

**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, December 1, 2021** at 5:00 p.m. at the Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida.

Present and constituting a quorum:

Larry Bradshaw	Chairman
Catherine LeCesne	Vice Chair
Tanja Glynn	Assistant Secretary
Ed Henson	Assistant Secretary

Also present were:

Jason Showe	District Manager
Michael Pawelczyk	District Counsel
William Viasalyers	Field Manager
Residents	

*The following is a summary of the discussions and actions taken at the December 1, 2021 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**

Resident (Maggie Cincinnati, Ventura Drive) objected to the walking path cutting through her property and requested it be put back to its original condition. Mr. Bradshaw stated proposals would be considered under Item 4Biv. Resident (Russ Evans, Redondo Drive) requested that the Lake Pacifica fountain be moved towards the center of the lake. Mr. Bradshaw noted this item would be discussed under Item 4Cv.

*Ms. LeCesne joined the meeting.*

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the October 25, 2021 Meeting**

On MOTION by Ms. Glynn seconded by Mr. Bradshaw with all in favor the Minutes of the October 25, 2021 Meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**New Business Items**

**A. Ratification of Relocation of Main Line Irrigation System**

Mr. Showe stated between Board meetings, a proposal from Paradise Lawns & Landscaping (Paradise) for relocation of the main line irrigation system was emailed to the Board for feedback. There was no opposition. It was recommended by the District Engineer and landscaper. This was the first phase and the District Engineer was looking at the second phase. Ms. Glynn noted that the Board had no choice.

Mr. Bradshaw moved to approve the proposal from Paradise Lawns & Landscaping for relocation of the main line irrigation system in the amount of \$5,127 and Mr. Henson seconded the motion.

Mr. Henson asked how much of the main line was relocated. Mr. Viasalyers would forward this to Mr. Malavé who was not present. Mr. Henson voiced concern that the boxes were moved on the south end, but not on the north end and the proposal was not for the entire main line section. Mr. Viasalyers stated the District Engineer had an alternative, which had cost savings and was exploring the options. Mr. Showe recalled a memo from the District Engineer from November 3<sup>rd</sup>, estimating \$10,000 for the second phase.

On VOICE VOTE with all in favor the proposal from Paradise Lawns & Landscaping for relocation of the main line irrigation system in the amount of \$5,127 was approved.

**B. Consideration of Proposals**

**i. 2021 Sidewalk Pressure Washing**

Mr. Showe presented a proposal from GMS for sidewalk pressure washing. They were waiting for a revised proposal to remove the east side of the property. Mr. Viasalyers would provide the proposal and requested that the Board approve a not-to-exceed amount of \$11,000.

Ms. LeCesne asked if they could get a revised proposal if properties were eliminated before the work started. Mr. Viasalyers replied affirmatively. Mr. Bradshaw noted it was urgent and could wait until the next meeting when they received the revised proposal. Mr. Henson questioned why the proposal was twice the cost of the last pressure washing. Mr. Viasalyers stated 40% more work was added. Resident (Betsy Vincent, Redondo Drive) asked if the proposal included the aprons of driveways. Mr. Showe explained under the Covenants Codes and Restrictions of the HOA, this was the homeowner's responsibility. Mr. Bradshaw suggested the HOA get a quote from the same company. Mr. Viasalyers would provide. *After further discussion, there was Board consensus to wait for the revised proposal before acting.*

**ii. Lake Sonoma Bank Plantings**

Mr. Showe presented an updated proposal from Paradise to add Muhly Grass at the section of Palm trees abutting Lake Sonoma and sod along the lake bank in the amount of \$16,480. It was reduced was the originally quoted \$45,000, due to a suggestion by Ms. LeCesne to decrease the Muhly Grass from 3 gallons to 1 gallon to save \$4,000. Mr. Henson noted two different projects; this one and the Shearwater project, which was the next item. Mr. Bradshaw stated there was enough money for both projects, but they could not be completed at the same time. Mr. Viasalyers preferred doing the Shearwater project next and presented a proposal from Paradise to remove plantings from the exterior of the Shearwater wall in the amount of \$6,192.

On MOTION by Mr. Bradshaw seconded by Mr. Henson with all in favor the proposal from Paradise Lawns & Landscaping to remove plantings from the exterior of the Shearwater wall in the amount of \$6,192 was approved.

Mr. Viasalyers would provide a revised proposal with 1-gallon plantings at the next meeting for the Lake Sonoma bank. Mr. Bradshaw proposed setting a not-to-exceed amount of \$12,000.

Ms. Glynn moved to approve the proposal from Paradise Lawns & Landscaping for lake bank plantings on Lake Sonoma in an amount not-to-exceed of \$12,000 and Mr. Henson seconded the motion.

Mr. Henson questioned whether \$12,000 would be sufficient. Mr. Showe pointed out that the irrigation was a not-to-exceed amount of \$4,000, but could come in less.

On VOICE VOTE with all in favor the proposal from Paradise Lawns & Landscaping for lake bank plantings on Lake Sonoma in an amount not-to-exceed \$12,000 was approved.

**iii. Shearwater Replanting Project**

This item was discussed.

**iv. Basin Fountain Replacement with Landscaping**

Mr. Showe presented a proposal from Paradise to replace the basin fountain with landscaping, which was discussed at the workshop. Mr. Viasalyers explained the water system would be eliminated, leaving the basin fountain attached to the wall and the irrigation would be modified to allow for sod and plants. The walls would also be repainted, but it was not included in the proposal. Ms. Glynn felt the price was reasonable.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the proposal from Paradise Lawns & Landscaping for replacing the basin fountain with landscaping in the amount of \$1,770 was approved.

**v. Pedestrian Gate Repair**

Mr. Showe presented a proposal from J. Warren Services for five pedestrian gates, excluding the north one, to remove latches, fill all holes on the aluminum, sand, repair any damaged wood and repaint for \$1,800. Mr. Viasalyers obtained the proposal based on feedback from Ms. LeCesne for the overall safety of the gates. Mr. Bradshaw felt this was cost effective for five gates.

On MOTION by Ms. LeCesne seconded by Ms. Glynn with all in favor the proposal from J. Warren Services to repair five pedestrian gates in the amount of \$1,800 was approved.

**vi. Paver Path Near 750 Ventura**

Mr. Showe presented a proposal from Surfside Pavers for the paver path near 750 Ventura Drive in the amount of \$5,056. Mr. Viasalyers met with the homeowner who agreed with the plan. The paver path would go from the hedge line to the arrowhead in the parking lot. Resident (Maggie Cincinnati, Ventura Drive) asked if it would provide privacy as it would cut through to her back window. Mr. Viasalyers noted the discussion was for the pavers and not privacy. Ms. Cincinnati did not see a need for the path. Mr. Bradshaw felt that the need was there based on the last survey from the community where people expressed the need for parking and access to the parking and proposed installing shrubbery on the side of the path once the pavers were installed. Ms. Cincinnati noted her property needed to be re-mulched. Mr. Viasalyers would address it.

On MOTION by Mr. Bradshaw seconded by Ms. LeCesne with all in favor the proposal from Surfside pavers for the paver path near 750 Ventura Drive as designed in the amount of \$5,056 was approved.

**vii. Fountain Light Proposals**

Mr. Showe presented proposals from Cascade Fountains to replace incandescent fountain lights at Lake Coquina with LEDs in the amount of \$1,425 and replace the fountain lights on six lakes in the amount of \$7,695. Mr. Bradshaw preferred have LEDs on all fountains as the District was paying higher electrical bills for the incandescent lights. Mr. Showe asked if the Board wanted warm or bright light LEDs. Ms. Glynn preferred the warm LEDs on the current lights.

Mr. Bradshaw moved to approve the proposal with Cascade Fountains to replace the incandescent lights on all fountains with warm LEDs in the amount of \$7,695 and Mr. Henson seconded the motion.

Mr. Henson asked if it was less expensive to have them all done at once versus replacing lights on one fountain at a time. Mr. Showe noted that there were no price breaks. The cost was \$285 per light.

On VOICE VOTE with all in favor the proposal with Cascade Fountains to replace the incandescent lights on all fountains with warm LEDs in the amount of \$7,695 was approved.

**viii. Playground Awning**

Mr. Viasalyers was still obtaining proposals for the playground awning.

**C. Discussion Items**

**i. Neighborhood Sign Proposal**

Mr. Showe recalled that the Board wanted the same meeting signs that were used at Baytree and provided a rendering, price and photo of the actual sign. Ms. Glynn felt that it was functional but was too much money. Mr. Bradshaw noted it was better than their sandwich boards but wanted something more hi-tech and questioned the proper location. Mr. Showe suggested one at the Clubhouse as a central location as opposed to having one at each entrance like Baytree. Mr. Bradshaw noted the purpose was to help bring people to their meetings. If it was at the Clubhouse, no one would ever see it. Ms. LeCesne suggested the HOA contribute towards the sign since they were utilizing their sandwich boards for advertising. Mr. Showe stated Kendal Signs proposed \$13,000 for two 49-inch wall mounted LCDs. Mr. Bradshaw proposed asking Kendal Signs for examples of signs. Mr. Showe would contact them.

**ii. Decorative Pot Options**

Mr. Showe asked how the Board wanted to proceed as there was conflicting feedback from the Board at the last meeting. Mr. Henson looked at pots with Mr. Viasalyers that would complement their exterior. Ms. Glynn thought there were already pots out there. Mr. Bradshaw confirmed there were small pots. Mr. Viasalyers preferred the Mediterranean look. Ms. LeCesne suggested fiberglass. Ms. Glynn suggested having three or four options to vote on. Mr. Showe proposed delegating a Board Member to choose the style of the pots and bring to the workshop for ranking purposes. *There was Board consensus to bring back to the workshop for a consensus ranking.*

**iii. Drainage Issues at Rear of 720 Simeon**

Mr. Showe recalled at the workshop, the Board suggested cost sharing with the resident of 720 Simeon Drive for drainage issues. He contacted the homeowner but has not heard anything back and will continue to try to contact the resident.

**iv. Street ID Marker Replacement**

Mr. Viasalyers was waiting on a revised proposal for 36-inch by 9-inch street ID markers. There were smaller 26-inch by 6-inch street ID markers on the east side and this replacement would make the markers consistent with the original development, which had 36-inch by 9-inch markers. There would be a slight price increase of \$40.

**v. Lake Pacifica Fountain**

Mr. Bradshaw explained when Lake Pacifica was created, it was not supposed to be as big as it was, so the vendor placed the fountain in the center of the lake. Homes were sold around it with the view of the fountain; however, the developer dredged the lake to expand it to build additional homes, but the fountain remained in the same place. When the vendor replaced a light, they moved the fountain closer to the center, but residents wanted it back to its original location. The vendor came back but moved it too far to the west. Many residents, including Mr. Bradshaw did not want it moved to the center of the lake as they purchased their homes with the view of the fountain, wanted to know how other residents around Lake Pacifica felt and requested information from realtors if moving the fountain would affect home values. Discussion ensued and the Board addressed the following:

- Ms. Glynn asked if there was a plan to relocate the fountain when the lake was extended. *Mr. Bradshaw did not think so as it would affect the value of the homes already sold around the lake.*
- Mr. Henson preferred the fountain be centered to coincide with other lakes.
- Ms. LeCesne was in favor of moving the fountain to the center for aesthetic purposes and requested a cost proposal and survey to determine who was affected by moving the fountain.

- Ms. Glynn proposed keeping the fountain in its current location and adding a second fountain at the other end. Mr. Showe estimated \$15,000 for the fountain and an additional cost for electric.

Resident (Russ Evans, Redondo Drive) noted if the fountain was moved towards the middle of the lake, it would benefit the entire community, not just a select few and increase property values. Resident (Diana Andrade, Redondo Drive) had a drawing showing the fountain in the center of the extended lake, which she would provide to the Board. Resident (Peter Pacitti, Redondo Drive) asked if the fountain aerated the water. Mr. Bradshaw stated the fountains were purely decorative. Resident (James Bourdeau, Clemente Drive) heard from a resident who works with the St. Johns River Water Management District (SJRWMD) that the fountains move organic compounds from the water. Resident (Doug Glass, Montecito Drive) stated the fountains did not affect the value of the property and smells. Resident (Tony D'Angelo, Montecito Drive) was in favor of moving the fountain to the center. Resident (Betsy Vincent, Redondo Drive) felt that the vendor should move the fountain to its original location while the Board discussed this matter. Mr. Showe would reach out to the vendor. *After further discussion, there was Board consensus for staff to obtain a proposal for a second fountain on Lake Pacifica and provide at the next meeting.*

#### **D. Consideration of Work Authorization 2022-1 with Dewberry for General Engineering Services**

Mr. Showe presented Work Authorization 2022-1 with Dewberry for general engineering services. They estimated a budget of \$27,000. Mr. Henson asked if they could obtain proposals from other firms that provide engineering services. Mr. Pawelczyk explained as a local government entity, they had to select the engineer under the Consultants Competitive Negotiation Act (CCNA). The Board would rank the firms and select the most qualified firm. A Board Member and the District Manager would then negotiate with the number one ranked firm and bring back a contract with a Rate Schedule. Ms. LeCesne felt they had nothing to lose by going out for bids. Resident (James Bourdeau, Clemente Drive) asked if Mr. Showe could make a statement regarding the quality of Dewberry and how many Districts Dewberry worked with. Mr. Showe stated Dewberry represented three or four Districts and they were fully capable and qualified. If the Board was willing to go through the bid process, staff would coordinate, but recommended the Board approve the Work Authorization to retain the current engineer. There was a 30-day process



to advertise and the Board would receive proposals at the next meeting. Mr. Pawelczyk recommended that the Board appoint a Supervisor to talk to Dewberry to express any concerns. If they did not like the assigned engineer, the firm could appoint someone else. Ms. LeCesne volunteered.

Mr. Henson was unhappy with Dewberry because they were supposed to be involved in the north gate, but there were ongoing issues. The pipe issue was being resolved, but it took a long time to get there. Mr. Bradshaw agreed there were instances that should not have happened from a company familiar with this property since 2005. Mr. Pawelczyk noted some engineering firms were not interested in providing a proposal because of the District's bonds. Ms. LeCesne asked if they were limited to civil and mechanical engineering firms. Mr. Pawelczyk stated they just needed to be a Professional Engineer, but the District should be looking for someone who had basic knowledge of stormwater systems and roadways.

On MOTION by Mr. Henson seconded by Ms. LeCesne with all in favor Work Authorization 2022-1 with Dewberry for General Engineering Services was approved.

On MOTION by Ms. LeCesne seconded by Mr. Henson with all in favor enter into the Request for Proposal process for engineering services was approved.

A Resident asked if there was a motion to continue the Lake Pacifica fountain issue. Mr. Bradshaw stated they needed more information, which would be presented at the next meeting. The Resident felt that it was a conflict interest for Mr. Bradshaw to vote on it. Mr. Bradshaw would follow District Counsel's advice.

**E. Consideration of Resolution 2022-01 Providing for Removal and Appointment of an Assistant Treasurer**

Mr. Showe presented Resolution 2022-01 removing Ms. Teresa Viscarra as Assistant Treasurer and replacing with Ms. Katie Costa, the head accountant.

On MOTION by Mr. Bradshaw seconded by Ms. LeCesne with all in favor Resolution 2022-01 Providing for Removal and Appointment of an Assistant Treasurer was adopted.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Pawelczyk had no further report. Ms. LeCesne asked if any questions regarding Workers Compensation for staff and employees should be forwarded to District Counsel or the District Manager. Mr. Pawelczyk would answer what he could due to HIPAA laws.

**B. District Engineer**

**i. Proposal for Pipe Removal and Disposal**

Mr. Showe reported that the District Engineer received proposals to test the pipe, which was over \$7,000 or \$3,400 to remove it without testing it. The District Engineer recommended removing the pipe and disposing of it. Discussion ensued.

On MOTION by Ms. Glenn seconded by Ms. LeCesne with all in favor the removal and disposal of the pipe on the southwest side of Lake Pacifica in the amount of \$3,400 was approved.

**C. District Manager**

**i. Consideration of Check Register(s)**

On MOTION by Ms. Glynn seconded by Mr. Henson with all in favor the Check Register for October 1, 2021 to October 31, 2021 in the amount of \$45,226.96 was approved.

**ii. Balance Sheet and Income Statement**

Mr. Showe reported no action was required. There were no trends because it was through October 31<sup>st</sup>, which was the first month of the new fiscal year.

**D. Facility Manager**

There being none, the next item followed.

**E. Field Manager**

Mr. Viasalyers reported that the chemical container storage unit was delivered on Monday. He will be working with the pool vendor on the pool equipment. Most of the mulching was completed throughout the common areas. They will do a thorough inspection of all the townhomes

to ensure no areas were missed. Yesterday, they installed the gates and would put up the Christmas decorations after Mr. McGrath returned. Many work orders were approved and they will work on those projects. The pool table renovations started. The sanding and staining were completed tonight and they will continue working on that as well as the door out front. A Resident reported a day after the mulching in the common areas, a portion of mulch was removed during hedge trimming. Mr. Viasalyers would bring it to the vendors attention.

Mr. Showe presented a ticket for the grates at the Clubhouse. An updated quote was provided by US Boundary in the amount of \$841 each for the Type D grates. Mr. Viasalyers would ensure the lips were sufficient in advance of ordering the grates in case repairs needed to be made. Mr. Showe recommended proceeding as quickly as possible, once the right materials were verified. Ms. LeCesne understood there were three grates and the least expensive material was wrought iron and wondered how long it would last in this environment. Mr. Showe would verify. The new quote was for steel, which was better material. Mr. Viasalyers confirmed the current ones were iron and installed 15 years ago in 2005/2006. Ms. LeCesne preferred the longer lasting material. Mr. Henson was disappointed that they only had one proposal. Mr. Showe stated Mr. McGrath asked his vendor to measure the grates and they were verifying the measurements were the same as the existing grates. Mr. Viasalyers was waiting for feedback from the city. Mr. Showe requested that the Board approve a not-to-exceed of \$3,500 for all repairs and grates. Ms. LeCesne preferred a not-to-exceed amount of \$5,000.

On MOTION by Ms. LeCesne seconded by Mr. Henson with all in favor authorizing a not-to-exceed amount of \$5,000 for repairs and grates was approved.

Mr. Viasalyers reported the beach area project was 85% complete and would be fully complete within the next week. It would be impressive when completed. The benches will be installed next week. A Resident reported on *Nextdoor*, a comment was made about teenagers throwing decorative stones into the pond. Residents were reminded to issue a ticket and take pictures since the Board and staff did not monitor social media. Ms. Glynn asked why the sod was torn up and then reinstalled. Mr. Viasalyers stated it was wild sod. Mr. Showe noted there was a mixture of weeds and grass. Ms. Glynn asked where the benches would be installed. Mr.

Viasalyers stated they would be on each side of the path closest to the edge where there were concrete pads.

**SIXTH ORDER OF BUSINESS**

**Supervisor's Requests**

Mr. Henson informed Mr. Viasalyers about broken pavers in the beach area, which would be replaced. Zoyzia grass was going to be the main grass in the area and Paradise will be replacing sod between the sidewalk and the street and new squares of sidewalk that were cracked. On the Monday walk-throughs, irrigation and landscaping issues pertaining to the CDD were only addressed and not resident complaints. He suggested that a designee of the HOA coordinate with him and Mr. Viasalyers on any landscaping issues and report back to the HOA. Mr. Viasalyers pointed out that he only served the CDD. Mr. Showe felt it would complicate any contractual relationships. Mr. Henson asked if the HOA had any opinion on the Montecito fence discussed at the last meeting. Mr. Bradshaw did not know and suggested Mr. Henson attend the next HOA meeting.

Ms. Glynn asked if any construction bids were received. Mr. Bradshaw believed that there were two bids. The deadline to receive bids was December 31<sup>st</sup>. She asked how long Mr. McGrath would be out. Mr. Bradshaw spoke to Mr. McGrath today and he will be back as soon as he can. Mr. Henson noted according to the Workers Compensation laws, Mr. McGrath could not return until he was released to return to duty. Mr. Viasalyers stated Mr. McGrath would be out for three days. Mr. Pawelczyk requested any questions be directed to Mr. Showe.

Ms. LeCesne noted a resident requested a refund from a rental, as there was an issue with the oven when renting the Clubhouse for an event, resulting in a delay of the event by one hour. She was in favor of issuing a partial refund of the \$200 rental fee because the facility was used. Mr. Henson asked if Mr. McGrath's pay was included with the \$200 rental fee. Mr. Bradshaw stated Mr. McGrath was given comp hours because it happened on a Saturday. Mr. Viasalyers stated Mr. McGrath misunderstood and would be compensated. Mr. McGrath was asked to document future incidents as there was smoke, but no alarms. Discussion ensued.

On MOTION by Ms. LeCesne seconded by Ms. Glynn with all in favor reimbursing a partial refund of \$100 to the resident who requested reimbursement of their rental fee due to an incident was approved.

December 1, 2021

Montecito CDD

A Resident questioned the status of the low voltage lighting on the walls. Mr. Bradshaw recalled that the Board approved low voltage LED lighting, but the companies who provided estimates said no. Mr. Showe stated this item was included in the 2021/2022 capital projects, but was designated a low priority. Mr. Bradshaw pointed out many areas needed landscape lighting, but only the entrances were budgeted.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Bradshaw seconded by Mr. Henson with all in favor the meeting was adjourned



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Secretary/Assistant Secretary



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Chairman/Vice Chairman