

**MINUTES OF MEETING
MONTECITO
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Montecito Community Development District was held on **Wednesday, May 4, 2022** at 5:00 p.m. at the Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida.

Present and constituting a quorum:

Catherine LeCesne	Chair
Ed Henson	Vice Chair
Tanja Glynn	Assistant Secretary

Also present were:

Jason Showe	District Manager
Andy Hatton	GMS
Michael Pawelczyk	District Counsel
Randy McGrath	Amenities Manager
Niyala Harrison <i>(by phone)</i>	Greenberg Traurig
Rhonda Mossing <i>(by phone)</i>	MBS Capital Markets
Residents	

The following is a summary of the discussions and actions taken at the May 4, 2022 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order and called the roll. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. LeCesne opened the public comment period. Resident Betsy Vincent of Redondo Drive requested dog signs at the northeast corner and by the mailboxes on Redondo Drive, the west side of Carlsbad Drive between Redondo Drive and Clemente Drive, Carlsbad Drive between Clemente Drive and Montecito Drive and the northwest corner of Montecito Drive and Clemente Drive. It was noted that the signs were in Mr. McGrath's office. Ms. Vincent requested that Mr.

McGraths office provide a summary of the Rules and Regulations to new residents and renters. There being no further comments, Ms. LeCesne closed the public comment period.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Filling Vacancies

Mr. Showe recalled that there were two vacancies on the Board and five resumes were received. He suggested that each candidate present their qualifications to the Board at the May 25th workshop and choose the candidates at the June 27th meeting. Residents Joline Nivert, Doug Glass, Richard Wellman and Dave Burke were present. Resident Eric Smith was not present. Mr. Pawelczyk requested keeping the same slate of officers for the purpose of signing bond documents. Discussion ensued and this item there was Board consensus for the candidates to present their qualifications at the workshop on May 25, 2022.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the February 28, 2022 Board of Supervisors Meeting and the April 13, 2022 Special Meeting

Mr. Showe presented the February 28, 2022 minutes, which were included in the agenda package. The April 13, 2022 minutes were not received in time for this meeting.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the Minutes of the February 28, 2022 Meeting were approved as presented.

Ms. Harrison and Ms. Mossing joined the meeting at this time.

FIFTH ORDER OF BUSINESS

New Business Items

• Bonds

i. Consideration of Resolution 2022-05 Award Resolution of Series 2022 Bonds

Ms. Niyala Harrison, Bond Counsel with Greenberg Traurig presented Resolution 2022-05. It was revised, due to a recent-contraction. Mr. Showe referred to Table 4 of the Assessment Methodology, noting that a single-family home would pay \$211.22 per year and townhomes would pay \$158.41 per year. Discussion ensued.

On MOTION by Ms. LeCesne seconded by Ms. Glynn with all in favor Resolution 2022-05 Awarding the Series 2022 bonds was adopted.

ii. Consideration of Resolution 2022-06 Accepting, Confirming and Approving the CDDs Special Assessment Refunding Bonds, Series 2022

Mr. Pawelczyk presented Resolution 2022-06, which was included in the agenda package. This was a cleanup item since the District was now refunding the bonds and assessments were pledged as revenues. There was no adverse impact from the removal of the parcel with respect to the debt assessments for any of the individual townhome or single-family unit owners. Discussion ensued.

On MOTION by Ms. LeCesne seconded by Ms. Glynn with all in favor Resolution 2022-06 Accepting, Confirming and Approving \$3,755,000 Special Assessment Refunding Bonds, Series 2022, a Special Assessment Allocation Roll, the Collection of Special Assessments Securing the Series 2022 Bonds, Providing for the Supplementation of the Improvement Lien Book, Providing for Conflicts, Severability, and an Effective Date was adopted.

Ms. Harrison and Ms. Mossing left the meeting.

A. Consideration of Resolution 2022-07 Approving the Proposed Budget for Fiscal Year 2023 and Setting a Public Hearing

Mr. Showe presented Resolution 2022-07, approving the Proposed Budget for Fiscal Year 2023, which was included in the agenda package. It sets the public hearing for August 3, 2022 at 5:00 p.m. at this location, transmitting the budget to Brevard County and posting on the website. There were contractual increases in several line items. Public Officials/General Liability Insurance increased by 20%. There was a Capital Reserve for landscaping, Amenity Center, streets, sidewalks, walls, and gates, as requested at the last meeting. For Operation and Maintenance (O&M), there was an assessment increase of \$227.28 for the townhomes and \$303.04 for a single-family home. Discussion ensued and there was Board consensus to increase the townhome assessment by a net amount of \$150, the single-family by a net amount of \$200 and allocate the increase to the Capital Reserve.

Ms. LeCesne moved to adopt Resolution 2022-07 Approving the Proposed Budget for Fiscal Year 2023, increasing the townhome assessment by a net amount of \$150 and the single-family assessment by a net amount of \$200 and Setting the Public Hearing for August 3, 2022 at 5:00 p.m. at this location and Ms. Glynn seconded the motion.

Ms. Glynn questioned what the increase would equate to overall. Mr. Showe estimated between \$30,000 to \$40,000. Residents Richard Wellman of Ventura Drive and James Bourdeau of Clemente Drive, agreed with the increase in assessments.

On VOICE VOTE with all in favor Resolution 2022-07 Approving the Proposed Budget for Fiscal Year 2023, increasing the townhome assessment by a net amount of \$150 and the single-family assessment by a net amount of \$200 and Setting the Public Hearing for August 3, 2022 at 5:00 p.m. at this location was adopted.

B. Bonds

- i. Consideration of Resolution 2022-05 Award Resolution of Series 2022 Bonds**
- ii. Consideration of Resolution 2022-06 Accepting, Confirming and Approving the CDDs Special Assessment Refunding Bonds, Series 2022**

These items were discussed.

C. Consideration of Interim Engineering Agreement

Mr. Showe presented the Interim Engineering Agreement with Robb & Taylor Engineering Solutions, which was included in the agenda package and recommended approval. Discussion ensued on whether an engineer was necessary. Mr. Pawelczyk noted requirements in the bond documents to have an engineer and once the townhome section was completed, infrastructure would be conveyed to the District, which an engineer needed to review and approve.

Ms. Glynn moved to approve the Interim Engineering Agreement with Robb & Taylor Engineering Solutions as presented and Ms. LeCesne seconded the motion.

Mr. Henson asked if the engineer could determine whether the stormwater from the Vue area was going into the District's lakes. Mr. Showe was trying to get an answer from the city. Discussion ensued.

On VOICE VOTE with all in favor the Interim Engineering Agreement with Robb & Taylor Engineering Solutions was approved as presented.

D. Update on Vue

Mr. Showe reported that the Vue was officially removed from the District. Ms. Betsy Vincent of Redondo Drive requested that the Vue be held responsible for any damage that they caused to CDD property when drilling in markers for the homesites. Discussion ensued.

E. Update on Encroachment Issues

Mr. Pawelczyk could not determine whether there were encroachments at 776 Simeon Drive, 774 Carlsbad Drive, and 49 Montecito Drive according to the Property Appraiser's website. The developer, Montecito Holdings owned the parcels and before the CDD accepted them, the developer must provide a survey and an opinion of title. After further discussion, there was Board consensus to place this item on the next agenda as, "Conveyance of Montecito Holding's Tracts."

Discussion ensued regarding trees planted on CDD property by townhome residents. Mr. Pawelczyk stated that the CDD could go through a process with the city to remove the trees or maintain them. At Mr. Henson's request, Mr. Showe would follow up on the encroachment at 89 Montecito Drive. Mr. Henson requested that Mr. Hatton fill in the washout again on Lake Pacifica and observe it. Mr. Showe was contacting the resident to pay for the tree cut down on Simeon Drive that was on CDD property.

F. General Election Qualifying Period and Procedure

Mr. Showe announced that the qualifying period for the General Election seats was Noon on June 13, 2022 to Noon on June 17, 2022.

G. Consideration of Proposals

i. Street Striping

Mr. Showe presented a striping proposal from Fausnight Stripe & Line, as requested by the Board, in the amount of \$9,100, which was included in the agenda package. Discussion ensued regarding what the proposal included and whether there was sufficient funding. Ms. LeCesne recalled that there were supposed to be crosswalk signs. Mr. Showe would follow up.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the proposal from Fausnight Stripe & Line for street striping in the amount of \$9,100 was approved.

ii. Fountain

Mr. Showe presented proposals from Lake Fountains & Aeration and Cascade Fountains, which were requested by the Board and were included in the agenda package. While he was waiting for the proposals, the current vendor moved the fountain as far as the current cabling would allow, closer to center and asked if the Board wanted to expend funds to relocate the fountain any further. Discussion ensued and there was Board consensus to leave the fountain at its current location, as it would not benefit the community to move it for \$6,000. However, if affected residents wanted to bring it to the Board's attention again, the Board amenable to looking at proposals in the \$2,000 range.

iii. Amenity Staffing Vendors

Mr. Showe presented a proposal from Evergreen Lifestyles Management, which was included in the agenda package. He expected additional proposals, but only had two weeks between the last meeting and this meeting to obtain proposals. For \$94,000, Evergreen would provide a manager, Facilities Attendant, and part-time Maintenance Technician versus the current contract of \$87,000 for a Field Manager, Onsite Supervisor, and payroll taxes. Discussion ensued regarding having employees after hours and at peak times to accommodate residents, a job description, and the contract on a trial basis. There was Board consensus for Mr. Showe to invite vendors to the workshop and advertise on social media sites, TownSq and Nextdoor for residents to fill the positions.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Pawelczyk reminded the Board Members to file their Form 1, Statement of Financial Interests with the Brevard County Supervisor of Elections by July 1st.

B. District Engineer

There being none, the next item followed.

C. District Manager

i. Consideration of Check Register(s)

Mr. Showe presented Checks #1323 through #1348 for the General Fund in the amount of \$79,664.98, Checks #71 and #72 for the Capital Reserve Fund in the amount of \$54,489.40, utility bills in the amount of \$8,240.86 and March payroll in the amount of \$3,217.87, for a total Check Register of \$145,613.11.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the Check Register for March 1, 2022 to March 31, 2022 in the amount of \$145,613.11 was approved.

Mr. Pawelczyk requested authorization to file the amended Notice of Establishment for removal of the contraction parcel in the public record as required under Chapter 190.

On MOTION by Ms. LeCesne seconded by Ms. Glynn with all in favor authorization for District Counsel to file the amended Notice of Establishment, removing the contraction parcel was approved.

ii. Balance Sheet and Income Statement

Mr. Showe presented the March 31, 2022 Balance Sheet and Income Statement. Assessments were 99% collected.

D. Facility Manager

There being none, the next item followed.

E. Field Manager

Mr. Hatten reported that the vendor that broke the sidewalk on Montecito Drive was repairing it at the end of this week, was going to obtain quotes for the landscaping around Pump Station #1 to fill in gaps, a vendor was engaged to repair the pavers, the landscaper was going to schedule the pruning and the bollards were counted and measured to place yellow plastic sleeves over the top to keep the bollards from deteriorating. Discussion ensued regarding the 72-hour parking signs. There should be one at each entrance to the Amenity Center. The Board requested a proposal for a fence around the pool equipment.

SEVENTH ORDER OF BUSINESS

Supervisor’s Requests

Mr. Henson asked why people were walking in the streets versus sidewalks, when the paver walkway was installed, the vendor paved over the irrigation and a resident paved their entire rear yard, not knowing if a main line was running through there. Ms. LeCesne stated that the pavers were the homeowners responsibility and if the landscaper, Paradise noticed something, they would contact with Mr. Henson. Mr. Henson questioned the status of the irrigation. Mr. Showe reported a communication issue with a controller, which was resolved today. Resident Doug Glass of Montecito Drive reported that people walked in streets because cars were parked on sidewalks. Ms. LeCesne requested that the parking be addressed before installing stop signs. Mr. Henson warned Mr. McGrath that he would face consequences if cars were not towed for violations.

Ms. Glynn questioned why the website was under construction. Ms. LeCesne explained that it took time to transfer documents and the website was now compliance with the Statute. The functionality of the ticket system would be discussed at the workshop. Ms. Glynn requested that Mr. McGrath upload violation data to the website. Mr. Showe noted an email with the appropriate violation information would suffice. Resident Richard Wellman of Ventura Drive suggested posting an update on *Nextdoor* and *TownSq* regarding the ticket system.

EIGHTH ORDER OF BUSINESS

Adjournment

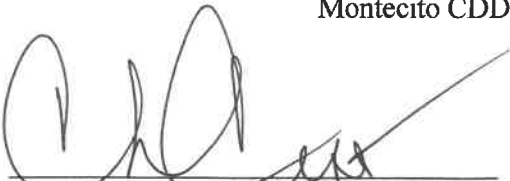
On MOTION by Ms. LeCesne seconded by Ms. Glynn with all in favor the meeting was adjourned.

May 4, 2022

Montecito CDD



Secretary/Assistant Secretary



Chairman/Vice Chairman