

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, October 26, 2020 at 5:00 p.m. at the Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida.

Present and constituting a quorum were:

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

Also present were:

Jason Showe	District Manager
Ginger Wald	District Counsel
Ray Malavé	District Engineer by phone
William Viasalyers	Field Manager
Randy McGrath	Amenities Manager
James Bourdeau	Resident
Sam Morris	Resident
Residents	

*The following is a summary of the discussions and actions taken at the October 26, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order and called the roll. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Dr. James Bourdeau (Clemente Drive) requested the Board consider issues with the gates, which remain open due to worn and loose parts.

Mr. Sam Morris (Montecito Drive) questioned the status of the fence. Mr. Showe confirmed it was inspected. Mr. McGrath explained it was currently in the ARB approval process. Legal was working on an encroachment agreement. It took 75 days to get approval for a fence by

the HOA; however, other residents have fences. Mr. Viasalyers stated there was a 3-foot easement agreement from the wall. Residents could walk on the easement, but not build on it. Ms. LeCesne suggested Mr. Morris review his survey. Discussion ensued.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the September 21, 2020 Meeting**

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the Minutes of the September 21, 2020 Meeting were approved, as presented.

**FOURTH ORDER OF BUSINESS**

**New Business Items**

**A. Consideration of Agreement with Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for the Fiscal Year 2020**

Mr. Showe stated Berger, Toombs, Elam, Gaines & Frank was selected through the auditing bid process and the agreement was in line with their proposal and the budget. Mr. Henson asked if this was the same company as last year and if the cost was the same. Mr. Showe replied affirmatively.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the Agreement with Berger, Toombs, Elam, Gaines and Frank for Fiscal Year 2020 Auditing Services in the amount of \$4,675 was approved.

**B. Discussion of Proposals**

**1. Landscaping Fiscal Year 2021 Projects**

Mr. Viasalyers presented the following proposals from Paradise Lawns & Landscaping (Paradise):

- Irrigation in the amount of \$3,274 and landscaping in the amount of \$6,903, for a total amount of \$10,500 around the east side of Lake Sonoma. The project would be completed in two parts and there will be additional charges for the remaining side.

Mr. Showe suggested the Board discuss the proposal and develop a Fiscal Year 2021 Plan at the next workshop. Ms. Glynn questioned the plant material. Mr. Viasalyers noted 585 linear feet of Purple Prince and Fakahatchee along the east side of Lake Sonoma. Mr. Henson noted this was a test site, did not want to spend a lot of money to see what worked and did not work and was surprised at the cost to retrofit the irrigation. Mr. Viasalyers did not anticipate the remainder of the

lake would cost as much. Mr. Bradshaw questioned the timeframe for the next phase. Mr. Viasalyers would find out. Dr. Bourdeau suggested Xeriscaping or rocks. Mr. Showe stated grasses would be placed along lake banks to help stabilize the lake bank. Rocks would be as expensive as landscaping. Ms. Glynn suggested drought tolerant plants, such as Jasmine. Mr. Viasalyers stated Jasmine had too many weeds.

Ms. LeCesne noted they were at the mercy of Mother Nature in terms of nutrients, water, resources, and maintenance and questioned whether other lakes would need additional irrigation. Mr. Showe explained each lake would receive irrigation on a case-by-case basis, depending on the plant material and water needs. Mr. Henson preferred sod. Ms. Glynn and Ms. LeCesne agreed. Mr. Viasalyers recommended vegetation to minimize the wave action that caused erosion. Mr. Bradshaw asked if the cost was \$10,000 for the west and \$10,000 for the north and south sides. Mr. Viasalyers estimated \$16,000 for landscaping around the entire lake bank and another \$16,000 for irrigation; however, Mr. Viasalyers and Mr. Henson negotiated \$5,000 for each lake bank, for a total of \$20,000 to \$23,000. Mr. McGrath suggested crushed concrete in the existing vegetation. Mr. Henson noted the cost for crushed concrete increased. Mr. Viasalyers would find out the cost.

Mr. Henson suggested tabling this matter until the workshop. Mr. Showe recommended the Board focus on capital projects for Fiscal Year 2021, prepare a plan at the workshop and vote on everything in December when assessment funds were received. *There was Board consensus.*

- Mulch in all common areas around the CDD, including the townhomes, around entrances with the exception of the newly mulched area in front of the Clubhouse in the amount of \$6,790.

Mr. Bradshaw asked if this expenditure would be paid out of the annual mulch budget. Mr. Viasalyers replied affirmatively. Mr. Showe noted \$12,334 was budgeted for mulch in Fiscal Year 2021. Mr. Henson asked if there was sufficient mulch to cover all areas. Mr. Viasalyers replied affirmatively, based on his conversations with Paradise.

On MOTION by Ms. Glynn seconded by Mr. Bradshaw with Mr. Henson, Mr. Weinreb, Mr. Bradshaw and Ms. Glynn in favor and Ms. LeCesne dissenting, the proposal with Paradise Lawns & Landscaping for mulch in all common areas around the CDD, including the townhomes and around all entrances with the exception of the newly mulched area in front of the Clubhouse in the amount of \$6,790 was approved. (Motion Passed 4-1)

- Sod for Clemente Drive and South Patrick Drive in the amount of \$17,000. This was the original proposal.
- Placing additional sod in an empty field on east side of Dr. Bourdeau's complex, between Simeon Drive and Clemente Drive in the amount of \$9,165.

Mr. Bradshaw noted construction debris on Clemente Drive in the empty field, but no landscaping or irrigation. Mr. Viasalyers confirmed there was irrigation. Mr. Henson agreed the area would look better with sod, but there was an open area at the end of Redondo Drive by Carlsbad Drive that was full of weeds. In his opinion, it was a waste of \$9,000 to fill in with sod if it would just turn to weeds. Ms. Glynn agreed. Ms. LeCesne suggested finding documentation for the original sod. After further discussion, at the Board's request, Mr. Viasalyers will speak to the builder's construction manager of the adjacent lots to ensure they agreed with incurring the cost of damage once the sod was installed. Mr. Viasalyers stated the builder already replaced a few areas on CDD property that was damaged during construction at their cost. They were responsive and helpful. If the builder refuses, it will be brought back to the Board.

- Bahia sod at east side of South Patrick Drive from the north wall entrance in the amount of \$1,555 to stabilize the lake bank.

Mr. Henson noted there was runoff to the ditch and this was most inexpensive way to improve the area.

On MOTION by Ms. LeCesne seconded by Ms. Glynn with all in favor the proposal with Paradise Lawns & Landscaping for Bahia sod at the east side of South Patrick Drive from the north wall entrance to stabilize the lake bank in the amount of \$1,555 was approved.

## 2. Neighborhood Signage

Mr. Showe stated Mr. Bradshaw requested signs at both entrances. The signs were \$1,800 each through Amazon. Mr. Bradshaw explained the signs would be outdoor programmable signs for the purpose of posting notices that would be mounted on the wall to the left of each entrance. Discussion ensued and the following was addressed:

- Mr. Henson asked if residents could pay for announcements for a minimal amount and if the District could charge for damage to the sign. Ms. Glynn hoped their cameras would have footage of any damage that occurred. Ms. Wald recommended

checking with the City of Satellite Beach before purchasing the sign. In her opinion, it was better as a governmental entity to use the sign for public purposes. Mr. Henson questioned the justification for spending \$1,800 for each sign other than posting notices. Ms. Glynn suggested using the sign for reminders and recalled the HOA offering to pay for a portion of the sign in order to post HOA meeting notices.

- Ms. LeCesne suggested using the sign for alerts and complimented Mr. Bradshaw on his choice of sign, but voiced concern about the lifespan, due to weather conditions. Mr. Bradshaw stated the sign was weatherproof aluminum that could withstand the harshest conditions.
- Resident Sam Morris asked how big the sign was, how long the messages could be and why it should be placed near the stop sign, if no one was stopping. Ms. Glynn felt it would slow drivers down. Mr. Bradshaw stated the sign was 25' by 7.5" inches and messages four to five sentences could be easily read.
- Mr. Weinreb did not see the necessity for a sign. It was expensive and garish.
- Dr. Bourdeau suggested a sign like Suntree had that was discrete and aesthetically pleasing.

After further discussion ensued, there was Board consensus for staff to bring back proposals for different types of signs and find out how much the HOA would contribute.

### **3. Vendor Log-in Device**

Mr. Showe presented a proposal from GMS in the amount of \$732 for an iPad sign-in system. Mr. Henson agreed, as half of their vendors do not sign in. Mr. Showe was working on an interim calendar for when vendors were expected. Discussion ensued regarding who needs to sign in and the process for signing in. Staff will work with basic software, learn the system, train vendors and bring back proposals.

Ms. Glynn moved to approve the Proposal with Government Management Services for an iPad sign-in system in the amount of \$732 and Ms. LeCesne seconded the motion.

Mr. Henson asked if there was any additional charge for Wi-Fi. Mr. Showe indicated Wi-Fi was included with the iPad, but depending on the functionality, the software may need to be extended. Mr. Henson asked if the system could be operated by phone. Mr. Showe explained with

Mr. Henson asked if there was any additional charge for Wi-Fi. Mr. Showe indicated Wi-Fi was included with the iPad, but depending on the functionality, the software may need to be extended. Mr. Henson asked if the system could be operated by phone. Mr. Showe explained with the basic free software, vendors could check-in by phone. Ms. Glynn suggested the Board approve a not-to-exceed amount. Mr. Weinreb could provide a check-in website program. Ms. Wald suggested a not-to-exceed amount of \$732 for the iPad sign-in system, with the stipulation that the project would not proceed until it was brought back to the Board. There was Board consensus for Mr. Showe to bring this item back to the workshop.

The prior motion was withdrawn.

#### 4. Proposed Improvements for North Perimeter Gate

Mr. Malavé worked with the Superior Fence & Rail and presented their recommendations to the north perimeter gate:

1. Replacing and replacing screws with stainless steel screws - \$895
2. Adding a shotgun hydraulic closer to help the gate closed when windy - \$399
3. Cut the pressed spear off leaving approximately 4 inch extending above the panel with a rubber cap on top -\$125
4. Replacing panels with new panels that do not have pressed spears - \$484

Discussion ensued regarding the pointed spears and using stainless steel screws. Mr. Malavé recommended adding the shotgun hydraulic closer, removing the lock and cutting the pressed spear off. Ms. LeCesne wanted to pay for the hardware, preferably stainless steel because of the climate, for the gates to be closed properly, an itemized bill and a detailed rendering. Mr. Henson did not want to pay \$895 for screws and was in favor of installing the shotgun hydraulic closer as a test; if it worked, it should be installed on the other gates. Ms. LeCesne requested additional options. Mr. Weinreb suggested using another vendor. Mr. Malavé would provide other options for opening and closing the gate and solicit other vendors for other projects.

Mr. Henson MOVED to approve the Proposal with Superior Fence & Rail for the installation of a shotgun hydraulic closer on the north perimeter gate in the amount of \$399 and removal of the spears in the amount of \$125. There being no second to the motion, the motion died.

Ms. Glynn requested additional options at the next workshop and removing the spears as a safety issue. It was not attractive, but there was no other option for safety purposes. Ms. LeCesne was appreciative that Supervisor Fence & Rail was willing to work with the District and requested they complete the punchlist and staff research additional materials, options and other vendors.

Ms. Glynn MOVED to approve the Proposal with Superior Fence & Rail for cutting the pressed spear off leaving approximately 4 inch extending above the panel with a rubber cap on top in the amount of \$125 and Mr. LeCesne seconded the motion.

Mr. Henson felt this was piecemealing the project and they were not handling the closure of the gate. Ms. Glynn questioned whether to approve a not-to-exceed amount. Mr. Showe recalled a not-to-exceed amount of \$6,500 was approved for the entire project. With the \$399 plus \$125, the District was still under the original not-to-exceed amount.

On VOICE VOTE with all in favor the Proposal with Superior Fence & Rail for cutting the pressed spear off leaving approximately 4 inch extending above the panel with a rubber cap on top in the amount of \$125 was approved.

## **5. Pool Heating**

Mr. Showe stated a resident requested heating of the pool. One proposal was \$30,000 without electricity, which was estimated at \$4,000 and \$10,000 per year, as well as a cost for maintenance. Ms. Glynn felt not enough residents would use the pool to justify the expense. After further discussion, no further action was taken.

## **6. Stop Sign**

Mr. Showe received a request from a resident to add a stop sign on Ventura Drive and Clemente Drive as well as a flashing speed sign. Ms. Glynn agreed as stop signs were an inexpensive way to get people to stop. Ms. Betsy Vincent (Redondo Drive) requested a stop sign at Carlsbad Drive and Montecito Drive. Mr. Bradshaw preferred poles similar to existing poles. Mr. Showe would price the poles with current prices and requested the Board approve the stop signs, subject to approval by the Chairman prior to authorization or a not-to-exceed amount. Discussion ensued.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the installation of three stop signs on decorative poles at the discretion of the Chairman to approve was approved.

**C. Consideration of Resolution 2021-01 Amending the Fiscal Year 2020 Budget - Added**

Mr. Showe stated the purpose of the resolution was to recognize some carry forward and beginning fund balance. Ms. Glynn noted \$136,000 remaining, which showed a good year.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor Resolution 2021-01 Amending the Fiscal Year 2020 Budget was adopted.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being none, the next item followed.

• **District Manager (Item 5C)**

**1. Consideration of Check Register**

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the Check Registers for September 1, 2020 to September 30, 2020 in the amount of \$126,034.99 were approved.

**2. Balance Sheet and Income Statement**

Mr. Showe presented the Balance Sheet and Income Statement as of September 30, 2020. All account lines were in line.

**B. District Engineer**

**1. Roadway Paving Assessment**

Mr. Malavé presented a Paving Assessment Memorandum with a methodology used by the Department of Transportation (DOT), which was used on many expressways. Options were to have a minor paint job (sealant), microseal (leveling) and ultimate (mill and resurface). For Phases 1a and 1b, the oldest sections, Mr. Malavé recommended milling and resurfacing for \$147,000. It was not urgent, would be prorated over the next two, three and four years and completed the fifth year. The Phase 2a and 2b, milling and resurfacing could be phased out four or five years. This phase was newer than Phase 1a and 1b. For Phase 2c, seal coating was recommended for \$8,300 after five years of the first mill and resurface of Phase 1. The single-family roads needed the most



maintenance. Several areas were open and there were depressions. Mr. Malavé anticipated the roads lasting at least five years without any headaches.

Ms. Glynn asked if Phases 1a and 1b were within five years and if funds were budgeted, what happened after five years. Mr. Malavé stated staff would obtain a contract and have the work completed. Ms. Glynn asked how many years after would Phases 2a and 2b be completed. Mr. Malavé responded within two or three years after Phases 1a and 1b. Mr. Bradshaw proposed budgeting \$50,000 each year for Phases 1a and 1b in three years and another three years for Phases 2a and 2b. The funds would be placed in a Roadway Fund. Mr. Showe will provide a project list at the workshop and include \$50,000 for the roadways. The workshop would be dedicated to Fiscal Year 2021 capital projects, which was in line with when assessments would arrive. Ms. Glynn asked if someone from the VUE would attend the workshop to discuss their project. Mr. Showe stated there would be a question and answer period with VUE and requested Board Members provide their questions in advance of the meeting to forward to VUE. They would connect to the stormwater system, did not know if they were connecting to irrigation or if their residents would have access to CDD amenities. Discussion ensued.

## **2. Townhome/Clubhouse Parking Spaces Proposal**

Mr. Malavé presented a proposal for approximately nine to ten parking spaces at the Clubhouse in the amount of \$23,650 and addressed the following options:

- Three spaces on the left in the grass with concrete bumpers.
- Six or seven spaces on the right, based on the dimensions.

Mr. Malavé recommended leaving the three spaces in the grass, placing the parking spaces after the sidewalk and proceeding with the six or seven spaces at a cost less than \$20,000. Mr. Henson proposed parking along the east side versus the west side, removing the Indian Hawthorne and installing a flagpole. Mr. Henson intended for residents on Ventura Drive to have to do less walking and requested a proposal from another contractor.

### **C. District Manager**

- 1. Consideration of Check Register**
- 2. Balance Sheet and Income Statement**

These items were discussed.

### **D. Facility Manager**

Mr. McGrath cleaned the fountains at South Patrick Drive and Shearwater entrances. Ms. Glynn recalled a contract with a company to clean the fountains. Mr. McGrath confirmed the vendor did not have time to clean them. Mr. Showe explained the vendor proposed cleaning the fountains, but some work was necessary so they could maintain them. Ms. Glynn presumed the vendor had not been paid yet. Mr. Showe replied affirmatively. Mr. McGrath worked with Gault Electric to troubleshoot streetlights that were knocked out from construction work. Ms. Glynn questioned whether the builder should pay the bill. Mr. McGrath confirmed the builder would pay the repair bill, but he was trying to get the lights working for the safety of the community. The Board addressed the following:

- Ms. Glynn questioned the status of the parking. Mr. McGrath stated people were responding in a positive way. There was only one violation last week and one this morning.
- Mr. Henson thanked Mr. McGrath for tagging vehicles that had expired tags. Mr. McGrath pointed out people were not violating, which was what they were trying to accomplish. All it took was due diligence. Ms. Glynn asked if Mr. McGrath was using his overtime hours. Mr. McGrath was utilizing four hours per week. Mr. Showe noted ticket complaints decreased significantly.
- Mr. Henson noted issues with people putting debris in areas between the sidewalk and the street and questioned whether there was a log. Mr. McGrath calls Waste Management when he notices it. Ms. Glynn stated it should be under the HOA's landscaping contract. Mr. Viasalyers stated it was not part of their contract. Ms. Glynn thanked Mr. McGrath for monitoring it. Mr. Hanson wanted residents to be held accountable.
- Mr. Weinreb questioned the status of the pool leak. Mr. McGrath explained there were undermining issues, so the automatic water fill was turned off and there was no loss of water. There was evidence of black algae, but it was being treated. More stabilizer was placed in the pool to help the chlorine hold longer. When the pool was less busy, Mr. McGrath wanted to shut down the pool for a granule chemical scrub and chlorine boost to bring the pool back to its original condition. Brevard Pools was maintaining the pool three times per week versus two times per week until the black algae dissipated completely.

**E. Field Manager**

Mr. Viasalyers provided the Field Manager's Report, which was included in the agenda package. Ms. LeCesne questioned the quality of the work by vendors Mr. Viasalyers worked with. Mr. Viasalyers stated there were some challenges, but nothing he could not handle. Mr. Showe, Mr. Henson and Mr. Viasalyers met with Paradise to address the irrigation and quality of larger scale work. Ms. LeCesne asked if they had a package where they exclusively do irrigation. Mr. Showe stated they did not handle irrigation or perform wet checks, only major repairs. They performed better than in the past, as there were less tickets for irrigation. Ms. LeCesne thanked Mr. Henson and staff for staying abreast of Paradise. Mr. Henson questioned the status of the low voltage lighting, as the vendor backed out. Mr. Viasalyers noted this area was limited for lighting vendors and was reconsidering a prior vendor to see if they were still interested and their pricing was the same.

**SIXTH ORDER OF BUSINESS****Supervisor's Requests**


Mr. Weinreb reported sand in the pool on Saturday morning and asked if the vendor was supposed to vacuum the pool. Mr. McGrath stated it was vacuumed today. They come on Monday, Wednesday and Friday. Mr. Viasalyers noted issues with residents going into the pool after the beach. Mr. McGrath would speak to the vendor review the video. Ms. LeCesne appreciated the feedback from Mr. Weinreb. Ms. Glynn voiced concern about construction of a pool at a house on Montecito Drive causing water stains on the sidewalk. Mr. McGrath explained when a pool was installed, the water level must remain down. They were pumping water out faster than it could come in. Mr. Viasalyers stated the owner was responsible for any damage and repairs. They could use a rust remover.

Ms. Glynn announced HOA meetings next week. The annual meeting of the Master HOA to review the budget was on Thursday. Mr. McGrath announced the City of Satellite Beach was having a Town Hall meeting for residents on Thursday evening from 5:00 p.m. to 9:00 p.m. Dr. Bourdeau asked if residents could attend the workshop. Mr. Showe replied affirmatively. Dr. Bourdeau requested the discussion of emergency egress from Montecito Drive to A1A at the town hall meeting.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the meeting was adjourned



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Secretary/Assistant Secretary



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Chairman/Vice Chairman