

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 24, 2019 at 10:30 a.m. at the Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida.

Present and constituting a quorum were:

Larry Bradshaw	Chairman
Catherine LeCesne	Vice Chair by phone
Tanja Glynn	Assistant Secretary
Roger Weinreb	Assistant Secretary

Also present were:

Jason Showe	District Manager
Michael Pawelczyk	District Counsel
Ray Malave	District Engineer
William Viasalyers	Field Manager
Randy McGrath	Amenities Manager
Sherrie Roberts-Spears	Community Association Manager
Ethan Carpenter	GMS
Mike Williams	Paradise Lawns & Landscaping, Inc.
Residents	

The following is a summary of the discussions and actions taken at the June 24, 2019 meeting, and a copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Bradshaw called the meeting to order and Mr. Showe called the roll. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment Period

Residents addressed the following:

- Resident Jim Bourdeau (Clemente Drive) requested the monthly salinity and water levels of the lakes on the website and asked if there were plans to restart the entrance fountains on Shearwater.

- Mr. Bradshaw stated a listing of all lake measurement reports were on the website.
- Mr. Showe recalled the vendor was supposed to be adding tablets to the entrance fountain water to keep the water clean.
- Mr. Malave reported the surveyor was reviewing prior records to confirm that water elevations were correct. The water level was supposed to be in the 4-foot range. Mr. Bradshaw had a proposal to put rods in the lakes for \$5,400.
- Mr. McGrath takes monthly readings, which were posted on the website. The fountains should be working in the next week or so.

Ms. LeCesne joined the meeting via telephone.

- Resident Susan Kretschman (Monterey Drive) asked if the Board intended to put mulch in beds on the west side of the clubhouse. She was pulling weeds through the fence.
 - Mr. Viasalyers would speak to the landscaper about the weeds. Mulching would occur in October.
- Resident Patrick Buckley (Ventura Drive) praised the Board on the new cushions and wanted residents to return them when they were not using them so they would last longer than five years.
 - Mr. Bradshaw preferred the cushions remain on the chairs versus stacking them as they were of better quality and would not be affected by direct sunlight. The remaining pool cushions were expected this afternoon. Donations of old cushions would be discussed later in the agenda.
 - Resident Carol Wellman (Ventura Drive) suggested surveying the residents to see if they preferred tying the cushions or stacking them, information on how to properly preserve them and donating the old cushions to charity.
- Resident Betsy Vincent (Redondo Drive) voiced concern about pond scum on the pond south of Redondo Drive, an unsightly barrier next to the mailboxes, weeds on the CDD grass on Redondo, garbage on the corner of Carlsbad Drive and Redondo Drive and people camping overnight.

- Mr. Showe noted the pond maintenance contractor treated the lakes once a month, but could only come back every two weeks. By Florida Law, they could not increase the frequency. Resident Betsy Vincent (Redondo Drive) asked if it was toxic. Mr. Viasalyers confirmed it was not toxic and was meeting with the contractor tomorrow.
- Mr. Bradshaw would like the District Manager to write a letter to the builders of the new homes regarding trash blowing into the pond. Mr. Viasalyers or Mr. McGrath are repainting the bollards next to the mailboxes from yellow to dark black with a red stripe. Mr. Bradshaw requested people call the police regarding overnight campers.
- Mr. McGrath reported someone homeless living in the area where the trash was, obtained an access card and acted erratically on the pool deck. It was a homeowner’s card that got misplaced. Mr. Bradshaw requested residents report any unauthorized access card use.

THIRD ORDER OF BUSINESS

Approval of Minutes of the May 1, 2019 Meeting

Mr. Showe received edits to the minutes, prior to the meeting, which were incorporated.

On MOTION by Mr. Weinred seconded by Ms. Glynn with all in favor the Minutes of the May 1, 2019 Meeting were approved, as amended.

FOURTH ORDER OF BUSINESS

New Business Items

A. Consideration of Resolution 2019-05 Designating Names for Lakes

Mr. Bradshaw stated this item was discussed at the workshop and the resolution stipulated the official names to all lakes around the property as follows:

1. Lake 1/A/10 – *Lake Pasadena*
2. 2/B/20 - *Lake Valencia*
3. 4/C/30A – *Lake Catalina*
4. 3/D/30B - *Lake Sonoma*
5. 5/F/40B - *Lake Pacifica*

6. *6/E/40A - Lake Coquina*

On MOTION by Mr. Bradshaw seconded by Ms. Glynn with all in favor Resolution 2019-05 Designating Names for Lakes was adopted.

B. Consideration of Proposals

1. Paradise Lawns & Landscaping, Inc. for Shed Landscaping

On MOTION by Mr. Bradshaw seconded by Mr. Weinred with all in favor approving the Paradise Lawns & Landscaping, Inc. proposal for shed landscaping in the amount of \$2,130 was approved.

2. Paradise Lawns & Landscaping, Inc. for Sod Replacement

Mr. Showe stated at the workshop, the Board requested a revised proposal to add crimson rock instead of grass, but it was not received by the District Manager. There was no urgency, since this project was not slated until fall. Resident Susan Kretschman (Monterey Drive) suggested heat and drought tolerant ground cover. Paradise will prepare a landscaping plan and keep everyone posted. Discussion ensued.

3. Palm Casual for Umbrella Purchase

Mr. Showe stated that Mr. Bradshaw met with Palm Casual, who provided the cushions and provided a proposal for umbrellas with 100-pound stands for \$1,632. Mr. Bradshaw recalled the Board discussed at the workshop adding umbrellas to the four tables to match the new cushions. If the Board agreed, the umbrellas would be delivered and installed on July 12. Ms. LeCesne asked who would be in charge of removing the umbrellas. Mr. Bradshaw suggested Mr. McGrath raise and lower the umbrellas on the days he was at the pool and ask residents.

On MOTION by Mr. Weinreb seconded by Ms. Glynn with all in favor approving the Palm Casual proposal for umbrellas in the amount of \$1,632 per month was approved.

4. Lloyd's Exercise Equipment, LLC for Rubber Flooring Installation

Mr. Bradshaw reported the carpet in the gym was in bad shape and presented the proposal from Lloyd's Exercise Equipment, LLC for rubber flooring. Samples were shown to the Board

at the workshop. The existing gym equipment must be removed to remove the carpeting and install the flooring. Mr. Weinreb questioned how long the gym must be closed. Mr. McGrath replied three or four days and Mr. Viasalyers stated it can be done in one day. Ms. LeCesne voiced concern about the proposal not including removal of the carpeting and installation of the flooring. Mr. Viasalyers was working with the vendor. Mr. Pawelczyk would provide a Small Project Agreement to include the removal and disposal of the carpeting and placement of the equipment. Discussion ensued.

On MOTION by Mr. Bradshaw seconded by Mr. Weinreb with all in favor approving the Lloyd’s Exercise Equipment, LLC proposal for rubber flooring installation in the amount of \$4,199, subject to District Counsel drafting a Small Project Agreement was approved.

C. Ratification of Requisitions #951 - #953 - Added

Mr. Malave noted most of the work was completed and inspected and a letter will be sent to the homebuilder to protect the interests of the CDD. The moment the CDD paid for the materials, it became the owners of what was installed. Mr. Pawelczyk clarified it was built pursuant to a District contract. Mr. Showe explained for Requisition #953, the payee was the CDD. The work was completed in late March, but the invoice was never sent to the vendor. The CDD paid for it out of the General Fund immediately and the requisition refunded the General Fund. Discussion ensued.

On MOTION by Mr. Bradshaw seconded by Mr. Weinreb with all in favor Requisitions #951 - #953 were ratified.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Pawelczyk reminded the Board Members to file the Form 1: Statement of Financial Interests, which was due on July 1st. Mr. Bradshaw asked Mr. Pawelczyk to work with him on a formal letter to homeowners at 109 through 199 on Montecito Drive, informing them that on October 1st, the CDD would be accessing their property to remove any non-compliant materials in preparation for the painting. Mr. Pawelczyk offered to provide a draft letter to the Board for comments.

B. District Engineer

Mr. Malave commented that Mr. McGrath did a great job installing a valve on their last control structure.

C. District Manager

1. Consideration of Check Registers

On MOTION by Ms. Glynn seconded by Mr. Bradshaw 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. Most account lines were in line and the District was 99% collected on assessments through May. The remainder would be collected through tax certificate sales.

3. Consideration of Surplus Items - Added

Mr. Showe requested the Board declare 24 lounge chair cushions, 18 seat cushions, 14 chair cushions and two ottoman cushions as a surplus.

On MOTION by Mr. Bradshaw seconded by Ms. Glynn with all in favor declaring 24 lounge chair cushions, 18 seat cushions, 14 chair cushions and two ottoman cushions as surplus was approved.

