

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 2, 2020 at 5:00 p.m. at the Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida.

Present and constituting a quorum were:

Larry Bradshaw	Chairman
Catherine LeCesne	Vice Chair
Tanja Glynn	Supervisor
Ed Henson	Supervisor
Roger Weinreb	Supervisor

Also present were:

Jason Showe	District Manager
Ginger Wald	District Counsel
Ray Malavé (<i>by phone</i>)	District Engineer
William Viasalyers	Field Manager
Randy McGrath	Amenities Manager
Residents	

The following is a summary of the discussions and actions taken at the December 2, 2020 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

Mr. Doug Glass, Montecito Drive voiced concern about cars speeding and running stop signs. After the last City Council meeting, he spoke to the City Manager who contacted the Satellite Beach Police Department patrol. On three consecutive days, one woman ran the same stop sign at Montecito Drive and Simeon Drive at 30 miles-per-hour (mph). Posting a stop sign at Carlsbad Drive and Montecito Drive was a waste of money. Mr. Bradshaw asked if anyone took a video. Mr. Glass stated he could not get close enough.

Ms. LeCesne joined the meeting.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office for Newly Elected Supervisors

Mr. Showe, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Bradshaw, Ms. LeCesne and Mr. Henson.

B. Electing Officers

C. Consideration of Resolution 2021-02 Electing Officers

Mr. Showe noted the current officers were Mr. Bradshaw as Chairman; Ms. LeCesne as Vice Chair; Mr. Henson, Ms. Glynn, Mr. Weinreb and Ms. Showe as Assistant Secretaries; Mr. Flint as Secretary; Mr. Ariel Lovera as Treasurer and Ms. Teresa Viscarra as Assistant Treasurer.

On MOTION by Ms. Glynn seconded by Mr. Bradshaw with all in favor retaining the current slate of officers as evidenced by Resolution 2021-02 was adopted.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the October 26, 2020 Meeting

Mr. Showe stated Ms. Glynn and Mr. Bradshaw submitted corrections to the minutes, which would be incorporated.

On MOTION by Ms. Glynn seconded by Mr. Bradshaw with all in favor the Minutes of the October 26, 2020 Meeting were approved as amended.

FIFTH ORDER OF BUSINESS

New Business Items

A. Consideration of Irrigation Consulting Agreement with Insight Irrigation

Mr. Showe stated Insight Irrigation requested an increase from \$375 per month to \$499 per month, due to new development. He felt the increase was fair, as they provide a valuable service and were responsive. Mr. Viasalyers agreed. Mr. Bradshaw questioned the price per zone. Mr. Showe recalled it was the same price; however, there would be significant savings from the irrigation and Hoover repair line items.

Mr. Bradshaw moved to approve the Irrigation Consulting Agreement with Insight Irrigation in the amount of \$499 per month and Mr. Henson seconded the motion.

Mr. Henson questioned the reason for the increase. Mr. Showe explained there were additional areas.

Mr. Weinreb joined the meeting.

On VOICE VOTE with all in favor the Irrigation Consulting Agreement with Insight Irrigation in the amount of \$499 per month was approved.

B. Approval to Advertise for Pool Attendant Position

Mr. Showe presented the latest summary for the pool attendant position and recalled the Board agreed to advertise in December, interview in January and hire a pool attendant on a trial basis for May, June, July, August and September. A lengthy discussion ensued and the following was addressed:

- Mr. Bradshaw felt there was too much lead time advertising in December if they did not start until May. Mr. Showe recalled the Board wanted time to advertise and suggested Board approve subject to the Chairman's approval. Mr. Bradshaw recommended advertising two months prior to May 1st.
- Mr. Henson liked the idea of having a pool attendant, but wanted flexibility in the hours as most of the problems occurred in the evening. Mr. Bradshaw proposed having a pool attendant for 90 days for four hours 2:00 p.m. to 6 00 p.m.
- Ms. LeCesne suggested scheduling Saturday and Sunday from 12:00 p.m. to 4:00 p.m. or 4:00 p.m. to 8:00 p.m.
- Mr. Henson suggested researching the dates and times of the most violations and to start documenting. Mr. Bradshaw noted most violations occurred when Mr. McGrath was offsite after 5:00 p.m.
- Ms. LeCesne noted it was a part-time job and there should not be set hours. There should be clear guidelines, expectations and one person that the pool attendant would report to.
- Ms. Glynn proposed weeknights and evenings and various hours on the weekend.

Mr. Wald proposed the advertisement include the maximum hours the position would not exceed and not include dates and times until the individual was hired.

- Mr. Henson questioned whether the Board would decide to terminate the employee if they did not work out. Ms. Wald explained the employee would be at will and

could be hired and fired at any time. Normally it would be a decision of the Board unless the Board delegated the decision making to one individual by motion. Mr. Weinreb recommended the Chairman. Mr. Wald suggested forming a committee to interview and hire the pool attendant and have the Board approve it.

Mr. Showe stated the Board could approve the advertisement at the February 22nd meeting and have two months to hire prior to May and suggested the Board delegate authority to the Chairman for final approval and discuss at the workshop.

On MOTION by Ms. LeCesne seconded by Ms. Glynn with all in favor authorizing the Chairman to advertise and schedule for a part-time pool attendant was approved.

C. Discussion of Proposals

1. Beach Area Landscaping

Mr. Showe stated there were removals based on the irrigation. Mr. Viasalyers met with Paradise and instead of having a new zone for cost savings of \$1,000, an existing zone could be capped off and tied into. Based on discussion at the workshop, this project was finalized. The proposal would be revised as there was a decrease in cost from \$22,841.81 to \$21,841.81. Mr. Henson appreciated Mr. Viasalyers saving the District \$1,000.

On MOTION by Ms. Glynn seconded by Mr. Hanson with all in favor the beach area landscaping proposal with Paradise Landscaping & Lawns in the amount of \$21,841.81 was approved.

2. Flagpole

Mr. Showe stated this was a follow up to the discussion at the workshop. Mr. Viasalyers performed a preliminary investigation with Mr. Henson and recommended a 20-foot flagpole with thicker metal for \$990, which could withstand winds of 185 mph. He presented alternatives to lighting, such as solar panels and up lights. A lengthy discussion ensued, and the following was addressed:

- Mr. Weinreb and Ms. Glynn questioned the location of the flagpole. Mr. Viasalyers stated it would be placed right behind the mailbox where there were shrubs, which would be removed. Mr. Weinreb looked at the area and recommended the approval of \$3,000 for the flagpole to include landscaping.

- Ms. LeCesne asked if Mr. McGrath had issues with taking over maintenance of the flagpole. Mr. McGrath had no problems raising or lowering the flag. They could have volunteers from the community. Mr. Showe recommended the Half Staff app. Ms. LeCesne questioned if they needed the flagpole and the pros and cons.
- Mr. Henson asked if the flag could be limited to the American flag only. Ms. Wald replied affirmatively, as long as it was in the rules and regulations. Ms. LeCesne asked if different flags would be allowed, not just the American flag. Ms. Wald noted the flagpole was for aesthetic purposes, but was not required. Any permit requirements should be met, the flagpole should meet the wind zones and any safety issues. Since the CDD was a special purpose local governmental, certain rules must be adhered to. Mr. Henson was opposed to having different flags on the flagpole.
- Ms. LeCesne suggesting sending out a survey to the community to see if there was interest. Mr. Henson spoke to 10 to 20 people who wanted the flagpole.

Mr. Viasalyers questioned whether the Board wanted the flagpole surrounded by shrubs or grass. Mr. Bradshaw wanted landscaping that would provide a barrier, but not block access.

- Mr. Bradshaw asked if the flagpole must be polished. Mr. Viasalyers replied no.
- Ms. LeCesne preferred to wait until later in the year in case there were larger projects that they needed the remaining \$16,000 for. She suggested a budget of \$3,500 to adequately cover the costs of commercial/marine grade materials.

Mr. Showe noted no long-term maintenance was needed other than purchasing two new flags per year, which were \$30 each. Discussion ensued.

Mr. Bradshaw moved to purchase a flagpole as stated in a not-to-exceed amount of \$3,000, subject to flying the American flag only and Mr. Henson seconded the motion.

Ms. Glynn asked if the \$3,000 included the shrubbery. Mr. Bradshaw confirmed for the cost of the entire project was \$3,000.

On VOICE VOTE with Mr. Weinreb, Ms. Glynn, Mr. Henson and Mr. Bradshaw in favor and Ms. LeCesne dissenting, purchasing a flagpole as stated in a not-to-exceed amount of \$3,000, subject to flying an American flag only was approved. (Motion Passed 4-1)

Mr. Bradshaw thanked the Board for approving the flagpole. Mr. Showe noted Mr. Viasalyers would provide some options for lighting to the Board at the workshop, such as an in-ground option that does not stick on the pole and one that was on top of the pole.

3. Neighborhood Signs

Mr. Showe reported the neighborhood electronic entrance sign proposal was not received, so this item was tabled.

Mr. Henson recalled for the beach area, there was discussion at the workshop about placing red rocks instead of mulch. Mr. Viasalyers stated the Board approved the proposal as presented. Ms. Wald advised the Board must consider the prior motion. Mr. Showe noted there was additional landscape funding out of the Operating Budget. Staff would bring a final proposal to the Board at the next meeting.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being none, the next item followed.

B. District Engineer

Mr. Malavé presented a letter from the South Florida Water Management District (SFWMD) regarding VUE, the developer of Phases 1A and 1B tying into the District's stormwater management system. They would not receive approval until the District agreed. Mr. Bradshaw favored denying the request to tie into the District's stormwater management system until VUE approached the Board. The Board asked VUE several times to speak to the Board about the project, which they failed to do. Mr. Showe would invite them to the next meeting.

Ms. Wald understood that the Board was hesitant to put in writing what was going to happen because no information was presented from the developer and was staying in compliance with the Reciprocal Easement Agreement. Until it happened, the Board did not need to take any action at this time. Mr. Malavé would draft a reply to the VUE in writing and forward to Ms. Wald for review.

Mr. Malavé left the meeting.

C. District Manager

1. Consideration of Check Register

On MOTION by Ms. Glynn seconded by Mr. Bradshaw with all in favor the Check Register for October 1, 2020 to October 31, 2020 in the amount of \$72,831.96 were approved.

2. Balance Sheet and Income Statement

Mr. Showe presented the Balance Sheet and Income Statement as of October 31, 2020. No action was required by the Board. It was hard to draw any conclusions, as there was only one month's worth of actuals. The District was in good shape in terms of budget to actuals, at least for the first month. Mr. Weinreb asked if the additional fund was set up as requested for street and road maintenance. Mr. Showe stated it was not set up as of October 31st, but it would be.

D. Facility Manager

Mr. McGrath was working on getting new fountains. Mr. Bradshaw saw the rusty motors. Mr. McGrath explained the lake maintenance contractor installed cast iron sump pumps, but cast iron did not work well with brackish salt water. Two sump pumps were replaced and one remaining pump had to be installed to replace the one at the South Patrick exit gate. Mr. Weinreb questioned the cost of each pump. Mr. McGrath stated each pump cost \$296 and three were needed. The Christmas decorations were ready for installation. He will be gone from Tuesday until the following Monday. Before he leaves, Mr. McGrath wanted to put up wreaths at the Shearwater and South Patrick Drive entrances. Ms. LeCesne asked if Leland contacted Mr. McGrath regarding their wreaths. Mr. McGrath heard they wanted to install the wreaths, but they did not provide dates. Mr. Showe would find out. Mr. Bradshaw and Mr. Showe would assist residents in Mr. McGrath's absence. Ms. LeCesne asked when the Christmas decorations would be removed. Mr. Showe asked them to remove them by January 11th.

E. Field Manager

Mr. Viasalyers provided the Field Manager's Report, which was included in the agenda package. The entrance pots at both entrances were completed. There was a tentative schedule of December 19th to install the mulch. Mr. Henson suggested re-planting the Birds of Paradise at the stop sign at the circle. The Board agreed. Mr. Weinreb asked when the three new stop signs approved a few meetings ago would be installed. Mr. McGrath was waiting for the vendor. Mr. Weinreb requested a few days' notice to inform residents.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Weinreb questioned what happened with the back gate. Mr. Showe stated the vendor removed it to take it back to their shop for touch-ups. Mr. Viasalyers was working on the installation of the closer and the vendor was coordinating the removal of the spires. The vendor would not be paid until the work was completed. Ms. LeCesne asked about the timeline to removed the illegal lock and reinstall the new hardware, and hydraulic hinge/closer. Mr. Showe would find out. The closer was on order and was expected within the next week or so. Once the gate was in, the closer would be immediately installed. The Board agreed to use upgraded hardware on the north gate as a test. If it worked well, the hardware would be used on the other pedestrian gates.

Mr. Henson addressed the following:

- Noted the pedestrian gate latch was broken again and spikes were removed. Mr. Showe stated the spikes were still in place. The District Engineer would handle.
- Questioned why a vehicle was towed. Mr. McGrath explained the car was in an accident and could not be moved. Mr. Viasalyers asked that cars not be towed during Thanksgiving and Christmas week. Mr. Bradshaw requested Mr. McGrath inform the owner that it should be moved this week or it would be towed. Mr. Henson requested non-operational vehicles to be towed immediately.
- The Board went out of their way to increase audience participation at meetings. Mr. Bradshaw heard residents were happy with the job of the Board and had no concerns. Mr. Showe indicated when a lot of people show up, they were not happy with the Board.
- There was a situation with people abusing the gym. Mr. McGrath explained a certain resident using the facility moved equipment off of the rubber mat, causing damage. He posted signs saying that the equipment was to stay on the rubber mat. Mr. Bradshaw requested Mr. McGrath warn the resident that they would lose their privileges for not using the equipment as designed. Mr. McGrath noted the resident was also not wearing a shirt or shoes. Mr. Weinreb asked Mr. McGrath to deactivate their access card.
- Noted several residents were not happy with the color of the new flowers, but Paradise said in two or three weeks they would bloom. Some wanted Poinsettias and Mr. Henson wanted to know if the Board would allocate some funds for red poinsettias. The Board said no.

Ms. Glynn questioned what the District received for \$300 per month for fountain maintenance. Mr. McGrath stated the vendor scrubs the tile and maintains the chemicals. Mr. Weinreb asked who authorized the motors. Mr. Viasalyers confirmed Mr. McGrath originally put in chlorine tablets, which caused the motor to blow up. The vendor was now using chromium tablets. Mr. Showe explained for \$300 per month it was more efficient to use a vendor than to use staff. Ms. Glynn questioned how often they come out. Mr. McGrath stated they come out on Friday. Ms. Glynn had problems with her transponder at the Shearwater gate. Mr. McGrath explained the frequency of the gate was changed to allow emergency vehicles to open the gate. He suspected the frequency from Ms. Glynn's vehicle was not the same as the remote. On the east end, there were chips on the sidewalk. Mr. Viasalyers would handle.

Mr. Bradshaw questioned besides the beach project, what landscaping items remained. Mr. Viasalyers stated they were waiting for the sod farm to release the sod for the front of the Clubhouse. He had not received an exact gate. Mr. Bradshaw questioned the status of the brick pavers on Ventura Drive. Mr. McGrath received an update prior to the meeting. They received a deposit and were waiting for the materials. It would probably be another week or two before they were installed, hopefully before the holidays. Mr. Bradshaw asked if all of the homes knew it was happening. Mr. McGrath had not notified anyone. Mr. Showe proposed including in the December newsletter. Mr. Bradshaw asked about the fire alarm. Mr. Showe was waiting for the installation date. The permitting was completed.


EIGHTH ORDER OF BUSINESS

Adjournment

<p>On MOTION by Ms. LeCesne seconded by Mr. Henson with all in favor the meeting was adjourned.</p>



 Secretary/Assistant Secretary



 Chairman/Vice Chairman