

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

MONTECITO COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of Montecito Community Development District was held on **Monday, May 23, 2016** beginning at **10:32 a.m.** at the Montecito Beach Club, located at 208 Montecito Drive, Satellite Beach, Florida 32937.

Present and constituting a quorum:

Richard Wellman	Board Supervisor, Chairman
Ed Henson	Board Supervisor, Vice Chairman
John Heilner	Board Supervisor, Assistant Secretary
Luis Ramirez	Board Supervisor, Assistant Secretary
James Bourdeau	Board Supervisor, Assistant Secretary

Also present were:

Anthony Jeancola	District Manager, Rizzetta & Company, Inc.
Grant Phillips	District Manager, Rizzetta & Company, Inc.
Michael Pawelczyk	District Counsel, Billing Cochran Lyles et. al
Vivian Carvalho	Leland Management (HOA)
Rey Malave	District Engineer, Dewberry
John Robb	On-Site Manager
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Mr. Wellman called the meeting to order and Mr. Jeancola read the roll call confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Audience Comments on the Agenda

There were no audience comments put forward at this time.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2016-01, Re-Designating Officers

Mr. Jeancola stated that it is required by statute to review the slate of officers, whenever a new supervisor is appointed. He reviewed the current officers and the Board indicated that they would like to maintain the officers as is and add Mr. Bourdeau as an Assistant Secretary.

On Motion by Mr. Heilner, seconded by Mr. Bourdeau, with all in favor, the Board of Supervisors approved Resolution 2016-01, naming Rich Wellman as Chairman, Ed Henson as Vice Chairman, and John Heilner, James Bourdeau, Luis Ramirez, Anthony Jeancola, and Melissa Dobbins as Assistant Secretaries for Montecito Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors Regular Meeting held on April 25, 2016

Mr. Bourdeau noted that his name was misspelled throughout the minutes.

On Motion by Mr. Heilner, seconded by Mr. Wellman, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors Regular Meeting held on April 25, 2016, as amended for Montecito Community Development District.

FIFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures for April

The Board reviewed the operation and maintenance expenditures

On Motion by Mr. Ramirez, seconded by Mr. Bourdeau, with all in favor, the Board of Supervisors ratified the operations and maintenance expenditures for April 2016 in the amount of \$21,542.23 for Montecito Community Development District.

SIXTH ORDER OF BUSINESS

Ratification of Construction Requisition #820

The Board reviewed the Series 2006 bond requisition #820 payable to Dewberry Engineers in the amount of \$220.

On Motion by Mr. Heilner, seconded by Mr. Ramirez, with all in favor, the Board of Supervisors ratified the series 2006 construction requisition #820 for Montecito Community Development District.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Pawelczyk reviewed the Florida Sunshine and ethics Laws for the benefit of the new supervisor providing examples of what might constitute violations. He also touched on public records and the need to keep any district records separate from personal records. A brief discussion ensued regarding the annual Form 1 submission requirement.

Mr. Pawelczyk responded to Board questions regarding avoiding sunshine law violations when dealing with HOA/CDD matters.

B. District Engineer

Mr. Malave updated the Board on the status of the permit request from the City of Satellite Beach, noting that he it will most likely be June before he has. A brief discussion ensued regarding establishing a construction entrance and issues that may impact the ability to have one.

C. Facility Attendant

Mr. Robb provided a brief overview of maintenance items that have been addressed to date and others that are pending, as well as bookings at the clubhouse. Mr. Jeancola stated that he and the District Engineer completed an inspection of recent sidewalk repairs.

Mr. Jeancola confirmed that if Mr. Robb is unable to work with the prior on-site manager for his training, he will ensure that the training will be completed. He also confirmed that there would be no issues with an individual Board Supervisor discussing maintenance concerns with Mr. Robb. A request was made for a brief weekly report of items addressed be forwarded to Mr. Jeancola for distribution to the Board.

Discussion was held regarding the status of hiring a second employee and the possibility of utilizing volunteers to assist with basic clubhouse functions. The Board will explore this option in more detail.

D. District Manager

Mr. Jeancola announced that as of April 15, 2016 there were 530 registered voters and this number dictates the type of election process used. He explained that the District will be participating in the November general election for seats 1, 2, & 3. He informed the Board of the June qualifying period and recommended that any interested parties contact the Supervisor of Elections for additional information.

A brief discussion ensued regarding the financial status of the District relative to investments and the current fiscal year budget.

Mr. Jeancola distributed copies of a revised parking policy prepared by Mr. Ramirez addressing on street parking issues. Mr. Ramirez reviewed the proposed changes to the parking policy based on feedback received from residents. Discussion was held on the topic with audience comments being entertained. Recommendations were made to try out the policy on a trial basis, that there should be no subjective criteria included in the policy, and the possibility of including alternative side street parking options. Further discussion will be held during the next meeting. It was noted that a public hearing will need to be held before making any official changes to the policy that will need to be advertised according to state statutes. It was also stated that it is possible to hold an evening meeting if the Board so chooses. A recommendation was made to consider any changes to other District policies and/or fees at the same public hearing.

EIGHTH ORDER OF BUSINESS

Consideration of Gate Proposals

Mr. Jeancola presented two proposals for gates and the Chair informed the Board of discussions he'd had with both firms. Mr. Wellman recommended that the Board go with the high capacity gate system from Florida Door Control at a cost of \$35,734. Mr. Wellman and District Staff responded to Board questions on the proposals and funding for the project.

On Motion by Mr. Wellman, seconded by Mr. Heilner, with all in favor, the Board of Supervisors approved the proposal from Florida Door Control for the installation of eight gates at a cost of \$35,734 for Montecito Community Development District.

NINTH ORDER OF BUSINESS

Discussion Regarding Gate Maintenance Proposal

A brief discussion ensued regarding the gate maintenance proposal and training program. No Board action was taken.

TENTH ORDER OF BUSINESS

Discussion on Gate Cameras

Mr. Jeancola stated that no proposal for the gate cameras have been received to date. A brief discussion was held regarding the benefits of installing license plate readers at the gates and the item was tabled until the next meeting.

ELEVENTH ORDER OF BUSINESS

Consideration of Street Striping Proposal

Mr. Jeancola presented a proposal from Campolong Enterprises, Inc. to restripe the streets in the amount of \$3,407. A brief discussion ensued regarding the scope of work, including a stall at the mail boxes for the mail truck (rather than just a handicapped stall) and an estimated time of completion.

On Motion by Mr. Bourdeau, seconded by Mr. Heilner, with all in favor, the Board of Supervisors approved the proposal from Campolong Enterprises, Inc. to restripe the streets at a cost of \$3,407 for Montecito Community Development District.

TWELFTH ORDER OF BUSINESS

Consideration of Painting of Signs and Street Lights

Discussion was held regarding the painting of signs and street light posts throughout the community. A request was made for pricing to paint them black be available for the next meeting.

THIRTEENTH ORDER OF BUSINESS

Consideration of Powder Coating Four Trash Receptacles

Mr. Wellman led discussion regarding powder coating four trash receptacles and placing them strategically throughout the community to encourage the disposal of pet waste. A recommendation was put forward to see what it would cost to have the landscaper empty the cans. Additional information will be included in the next agenda for further consideration.

FOURTEENTH ORDER OF BUSINESS

Circle Yield/Direction Signs and Relocation of Stop Sign

Mr. Wellman stated that he has been working with Mr. Malave to relocate the stop sign after you come through the gate and placing a yield sign at the round-a-bout. Mr. Malave stated that the pricing to address the signs was included in the pricing for the restriping.

FIFTEENTH ORDER OF BUSINESS

Presentation of Fiscal Year 2016/2017 Proposed Budget

Mr. Jeancola reviewed the budget process for the Board, highlighting the June 15th deadline to approve a proposed budget setting the amount that the County will include on their TRIM notices. He explained that the public hearing to finalize the budget can not be scheduled sooner than sixty days after approval of the proposed budget. Mr. Jeancola also noted that once the proposed budget has been submitted to the County, the Board would not be able to increase it.

Mr. Jeancola reviewed the proposed budget totaling \$451,452 that utilizes \$77,481 in carry forward funds to keep the assessment levels flat. He offered to address any questions the Board might have regarding specific line items and the reserve study on an individual basis. He also confirmed that he reviewed existing contracts as part of the budget preparation process.

Mr. Jeancola recommended that the Board set the public hearing for August 22, 2016 at 10:30 a.m.

On Motion by Mr. Wellman, seconded by Mr. Heilner, with all in favor, the Board of Supervisors approved Resolution 2016-02, approving the fiscal year 2016/2017 proposed budget totaling \$451,452 and setting the public hearing for August 22, 2016 at 10:30 a.m. at the Montecito Beach Club, located at 208 Montecito Drive, Satellite Beach, Florida 32937 for Montecito Community Development District.

SIXTEENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

Audience comments were entertained regarding the timing of the sod install and clarification on the placement of cans, as well as a statement in support of utilizing the sign board to improve communication,

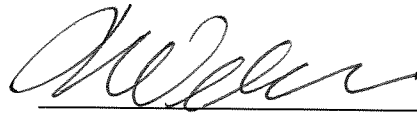
The Board requested that a proposal be obtained to increase the frequency of the preventive maintenance on the irrigation pump, the part-time employee be hired as soon as possible, and that an excel version of the budget be forwarded to the Board.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On Motion by Mr. Bourdeau, seconded by Mr. Heilner, with all in favor, the Board adjourned the meeting at 2:00 p.m. for Montecito Community Development District.

Secretary/Assistant Secretary



Chairman/Vice Chairman