Mr. Showe stated the cushions would be donated to charity and he would provide the contact information to Mr. McGrath.

D. Facility Manager

Mr. McGrath reported the following:

- Paradise started to landscape the rear of the pool deck area, enhancing all of the existing plants. The safety equipment was removed.
- A stem pool pump broke and a new one was installed. They had to pull a new feeder tube from the pump to the reservoir.

- On Saturday, children were sleeping on couches in the Clubhouse while their parents were on the pool deck. They were non-residents. Their mother believed she was allowed to be there because her ex-husband lived in the community. The rules were explained to them.

Mr. McGrath requested residents contact him for any issues at the Clubhouse since he lived locally. Mr. Bradshaw noticed people drinking beverages too close to the pool. A resident voiced concern about non-residents using the pool. Mr. Bradshaw stated there was a process in place where the owner's access cards were deactivated and they received cease and desist letter if in violation. Discussion ensued regarding people in short-term rentals using the pool. Mr. Showe stated the CDD could not have a short-term rental rule, but the HOA could. Sherrie Roberts-Spears, the Community Association Manager indicated the rules only applied to long-term rentals and recommended submitting a request to the owners of short-term rentals.

A resident who had a short-term rental submitted a letter to the Board from the City of Satellite Beach where the code was explained to them. Mr. Bradshaw felt the resident made their case to the Board and granted them an exception as long as they had a lease. Mr. Showe explained the current rules allow renters to use a facility, subject to adhering to the proper protocols and suggested providing renters with separate access cards. Mr. Bradshaw noted there were two access cards per address, which owners could provide for the renter. Mr. Pawelczyk advised the owner had control of the access cards, but could provide their access cards to an approved renter for 10 months, as long as they were not using the property at the same time. Mr. McGrath stated the access cards were deactivated and the lessee was issued a temporary usage card for one week. Mr. Pawelczyk explained the rules require the homeowner notify the CDD about the renter and complete the appropriate application.

After further discussion, there was Board consensus to reactivate the access cards, subject to the renter providing a copy of their lease and future requests would be approved on a case-by-case basis.

Ms. Glynn questioned when there would be landscaping around the shed and who would pay for it. Mr. Showe confirmed the landscaping was \$325, which GMS would pay for.

E. Field Manager

Mr. Viasalyers reported the following:

- Paradise completed the annual palm tree trimming and lifting.
- The metal kiosk areas around Ventura and Redondo were painted.
- The fading stop signs throughout the community were replaced with signs that were more reflective at night. At the workshop, Paradise provided samples of different types of plants and additional plants for the Board's consideration. palms would be installed tomorrow.
 - A resident noted the back of stop signs at the condos weren't painted. Mr. Viasalyers stated it was not included in the proposal.

SIXTH ORDER OF BUSINESS

Supervisor's Requests

The Board addressed the following:

- Ms. Glynn updated the Board on proposal of a basketball hoop in the CDD common area and Ms. LeCesne gave a timeline of the painting of the wall.
- Ms. Glynn requested an update about posting the pool rules along the wall and confirming whether the language in the rules were legal. Mr. Viasalyers stated the rules were legally sound. Mr. Bradshaw asked Mr. Viasalyers to order the signs. Ms. Glynn asked if the Amazon Price account was deactivated. Mr. Showe replied affirmatively.
- Ms. Glynn asked Mr. McGrath to write on his credit card receipts what the costs were for.
- Mr. Bradshaw asked Mr. Williams to have his staff pick up palm fronds. A representative of Paradise stated it was not part of their contract to pick up palm fronds behind homes and suggested explaining to homeowners about the proper way to dispose of them.
- Mr. McGrath asked if there was a proposal for lifting the canopies of the CDD oak trees. The representative of Paradise would provide a proposal. A community wide oak tree trimming was suggested. Resident Dr. Berger suggested a discrete community area where individuals could dispose of their palm fronds. Mr. Bradshaw did not see residents using it.
- Mr. Bradshaw updated the Board about the parking situation. He knocked on people's doors, asking them to move their cars. Most of them were illegally


parked. He issued one parking violation last week. There were no complaints from the car that was towed. Mr. Bradshaw stated the CDD was trying to actively enforce parking, but to have a private service would cost each resident another \$250 per year. Ms. Glynn suggested using the online ticketing system.

- Ms. Glynn requested a copy of the Capital Projects List. Mr. Showe did not prepare a new one since nothing changed since the workshop.

SEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Bradshaw seconded by Mr. Weinreb with all in favor the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman