

MINUTES OF MEETING
MONTECITO
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Montecito Community Development District was held Wednesday, December 6, 2017 at 5:00 p.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
Tanja Glynn	Assistant Secretary
Larry Bradshaw	Assistant Secretary by phone

Also present were:

Jason Showe	District Manager
Michael Pawelczyk	District Counsel
Ray Malave	District Engineer
Randy McGrath	Amenities Manager
Alan Scheerer	GMS
Residents	

FIRST ORDER OF BUSINESS

Roll Call

Mr. Wellman called the meeting to order at 5:00 p.m. and Mr. Showe called the roll.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Lucille Carver, resident, 757 Ventura Drive, asked when the playground was last inspected, what age group it was intended for, if the equipment could handle children with disabilities and what the developer was responsible for. Mr. Wellman stated that the developer built the playground and had it inspected. Mr. Showe noted that all equipment must conform with current ADA laws.

Ms. Ann Tagliaferro, resident, 644 Mission Bay Drive, asked if they were required to sign the waiver and pay \$500 if there was alcohol at the community Christmas event. Mr. Wellman stated that the deposit was refundable and used for damages. Mr. Hanson suggested purchasing insurance to cover damages. Ms. Catherine Lecesne, resident, 148 Redondo Drive,

offered to pay the \$500 deposit and including a post on Nextdoor asking residents attending the Christmas Holiday Party to pay \$20.

Mr. Henson stated that the District was liable if someone that was drinking fell and hit their head on a table. Mr. Pawelczyk advised that if there was no alcohol, the District would have less risk of injury, and suggested that the Homeowners Associations add the District as an additional named insured on their insurance when sponsoring community events, that Board Members not utilize Nextdoor, and that residents contact the District Manager to voice concerns. He also indicated that waiving the \$500 deposit for the Christmas holiday party could be done as a one-time community event, and have a Club Manager monitor it.

Discussion between the Board, District Counsel and residents ensued regarding the liability insurance. Mr. Pawelczyk stated that if the Board wanted to change the Club Rules, a rulemaking hearing must be held. Mr. Showe indicated that the rules would be revisited in February.

Mr. Wellman MOVED to waive the \$500 deposit for the December 2017 community Christmas holiday party and the insurance requirement, and Mr. Henson seconded the motion.

Mr. Henson was not in favor of waiving the insurance requirement and offered to pay for it. Ms. Baglin was in favor of waiving the rental fee and the deposit, but requiring insurance.

Mr. Wellman withdrew the prior motion.

Further discussion ensued. There was a suggestion for residents using the facility to pay a cleaning fee.

On MOTION by Ms. Baglin, seconded by Mr. Wellman, with all in favor, approving an exemption of the rental fees and deposit for the December 2017 community Christmas holiday party, subject to the community group submitting insurance, was approved.

Ms. Dawn Rzeznik, resident, 624 Mission Bay Drive, questioned the difference between the HOA and CDD. Mr. Showe noted that there was no interconnection. Mr. Wellman believed that next year, the residents would take over the Townhomes and the Master Association.

THIRD ORDER OF BUSINESS

Approval of Minutes of the October 23, 2017 Meeting

Mr. Showe presented the minutes of the October 23, 2017 meeting. Corrections were noted, which would be incorporated. Ms. Baglin asked for clarifications.

On MOTION by Mr. Henson, seconded by Ms. Baglin, with all in favor, the minutes of the October 23, 2017 meeting were approved, as amended.

FOURTH ORDER OF BUSINESS

New Business Items

A. Consideration of Revised Agreement with Coverall to Provide Janitorial Services

Mr. Showe presented the revised contract from Coverall. The current contract was \$375 per month and \$136 was proposed for once per month cleaning of windows, \$272 for twice per month cleaning or \$408 per month for weekly cleaning. Mr. Wellman stated that the proposal did not include the high windows. *There was Board consensus for quarterly window cleaning, with the first cleaning before Christmas.* Mr. Showe would ask Coverall to accept \$136 for quarterly window cleaning.

B. Consideration of Resolution 2018-03 Designating Registered Agent and Office

Mr. Showe presented Resolution 2018-03. Mr. Pawelczyk stated that Mr. Dennis Lyles in his office was Registered Agent of all special districts they represent. The prior Registered Agent was Rizzetta.

On MOTION by Ms. Baglin, seconded by Mr. Henson, with all in favor, Resolution 2018-03 Designating Registered Agent and Office, was adopted.

C. Consideration of Requisitions #914 - #920

Mr. Showe reviewed the requisitions, which were approved by the District Engineer and the Chairman. Ms. Baglin asked for a reconciliation of monies spent in the construction account. Mr. Showe referred to the Capital Projects Fund in the financials.

Ms. Baglin asked about the requisition for the mailboxes. Mr. Malave stated that new mailboxes were purchased for the end of the street, and to replace corroded ones on Redondo and Ventura.

Mr. Henson asked about the invoice for Environmental Design Services for amenity coordination. Mr. Showe indicated that there was a coordinating fee.

On MOTION by Mr. Henson, seconded by Mr. Wellman, with all in favor, Requisitions #914 through #920, were approved.

D. Discussion Items

i. Wall Hedges

Mr. Showe stated that wall hedges on the side of the townhomes or end units, would be cut down to window height. Mr. Scheerer stated that BrightView recommended waiting until the first of the year. An e-blast to all townhome residents would be sent closer to when the hedges would be trimmed.

Ms. Susan Stehman, resident, 740 Ventura Drive, asked if the sprinklers would be re-adjusted. Mr. Scheerer would handle all modifications.

Mr. Showe stated that there was an Encroachment Agreement with the HOA for the Shearwater Parkway and South Patrick perimeter wall. Mr. Bradshaw noted that, according to the rules, hedges should be 3 feet from the wall, but they were much closer, due to neglect. Mr. Scheerer recommended reducing the hedges to a height of 4 feet and pulling them away from the wall. BrightView would not charge the District to trim the hedges, because it was part of their contract, unless there were extenuating circumstances.

Mr. Wellman asked about the condition of the wall along Shearwater Parkway. Mr. Scheerer stated that Berry Construction examined the wall and noted no structural issues; however, there was splitting and cracking in three arbors. Berry would provide estimates for replacing the arbors, repairing cracks, pressure washing and painting the walls.

Ms. Susan Kretschman, 749 Monterey Drive, reported that hedges were growing through fences along three homes, including her home. Mr. Scheerer would investigate.

Mr. Wellman MOVED to authorize BrightView to reduce the height of the main perimeter wall inside hedges behind the single-family and townhomes along Shearwater Parkway and South Patrick to 4 feet, and Mr. Bradshaw seconded the motion.

Mr. Pawelczyk requested that the Board give Mr. Scheerer the discretion to not trim certain hedges and bring back to the Board for further discussion. Mr. Wellman stated that a

resident complained that the hedges were too close to their house. Mr. Scheerer would meet with the resident.

On VOICE VOTE, with all in favor, authorizing BrightView to reduce the height of the main perimeter wall inside hedges behind single-family and townhomes along Shearwater Parkway to 4 feet, and providing Mr. Scheerer the discretion to not trim certain hedges, was approved.

ii. Gate Repair Plans

Mr. Showe contacted Florida Door Control, at the request of Mr. Bradshaw, and three different options were provided for preventative maintenance plans. Mr. Bradshaw preferred the Platinum Plan, which was \$4,700. The budgeted amount was \$5,000. After further discussion regarding gate damages and what the plan covered, Mr. Wellman requested that this item be tabled and included in next year's budget. Mr. Showe recommended yearly preventative maintenance on the gate. Mr. McGrath will lubricate the switches and the swing bar on the gate.

