

MINUTES OF MEETING  
MONTECITO  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Montecito Community Development District was held Wednesday, February 26, 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                |
| Cathi Baglin    | Assistant Secretary by phone |
| Tanja Glynn     | Assistant Secretary          |
| Larry Bradshaw  | Assistant Secretary          |

Also present were:

|               |                      |
|---------------|----------------------|
| Jason Showe   | District Manager     |
| Ginger Wald   | District Counsel     |
| Randy McGrath | Amenities Manager    |
| Alan Scheerer | Field Manager        |
| Katie Costa   | GMS                  |
| Jason Pilon   | BrightView Landscape |
| Residents     |                      |

**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**

Ms. Lucille Carver, a resident, 757 Ventura Drive, thanked the Board for the playground. Mr. Wellman commented that Mr. McGrath was doing a great job.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the December 6, 2017 Meeting**

Mr. Showe presented the minutes of the December 6, 2017 meeting. No corrections were noted.

On MOTION by Mr. Wellman, seconded by Ms. Glynn, with all in favor, the minutes of the December 6, 2017 meeting were approved, as presented.

**FOURTH ORDER OF BUSINESS**                      **New Business Items**

**A.     Ratification of Agreement with Grau & Associates to Provide Auditing Services for the Fiscal Year 2017**

Mr. Showe presented the Agreement with Grau & Associates, which was executed so Grau could proceed with the audit, to meet statutory requirements.

On MOTION by Mr. Bradshaw seconded by Mr. Wellman with all in favor, the Grau & Associates Agreement to provide auditing services for Fiscal Year 2017, was ratified.

**B.     Consideration of Proposal from Brevard Lawns to Provide Landscape and Irrigation Maintenance Services for Phase 2C**

Mr. Showe presented the Brevard Lawns proposal for maintenance, fertilization and monthly irrigation checks, which was requested by the Board at the last meeting. Mr. Showe recommended tabling this item to get a full Scope of Services. Ms. Baglin asked if the price that the District was paying Brevard Lawns would be adjusted, if there was no landscaping. Mr. Showe would find out.

**C.     Consideration of Declaring Trash Receptacles and Benches Surplus**

Mr. Wellman requested that the bench on the Shearwater Parkway sidewalk and four garbage cans be designated surplus for disposal purposes. The remaining benches were in good shape. Mr. Showe estimated \$1,000 for the bench, including installation. Discussion ensued. Mr. Scheerer would look into PVC material. GMS would install the bench at no charge.

On MOTION by Mr. Wellman, seconded by Mr. Bradshaw, with all in favor, declaring four trash receptacles and one bench as surplus, was approved.

On MOTION by Mr. Bradshaw, seconded by Mr. Henson, with all in favor, replacing one bench, in a not-to-exceed amount of \$1,000, was approved.

**D. Ratification of Requisitions #921 - #929**

Mr. Showe reviewed the requisitions, which were approved by the District Engineer. Ms. Glynn asked why BrightView was responsible for troubleshooting the irrigation system. Mr. Showe stated that BrightView damaged the irrigation system wires and the repair was paid from construction funds, because the damage was not caused by the District.

On MOTION by Mr. Wellman, seconded by Mr. Bradshaw, with all in favor, Requisitions #921 through #929, were ratified.

**E. Consideration of License Agreement for Phase 2C Mailboxes**

Mr. Showe stated that the License Agreement for the Phase 2C mailboxes was changed to a Maintenance Agreement, because the HOA performed the maintenance. Ms. Glynn suggested that the townhome mailboxes be maintained by the HOA. Discussion ensued. Ms. Glynn proposed asking the townhomes to enter into a maintenance agreement for the mailboxes. Mr. Showe stated he would present the agreement to the townhome HOA.

Ms. Susan Kretschman, a resident, 749 Monterey Drive, asked why the CDD was not responsible for maintaining the single-family home mailboxes that were on CDD property. Mr. Showe indicated that residents were responsible for the maintenance. Ms. Baglin suggested sending a 30-day notice to residents who did not maintain their mailboxes. Upon further discussion, Ms. Wald was directed to include automatic renewals in the agreement, but not provisions for cleaning and painting, which were part of the maintenance.

On MOTION by Mr. Wellman seconded by Mr. Bradshaw with all in favor, the District entering into a License Agreement for all mail kiosks in the townhomes, was approved.

**F. Discussion Items****i. District Rules**

Mr. Showe reviewed the rules for parking and the Amenity Center, which were tabled from the last meeting. Discussion ensued.

Ms. Glynn presented a draft parking reminder letter to place on the windshield of cars parked on the sidewalk and grass. Mr. Wellman suggested verifying the legal requirements

regarding the rules for parking near a stop sign. Ms. Wald confirmed that no parking was permitted within 30 feet upon the approach of any flashing signal, stop sign, or traffic control, according to the City of Satellite Beach Code Enforcement Section 34-32A(2d). Mr. Bradshaw requested consistency between the HOA and CDD parking requirements.

Ms. Baglin provided changes to the rules, which were incorporated.

Ms. Wald stated she would include language about damage to CDD property from vehicle liquids. Mr. McGrath noted that a vehicle was parking in the same spot in the Clubhouse parking lot for three weeks. Ms. Wald advised that according to the rules, overnight parking was permitted at the Amenity Center, but there was a State Statute regarding abandonment, which the City of Satellite Beach could enforce. Mr. Showe directed Mr. McGrath to report the abandoned vehicle to the City and the draft rules would be updated. Mr. Showe stated he would provide amended parking rules at the next meeting.

On MOTION by Ms. Baglin seconded by Ms. Glynn with all in favor, Mr. McGrath was authorized to place a parking reminder letter on the windshield of illegally parked cars, and send an email blast to residents with a copy of the current law.

Mr. Showe presented the amended Amenity Center rules and the following was discussed:

- Mr. Wellman proposed that the Fitness Center rules state that the facility was not available for rental. Ms. Baglin suggested placing this language on the bottom of Page 9, under the rental policy.
- Mr. Henson requested the removal of provision 5 under the Fitness Training Room Policies for music devices. Mr. Patrick Buckley, a resident, 723 Ventura Drive, stated he takes his CD into the Fitness Room and asks residents if he can play it.
- Ms. Baglin noted that under the annual user fee, each owner received two amenity access cards; however, there was no limit on the number of gate transmitters provided to each resident. Mr. Wellman requested that the rule be amended to *“Gate transponders would be issued to new owners for \$30.00 each.”*
- Ms. Baglin suggested tabling action on the rules until Phase 2C was open.

*There was Board consensus for Mr. Showe to incorporate all changes and provide a redlined version at the next meeting.*

**ii. Capital Projects/Prioritization**

Mr. Showe presented a Capital Projects priority list and summary. Discussion ensued.

Ms. Glynn stated that items approved that were not planned for totaled \$53,000, and recommended transferring 25% of the amount for capital projects into the Reserve Fund. Discussion ensued regarding items approved today.

Mr. Bradshaw provided a slide presentation on a Project Prioritization Methodology for the Board to consider and highlighted the following:

- The methodology would ensure that the right projects were being completed at the right time, transparency and a mechanism for residents to provide input. Projects would be categorized into “*Clubhouse, pool and playground,*” “*Streets, sidewalks and walls,*” “*Security and accessibility*” and “*Facility infrastructure.*”
- Residents would be surveyed in an online tool to rate projects and select a visibility score. Raw data would be presented in a bubble chart, so the Board could set priorities on the capital expenditures, based on high priority/high cost, high priority/low cost, low priority/low cost and low priority/high cost.
- Capital projects included: Landscape enhancements, pond enhancements, sod replacements, irrigation replacement/upgrades, street light maintaining and street light LED replacement, Clubhouse, 16 camera security system, pool furniture enhancements, interior and exterior painting, gym equipment replacement, etc. and many other reserve study items.
- The next step was for the Board to approve the methodology and the District Manager to provide the final list of projects and estimated cost, upload the projects list as a survey, allowing two weeks for residents to respond.

Mr. Wellman stated he wanted more feedback than past surveys. Ms. Lucille Carver, a resident, 757 Ventura Drive, complimented Mr. Bradshaw on his presentation, recalling that in the past, there was no open communication with residents or community involvement. Mr. Wellman recommended selecting items with high visibility and completing as many projects this year as they could. Mr. Bradshaw stated he would provide the results of the survey at the May meeting.

Mr. Wellman proposed proceeding with landscaping, as it had overgrown ligustrums and would work with Mr. Jason Pilon, of BrightView and Mr. Scheerer on the entranceway. Mr. Scheerer stated that the primary planting season was the last three months and first three months of the year. Mr. Pilon stated he would complete the entrances by next month. Ms. Kretschman agreed with prioritizing projects and having visibility at entrances and roundabouts.

Mr. Wellman proposed \$34,000 for enhanced landscaping at the entrance and roundabout. Mr. Pilon noted that the maintenance of the plant material would not cost the District, except for annual flowers. The maintenance would fall under BrightView's current contract. Mr. Scheerer asked if BrightView would provide quotes with unit pricing for plants suitable for the Central Florida climate, which was in line with other landscapers.

Ms. Kretschman asked if the builder was compensating the District. Mr. Wellman stated that there was a written commitment from the builder to contribute \$10,000 and asked about the lifespan of the plants. Mr. Pilon estimated that long-term plants such as Drift Roses, Aboricola and Fire Bush would last 10 to 15 years. Mr. Gary Basham, a resident, 166 Redondo Drive, wanted to enhance both entrances, but eliminate the traffic circle. *There was Board consensus to not have annuals.*

- **Hedges on Montecito Drive**

Mr. Showe presented proposals for a Coco Plum hedge on Montecito Drive that was severely damaged. Mr. Wellman recommended removing all hedges and replacing with more resistant plantings, sod and irrigation. Mr. Bradshaw asked if the Phase 2C hedges were included. Mr. Showe stated he would request a full landscaping plan from the developer and add it to the capital projects list.

- **Capital Projects/Prioritization (Continued)**

Mr. Showe stated that the not-to-exceed amount of \$45,000 would be contingent on the \$10,000 developer contribution. He would verify this with the developer.

On MOTION by Mr. Bradshaw seconded by Ms. Glynn with all in favor, authorizing a not-to-exceed amount of \$35,000 in CDD funds plus \$10,000 from the developer, for entrance and roundabout enhancements, without annuals, and authorization for the District Manager and Supervisor Henson to work with the developer, was approved.

On MOTION by Mr. Bradshaw seconded by Mr. Wellman with all in favor, adopting the Project Prioritization Methodology and resident ranking process for the remaining capital projects, was approved.

Mr. Wellman stated he wanted the HOA to contribute funds towards the entrance signage, since the HOA would benefit from the signage. Mr. Showe stated he would contact the HOA.

**iii. Landscape Contract**

This item was tabled.

**iv. Aquatic Management Services Contract**

Mr. Scheerer recalled that the Board allocated extra funds for American Ecosystems to provide Hydrilla treatment to several ponds, but after 90 days there was still Hydrilla. Proposals were obtained by Eco and Applied Aquatics, which were discussed by the Board. Mr. Scheerer recommended grass carp, at the end of the year, to provide long-term Hydrilla maintenance.

Mr. James Bourdeau, a resident, 137 Clemente Drive, stated that when he was on the Board, American Ecosystems was responsible for water management of the ponds, sampling, quality and refurbishment of the fountains. Mr. Wellman asked if Mr. Scheerer had issues with American Ecosystems. Mr. Scheerer noted that when proposals were obtained, five weeks ago, there were issues with the ponds, but there was improvement, and recommended that American Ecosystems focus on the water, and Cascade or Vertex concentrate on the fountains and that a line item be included in the budget for grass carp.

**v. Hedges on Montecito Drive**

This item was discussed.

**vi. Discussion of TVs in Gym**

Mr. Wellman reported that the power supply for the small TVs on equipment in the gym were failing and replacement parts were no longer available. Mr. Bourdeau suggested that residents bring tablets and use the Wi-Fi in the Amenity Center and the gym.

**vii. Gate Camera Proposal**

Mr. Showe stated he would add this item to the capital projects list.

**viii. City of Satellite Beach Permits/Verge Area Responsibilities**

Mr. Wellman stated that the City granted homeowners permission to maintain verge areas, between the sidewalk and the street, and wondered if Montecito could do the same for homeowners to maintain mailboxes in the verge area; however, the HOA was not interested.

**ix. ARC Easement Request Process**

**a. Approval of Easements**

- i. 728 Monterey Drive**
- ii. 738 Monterey Drive**
- iii. 136 Redondo Drive**
- iv. 395 Point Lobos Drive - Added**

**b. Process for Future Approvals**

Mr. Showe presented easements that were received requesting access to the CDD easement area. The owners of 728 and 738 Monterey Drive were installing a pool by the same vendor. The owner of 136 Redondo Drive was installing pavers and the owner of 395 Lobos Drive may be installing palm trees. He stated that these were temporary construction easements and the owner would be responsible for damages to the turf or CDD infrastructure. After further discussion, Mr. Wellman requested that BrightView mark the irrigation system and charge a fee for further approvals.

On MOTION by Mr. Wellman seconded by Mr. Bradshaw with all in favor, the four Temporary Access Easement Agreements for the above address were approved.

Mr. Showe presented a draft easement access process, as no formal process was in place to approve easements. He stated that currently, homeowners have written approval from the Architectural Review Committee (ARC), provide a description and sketch showing the area, confirm folio numbers and have District Counsel draft the appropriate documents. The Board could consider a deposit or fee and a resolution allowing management to approve easements without coming to the Board. Mr. Showe stated he would include approvals from the City in the resolution. Discussion ensued regarding the process and charging a fee. Ms. Wald estimated an hourly rate of \$225 to \$250 for legal fees. Mr. Bradshaw proposed a fee of \$300 and revisiting at a later time.



On MOTION by Mr. Bradshaw seconded by Ms. Glynn with all in favor, Resolution 2018-04 Processing Easement Requests Administratively for a fee of \$300, was adopted.

**x. Yard Work Debris Container**

Mr. Wellman stated that a resident requested a debris container. Mr. McGrath obtained a proposal from Superior Fence for a fenced in debris container. After further discussion, this item will be placed on the capital projects list.

**xi. Fountain Cleaning Proposals**

Mr. Showe presented fountain cleaning proposals from Vertex Water Features for \$554 per quarter and \$480 per quarter from Cascades. Discussion ensued.

Mr. Bradshaw moved to approve the Cascades Proposal for fountain cleaning, in the amount of \$480 per quarter, and Mr. Wellman seconded the motion.

In response to Ms. Glynn’s question, the cleaning would commence as soon as Cascades could get onsite. Discussion ensued.

On VOICE VOTE with all in favor, the Cascades Proposal for fountain cleaning, in the amount of \$480 per quarter, was approved.

**FIFTH 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**

**1. Consideration of Check Registers**

Mr. Showe reviewed the checks from November 1, 2017 to November 30, 2017 totaling \$31,918.31, from December 1, 2017 to December 31, 2017 totaling \$290,075.93 and from

January 1, 2018 to January 31, 2018 totaling \$56,365.56. Mr. Showe stated he would include the summary only in future agenda packages.

Mr. Wellman moved to approve the November, December and January Check Registers, and Mr. Henson seconded the motion.

Ms. Glynn asked about a plumbing cost of \$415 in a GMS invoice. Mr. Showe would find out. Mr. Bradshaw stated that it was important to receive the invoices. Mr. Showe would email the invoices to the Board in a separate PDF.

On VOICE VOTE with all in favor, the November, December and January Check Registers, were approved.

## 2. Balance Sheet and Income Statement

Mr. Showe presented the Balance Sheet and Income Statement, which did not require any action from the Board. He stated that the charts requested by the Board at the last meeting were included and that the assessments were in good shape.

### D. Field Manager

Mr. Scheerer presented the Field Manager's Report and highlighted the following:

- The control boxes that American Ecosystems was supposed to repair would now be repaired by Cascades.
- Irrigation inspections were ongoing.
- BrightView started hedge trimming on edge of the townhomes and behind the wall. They were asked to use a 4-foot pole for guidance.
- All entrances were pressure washed before Christmas at no cost to the CDD.
- Spies Pool, a pool contractor from Kissimmee, would analyze the basin fountains. They provided a price to bring the other three fountains online, which would be revisited later on in the year.
- The lake signs were installed. A few posts were missing and would be installed as soon as possible.
- He met with a low voltage vendor on the low voltage lighting.
- He reviewed the lakes with Mr. Bradshaw and Mr. Showe.

Mr. Henson recalled discussing with Mr. Scheerer areas where low voltage lighting was needed. Mr. Showe stated that separate quotes for different service areas were provided and would be included on the CPL. Mr. Henson asked if there was a timeframe to reduce the hedges to the 4-foot level. Mr. Showe stated he would get a schedule from Mr. Pilon.

Mr. Showe stated that the plumbing charge was for Roto-Rooter to come out to unclog the drain at the pool and that it was paid for on the GMS credit card.

Mr. Henson asked about the cost for painting the walls and pergolas. Mr. Showe stated that the proposal for the outside wall was \$30,900 for the walls, pergolas and doors. It was on the capital projects list. Mr. Henson suggested splitting the job into phases. Mr. Wellman requested that items completed be moved from the capital projects list to a “completed” list. Mr. Bradshaw requested that the capital projects list be posted on the website. Mr. Showe would provide a three or four year capital projects list, which would tie into the budget and show the projects for the current year. Mr. Scheerer suggested a presentation to residents detailing the Board’s accomplishments for the year.

#### **E. Facility Manager**

Mr. McGrath suggested fencing around Pump Station #2, as children were jumping off of the wall onto the equipment cover and turning breakers off. Proposals were obtained from fence companies. Mr. McGrath recommended the quote from Superior Fence for \$2,190. Mr. Henson stated that he witnessed children playing in Pump Station #1. Mr. McGrath stated he would get a proposal.

Mr. Bradshaw moved to approve the Superior Fence proposal for fencing around Pump Station #2, in a not-to-exceed amount of \$2,300, and Mr. Wellman seconded the motion.

Mr. Henson suggested installing a barrier on top of the fence to prevent people from jumping down from the fence. Once the fence was installed, BrightView would be asked to clean out the area.

On VOICE VOTE with all in favor, the Superior Fence proposal for fencing around Pump Station #2, in a not-to-exceed amount of \$2,300, was approved.

Mr. McGrath stated he obtained a proposal for applying a sealant/stain to the Clubhouse and patio ceilings. The cost for the product and the labor was \$36 per gallon and that 20 gallons were needed because of absorption. Mr. McGrath suggested placing this item on the capital projects list.

**SIXTH ORDER OF BUSINESS**

**Supervisor's Requests**

Mr. Henson felt that three months without a meeting was a long time. Mr. Showe noted that seven meetings were scheduled for the year and would ask Supervisors to provide input for next year's schedule.

Mr. Wellman proposed hiring a part-time person to work three or four weeks in Mr. McGrath's office to organize the office, distribute keys and perform data entry. Mr. Showe requested a Scope of Services. Ms. Wald suggested reviewing Mr. McGrath's Scope of Services to see if it needed to be amended. Mr. Bradshaw suggested that GMS maintain resident information sheets. Mr. Showe stated he would provide a proposal. Ms. Wald explained the public records process. Mr. Wellman requested a record retention schedule. Mr. Showe stated he would include this item on the next agenda.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Wellman moved to adjourn the meeting, and Mr. Bradshaw seconded the motion.

A resident of 694 Mission Bay Drive, stated that their irrigation system was not working. Staff would perform a wet check.

On VOICE VOTE with all in favor, the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman