

**MINUTES OF MEETING  
MONTECITO  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Montecito Community Development District was held on **Monday, August 3, 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
Joline Nivert	Assistant Secretary

Also present were:

Darrin Mossing, Sr.	District Manager
Jeremy LeBrun	GMS
Andy Hatton	GMS
Michael Pawelczyk	District Counsel
Randy McGrath	Amenities Manager
Residents	

*The following is a summary of the discussions and actions taken at the August 3, 2022 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

On MOTION by Ms. Glynn seconded by Mr. Henson with all in favor the public comment period was opened.
---

Ms. Susan Kretschman of Monterey Drive noted dead sod in her yard due to the lack of irrigation. Seven homes have not had irrigation for two weeks. Ms. Tracey Slaughter of Simeon

Drive felt that either the CDD was not irrigating enough or not fixing what was broken and it would cost the CDD more money to re-sod than repairing irrigation. Ms. Christine Dicioccio of Redondo Drive felt that there was a communication breakdown between Paradise Lawns & Landscaping (Paradise) and Insight Irrigation (Insight). Mr. Mark Marquez of Carlsbad Drive asked about dead trees in Carlsbad and if the CDD was considering a wall or barrier separating Carlsbad from the Vue. These items would be addressed under the Field Manager’s Report.

Ms. Mary Humbert of Montecito Drive pointed out that the thermostat in the Club meeting room was set at 80 degrees after hours and only lowered at meetings and requested that the Club remain open as late as the pool. In her opinion, the person that trespassed should be penalized, not the entire community.

On MOTION by Ms. Glynn seconded by Ms. Nivert with all in favor the public comment period was closed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the June 27, 2022 Board of Supervisors Meeting**

Mr. LeBrun received corrections to the June 27, 2022 minutes, which were incorporated.

On MOTION by Ms. Glynn seconded by Mr. Henson with all in favor the Minutes of the June 27, 2022 Board of Supervisors Meeting were approved as amended.

**FOURTH ORDER OF BUSINESS**

**New Business Items**

**A. Public Hearing**

**i. Consideration of Resolution 2022-09 Adopting the Fiscal Year 2023 Budget and Relating to the Annual Appropriations**

Mr. LeBrun provided an overview of the Fiscal Year 2023 Proposed Budget, which was posted on the website. There would be a proposed increase of 8.3% for operation and maintenance (O&M) assessments starting on October 1<sup>st</sup>. The assessment for the single-family homes increased by \$200 from \$2,032.67 to \$2,460.58 and by \$150 from \$1,524.50 to \$1,845.43 for the townhomes. There has not been an increase since 2018. The purpose of the increase was to fund reserves as well as the cost of inflation, chemicals, pool and lake maintenance, fuel, labor, insurance, and management fees. For the upcoming year, turf and grass replacements, repainting the interior/exterior of the Club, low-voltage lighting and community signs were planned.

*Ms. LeCesne joined the meeting.*

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the Public Hearing on the Fiscal Year 2023 budget was opened.

The following residents provided input on the budget and the proposed increase:

- Mr. Randy McClure of Montecito Drive requested exercise machine replacements and questioned the increase in management fees. Ms. Glynn stated there was a line item in the budget for Gym equipment, but one piece of equipment must be replaced at a time due to the cost. The increase for management fees was for Amenity Center Management, not GMS, which included the on-site Facility Supervisor and Field Manager. They solicited an outside vendor, Evergreen for \$6,000 more than last year to save costs for residents and improve onsite coverage to 60 hours per week.
- Ms. Carol Wellman of Ventura Drive felt that the increase was significant and the Board should have looked at all options before seeking an outside vendor and voiced concern about outside staff getting to the facility quickly in an emergency. Ms. Glynn confirmed that the Board explored all other options and there was a 24/7 call number to Evergreen, who committed to being onsite to solve any emergencies.
- Ms. Sue Kretschman of Monterey Drive questioned the length of the contract. Ms. LeCesne verified that it was for one year. Mr. Pawelczyk noted a 60-day termination. Ms. Kretschman asked about monitoring of the pool after it closed. Ms. LeCesne stated that there was a mobile intercom system and video cameras.
- Ms. Mary Humbert of Montecito Drive suggested a way to warn residents when it was time to leave the pool area as the loudspeaker was ineffective, questioned the interviewing process for hiring the management company and wanted residents to have full use of the clubhouse. Ms. LeCesne stated the Board was transparent to residents as the decision to hire a property management company had been ongoing and discussed at previous meetings. Ms. Glynn recalled that the Board interviewed three or four outside companies in public. Discussion about the 'loud speaker' ensued. Mr. Henson noted that Sonitrol announced closure of the pool at 8:00 p.m. every evening, over the intercom at the pool area and if there was activity, Sonitrol

would contact the police to investigate. The Board would address resident use of the kitchen.

Mr. Pawelczyk requested that management and security questions be addressed outside of the meeting with the District Manager, as this was the public hearing on the budget and there should only be questions regarding the level of assessments. The Board Members were elected officials that made the decisions for the residents.

- Mr. Mark Marquez of Carlsbad Drive questioned what the Board would do to control costs. Ms. Glynn recalled that it was five years since the last increase and the increase for single-family homeowners was \$200 per year or \$16.67 per month or \$150 per year or \$12.50 per month for townhome owners, for a total increase of 6.3%. The Board was fiscally responsible, but there were unexpected expenses such as moving the mainline off of Vue property and stormwater assessment. Mr. Pawelczyk noted that the Board wanted to have healthy reserves versus borrowing money.
- Ms. LeCesne questioned whether residents were concerned because the Board was raising assessments or was it the proposed amount. When she joined the Board, there were no reserve funds, but many issues and items requiring upkeep and maintenance. And advocated for building reserves.
- Ms. Susan Kretschman of Monterey Drive noted the problem was not paying an additional \$250, but things were not getting done like the irrigation and trees. Ms. LeCesne encouraged residents to review past meeting minutes and agendas, which showed the process on how things were done and who made the decisions.
- Ms. Susan Stehman of Ventura Drive questioned what the reserves were for if the roads were public. Mr. Pawelczyk verified that the CDD owned the roads, but they were open to the public as tax exempt bond funds were utilized to fund the roads.
- Mr. Michael Knapp of Point Lobos Drive asked if the Board had to approve the Proposed Budget as is or as amended. Mr. Pawelczyk indicated the Board could amend the budget today, but not increase it beyond the \$200 increase.
- Mr. Ray Demeo of Palos Verde Drive thanked the Board on building reserves.
- Ms. Galia Ivanov of Redondo Drive questioned why there were legal advertising costs budgeted. Mr. Pawelczyk explained that the Florida Statutes require CDDs

to advertise annual meetings and public hearings for rule changes and the budget in a newspaper of general circulation.

Ms. LeCesne appreciated the input because it was not the Board's money, but it's the residents' money that is paid to the CDD and HOAs and wished all of the leaders worked collectively.

On MOTION by Ms. Glynn seconded by Mr. Henson with all in favor the public hearing on the Fiscal Year 2023 budget was closed.

On MOTION by Ms. Glynn seconded by Mr. Henson with all in favor Resolution 2022-09 Adopting the Fiscal Year 2023 Budget and Relating to the Annual Appropriations was adopted.

**ii. Consideration of Resolution 2022-10 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. LeBrun stated Resolution 2022-10 provided the mechanism for funding the budget by imposing special assessments.

On MOTION by Ms. Glynn seconded by Mr. Henson with all in favor Resolution 2022-10 Imposing Special Assessments and Certifying an Assessment Roll was adopted.

**B. Approval of Fiscal Year 2023 Meeting Schedule**

Mr. LeBrun presented the Fiscal Year 2023 meeting schedule, which was the same as the prior year. Ms. LeCesne received a request to move the September 25, 2023 meeting to September 18, 2023, due to the Yom Kippur holiday, which she had no issue with and announced that she would not be present at the October 24, 2022 meeting. Ms. Glynn asked why the meeting was at 5:00 p.m., as it was her understanding that all Monday meetings were in the morning. There was Board consensus to change the October 24, 2022 meeting from 5:00 p.m. to 10:30 a.m. and the September 25, 2023 meeting to September 18, 2023.

On MOTION by Ms. LeCesne seconded by Ms. Glynn with all in favor the Fiscal Year 2023 meeting schedule as amended was approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Pawelczyk provided a Legislative Update to the Board, noting that there were no unfunded mandates to the Stormwater Needs Analysis that impact the District adversely.

**B. District Engineer**

There being none, the next item followed.

**C. District Manager**

**i. Consideration of Check Register**

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the Check Register for June 1, 2022 to June 30, 2022 in the amount of \$53,820.34 was approved.

**ii. Balance Sheet and Income Statement**

Mr. LeBrun presented the June 30, 2022 Balance Sheet and Income Statement.

**D. Facility Manager**

Mr. McGrath reported that the Lake Pacifica fountain was repaired with a new motor and pump. The handicapped pool lift actuator malfunctioned. Spies Pool (Spies) could provide the part for \$1,412 and CES for \$1,214, but it did not include installation. Mr. McGrath was hesitant to install it due to liability issues if it was installed incorrectly. Mr. Hatton was more familiar with Spies than CES and would contact Spies.

Mr. Henson moved to authorize the purchase of the replacement part for the ADH pool chair lift from Spies Pools and Ms. Glynn seconded the motion.

Mr. Pawelczyk suggested that the Board approve a not-to-exceed amount of \$2,000.

On VOICE VOTE with all in favor authorizing the purchase of the replacement part for the ADH pool chair lift from Spies Pools in a not-to-exceed amount of \$2,000 was approved.

**E. Field Manager**

Mr. Hatton reported on the irrigation system. Insight was engaged to monitor the pumps that supply the water to houses and maintain sprinkler heads.

Ms. Susan Kretschman of Monterey Drive was told there was a two-wire circuit wiring issue. Mr. Hatton stated the homes would be repaired today. Mr. Henson heard that Insight was working on 749 Monterey Drive after lunch today and would follow up first thing tomorrow morning. He was working with Paradise on the turf at the single-family homes. They were waiting to see if the turf comes back through irrigation and Mother Nature, but if it did not return by October, they will provide a cost estimate to re-sod. Ms. Kretschman asked who would replace the sod in her backyard. Ms. LeCesne requested that Ms. Kretschman contact Mr. Henson. Ms. Kretschman asked if the District was getting reimbursed for the mainline that was broken by a contractor. Mr. Pawelczyk stated it was being explored. Ms. Galia Ivanov of Redondo Drive suggested native plants or Xeriscaping. Mr. Richard Wellman of Ventura Drive questioned when the new website would be ready. Ms. LeCesne was working on the website with another vendor. Because the former Chair wanted \$3,000 a year to maintain the previously 'free' CDD site. And the Board was hoping to spend less money.

**SIXTH ORDER OF BUSINESS****Supervisor's Requests**

Mr. Henson addressed the following:

- Status of the Bench: Mr. Hatton reported that it was supposed to be delivered, but was not and assumed it was on the way.
- \$2,000 invoice from the Vendor Painting the Lamp Posts in Townhome Area: Mr. Henson questioned why the vendor should receive \$2,000 when they never completed the job. Mr. Pawelczyk believed that it was the final payment and suggested checking the agreed price versus the total amount paid thus far. Mr. LeBrun would follow up.
- Dead trees on CDD property: Mr. Henson stated that dead palms were flush cut, removed and replaced with another palm. The only trees that were removed were those in the verge area between the sidewalk and the street and requested that residents not cut down trees or remove plants on CDD property. Mr. Pawelczyk

suggested that the Board hold the developer responsible for replacing trees on property to be conveyed to the CDD.

- Dead Sod in Townhome Area: Mr. Henson spoke with Paradise about re-sodding areas that had dead sod due to broken irrigation in the townhome area.
- Barrier Separating Carlsbad from The Vue: Mr. Pawelczyk recalled that there was no determination by the city and if there was a wall, it must be on CDD property or CDD easement.
- Air Conditioner in Clubhouse Meeting Room @ 80 Degrees: Ms. Glynn recalled that it was set high to save money after hours. Mr. McGrath confirmed that all thermostats were set at 76 degrees after hours, but was turned down to 70 degrees when there was a meeting. Ms. LeCesne suggested that the temperature be set at 78 degrees when it was not in use and would be discussed further at the workshop.
- Clubhouse Closing Times: Mr. McGrath confirmed that the Clubhouse closed at 10:00 p.m. Ms. LeCesne stated that the pool hours were dawn to dusk. Ms. Glynn noted that today, sunset was 8:11 p.m., but the Board decided on 8:00 p.m. because Sonitrol required a time for the gates to be programmed. Mr. McGrath warned people that the pool was closed at 8:00 p.m. Ms. LeCesne requested that the hours be posted on the website and on doors and that this item be discussed further at the workshop. A resident requested that a change in the time, such as to the sunset time, be addressed with Sonitrol.
- Inventory: Mr. Henson reported that Mr. McGrath was performing an inventory of all equipment in the pool area, Gym, game room, meeting room, storage areas, shed and Mr. McGrath's office for Evergreen. He was also preparing a preferred vendors list.
- Appreciation: Mr. Henson appreciated Mr. LeBrun and Ms. Glynn explaining the budget to the residents.

Ms. Glynn requested that the 72-hour parking limit signs at the Clubhouse be placed at entrances versus at a handicapped parking spot or off to the side and letting the HOA or Leland know when CDD easements were granted. Mr. Pawelczyk would send a reminder to Mr. Showe to notify the HOA when CDD easements were granted. Ms. Glynn agreed that residents should have access to the kitchen and requested this item be added to the workshop agenda and revisiting



approval of cardio equipment and that Mr. McGrath provide the quote that he received. Ms. LeCesne apologized for her late arrival to the meeting, which was due to an emergency, thanked the Board Members and staff for arriving on time and would work on the website for enhanced communication. Once the website was completed, including a CDD suggestion box, could be considered.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

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

  
\_\_\_\_\_  
Secretary/Assistant Secretary

  
\_\_\_\_\_  
Chairman/Vice Chairman