iii. District Playground

Mr. Showe contacted GameTime, the original manufacturer regarding their warranty. It did not cover rust and they estimated \$19,000 to replace certain parts. Mr. Wellman met with Miller Recreation Equipment and Design who performed a safety inspection and estimated that the base would last another three years. Mr. Wellman estimated \$5,000 to \$10,000 to cover the repair of the rusted parts. Mr. Showe stated that one contractor quoted \$103,000 to replace the entire playground. Discussion ensued. Ms. Glynn suggested approving a not-to-exceed amount. Mr. McGrath will cut the top spikes and replace with caps on the fence. Mr. Bradshaw prepared a survey, the results of which Mr. Showe would post on the CDD website. Mr. Wellman was opposed to waiting because the playground was used and was good for the community.

On MOTION by Ms. Baglin, seconded by Ms. Glynn, with all in favor, approving a not-to-exceed amount of \$12,000 for GameTime to repair the playground to handle all safety concerns, subject to District Staff submitting all proposals to the Board before purchases were made, was approved.

iv. Communication Proposal

Mr. Bradshaw presented a proposal and recommended that Board Members and staff have separate CDD.org email addresses and use MailChimp for email blasts. Mr. Showe offered set up a separate CDD.org email address for any Supervisor at no charge. Ms. Baglin and Mr. Bradshaw requested one. Ms. Glynn liked the option of seeing if someone did not receive an e-blast. *There was Board consensus for Mr. Showe and Mr. McGrath to be trained on MailChimp.*

v. Additional Parking for Single Family Homes

Mr. Wellman recommended additional parking for the single-family homes to resolve the on-street parking problems, specifically on Point Lobos Drive. Mr. Malave estimated between \$25,000 and \$30,000, based on the current plan, without permitting and approvals. Discussion ensued regarding the size of each parking space. Mr. Henson voiced concern about broken irrigation heads. *There was Board consensus for the District Engineer to provide a detailed plan and pricing.*

vi. Window Stickers for Parking

Mr. Wellman asked if there were sufficient funds to purchase stickers that Mr. McGrath could put on cars parked over the sidewalk or on the grass. Ms. Baglin preferred placing a notice on the windshield versus stickers. Mr. Showe stated that the Board would address this item as part of the rules in February.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Pawelczyk stated that Ms. Wald was working on the City Easement request.

B. District Engineer

Mr. Malave stated that the final plat for the new phase was recorded. A copy was provided to the City to provide water; however, the City did not have legal access to the District's water facilities to maintain and repair as necessary. Mr. Pawelczyk recommended providing the City with a blanket easement over CDD streets for water utility purposes.

Ms. Baglin requested a report on the new development on Redondo. Mr. Malave stated that three buildings were under construction. Mr. Wellman spoke to the developer, and electricians were installing three phased power to the irrigation pumps this week, installing street

light bases by December 6, installed irrigation main lines and most of the sprinkler heads. Once the pumps were operating, H2O would flush and test the system.

Mr. Scheerer recommended a walk-through of the irrigation system to ensure that it was functioning properly and having BrightView amend their contract. Mr. McGrath preferred that Blue H2O maintain for the first year. Mr. Wellman agreed. Mr. Malave confirmed that walk-throughs would be performed and there would be signoffs from the City before final draws were issued. Mr. Wellman asked Mr. Henson and Mr. Scheerer to perform the walk-throughs with Mr. Malave. Mr. Showe suggested a maintenance agreement with BrightView to replace irrigation heads and would negotiate the H2O agreement at the same price or less than what the District was paying BrightView.

Mr. Wellman recommended that Brevard Lawns maintain the landscaping for a year and that prices be provided at the next meeting. Mr. Scheerer stated that before Brevard Lawns and H2O conveys the landscaping, any damage would be restored at their expense. Mr. Wellman reported that the Bahia for the new pond expansion was worthless and Brevard Lawns was going to kill off the remaining Bahia and re-sod under a Change Order for \$3,500.

Regarding the Shearwater wall expansion, Mr. Wellman reported that a 165 feet wall would be constructed and a part would remain open as a construction entrance. He would ask the developer to add a sidewalk and pedestrian gate. Mr. Malave suggested coordinating with the abutting property owner to place it on a portion of their property and pay half of the cost, since it would benefit them. Discussion ensued.

C. District Manager

1. Consideration of Check Register

Mr. Showe reviewed the checks from October 1, 2017 to October 31, 2017 totaling \$41,164.56.

Mr. Wellman was concerned about the high amount of water usage, and questioned whether it was from a leak. Mr. McGrath suspected a leak in the swimming pool, and proposed Brevard Pools performing a dye test.

On MOTION by Mr. Wellman, seconded by Ms. Glynn, with all in favor, Brevard Pools performing a dye test, in the amount of \$750, was approved.

Ms. Glynn asked about the \$85.27 debt assessment. Mr. Showe stated that when assessments were collected, a portion was attributable to debt service. This month, a small portion of assessments were received from the County.

On MOTION by Mr. Wellman, seconded by Ms. Baglin, with all in favor, the October Check Register, was 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. In response to Ms. Glynn's questions, Mr. Showe stated that "*Landscape enhancements*" was changed to "*Landscape maintenance –other*", per the Board's direction and would verify what \$4,239 paid for. BrightView invoices related to the hurricane were charged in the prior fiscal year. A portion of contingency funds were used for the playground.

3. Field Manager's Report

Mr. Scheerer presented the Field Manager's Report. The lake maintenance contractor started the Hydrilla treatment, but there has been no improvement. It could take up to 90 days before the Hydrilla disperses, which was in January. Mr. Scheerer asked the contractor to use Aquathol Super K, which was more effective than Sonar.

Cascade Fountains would provide a report regarding the spray issues and prices to replace control boxes in the fountains. They recommended that the 2 horsepower boxes be replaced with 5 horsepower units. Mr. Wellman disagreed because the fountain behind the beach club was spraying water onto the pool deck and furniture during strong winds. The fountain in Pond 3 was starting to decay. Mr. Wellman sent pictures of debris in the ponds to Mr. Scheerer and Mr. Showe, six weeks ago but there was no response. Mr. Scheerer will follow up.

BrightView proposed trimming 29 palms at the Shearwater and South Patrick entrances for \$3,375. Mr. McGrath received a proposal from Tree Tech to address all 266 trees uprooted from the hurricane for \$2,000. Mr. Scheerer stated that \$6,600 was budgeted for palm tree trimming and would review the Tree Tech proposal. If there was no opposition, he would proceed.

Mr. Scheerer contacted several pressure washing companies for quotes. The walls, sidewalks and curbs around median islands at the entrances will be pressure washed on December 22, at no cost to the District.

Mr. Bradshaw left the meeting.

Mr. Scheerer provided updates on the light poles. Ms. Baglin suggested purchasing less expensive light bulbs on Amazon. Mr. Scheerer was reviewing a log book on prior sidewalk repairs. The Capital Projects spreadsheet was under review and would be presented at the next meeting. Mr. Wellman requested a prioritized list of projects.

D. Facility Manager

Mr. McGrath received a proposal of \$910 to replace the box and panel on the Pond 5 fountain. The proposal of \$2,780 to repair damaged light poles in the entryways increased to \$3,090, because the lids for the light poles were made of cast aluminum; however, he can purchase a dozen bulbs on Amazon for \$68 each. *There was Board consensus for Mr. McGrath to purchase the light bulbs.* In response to Mr. Henson’s question, Mr. McGrath estimated that one-third of the lights were converted to LEDs.

Mr. Showe received proposals from BrightView for projects throughout the community. Mr. Wellman would ask the new developer for assistance.

SIXTH ORDER OF BUSINESS


Supervisor’s Requests

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman