

**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, October 24, 2022** at 10:30 a.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
Eric Smith	Assistant Secretary
Joline Nivert	Assistant Secretary

Also present were:

Jeremy LeBrun	GMS
Ginger Wald	District Counsel
Tina Campbell	Amenity Manager
Residents	

The following is a summary of the discussions and actions taken at the October 24, 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 at 10:30 a.m. and called the roll. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. LeCesne opened the public comment period and residents addressed the following:

- Mr. Richard Wellman of Ventura Drive recommended highlighting the three horizontal lines on the top left side of the new website and thanked Mr. LeBrun for responding quickly to his inquiry when he reported an issue. Mr. Wellman asked

whether GMS had a system to provide feedback when a work order was closed as the following issues were not resolved:

1. On September 7th, he reported branches eroding on his house. *According to Mr. LeBrun, Paradise was supposed to come out with a bucket truck in one or two weeks.*
 2. A sprinkler was spraying water on his house, causing a stain. *It was resolved this morning when he asked the irrigation vendor to handle it.*
 3. On October 14th, he asked why an email blast was not sent out regarding hurricane storm debris. *Mr. LeBrun reported that an e-blast was being sent this week.*
- Resident Dr. Jim Bourdeau of Clemente Drive questioned if the CDD had a Facility Manager. *Ms. Tina Campbell, the new Amenity Manager, introduced herself. Today was her first day.*
 - Ms. Sue Kretschman of Monterey Drive and Mr. Mark Nehiba of Point Lobos Drive asked when the CDD was going to replace the sod damaged by the irrigation issues.
 - Resident Betsy Vincent of Redondo Drive complained about the lack of public notification for this meeting and hoped that the Board found the two signs that she placed against the wall this morning that fell down.
 - Mr. Doug Glass of Montecito Drive requested that the Board address speeding on Montecito Drive and people parking at intersections in the single-family homes on Montecito Drive.
 - A Resident asked if Mr. Smith walked the area from the end of the sidewalk to where the sand was. *Mr. Smith was aware of it.* In the resident's opinion, it should not take three times before action was taken. In the pool area, there was a pressure issue or leak in the second fountain.
 - Mr. Richard Wellman of Ventura Drive voiced concern that Mr. Hatton was not available to locate problems that residents had to submit work orders for and recommended quicker action. There were issues with the pool gate not being secure, which was a liability issue, as a child could fall into the pool.

Ms. LeCesne stated that all Board Members lived in the community and as the Chair, she was always approachable and available for immediate safety and liability concerns. During the

hurricane, she was out in the community handling the gates and trees and requested that any urgent issues be reported to her and non-urgent issues to Mr. LeBrun on the website.

- Ms. Betsy Vincent of Redondo Drive voiced concern about the large amount of tree debris on the grass between the road and the sidewalk and asked if Waste Management could come into the community on a regular basis for bulk pickup. Ms. Carol Wellman of Ventura Drive requested that residents place their palm fronds into their trash. *Ms. LeCesne requested that residents contact the City of Satellite Beach as the CDD did not provide waste management services for residents.*
- Ms. Sue Kretschman of Monterey Drive sent an email to Ms. LeCesne and Mr. LeBrun and within 20 minutes, someone was looking at her sod.
- Ms. Carol Wellman of Ventura Drive requested that weeds overtaking the community be handled.

THIRD ORDER OF BUSINESS

Approval of Minutes of the September 26, 2022 Board of Supervisors Meeting

Mr. LeBrun received corrections to the September 26, 2022 minutes, which were incorporated.

On MOTION by Ms. Glynn seconded by Mr. Henson with all in favor the Minutes of the September 26, 2022 Board of Supervisors Meeting were approved as amended.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2023-01 Appointing Assistant Secretary

Mr. LeBrun requested that the Board appoint him as Assistant Secretary to replace Mr. Jason Showe.

On MOTION by Ms. LeCesne seconded by Mr. Smith with all in favor appointing Mr. Jeremy LeBrun as Assistant Secretaries as evidenced by Resolution 2023-01 was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Proposal from Kendal Signs

Mr. LeBrun presented a sign proposal from Kendal Signs in the amount of \$8,828, which was included in the agenda package. Ms. Glynn was in favor of having a permanent sign to inform residents of CDD meetings as the current signage was cumbersome and felt that the proposal for two signs, one at each entrance, was reasonable. Mr. Henson agreed as the sandwich board signs were unsafe but wanted to see a sample sign. Mr. LeBrun noted that Baytree had this type of signage at both of their entrances and were happy with them. Mr. Henson questioned whether the HOA would share in the cost and suggested that the HOA contribute funds for use of the sign, but the CDD own it. Ms. Glynn recalled that the HOA agreed to pay for a portion of the signage. Mr. LeBrun was asked to provide a photo of the sign to the Board. Ms. LeCesne voiced concern about the cost as many budgeted items were overspent and suggested a weatherproofed sign that included power coating and hardware that did not rust. Ms. Glynn preferred a wall mounted sign. Ms. LeCesne felt that a less expensive option was a dry erase board with glass secured to the wall next to a lighting fixture. Ms. Wald recalled that the Board looked at a different type of sign in the past that was not approved by the Board, which the HOA was interested in contributing funds towards. She recommended a sign that would be owned and the responsibility of the CDD to inform the public about CDD matters, which the HOA could use for a public purpose, but did not recommend that a resident use the sign to advertise for a garage sale, as that would be a private purpose. *After further discussion, there was Board consensus for Mr. LeBrun to obtain a proposal for a wall mounted sign and following up with the HOA on sharing in the cost.*

SIXTH ORDER OF BUSINESS

Consideration of Agreement with Ecor for Aquatic Maintenance

Mr. LeBrun presented the Lake Management Agreement with ECOR, which was based on the proposal presented at the last meeting.

On MOTION by Ms. Glynn seconded by Mr. Smith with all in favor the Lake Management Agreement with ECOR was approved.

SEVENTH ORDER OF BUSINESS**Capital Improvement Projects List
Review and Discussion**

Mr. LeBrun provided the current Capital Improvement Projects (CIP) List, which was requested by the Board at the last meeting. Replacement of the ellipticals was the only active capital improvement item that the Board was discussing. No Gym equipment was ordered at this time. Mr. Henson questioned whether any of the CIP items should be approved since the proposals were from several years ago. Mr. LeBrun assumed that there was a 10% increase in costs and suggested that the Board list their top priority CIP items and obtain current proposals. The Board voiced concerns about overages, which would be paid out of the Capital Reserve Fund. Discussion ensued regarding Field Management services, based on resident concerns, which was \$2,500 per month on a month-to-month basis, for Mr. Hatton's position. Ms. LeCesne recalled asking Mr. Henson to specify the needs of the Field Manager because they were only onsite twice a month for two hours and the District was paying \$19,000. If the Board wanted a Field Manager like Mr. William Viasalyers, the District would have to pay more than \$30,000. Mr. Henson noted that Mr. Hatton was not as "*Hands-On*" as Mr. Viasalyers and suggested paying \$2,500 and re-evaluating in 30 days, so that the new Amenity Manager could get acclimated to the community and advise the Board on what services they needed.

Discussion ensued regarding the CIP items. Ms. LeCesne referred to the Summary Table for 2022-2023, focusing was on the \$11,000 reserved for landscaping (\$6,000 for sod replacement and \$5,000 for Lake Coquina), \$59,000 for the Amenity Center, including \$15,000 for low voltage lighting and \$32,000 for the streets, sidewalks, rights of ways (ROW). She was concerned that no funds were reserved for irrigation and pumps. Ms. Glynn suggested delaying the \$5,000 reserved for Lake Coquina until the sod issues were resolved. Mr. Henson did not have an issue replacing CDD common area sod, but replacing sod on private property was the homeowners responsibility, according to the HOA covenants. Ms. Wald explained that the CDD could not use public funds for private property, unless the Board made a finding on a legal basis, such as in 2016, when the Board approved the payment of funds to the Single-Family HOA for the replacement of sod for lawns that were damaged as a result of a specific failure of the pump system. In this case, if the Board made a finding, there were limited funds allocated within the budget for this purpose and must utilize funds from the reserve or another line item. However, the Board placed a moratorium on making any replacements until everything was resolved, such as the CDD reimbursement from 418 Montecito Drive, which caused the mainline issues during construction of their pool.

Mr. Richard Wellman of Ventura Drive noted that homeowners placed materials on the verge between the sidewalk and the street and damaged the sod. Ms. Betsy Vincent of Redondo Drive pointed out if Waste Management came into the community on specific day for bulk pickup, homeowners would not place anything on the verge and damage the sod. Mr. Henson called Waste Management last week to schedule bulk pickup, but they would not schedule it because they were still picking up hurricane debris. Ms. Glynn questioned the amount to be budgeted for sod in CDD areas. Mr. LeBrun requested a list of CDD areas that needed sod from the Paradise Account Manager. In the four years that she served on the Board, Ms. LeCesne always had an issue with the irrigation system, due to the wiring and informed Paradise in writing about her concerns multiple times, questioning why the District was paying \$752. She wanted to terminate Paradise based on the wiring, but there were four other Members on the Board. In her opinion, replacing sod just to make people happy and educating residents to not place items on the swale, did not matter if the grass was not growing, due to the irrigation system, which needed a major overall.

Mr. Henson believed that the issues with the irrigation had to do with the two-wire system due to residents installing pools and fences in the single-family homes and preferred to replace the two-wire system versus replacing sod for homeowners. However, he recommended replacing it in phases, as the cost was \$90,000. Ms. Glynn suggested delaying the Clubhouse painting and low voltage lighting and looking for more drought tolerant options. Mr. Henson requested that Mr. LeBrun address the Board's concerns regarding the irrigation system when he and Mr. Smith meet with Paradise. Ms. LeCesne proposed not doing the sod replacements and requested two proposals from Paradise; one for repair of the current system and one for a replacement system. Mr. LeBrun offered to provide proposals for an exterior irrigation system, which were where the majority of the issues were. Mr. Smith agreed with Ms. LeCesne that the irrigation system must be repaired before replacing sod and looked at areas of exposed wiring at the single-family homes with Insight Irrigation (Insight). He recommended that Insight handle the outages with Paradise's assistance. Ms. Glynn agreed. Ms. Wald recommended Xeriscaping versus sod. *After further discussion, there was Board consensus to table further discussion on the CIP until additional information was provided.*

EIGHTH ORDER OF BUSINESS

Financing Matters

A. Consideration of Resolution 2023-02 Amendments to FY22 Budget - *Added*

Mr. LeBrun reported that this was a yearly process to balance the budget by increasing and decreasing various line items.

On MOTION by Ms. Glynn seconded by Mr. Smith with all in favor Resolution 2023-02 Approving Amendments to the General Fund Budget for Fiscal Year 2022 was adopted.

B. Fiscal Year 2023 Budget Review and Discussion

Ms. Glynn felt that there was sufficient discussion regarding the budget and no decisions could be made until the irrigation issues were addressed. Ms. LeCesne agreed, but pointed out that *District Counsel* was over budget by \$12,535, *Irrigation Repairs & Maintenance* was over budget by \$20,000 over budget, *Common Area Repairs & Maintenance* was over budget by \$13,398 and *Sidewalk Cleaning* was over budget by \$16,000. Mr. LeBrun would obtain the invoice from the accountant for the sidewalk cleaning. Mr. Henson asked if there were mulch and flower applications this year because when the flowers died, they were never replaced. Mr. LeBrun stated that he had a proposal for mulch, but it was substantially higher than prior years and would ask when the flowers would be replaced. Mr. Smith would discuss with Paradise about the tree trimming and maintenance of trees in the easement between the sidewalk and the street in the single-family homes. *After further discussion, there was Board consensus to include this item on future agendas as a regular agenda item.*

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

In response to Glass' request for the Board to address speeding, Ms. Wald explained that the CDD did not have police powers and the City of Satellite Beach had the authority to ticket for speeding. In the past, the Board contacted the city to request patrols and off-duty officers.

B. District Engineer

There being none, the next item followed.

C. District Manager

Mr. LeBrun introduced Ms. Tina Campbell who was the new Amenity Manager. She would handle resident issue and evaluate work being done onsite. He reported that the showerhead and valve by the pool were replaced a week-and-a-half ago. The paver project was completed. The low spot in the outdoor shower was raised to the correct pitch. Two commercial grade mats were purchased. One would be placed in the shower and the other would remain in storage. Mr. LeBrun spoke to the pool vendor, Brevard Pools, after residents complained that the pool was not cleaned. They were receptive to the comments and Ms. Campbell would check the condition each day.

i. Consideration of Check Register

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the Check Register for September 1, 2022 through September 30, 2022 in the amount of \$85,622.40 was approved.

ii. Balance Sheet and Income Statement

Mr. LeBrun presented the September 30, 2022 Balance Sheet and Income Statement. No action was required by the Board.

TENTH ORDER OF BUSINESS

Appointment of Audit Committee

Mr. LeBrun requested that the Board appoint themselves to serve as the Audit Committee to review the Request for Proposals (RFP) for the firms that would submit proposals to perform the audit.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor appointing the Board as the Audit Committee to review the Request for Proposals for audit proposals was approved.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS**Supervisors Requests and Audience Comments**

Mr. Henson addressed the following:

- Asked whether Ms. Campbell would have an Open Door Policy or take appointments. Ms. Campbell preferred to have an open door policy and was available via email.
- Questioned whether there was an Easement Agreement for 95 Montecito Drive as there was a trailer. *Mr. LeBrun would check the District records to see if one was executed.*
- Asked if there should be additional hedges in the open area in back of Ventura Drive across from shed as a buffer or leaving it open to allow residents to have access to the Clubhouse. Ms. LeCesne questioned who opened the area. Mr. Henson assumed that the residents did. *Mr. LeBrun stated according to Statute, no residents could make alterations to CDD property.* Mr. Henson suggested that the Board Members look at the area and discuss at the workshop.
- Reported that the north pedestrian gate was not latching.
- Questioned why the vendor was onsite three times to repair the Lake Sonoma fountain. *Mr. LeBrun noted two different problems. The last visit was to diagnose the timing of the fountain. The vendor ordered the parts and were waiting for delivery.*

Mr. Smith stated that when he met with Paradise, he would discuss the detail work that was completed the last week of the month. They would drive through the community once a week and address issues on CDD property, such as removing palm fronds at the entrance so that the palm fronds did not pile up for three weeks. Ms. LeCesne felt that Paradise should have been doing this from the start. Mr. Smith reviewed the latest irrigation map prior to the meeting and noted that Insight was coming out on Wednesday to check timers. Ms. Glynn requested a list of open tickets with the status and notifying the originator of the ticket and questioned the status of the Request for Qualifications (RFQ) for the District Engineer. Ms. LeCesne stated that this would be discussed at the January meeting

Ms. LeCesne answered the following resident concerns:

- Mr. LeBrun would provide additional options on the signage, such as a wall mountable versus built into the ground.

- District Counsel commented on the enforcement of speeding. It would cost the community money to install street bumps, humps and tables. The City Manager was contacted for additional options.
- Sod was addressed and suggested contacting the single-family, townhome and Master HOAs. A meeting was scheduled this Wednesday with Paradise.
- On the website, the three horizontal lines on the top left side would be highlighted. Any suggestions about the website should be forwarded to Mr. LeBrun for GMS staff to address.
- All residents had access to the ticket system, but could request updates from Mr. LeBrun. If residents see something, they should speak up and if it was not followed up to the resident's satisfaction, it should be addressed at a CDD meeting.
- Sonitrol was onsite twice to repair the gate and Ms. LeCesne requested that the system be deactivated because there was no latch. There was a programming issue, which Sonitrol was addressing. In the meantime, a sign would be posted.
- It was discovered that data was not being entered into the e-blast system, which Ms. LeCesne re-uploaded. It should be in operation this week.
- If a resident had a bulk item, it was the resident's responsibility to contact Waste Management for pick up. If items were left on the swale, Mr. LeBrun would send a letter to the resident with photos and a notification that the resident's access card would be deactivated.

Mr. Doug Glass (Montecito Drive) thanked the Board for their hard work and time. Residents were happy with the Board, despite of all the issues.

Ms. Wald recessed the regular meeting at 1:14 p.m.

On MOTION by Ms. LeCesne seconded by Mr. Smith with all in favor the regular meeting was reconvened.

On MOTION by Mr. Smith seconded by Ms. LeCesne with all in favor accepting the recommendations of the Audit Committee was approved.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman