

MINUTES OF MEETING  
MONTECITO  
COMMUNITY DEVELOPMENT DISTRICT

A Special Meeting of the Board of Supervisors of the Montecito Community Development District was held Thursday, April 13, 2017 at 11:00 a.m. at the Montecito Beach Club, located at 208 Montecito Drive, Satellite Beach, Florida 32937.

Present and constituting a quorum were:

Richard Wellman	Chairman
Ed Henson	Vice Chairman
Cathi Baglin	Assistant Secretary
James Bourdeau	Assistant Secretary by phone

Also present were:

Anthony Jeancola	District Manager
Ginger Wald	District Counsel by phone
Rey Malave	District Engineer
Jason Showe	GMS
Randy McGrath	Facility Coordinator
Mary Shaffer	Carabetta Management

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Jeancola called the meeting to order.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Business Administration**

**A. Consideration of Minutes of the Board of Supervisors Regular Meeting held on February 27, 2017**

Mr. Jeancola: At this time, if there are any questions, comments, or modifications please state such.

Ms. Baglin: I have a very minor comment on page 7, under the 15<sup>th</sup> order of business on line 289. Ms. Dobbins should be Ms. Wald in that line.

Ms. Wald: I have one as well, on the same page line 309. It says I sent agreement but I don't know what that means. I think it was direction from the Board to send the notice.

Ms. Baglin: I think it was supposed to say that Ms. Wald was going to send a draft agreement.

Ms. Wald: That would make sense. The wording was just confusing to me.

Ms. Baglin: I think line 309 should read Ms. Wald agreed to send a draft agreement with GMS. I believe that is what was happening.

On MOTION by Mr. Wellman, seconded by Ms. Baglin, with all in favor, the minutes of the February 27, 2017 meeting were approved as amended.

**B. Ratification of Operation and Maintenance Expenditures for February 2017**

Mr. Jeancola: Under tab 2, you have the ratification of the operation and expenditures for February 2017. This is in the amount of \$32,508.29.

Ms. Baglin: I saw that they did repair the pergola, was that done under warranty? Is it on here?

Mr. Jeancola: No, it will be a future expense.

Ms. Baglin: The same thing for the concrete they are fixing down the road, is that here or will that be down the road?

Mr. Wellman: We haven't paid that yet, it will be down the road.

Mr. Jeancola: You will likely see that reflected in your April or May financials depending on the final invoices.

Mr. Wellman: I have a comment on the ADP charges. That is much better. Jason, when you stick with ADP are you going to do it in house?

Mr. Showe: We are okay with Paychex if that is the way you want to proceed initially. Then we will take a look and see if there are any savings by bringing it in house.

Mr. Wellman: You have that quote and you have the persons contact information?

Mr. Showe: Yes.

Ms. Baglin: Are the playground repairs completed now?

Mr. Wellman: Not really. There is still quite a bit of corrosion. Getting the parts is the problem.

On MOTION by Mr. Wellman, seconded by Ms. Baglin, the Operations and Maintenance Expenditures for February 2017 were ratified.

**C. Ratification of Special Assessment Bonds, Series 2206AB, Requisition #863-869**

Mr. Jeancola: This is all related to the construction efforts and has been reviewed by the District Engineer and District Counsel.

Mr. Wellman: Rey, I have a question for you. On the aerial renovations, are they doing that with aircraft or by drone?

Mr. Malave: I believe it was a drone.

Mr. Wellman: Is it possible to get a copy?

Mr. Malave: Yes, it is a large file so I will likely have to drop box them.

Mr. Wellman: I would be interested in that. It would be good to have in our files.

Mr. Bourdeau: I have a question for Rey, I was reviewing the demolition and removal and they charged \$960 and it says to move and light and utility board.

Mr. Malave: They had to move the line and the pole. That was done the first week they were here.

On MOTION by Mr. Wellman, seconded by Ms. Baglin, with all in favor, Requisition #863 - #869 were ratified.

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Wald: We have nothing to report at this time, we will update at the May meeting.

Mr. Malave: I would do the same. We will update further in May.

Mr. Jeancola: This is going to be my last meeting. I want to say thank you and it has been a pleasure working with you all. I wish everyone the best and Jason you are going to be in great hands. We will make this transition as smooth as possible for you.

Mr. Wellman: Thank you Anthony.

Ms. Wald: Thanks, Anthony.

**B. District Engineer**

There not being any, next item followed.

**C. District Manager**

There not being any, next item followed.

**D. Facility Attendant**

There not being any, next item followed.

**FIFTH ORDER OF BUSINESS**

**Business Items**

**A. Ratification of District Management Contract with GMS**

Mr. Jeancola: The Ratification of District Management Contract is underneath tab 4. You may recall that you previously opted to select GMS as your District Management Vendor. With that being said, a copy of that contract is in front of you and is also in your minutes. We are simply seeking a motion to ratify.

On MOTION by Mr. Henson, seconded by Ms. Baglin, with all in favor, the District Management Contract with GMS was ratified.

**B. Consideration of Resolution 2017-03 Re-designating Officers**

Mr. Jeancola: With this resolution, it maintains the officer appointments that are currently assigned. As well, we have representatives from GMS who would be appointed as Treasurer, Assistant Treasurer, Secretary, and Assistant Secretary. Those are reflected on the resolution. Do we need to go over the individuals taking those positions?

Mr. Showe: I think that wraps up the folks that we would need in our office to take over the administrative portion.

Mr. Jeancola: By adopting said resolutions, we would effectively remove any of the Rizzetta appointed employees and replace those with GMS employees.

Mr. Henson: I would like to make a brief comment, I see my name beside Vice Chairman and I want to state that recently I have had a family situation which might mean that I will be going to the cancer center quite frequently. I don't know if that will be an issue or not.

Ms. Wald: Do you want to nominate someone else?

Mr. Henson: I am not sure.

Ms. Wald: We are meeting again in May, so we could always do a re-election of officers in May. Why don't we keep the resolution as is until the next meeting? Is that okay?

Mr. Henson: That is fine with me, I just wanted the Board and everyone to be aware of my situation. Like I said, I don't have a problem with being Vice Chairman. There might never be an issue come up where I can't make something or be available but my family comes first. If I have to go somewhere for treatments for my wife, that would be my priority. If there is someone else that wants to assume that and can obligate themselves, I don't have a problem with that. Otherwise, I will be willing to take that position. I hope that clarifies what wanted to say. We will finalize this in the May meeting.

Ms. Baglin: By May we will be able to discuss the schedules of all the other Board members. Maybe somebody who is going to be most available will step up. Will you be here for the May meeting?

Mr. Wellman: Yes, I will be here for the May 3<sup>rd</sup> meeting. The Chairman and Vice Chairman are required to sign off on a regular basis. Right now, we get about 7 every couple of weeks. That means you have to print them off, sign them, and then scan them or fax them back to the management company. It is not real time consuming but it does take some time. Whoever takes it should keep in mind that they would need to be able to scan the documents or fax a document and do that in a timely manner. We want to make sure we are getting everyone paid. That's my only comment.

Mr. Bourdeau: Is it possible for us to have an extension if the appointed Vice Chairman is not available to handle such. Could one of the Assistant Secretaries do it for him?

Ms. Wald: No, you can't do that. The Vice Chairman has more authorization than Assistant Secretaries. If both the Chairman and Vice Chairman are not at the meeting, the remaining 3 members, choosing from themselves only, may appoint an elect for that meeting only. It has to be done in the Public Meeting.

Mr. Bourdeau: Okay, thank you.

Ms. Wald: I would just recommend that everybody think about it. Go ahead and adopt this resolution and then have an additional discussion in May.

On MOTION by Mr. Henson, seconded by Ms. Baglin, with all in favor, Resolution 2017-03, re-designating officers was approved.

Mr. Jeancola: Part of the purpose of this re-designation of officers is so that GMS can start doing the transition and making sure they have all access to accounts and things of that nature. We also want to confirm with the Board that it is the intent to maintain their accounts with SunTrust Bank. If that is the case, just so we can have a reflective on the record and for GMS purposes.

Mr. Showe: Our accounting staff reached out to SunTrust and they would just prefer if we had something on record that says we would like to keep them during this transition. It makes it cleaner for their purposes.

Mr. Wellman: What kind of a document do they need?

Mr. Showe: We just need a motion.

On MOTION by Mr. Wellman, seconded by Ms. Baglin, with all in favor of maintaining SunTrust as the District's depository was approved.

**SIXTH ORDER OF BUSINESS**

**Audience Comments and Supervisor's Requests**

Mr. Henson: I need to ask a quick question; do you have an update on anything?

Ms. Shaffer: I wish I did.

Mr. Henson: You haven't heard anything?

Ms. Shaffer: Just rumors but of course those always come back. We are still taking leases. We were waiting to hear something over here. Otherwise, I don't know. Any new people coming in will get a 7-month lease. We are still full.

Mr. Henson: Have any of those units been condemned?

Ms. Shaffer: No, we fix them up, paint them, strip them, and wax them.

Mr. Wellman: You have 103?

Ms. Shaffer: We technically have 105 because we rented the office in the model.

Mr. Wellman: What is your low and high?

Ms. Shaffer: Rent wise? Rent is \$1,100 for a 4 bedroom and \$950 for a 3 bedroom.

Mr. Wellman: You haven't had to evict anybody?

Ms. Shaffer: Not in 4 years. I am pretty strict, you either pay or you're out. We are just waiting for updates like you guys and I will let you know as soon as I hear anything at all.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Wellman, seconded by Ms. Baglin, with all in favor, the meeting adjourned at 11:37 a.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman