

MINUTES OF MEETING  
MONTECITO  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Montecito Community Development District was held on Monday, June 25, 2018 at 10:30 a.m. at the Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida.

Present and constituting a quorum were:

Richard Wellman	Chairman
Ed Henson	Vice Chairman
Tanja Glynn	Assistant Secretary
Larry Bradshaw	Assistant Secretary
Catherine LeCesne	Assistant Secretary

Also present were:

Jason Showe	District Manager
Ginger Wald	District Counsel
Ray Malave	District Engineer by phone
Randy McGrath	Amenities Manager
Alan Scheerer	GMS
Residents	

*The following is a summary of the discussions and actions taken at the June 25, 2018 Montecito Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Wellman called the meeting to order at 10:30 a.m. and Mr. Showe called the roll. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Jim Bourdeau, a resident, 137 Clemente Drive, asked about the structural integrity of the wall. Mr. Scheerer noted mostly cosmetic issues that would not hurt efficiencies within the wall. Mr. Bradshaw recommended addressing the interior wall at the same time as the exterior wall; however, the issue was how the painter would get access to the exterior wall with

vegetation against the wall. Mr. Scheerer stated that BrightView was going to cut the vegetation, in advance of the painting.

Mr. Bradshaw asked about the Oak trees. Mr. Scheerer recommended hiring another contractor to provide Class 2 tree trimming services, to include pruning, shaving and thinning out the Oak tree canopies. Ms. Wald advised that if the tree was over the District’s properly line, the District had the right to remove the tree. Mr. Showe stated he would provide proposals at the next meeting.

Ms. Marilyn Buckley, 723 Ventura Drive, asked if someone other than Mr. McGrath, could place notices on illegally parked cars. Ms. Glynn volunteered to place the notices and provide the date, time and location of the violations to Mr. McGrath. Ms. Wald suggested discussing this matter during the public hearing on the proposed rules.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Review of Letters of Interest/Resumes**

Mr. Showe received a letter of interest from Catherine LeCesne.

Mr. Wellman felt that Ms. LeCesne was highly qualified. Mr. Henson was impressed with Ms. LeCesne and felt that she would be an asset to the Board. Ms. Glynn agreed.

**B. Appointment of Individual to Fulfill the Board Vacancy with a Term Ending November 2020**

On MOTION by Mr. Wellman seconded by Mr. Bradshaw with all in favor, appointing Ms. Catherine LeCesne to fill the unexpired term of Seat 2, expiring November 2020, was approved.

**C. Administration of Oath of Office to Newly Appointed Supervisor**

*Mr. Showe, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. LeCesne.*

**D. Consideration of Resolution 2018-07 Electing Assistant Secretary**

On MOTION by Ms. Glynn, seconded by Mr. Bradshaw, with all in favor, and appointing Ms. LeCesne as Assistant Secretary, through Resolution 2018-07, was adopted.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the May 2, 2018 Meeting**

Mr. Showe presented the minutes of the May 2, 2018 meeting. Mr. Wellman and Mr. Bradshaw submitted changes, prior to the meeting, which would be incorporated.

Mr. Bradshaw clarified on Page 8, that the draft Business Continuity Plan was a draft process inventory that could be used to create a Business Continuity Plan. The minutes will be changed to read “Presented a draft to be used as a Business Continuity Plan.”

On MOTION by Mr. Wellman, seconded by Mr. Henson, with all in favor, the minutes of the May 2, 2018 meeting, were approved, as amended.

**FOURTH ORDER OF BUSINESS**

**New Business Items**

**A. Consideration of Resolution 2018-05 Adopting Policy for Records Retention**

Mr. Showe presented Resolution 2018-05, adopting a Records Retention Policy, which was tabled, at the last meeting, so that staff could refine the policy. Language pertaining to the retention of access control records, facility reservation records, incident report and capital project files, were added. Discussion ensued.

*Mr. Malave joined the meeting, via phone.*

On MOTION by Mr. Wellman, seconded by Mr. Bradshaw, Resolution 2018-05 Adopting Policy for Records Retention, was adopted.

**B. Ratification of Requisitions #938 - #939**

On MOTION by Ms. Glynn, seconded by Mr. Bradshaw Requisitions #938 and #939, were ratified.

**C. Consideration of Proposals**

**1. Cameras**

Mr. Showe presented the camera proposals that were discussed at the workshop. There would be cameras at both entrances and the Clubhouse and a 32-inch monitor in the office. Mr.

Bradshaw asked if there were monitoring fees. Mr. Showe indicated that this was an all-inclusive quote, with no monitoring fees.

Mr. Wellman moved to approve Estimate #6381 from Modern Security Systems, for cameras at both entrances and at the Clubhouse, in the amount of \$8,795, and Mr. Bradshaw seconded the motion.

Mr. Henson asked about a warranty, if the system was expandable to include additional cameras and provide everything that the District needed. Mr. Showe noted a three-year warranty on the equipment and one year on labor and that the system was expandable. Mr. Scheerer felt that the system would provide the necessary clarity. Mr. Showe stated that the contractor would not be paid until the work was completed satisfactorily and that this expenditure would be paid out of the Capital Projects Fund and the existing cameras would be disposed of. Discussion ensued.

On VOICE VOTE with all in favor, approving Estimate #6381 from Modern Security Systems, for cameras at both entrances and at the Clubhouse, in the amount of \$8,795, to be paid out of the Capital Projects Fund, was approved.

## **2. Storage Shed**

Mr. Showe presented an email for a 10 x 12 storage shed, in the amount of \$3,745, and suggested that the Board set a not-to-exceed amount of \$7,000, to cover the purchase of a pad and any other items necessary to provide electricity to the shed. Mr. Wellman stated that vegetation must be removed for the pad. Mr. Showe did not anticipate the pad costing more than \$1,000. Mr. Henson asked if the 10 x 12 shed was sufficient. Mr. Wellman felt that anything larger would become an eyesore. Mr. Henson voiced concern about the metal rusting. Mr. Wellman noted that it was powder coated paint that could sustain up to 150 mile-per hour winds. Mr. Showe suggested applying a sealer to prevent rusting.

Ms. Tammy Soltis, of 746 Ventura Drive, questioned the site for the shed, as it abutted her property. Mr. Wellman indicated that it would be installed in back of the Beach Club, between the air conditioning equipment and the pump and would be hidden by vegetation. Mr.

Henson noted that a lot of growth was removed, due to hurricane damage, but would recover. Discussion ensued regarding the location and existing pipelines. Ms. Wald stated that the vegetation and pipelines would be marked on the site plan for permitting purposes; however, there was an ongoing issue about whether shrubs belonged to the HOA or the CDD.

Mr. Henson moved to approve the proposal from Alan's Factory Outlet, for a 10 x 12 storage shed, in a not-to-exceed amount of \$7,000, and Ms. LeCesne seconded the motion.

Ms. Glynn asked if this expenditure would be paid out of the Capital Projects Fund. Mr. Showe replied affirmatively, noting that with this expenditure and, the cameras, the remaining amount in the Capital Projects Fund was \$50,000.

On VOICE VOTE with all in favor, the proposal from Alan's Factory Outlet, for a 10 x 12 storage shed, in a not-to-exceed amount of \$7,000, to be paid out of the Capital Projects Fund, was approved.

### **3. Wall Painting - Outside**

Mr. Showe presented a proposal from Anchor Painting for the wall painting, which was requested by the Board at the last meeting, including two options; Option 1 for one coat of paint on one side and the top of the exterior wall and Option 2 for two coats of paint. Mr. Wellman recommended inspecting all 16 pergolas to ensure that they were reinforced, especially along Shearwater Parkway. Mr. Scheerer stated that all pergolas were inspected and there were no severe structural issues. He stated that one had collapsed due to the hurricane. Discussion ensued regarding the pergolas.

Mr. Bradshaw asked if the paint was rust proof. Mr. Scheerer stated that adjusting the sprinklers and trimming the hedges would alleviate any rust issues, but the rust could be removed by the painting contractor, annually. Mr. Wellman wanted to use the same color of paint that SPE was using to extend the wall and asked Mr. Malave to coordinate. Mr. Malave stated he would request that SPE provide color samples of the paint they selected. Mr. Showe recommended that the Board designate a Board Member to choose the paint color, so there could be an official vote on the paint color at the August meeting. Mr. Wellman appointed Mr.

Bradshaw to choose the color, since Mr. Bradshaw was responsible for overseeing the wall. Ms. Glynn suggested that Mr. McGrath paint the wooden doors and pergolas.

Mr. Wellman requested that Mr. McGrath paint the board under the Montecito sign at each entrance, and that the pergolas be inspected for liability purposes and repaired as necessary. Mr. Showe recommended adding the pergolas when the painters paint the inside wall at a later date. Ms. Wald suggested that the agreement with the vendor include an inspection of all pergolas before performing any repair work, so the vendor would be responsible if anything occurred.

Mr. Wellman moved to approve Option 2A from the proposal from Anchor Painting Company for two coats of paint on one side and the top of the exterior wall, in the amount of \$20,845, and Mr. Bradshaw seconded the motion.

Mr. Henson noted during today's inspection, that ivy was growing on the wall. Mr. Scheerer stated that the proposal included pressure washing prior to the painting, and would ensure that the ivy was removed.

On VOICE VOTE with all in favor, Option 2A from the proposal from Anchor Painting Company for two coats of paint on one side and the top of the exterior wall, in the amount of \$20,845, was approved.

**4. Lighting Proposals**

Mr. Showe presented lighting proposals from Yard Sentry Landscape Lighting for Clubhouse lighting, lighting at each entrance and GFCI outlets to the back of monuments. Mr. Bradshaw asked if the Board could approve the lighting and defer the cost to next fiscal year. Ms. Wald indicated that the Board could approve the proposals with a start time after October 1<sup>st</sup>. After further discussion, there was Board consensus to defer until September and get updated prices, due to the new landscaping between now and the September meeting.

**D. Discussion Items**

**1. GMS Field Contract**

Mr. Showe presented information on the GMS field management contract, based on Board direction, which was included in the agenda package. Mr. Wellman proposed continuing Mr. Scheerer's contract to October for further evaluation.

Mr. Henson agreed, but noted that many projects were due, such as replacing plants, painting streetlights, grinding sidewalks and installing the bench. Mr. Scheerer stated that he was working on the sidewalks with Mr. Showe, but the vendor was extremely busy. Mr. Scheerer stated that he had the bench, but did not install it yet, because a GMS Field Manager passed away, causing a backlog. Next week, Mr. Scheerer would be on vacation, but the bench would be installed the following week. Mr. Henson requested a list of items completed since the last meeting.

## **2. Part Time Admin Information**

Mr. Showe presented a proposal from Spherion Staffing Services for \$17.40 an hour for a part-time admin working two eight-hour day shifts per week for a total of 16 hours. Mr. Wellman asked about the flexibility of decreasing the hours. Mr. Showe stated he would verify. Mr. Henson suggested hiring someone on a trial basis. Ms. LeCesne offered to organize the office. Ms. Wald advised that elected officials cannot be paid, unless they were a direct employee of the District, but Ms. LeCesne could provide pro bono services to set up a process, under an agreement. Mr. Wellman proposed that no duties and responsibilities be in writing, until Ms. LeCesne provide feedback, and once a list was compiled, Mr. Showe would provide it to Spherion. Discussion ensued.

On MOTION by Mr. Wellman, seconded by Mr. Bradshaw, with all in favor, approving the Spherion Proposal for part-time admin services and authorizing District Counsel to prepare an agreement for the August meeting, was approved.

## **3. Discussion of Website/Database**

Mr. Showe stated that GMS was willing to reduce the maintenance fee from \$100 to \$50 per month and estimated \$300 for the software; however, due to compliance issues, the website was not ready to go live. Mr. Henson stated that there was a question about whether or not the website would be ADA compliant, which GMS was handling. The current CDD website could

be utilized without the database. After further discussion, there was Board consensus for Mr. Showe to continue working with Mr. Bradshaw on the website and database.

#### 4. Revised Proposed Rules

Ms. Glynn reported that the rules were revised, based on changes from the last meeting regarding suspending privileges for parking violations. Mr. Showe contacted several towing companies and provided a proposal from Jack's Wreckers. Ms. Glynn suggested prohibiting all overnight parking. Ms. Wald recommended waiting until the public hearing to adopt the rules, before starting the towing. Mr. Wellman proposed scheduling a rules workshop.

Mr. Patrick Buckley, 723 Ventura Drive, stated that, based on his data, there was no reason to restrict on-street parking in the townhome area. Mr. Wellman felt that this matter should be discussed at the public hearing. Ms. Glynn thanked Mr. Buckley for his comments and data, noting that the intent was to have one rule for the entire community, and asked if Mr. McGrath had data on the number of violations for illegal parking. Mr. McGrath was stated he was placing 15 reminder letters per week on vehicles parking on sidewalks, but construction vehicles were parked at 645 Mission Bay Drive. Mr. Wellman suggested speaking with the owners of 645 Mission Bay Drive. Mr. McGrath heard that there were squatters in the home. Mr. Wellman requested copies of the violation letters, to determine if they were issued in the same locations, and a spreadsheet with the license plate number, make of the car, location and violation. Ms. Glynn will compile data from Mr. McGrath and put it in the spreadsheet.

Ms. LeCesne moved to scheduling a rules workshop on Tuesday, July 17, 2018 at 6:00 p.m. at the Montecito Beach Club, and Mr. Bradshaw seconded the motion.

Ms. LeCesne asked if she could contact residents to get additional information. Ms. Wald indicated that she could speak to any resident, but not to a Board Member.

On VOICE VOTE with all in favor, scheduling a rules workshop on Tuesday, July 17, 2018 at 6:00 p.m. at the Montecito Beach Club, was approved.

Mr. Wellman voiced concern with short-term renters using the pool and requested language in the rules that a household adult must accompany any guest to the pool.



**5. Speed Hump Installation**

Discussion ensued regarding the speed humps. Mr. Wellman preferred speed bumps at the entrance gates and requested photos and prices at the August meeting. Mr. Wellman proposed moving the stop sign at S. Patrick Drive to the outside of the wall. Ms. Wald recommended deferring this matter to the District Engineer.

**6. Resident Request – 395 Point Lobos Sidewalks**

Mr. Showe stated he received a request from a resident of 395 Point Lobos, asking if the District could pressure wash her sidewalk. Mr. Wellman indicated that the CDD was responsible for cleaning sidewalks, because it was CDD property. Ms. Wald advised that the District must pressure wash all CDD sidewalks, not just one. After further discussion, Mr. Showe would inform the resident, that it was a capital project that did not meet the criteria to be pressure washed at this time, and would be revisited at a later date.

**E. Appointment of Audit Committee and Chair**

Mr. Showe stated that the CDD was required to get Requests for Proposals for auditing services. He stated that the Audit Committee meeting would be held after this meeting. Mr. Showe requested that the Board appoint itself as the Audit Committee and the Chairman to chair the committee.

On MOTION by Ms. Glynn, seconded by Mr. Henson, with all in favor, appointing the Board as the Audit Committee and for Mr. Wellman to serve as Chair, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being none, the next item followed.

**B. District Engineer**

There being none, the next item followed.

**C. District Manager**

Mr. Showe announced that he would be out of town until July 10, 2018.

**1. Consideration of Check Register**

Mr. Showe presented Check Registers for April and May. Mr. Wellman asked if Mr. Showe or his staff reviewed the bills. Mr. Showe stated that he and Mr. Scheerer reviewed every invoice. Mr. Henson noted that Mr. McGrath’s invoices were hard to read.

On MOTION by Mr. Wellman, seconded by Mr. Henson, with all in favor, the April and May Check Registers were approved.

**2. Balance Sheet and Income Statement**

Mr. Showe presented the Balance Sheet and Income Statement. No action was required by the Board. He stated that the on-roll assessments were at 95% collected, and remaining assessments would be collected through tax certificate sales. Mr. Wellman appreciated the bar charts.

**D. Facility Manager**

Mr. McGrath reported that the wall was painted at Pump Station #2 and the fence should arrive soon. The signs attached to the fence were purchased. Mr. McGrath met with the tree trimming contractor. All but 34 trees were trimmed. Mr. Scheerer stated that the townhomes must also be addressed. There were properties that belonged to the CDD and HOA, and there must be coordination with the HOA to trim the CDD trees at the same time. Discussion ensued.

Mr. Wellman noted algae in the pool and that the bottom of the pool was rough and that it may have to be refinished sooner than later. Mr. McGrath requested a quote.

**E. Field Manager**

Mr. Bradshaw asked when the fountains on South Patrick Drive would be repaired. Mr. Showe stated that the fountains were installed, but not working because they could not get water from the irrigation systems. Mr. Bradshaw asked Mr. Scheerer to take a picture once the fountains were working. Part of the problem was giving 24-hour notice to the residents.

Mr. Wellman requested that Mr. McGrath maintain the pool, keep track of water levels and purchase some pool pads. Mr. Scheerer stated that Florida Pools was providing a quote.

**SEVENTH ORDER OF BUSINESS**

**Supervisor’s Requests**

Ms. Glynn stated that the Clubhouse Wi-Fi was slow. Mr. Bradshaw stated he would work with Spectrum and report back to the Board.

Mr. Bradshaw was asked by a resident about putting a cover over the exposed wiring by the patio with the wood roof and complained that drivers were driving 40 to 50 mph on Montecito Drive, coming from the construction entrance. Mr. Wellman noted that many of the speeders were construction workers. Mr. Bradshaw asked if temporary blockages could be placed where the construction starts. Ms. Wald advised that access must be provided, as they were public roads and the District did not want any liability from placing an obstruction.


Mr. Henson asked if the Clubhouse rules included no posting of personal business signs. There was an advertisement on the board inside of the gym. Ms. Wald advised Mr. McGrath to remove them. Mr. Henson requested this item for discussion at the next workshop.

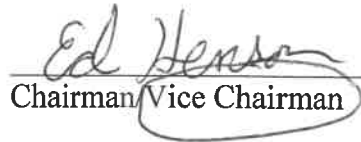
Mr. Wellman stated that the HOA and CDD wanted an RFP for landscape and irrigation. Mr. Wellman requested a copy of the irrigation report that the District paid for. Mr. Showe expected it by the end of the month.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Bradshaw, seconded by Mr. Wellman, with all in favor, the meeting was recessed for the Audit Committee meeting.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman