Montecito Community Development District

Workshop Meeting Agenda

November 30, 2022

AGENDA

Montecito
Community Development District

Workshop Meeting Agenda

Wednesday
November 30
6:00 PM

Montecito Beach Club
208 Montecito Drive
Satellite Beach, Florida

I. Roll Call

II. Discussion of CIP / Budget Prioritization/Reconciliation plus consideration of Maintenance

III. Discussion of Mailchimp Cost

IV. Discussion of Irrigation Mapping Cost/Proposals

V. Discussion of Landscaping Vendor Options/Proposals

VI. Discussion of Vehicle Entrance 'Announcement' Signs Options/Proposals

VII. Discussion of HOA Collaborative Policies

VIII. Discussion of Supervisors' Areas of Oversight Modifications

IX. Review of Code of Conduct Form

X. Change in Meeting Schedule

XI. Supervisor's Requests

XII. Adjournment

SECTION II

Landscaping Capital Improvement Proposed Projects

Capital Improvement Project Item	Estimated Costs	2020-2021	2021-2022	2022-2023	2023-2024
MLP - Phase 2A		$1,555			
Clubhouse Landscaping		$9,638			
Shearwater Replanting			$6,200		
Mainline Movement			$46,092		
Parking Path - Amenity Center			$6,915		
MLP - Lake Sonoma	$17,145		$12,800		
MLP - Lake Pasadena	$5,408				$5,408
MLP - Lake Valencia	$8,585				$8,585
MLP - Lake Pacifica	$18,858				$18,858
MLP - Lake Coquina	$14,504			$5,000	
~~Develop Resident Yard Waste Drop Off Area~~	~~$1,100~~				
Re-develop Beach Volleyball Area into Useful Area (revised 4/2021)	$24,766		$28,500		
Replace Lake Fountains with LED $10,170 each times 6	$61,020				$61,020
Amenity Pots			$1,500		
Replace Lake Fountains with LED Lights $1,425 x 6			$7,695		
Rebuild the 4 interior corner pergolas	$14,000				$14,000
Rebuild 13 wall pergolas					
MLP - Sod Replacement - Area 2				$6,000	
MLP - Sod Replacement - Area 3					
TOTALS	**$236,439**	**$11,193**	**$109,702**	**$11,000**	**$107,871**
Percentage of Total CIP $	**19%**	**22%**	**89%**	**1%**	**26%**

Amenity Center Capital Improvement Proposed Projects

Capital Improvement Project Item	Estimated Costs	2020-2021	2021-2022	2022-2023	2023-2024
Update Fire Alarm System	$16,419	$15,275			
Camera System Upgrade		$1,250			
Flag Pole	$3,000	$2,901			
Playground 2021 Refurbishment	$6,000	$6,114			
Replace Fitness Center Flooring		$2,768			
Paint and Repair Pool Furniture	$15,000				$15,000
Paint Exterior of Clubhouse	$16,000			$20,000	
Paint Interior of Clubhosue	$8,000			$8,000	
Low Voltage Club House Lighting	$4,300			$4,300	
Low Voltage Pool Deck Lighting	$5,942				$5,942
Replace Gym Cardio Equipment	$27,000			$27,000	
Pool Heater - Capital	$30,000				$30,000
Replace Rubberized Playground Surface	$28,000				$28,000
Hurricane Shutters	$11,296				$11,296
TOTALS	**$294,257**	**$28,309**	**$0**	**$59,300**	**$90,238**
Percentage of Total CIP $	**24%**	**55%**	**0%**	**5%**	**22%**

Streets / Sidewalks / Walls / Gates Capital Improvement Proposed Projects

Capital Improvement Project Item	Estimated Costs	2020-2021	2021-2022	2022-2023	2023-2024
Add North Perimeter Wall Pedestrian Gate	$6,500	$5,880			
Pavers at End of TH Driveways	$2,950	$2,950			
Landscaping Instead of Bollards		$3,329			
Low Voltage Entrance Lighting	$14,975			$14,975	
Add lighting to sidewalk from Ventura to Monterey Drive	$2,850			$2,850	
Street ID Markers			$4,000		
Street Restriping			$9,100		
Re-stripe Parking Areas	$5,800				$5,800
Add Entrance Signage for Info	$15,000			$15,000	
Add Parking Areas in Townhomes	$43,945			$0	$43,945
Resurface Amenity Center Parking					
Resurface Streets in Phase 1a& 1b	$147,000				$147,000
Resurface Streets in Phase 2a & 2b	$157,000				
Seal Streets in Phase 2c	$18,675				
Add 9 Paved Parking Spaces at Clubhouse	$23,650			$0	23650
TOTALS	**$498,356**	**$12,159**	**$13,100**	**$32,825**	**$220,395**
Percentage of Total CIP $	**40%**	**24%**	**11%**	**3%**	**53%**

Irrigation / Pumps Capital Improvement Proposed Projects

Capital Improvement Project Item	Estimated Costs	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Replace Pump #1	$72,443	$72,443					
Repair Pump #2 Suction Line	$9,608	$9,608					
Add Filtering to Pump #3	$19,906	$19,906					
Hunter Upgrades	$8,922	$8,922					
Pump #1 Undermining	$9,625	$7,750					
Add Security Fence Pump #3	$2,500	$2,500					
Replace Clock D 2-Wire System	$26,400		$26,400				
Replace Pump #2	$62,500		$58,239				
Miscellaneous Irrigation		$683					
TOTALS	**$211,904**	**$121,812**	**$84,639**	**$0**	**$0**	**$0**	**$0**
Percentage of Total CIP $	**17%**	**63%**	**31%**	**0%**	**0%**	**0%**	**0%**

CDD Capital Improvement Proposed Projects Multi-Year Summary Table

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Totals Spent
Added to CIP Funds Each Fiscal Year	$172,681	$147,667	$122,667	$54,254	$97,647	$97,647	
Carry Over CIP Funds from Previous Fiscal Year	$38,873	$94,657	-$2,963	$68,044	$5,971	$493	
Carry Over of Unused O&M from Previous Fiscal Year Swept into CIP Reserve from General Fund	$77,319	$25,000	$0	$6,475	$0		
Funds Available for CIP	**$288,873**	**$267,324**	**$119,704**	**$128,773**	**$103,618**	**$98,140**	**$1,006,431**
Landscaping CIPs	$13,280	$97,678	$11,193	$109,702	$11,000	$107,871	$350,724
Amenity Center CIPs	$17,343	$53,294	$28,309	$0	$59,300	$90,238	$248,484
Streets / Sidewalks / Walls / Gates CIPs	$41,781	$34,676	$12,159	$13,100	$32,825	$220,395	$354,936
Irrigation / Pumps CIPs	$121,812	$84,639	$0	$0	$0	$0	$206,451
TOTAL CIP DOLLARS SPENT	**$194,216**	**$270,287**	**$51,661**	**$122,802**	**$103,125**	**$418,504**	**$1,160,594**
BALANCE TO CARRY FORWARD	**$94,657**	**-$2,963**	**$68,044**	**$5,971**	**$493**	**-$320,364**	

CDD Capital Improvement Proposed Projects Multi-Year Summary Percentage Table

	Estimated Costs	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Landscaping CIPs	19%	7%	36%	22%	89%	110%	26%
Amenity Center CIPs	24%	9%	20%	55%	0%	22%	22%
Streets / Sidewalks / Walls / Gates CIPs	40%	22%	13%	24%	11%	53%	53%
Irrigation / Pumps CIPs	17%	63%	31%	0%	0%	0%	0%
TOTALS	**100%**	**100%**	**100%**	**100%**	**100%**	**184%**	**100%**

Montecito

Community Development District

Adopted Budget

FY2023

Montecito
Community Development District

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Montecito
Community Development District
General Fund
Fiscal Year 2023

	Adopted Budget FY 2022	Actuals Thru 6/30/22	Projected Next 3 Months	Projected Total Thru 9/30/22	Adopted Budget FY 2023	
Revenues						
Maintenance Assessments	$ 723,971	$ 725,800	$ -	$ 725,800	$ 863,748	
Interest Income	-	2	-	2	-	
Gate & Amenity Access Income	-	3,420	-	3,420	-	
Miscellaneous Income	-	18,218	1,200	19,418	-	
Carryforward Surplus	-	63,848	-	63,848	-	
Total Revenues	**$ 723,971**	**$ 811,288**	**$ 1,200**	**$ 812,488**	**$ 863,748**	
Expenditures						
Administrative Expenditures						
Supervisor Fees	$ 7,200	$ 5,200	1,800	$ 7,000	$ 7,800	
District Management	42,436	31,827	10,609	42,436	55,000	
District Engineer	30,000	38,459	6,300	44,759	30,000	
District Counsel	30,000	31,014	8,000	39,014	30,000	
Disclosure Report	1,500	1,500	-	1,500	1,500	
Trustee Fees	3,500	1,458	-	1,458	3,500	
Assessment Roll	5,000	5,000	-	5,000	5,000	
Auditing Services	5,000	4,875	-	4,875	5,000	
Arbitrage Rebate Calculation	500	450	-	450	500	
Public Officials/General Liability Insurance	17,000	15,918	-	15,918	19,102	
Legal Advertising	2,000	760	1,500	2,260	2,000	
Dues, Licenses, & Subscriptions	175	175	-	175	175	
Information Technology	1,800	1,350	450	1,800	1,800	
Website Maintenance	1,200	1,904	300	2,204	1,200	
Property Appraiser	250	211	-	211	250	
Reimbursable Expenditures	1,200	546	300	846	1,200	
Contingency	2,400	1,147	510	1,657	2,400	
Administrative Expenditures Total	**$ 151,161**	**$ 141,793**	**$ 29,769**	**$ 171,562**	**$ 166,427**	**19.3%**
Operations and Maintenance Expenditures						
Field Management						
Field Manager	$ 19,096	$ 14,322	$ 3,183	$ 17,505	$ -	
Onsite Facility Supervisor Salary	45,569	34,308	7,600	41,908	-	
Onsite Parttime Pool Attendant	7,150	-	-	-	-	
Payroll Taxes	4,033	2,674	560	3,234	-	
Workers Compensation Costs	2,751	2,010	-	2,010	-	
Cell Phone & Mileage Reimbursement	600	225	50	275	-	
ADP Fees	3,000	1,329	250	1,579	-	
Amenity and Field Management Contract	-	-	7,707	7,707	92,480	
Property Insurance	31,900	30,404	-	30,404	36,419	
Field Management Subtotal	**$ 114,099**	**$ 85,272**	**$ 19,349**	**$ 104,621**	**$ 128,899**	
Amenity Center Operations						
Repairs & Maintenance (Non-HVAC)	$ 12,000	$ 7,830	$ 4,100	$ 11,930	$ 12,000	
HVAC Repairs & Maintenance	2,000	1,654	440	2,094	2,000	
Office Supplies	1,500	515	-	515	1,500	
Janitorial Supplies	1,850	383	463	846	1,850	
Janitorial Services	7,062	5,390	1,690	7,080	8,241	
Pest Control & Termite Bond	1,000	400	539	939	1,203	
Fitness Equipment Repairs & Maintenance	2,500	1,769	450	2,219	3,000	
Playground Repairs & Maintenance	1,000	-	500	500	1,000	
Pool Service Repairs & Maintenance	12,500	11,563	3,830	15,393	15,000	
Amenity Center Operations Subtotal	**$ 41,412**	**$ 29,504**	**$ 12,011**	**$ 41,515**	**$ 45,794**	

Montecito
Community Development District
General Fund
Fiscal Year 2023

	Adopted Budget FY 2022	Actuals Thru 6/30/22	Projected Next 3 Months	Projected Total Thru 9/30/22	Adopted Budget FY 2023	
Irrigation						
Irrigation Repairs & Maintenance	$ 25,000	$ 32,236	$ 2,325	$ 34,561	$ 25,000	
Irrigation Monitoring	5,988	4,491	1,497	5,988	6,287	
Hoover Pumps Repairs & Maintenance	15,000	15,071	2,968	18,039	17,500	
Irrigation Subtotal	**$ 45,988**	**$ 51,798**	**$ 6,790**	**$ 58,588**	**$ 48,787**	
Lakes & Fountains						
Aquatic Maintenance	$ 5,460	$ 4,620	$ 1,440	$ 6,060	$ 5,733	
Fountain Service Repairs & Maintenance	11,920	8,848	1,480	10,328	9,000	
Lakes & Fountains Subtotal	**$ 17,380**	**$ 13,468**	**$ 2,920**	**$ 16,388**	**$ 14,733**	
Landscaping						
Landscaping Contracted Services	$ 77,667	$ 56,893	$ 19,343	$ 76,236	$ 80,375	
Additional Landscaping Repairs & Maintenance	15,000	8,364	3,750	12,114	15,000	
Entrance Pot Plant Replacement	2,400	2,718	1,000	3,718	2,400	
Mulch	12,334	7,000	-	7,000	12,334	
Palm Tree Maintenance	14,000	19,730	-	19,730	14,000	
Oak Tree Maintenance	6,500	4,688	-	4,688	6,500	
Landscaping Subtotal	**$ 127,900**	**$ 99,392**	**$ 24,093**	**$ 123,485**	**$ 130,608**	
Common Areas, Right of Ways & Perimeter Walls						
Street Light Repairs & Maintenance	$ 8,500	$ 7,005	1,500	$ 8,505	$ 9,000	
Entrance Vehicular Gates Repairs & Maintenance	5,500	3,334	2,500	5,834	$ 5,500	
Pedestrian Entry Gates & Walls Maintenance	8,000	3,400	1,000	4,400	$ 8,000	
Common Area Repairs & Maintenance	3,000	11,917	-	11,917	$ 12,000	
Sidewalk Cleaning	6,000	22,297	-	22,297	$ 8,000	
Common Areas, Right of Ways & Perimeter Walls Subtotal	**$ 31,000**	**$ 47,953**	**$ 5,000**	**$ 52,953**	**$ 42,500**	
Security Monitoring Services						
Fire Detection Services	$ 1,404	$ 1,568	$ 536	$ 2,104	$ 2,252	
Access Control Services	2,476	1,881	643	2,525	2,702	
Intrusion Services	1,276	1,091	393	1,483	1,649	
Security Monitoring Repairs & Maintenance	2,500	1,706	500	2,206	2,500	
Security Subtotal	**$ 7,656**	**$ 6,246**	**$ 2,072**	**$ 8,318**	**$ 9,102**	
Utilities						
Electric Services	$ 43,000	$ 32,398	$ 10,800	$ 43,198	$ 47,300	
Telephone, Fax & Internet	3,000	2,446	858	3,304	$ 3,300	
Water & Sewer Services	4,000	1,711	900	2,611	$ 4,000	
Gate Kiosk Internet Services	2,850	1,710	570	2,280	$ 2,850	
Utilities Subtotal	**$ 52,850**	**$ 38,264**	**$ 13,128**	**$ 51,392**	**$ 57,450**	
Other						
Contingency/Miscellaneous Expenditures	$ 5,000	$ 2,643	1,500	$ 4,143	$ 7,500	
Other Subtotal	**$ 5,000**	**$ 2,643**	**$ 1,500**	**$ 4,143**	**$ 7,500**	
Operations & Maintenance Expenditures Total	**$ 443,285**	**$ 374,539**	**$ 86,863**	**$ 461,402**	**$ 485,374**	**56.2%**
Total Expenditures	**$ 594,446**	**$ 516,332**	**$ 116,632**	**$ 632,964**	**$ 651,801**	
Other Financing Uses						
Disaster Reserve Transfer Out	$ 25,000	$ -	$ 25,000	$ 25,000	$ 25,000	
Capital Reserve Transfer Out	54,524	$ 54,524	-	54,524	136,947	
Roadway Reserve Transfer Out	50,000	100,000	-	100,000	50,000	
Total Other Financing Uses	**$ 129,524**	**$ 154,524**	**$ 25,000**	**$ 179,524**	**$ 211,947**	**24.5%**
Total Expenditures & Reserves	**$ 723,971**	**$ 670,856**	**$ 141,632**	**$ 812,488**	**$ 863,748**	**100.0%**
Net Change in Fund Balance	$ 0	$ 140,433	$ (140,432)	$ 0	$ -	

	FY22	FY23	Increase
Net Assessments	$ 723,971	$ 863,748	$ 139,777
Less: Discounts (6%)	$ (46,211)	$ (55,133)	$ (8,922)
Gross Assessments	$ 770,182	$ 918,881	$ 148,699

	Gross O&M Per Unit		Increase
Townhomes	$ 1,524.50	$ 1,845.43	$ 320.93
Single Family	$ 2,032.67	$ 2,460.58	$ 427.91
Mid-Rise Condos	$ 143.76	$ 143.76	$ 0.00
High-Rise Condos	$ 179.70	$ 179.70	$ 0.00

Montecito
Community Development District
General Fund

Revenues:

The District's primary source of generating revenues is from **Maintenance Assessments**. In addition, other non-budgeted sources of revenue may be realized throughout the fiscal year from items such as: Interest Income, Gate & Amenity Access Replacement Cards and FOB income, and Club House Rental Income.

Maintenance Assessments

The District levies Non-Ad Valorem Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year.

Expenditures:

Administrative Expenditures

Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive $200 per meeting, not to exceed $4,800 per year paid to each Supervisor for the time devoted to District business and meetings. The amount for the fiscal year is based upon 5 Supervisors attending 13 meetings.

District Management

The District has contracted with Governmental Management Services-Central Florida, LLC to provide management, accounting, and recording secretary services. These services include, but are not limited to, advertising, recording and transcribing of Board meetings, administrative services, budget preparation, financial reporting, and assisting with annual audits.

District Engineer

The District's Engineer, Dewberry Engineers, Inc., will be providing general engineering services to the District, e.g., attendance and preparation for the monthly Board meetings, review of invoices and requisitions, preparation and review of contract specifications and bid documents, and various projects assigned as directed by the Board of Supervisors and the District Manager.

District Counsel

The District's Legal Counsel, Billings, Cochran, Lyles, Mauro & Ramsey P.A., provides general legal services to the District. Among these services are attendance at and preparation for monthly Board meetings, review of operating and maintenance contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Disclosure Report

The District is required to prepare an annual disclosure report in accordance with the Continuing Disclosure Agreement and Rule 15c2-12(b)(5) promulgated by Securities and Exchange Commission. The annual report is filed on the Municipal Securities Rulemaking Board (EMMA) website.

Montecito
Community Development District
General Fund

Trustee Fees

The District pays monthly fees plus reimbursable expenditures to UMB Bank as Trustee for the District's Series 2006AB, Special Assessment Revenue Bonds.

Assessment Roll

The District has contracted with Governmental Management Services-CF, LLC to maintain the assessment roll and annually certify for collection a Non-Ad Valorem assessment for operating and debt service expenditures, calculate, collect, record and transmit prepaid assessments, maintain the District's lien book along with various other responsibilities.

Auditing Services

The District is required by Florida Statutes to have an independent certified public accounting firm to conduct an annual audit of its financial records. The District's current auditing firm is Berger, Toombs, Elam, Gaines & Frank.

Arbitrage Rebate Calculation

The District is required to annually have an arbitrage rebate calculation on the District's Series 2006 Special Assessment Revenue Bonds. The District has contracted with AMTEC. to calculate the arbitrage rebate liability and submit a report to the District.

Public Officials/General Liability Insurance

The District's general liability and public officials' liability insurance coverage is provided by Florida Insurance Alliance (FIA) who specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for $175. This is the only anticipated expenditure for this category.

Information Technology

Represents costs with Governmental Management Services – Central Florida LLC related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Maintenance

Represents the costs with Governmental Management Services – Central Florida LLC associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Property Appraiser

Represents a fee charged by the Brevard County Property Appraiser's office for assessment administration services.

Reimbursable Expenditures

Represents expenditures incurred that are considered reimbursable by the district, such as: mailing of agenda packages, overnight deliveries, correspondence**, p**rinting and binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes, miscellaneous office supplies, etc.

Contingency

Represents any miscellaneous expenditures incurred during the fiscal year that do not fall into another administrative budget item.

Operations and Maintenance Expenditures

These are the budgeted items that the CDD Board along with District Management have assessed necessary for the routine operations and maintenance of the District.

Field Management

Field Manager

The District will contract for onsite field management of contracts for the District Services such as landscape and lake maintenance. Services to include onsite inspections, meetings with contractors and monitoring of utility accounts.

Onsite Facility Supervisor Salary

The District incurs costs to employ a facility attendant who provides overall supervision of administration and appearance of the District's public facilities and amenities. The District pays its employee through ADP.

Onsite Parttime Pool Attendant

The District incurs costs to employ a pool attendant part time. The District pays its employee through ADP.

Payroll Taxes

Represents payroll taxes incurred for salaries paid throughout the fiscal year.

Workers Compensation Costs

The District will incur costs related to insurance premiums for worker's compensation policies.

Cell Phone & Mileage Reimbursement

The District will incur costs related to cell phone and mileage reimbursements incurred throughout the year. Currently, the District provides its facility attendant a reimbursement of $25 monthly for cell phone usage. The remaining $300 pertains to estimated costs for mileage.

ADP Fees

Represents processing charges for salaries paid through ADP.

Amenity and Field Management Contract

The District will contract for onsite field management of services for the District within common areas such as but not limited to landscape, lake maintenance, and the Amenity Center. The contractor shall perform all normal duties associated with staffing, managing, and maintaining Amenities, to ensure its smooth operation and to help promote the safe enjoyment by members of the clubhouse and residents, landowners and visitors. The District has an agreement with Evergreen Lifestyles Management, LLC for FY2023.

Property Insurance

Represents the cost of annual coverage of property insurance. Coverage is provided by Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Amenity Center Operations

Repairs & Maintenance (Non-HVAC)

Represents estimated costs for maintaining the amenity center throughout the fiscal year.

HVAC Repairs & Maintenance

Represents estimated costs of maintaining the A/C and heating systems.

Office Supplies

The District incurs cost for various office supplies as part of the day-to-day operations of the Amenity Center.

Janitorial Supplies

Represents any minimal costs for janitorial supplies and/or services.

Janitorial Services

The District has contracted with Coverall Central Florida to provide commercial cleaning services 3 days a week for the clubhouse. Services also include wiping equipment every two weeks and quarterly window cleaning.

Description	Monthly	Annually
208 Montecito Drive	$450	$5,400
Estimated Increase		$270
Contingency		$2,571
Total		**$8,241**

Pest Control & Termite Bond

The District has contracted with Apex Pest Control, Inc. to provide bi-monthly pest control services. The District also incurs an annual termite bond fee with Price Termite & Pest Control.

Description	Bi-Monthly	Annually
208 Montecito Drive	$80	$480
Termite Bond		$540
Contingency		$183
Total		**$1,203**

Fitness Equipment Repairs & Maintenance

Represents estimated costs for maintaining the fitness equipment owned by the District. Preventative Maintenance is provided by Brown Fitness Services, LLC.

Description	Quarterly	Annually
Preventative Maintenance	$225	$900
Repairs & Contingency		$2,100
Total		**$3,000**

Playground Repairs & Maintenance

Represents any repairs and maintenance costs incurred on the District's playground equipment.

Pool Service Repairs & Maintenance

The District has contracted with Brevard Pools for all expenditures related to the repairs and maintenance of the swimming pool facilities. These services include, but are not limited to, general cleaning, water testing, chlorinating, balancing PH, adding algaecide, balancing alkalinity, cleaning filters, providing technical support, and advising the District of any necessary repairs.

Description	Monthly	Annually
Pool Maintenance – October to March	$643	$3,858
Pool Maintenance – April to September	$938	$5,628
Repairs & Contingency		$5,514
Total		**$15,000**

Irrigation

Irrigation Repairs & Maintenance

The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Monitoring

The District has contracted with Insight Irrigation, LLC to provide irrigation monitoring services that include assistance with: run checks, leaks, valve issues, controller issues, sensor issues, backup data, management of irrigation schedules and updates to online maps.

Description	Monthly	Annually
Irrigation Monitoring – 285 zones at $1.75 per zone	$499	$5,988
Estimated Increase		$299
Total		**$6,287**

Hoover Pumps Repairs & Maintenance

The District will incur costs related to the repairs and preventative maintenance of its Hoover pumps which is provided by Hoover Pumping Systems.

Description	Annually
Hoover Pump 1 #4978 – Patrick Drive	$2,590
Hoover Pump 2 #5975 – Point Lobos Drive & Monterey Drive	$2,590
Hoover Pump 3 #8563 – Phase 2C	$2,290
Repairs & Contingency	$10,030
Total	**$17,500**

Lakes & Fountains

Aquatic Maintenance

The District has contracted with Ecor Industries, Inc. for the care and maintenance of its six lakes which includes shoreline grass, brush and vegetation control.

Description	Monthly	Annually
Aquatic Maintenance	$455	$5,460
Estimated Increase		$273
Total		**$5,733**

Fountain Service Repairs & Maintenance

Represents the estimated costs for any repairs and maintenance pertaining to the six District lake fountains. The district is contracted with Fountain Design Group for quarterly cleaning.

Description	Annually
Quarterly Fountain Cleaning	$1,920
Repairs & Contingency	$7,080
Total	**$9,000**

Landscaping

Landscaping Contracted Services

The District has a contract with Paradise Lawns and Landscaping, Inc. to maintain the landscaping located within the District. These services include monthly landscape maintenance such as mowing, edging, trimming, weed and disease control, fertilization, pest control, pH adjustments, pruning, and irrigation inspections. The annual amount is based upon the following:

Description	Monthly	Annually
Landscape Maintenance	$6,284	$75,405
Estimated Increase		$3,770
Contingency		$1,200
Total		**$80,375**

Additional Landscaping Repairs & Maintenance

The District will incur landscape related expenditures that fall outside of the annual maintenance contract. Examples include: plant replacement and sod replacement.

Entrance Pot Plant Replacement

Represents estimated costs to replace pot plants at the entrances of the community.

Mulch

Represents estimated costs for supplemental mulch to be added during the fiscal year.

Palm Tree Maintenance

The District will incur costs for the maintenance of the palm trees.

Oak Tree Maintenance

The District will incur costs for the maintenance of the oak trees.

Common Areas, Right of Ways & Perimeter Walls

Street Light Repairs & Maintenance

The District will incur costs to maintain the street lights and decorative light fixtures throughout the District.

Entrance Vehicular Gate Repairs & Maintenance

Represents any gate repairs and maintenance costs the District may incur throughout the fiscal year. This also includes preventative maintenance provided by Florida Door Control, Inc. of $2,379.92 annually.

Pedestrian Entry Gates & Walls Maintenance

The District will incur expenditures to maintain the pedestrian gates, entry monuments and walls throughout the fiscal year.

Common Area Repairs & Maintenance

Represents costs related to the maintenance of the District's common areas.

Sidewalk Cleaning

Represents the estimated costs of pressure washing the sidewalks annually.

Security

Fire Detection Services

Represents monitoring services provided by Sonitrol for the fire alarm systems.

Description	Monthly	Annually
208 Montecito Drive	$188	$2,252
Total		**$2,252**

Access Control Services

Represents monitoring services provided by Sonitrol for the District's access control systems.

Description	Monthly	Annually
208 Montecito Drive	$225	$2,702
Total		**$2,702**

Intrusion Services

Represents monitoring services provided by Sonitrol for the District's burglary systems.

Description	Monthly	Annually
208 Montecito Drive	$137	$1,649
Total		**$1,649**

Security Monitoring Repairs & Maintenance

Represents maintenance trip services and repairs provided by Sonitrol for the District's burglary, access control and fire alarm monitoring systems.

Montecito
Community Development District
General Fund

Utilities

Electric Services

The District has the following electric accounts with Florida Power & Light Company for general purposes.

Description	Monthly	Annually
140 Clemente Drive #Pump (Hoover Pump 2 #5975)	$286	$3,432
208 Montecito Drive #Clubhouse (Amenity Center)	$770	$9,240
308 Montecito Drive #Irrigation Pump (Hoover Pump 1 #4978)	$715	$8,580
654 Mission Bay Drive #Gate (South Patrick Entrance)	$440	$5,280
686 Carlsbad Drive #Irrigation (Hoover Pump 3 #8563)	$220	$2,640
688 Carlsbad Drive #LTS	$55	$660
711 Monterey Drive #Irrigation	$880	$10,560
790 Palisades Drive #Entrance (Shearwater Entrance)	$121	$1,452
Contingency		$5,456
Total		**$47,300**

Telephone, Fax & Internet

The District will incur cost for telephone, fax and internet service related to the amenity center. These services are provided by Spectrum.

Description	Monthly	Annually
208 Montecito Drive	$264	$3,168
Contingency		$132
Total		**$3,300**

Water & Sewer Services

The District has the following water and sewer service account with the City of Melbourne for its amenity center.

Description	Monthly	Annually
208 Montecito Drive	$275	$3,300
Contingency		$700
Total		**$4,000**

Gate Kiosk Internet Services

The District will incur costs to provide internet services to the two gatehouses it owns. These services are provided by Spectrum.

Description	Monthly	Annually
Gate Kiosk 1 – Shearwater Parkway Kiosk	$105	$1,254
Gate Kiosk 2 – South Patrick Kiosk	$105	$1,254
Contingency		$342
Total		**$2,850**

Other

Contingency/Miscellaneous Expenditures

Monies collected and allocated for expenditures that the District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Reserves:

Disaster Reserves

Funds collected and reserved for expenditures related to disasters like hurricanes.

Capital Reserves

Funds collected and reserved for the replacement of and/or purchase of new capital improvements throughout the District.

Roadway Reserves

Funds collected and reserved for large repairs and maintenance of District's roads.

Montecito
Community Development District
Capital Reserve Fund
Fiscal Year 2023

	Adopted Budget FY 2022	Actuals Thru 6/30/22	Projected Next 3 Months	Projected Total Thru 9/30/22	Adopted Budget FY 2023
Revenues					
Beginning Fund Balance	$ 66,558	$ 74,519	$ -	$ 74,519	$ 3,977
Transfer In	54,524	54,524	-	$ 54,524	136,947
Total Revenues	**$ 121,082**	**$ 129,043**	**$ -**	**$ 129,043**	**$ 140,924**
Expenditures					
Contingency	$ -	$ 321	$ 114	$ 435	$ 456
Capital Outlay - Landscaping	24,145	98,974	6,915	$ 105,889	11,000
Capital Outlay - Amenity Center	4,300	6,102	-	$ 6,102	59,300
Capital Outlay - Streets, Sidewalks, Walls & Gates	17,825	3,540	9,100	$ 12,640	32,285
Total Expenditures	**$ 46,270**	**$ 108,937**	**$ 16,129**	**$ 125,066**	**$ 103,041**
Excess Revenues/(Expenditures)	$ 74,812	$ 20,106	$ (16,129)	$ 3,977	$ 37,883

Montecito
Community Development District
Disaster Reserve Fund
Fiscal Year 2023

	Adopted Budget FY 2022	Actuals Thru 6/30/22	Projected Next 3 Months	Projected Total Thru 9/30/22	Adopted Budget FY 2023
Revenues					
Beginning Fund Balance	$ 100,000	$ 100,000	$ -	$ 100,000	$ 125,000
Transfer In	25,000	-	25,000	$ 25,000	25,000
Total Revenues	**$ 125,000**	**$ 100,000**	**$ 25,000**	**$ 125,000**	**$ 150,000**
Expenditures					
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Excess Revenues/(Expenditures)	$ 125,000	$ 100,000	$ 25,000	$ 125,000	$ 150,000

Montecito
Community Development District
Roadway Reserve Fund
Fiscal Year 2023

	Adopted Budget FY 2022	Actuals Thru 6/30/22	Projected Next 3 Months	Projected Total Thru 9/30/22	Adopted Budget FY 2023
Revenues					
Beginning Fund Balance	$ 50,000	$ -	$ -	$ -	$ 99,760
Transfer In	50,000	100,000	-	$ 100,000	50,000
Total Revenues	**$ 100,000**	**$ 100,000**	**$ -**	**$ 100,000**	**$ 149,760**
Expenditures					
Bank Fees	$ -	$ 180	$ 60	$ 240	$ 300
Total Expenditures	**$ -**	**$ 180**	**$ 60**	**$ 240**	**$ 300**
Excess Revenues/(Expenditures)	$ 100,000	$ 99,820	$ (60)	$ 99,760	$ 149,460

Montecito
Community Development District
Debt Service Fund
Fiscal Year 2023

		Adopted Budget FY 2023
Revenues		
Special Assessments- Tax Roll	$	315,934
Beginning Balance		57,335
Total Revenues	**$**	**373,269**
Expenditures		
Interest - 11/1		57,316
Principal - 5/1		200,000
Interest - 5/1		58,954
Total Expenditures	$	316,269
Net Change in Fund Balance	$	57,000
Interest 11/1/23	$	55,814

Montecito

Community Development District

Series 2022 Special Assessment Refunding Bonds

Amortization Schedule

Date	Balance	Principal	Interest	Total
11/01/22	$ 3,755,000.00	$ -	$ 57,315.90	$ 57,315.90
05/01/23	$ 3,755,000.00	$ 200,000.00	$ 58,953.50	$ -
11/01/23	$ 3,555,000.00	$ -	$ 55,813.50	$ 314,767.00
05/01/24	$ 3,555,000.00	$ 205,000.00	$ 55,813.50	$ -
11/01/24	$ 3,350,000.00	$ -	$ 52,595.00	$ 313,408.50
05/01/25	$ 3,350,000.00	$ 210,000.00	$ 52,595.00	$ -
11/01/25	$ 3,140,000.00	$ -	$ 49,298.00	$ 311,893.00
05/01/26	$ 3,140,000.00	$ 220,000.00	$ 49,298.00	$ -
11/01/26	$ 2,920,000.00	$ -	$ 45,844.00	$ 315,142.00
05/01/27	$ 2,920,000.00	$ 225,000.00	$ 45,844.00	$ -
11/01/27	$ 2,695,000.00	$ -	$ 42,311.50	$ 313,155.50
05/01/28	$ 2,695,000.00	$ 235,000.00	$ 42,311.50	$ -
11/01/28	$ 2,460,000.00	$ -	$ 38,622.00	$ 315,933.50
05/01/29	$ 2,460,000.00	$ 240,000.00	$ 38,622.00	$ -
11/01/29	$ 2,220,000.00	$ -	$ 34,854.00	$ 313,476.00
05/01/30	$ 2,220,000.00	$ 250,000.00	$ 34,854.00	$ -
11/01/30	$ 1,970,000.00	$ -	$ 30,929.00	$ 315,783.00
05/01/31	$ 1,970,000.00	$ 255,000.00	$ 30,929.00	$ -
11/01/31	$ 1,715,000.00	$ -	$ 26,925.50	$ 312,854.50
05/01/32	$ 1,715,000.00	$ 265,000.00	$ 26,925.50	$ -
11/01/32	$ 1,450,000.00	$ -	$ 22,765.00	$ 314,690.50
05/01/33	$ 1,450,000.00	$ 270,000.00	$ 22,765.00	$ -
11/01/33	$ 1,180,000.00	$ -	$ 18,526.00	$ 311,291.00
05/01/34	$ 1,180,000.00	$ 280,000.00	$ 18,526.00	$ -
11/01/34	$ 900,000.00	$ -	$ 14,130.00	$ 312,656.00
05/01/35	$ 900,000.00	$ 290,000.00	$ 14,130.00	$ -
11/01/35	$ 610,000.00	$ -	$ 9,577.00	$ 313,707.00
05/01/36	$ 610,000.00	$ 300,000.00	$ 9,577.00	$ -
11/01/36	$ 310,000.00	$ -	$ 4,867.00	$ 314,444.00
05/01/37	$ 310,000.00	$ 310,000.00	$ 4,867.00	$ 314,867.00
		$ 3,755,000.00	**$ 1,010,384.40**	**$ 4,765,384.40**

Montecito Community Development District

Fiscal Year 2023 O&M and Debt Service Assessment Schedule

Description	Admin. Budget	Field/Reserve Budget	Total
Total O&M Budget	$166,427	$697,321	$863,748
Assess. Allocation - Settlement	$0	$0	$0
Balance Forward	$0	$0	$0
Net Assessments	$166,427	$697,321	$863,748
Collection Cost (6%)	$10,623	$44,510	$55,133
Gross Assessment	**$ 177,050**	**$ 741,831**	**$ 918,881**

Admin. Budget Bonds	Admin. Budget No Bonds	Total
$5,500	$160,927	$166,427
$53,967	($53,967)	$0
$0	$0	$0
$59,467	$106,960	$166,427
$3,796	$6,827	$10,623
$ 63,263	**$ 113,787**	**$ 177,050**

Operations and Maintenance

Lot Size	Units	EAU Factor	Total EAU's	% Total EAU's	Bond Expense	Admin. Budget Bonds	Admin. Budget No Bonds	Field/Reserve Budget	Total	O&M Per Unit (Net)	O&M Per Unit (Gross)(1)
Townhomes	294	0.75	220.5	28%	63%	$37,734	$29,797.45	$442,473	$510,004	$1,734.71	$1,845.43
Single Family	127	1.00	127	16%	37%	$21,733	$17,162.25	$254,848	$293,744	$2,312.94	$2,460.58
Total			347.5		100%	$59,467	$46,960	$697,321	$803,748		
Condo's											
Mid-Rise	224	1.00	224	28%		$0	$30,270	$0	$30,270	$135.14	$143.76
High-Rise	176	1.25	220	28%		$0	$29,730	$0	$29,730	$168.92	$179.70
			444			$0	$60,000	$0	$60,000		
Total	821		791.5	100%		**$59,467**	**$106,960**	**$697,321**	**$863,748**		

Montecito Community Development District

Fiscal Year 2023 O&M and Debt Service Assessment Schedule

Debt Service Assessments

Lot Size	Debt Units Units	EAU Factor	Net Annual	% Total EAU's	Annual Debt Service	Net Annual Per Unit	Gross Annual
Townhomes	293	0.75	220	63.56%	$200,800	$685.32	$729.07
Single Family	126	1.00	126	36.44%	$115,134	$913.76	$972.09
Total			**346**	**100%**	**$315,934**		

Combined Operations and Maintenance and Debt Service Assessments

Lot Size	Gross O&M Per Unit	Gross Debt Per Unit	Total Gross Per Unit (1)	FY2022 Total Gross Per Unit	FY2023 Increase	FY2023 Increase %
Townhomes	$1,845.43	$729.07	$2,574.50	$2,424.50	$150.00	6%
Single Family	$2,460.58	$972.09	$3,432.67	$3,232.67	$200.00	6%
Condo's						
Mid-Rise	$143.76	$0.00	$143.76	$143.76	$0.00	0%
High-Rise	$179.70	$0.00	$179.70	$179.70	$0.00	0%

(1) Includes 6% for early payment discount and collection cost for tax collector.

SECTION VIII

Previously Listed Responsibility	Category	Actual Processes	Assignment
Communications	Communications and Oversight	Request Communications to Residents	Seat #2 - Catherine LeCesne (Chair)
Personnel	Communications and Oversight	Liase with Amenity Manager/Management	
City of Satellite Beach Contract	Communications and Oversight	Liaise with City Officials	
HOA Liaison	Communications and Oversight	Liaise with HOAs and Property Management	
CDD Landscaping	Land and Water Management	Liaise with Residents and Staff Regarding Right Land and Water Management Needs	Seat #3 - Eric Smith
CDD Irrigation	Land and Water Management		
Irrigation Pumps	Land and Water Management		
Pond Maintenance	Land and Water Management		
Storm Drainage Systems	Land and Water Management		
Street Lighting	Lighting, Signage, Walls and Fountains	Liaise with Residents and Staff Regarding Lighting, Signage, Walls and Fountain Needs	Seat #1 - Ed Henson (Vice Chair)
Low Voltage Landscape Lighting	Lighting, Signage, Walls and Fountains		
Benches	Lighting, Signage, Walls and Fountains		
Signage	Lighting, Signage, Walls and Fountains		
Pond Fountains	Lighting, Signage, Walls and Fountains		
Playground	Lighting, Signage, Walls and Fountains		
Wall Maintenance	Lighting, Signage, Walls and Fountains		
Pedestrian Gates	Lighting, Signage, Walls and Fountains		
Sidewalks/Crosswalks	Right of Ways	Liaise with Residents and Staff Regarding Right of Way Needs	Seat #5 - Joline Nivert
Parking Lots	Right of Ways		
Streets	Right of Ways		
Vehicle Gates	Right of Ways		
Rules & Regulation Enforcement	Rules & Financials	Lead Reviews for Proposed Rule Changes	Seat #4 - Tanja Glynn
Budget / Financial	Rules & Financials	Review Invoices Prior to Payment Assist with Coordinating Annual Budget Review	

SECTION IX

Item will be provided under separate cover