the vendor should be on site next week.

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 Hoover Pumping System Proposal (Filter Disc Cleaning).

Review and Acceptance of the Fiscal Year 2025 Audit Report

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

Ms. Glynn gave an overview of the audit report and noted it was a good audit.

There was lengthy discussion regarding the audit.

On motion by Ms. Glynn, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District accepted the Fiscal Year 2025 Audit Report.

Ratification of Payment Authorization Nos. 63-67

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.

Ms. Ripoll noted that Berman decreased their fees in the last month and there was no charge for janitorial.

There was discussion regarding the payment authorization payment dates and costs. It was noted that most of these are recurring contractual obligations.

Mr. Wellman requested a rolling list of monthly expenses.

There was brief discussion regarding the Rose Paving payment. It was noted the amount owed by the vendor will be deducted from the final balance.

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. 63-67.

Review of District Financial Statements

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

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 District Financial Statements.

FIFTH ORDER OF BUSINESS

Other Business

Staff Reports

District Manager -

Ms. Ripoll reminded the Board that the next meeting is scheduled for July 1, 2026. If any Board member does not receive their Form 1 reminder, please contact District Management.

There was brief discussion regarding the Form 1 needed for the General Election. It was noted it needs to be the Form 1 from the current year, and it can be viewed online once submitted.

General Manager – General Manager's Report

Ms. Wagner gave an overview of the report. She gave an overview of the three proposals for the pedestrian gate on Shearwater.

There was lengthy discussion regarding the scope of work and the proposals. This included discussion on student access to the gate.

Ms. Wagner will follow up regarding the warranty and clarification on the key override.

It was noted the code will have to be posted for public access.

On motion by Ms. Reitz, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the proposal for the pedestrian gate with a not to exceed amount of \$2,295.00.

There was brief discussion regarding the gate camera.

Ms. Wagner noted the chlorine feeder died and was replaced a week and a half ago.

Ms. Wagner noted the part for the chest press machine was ordered and will be replaced this week.

Ms. Wagner noted the part for the vehicle gate on S. Patrick was ordered and will be in within a week. It was noted the gate is working again and the sensor must have already been replaced.

Ms. Wagner noted that Coastal Bay Asset Management Company is now fully staffed. She gave an overview of the staff that have been hired.

There was brief discussion regarding streetlights being out. Ms. Wagner will follow up with the vendor.

Mr. Wellman requested an update on the fountain lights. Ms. Wagner noted that the site visit fee is \$150.00. However, a site visit on the routine service date is free. Ms. Wagner will follow up.

Mr. Wellman requested an update on the pool fountains. Ms. Wagner noted she routinely keeps them off due to kids stepping on the caps. When Ms. Wagner is back on site, she will turn them back on. She recommended having them on from 8 a.m. to 4 p.m. Mr. Adams recommended having them on an automatic timer. Ms. Wagner will follow up with proposals from other vendors.

Ms. Wagner thanked the Board.

Supervisors Requests & Audience Comments

There was brief discussion regarding the numbering of the streetlights. It was noted there are maps located in the office if needed. Mr. Nehiba thanked Mr. Adams for his work on the numbering.

Mr. Pawelczyk recommended putting the map on the District's website. Ms. Ripoll will follow up.

There was discussion regarding clarifying the map.

Mr. Nehiba reviewed a resident complaint regarding the sprinklers damaging his electrical panel.

There was discussion regarding the complaint. Ms. Reitz noted all the sprinklers are currently functioning as they should. It was noted there have been other panels that have been replaced at the resident's cost.

Ms. Ripoll will work with Ms. Wagner on a letter to the resident noting there will be no action by the Board.

Mr. Nehiba gave an overview of reviewing areas with Pro Green.

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. Nehiba, seconded by Ms. Reitz, with all in favor, the Montecito Board of Supervisors CDD adjourned the June 3, 2026, Board of Supervisors' meeting at 11:28 a.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson