

*Montecito Community  
Development District*

*Meeting Agenda*

*October 24, 2022*

# AGENDA

***Montecito***  
***Community Development District***

***Meeting Agenda***

**Monday**  
**October 24, 2022**  
**10:30 A.M.**

**Montecito Beach Club**  
**208 Montecito Drive**  
**Satellite Beach, Florida**

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the September 26, 2022 Board of Supervisors Meeting
4. Consideration of Resolution 2023-01 Appointing Assistant Secretary
5. Consideration of Proposal from Kendal Signs
6. Consideration of Agreement with Ecor for Aquatic Maintenance
7. Capital Improvement Projects List Review and Discussion
8. Finance Matters
  - A. **Consideration of Resolution 2023-02 Amendments to FY22 Budget - *Added***
  - B. Fiscal Year 2023 Budget Review and Discussion
9. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
    - i. Approval of Check Register
    - ii. Balance Sheet & Income Statement
10. Appointment of Audit Committee
11. Other Business
12. Supervisors Requests and Audience Comments
13. Adjournment

**Audit Committee Meeting**

1. Roll Call
2. Public Comment Period
3. Audit Services
  - A. Approval of Request for Proposals and Selection Criteria
  - B. Approval of Notice of Request for Proposals for Audit Services
  - C. Public Announcement of Opportunity to Provide Audit Services
4. Adjournment

## SECTION III

**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, September 26, 2022** at 10:30 a.m. at the Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida.

Present and constituting a quorum:

Catherine LeCesne  
Ed Henson  
Tanja Glynn  
Eric Smith  
Joline Nivert

Chair  
Vice Chair  
Assistant Secretary  
Supervisor-Appoint  
Assistant Secretary

Also present were:

Jeremy LeBrun  
Ginger Wald  
Residents

GMS  
District Counsel

*The following is a summary of the discussions and actions taken at the September 26, 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 10:32 a.m. and called the roll. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 3, 2022  
Board of Supervisors Meeting**

Mr. LeBrun received corrections to the August 3, 2022 minutes, which were incorporated.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the Minutes of the August 3, 2022 Board of Supervisors Meeting were approved as amended.

**FOURTH ORDER OF BUSINESS****New Business Items****A. Consideration of Lake Management Agreement**

Mr. LeBrun presented the Lake Management Agreement with ECOR, the current vendor, which was included in the agenda package. There was a slight increase due to chemicals, from \$480 to \$530 per month. Ms. Glynn stated this was the reason the budget was increased.

On MOTION by Ms. Glynn seconded by Mr. Smith with all in favor the Lake Management Agreement with ECOR in the amount of \$530 per month was approved.

**B. Consideration of Renewal of Irrigation Pump Maintenance Agreement**

Mr. LeBrun presented the Irrigation Pump Maintenance Agreement renewal with Hoover Pumping Systems (Hoover) in the amount of \$2,290, which was included in the agenda package. This was for the maintenance of the pump running the irrigation system. Ms. Glynn suggested budgeting for twice per year disc filter cleaning, which was not included and ranged from \$968 to \$1,300. Ms. LeCesne agreed and requested that it be included in the budget since it was typical maintenance. Mr. Henson thought that the new filters they purchased were self-cleaning and wanted to know the frequency in getting them cleaned. Mr. LeBrun was told that the data showed that the filters needed to be cleaned.

On MOTION by Ms. LeCesne seconded by Ms. Glynn with all in favor the Irrigation Pump Maintenance Agreement renewal with Hoover Pumping Systems in the amount of \$2,290 was approved.

**C. Ratification of Pump Station Cleaning Proposal**

Mr. LeBrun presented the Pump Station Cleaning Proposal with Hoover in the amount of \$1,277, which was included in the agenda package.

On MOTION by Ms. Glynn seconded by Mr. Smith with all in favor the Pump Station Cleaning Proposal with Hoover Pumping Systems in the amount of \$1,277 was ratified.

**D. Ratification of Amenity Management Agreement**

Mr. LeBrun presented the Amenity Management Agreement with GMS in the amount of \$81,000, which was included in the agenda package. The agreement was approved at the special meeting and was executed.

Ms. LeCesne moved to approve the Amenity Management Agreement with GMS in the amount of \$81,000 and Ms. Glynn seconded the motion.

Mr. Henson voiced concern about the Board ratifying something before they needed to if there was a possibility that the terms would change. Ms. Wald explained that from a legal perspective, the Board was ratifying the action previously taken to approve the agreement and the terms could change if services were not being provided. Ms. LeCesne noted that no one was being paid right now and when the replacement was found, if something needed to be adjusted, it could be changed, but if they did not get a person within the next couple of weeks, there was a backup plan. Mr. LeBrun pointed out that 30 to 40 applicants applied for the position, which was narrowed down to five. Three interviews were scheduled. Mr. Henson questioned whether they were using the same compensation and if Mr. LeBrun was still working onsite. Mr. LeBrun confirmed that the compensation was the same for 40 hours per week. Through September, he was onsite Monday through Friday, based on his availability, but was available virtually. Ms. LeCesne thanked Mr. LeBrun for his assistance, but it was not in the best interest of the CDD to have a District Manager mopping and scrubbing floors. She preferred having someone onsite for a couple of days, assisting with the newsletter, answering emails, updating the website and formulating the ticket system. Mr. Henson agreed and although he understood that the Chair and the District Manager hired the Amenity Manager, he asked if the Board could be involved in the decision making. Ms. Wald explained that it would be a GMS employee and not a District employee.

On VOICE VOTE with all in favor the Amenity Management Agreement with GMS in the amount of \$81,000 was approved.

**FIFTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

Ms. LeCesne questioned the status of the pool reimbursement at 418 Montecito Drive. Ms. Wald needed additional facts to provide any direction and wanted to have all of the potential damages identified before sending out the demand letter. Mr. Henson asked if effort was made to determine if the CDD should be responsible for certain items or if Paradise should be partially responsible. Ms. Wald stated this was part of the information gathering in order to make a determination on the responsibility and liability, which was ongoing. The District Manager was compiling information from the District Engineer such as as-builts to show whether the lines were within the CDD easement and properly marked in the as-builts and whether the entities that were supposed to identify them, did their job properly. Depending on the facts, there was the possibility of the area having to be surveyed. The District currently had an interim District Engineer and must go out for an RFQ because the District was required by law to have an engineer. Ms. LeCesne was in favor of proceeding with the RFQ process.

**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 Mr. Smith with all in favor the Check Register for July 1, 2022 through July 31, 2022 in the amount of \$65,066.42 and for August 1, 2022 through August 31, 2022 in the amount of \$47,641.22 was approved.

**ii. Balance Sheet and Income Statement**

Mr. LeBrun presented the August 31, 2022 Balance Sheet and Income Statement. No action was required by the Board.

**• Field Manager (Item 5E)**

Mr. LeBrun reported a motor issue with the air conditioner at the Clubhouse and at the Gym, which had severe algae buildup, causing water to overflow onto the floor underneath it, damaging a section of it. Both units were repaired and they were working to replace the floors in the Gym. Ms. Glynn asked if the vendor could match the material of the floor. Mr. LeBrun believed



that they had the same product as the original floor. Ms. LeCesne noted that there was no maintenance agreement for the air conditioners and asked if the Facility Manager could handle the maintenance. Mr. LeBrun noted this would be part of their task, but if the Board wanted a maintenance agreement, he could circulate one. In the future, tablets and solution would be used to dissolve the buildup.

Mr. LeBrun reported that the parts for the pool lift were ordered. The battery was fully charged and Mr. Hatten was trying to get it to work. If the issue was with the controller, they had a proposal from Spies Pool (Spies) for an actuator. There was discussion about getting a cover for it. A proposal was sent to the Board from Surfside for pool repairs recommended by the insurance company in low spots such as in the shower and by the main drains. Mr. Hatten was preparing the community for Hurricane Ian. The gates would remain open in case the power goes out, so that First Responders could come in and out.

Mr. Henson voiced concern that the trim that separated the flooring had to be replaced in the Gym several times, due to weights being dropped on the floor. The weights did not belong to the CDD and were brought in by residents and suggested relocating the weights so they were not next to the trim or banning them. Ms. Glynn proposed posting a sign. Mr. Henson recalled that Mr. McGrath replaced the air conditioner filters once a month and questioned whether they wanted to continue doing that. Mr. LeBrun stated that the filters were replaced every three months. Mr. Henson reported that the shower was not turning off and the Women's pool restroom door was not closing properly. Mr. LeBrun stated that a valve was going to be replaced in the shower and staff would check out the shower. Mr. Smith suggested installing a rubber floor in the Gym. Ms. LeCesne pointed out that a resident could not bring weights into the Gym, due to liability issues. Ms. Wald confirmed that the rules state, *"Please replace weights to the proper location after use"* and *"Free weights are not to be dropped and only placed on the floor or equipment made specifically for storage of the weights."* If someone violated these rules, the Board could revoke access cards. Ms. LeCesne was in favor of posing a sign reminding residents to remove all personal items and Gym equipment.

#### **D. Facility Manager**

Mr. LeBrun reported if a resident comes into the facility and staff was not present, a sign was posted asking the resident to schedule a time.

**E. Field Manager**

This item was discussed.

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

Mr. Henson voiced concern about the wall on Montecito Drive, as there was only a 5 foot area of sod between the pavers and the wall, which caused pooling of water and suggested having a cutout at the base of the wall for water to escape. Mr. LeBrun stated that there was a cost involved for an engineer to take measurements. Mr. Henson asked if there should be a provision in the rules about residents flying drones, due to privacy issues. Ms. Wald advised that there were Federal and State Laws regarding drones and if there were issues with drones, residents should contact the City of Satellite Beach, due the proximity of the community to Patrick Air Force Base. It could not be in the rules because there was no way to enforce it. Mr. Smith thanked Mr. LeBrun and Ms. Nivert for cleaning out the office.

Ms. Glynn thanked staff for updating the website. She also requested that tickets from the ticket system be forwarded to the Board and that they receive a list of the tickets issued and their status. Ms. Glynn also requested quotes for signage in order to inform residents of the Board meetings." Mr. LeBrun recalled that Baytree approved \$9,000 for two signs with illumination. Ms. Wald suggested that the Board authorize a not-to-exceed amount for Mr. LeBrun to proceed with the sign, appoint a Board Member to work with Mr. LeBrun on the sign or post a temporary sign on a sign post. Ms. Glynn recalled that the HOA agreed to pay for a portion of the sign. Ms. Wald stated that at a prior meeting, the Board did not approve the digital sign. Ms. Glynn requested that this item be added to the agenda at the next meeting and informed the Board about a complaint that she received from a resident about a vehicle parked in a grassy area for overflow parking. This was permitted in their rules and she did not have a problem with the owner using it.

Ms. LeCesne addressed the following:

- **Ticket System:** She is going to work on the integration of the ticket system with a resident, Mr. Dan Bradley who understood the symantics and would program it. He needed pictures. If anyone wanted a specific feature, she requested that they contact Mr. LeBrun.
- **Amenity Manager:** Appreciated Mr. LeBrun and his staff working at the facility and requested a Friday update from Mr. LeBrun.

- Pool Times: Requested consensus from the Board on the actual times for the pool to be open. It was currently open from dawn to dusk and suggested leaving it dawn to dusk and putting it on the sign with a link to a website for sunrise and sunset times. If they had set times, they had to call Sonitrol for the doors to lock at a certain time.

Mr. Henson agreed with having the pool open from dusk to dawn. Mr. Smith preferred sunrise to sunset instead of dusk to dawn. Ms. Wald advised that the rules state that the swimming pool hours were posted and rotated in order to facilitate maintenance of the pool, swimming was permitted only during designated hours as posted and were subject to change at the discretion of the District Manager and swimming after dusk was prohibited. Ms. Glynn was in favor of having the posted hours be in compliance with the rules and on a sign with pre-printed numbers. Mr. Henson preferred that the Amenity Manager evaluate the pool times and make changes as needed. Ms. LeCesne wanted the magnetic tiles on the signs on the gates and bulletin board and not on the Clubhouse wall. Ms. Glynn believed that there were four signs. Mr. LeBrun would order the magnetic tiles.

- Amenity Manager: GMS was only hiring one full-time person and if they wanted someone to handle things at the Clubhouse, it must either be a vendor or a CDD employee, but if the CDD employee was out sick or on vacation, a Board Member must be at the Clubhouse. If it was a vendor, it would be for a specific purpose and they must be licensed and have liability coverage.

Ms. Glynn did not want to hire anyone until they had a full-time Amenity Manager and then evaluate if there was the need for additional support. Mr. Henson preferred having a vendor versus CDD employee. Mr. Smith agreed.

- Mapping: Recommended using a company to provide mapping as some of the as-builts were inaccurate.
- Budget: Since the budget was approved two and a half months ago, they needed items for the pool, landscaping and irrigation and requested that the Board discuss the budget at the next meeting. Ms. Glynn requested discussion on capital projects planned for this year such as the Gym equipment.

- Rental Event Coverage: She questioned whether they needed someone after hours coverage for events or having the Amenity Manager set up prior to the event or not having the event.

Mr. Henson suggested setting up the schedule so the Amenity Manager had flexible hours such as taking Friday off and working on Saturday. Mr. Smith suggested bringing this up during the interview process. Ms. LeCesne thanked the Board for their patience and requested that the Board handle their areas of oversight and utilize the ticket system. Mr. Smith suggested that the Board post updates on the website regarding irrigation outages, electrical issues, etc. Ms. Glynn encouraged the Board to utilize the ticket system for updates.

Ms. LeCesne recapped the following items that were completed at this meeting:

- The ECOR and Irrigation Pump Maintenance Agreements were approved.
- The disk filtration cleaning would be added as a line item.
- The pump station cleaning proposal was ratified.
- The amenity management proposal was approved as-is and would not be modified unless it comes before the Board.
- They would gather data for the pool reimbursement at 418 Montecito Drive.
- Staff was to proceed with an engineering RFQ.

Ms. Wald explained that the District currently had an interim engineer after formally going through the RFQ process and receiving no response and that the District acted in their best practice to retain an interim engineer. They were required to eventually proceed with another RFQ process and suggested starting the process at the beginning of January and not during hurricane season.

- District Staff entering a ticket for the Women's restroom.
- Staff would post a sign to remove personal items at the Gym and getting magnetic tiles for pool times.

Mr. Smith asked if the fountains were supposed to turn off at a specific time as Lake Sonoma was running 24/7. Mr. LeBrun stated they were supposed to turn off and would check it.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

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

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Chairman/Vice Chairman

## SECTION IV

**RESOLUTION 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF MONTECITO COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE REMOVAL AND APPOINTMENT OF ASSISTANT SECRETARY OF THE DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Montecito Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated within Satellite Beach, Brevard County, Florida; and

**WHEREAS**, the Board of Supervisors of the District desires to provide for the removal and appointment of a Assistant Secretary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF MONTECITO COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. Jeremy LeBrun is appointed Assistant Secretary effective immediately. Effective immediately, the existing Assistant Secretary, Jason M. Showe, is removed.

Section 2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 24th DAY OF OCTOBER 2022**

**MONTECITO COMMUNITY  
DEVELOPMENT DISTRICT**

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**CHAIR/VICE-CHAIR**

**ATTEST:**

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**SECRETARY/ASSISTANT SECRETARY**

## SECTION V



Customer: Govt. Management Services, Central Florida /MONTECITO

Contact: Jeremy Lebrun

Billing Address: 219 E. Livingston St. Orlando, FL 32801

Phone #: 407-841-5525 X 105

Project Address: NEEDED

Fax #: 407.839.1526/c:407.613-2944

Email: jlebrun@gmscfl.com

Date: 10-3-2022

**PROPOSAL/CONTRACT**

**SCOPE OF WORK:**

Manufacture and install TWO (2) SINGLE SIDED, NON illuminated cabinet on double pole supports.

\$8,828.00

9" deep extruded aluminum cabinet with 2-1/2" T-Bar dividers, painted acrylic enamel. 3/16" thick flat acrylic faces, top portion to have first surface applied, hi-performance vinyl decoration. Reader-board to accommodate (8) lines of 3" changeable copy. Cabinet to have locking Vandal cover. 4" aluminum square tube support poles, painted acrylic enamel.

Price includes: Direct Burial in concrete foundation. Power to sign to be run BY OTHERS. Kendal signs to make final hook up.

Tax Exempt certificate required.

Note: Sign installed inside property. No permit required.

Engineering

Permit Acquisition Labor

**SUBTOTAL:** \$8,828.00

**TAX:** \$0.00

**TOTAL:** \$8,828.00

**DEPOSIT DUE:** \$4,414.00

**TOTAL DOES NOT INCLUDE THE COST OF THE PERMIT AND WILL BE BILLED AT ACTUAL COST UPON COMPLETION.**

**TERMS & CONDITIONS:** A deposit is due upon acceptance of job. Balance is due upon installation. Any payments not received in a timely manner by Kendal Signs shall bear interest from the due date at the rate of 18% per annum, with a \$50 late fee assessed per month for the past due accounts until paid in full. All signage to remain property of Kendal Signs until paid in full. Customer's failure to submit prompt final payment following installations as per plan shall constitute default. The client/buyer agrees to pay all cost in the event of default of payment by the client/buyer, including reasonable attorney's fees. The client/buyer hereby grants Kendal Signs the right of entry into and on the property of the client/buyer for the purpose of retaking possession of the signage in the event of default, regardless of partial payment received for signage.

**RESPECTFULLY SUBMITTED BY:** Danny Priore

**EMAIL:** dpriore@kendalsigns.com

**NOTES:** Kendal Signs will complete all work as per plan. Customer shall be assessed a lost trip charge if site is not ready upon our crews arrival. Pricing based upon 120 volt primary power to sign location by others. Substandard soil conditions (i.e. coquina, rock, large roots, water, pipe, etc.) or fascias (i.e. steel beams) are additional. All additions, changes or errors that require additional time, labor or materials will be charged at Kendal Signs standard pricing. Kendal Signs reserves the right to apply minor final adjustments and revisions to any sign designs that is deemed in our sole discretions to benefit the sign's operation and/or overall appearance.

**PRODUCT WARRANTY:** Our standard warranty is as follows: One (1) year on materials, finishes, general workmanship; includes parts and labor. One (1) on ballasts and transformers; includes parts only; labor to be billed as extra. Ninety (90) days on neon; includes parts and labor. Thirty (30) days on fluorescent lamps; included parts and labor. Warranties for specialty products such as electronic message centers (LED displays) issued separately.

**580 Gus Hipp Blvd. • Rockledge, FL. 32955 • 321-636-5116 • www.kendalsigns.com**

**ACCEPTANCE OF PROPOSAL:** The above price(s), specifications and conditions are satisfactory and are hereby accepted. I authorize Kendal Signs to perform the works as specified. I agree to make payments as outlined above.

DATE OF ACCEPTANCE

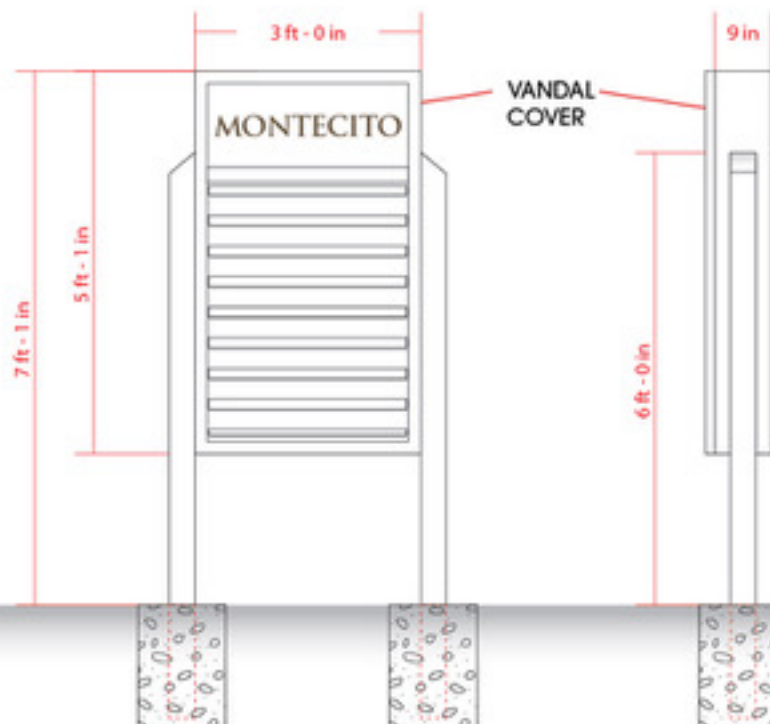
AUTHORIZED CUSTOMER PRINTED NAME

AUTHORIZED CUSTOMER SIGNATURE

# NEW CABINET

## Job Specifications:

Manufacture & install Two (2) NON- ILLUMINATED, SINGLE SIDED cabinet on double support poles  
 9" deep extruded aluminum cabinet with 2 1/2" thick T-Bar divider to be painted acrylic enamel  
 3/16" thick flat acrylic faces  
 Reader board to accommodate eight (8) lines of three (3) inch changeable copy  
 Entire cabinet to have fabricated aluminum vandal cover  
 4" aluminum square tube supports poles painted acrylic enamel  
 installed into concrete embedment



SCALE = 1/2" = 1'

580 GUS HIPP BLVD. ROCKLEDGE, FL 32955 TEL: 321-436-5116 FAX: 321-436-0402

**kendalSIGNS**  
 DESIGN • FABRICATION • INSTALLATION

Customer: Montecito Cabinet

Address: 208 Montecito Dr Satellite Bch FL 32937

Designer: *Tracie* Sales: Danny Date: 10-3-22

File Name: Montecito Cabinet

## COLOR SCHEDULE

- ☐ CABINET WHITE
- ☐ VINYL DURAPOIC BRONZE
- ☐ SUPPORTS WHITE

## SIGNATURE FOR APPROVAL:

### CUSTOMER NOTICE

Kendal Signs will endeavor to match colors specified. We cannot guarantee exact matches due to varying compatibility of materials used. Final dimensions may vary from within this drawing. An exact scaled drawing will be provided upon your request.

DATE:

REVISED:

10-4-22

## SECTION VI

**THIRD AMENDMENT AND EXTENSION OF THE AGREEMENT FOR AQUATIC  
MANAGEMENT SERVICES BETWEEN MONTECITO COMMUNITY DEVELOPMENT  
DISTRICT AND AMERICAN ECOSYSTEMS, INC.**

This Third Amendment and Extension of the Aquatic Management Services Agreement (the "Third Amendment") is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2022, by and between:

**Montecito Community Development District**, a local unit of special purpose government situated in the City of Satellite Beach, Brevard County, Florida and with offices at 135 W. Central Boulevard, Suite 320, Orlando, Florida 32801 ("District"), and

**American Ecosystems, Inc.**, a Florida corporation, with offices located at 10460 75<sup>th</sup> Street, Largo, FL 33777 ("Contractor").

**RECITALS**

**WHEREAS**, the District is a local unit of special purpose government established pursuant to and governed by Chapter 190, Florida Statutes; and

**WHEREAS**, the District and Contractor are parties to an Aquatic Management Services Agreement, with an effective date of October 1, 2017, as amended by the First Amendment and Extension of the Agreement for Aquatic Management Services, dated September 24, 2018, as further amended by the Second Amendment and Extension of the Agreement for Aquatic Management Services, dated December 20, 2019 (collectively the "Agreement"), which expires by its own terms; and

**WHEREAS**, the parties intend to amend the Agreement to extend the term of the Agreement for an additional year and provide for an increase of cost of services by Thirty-five (\$35.00) Dollars per month; and

**WHEREAS**, Contractor will continue to provide maintenance of the aquatic areas of and within the District; and

**WHEREAS**, the District Board of Supervisors, at its meeting of September 26, 2022 authorized the proper District officials to enter into this Third Amendment with Contractor; and

**WHEREAS**, the Contractor represents that it is qualified to continue to serve as an aquatic management and natural area management contractor and provide such services to the District.

**Now, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Contractor agree as follows:

**SECTION 1.** The recitals so stated are true and correct and by this reference are incorporated, inclusive of the above referenced exhibits, into and form a material part of this Second Amendment.

**SECTION 2.** That Section 3 of the Agreement, entitled "Compensation" is hereby revised and replaced to state as follows:

**Section 3. Compensation.** District agrees to compensate the Contractor the total sum of FIVE HUNDRED THIRTY AND 00/100 (\$530.00) DOLLARS per month for the Scope of Services set forth in Composite Exhibit A. Contractor shall provide the District with an invoice on the first of the month of service and thereafter on a monthly basis detailing the services provided in the proceeding month. Payment shall be made by the District after the approval of the invoice by the District Manager.

**SECTION 3.** That pursuant to Section 5 of the Agreement, entitled "Term, the Agreement is hereby extended for an additional one-year period beginning on the Effective Date and through December 31, 2023. The Agreement may be extended for two additional one year periods.

**SECTION 4.** The Effective date of this Second Amendment is January 1, 2023.

**SECTION 5.** In all other respects, the Agreement between the parties is hereby ratified, reaffirmed and shall remain in full force and effect as provided by its terms.

**IN WITNESS WHEREOF**, the parties hereto have executed this Second Amendment and further agree it shall take effect on the Effective Date.

**ATTEST:**

**MONTECITO COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Print name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Print name: \_\_\_\_\_  
Chairman / Vice Chairman

**WITNESSES:**

Date: \_\_\_\_\_  
**AMERICAN ECOSYSTEMS,  
INC., a Florida corporation**

\_\_\_\_\_  
Print name: \_\_\_\_\_

\_\_\_\_\_  
Print name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Print name: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION VIII

# SECTION A



**RESOLUTION 2023-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
THE MONTECITO COMMUNITY DEVELOPMENT  
DISTRICT APPROVING AMENDMENTS TO THE  
GENERAL FUND BUDGET FOR FISCAL YEAR 2022 AND  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Resolution 2021-07 the Montecito Community Development District Board of Supervisors (the “Board”) adopted a General Fund, Budget for Fiscal Year 2022; and

**WHEREAS**, the Board desires to amend the budgeted revenues and expenditures approved for Fiscal Year 2022.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD  
OF SUPERVISORS OF THE MONTECITO COMMUNITY  
DEVELOPMENT DISTRICT:**

1. The General Fund Budget for Fiscal Year 2022 is hereby amended and restated as set forth on the Fiscal Year 2022 Budget attached hereto as **“Exhibit A”**.
2. This Resolution shall take effect immediately upon adoption and be reflected in the monthly and Fiscal Year End 9/30/2022 Financial Statements and Audit Report of the District.

**PASSED AND ADOPTED THIS 24<sup>th</sup> DAY OF OCTOBER, 2022.**

ATTEST:

**BOARD OF SUPERVISORS OF THE  
MONTECITO COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

***Montecito***  
***Community Development District***

***Amended Budget***  
***FY2022***



**Montecito  
Community Development District**

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**Montecito**  
**Community Development District**  
**General Fund**  
**Fiscal Year 2022**

	Adopted Budget FY 2022	Increase/ (Decrease)	Amended Budget FY 2022	Projected FY 2022
<b>Revenues</b>				
Maintenance Assessments	\$ 723,971	\$ 1,829	\$ 725,800	\$ 725,800
Interest Income	\$ -	\$ -	\$ -	\$ 3
Gate & Amenity Access Income	\$ -	\$ 3,865	\$ 3,865	\$ 3,865
Miscellaneous Income	\$ -	\$ 19,418	\$ 19,418	\$ 19,418
Carryforward Surplus	\$ -	\$ 203,070	\$ 203,070	\$ 203,070
<b>Total Revenues</b>	<b>\$ 723,971</b>	<b>\$ 228,182</b>	<b>\$ 952,153</b>	<b>\$ 952,156</b>

**Expenditures**

**Administrative Expenditures**

Supervisor Fees	\$ 7,200	\$ 1,400	\$ 8,600	\$ 8,600
District Management	\$ 42,436	\$ -	\$ 42,436	\$ 42,436
District Engineer	\$ 30,000	\$ 13,000	\$ 43,000	\$ 42,459
District Counsel	\$ 30,000	\$ 18,000	\$ 48,000	\$ 47,622
Disclosure Report	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
Trustee Fees	\$ 3,500	\$ (2,000)	\$ 1,500	\$ 1,458
Assessment Roll	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Auditing Services	\$ 5,000	\$ (125)	\$ 4,875	\$ 4,875
Arbitrage Rebate Calculation	\$ 500	\$ (50)	\$ 450	\$ 450
Public Officials/General Liability Insurance	\$ 17,000	\$ (1,082)	\$ 15,918	\$ 15,918
Legal Advertising	\$ 2,000	\$ 2,000	\$ 4,000	\$ 3,591
Dues, Licenses, & Subscriptions	\$ 175	\$ -	\$ 175	\$ 175
Information Technology	\$ 1,800	\$ -	\$ 1,800	\$ 1,800
Website Maintenance	\$ 1,200	\$ 1,300	\$ 2,500	\$ 2,204
Property Appraiser	\$ 250	\$ (40)	\$ 211	\$ 211
Reimbursable Expenditures	\$ 1,200	\$ (500)	\$ 700	\$ 674
Contingency	\$ 2,400	\$ (700)	\$ 1,700	\$ 1,695
<b>Administrative Expenditures Total</b>	<b>\$ 151,161</b>	<b>\$ 31,204</b>	<b>\$ 182,365</b>	<b>\$ 180,667</b>

**Operations and Maintenance Expenditures**

**Field Management**

Field Manager	\$ 19,096	\$ 908	\$ 20,005	\$ 20,005
Amenity Management	\$ -	\$ 4,275	\$ 4,275	\$ 4,275
Onsite Facility Supervisor Salary	\$ 45,569	\$ (3,476)	\$ 42,093	\$ 42,093
Onsite Parttime Pool Attendant	\$ 7,150	\$ (7,150)	\$ -	\$ -
Payroll Taxes	\$ 4,033	\$ (764)	\$ 3,269	\$ 3,269
Workers Compensation Costs	\$ 2,751	\$ (741)	\$ 2,010	\$ 2,010
Cell Phone & Mileage Reimbursement	\$ 600	\$ (300)	\$ 300	\$ 275
ADP Fees	\$ 3,000	\$ (1,200)	\$ 1,800	\$ 1,719
Property Insurance	\$ 31,900	\$ (1,496)	\$ 30,404	\$ 30,404
<b>Field Management Subtotal</b>	<b>\$ 114,099</b>	<b>\$ (9,943)</b>	<b>\$ 104,156</b>	<b>\$ 104,050</b>

**Amenity Center Operations**

Repairs & Maintenance (Non-HVAC)	\$ 12,000	\$ 500	\$ 12,500	\$ 12,203
HVAC Repairs & Maintenance	\$ 2,000	\$ 1,500	\$ 3,500	\$ 3,351
Office Supplies	\$ 1,500	\$ (640)	\$ 860	\$ 860
Janitorial Supplies	\$ 1,850	\$ (1,300)	\$ 550	\$ 528
Janitorial Services	\$ 7,062	\$ 938	\$ 8,000	\$ 7,945
Pest Control & Termite Bond	\$ 1,000	\$ -	\$ 1,000	\$ 939
Fitness Equipment Repairs & Maintenance	\$ 2,500	\$ 500	\$ 3,000	\$ 2,726
Playground Repairs & Maintenance	\$ 1,000	\$ (500)	\$ 500	\$ -
Pool Service Repairs & Maintenance	\$ 12,500	\$ 7,500	\$ 20,000	\$ 19,697
<b>Amenity Center Operations Subtotal</b>	<b>\$ 41,412</b>	<b>\$ 8,498</b>	<b>\$ 49,910</b>	<b>\$ 48,249</b>

**Montecito**  
**Community Development District**  
**General Fund**  
**Fiscal Year 2022**

	Adopted Budget FY 2022	Increase/ (Decrease)	Amended Budget FY 2022	Projected FY 2022
<b><u>Irrigation</u></b>				
Irrigation Repairs & Maintenance	\$ 25,000	\$ 35,000	\$ 60,000	\$ 56,973
Irrigation Monitoring	\$ 5,988	\$ 175	\$ 6,163	\$ 6,163
Hoover Pumps Repairs & Maintenance	\$ 15,000	\$ 3,500	\$ 18,500	\$ 18,398
<b><u>Irrigation Subtotal</u></b>	<b>\$ 45,988</b>	<b>\$ 38,675</b>	<b>\$ 84,663</b>	<b>\$ 81,533</b>
<b><u>Lakes &amp; Fountains</u></b>				
Aquatic Maintenance	\$ 5,460	\$ 1,040	\$ 6,500	\$ 6,355
Fountain Service Repairs & Maintenance	\$ 11,920	\$ (920)	\$ 11,000	\$ 10,725
<b><u>Lakes &amp; Fountains Subtotal</u></b>	<b>\$ 17,380</b>	<b>\$ 120</b>	<b>\$ 17,500</b>	<b>\$ 17,079</b>
<b><u>Landscaping</u></b>				
Landscaping Contracted Services	\$ 77,667	\$ (1,434)	\$ 76,233	\$ 76,233
Additional Landscaping Repairs & Maintenance	\$ 15,000	\$ (5,000)	\$ 10,000	\$ 8,764
Entrance Pot Plant Replacement	\$ 2,400	\$ 1,600	\$ 4,000	\$ 3,868
Mulch	\$ 12,334	\$ (5,334)	\$ 7,000	\$ 7,000
Palm Tree Maintenance	\$ 14,000	\$ 6,000	\$ 20,000	\$ 19,730
Oak Tree Maintenance	\$ 6,500	\$ (1,500)	\$ 5,000	\$ 4,688
<b><u>Landscaping Subtotal</u></b>	<b>\$ 127,900</b>	<b>\$ (5,668)</b>	<b>\$ 122,233</b>	<b>\$ 120,282</b>
<b><u>Common Areas, Right of Ways &amp; Perimeter Walls</u></b>				
Street Light Repairs & Maintenance	\$ 8,500	\$ (1,495)	\$ 7,005	\$ 7,005
Entrance Vehicular Gates Repairs & Maintenance	\$ 5,500	\$ 500	\$ 6,000	\$ 5,678
Pedestrian Entry Gates & Walls Maintenance	\$ 8,000	\$ (4,000)	\$ 4,000	\$ 3,400
Common Area Repairs & Maintenance	\$ 3,000	\$ 15,000	\$ 18,000	\$ 17,898
Sidewalk Cleaning	\$ 6,000	\$ 17,000	\$ 23,000	\$ 22,297
<b><u>Common Areas, Right of Ways &amp; Perimeter Walls Subtotal</u></b>	<b>\$ 31,000</b>	<b>\$ 27,005</b>	<b>\$ 58,005</b>	<b>\$ 56,277</b>
<b><u>Security Monitoring Services</u></b>				
Fire Detection Services	\$ 1,404	\$ 820	\$ 2,224	\$ 2,224
Access Control Services	\$ 2,476	\$ 48	\$ 2,525	\$ 2,525
Intrusion Services	\$ 1,276	\$ 207	\$ 1,483	\$ 1,483
Security Monitoring Repairs & Maintenance	\$ 2,500	\$ -	\$ 2,500	\$ 2,424
<b><u>Security Subtotal</u></b>	<b>\$ 7,656</b>	<b>\$ 1,076</b>	<b>\$ 8,732</b>	<b>\$ 8,656</b>
<b><u>Utilities</u></b>				
Electric Services	\$ 43,000	\$ -	\$ 43,000	\$ 42,938
Telephone, Fax & Internet	\$ 3,000	\$ 500	\$ 3,500	\$ 3,304
Water & Sewer Services	\$ 4,000	\$ (1,000)	\$ 3,000	\$ 2,489
Gate Kiosk Internet Services	\$ 2,850	\$ (350)	\$ 2,500	\$ 2,280
<b><u>Utilities Subtotal</u></b>	<b>\$ 52,850</b>	<b>\$ (850)</b>	<b>\$ 52,000</b>	<b>\$ 51,010</b>
<b><u>Other</u></b>				
Contingency/Miscellaneous Expenditures	\$ 5,000	\$ -	\$ 5,000	\$ 3,238
<b><u>Other Subtotal</u></b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 3,238</b>
<b><u>Operations &amp; Maintenance Expenditures Total</u></b>	<b>\$ 443,285</b>	<b>\$ 58,913</b>	<b>\$ 502,198</b>	<b>\$ 490,374</b>
<b>Total Expenditures</b>	<b>\$ 594,446</b>	<b>\$ 90,116</b>	<b>\$ 684,563</b>	<b>\$ 671,041</b>
<b><u>Other Financing Uses</u></b>				
Disaster Reserve Transfer Out	\$ 25,000	\$ -	\$ 25,000	\$ 25,000
Capital Reserve Transfer Out	\$ 54,524	\$ -	\$ 54,524	\$ 54,524
Roadway Reserve Transfer Out	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000
<b>Total Other Financing Uses</b>	<b>\$ 129,524</b>	<b>\$ 50,000</b>	<b>\$ 179,524</b>	<b>\$ 179,524</b>
<b>Total Expenditures &amp; Reserves</b>	<b>\$ 723,971</b>	<b>\$ 140,116</b>	<b>\$ 864,087</b>	<b>\$ 850,565</b>
<b>Net Change in Fund Balance</b>	<b>\$ 0</b>		<b>\$ 88,066</b>	<b>\$ 101,590</b>

**Montecito**  
**Community Development District**  
**Capital Reserve Fund**  
**Fiscal Year 2022**

	Adopted Budget FY 2022	Increase/ (Decrease)	Amended Budget FY 2022	Projected FY 2022
<b>Revenues</b>				
Beginning Fund Balance	\$ 66,558	\$ 7,961	\$ 74,519	\$ 74,519
Transfer In	\$ 54,524	\$ -	\$ 54,524	\$ 54,524
		-		
<b>Total Revenues</b>	<b>\$ 121,082</b>	<b>\$ 7,961</b>	<b>\$ 129,043</b>	<b>\$ 129,043</b>
<b>Expenditures</b>				
Contingency	\$ -	\$ -	\$ -	\$ 435
Capital Outlay - Landscaping	\$ 24,145	\$ 75,855	\$ 100,000	\$ 98,974
Capital Outlay - Amenity Center	\$ 4,300	\$ 2,200	\$ 6,500	\$ 6,102
Capital Outlay - Streets, Sidewalks, Walls & Gates	\$ 17,825	\$ -	\$ 17,825	\$ 13,840
<b>Total Expenditures</b>	<b>\$ 46,270</b>	<b>\$ 78,055</b>	<b>\$ 124,325</b>	<b>\$ 119,352</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ 74,812</b>		<b>\$ 4,718</b>	<b>\$ 9,692</b>

**Montecito**  
**Community Development District**  
**Roadway Reserve Fund**  
**Fiscal Year 2022**

	Adopted Budget FY 2022	Increase/ (Decrease)	Amended Budget FY 2022	Projected FY 2022
<b><u>Revenues</u></b>				
Beginning Fund Balance	\$ 50,000	\$ (50,000)	\$ -	\$ -
Transfer In	50,000	50,000	100,000	100,000
<b>Total Revenues</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b><u>Expenditures</u></b>				
Bank Fees	\$ -	\$ 300	\$ 300	\$ 205
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 205</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ 100,000</b>	<b>\$ (300)</b>	<b>\$ 99,700</b>	<b>\$ 99,795</b>

## SECTION IX



# SECTION C

# SECTION 1

# Montecito

## Community Development District

### Summary of Invoices

September 1, 2022 to September 30, 2022

Fund	Date	Check No.'s	Amount
General Fund	9/1/22	1467 - 1469	\$ 1,077.99
	9/2/22	1470 - 1471	\$ 1,924.00
	9/21/22	1472 - 1489	\$ 77,292.37
			<hr/> \$ 80,294.36
ACH	Spectrum	0050292532-02	\$ 285.94
	Spectrum	0050720129-01	\$ 94.99
	Spectrum	0050720131-01	\$ 94.99
	Suntrust	Credit Card Payment	\$ 292.82
	City of Melbourne	181592-219109	\$ 188.07
	FPL	15698-02240	\$ 356.86
	FPL	17845-06444	\$ 44.02
	FPL	26747-37206	\$ 44.55
	FPL	27312-55499	\$ 890.04
	FPL	39851-84518	\$ 267.24
	FPL	81038-69205	\$ 905.22
	FPL	81750-88205	\$ 353.04
			<hr/> \$ 3,817.78
Payroll	<b><u>September 2022</u></b>		
	9/2/22	ADP Fees Period ending 08/20/22	\$ 66.17
	9/9/22	Salary Pay Period ending 09/03/22	\$ 1,377.92
	9/16/22	ADP Fees Period ending 09/03/22	\$ 66.17
			<hr/> \$ 1,510.26
			<hr/> <b>\$ 85,622.40</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
9/01/22	00141	8/17/22 08172022	202208 330-53800-46000	EXTERIOR PAINTING	*	300.00	
				JRG SPECIALTY FINISHES			300.00 001467
9/01/22	00095	8/17/22 222077	202208 320-53800-47300	BAD WIRE DIAGNOSTIC	*	195.00	
				PARADISE LAWN & LANDSCAPING			195.00 001468
9/01/22	00044	8/19/22 447820	202208 320-53800-34700	SYSTEM WALK THROUGH	*	59.00	
		8/25/22 448657	202209 320-53800-34400	FIRE ALARM SEPT 22	*	36.37	
		8/25/22 448657	202209 320-53800-34500	ACCESS CONTROL SEPT 22	*	214.42	
		8/25/22 448657	202209 320-53800-34400	FIRE SERVICES SEPT 22	*	142.34	
		8/25/22 448657	202209 320-53800-34400	INTRUSION SVCS SEPT 22	*	130.86	
				SONITROL OF TALLAHASSEE, INC			582.99 001469
9/02/22	00078	9/01/22 1580	202209 320-53800-47310	IRRIGATION MONITOR SEPT22	*	499.00	
				INSIGHT IRRIGATION LLC			499.00 001470
9/02/22	00129	8/31/22 292973	202208 320-53800-47700	INSTALL BENCH/STREET SIGN	*	1,425.00	
				J. WARREN SERVICES LLC			1,425.00 001471
9/21/22	00064	9/12/22 329815	202209 320-53800-34400	FIRE EXTINGUISHER ANNUAL	*	120.00	
				ATP FIRE			120.00 001472
9/21/22	00012	9/01/22 184514	202209 330-53800-50000	POOL MAINTENANCE SEPT 22	*	938.00	
				BREVARD POOLS, INC			938.00 001473
9/21/22	00014	9/06/22 7108	202209 330-53800-52000	REPAIR ELLIPTICAL	*	513.78	
				BROWN FITNESS SERVICES, LLC			513.78 001474
9/21/22	00003	7/21/22 15800322	202206 330-53800-48300	SPECIAL CLEANING JUNE 22	*	170.00	
		8/19/22 15800327	202208 330-53800-48300	SPECIAL CLEAN GYM AUG 22	*	225.00	
		8/19/22 15800327	202208 330-53800-48300	SPECIAL CLEANING JULY 22	*	170.00	

MONT MONTECITO CDD MBYINGTON

MONTECITO - GENERAL FUND  
BANK A GENERAL FUND

CHECK DATE	VEND#	.....INVOICE..... DATE	....EXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT	#
		9/01/22	15800328	202209	330	53800	48300			*	450.00		
			CLEANING SVCS SEPT 22										
		9/07/22	15800331	202208	330	53800	48300			*	640.00		
			CLEAN POOLSIDE FURN AUG22										
									COVERALL CENTRAL FLORIDA			1,655.00	001475
9/21/22	00086	9/07/22	CL090720	202209	310	51300	11000			*	200.00		
			BOS MEETING 9/7/22										
									CATHERINE I LECESNE			200.00	001476
9/21/22	00066	8/31/22	16523	202209	300	15500	10000			*	50,633.00		
			FY23 INSURANCE POLICY										
									EGIS INSURANCE ADVISORS, LLC			50,633.00	001477
9/21/22	00137	9/07/22	ES090720	202209	310	51300	11000			*	200.00		
			BOS MEETING 9/7/22										
									ERIC SMITH			200.00	001478
9/21/22	00124	9/15/22	CG2M3821	202209	330	53800	46000			*	1,641.75		
			INSTALL/REPAIR GYM FLOOR										
									FLOORS DIRECT INC			1,641.75	001479
9/21/22	00076	9/15/22	28003A	202209	320	53800	47200			*	480.00		
			QRTL FOUNTAIN CLEANING										
									FOUNTAIN DESIGN GROUP INC			480.00	001480
9/21/22	00027	8/31/22	00049016	202208	310	51300	48000			*	235.35		
			NOT										
		8/31/22	00049016	202208	310	51300	48000			*	181.50		
			NOT CDD MEETING 8/31/22										
		8/31/22	00049016	202208	310	51300	48000			*	2,414.42		
			NOT										
									FLORIDA TODAY PAYMENT CENTER			2,831.27	001481
9/21/22	00063	9/12/22	33065	202209	330	53800	47000			*	230.00		
			REPAIR WATER LEAK										
		9/15/22	33336	202209	330	53800	47000			*	1,150.00		
			REPLACE BLOWER MOTOR										
									FLORIDA BREEZE AIR & HEAT			1,380.00	001482
9/21/22	00060	9/12/22	190	202209	330	53800	12100			*	4,275.00		
			FACILITY MGMT SEPT 22										
									GOVERNMENTAL MANAGEMENT SERVICES			4,275.00	001483
9/21/22	00034	9/07/22	EH090720	202209	310	51300	11000			*	200.00		
			BOS MEETING 9/7/22										
									GEORGE E. HENSON			200.00	001484
									MONT MONTECITO CDD MBYINGTON				

CHECK DATE	VEND#	.....INVOICE..... DATE	...EXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT	#
9/21/22	00035	9/01/22	168023 FILTER DISC CLEANING	2022	09	320-53800-47410			HOOVER PUMPING SYSTEMS CORP	*	1,277.20	1,277.20	001485
9/21/22	00078	9/06/22	1601 HUNTER CENTRALUS YRLY FEE	2022	09	320-53800-47310			INSIGHT IRRIGATION LLC	*	175.00	175.00	001486
9/21/22	00140	9/07/22	JN090720 BOS MEETING 9/7/22	2022	09	310-51300-11000			JOLINE P. NIVERT	*	200.00	200.00	001487
9/21/22	00095	9/01/22	222249 LANDSCAPE MAINT SEPT 22	2022	09	320-53800-46200				*	6,283.72		
		9/01/22	222249 FUEL SURCHARGE SEPT 22	2022	09	320-53800-46200				*	168.20		
		9/09/22	222314 DECODER DIAGNOSIS	2022	08	320-53800-47300				*	103.90		
		9/09/22	222315 CLUBHOUSE CLOCK REPAIRS	2022	09	320-53800-47300				*	134.00		
		9/09/22	222316 CLOCK 1 DIAGNOSIS S ENTRA	2022	08	320-53800-47300				*	65.00		
		9/09/22	222317 REPAIR VALVE & MAINLINE	2022	08	320-53800-47300				*	329.95		
		9/09/22	222318 TROUBLESHOOT ZONES 29-52	2022	08	320-53800-47300				*	260.00		
		9/09/22	222319 REPAIR VALVE/FLOW CONTROL	2022	08	320-53800-47300				*	32.50		
		9/09/22	222320 REPAIR ZONES 52-29	2022	09	320-53800-47300				*	975.60		
		9/09/22	222321 REPAIR 2 BAD SPLICES	2022	09	320-53800-47300				*	385.00		
		9/09/22	222322 INSTALL TEMP BATTERY PKS	2022	09	320-53800-47300				*	182.50		
		9/13/22	222366 INSTALL PODOCARPUS	2022	09	320-53800-46300				*	150.00		
									PARADISE LAWN & LANDSCAPING			9,070.37	001488
9/21/22	00073	8/03/22	389039 INSTALL SPASH LIFT	2022	08	330-53800-50000			SPIES POOL, LLC	*	1,502.00	1,502.00	001489
									TOTAL FOR BANK A		80,294.36		
									TOTAL FOR REGISTER		80,294.36		

MONT MONTECITO CDD MBYINGTON

## SECTION 2

***Montecito***  
***Community Development District***

***Unaudited Financial Reporting***  
***September 30, 2022***





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**Montecito**  
**Community Development District**  
**Combined Balance Sheet**  
**September 30, 2022**

	General Fund	Debt Service Fund	Capital Funds	Totals Governmental Funds
<b>Assets:</b>				
<b>Cash:</b>				
Operating Account	\$ 118,579	\$ -	\$ -	\$ 118,579
Capital Reserve Account	\$ -	\$ -	\$ 134,692	\$ 134,692
Roadway Reserve Account	\$ -	\$ -	\$ 99,795	\$ 99,795
<b>Investments:</b>				
Money Market - Suntrust	\$ 29,399	\$ -	\$ -	\$ 29,399
<b>Series 2006A</b>				
Reserve	\$ -	\$ 4	\$ -	\$ 4
Revenue	\$ -	\$ 3	\$ -	\$ 3
Construction	\$ -	\$ -	\$ 14,152	\$ 14,152
<b>Series 2022</b>				
Reserve	\$ -	\$ 31,682	\$ -	\$ 31,682
Revenue	\$ -	\$ 6,149	\$ -	\$ 6,149
Interest	\$ -	\$ 57,476	\$ -	\$ 57,476
Cost of Issuance	\$ -	\$ 10,077	\$ -	\$ 10,077
Prepaid Expenses	\$ 50,633	\$ -	\$ -	\$ 50,633
Deposits	\$ 4,541	\$ -	\$ 2,000	\$ 6,541
<b>Total Assets</b>	<b>\$ 203,152</b>	<b>\$ 105,391</b>	<b>\$ 250,639</b>	<b>\$ 559,182</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 13,433	\$ -	\$ -	\$ 13,433
Deferred Revenue	\$ 60,000	\$ -	\$ -	\$ 60,000
<b>Total Liabilities</b>	<b>\$ 73,433</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 73,433</b>
<b>Fund Balance:</b>				
Assigned for:				
Capital Reserves	\$ -	\$ -	\$ 234,487	\$ 234,487
Nonspendable:				
Deposits and Prepaid Items	\$ 55,174	\$ -	\$ 2,000	\$ 57,174
Restricted for:				
Debt Service 2006/2022	\$ -	\$ 105,391	\$ -	\$ 105,391
Capital Projects - Series 2006	\$ -	\$ -	\$ 14,152	\$ 14,152
Unassigned	\$ 74,544	\$ -	\$ -	\$ 74,544
<b>Total Fund Balances</b>	<b>\$ 129,718</b>	<b>\$ 105,391</b>	<b>\$ 250,639</b>	<b>\$ 485,748</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 203,152</b>	<b>\$ 105,391</b>	<b>\$ 250,639</b>	<b>\$ 559,182</b>

**Montecito**  
Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance  
For The Period Ending September 30, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/22	Thru 09/30/22	Variance
<b>Revenues:</b>				
Maintenance Assessments	\$ 723,971	\$ 723,971	\$ 725,800	\$ 1,829
Interest Income	\$ -	\$ -	\$ 3	\$ 3
Gate & Amenity Access Income	\$ -	\$ -	\$ 3,865	\$ 3,865
Miscellaneous Income	\$ -	\$ -	\$ 19,418	\$ 19,418
<b>Total Revenues</b>	<b>\$ 723,971</b>	<b>\$ 723,971</b>	<b>\$ 749,086</b>	<b>\$ 25,115</b>

**Expenditures:**

**General & Administrative:**

Supervisor Fees	\$ 7,200	\$ 7,200	\$ 8,600	\$ (1,400)
District Management	\$ 42,436	\$ 42,436	\$ 42,436	\$ 0
District Engineer	\$ 30,000	\$ 30,000	\$ 38,459	\$ (8,459)
District Counsel	\$ 30,000	\$ 30,000	\$ 42,535	\$ (12,535)
Disclosure Report	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
Trustee Fees	\$ 3,500	\$ 3,500	\$ 1,458	\$ 2,042
Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Auditing Services	\$ 5,000	\$ 5,000	\$ 4,875	\$ 125
Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 450	\$ 50
Public Officials/General Liability Insurance	\$ 17,000	\$ 17,000	\$ 15,918	\$ 1,082
Legal Advertising	\$ 2,000	\$ 2,000	\$ 3,591	\$ (1,591)
Dues, Licenses, & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Information Technology	\$ 1,800	\$ 1,800	\$ 1,800	\$ -
Website Maintenance	\$ 1,200	\$ 1,200	\$ 2,204	\$ (1,004)
Property Appraiser	\$ 250	\$ 250	\$ 211	\$ 40
Reimbursable Expenses	\$ 1,200	\$ 1,200	\$ 674	\$ 526
Contingency	\$ 2,400	\$ 2,400	\$ 1,695	\$ 705
<b>Subtotal General &amp; Administrative</b>	<b>\$ 151,161</b>	<b>\$ 151,161</b>	<b>\$ 171,580</b>	<b>\$ (20,419)</b>

**Operations & Maintenance:**

**Field Management**

Field Manager	\$ 19,096	\$ 19,096	\$ 20,005	\$ (908)
Amenity Management	\$ -	\$ -	\$ 4,275	\$ (4,275)
Onsite Facility Supervisor Salary	\$ 45,569	\$ 45,569	\$ 42,093	\$ 3,476
Onsite Parttime Pool Attendant	\$ 7,150	\$ 7,150	\$ -	\$ 7,150
Payroll Taxes	\$ 4,033	\$ 4,033	\$ 3,269	\$ 764
Workers Compensation Costs	\$ 2,751	\$ 2,751	\$ 2,010	\$ 741
Cell Phone & Mileage Reimbursement	\$ 600	\$ 600	\$ 275	\$ 325
ADP Fees	\$ 3,000	\$ 3,000	\$ 1,719	\$ 1,281
Property Insurance	\$ 31,900	\$ 31,900	\$ 30,404	\$ 1,496
<b>Subtotal Field Management</b>	<b>\$ 114,099</b>	<b>\$ 114,099</b>	<b>\$ 104,050</b>	<b>\$ 10,050</b>

**Amenity Center Operations**

Repairs & Maintenance (Non-HVAC)	\$ 12,000	\$ 12,000	\$ 10,703	\$ 1,297
HVAC Repairs & Maintenance	\$ 2,000	\$ 2,000	\$ 3,351	\$ (1,351)
Office Supplies	\$ 1,500	\$ 1,500	\$ 860	\$ 640
Janitorial Supplies	\$ 1,850	\$ 1,850	\$ 528	\$ 1,322
Janitorial Services	\$ 7,062	\$ 7,062	\$ 7,945	\$ (883)
Pest Control & Termite Bond	\$ 1,000	\$ 1,000	\$ 939	\$ 61
Fitness Equipment Repairs & Maintenance	\$ 2,500	\$ 2,500	\$ 2,726	\$ (226)
Playground Repairs & Maintenance	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
Pool Service Repairs & Maintenance	\$ 12,500	\$ 12,500	\$ 17,942	\$ (5,442)
<b>Subtotal Amenity Center Operations</b>	<b>\$ 41,412</b>	<b>\$ 41,412</b>	<b>\$ 44,994</b>	<b>\$ (3,582)</b>

**Montecito**  
Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance  
For The Period Ending September 30, 2022

	Adopted Budget	Prorated Budget Thru 09/30/22	Actual Thru 09/30/22	Variance
<b>Irrigation</b>				
Irrigation Repairs & Maintenance	\$ 25,000	\$ 25,000	\$ 44,062	\$ (19,062)
Irrigation Monitoring	\$ 5,988	\$ 5,988	\$ 6,163	\$ (175)
Hoover Pumps Repairs & Maintenance	\$ 15,000	\$ 15,000	\$ 18,398	\$ (3,398)
<b>Subtotal Irrigation</b>	<b>\$ 45,988</b>	<b>\$ 45,988</b>	<b>\$ 68,622</b>	<b>\$ (22,634)</b>
<b>Lakes &amp; Fountains</b>				
Aquatic Maintenance	\$ 5,460	\$ 5,460	\$ 5,580	\$ (120)
Fountain Service Repairs & Maintenance	\$ 11,920	\$ 11,920	\$ 10,725	\$ 1,195
<b>Subtotal Lakes &amp; Fountains</b>	<b>\$ 17,380</b>	<b>\$ 17,380</b>	<b>\$ 16,305</b>	<b>\$ 1,075</b>
<b>Landscaping</b>				
Landscaping Contracted Services	\$ 77,667	\$ 77,667	\$ 76,233	\$ 1,434
Additional Landscaping Repairs & Maintenance	\$ 15,000	\$ 15,000	\$ 8,764	\$ 6,236
Entrance Pot Plant Replacement	\$ 2,400	\$ 2,400	\$ 3,868	\$ (1,468)
Mulch	\$ 12,334	\$ 12,334	\$ 7,000	\$ 5,334
Palm Tree Maintenance	\$ 14,000	\$ 14,000	\$ 19,730	\$ (5,730)
Oak Tree Maintenance	\$ 6,500	\$ 6,500	\$ 4,688	\$ 1,813
<b>Subtotal Landscaping</b>	<b>\$ 127,900</b>	<b>\$ 127,900</b>	<b>\$ 120,282</b>	<b>\$ 7,618</b>
<b>Common Areas, Right of Ways &amp; Perimeter Walls</b>				
Street Light Repairs & Maintenance	\$ 8,500	\$ 8,500	\$ 7,005	\$ 1,495
Entrance Vehicular Gates Repairs & Maintenance	\$ 5,500	\$ 5,500	\$ 5,678	\$ (178)
Pedestrian Entry Gates & Walls Maintenance	\$ 8,000	\$ 8,000	\$ 3,400	\$ 4,600
Common Area Repairs & Maintenance	\$ 3,000	\$ 3,000	\$ 16,398	\$ (13,398)
Sidewalk Cleaning	\$ 6,000	\$ 6,000	\$ 22,297	\$ (16,297)
<b>Subtotal Common Areas, Right of Ways &amp; Perimeter Walls</b>	<b>\$ 31,000</b>	<b>\$ 31,000</b>	<b>\$ 54,777</b>	<b>\$ (23,777)</b>
<b>Security Monitoring Services</b>				
Fire Detection Services	\$ 1,404	\$ 1,404	\$ 2,224	\$ (820)
Access Control Services	\$ 2,476	\$ 2,476	\$ 2,525	\$ (48)
Intrusion Services	\$ 1,276	\$ 1,276	\$ 1,483	\$ (207)
Security Monitoring Repairs & Maintenance	\$ 2,500	\$ 2,500	\$ 1,824	\$ 676
<b>Subtotal Security Monitoring Services</b>	<b>\$ 7,656</b>	<b>\$ 7,656</b>	<b>\$ 8,056</b>	<b>\$ (400)</b>
<b>Utilities</b>				
Electric Services	\$ 43,000	\$ 43,000	\$ 42,938	\$ 62
Telephone, Fax & Internet	\$ 3,000	\$ 3,000	\$ 3,304	\$ (304)
Water & Sewer Services	\$ 4,000	\$ 4,000	\$ 2,489	\$ 1,511
Gate Kiosk Internet Services	\$ 2,850	\$ 2,850	\$ 2,280	\$ 570
<b>Subtotal Utilities</b>	<b>\$ 52,850</b>	<b>\$ 52,850</b>	<b>\$ 51,010</b>	<b>\$ 1,840</b>
<b>Other</b>				
Contingency/Miscellaneous Expense	\$ 5,000	\$ 5,000	\$ 3,238	\$ 1,762
<b>Subtotal Other</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 3,238</b>	<b>\$ 1,762</b>
<b>Total Expenditures</b>	<b>\$ 594,447</b>	<b>\$ 594,447</b>	<b>\$ 642,914</b>	<b>\$ (48,467)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 129,524</b>		<b>\$ 106,172</b>	
<b><u>Other Financing Sources/(Uses):</u></b>				
Disaster Reserve Transfer Out	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ -
Capital Reserve Transfer Out	\$ (54,524)	\$ (54,524)	\$ (54,524)	\$ 0
Roadway Reserve Transfer Out	\$ (50,000)	\$ (50,000)	\$ (100,000)	\$ (50,000)
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ (129,524)</b>	<b>\$ (129,524)</b>	<b>\$ (179,524)</b>	<b>\$ (50,000)</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>		<b>\$ (73,352)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 203,070</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 129,718</b>	

**Montecito**  
**Community Development District**  
**Capital Reserve Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending September 30, 2022**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/22	Thru 09/30/22	Variance
<b>Revenues</b>				
Interest	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures:</b>				
Contingency	\$ -	\$ -	\$ 435	\$ (435)
Capital Outlay - Landscaping	\$ 24,145	\$ 24,145	\$ 98,974	\$ (74,829)
Capital Outlay - Amenity Center	\$ 4,300	\$ 4,300	\$ 6,102	\$ (1,802)
Capital Outlay - Streets, Sidewalks, Walls & Gates	\$ 17,825	\$ 17,825	\$ 13,840	\$ 3,985
<b>Total Expenditures</b>	<b>\$ 46,270</b>	<b>\$ 46,270</b>	<b>\$ 119,352</b>	<b>\$ (73,082)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (46,270)</b>		<b>\$ (119,352)</b>	
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out) - Disaster Reserve	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
Transfer In/(Out) - Capital Reserve	\$ 54,524	\$ 54,524	\$ 54,524	\$ (0)
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 79,524</b>	<b>\$ 79,524</b>	<b>\$ 79,524</b>	<b>\$ (0)</b>
<b>Net Change in Fund Balance</b>	<b>\$ 33,254</b>		<b>\$ (39,828)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 166,558</b>		<b>\$ 174,519</b>	
<b>Fund Balance - Ending</b>	<b>\$ 199,812</b>		<b>\$ 134,692</b>	

<b>Fund Balances</b>	
Disaster Reserves	\$ 125,000
Capital Reserves	9,692
Total Fund Balances	\$ 134,692

**Montecito**  
**Community Development District**  
**Roadway Reserve Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending September 30, 2022**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/22	Thru 09/30/22	Variance
<b><u>Revenues</u></b>				
Interest	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Expenditures:</u></b>				
Bank Fees	\$ -	\$ -	\$ 205	\$ (205)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 205</b>	<b>\$ (205)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ (205)</b>	
<b><u>Other Financing Sources/(Uses)</u></b>				
Transfer In/(Out)	\$ 50,000	\$ 50,000	\$ 100,000	\$ 50,000
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 100,000</b>	<b>\$ 50,000</b>
<b>Net Change in Fund Balance</b>	<b>\$ 50,000</b>		<b>\$ 99,795</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 50,000</b>		<b>\$ -</b>	
<b>Fund Balance - Ending</b>	<b>\$ 100,000</b>		<b>\$ 99,795</b>	

**Montecito**  
**Community Development District**  
**Debt Service Fund Series 2006/2022**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending September 30, 2022**

	Adopted Budget	Prorated Budget Thru 09/30/22	Actual Thru 09/30/22	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 390,006	\$ 390,006	\$ 391,080	\$ 1,074
Interest	\$ -	\$ -	\$ 308	\$ 308
<b>Total Revenues</b>	<b>\$ 390,006</b>	<b>\$ 390,006</b>	<b>\$ 391,389</b>	<b>\$ 1,383</b>
<b>Expenditures:</b>				
<b>Series 2006</b>				
Trustee Fees	\$ -	\$ -	\$ 5,605	\$ (5,605)
Principal - 11/1	\$ -	\$ -	\$ 15,000	\$ (15,000)
Interest - 11/1	\$ 113,850	\$ 113,850	\$ 143,275	\$ (29,425)
Principal - 5/1	\$ 165,000	\$ 165,000	\$ 165,000	\$ -
Interest - 5/1	\$ 113,850	\$ 113,850	\$ 113,025	\$ 825
<b>Series 2022</b>				
Cost of Issuance	\$ -	\$ -	\$ 194,100	\$ (194,100)
<b>Total Expenditures</b>	<b>\$ 392,700</b>	<b>\$ 392,700</b>	<b>\$ 636,005</b>	<b>\$ (243,305)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (2,694)</b>		<b>\$ (244,616)</b>	
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ 309,460	\$ 309,460
Gain on Cancellation of Series 2006A Bonds	\$ -	\$ -	\$ 1,300,163	\$ 1,300,163
Bond Proceeds	\$ -	\$ -	\$ 3,755,000	\$ 3,755,000
Transfer Out to Escrow Agent	\$ -	\$ -	\$ (3,966,095)	\$ (3,966,095)
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,398,527</b>	<b>\$ 1,398,527</b>
<b>Net Change in Fund Balance</b>	<b>\$ (2,694)</b>		<b>\$ 1,153,911</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 113,850</b>		<b>\$ (1,048,521)</b>	
<b>Fund Balance - Ending</b>	<b>\$ 111,156</b>		<b>\$ 105,391</b>	

**Montecito**  
**Community Development District**  
**Capital Projects Fund - Series 2006/2022**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending September 30, 2022**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/22	Thru 09/30/22	Variance
<b>Revenues</b>				
Interest	\$ -	\$ -	\$ 7	\$ 7
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7</b>	<b>\$ 7</b>
<b>Expenditures:</b>				
Trustee Fees	\$ -	\$ -	\$ 8,877	\$ (8,877)
Capital Outlay	\$ -	\$ -	\$ 22,869	\$ (22,869)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,746</b>	<b>\$ (31,746)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ (31,739)</b>	
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ -	\$ -	\$ (309,460)	\$ (309,460)
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (309,460)</b>	<b>\$ (309,460)</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>		<b>\$ (341,199)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 357,351</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 16,152</b>	



**Montecito**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Maintenance Assessments	\$ 60,000	\$ 112,539	\$ 497,954	\$ 28,815	\$ 6,335	\$ 9,385	\$ 7,689	\$ 1,542	\$ 1,542	\$ -	\$ -	\$ -	\$ 725,800
Interest Income	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 3
Gate & Amenity Access Income	\$ 1,340	\$ -	\$ 340	\$ 275	\$ -	\$ 585	\$ 325	\$ 555	\$ -	\$ 445	\$ -	\$ -	\$ 3,865
Miscellaneous Income	\$ 138	\$ 1,200	\$ -	\$ 160	\$ 2,100	\$ 600	\$ 975	\$ 12,144	\$ 900	\$ 1,200	\$ -	\$ -	\$ 19,418
<b>Total Revenues</b>	<b>\$ 61,479</b>	<b>\$ 113,739</b>	<b>\$ 498,294</b>	<b>\$ 29,250</b>	<b>\$ 8,435</b>	<b>\$ 10,570</b>	<b>\$ 8,990</b>	<b>\$ 14,241</b>	<b>\$ 2,442</b>	<b>\$ 1,645</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 749,086</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ 600	\$ 600	\$ 600	\$ 1,200	\$ 600	\$ -	\$ 400	\$ 800	\$ 400	\$ 600	\$ 1,200	\$ 1,600	\$ 8,600
District Management	\$ 3,536	\$ 3,536	\$ 3,536	\$ 3,536	\$ 3,536	\$ 3,536	\$ 3,536	\$ 3,536	\$ 3,536	\$ 3,536	\$ 3,536	\$ 3,536	\$ 42,436
District Engineer	\$ 11,373	\$ 3,826	\$ 3,726	\$ 1,850	\$ 1,485	\$ 1,620	\$ 10,080	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ 38,459
District Counsel	\$ 4,072	\$ 1,755	\$ 2,565	\$ 2,948	\$ 6,368	\$ 2,408	\$ 6,435	\$ 4,554	\$ 7,719	\$ -	\$ 3,713	\$ -	\$ 42,535
Disclosure Report	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
Trustee Fees	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,458
Assessment Roll	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Auditing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,875	\$ -	\$ -	\$ -	\$ -	\$ 4,875
Arbitrage Rebate Calculation	\$ -	\$ -	\$ -	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450
Public Officials/General Liability Insurance	\$ 15,918	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,918
Legal Advertising	\$ -	\$ -	\$ -	\$ 429	\$ -	\$ -	\$ 182	\$ 149	\$ -	\$ -	\$ 2,831	\$ -	\$ 3,591
Dues, Licenses, & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Information Technology	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,800
Website Maintenance	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 400	\$ 804	\$ 100	\$ 100	\$ 100	\$ 100	\$ 2,204
Property Appraiser	\$ -	\$ -	\$ 211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 211
Reimbursable Expenses	\$ 28	\$ 17	\$ 29	\$ 76	\$ 104	\$ 179	\$ 9	\$ 54	\$ 50	\$ 29	\$ 3	\$ 96	\$ 674
Contingency	\$ 132	\$ 195	\$ 124	\$ 81	\$ 127	\$ 34	\$ 154	\$ 147	\$ 153	\$ 188	\$ 198	\$ 163	\$ 1,695
<b>Subtotal General &amp; Administrative</b>	<b>\$ 41,375</b>	<b>\$ 10,471</b>	<b>\$ 11,333</b>	<b>\$ 12,611</b>	<b>\$ 12,762</b>	<b>\$ 8,027</b>	<b>\$ 21,345</b>	<b>\$ 19,570</b>	<b>\$ 12,107</b>	<b>\$ 4,603</b>	<b>\$ 11,730</b>	<b>\$ 5,646</b>	<b>\$ 171,580</b>
<b>Operations &amp; Maintenance</b>													
<b>Field Management</b>													
Field Manager	\$ 1,591	\$ 1,591	\$ 1,591	\$ 1,591	\$ 1,591	\$ 1,591	\$ 1,591	\$ 1,591	\$ 1,591	\$ 1,591	\$ 1,591	\$ 2,500	\$ 20,005
Amenity Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,275	\$ 4,275
Onsite Facility Supervisor Salary	\$ 3,398	\$ 3,770	\$ 4,980	\$ 4,055	\$ 3,755	\$ 2,850	\$ 3,590	\$ 3,140	\$ 4,770	\$ 3,200	\$ 3,305	\$ 1,280	\$ 42,093
Onsite Parttime Pool Attendant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Taxes	\$ 260	\$ 288	\$ 381	\$ 339	\$ 308	\$ 218	\$ 275	\$ 240	\$ 365	\$ 245	\$ 253	\$ 98	\$ 3,269
Workers Compensation Costs	\$ 2,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (11)	\$ -	\$ -	\$ -	\$ -	\$ 2,010
Cell Phone & Mileage Reimbursement	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ -	\$ 275
ADP Fees	\$ 187	\$ 125	\$ 125	\$ 206	\$ 125	\$ 125	\$ 187	\$ 125	\$ 125	\$ 125	\$ 132	\$ 132	\$ 1,719
Property Insurance	\$ 30,349	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55	\$ -	\$ -	\$ -	\$ 30,404
<b>Subtotal Field Management</b>	<b>\$ 37,832</b>	<b>\$ 5,800</b>	<b>\$ 7,102</b>	<b>\$ 6,216</b>	<b>\$ 5,804</b>	<b>\$ 4,809</b>	<b>\$ 5,668</b>	<b>\$ 5,110</b>	<b>\$ 6,931</b>	<b>\$ 5,186</b>	<b>\$ 5,307</b>	<b>\$ 8,285</b>	<b>\$ 104,050</b>
<b>Amenity Center Operations</b>													
Repairs & Maintenance (Non-HVAC)	\$ 113	\$ -	\$ 966	\$ 3,400	\$ 240	\$ 2,426	\$ 374	\$ 96	\$ 214	\$ 273	\$ 800	\$ 1,800	\$ 10,703
HVAC Repairs & Maintenance	\$ -	\$ 220	\$ 19	\$ -	\$ -	\$ 95	\$ -	\$ -	\$ 1,320	\$ 298	\$ 19	\$ 1,380	\$ 3,351
Office Supplies	\$ 38	\$ 176	\$ -	\$ 92	\$ 197	\$ 12	\$ -	\$ -	\$ -	\$ -	\$ 211	\$ 134	\$ 860
Janitorial Supplies	\$ -	\$ -	\$ 129	\$ 38	\$ 92	\$ -	\$ -	\$ 125	\$ -	\$ 145	\$ -	\$ -	\$ 528
Janitorial Services	\$ 450	\$ 1,260	\$ 620	\$ 450	\$ 620	\$ 470	\$ 620	\$ 450	\$ 620	\$ 450	\$ 1,485	\$ 450	\$ 7,945
Pest Control & Termite Bond	\$ 80	\$ -	\$ 80	\$ -	\$ 80	\$ -	\$ 80	\$ -	\$ 80	\$ 459	\$ 80	\$ -	\$ 939
Fitness Equipment Repairs & Maintenance	\$ -	\$ 1,094	\$ 225	\$ -	\$ -	\$ 225	\$ -	\$ -	\$ 225	\$ 218	\$ -	\$ 739	\$ 2,726
Playground Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pool Service Repairs & Maintenance	\$ 1,190	\$ 1,090	\$ 3,388	\$ 795	\$ 795	\$ 795	\$ 1,408	\$ 1,163	\$ 938	\$ 2,879	\$ 2,563	\$ 938	\$ 17,942
<b>Subtotal Amenity Center Operations</b>	<b>\$ 1,871</b>	<b>\$ 3,841</b>	<b>\$ 5,427</b>	<b>\$ 4,775</b>	<b>\$ 2,024</b>	<b>\$ 4,023</b>	<b>\$ 2,482</b>	<b>\$ 1,834</b>	<b>\$ 3,397</b>	<b>\$ 4,721</b>	<b>\$ 5,158</b>	<b>\$ 5,441</b>	<b>\$ 44,994</b>

**Montecito**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Irrigation</b>													
Irrigation Repairs & Maintenance	\$ 3,709	\$ 4,059	\$ 981	\$ 2,945	\$ 3,642	\$ 1,630	\$ 3,567	\$ 1,451	\$ 11,289	\$ 3,336	\$ 5,778	\$ 1,677	\$ 44,062
Irrigation Monitoring	\$ 499	\$ 499	\$ 499	\$ 499	\$ 499	\$ 499	\$ 499	\$ 499	\$ 499	\$ 499	\$ 499	\$ 674	\$ 6,163
Hoover Pumps Repairs & Maintenance	\$ -	\$ 2,888	\$ 2,590	\$ 2,590	\$ -	\$ 6,034	\$ -	\$ -	\$ 968	\$ -	\$ 1,133	\$ 2,194	\$ 18,398
<b>Subtotal Irrigation</b>	<b>\$ 4,208</b>	<b>\$ 7,446</b>	<b>\$ 4,070</b>	<b>\$ 6,034</b>	<b>\$ 4,141</b>	<b>\$ 8,163</b>	<b>\$ 4,066</b>	<b>\$ 1,950</b>	<b>\$ 12,756</b>	<b>\$ 3,835</b>	<b>\$ 7,410</b>	<b>\$ 4,545</b>	<b>\$ 68,622</b>
<b>Lakes &amp; Fountains</b>													
Aquatic Maintenance	\$ 455	\$ 455	\$ 455	\$ 455	\$ 455	\$ 455	\$ 955	\$ 455	\$ 480	\$ 480	\$ 480	\$ -	\$ 5,580
Fountain Service Repairs & Maintenance	\$ 6,285	\$ 300	\$ 700	\$ 203	\$ 400	\$ 480	\$ -	\$ -	\$ 480	\$ -	\$ -	\$ 1,876	\$ 10,725
<b>Subtotal Lakes &amp; Fountains</b>	<b>\$ 6,740</b>	<b>\$ 755</b>	<b>\$ 1,155</b>	<b>\$ 658</b>	<b>\$ 855</b>	<b>\$ 935</b>	<b>\$ 955</b>	<b>\$ 455</b>	<b>\$ 960</b>	<b>\$ 480</b>	<b>\$ 480</b>	<b>\$ 1,876</b>	<b>\$ 16,305</b>
<b>Landscaping</b>													
Landscaping Contracted Services	\$ 6,284	\$ 6,284	\$ 6,284	\$ 6,284	\$ 6,284	\$ 6,284	\$ 6,371	\$ 6,371	\$ 6,448	\$ 6,447	\$ 6,442	\$ 6,452	\$ 76,233
Additional Landscaping Repairs & Maintenance	\$ 1,165	\$ 2,362	\$ -	\$ 500	\$ 750	\$ 2,491	\$ 350	\$ 261	\$ 485	\$ 400	\$ -	\$ -	\$ 8,764
Entrance Pot Plant Replacement	\$ 132	\$ 1,691	\$ 89	\$ -	\$ -	\$ 600	\$ 205	\$ -	\$ -	\$ 1,000	\$ -	\$ 150	\$ 3,868
Mulch	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000
Palm Tree Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ 18,775	\$ 705	\$ -	\$ -	\$ -	\$ -	\$ 19,730
Oak Tree Maintenance	\$ 750	\$ -	\$ -	\$ 3,938	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,688
<b>Subtotal Landscaping</b>	<b>\$ 8,331</b>	<b>\$ 17,337</b>	<b>\$ 6,373</b>	<b>\$ 10,721</b>	<b>\$ 7,284</b>	<b>\$ 9,375</b>	<b>\$ 25,701</b>	<b>\$ 7,337</b>	<b>\$ 6,933</b>	<b>\$ 7,847</b>	<b>\$ 6,442</b>	<b>\$ 6,602</b>	<b>\$ 120,282</b>
<b>Common Areas, Right of Ways &amp; Perimeter Walls</b>													
Street Light Repairs & Maintenance	\$ -	\$ -	\$ 320	\$ 3,550	\$ -	\$ -	\$ 125	\$ -	\$ 3,010	\$ -	\$ -	\$ -	\$ 7,005
Entrance Vehicular Gates Repairs & Maintenance	\$ -	\$ 93	\$ 3,240	\$ -	\$ -	\$ -	\$ -	\$ 2,344	\$ -	\$ -	\$ -	\$ -	\$ 5,678
Pedestrian Entry Gates & Walls Maintenance	\$ -	\$ -	\$ -	\$ 2,200	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,400
Common Area Repairs & Maintenance	\$ 883	\$ 2,526	\$ 2,279	\$ 200	\$ 2,058	\$ 494	\$ 800	\$ 850	\$ 2,742	\$ 1,901	\$ 1,665	\$ -	\$ 16,398
Sidewalk Cleaning	\$ 7,997	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 2,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,297
<b>Subtotal Common Areas, Right of Ways &amp; Perimeter Walls</b>	<b>\$ 8,880</b>	<b>\$ 2,619</b>	<b>\$ 5,839</b>	<b>\$ 5,950</b>	<b>\$ 3,258</b>	<b>\$ 12,494</b>	<b>\$ 3,225</b>	<b>\$ 3,194</b>	<b>\$ 5,752</b>	<b>\$ 1,901</b>	<b>\$ 1,665</b>	<b>\$ -</b>	<b>\$ 54,777</b>
<b>Security Monitoring Services</b>													
Fire Detection Services	\$ 172	\$ 172	\$ 172	\$ 172	\$ 172	\$ 172	\$ 179	\$ 179	\$ 179	\$ 179	\$ 179	\$ 299	\$ 2,224
Access Control Services	\$ 206	\$ 206	\$ 206	\$ 206	\$ 206	\$ 206	\$ 214	\$ 214	\$ 214	\$ 214	\$ 214	\$ 214	\$ 2,525
Intrusion Services	\$ 116	\$ 116	\$ 116	\$ 116	\$ 116	\$ 116	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131	\$ 1,483
Security Monitoring Repairs & Maintenance	\$ 1,400	\$ 59	\$ -	\$ 188	\$ 59	\$ -	\$ -	\$ -	\$ -	\$ 59	\$ 59	\$ -	\$ 1,824
<b>Subtotal Security Monitoring Services</b>	<b>\$ 1,895</b>	<b>\$ 554</b>	<b>\$ 495</b>	<b>\$ 683</b>	<b>\$ 554</b>	<b>\$ 495</b>	<b>\$ 524</b>	<b>\$ 524</b>	<b>\$ 524</b>	<b>\$ 583</b>	<b>\$ 583</b>	<b>\$ 644</b>	<b>\$ 8,056</b>
<b>Utilities</b>													
Electric Services	\$ 3,118	\$ 3,442	\$ 3,345	\$ 3,684	\$ -	\$ 7,438	\$ 3,646	\$ 4,115	\$ 3,611	\$ 3,625	\$ 4,053	\$ 2,861	\$ 42,938
Telephone, Fax & Internet	\$ 239	\$ 239	\$ 274	\$ 274	\$ 274	\$ 286	\$ 286	\$ 286	\$ 286	\$ 286	\$ 286	\$ 286	\$ 3,304
Water & Sewer Services	\$ 109	\$ 489	\$ 93	\$ 90	\$ 94	\$ 90	\$ 221	\$ 190	\$ 335	\$ 205	\$ 385	\$ 188	\$ 2,489
Gate Kiosk Internet Services	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 2,280
<b>Subtotal Utilities</b>	<b>\$ 3,657</b>	<b>\$ 4,360</b>	<b>\$ 3,902</b>	<b>\$ 4,238</b>	<b>\$ 559</b>	<b>\$ 8,003</b>	<b>\$ 4,343</b>	<b>\$ 4,781</b>	<b>\$ 4,422</b>	<b>\$ 4,306</b>	<b>\$ 4,914</b>	<b>\$ 3,525</b>	<b>\$ 51,010</b>
<b>Other</b>													
Contingency/Miscellaneous Expense	\$ -	\$ 1,497	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 145	\$ -	\$ 395	\$ 200	\$ -	\$ 3,238
<b>Subtotal Other</b>	<b>\$ -</b>	<b>\$ 1,497</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 145</b>	<b>\$ -</b>	<b>\$ 395</b>	<b>\$ 200</b>	<b>\$ -</b>	<b>\$ 3,238</b>
<b>Total Expenditures</b>	<b>\$ 114,787</b>	<b>\$ 54,679</b>	<b>\$ 45,695</b>	<b>\$ 51,886</b>	<b>\$ 38,240</b>	<b>\$ 56,323</b>	<b>\$ 68,310</b>	<b>\$ 44,901</b>	<b>\$ 53,782</b>	<b>\$ 33,857</b>	<b>\$ 43,889</b>	<b>\$ 36,564</b>	<b>\$ 642,914</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ (53,309)</b>	<b>\$ 59,060</b>	<b>\$ 452,599</b>	<b>\$ (22,635)</b>	<b>\$ (29,804)</b>	<b>\$ (45,753)</b>	<b>\$ (59,320)</b>	<b>\$ (30,660)</b>	<b>\$ (51,340)</b>	<b>\$ (32,211)</b>	<b>\$ (43,888)</b>	<b>\$ (36,564)</b>	<b>\$ 106,172</b>
<b>Other Financing Sources/Uses:</b>													
Disaster Reserve Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (25,000)	\$ -	\$ -	\$ (25,000)
Capital Reserve Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (54,524)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (54,524)
Roadway Reserve Transfer Out	\$ (50,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (50,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (100,000)
<b>Total Other Financing Sources/Uses</b>	<b>\$ (50,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (104,524)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (25,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (179,524)</b>
<b>Net Change in Fund Balance</b>	<b>\$ (103,309)</b>	<b>\$ 59,060</b>	<b>\$ 452,599</b>	<b>\$ (22,635)</b>	<b>\$ (29,804)</b>	<b>\$ (45,753)</b>	<b>\$ (163,844)</b>	<b>\$ (30,660)</b>	<b>\$ (51,340)</b>	<b>\$ (57,211)</b>	<b>\$ (43,888)</b>	<b>\$ (36,564)</b>	<b>\$ (73,352)</b>

# Montecito

## Community Development District

### Long Term Debt Summary

SERIES 2022, SPECIAL ASSESSMENT REFUNDING BONDS		
INTEREST RATES:	3.140%	
MATURITY DATE:	5/1/2037	
RESERVE DEFINITION:	10% MAXIMUM ANNUAL DEBT SERVICE	
RESERVE REQUIREMENT:	\$31,593	
RESERVE BALANCE:	\$31,682	
BONDS OUTSTANDING - 05/06/2022		\$3,755,000
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$3,755,000</b>

**Montecito**  
**Community Development District**  
**Special Assessment Receipt Schedule**  
**Fiscal Year 2022**

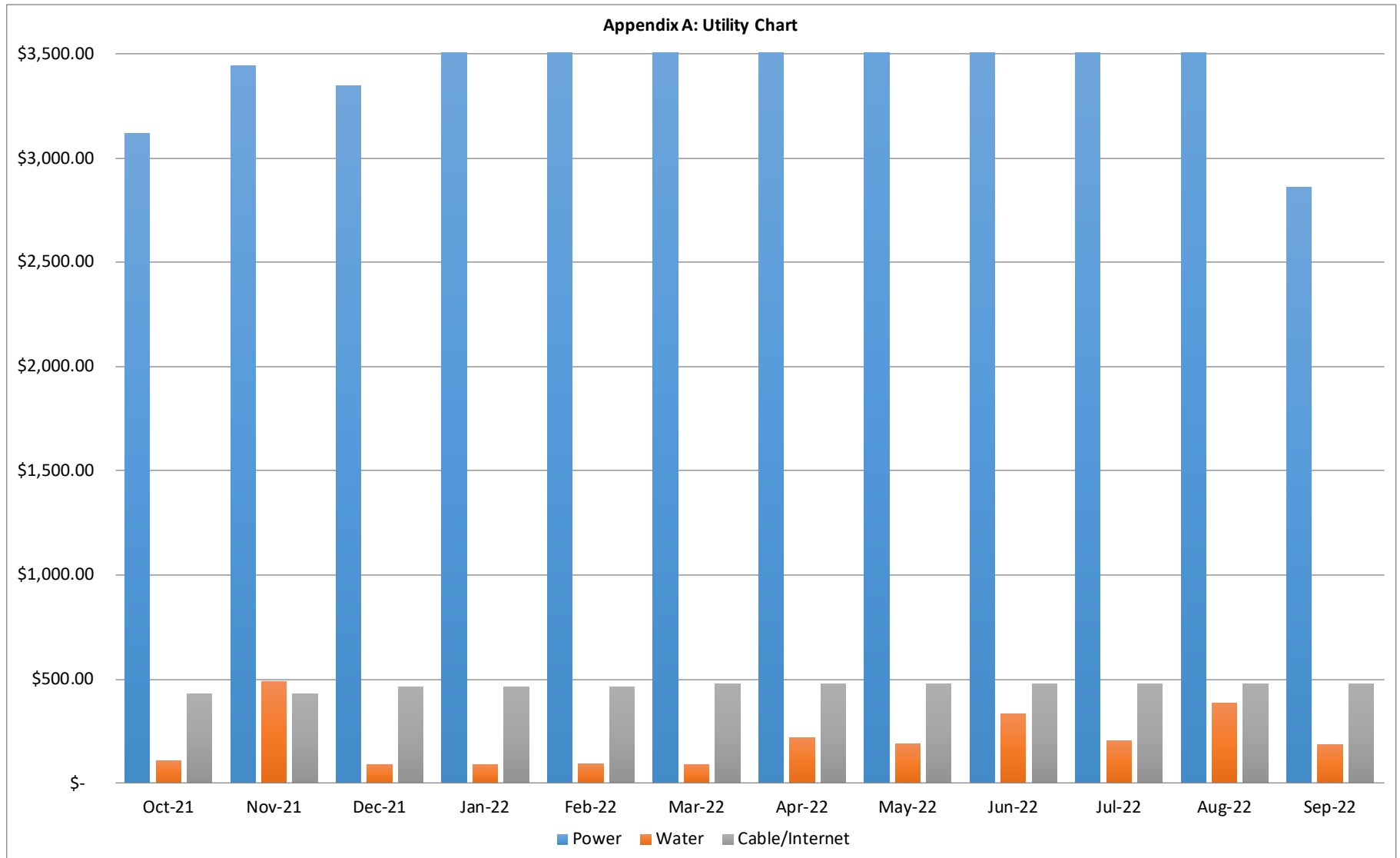
Gross Assessments	\$	706,352.00	\$	414,900.00	\$	1,121,252.00
Net Assessments	\$	663,970.88	\$	390,006.00	\$	1,053,976.88

**ON ROLL ASSESSMENTS**

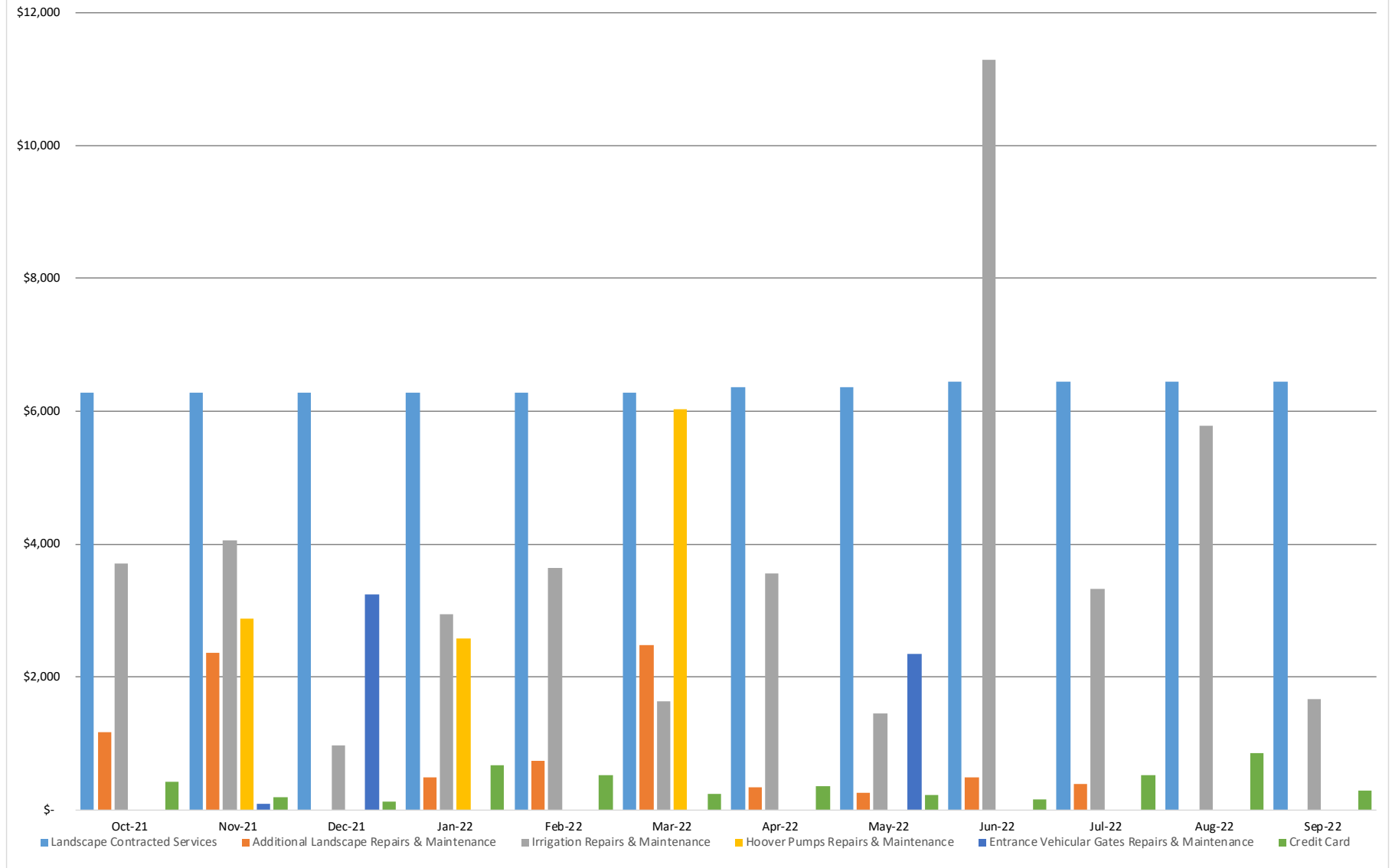
63.00%                      37.00%                      100.00%

Date	Distribution	Gross Amount	Commissions	Discount/Penalty	Interest	Net Receipts	O&M Portion	Series 2006	
								Debt Service	Total
11/10/21	ACH	\$13,290.34	(\$253.04)	(\$638.55)	\$0.00	\$12,398.75	\$7,810.81	\$4,587.94	\$12,398.75
11/23/21	ACH	\$176,679.61	(\$3,392.72)	(\$7,043.61)	\$0.00	\$166,243.28	\$104,727.82	\$61,515.46	\$166,243.28
12/08/21	ACH	\$806,158.81	(\$15,478.24)	(\$32,246.58)	\$0.00	\$758,433.99	\$477,788.55	\$280,645.44	\$758,433.99
12/21/21	ACH	\$33,839.89	(\$653.26)	(\$1,176.86)	\$0.00	\$32,009.77	\$20,165.11	\$11,844.66	\$32,009.77
01/11/22	ACH	\$48,117.79	(\$933.48)	(\$1,443.61)	\$0.00	\$45,740.70	\$28,815.14	\$16,925.56	\$45,740.70
02/09/22	ACH	\$10,506.18	(\$232.02)	(\$218.20)	\$0.00	\$10,055.96	\$6,334.93	\$3,721.03	\$10,055.96
03/09/22	ACH	\$15,355.17	(\$304.04)	(\$153.56)	\$0.00	\$14,897.57	\$9,384.98	\$5,512.59	\$14,897.57
04/12/22	ACH	\$12,455.30	(\$249.35)	\$0.00	\$0.00	\$12,205.95	\$7,689.35	\$4,516.60	\$12,205.95
05/10/22	ACH	\$2,424.50	(\$49.95)	\$0.00	\$72.74	\$2,447.29	\$1,541.71	\$905.58	\$2,447.29
06/16/22	ACH	\$2,424.50	(\$49.94)	\$0.00	\$72.74	\$2,447.30	\$1,541.72	\$905.58	\$2,447.30
<b>TOTAL</b>		<b>\$ 1,121,252.09</b>	<b>\$ (21,596.04)</b>	<b>\$ (42,920.97)</b>	<b>\$ 145.48</b>	<b>\$ 1,056,880.56</b>	<b>\$ 665,800.12</b>	<b>\$ 391,080.44</b>	<b>\$ 1,056,880.56</b>

100%	Net Percent Collected
0	Balance Remaining to Collect



**Appendix B: Maintenance Chart**



# Audit Committee Meeting

## SECTION III



# SECTION A

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2022  
Brevard County, Florida**

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **Friday, November 25, 2022 at 5:00 p.m.**, at the offices of Governmental Management Services – Central Florida, LLC, Attn: Jeremy LeBrun, District Manager, 219 East Livingston Street, Orlando, Florida 32801. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit one (1) original hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “**Auditing Services – Montecito Community Development District**” on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2022, plus the lump sum cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

**SECTION 13. PROTESTS.** In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

## MONTECITO COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

**1. Ability of Personnel. (20 Points)**

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

**2. Proposer's Experience.** (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation of Proposer, etc.)

**3. *Understanding of Scope of Work.* (20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. *Ability to Furnish the Required Services.* (20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

**5. Price. (20 Points)**

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

**TOTAL** **(100 Points)**

## SECTION B

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Montecito Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2022, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the City of Satellite Beach, Brevard County, Florida. The District currently has an operating budget of approximately \$ 863,748. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2022, be completed no later than June 1, 2023.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC Attn: Jeremy LeBrun, District Manager, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – Montecito Community Development District.**"

Proposals must be received by **5:00 PM on Friday, November 25, 2022**, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

Jeremy LeBrun, District Manager  
Governmental Management Services – Central Florida, LLC