MONTECITO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Wednesday, July 1, 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.	(via phone)
Thomas Degrace	District Engineer – Culpepper & Terpening, Inc.	(via phone)
Kisha Wagner	General Manager – Coastal Bay Asset Mgmt. LLC	
Rusty Kahoe	ProGreen Services, LLC	
Jose Padilla	ProGreen Services, LLC	
Matt Runyon	ProGreen Services, LLC	

Various Audience Members

FIRST ORDER OF BUSINESS **<u>Organizational Matters</u>**

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

Several residents commented regarding replacement of sod in the easement area on Montecito Drive. Mr. Henson noted that Progreen had cut the area and it would be an opportunity to install sod. He noted that he would like to donate $100.00 to the project. It was noted the District cannot accept monetary donations.

There was lengthy discussion regarding the location and scope of work options.

Mr. Kahoe noted the sod would be a temporary fix as there is not enough sun in that area. He gave several landscaping recommendations.

The Board agreed to get proposals for landscaping options in that easement location. It was recommended to include a tree trimming quote for that area as well.

Ms. Ripoll noted proposals will be included on the next agenda.

There were no further public comments at this time.

SECOND ORDER OF BUSINESS **<u>Administrative Matters</u>**

Review and Consideration of the: June 3, 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 June 3, 2026, Board of Supervisors Meeting Minutes.

THIRD ORDER OF BUSINESS **<u>Vendor Report</u>**

ProGreen Services LLC Monthly Executive Summary

- **Review of ProGreen Services LLC Proposals**

Mr. Kahoe gave an update noted Mr. Carr is no longer with Progreen. Mr. Runyon will be the new point of contact.

Mr. Runyon gave an overview of the Executive Summary and proposals. The proposals are for shrub line trimming and viburnum replacement. It was noted the proposals will be provided to Ms. Wagner, as they were not included in the agenda packet.

There was brief discussion regarding the location for the proposals.

Mr. Kahoe will bring back the phased proposal for mulch and rock for Board review at the next meeting.

Mr. Kahoe will follow up regarding the playground fence. It was noted that it was previously approved.

There was brief discussion regarding communication with the irrigation company.

Mr. Wellman noted there are some verge areas that still have moles, which need to be addressed.

A resident commented regarding a location that AT&T damaged the grass on Carlsbad.

District Counsel

Mr. Pawelczyk gave an overview of the Legislative Session Memo.

It was noted that Mr. Pawelczyk will not be in attendance at the August meeting, but a District Counsel representative will be.

District Engineer

- **Quote to Review Ponds**

Mr. Degrace noted a proposal for the lake bank erosion study has been submitted. It was noted he is still working on the proposal for the Engineer's Report.

There was discussion regarding the lake bank erosion and the possibility of completing one pond at a time. Mr. Degrace will provide an updated quote at the August meeting. It was noted when on site, he will also look at the other locations.

Mr. Degrace noted he received a notice from St. Johns Water Management regarding the permits. He will follow up.

FOURTH ORDER OF BUSINESS **General Business Matters**

Capital Project Updates

Ms. Ripoll noted there will be a meeting next week with Ms. Glynn, Mr. Montejano, and Mack, regarding the Reserve Study and Capital Projects.

Ms. Glynn gave an update on the capital projects. She noted the exterior paint project has not been completed, although listed in the current fiscal year.

The Board agreed to hold off on the exterior painting at this time.

There was brief discussion regarding the capital projects.

Ms. Wagner noted she had received a quote for pressure washing the entire community, in the amount of $16,850.00. She also received a quote to fix the pool furniture, in the amount of $15,900.00. This would include stripping and redoing the powder coat.

There was brief discussion regarding the quote to repaint traffic and informational street sign polls. Ms. Wagner noted the current quote is $325.00 for each. She noted she is trying to get an updated quote.

These proposals will be brought back to the August meeting.

There was brief discussion regarding funding the reserves without doing special assessments.

Discussion of Proposed Amenity Center Application Rules

Ms. Ripoll presented the Proposed Amenity Center Application Rules.

Ms. Wagner gave an overview of the updates to the Amenity Center Application Rules and violation consequences.

There was brief discussion regarding removal of the rats. Ms. Wagner noted she has placed rat traps around the Amenity Center.

There was discussion regarding trash removal after any event and the cost of renting.

Ms. Wagner noted that any furniture movement must be requested and approved.

Mr. Pawelczyk noted this form was previously approved by resolution and can be updated via a new resolution, if the fees have not been changed. District Counsel will draft the resolution for the exhibit.

Mr. Pawelczyk read the Resolution into the record.

Ms. Glynn noted a typo from the page regarding no cooking allowed.

> On motion by Mr. Wellman, seconded by Mr. Nehiba, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Resolution 2026-07, Updating and Replacing the Amenity Center Rental Room Application and the Adopted Rules, Policies and Fees for the Montecito Amenity Center with a revised Amenity Center Rental Room Application.

Ratification of PFM Increase Letter

Ms. Ripoll noted this was previously approved and is solely for ratification.

It was noted the increase is $4,000.00 and is within the approved budget.

> On motion by Ms. Glynn, seconded by Mr. Wellman, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified the PFM Increase Letter.

Ratification of Payment Authorization No. 68

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. Adams, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District ratified Payment Authorization No. 68.

There was brief discussion regarding the Progreen payment authorizations.

Review of District Financial Statements

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

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

FIFTH ORDER OF BUSINESS **<u>Other Business</u>**

Staff Reports

District Manager -
Ms. Ripoll reminded the Board that the next meeting is scheduled for August 5, 2026. This will include the Public Hearing on the Fiscal Year 2027 budget.

Ms. Ripoll noted that everyone had filled out the Form 1.

Ms. Ripoll gave an overview of violation letters that were sent out. It was noted the first violation was related to the truck that has been consistently leaking oil on the CDD roadway. The resident has not responded. The District can make the repairs, but it may continue happening. The resident can be billed off roll directly. If not paid, it will be added onto the tax roll.

Mr. Nehiba noted the truck has moved into the resident's driveway.

Mr. Pawelczyk noted that the resident would need to be noticed with the amount for the repair. District Counsel will work with Ms. Ripoll.

Ms. Ripoll noted the second violation was related to a resident removing CDD shrubs behind her home. A quote was included with the violation letter.

There was lengthy discussion regarding the violation. Ms. Ripoll recommended that the ARB also follow up regarding the location. Progreen will follow up regarding the irrigation in that area.

It was noted there can be no modifications to CDD property. The Board agreed that there should be consequences for these actions.

General Manager – General Manager's Report
Ms. Wagner gave an overview of the report.

Ms. Wagner reviewed an issue related to a rental agreement and noted the agreement is now updated.

Ms. Wagner gave an overview of the realtor signage issues. The rules and enforcement procedure form will be on the website. These will be communicated with the Coastal Bay staff as well.

Ms. Wagner commented regarding overnight District parking. She noted the reserve signs will be placed on five designated parking spots. The enforcement procedure form and request form will be on the website. It was noted the residents receive a tag to place in their car when reserved.

It was noted violation stickers need to be placed on the side windows, not the front windshield.

Mr. Nehiba noted all the forms will be available on the District's website. These will be directed to Ms. Wagner.

Ms. Wagner gave an update regarding the pedestrian gate. She noted the gate will be installed on Friday. It was noted the keypad will be with the same code as the entrance gate.

Ms. Wagner gave an overview of the process for repairing the pool furniture.

There was brief discussion regarding repairing the pool furniture and the proposal. Ms. Glynn noted that the pool furniture replacement is in the reserve study for 2029, in the amount of $18,867.00.

There was brief discussion regarding the timeline of repair. It was noted not all furniture will be taken at the same time. This will be on the August meeting agenda.

Mr. Pawelczyk gave an update on Rose Paving. He noted a letter was sent to the vendor regarding the damage and to their collections department.

Ms. Wagner gave an overview of the pressure washing proposal. She noted this is the only vendor that has provided a complete quote.

Ms. Wagner gave an overview of the proposal received for pavers at the pedestrian gate and under the trash cans, in the amount of $2,450.00.

There was discussion regarding the paver proposal. Ms. Reitz recommended having pavers in a gray color.

Ms. Glynn noted this should be under capital. Ms. Ripoll will follow up with Mr. Montejano.

On motion by Mr. Nehiba, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the Proposal for Pavers at the Pedestrian Gate and for under the Trash Cans, in the amount of $2,450.00.

Ms. Wagner noted the parking divider was run over. She recommended having it removed and will get a proposal. Mr. Wellman recommended putting pavers in that location as well.

Supervisors Requests & Audience Comments

Ms. Reitz noted the clubhouse furniture is under budget and recommended getting storage for personal items. She also noted the lighting shades still need to be replaced as well.

Mr. Wellman recommended putting personal items in the credenza.

Ms. Wagner noted that the thermostat cannot be adjusted to accommodate each group. The recommendation is to bring a sweater.

Ms. Wagner will follow up regarding the lighting shades.

Mr. Adams commented regarding the street lighting and a pool timer.

Ms. Wagner noted the streetlighting has been completed.

Ms. Wagner noted the valve is not steady, and she will need to follow up with a proposal from an electrician to install a timer.

There was discussion regarding the decreased pressure of the fountains. It was noted this is due to the filters needing to be cleaned.

Ms. Glynn commented regarding the vehicle gates being propped open. Ms. Wagner noted a ticket has been submitted to the vendor. It was noted that a U-Haul truck hit the gate sensor and damaged the paint on the gate as well. Ms. Wagner was able to obtain the person's information and will follow up.

There was brief discussion regarding ticket submission. District Management will follow up.

Ms. Glynn noted that a resident who works at CVS has requested information about having a flu shot event at the Clubhouse. Mr. Pawelczyk noted there is no legal prohibition related to holding that kind of event. Ms. Wagner will follow up regarding the dates.

Mr. Wellman commented regarding artwork for the Game Room. Ms. Reitz and Ms. Wagner will follow up.

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. Adams, with all in favor, the Montecito Board of Supervisors CDD adjourned the July 1, 2026, Board of Supervisors' meeting at 11:54 a.m.

Vanessa Ripoll

Secretary/Assistant Secretary

Chairperson/Vice Chairperson