

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 special meeting of the Board of Supervisors of Montecito Community Development District was held on **Monday, November 21, 2016** beginning at **10:30 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
Luis Ramirez	Board Supervisor, Assistant Secretary
James E Bourdeau	Board Supervisor, Assistant Secretary

Also present were:

Anthony Jeancola	District Manager, Rizzetta & Company, Inc.
Ed Henson	Board Supervisor, Vice Chairman (via phone)
Cathi Baglin	Board Supervisor (sworn in during meeting)
Ginger Wald	District Counsel, Billing Cochran Lyles et. al
Rey Malave	District Engineer, Dewberry
Vivian Carvalho	Leland Management
Audience	Present

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 Minutes of the Board of Supervisors Regular Meeting held on September 26, 2016

The Board reviewed the minutes. Mr. Ramirez noted that there was a spelling error made on page 2. He also commented on the verbiage "outside guests" when describing those allowed to utilize the lakes/ponds on page 6.

On Motion by Mr. Bourdeau, seconded by Mr. Ramirez, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors Regular Meeting held on September 26, 2016, as amended, for Montecito Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures for September
& October 2016**

Mr. Jeancola presented the Operation & Maintenance expenditures for September & October 2016 to the Board for ratification.

Mr. Henson questioned two American Ecosystems invoices for \$2600 each. It was explained that they were for services regarding fountain ponds # 5 & # 6.

Mr. Ramirez had general questions regarding landscaping, sidewalk repairs and sod replacement. Brief discussion ensued.

Mr. Malave is awaiting a corrected invoice from the sign vendor.

On Motion by Mr. Bourdeau, seconded by Mr. Ramirez, with all in favor, the Board of Supervisors ratified the operations and maintenance expenditures for September 2016 in the amount of \$49,786.77 for Montecito Community Development District.

On Motion by Mr. Ramirez, seconded by Mr. Bourdeau, with all in favor, the Board of Supervisors ratified the operations and maintenance expenditures for October 2016 in the amount of \$96,919.39 for Montecito Community Development District.

FIFTH ORDER OF BUSINESS

**Ratification of Construction Requisition
#831 - #832 and #834 - #836**

Mr. Wellman reviewed the requisitions paid.

Mr. Ramirez had a general question regarding the change order. Both Mr. Malave and Ms. Wald entertained additional questions/concerns raised by Mr. Ramirez. Discussion ensued.

On Motion by Mr. Ramirez, seconded by Mr. Wellman, with all in favor, the Board of Supervisors ratified construction requisition #831 - #832 and #834 - #836 for Montecito Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel
No report.

B. District Engineer
Mr. Malave stated that the 4-1 slopes are in place. They do require some maintenance, however, they are stable right now. Since we are currently in the dry

season, they will explore the possibility of sodding them next Spring. Discussion ensued.

Agenda item 5D (Tab 7) was taken out of order.

Mr. Malave reviewed Gunnstruction's change order #2 for additional excavation and fill. He stated that we are within the construction budget.

On Motion by Bourdeau, seconded by Mr. Ramirez, with all in favor, the Board of Supervisors ratified Gunnstruction's change order # 2 in the amount of \$8,040.00 for Montecito Community Development District.

C. District Manager

Mr. Jeancola stated that Mr. John Heilner was not present and tendered his resignation with an effective date of November 20, 2016.

On Motion by Ramirez, seconded by Mr. Bourdeau, with all in favor, the Board of Supervisors accepted the resignation of Mr. John Heilner (Seat # 2) effective November 20, 2016 for Montecito Community Development District.

Ms. Wald explained to the Board that Ms. Baglin would be sworn in today, November 21, 2016 for the remainder of the Mr. Heilner's term. Being that this meeting is being held prior to November 22nd, Ms. Baglin would have to be officially sworn in again to hold Seat # 2 for the 4 year term effective November 22, 2016.

On Motion by Ramirez, seconded by Mr. Bourdeau, with all in favor, the Board of Supervisors appointed Ms. Cathi Baglin to Seat # 2 (previously held by Mr. John Heilner) effective November 21, 2016 for Montecito Community Development District.

Mr. Jeancola swore in Ms. Cathi Baglin to Seat # 2 effective November 21, 2016.

Ms. Baglin waived compensation.

Mr. Jeancola briefly discussed the current irrigation and landscape contract. The contract is currently with the master contract which requires certain billing procedures. The goal is to bring the contract directly back with the District in order to directly bill for monthly maintenance.

Ms. Wald stated that there was an amendment in place effective January 1, 2016. She prepared a first amendment to the amended restated agreement between Montecito CDD and the Master Association (bringing everything back to its original language). Landscape maintenance is being removed and the compensation regarding irrigation is being changed back to what was originally put in place. Separate contracts to provide landscape maintenance would need to be sought. In depth discussion ensued.

Ms. Carvalho had a few comments regarding some of the verbiage in the agreement. Ms. Wald commented that the final version was already corrected and reflected the changes.

Mr. Wellman stated that he was awaiting a proposal from Brightview for landscape maintenance services. Ms. Carvalho received the proposal and that they were incorrect. She will get a revised/corrected draft.

It was agreed upon that the amended contract should be effective as of January 1, 2017. A draft agreement will be available prior to the December 7, 2016 meeting.

D. Facility Attendant

Mr. Wellman reviewed the proposal received from Construction Soldiers in the amount of \$3,800.00 for the sidewalk repair. A 50% deposit is required. There are six areas requiring repair at this time.

Ms. Wald stated that a not to exceed amount of \$3,000.00 was approved in February 2016 for sidewalk repairs. A maximum amount of \$5,000.00 was also approved in March 2016. It is believed that work was performed utilizing the approved \$3,000.00 and that the \$5,000.00 was still available to cover the services to be provided by Construction Soldiers. Brief discussion ensued.

Mr. Henson questioned if there was a warranty for the services to be provided.

Agenda item 5E (Tab 8) was taken out of order.

Mr. Wellman and a representative from Brightview presented the issue of residents opening irrigation valve boxes and turning the valves on causing pump failure. This puts unnecessary wear and tear on the pumps. It was determined that if this continued, the pumps would not be under warranty in the future. An alternative is to screw the covers down. Discussion ensued.

Mr. Henson asked if it would be feasible to install a seal (not a screw) on the valve boxes to determine which boxes are being tampered with once broken. It was determined that it would not be beneficial.

Mr. Wellman discussed sending out an e-mail requesting residents not to turn valves on because this could result in an increase of fees for everyone within the community.

Mr. Ramirez asked who would have to be contacted if a resident wanted to connect their own irrigation system to their property. Ms. Wald answered one would have to deal with at least three entities. She stated that one would have to go through the City and County for the permit process. Dependent upon whose property one is on, one would have to go through them as well.

SEVENTH ORDER OF BUSINESS

**Continued Discussion on Draft District
Policy Changes**

Mr. Ramirez stated that all of the requested changes were implemented into the current draft.

Ms. Wald stated that the next step, from a legal perspective, is to advertise. There are 21 day and 28 day advertising requirements that have to be met. A public hearing is also required.

Mr. Henson has some concerns regarding the changes that were made. He requested a change to the fitness center rules on page 8 which only permits “minors” to bring one guest if they are 20 years of age or younger. Mr. Henson proposed changing it from 20 to 18 years of age. It was determined to use “household” as opposed to “patron” in section 2 (page 3) – guests. A definition describing “household” as being one residential unit will be added. There will only be 5 guests allowed per household.

Ms. Baglin requested a revision to section 1.5 - parking, regarding the towing verbiage removing “each subsequent offense”.

Mr. Wellman requested that the form used when renting the clubhouse, have verbiage added explaining the insurance requirements when serving alcohol. An additional \$1M in coverage is required as per page 10 of the insurance policy.

Ms. Baglin requested changes to section 3 (page 3) - annual user fee. She requested removing the word “two” and “(2)”, and changing the fee to reflect \$20. There is no maximum number of gate transmitters allowed per household. She proposed installing a sign at the clubhouse with the District Manager’s contact information in case of an emergency. She expressed concern over the verbiage used under section 4 (page 12) – revoking privileges. She feels some people may find it objectionable.

EIGHTH ORDER OF BUSINESS

Review of September Aquatics Report

The Board of Supervisors reviewed the Aquatic Report for September 2016.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2017-01,
Amending FY 2015/2016 Budget**

Mr. Jeancola reviewed Resolution 2017-01, Amending FY 2015/2016 Budget.

<p>On Motion by Mr. Bourdeau, seconded by Mr. Ramirez, with all in favor, the Board approved Resolution 2017-01, Amending FY 2015/2016 Budget in the amount of \$566,911.80 for Montecito Community Development District.</p>

TENTH ORDER OF BUSINESS

Ratification of Gunnstruction, Inc. Change Order #2

Agenda item 5D (Tab 7) was taken out of order and a motion was made to accept the change order during the District Engineer's report.

ELEVENTH ORDER OF BUSINESS

Consideration of Brightview Proposal Securing Irrigation Valve Boxes

Agenda item 5E (Tab 8) was taken out of order and a motion was made to accept the proposal during the Facility Attendant's report.

TWELFTH ORDER OF BUSINESS

Consideration of Sonitrol Entry Camera Proposals

Following a brief discussion, it was decided to table this matter until further notice. Ms. Wald also had concern with the lack of detail/specifics of the proposal language.

THIRTEENTH ORDER OF BUSINESS

Consideration of Jacobs Pressure Cleaning Pressure Washing Proposal

Following a brief discussion, Mr. Bourdeau requested to table this matter until further notice.

FOURTEENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

A question was raised as to whether individual sod issues were the District's responsibility.

A comment was made regarding the builder still needing to complete a section of the sod on Redondo. Mr. Malave said that the City is aware and that the inspectors will ensure that the builder repairs everything else when they are back onsite.

Mr. Wellman presented a proposal to fill the holes from fallen/removed trees as a result of the hurricane.

On Motion by Mr. Ramirez, seconded by Mr. Bourdeau, with all in favor, the Board accepted the proposal in the amount of \$3,009.12 for Montecito Community Development District.

Mr. Wellman presented a proposal to remove eight Italian Cypress trees.

On Motion by Mr. Ramirez, seconded by Ms. Baglin, with all in favor, the Board accepted the proposal in the amount of \$1,375.00 for Montecito Community Development District.

Mr. Wellman stated that gutter proposals would be presented in the next meeting.

An audience member had a comment regarding the fountains at the gates. It was noted facilities staff is in process of working to return the fountains to an operable state.

Mr. Bourdeau provided a report on the gates and said that they all seem to be working well. Control time options will be looked into. Pedestrian gate issues are also being looked into in order to ease the ingress/egress of children during school hours. The fountain may need to be relocated at the new enlarged pond.

Mr. Jeancola stated that the next meeting would be held on Wednesday, December 7, 2016 at 5:00 p.m. at the Montecito Beach Club, located at 208 Montecito Drive, Satellite Beach, Florida 32937.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On Motion by Mr. Bourdeau, seconded by Mr. Ramirez, with all in favor, the Board adjourned the meeting at 1:30 p.m. for Montecito Community Development District.


Secretary/Assistant Secretary


Chairman/Vice Chairman