

# Montecito Community Development District

3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817

Phone: 407-723-5900; Fax: 407-723-5901

[www.montecitocdd.org](http://www.montecitocdd.org)

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The meeting of the Montecito Community Development District Board of Supervisors will be held on **October 28, 2024, at 9:30 a.m.** at **Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida, 32937**. The proposed agenda for this Board Meeting is found below.

Please use the following information to join the telephonic conferencing:

**Conference Call: 1-844-621-3956**

**Meeting number (access code): 2538 286 6774**

Join online: <https://pfmcdd.webex.com/meet/ripollv>

## BOARD OF SUPERVISORS' MEETING AGENDA

### Organizational Matters

- **Call to Order**
- **Roll Call**
- **Adding or Deletions to Agenda**
- **Public Comment Period** (*where members of the public desiring to speak on a specific agenda item may address the Board, limited to 3 minutes per person*)

### Approval of Consent Agenda Item

1. Consideration of the Minutes of the September 11, 2024, Board of Supervisors' Meeting

### Old Business Matters

2. Status of Consumptive Use Permit (CUP) Compliance
3. Status of Parcel Conveyance – Final 11 Parcels from Montecito CDD Holdings
4. Status of Clubhouse Facility Use Agreement by HOAs Executed

### New Business Matters

5. Consideration of **Resolution 2025- 01**, Adopting the Annual meeting Schedule for Fiscal Year 2024-2025
6. Consideration of **Resolution 2025-02**, Appointing District Manager, Assessment Consultant, and Investment Representative
  - Ratifying District Management Agreement
7. Consideration of **Resolution 2025-03**, Authorizing to Establish Checking Account
8. Consideration of **Resolution 2025-04**, Adopting Internal Controls Policy
9. Consideration of **Resolution 2025-05**, Adopting Investment Guidelines



10. Consideration of **Resolution 2025-06**, Appointing District Officers
11. Consideration of **Resolution 2025-07**, Designating the Authorized Signatories
12. Consideration of **Resolution 2025-08**, Designating Primary Administrative Office
13. Consideration of **Resolution 2025-09**, Changing Registered Agent & Office
14. Consideration of **Resolution 2025-10**, Confirming Local District Office
15. Discussion pertaining to request from Brevard County Natural Resources Management Pilot Program

### **Staff Reports**

- District Counsel
- District Engineer
- District Manager
  - Designation of Public Records Custodian and Management Liaison Officer
- General Manager
  - General Manager's Report
  - Review and Consideration of Hoover Pumping Systems Preventative Maintenance Agreement
  - Review and Consideration of Brown Fitness Services, LLC Proposal

### **Vendor Report**

- Landscape and Irrigation Report
  - Review of ProGreen Services LLC Proposals

### **Supervisor Requests & Comments**

### **Announcement of Next Scheduled Board Meeting**

### **Adjournment**



# Montecito Community Development District

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## Consent Agenda



# Montecito Community Development District

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Consideration of the Minutes of the September 11,  
2024, Board of Supervisors' Meeting



**MONTECITO COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
SEPTEMBER 11, 2024**

**A. CALL TO ORDER**

The September 11, 2024, Regular Board Meeting of the Montecito Community Development District (the “District”) was called to order at 9:30 a.m. at 208 Montecito Drive, Satellite Beach, Florida 32937.

Mr. Sakuma asked for a moment of silence in observance of September 11<sup>th</sup>.

**B. PROOF OF PUBLICATION**

Proof of publication was presented which showed that notice of the Regular Board Meeting had been published in *Florida Today* on September 29, 2023, as part of the District’s Fiscal Year 2023/2024 Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

A quorum was established with the following Supervisors in attendance:

Catherine LeCesne, Ed Henson, Eric Smith, Rich Wellman, and Tanja Glynn.

Also in attendance were District Managers Frank Sakuma and Stephanie Brown of Special District Services, Inc.; Attorney Liza Smoker of Billing, Cochran, Lyles, Mauro & Ramsey, P.A. (via Zoom); Engineer Stef Matthes of Culpepper & Terpening (via Zoom) and Kisha Wagner and Lea Stokes of Vesta Property Services, Vivian Carvalho, Venessa Ripoll, Jasmin Barone, and Gazmin Kerr of PFM Group Consulting, LLC.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

Mr. Sakuma asked for the following items to be added to the agenda:

- Consideration of VGlobalTech Proposal
- Consideration of Resolution No. 2024-10 Adoption of Goals and Objectives
- Regular Meeting Schedule Notice
- Discussion of District Counsel Contract

There were no further additions or deletions to the agenda.

**E. COMMENTS FROM THE PUBLIC RELATED TO AGENDA ITEMS**

James Bourdeau (137 Clemente Drive) stated that the Montecito HOA’s approve of the Rental Agreement Proposal with the exception of the inclusion of the property damage insurance requirement.

Carolyn Caos (305 Point Lobos Drive) made a request to the Board to waive the rental fee for a resident event (deposit will be covered).

Mark Nehiba (284 Point Lobos Drive) agreed with Mr. Bourdeau regarding the Rental Agreement Proposal.

Betsy Vincent (67 Redondo Drive) agreed with Mr. Bourdeau regarding the Rental Agreement Proposal.

Paul and Elizabeth Talbert (174 Redondo Drive) voiced their concern about the landscaping conditions around their townhome.

## **F. APPROVAL OF CONSENT MINUTES**

### **1. August 12, 2024, Regular Board Meeting Minutes**

A **motion** was made by Ms. LeCesne, seconded by Mr. Wellman, and passed unanimously to approve the August 12, 2024, Regular Board Meeting minutes, as presented.

## **G. LANDSCAPING AND IRRIGATION REPORTS**

### **1. ProGreen**

Mr. Sakuma announced the report was included in the Board package. Rusty Kahue from ProGreen was in the audience to answer questions from the Board. Mr. Henson voiced his concerns about the lack of proper landscaping maintenance (edging, blowing, etc.). Ms. LeCesne voiced her concerns about shortages in landscaping staff effecting maintenance and having a landscaping and irrigation phased plan to budget costs. Mr. Kahue responded that ProGreen was working on staffing/service solutions and creating a plan for the entire community could become costly.

The Board considered the following items:

- ProGreen Proposal #7176

After Board discussion, Ms. LeCesne made a **motion**, seconded by Mr. Henson, approving ProGreen Proposal #7176, Tree Care (removal of dead Royal Palm) in the amount of \$1,700. The **motion** passed unanimously.

## **H. OLD BUSINESS**

### **1. Status of Consumptive Use Permit (CUP) Compliance**

District Engineer Stef Mathes notified the Board that pumping was in compliance, and he was still in the process of trying to locate a vendor to perform proper water testing.

### **2. Status of Parcel Conveyance- Final 11 Parcels from Montecito CDD Holdings**

Ms. Stoker notified the Board of an operating and maintenance issue that will need to be resolved, but the conveyance is close to being completed. District Engineer Stef Mathes stated that he still needs signed and sealed As-Built Surveys.

### **3. Montecito Clubhouse Facility Use Agreement by HOAs**

After Board discussion, Ms. Glynn made a **motion**, seconded by Mr. Henson, approving the Montecito Clubhouse Facility Use Agreement as presented. The **motion** passed unanimously.

## **I. NEW BUSINESS**

### **1. Consider Approval of Second Amendment & Extension to General Operations & Facilities**

Mr. Wellman voiced his concern about the management fee being too high in relation to the services being provided.

After Board discussion, Mr. Smith made a **motion**, seconded by Ms. Glynn, approving the Second Amendment & Extension to General Operations & Facilities Management Agreement. The **motion** passed 4-1 with Mr. Wellman dissenting.

### **2. Consider Approval of Proposal to Repair/Update Pedestrian Gates**

This item was tabled until the next Regular Board Meeting. General Manager Kisha Wagner will meet with Secure Fence and Rail to discuss the invoice price and scope of work to see what items are necessary.

### **3. Consider Approval of VGlobaltech Proposal**

Mr. LeCesne made a **motion**, seconded by Mr. Wellman, approving the VGlobaltech Proposal for website services. The **motion** passed unanimously.

### **4. Consider Resolution 2024-10 Adopting Goals and Objectives**

Resolution 2024-10 was presented entitled:

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTECITO COMMUNITY DEVELOPMENT DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

Ms. Glynn made a **motion**, seconded by Ms. LeCesne, to adopt Resolution 2024-10 Goals and Objectives as presented. The **motion** passed unanimously.

### **5. Regular Board Meeting Notice**

Mr. Smith made a **motion**, seconded by Ms. LeCesne, directing staff to publish notice the October 16, 2024, Regular Board Meeting. The **motion** passed unanimously.

## 6. Discussion of District Counsel

Mr. LeCesne voiced her concern with legal expenses being over budget for FY 23/24. She also voiced her concern over District Counsel Michael Pawelczyk's lack of communication, initiative, and delays of certain projects (conveyance of final 11 parcels). Ms. LeCesne suggested acquiring a new firm for District Counsel and stated that she has a proposal from Kutak Rock, LLP. Ms. Glynn responded that she was satisfied with Mr. Pawelczyk's service and long standing with the District, and it would be too much transition at this time, due to having new District Management Company and General Management. Mr. Wellman agreed with Ms. Glynn. Mr. Smith responded that he was not opposed to changing District Counsel if it were necessary and suggested deferring the decision until the next Board Meeting when Mr. Pawelczyk could be present. Ms. Smoker stated that she would notify Mr. Pawelczyk of the discussion and that Board members could schedule individual meetings with Mr. Pawelczyk if they have any questions or concerns.

Consensus of the Board was to table/defer this item until the next Regular Board Meeting.

## J GENERAL MANAGER'S REPORT AND RELATED BUSINESS ITEMS

### 1. General Manager's Report

The General Manager's Report was provided in the Board package. Ms. Wagner was present to answer any questions. Ms. Wagner notified the Board that the Playground was in bad condition and in need of repair/replacement. She also presented the FL Custom Aquatic quote for the fountain replacement.

Consensus of the Board directing staff to get proposals for the Playground repair/replacement.

Mr. Smith made a **motion**, seconded by Ms. LeCesne approving the closure of the Playground until it is repaired or deemed safe to use. The **motion** passed unanimously.

Mr. Henson made a **motion**, seconded by Ms. Glynn, approving Estimate #1286 in the amount of \$14,302.97 from FL Custom Aquatic LLC for the fountain replacement. The **motion** passed unanimously.

### 2. Homeowner Requests

Carolyn Caos (305 Point Lobos Drive) made a request to the Board to waive the rental fee for a resident event (deposit will be covered).

Ms. LeCesne made a **motion**, seconded by Mr. Smith, to approve waiving the rental fee for the October 13, 2024, Community Event being hosted by the Single-Family HOA, subject to paying the security deposit. The **motion** passed unanimously.

### 3. Supervisor Requests

There were no Supervisor requests.

## K. ADMINISTRATIVE MATTERS



## **1. Legal Report**

Attorney Liza Smoker reminded the Board to complete their ethics training by December 31, 2024.

## **2. Engineer Report**

There was no Engineer's Report.

## **3. Manager's Report**

### **a. Financials**

Mr. Sakuma advised that the financial report was included in the Board package. There were no questions from the Board.

## **L. BOARD MEMBERS REQUESTS**

Mr. Wellman voiced his concern with the quality of the landscaping services.

Ms. Glynn voiced her concern about landscaping services but stated that ProGreen had been good with communication and follow-up.

Mr. Henson discussed the irrigation map and notified the Board that his neighbor requested the bushes/shrubs surrounding his AC unit be cut down, but it was not completed.

General Manager Kisha Wagner discussed issues with some of her interactions with residents and requested that residents take a less aggressive and hostile approach when speaking with vendors and staff.

## **M. COMMENTS FROM THE AUDIENCE**

Paul and Elizabeth Talbert (174 Redondo Drive) voiced their disapproval of ProGreen's landscaping services and suggested seeking a new landscaping vendor.

James Bourdeau (137 Pimente Drive) stated synchronizing the fountains with the lights would assist with some of the fountain issues.

## **N. ANNOUNCEMENT OF NEXT SCHEDULED BOARD MEETING**

Mr. Sakuma announced that the next scheduled meeting was October 9, 2024, at 9:30 a.m.

## **O. ADJOURNMENT**

There being no further business to come before the Board, Ms. LeCesne made a **motion**, seconded by Mr. Henson, adjourning the meeting at 12:47 p.m. The meeting adjourned without objection.

**ATTESTED BY:**

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

\_\_\_\_\_  
Chairperson/Vice-Chair

# Montecito Community Development District

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Status of Consumptive Use Permit (CUP) Compliance



# Montecito Community Development District

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Status of Parcel Conveyance – Final 11 Parcels from  
Montecito CDD Holdings



# Montecito Community Development District

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Status of Clubhouse Facility Use Agreement by HOAs  
Executed



**Montecito  
Community Development District**

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Resolution 2025- 01, Adopting the Annual meeting  
Schedule for Fiscal Year 2024-2025



**RESOLUTION 2025-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
THE MONTECITO COMMUNITY DEVELOPMENT  
DISTRICT ADOPTING THE ANNUAL MEETING  
SCHEDULE FOR FISCAL YEAR 2024-2025**

**WHEREAS**, the Montecito Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida *Statutes*; and

**WHEREAS**, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time and location of the District's meetings; and

**WHEREAS**, the Board has proposed the Fiscal Year 2024-2025 annual meeting schedule as attached in **Exhibit A**;

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

1. The Fiscal Year 2024-2025 annual public meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and will be published in accordance with the requirements of Florida law.
2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF OCTOBER 2024.**

**ATTEST:**

**MONTECITO COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

**EXHIBIT "A"**

**BOARD OF SUPERVISORS MEETING DATES  
MONTECITO COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2024-2025**

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All meetings will convene at 9:30 a.m. at Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida 32937.



# Montecito Community Development District

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Resolution 2025-02, Appointing District Manager,  
Assessment Consultant, and Investment Representative

- Ratifying District Management Agreement



**RESOLUTION 2025-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTECITO COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND FIXING THE COMPENSATION OF THE DISTRICT MANAGER; APPOINTING A FINANCIAL DISCLOSURE COORDINATOR; AND PROVIDING AN EFFECTIVE DATE**

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

**WHEREAS**, pursuant to Section 190.007(1), *Florida Statutes*, the Board of Supervisors of the District (the “Board”) desires to employ and fix compensation of a District Manager; and

**WHEREAS**, the Board desires to appoint a Financial Disclosure Coordinator to create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, the Board of Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District; and

**WHEREAS**, the Board desires to appoint a District Manager, Financial Disclosure Coordinator, and to provide compensation for their services.

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

**SECTION 1.** PFM Group Consulting LLC, is appointed as District Manager, and shall be compensated for their services in such capacity in the manner prescribed in the agreement incorporated herein by reference as **Exhibit A**.

**SECTION 2.** This authorization shall be continuing in nature until revoked by the District.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED this 28<sup>TH</sup> day of October, 2024.**

ATTEST:

**MONTECITO COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chairperson, Board of Supervisors

**Exhibit A: District Manager Fee Agreement**

## DISTRICT MANAGEMENT

This District Management Agreement (this "Agreement"), made and entered into this 1st day of October 2024 (the "Effective Date") by and between **Montecito Community Development District** ("DISTRICT") and **PFM Group Consulting LLC** (hereinafter called the "MANAGER") sets forth the terms and conditions under which MANAGER shall provide services.

WHEREAS, the DISTRICT desires to obtain the services of a MANAGER to provide District Management Services; and

WHEREAS, MANAGER is capable of providing the necessary services.

NOW, THEREFORE, in consideration of the above mentioned premises and intending to be legally bound hereby, the DISTRICT and MANAGER agree as follows:

### I. SCOPE OF SERVICES

MANAGER shall provide District Management Services as set forth in Exhibit A to this Agreement. Any material changes in or additions to the scope of services described in Exhibit A shall be promptly reflected in a written supplement or amendment to this Agreement. Services provided by MANAGER which are not specifically referenced in the scope of services set forth in Exhibit A of this Agreement shall be completed as agreed in writing in advance between the DISTRICT and MANAGER. Upon request of DISTRICT, MANAGER or an affiliate of MANAGER may agree to additional services to be provided by MANAGER or an affiliate of MANAGER, by a separate agreement between the DISTRICT and MANAGER or its respective affiliate.

### II. WORK SCHEDULE

The services of MANAGER are to commence as soon as practicable after the execution of this Agreement and a request by the DISTRICT for such service.

### III. COMPENSATION

For the services provided under this Agreement, MANAGER's professional fees shall be paid as provided in Exhibit B to this Agreement and DISTRICT shall pay expenses and fees for other services not set forth in Exhibit A as provided below.

#### 1. Reimbursable Expenses

In addition to fees for services, MANAGER will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses incurred, including travel, meals, lodging, telephone, mail, and other ordinary cost and any actual extraordinary cost for graphics, printing, data processing and computer time which are incurred by MANAGER only as authorized by the DISTRICT's approved budget. Documentation of such expenses will be provided to the DISTRICT upon request.

2. Other Services

Any services which are not included in the scope of services set forth in Exhibit A of this Agreement will be subject to separate, mutually acceptable fee structures.

**IV. TERM AND TERMINATION**

This Agreement shall be effective from the Effective Date and shall continue until terminated by either party as provided herein. The DISTRICT has the right to terminate this Agreement for "good cause" which shall include misfeasance, malfeasance, nonfeasance or dereliction of duties by the MANAGER which, in each case, the MANAGER fails to cure within 10 days of notice thereof. Termination for "good cause" shall be effected immediately by provision of written notice to MANAGER. Either party hereto shall have the right to terminate this Agreement, at any time and for any reason whatsoever, upon (i) the DISTRICT providing to the MANAGER a minimum of thirty (30) days advance written notice of its intention to terminate or (ii) the MANAGER providing to the DISTRICT a minimum of sixty (60) days advance written notice of its intention to terminate. All notices shall be mailed to the person and address specified for use in the giving of notice, in paragraph 10, hereof. Should the relationship be terminated, MANAGER will be paid for all services performed and costs and expenses incurred up to the termination date.

**V. ASSIGNMENT**

Neither party may assign this Agreement or its rights or obligations hereunder without the prior written consent of the other; provided, however, that MANAGER may, upon notice to the DISTRICT, assign MANAGER's rights and obligations under this Agreement to any subsidiary or affiliate of MANAGER or a successor of MANAGER in connection with the sale of all or substantially all of MANAGER's assets. Subject to the foregoing, this Agreement shall be binding on the parties hereto and their respective successors and assigns.

**VI. OWNERSHIP OF INFORMATION, REPORTS, AND DATA**

All information, data, reports, and records in the possession of the DISTRICT or any third party necessary for carrying out any services to be performed under this Agreement ("Data") shall be furnished to MANAGER. DISTRICT may rely on the Data in connection with its provision of the services under this Agreement and the provider thereof shall remain solely responsible for the adequacy, accuracy or completeness of such Data.

**VII. NOTICES**

All notices given under this Agreement shall be in writing, sent by certified mail, return receipt requested, or by nationally recognized courier, with written verification of receipt. Notices shall be addressed to the party for whom it is intended, at the designated addresses below. The parties designate the following as the respective places for giving notice, to-wit:

**DISTRICT:**  
Montecito Community Development District  
3501 Quadrangle Blvd., Suite 270  
Orlando, FL 32817  
Attention: District Manager

**With A Copy To:**

Billing, Cochran, Lyles, Mauro & Ramsey, P.A.  
515 East Las Olas Boulevard, Suite 600  
Fort Lauderdale, FL 33301  
Attention: District Counsel  
Michael J. Pawelczyk, Esq.

**MANAGER:**

**PFM Group Consulting LLC**  
3501 Quadrangle Blvd., Suite 270  
Orlando, FL 32817  
Attention: Jennifer Walden

**VIII. TITLE TRANSFER**

All materials, except functioning or dynamic financial models, prepared by MANAGER pursuant exclusively to this Agreement shall be the property of the DISTRICT. Subject to the foregoing exception, upon termination of this Agreement, at DISTRICT's reasonable request no later than three (3) years after the termination of this Agreement MANAGER shall deliver to the DISTRICT copies of any and all materials or documents prepared, kept or maintained in accordance with this Agreement.

**IX. MANAGER'S REPRESENTATIVES**

1. Assignment of Named Individuals

The services set forth in this Agreement shall be provided by professional employees of MANAGER or affiliates of MANAGER in its sole discretion. The MANAGER may, from time to time, supplement or otherwise amend the team members set forth below.

- Venessa Ripoll, District Manager
- Vivian Carvalho, Senior District Manager

2. Changes in Staff Requested by the DISTRICT

The DISTRICT has the right to request, for any reason, MANAGER to replace any member of the MANAGER staff. Should the DISTRICT make such a request, MANAGER shall promptly suggest a substitute for approval by the DISTRICT.

**X. INSURANCE**

MANAGER shall maintain insurance coverage with policy limits not less than as stated in Exhibit C.

## XI. GENERAL PROVISIONS

### 1. MANAGER Not to Participate as Underwriter

The MANAGER is precluded from being an underwriter of any debt obligations issued by the DISTRICT and shall not participate, in any manner, in the initial offering for the issuance of any of the DISTRICT's debt obligations.

### 2. Limitation of Liability; Indemnification

To the extent not referenced herein, MANAGER shall not be responsible for the acts or omissions of any other contractor or any of its subcontractors, suppliers, or of any other individual or entity performing services which are not under the control or supervision of the MANAGER.

**DISTRICT INDEMNIFICATION.** To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, Florida Statutes), and except and to the extent caused by the negligence or reckless and/or willful misconduct of the MANAGER, the DISTRICT agrees to indemnify, defend, and hold harmless the MANAGER and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that MANAGER may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the DISTRICT. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the MANAGER may be entitled and shall continue after the MANAGER has ceased to be engaged under this Agreement.

**MANAGER INDEMNIFICATION.** The MANAGER agrees to indemnify, defend, and hold harmless the DISTRICT and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the DISTRICT may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the failure to perform under this Agreement or at law, or negligent, reckless, and/or intentionally wrongful acts or omissions of the MANAGER. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the DISTRICT may be entitled and shall continue after the MANAGER has ceased to be engaged under this Agreement.

**SOVEREIGN IMMUNITY; INDEMNIFICATION OBLIGATIONS.** Nothing herein shall be construed to waive or limit the DISTRICT'S sovereign immunity limitations of liability as provided in Section 768.28, Florida Statutes, or other applicable law. Indemnification obligations under this Agreement shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

### 3. Disclaimer of MANAGER

The DISTRICT acknowledges that the MANAGER is not an attorney and may not render legal advice or opinions. Although the MANAGER may participate in accumulating information necessary for documents required by the DISTRICT to finalize any particular financing, such information shall be verified by the DISTRICT as to its correctness; provided, however, that the DISTRICT shall not be required to verify the correctness of any information originated by the

MANAGER or the correctness of any information originated by the MANAGER which the MANAGER has used to formulate its opinions and advice given to the DISTRICT.

#### 4. Attorney Fees and Governing Law

MANAGER and the DISTRICT agree that, should a disagreement arise as to the terms or enforcement of any provision of this Agreement, each party will in good faith attempt to resolve said disagreement prior to pursuing other action. This Agreement shall be construed, enforced, and administered in accordance with the laws of the State of Florida. In the event either party is required to take any action to enforce this Agreement, the substantially prevailing party shall be entitled to attorney's fees and costs, including fees and costs incurred in determining entitlement to and reasonableness of such fees and costs.

#### 5. Time of the Essence

The DISTRICT and the MANAGER agree that time is of the essence and that the services of the MANAGER shall be performed expeditiously.

#### 6. Entire Agreement

This Agreement represents the entire agreement between DISTRICT and MANAGER for District Management Services contemplated hereby and supersedes all prior agreements, contracts, arrangements, or communications between the parties with respect to the subject matter addressed herein, whether oral or written. This Agreement may not be amended or modified except in writing signed by both parties. For the sake of clarity, any separate agreement between DISTRICT and MANAGER or any affiliate of MANAGER shall not in any way be deemed an amendment or modification of this Agreement. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

#### 7. Authority to Execute and Counterparts

Each party to this Agreement represents, warrants, and covenants to the other that the person or persons signing this Agreement on behalf of such party is authorized and empowered to sign and deliver this Agreement for such party, that such party has the lawful authority to enter into this relationship, and that the governing or managing body of each party has approved this relationship and has similarly authorized the execution of this Agreement. This Agreement may be signed in any number of counterparts, each of which shall be an original and all of which when taken together shall constitute one and the same document.

#### 8. Public Records Disclosure

MANAGER understands and agrees that all documents of any kind provided to the DISTRICT in connection with this Agreement may be public records, and, accordingly, MANAGER agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Consultant acknowledges that the designated public records custodian for the DISTRICT is PFM Group Consulting LLC ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the MANAGER shall 1) keep and maintain public records required by the DISTRICT to perform the service; 2) upon request by the Public Records Custodian, provide the DISTRICT with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement term and following the Agreement term if the MANAGER does not transfer the records to the Public Records Custodian of the DISTRICT;



and 4) upon completion of the Agreement, transfer to the DISTRICT, at no cost, all public records in MANAGER's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the MANAGER, the MANAGER shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the DISTRICT in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (407) 723-5900, RECORDREQUEST@PFM.COM, OR 3501 QUADRANGLE BLVD., SUITE 270, ORLANDO, FLORIDA 32817.**

9. Independent Contractor

MANAGER, its employees, officers and representatives at all times shall be independent contractors and shall not be deemed to be employees, agents, partners, servants and/or joint venturers of DISTRICT by virtue of this Agreement or any actions or services rendered under this Agreement. Nothing in this Agreement is intended or shall be construed to give any person, other than the Parties hereto, their successors and permitted assigns, any legal or equitable rights, remedy or claim under or in respect of this Agreement or any provisions contained herein. In no event will MANAGER be liable for any act or omission of any third party or for any circumstances beyond MANAGER's reasonable control including, but not limited to, fire, flood, or other natural disaster, war, riot, strike, act of terrorism, act of civil or military authority, software and/or equipment failure, computer virus, or failure or interruption of electrical, telecommunications or other utility services.

In witness whereof, the parties hereto have executed this Agreement, in duplicate, as of the Effective Date above written.

**Montecito Community Development District**

Sign:   
Print Name: C. LEVESNE  
Title: CHAIR

**PFM Group Consulting LLC**

  
Jennifer Walden, Senior District Manager

## EXHIBIT A

### SCOPE OF SERVICES

#### I. General Management Services

##### General Consultation, Meetings, and DISTRICT Representation

The Manager shall organize the DISTRICT meetings. This includes, but is not limited to, providing the agenda and Board packages, scheduling, notification, publication and related matters. The service to be provided shall also include, but not be limited to planning, scheduling, production and quality control, contract administration, coordination, and administration of various professional service elements.

The Manager shall prepare and submit to the DISTRICT's Board of Supervisors a proposed annual budget and administer the adopted budget of the DISTRICT.

The Manager shall provide, maintain, and operate a fully-functional integrated ticket system for the community to report issues.

As the DISTRICT's Manager, we will consult with the DISTRICT Board of Supervisors and its designated representatives, and when necessary, participate in such meetings, discussions, project site visits, workshops, and hearings as may pertain to the administration, accomplishment and fulfillment of the professional services with regard to the projects and general interest of the DISTRICT.

The Manager shall consult with and advise the DISTRICT on matters related to the operation and maintenance of the DISTRICT and assist the DISTRICT to ensure compliance with all statutes and applicable law affecting the DISTRICT. The Manager will facilitate contracting with a third party website provider and assist the website provider with the maintenance of the DISTRICT's website in compliance with applicable law. The Manager will also coordinate with the website provider to ensure an e-mail system is in place which provides a separate "CDD e-mail address" for all Board members with an archiving system which will allow the Manager to respond to public records requests and maintain e-mails in compliance with applicable records retention law.

#### II. Accounting Services

The Manager shall define and implement an integrated management reporting system which will allow the DISTRICT to represent fairly and with full disclosure the financial position of the DISTRICT. Furthermore, the Manager will adhere to the Prompt Payment Act as it pertains to processing invoices of the vendors and contractors providing services to the DISTRICT. Monthly financial statements will be provided in addition to a year-end audited financial statement to be prepared by a certified public accounting firm selected by the DISTRICT. These services will be coordinated with the DISTRICT's auditors to assure a smooth and efficient audit of the DISTRICT's books.

The Manager shall provide a 5-year Capital Plan for the District on an annual basis utilizing the District's most recent Reserve Study. The Plan shall be presented to the Board at least once a year prior to or at the time of the Proposed Budget is presented to the Board or upon Board request.

The Manager shall include reserve balances as part of the monthly financial statement reporting.

### III. Minutes and Records

The Manager shall define and implement a system of record management for the DISTRICT, including a concise and accurate record of the official actions of the Board of Supervisors and any appointed boards or committees, and shall oversee the maintenance and disclosure of DISTRICT's records pursuant to Florida law.

### IV. Annual Assessments, Lien Book Maintenance and Disclosure

The Manager will maintain the tax roll for the DISTRICT and coordinate and report to the Tax Assessor and Tax Collector for the jurisdiction in which the DISTRICT exists.

The Manager will administer the DISTRICT's assessment methodology during platting and maintain the DISTRICT's lien book and release of liens at closings.

The Manager will provide continuing disclosure filing coordination and assistance for DISTRICT debt issues on EMMA as required by the MSRB and other regulatory agencies.

**EXHIBIT B**

**COMPENSATION FOR SERVICES**

MANAGER shall be compensated for the provision of the services described in Exhibit A based on the fee schedule below. The fees do include *reimbursable expenses* (as described in Section III.1. herein) related to regularly scheduled DISTRICT Board meetings. Fees will be reviewed and may be adjusted annually as reflected in the DISTRICT's approved budget.

<b><i>Montecito CDD *</i></b>	<b><i>Annual Fee</i></b>
Management/ Accounting/ Administrative	\$50,000
<b><i>Debt Issue Services</i></b>	<b><i>Annual Fee (per series)</i></b>
Assessment Administration	\$3,500
Disclosure Services	\$1,500
<b><i>Additional Services**</i></b>	<b><i>Cost of Issuance (per series)</i></b>
District Management Services Cost of Issuance	\$10,000
Disclosure Services Cost of Issuance	\$1,500

\* Maximum of 12 District public meetings per year and includes travel expenses.

\*\*Additional Services – District Management Services Cost of Issuance. This fee is applicable for any bond issue and subsequent issue at closing as part of the Cost of Issuance Cost. This fee is not related to the Operating & Maintenance Budget for the District.

*The fees outlined above may be increased or otherwise amended annually as reflected in the adopted Budget for the District. New fees will become effective on October 1 of the applicable budget year.*

**EXHIBIT C**

**INSURANCE**

PFM Group Consulting LLC (“PFM”) acting as MANAGER shall provide and maintain the following levels of insurance coverage at all times subsequent to the execution of this Agreement:

PFM Group Consulting LLC (“PFM”) has a complete insurance program, including property, casualty, general liability, automobile liability and workers compensation. PFM maintains Professional (E&O)/Cyber Liability coverage which total \$5 million single loss/ \$5 million aggregate.

Our Professional Liability policy is a “claims made” policy and our General Liability policy claims would be made by occurrence.

Deductibles/SIR:

Automobile \$100 comprehensive & \$1,000 collision  
General Liability \$0  
Professional (E&O)/ Cyber Liability \$250,000  
Crime \$50,000

Insurance Company & AM Best Rating

Professional Liability (E&O)..... AIG Specialty Insurance Company; (A; Stable)  
.....Great American Fidelity Insurance Co; (A+: Stable)  
Crime.....Berkley Regional Insurance Company; (A+; Stable)  
Cyber Liability. ....AIG Specialty Insurance Company (A; Stable)  
General Liability. ....The Continental Insurance Company; (A Stable)  
Automobile Liability.....The Continental Insurance Company; (A Stable)  
Excess /Umbrella Liability.....The Continental Insurance Company; (A Stable)  
Workers Compensation.....The Continental Insurance Company; (A Stable)  
& Employers Liability

**Montecito  
Community Development District**

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Resolution 2025-03, Authorizing to Establish Checking  
Account



**RESOLUTION 2025-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTECITO COMMUNITY DEVELOPMENT DISTRICT DIRECTING PFM GROUP CONSULTING LLC, TO ESTABLISH A LOCAL BANK ACCOUNT AT \_\_\_\_\_ FOR THE DISTRICT AND APPOINT**

**AS SIGNORS ON THE ACCOUNT AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the Board of Supervisors of the District (“Board”) desires to establish a local bank account for the District and appoint \_\_\_\_\_ as signors on the account.

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

Section 1. PFM Group Consulting LLC is directed to establish a local bank account at \_\_\_\_\_ for the District.

Section 2. \_\_\_\_\_ shall be appointed as signors on the account.

Section 3. This Resolution shall become effective immediately upon its adoption and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 28th day of October 2024

**ATTEST:**

**MONTECITO COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

# Montecito Community Development District

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Resolution 2025-04, Adopting Internal Controls Policy





**RESOLUTION 2025-04**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE MONTECITO COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN INTERNAL CONTROLS POLICY CONSISTENT WITH SECTION 218.33, FLORIDA STATUTES; PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, consistent with Section 218.33, *Florida Statutes*, the District is statutorily required to establish and maintain internal controls designed to prevent and detect fraud, waste, and abuse as defined in Section 11.45(1), *Florida Statutes*; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets; and

**WHEREAS**, to demonstrate compliance with Section 218.33, *Florida Statutes*, the District desires to adopt by resolution the Internal Controls Policy attached hereto as **Exhibit A**.

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

**SECTION 1.** The attached Internal Controls Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution.

**SECTION 2.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED THIS 28TH DAY OF OCTOBER, 2024.**

**ATTEST:**

**MONTECITO COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairman, Board of Supervisors

## EXHIBIT "A"

### MONTECITO COMMUNITY DEVELOPMENT DISTRICT INTERNAL CONTROLS POLICY

#### 1. Purpose.

- 1.1. The purpose of this internal controls policy is to establish and maintain internal controls for the Montecito Community Development District.
- 1.2. Consistent with Section 218.33(3), *Florida Statutes*, the internal controls adopted herein are designed to:
  - 1.2.1. Prevent and detect Fraud, Waste, and Abuse (as hereinafter defined).
  - 1.2.2. Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.
  - 1.2.3. Support economical and efficient operations.
  - 1.2.4. Ensure reliability of financial records and reports.
  - 1.2.5. Safeguard Assets (as hereinafter defined).

#### 2. Definitions.

- 2.1. "Abuse" means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.
- 2.2. "Assets" means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.
- 2.3. "Auditor" means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.
- 2.4. "Board" means the Board of Supervisors for the District.
- 2.5. "District Management" means (i) the independent contractor (and its employees) retained by the District to provide professional district management services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.
- 2.6. "Fraud" means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements,

theft of an entity's assets, bribery, or the use of one's position for personal enrichment through the deliberate misuse or misapplication of an organization's resources.

- 2.7. "Internal Controls" means systems and procedures designed to prevent and detect fraud, waste, and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
- 2.8. "Risk" means anything that could negatively impact the District's ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational, and operational risks.
- 2.9. "Waste" means the act of using or expending resources unreasonably, carelessly, extravagantly, or for no useful purpose.

### **3. Control Environment.**

#### **3.1. Ethical and Honest Behavior.**

- 3.1.1. District Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, contractors, vendors and others.
- 3.1.2. Managers at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.
- 3.1.3. Managers must demonstrate through words and actions that unethical behavior will not be tolerated.

### **4. Risk Assessment.**

- 4.1. Risk Assessment. District Management is responsible for assessing Risk to the District. District Management's Risk assessments shall include, but not be limited to:
  - 4.1.1. Identifying potential hazards.
  - 4.1.2. Evaluating the likelihood and extent of harm.
  - 4.1.3. Identifying cost-justified precautions and implementing those precautions.

### **5. Control Activities.**

- 5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste, and Abuse:

- 5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:
  - 5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.
  - 5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
  - 5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.
  - 5.1.1.4. Implementing computerized accounting techniques (e.g. to help identify coding errors, avoid duplicate invoices, etc.).
  - 5.1.1.5. Maintaining a schedule of the District's material fixed Assets.
  - 5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g. lock and key, computer passwords, network firewalls, etc.).
  - 5.1.1.7. Retaining and restricting access to sensitive documents.
  - 5.1.1.8. Performing regular electronic data backups.
- 5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:
  - 5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
  - 5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.
  - 5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust, and petty cash accounts.
  - 5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste, or Abuse.
  - 5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.
  - 5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.

- 5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) standards and norms.

## **6. Information and Communication.**

- 6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements, and best practices.
- 6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

## **7. Monitoring Activities.**

- 7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:
  - 7.1.1.1. Review its operational processes.
  - 7.1.1.2. Consider the potential risk of Fraud, Waste, or Abuse inherent in each process.
  - 7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.
  - 7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.
  - 7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.
  - 7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.
- 7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management

shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

**Specific Authority:** §§ 190.011(5), 218.33(3), *Florida Statutes*  
**Effective date:** \_\_\_\_\_, 2024

# Montecito Community Development District

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Resolution 2025-05, Adopting Investment Guidelines



**RESOLUTION 2025-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTECITO COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ALTERNATIVE INVESTMENT GUIDELINES FOR INVESTING PUBLIC FUNDS IN EXCESS OF AMOUNTS NEEDED TO MEET CURRENT OPERATING EXPENSES, IN ACCORDANCE WITH SECTION 218.415(17), *FLORIDA STATUTES*, AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the District’s Board of Supervisors (the “Board”) is required to adopt an investment policy in accordance with Section 218.415, *Florida Statutes*; and

**WHEREAS**, Board desires to adopt the alternative investment guidelines for the investment of public funds in excess of amounts needed to meet current operating expenses, in accordance with Section 218.415, *Florida Statutes*.

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

**SECTION 1.** The District hereby adopts the alternative investment guidelines for the investment of public funds in excess of the amounts needed to meet current operating expenses, in accordance with Section 218.415(17), *Florida Statutes*. The District may invest in the following instruments and may divest itself of investments, at prevailing prices or rates:

- A.** The Local Government Surplus Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Section 163.01, *Florida Statutes*.
- B.** Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- C.** Interest-bearing time deposits or savings accounts in qualified public depositories as defined in Section 280.02, *Florida Statutes*.
- D.** Direct obligations of the U.S. Treasury.

**SECTION 2.** Securities listed in paragraphs (c) and (d) shall be invested to provide sufficient liquidity to pay obligations as they come due.



**SECTION 3.** This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED this 28th day of October, 2024.**

ATTEST:

**MONTECITO COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chairperson, Board of Supervisors

# Montecito Community Development District

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Resolution 2025-06, Appointing District Officers



**RESOLUTION 2025-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTECITO COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the MONTECITO COMMUNITY DEVELOPMENT DISTRICT (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

**WHEREAS**, pursuant to Section 190.006(6), Florida Statutes, as soon as practicable after each election or appointment to the Board of Supervisors (the "Board"), the Board shall organize by electing one of its members as chair and by electing a secretary, and such other officers as the Board may deem necessary.

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

Section 1.     Catherine LeCesne is elected Chairperson.

Section 2.     Ed Henson is elected Vice Chairperson.

Section 3.     Venessa Ripoll is elected Secretary.  
                  Tanja Glynn is elected Assistant Secretary.  
                  Rich Wellman is elected Assistant Secretary.  
                  Eric C. Smith is elected Assistant Secretary.  
                  Vivian Carvalho is elected Assistant Secretary.

Section 4.     Jennifer Glasgow is elected Treasurer.

Section 5.     Amanda Lane is elected Assistant Treasurer.  
                  Rick Montejano is elected Assistant Treasurer.  
                  Amy Champagne is elected Assistant Treasurer.

Section 6.     All resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7.     This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 28<sup>th</sup> DAY of OCTOBER 2024.**

**ATTEST:** **MONTECITO COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chair/Vice Chair

**Montecito  
Community Development District**

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Resolution 2025-07, Designating the Authorized  
Signatories



**RESOLUTION 2025-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTECITO COMMUNITY DEVELOPMENT DISTRICT DIRECTING PFM GROUP CONSULTING, LLC, TO ESTABLISH A LOCAL BANK ACCOUNT AT \_\_\_\_\_ FOR THE DISTRICT AND APPOINT \_\_\_\_\_ AS SIGNORS ON THE ACCOUNT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Montecito Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 2020-191, Laws of Florida, being situated within Brevard, Florida; and

**WHEREAS**, the District’s Board of Supervisors desires to establish a local bank account for the District and appoint \_\_\_\_\_ and \_\_\_\_\_ as signors on the account.

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

**SECTION 1.** PFM Group Consulting, LLC, is directed to establish a local bank account at \_\_\_\_\_ for the District.

**SECTION 2.** \_\_\_\_\_ and \_\_\_\_\_ shall be appointed as signors on the account.

**SECTION 3.** This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED this 28th day of October 2024.**

ATTEST:

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Montecito  
Community Development District**

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Resolution 2025-08, Designating Primary Administrative  
Office



**RESOLUTION 2025-08**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE MONTECITO COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT; DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Montecito Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 2020-191, Laws of Florida, and situated within Brevard, Florida; and

**WHEREAS**, the District desires to re-designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

**WHEREAS**, the District also desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District; and

**WHEREAS**, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

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

**SECTION 1.** The District’s primary administrative office for purposes of Chapter 119, Florida Statutes, shall be located at 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817.

**SECTION 2.** The District’s principal headquarters for purposes of establishing proper venue shall be located at 208 Montecito Drive, Satellite Beach, Florida, 32937., within Brevard, Florida.

**SECTION 3.** The District’s local records office shall be located at 208 Montecito Drive, Satellite Beach, Florida, 32937.

**SECTION 4.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 28th day of October 2024.**

**ATTEST:**

**MONTECITO COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chairperson, Board of Supervisors



**Montecito  
Community Development District**

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Resolution 2025-09, Changing Registered Agent & Office



**RESOLUTION 2025-09**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTECITO COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A REGISTERED AGENT AND REGISTERED OFFICE OF THE MONTECITO COMMUNITY DEVELOPMENT DISTRICT.**

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

**WHEREAS**, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitted by law to be served upon the District in accordance with Section 189.014(1), *Florida Statutes*.

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

**SECTION 1.** \_\_\_\_\_ is hereby designated as the Registered Agent for the Montecito Community Development District.

**SECTION 2.** The District’s Registered Office shall be located at the office of \_\_\_\_\_.

**SECTION 3.** In accordance with Section 189.014, *Florida Statutes*, the District’s Secretary is hereby directed to file certified copies of this Resolution with Brevard County and the Florida Department of Economic Opportunity.

**SECTION 4.** This Resolution shall become effective immediately upon adoption and any provisions of any previous resolutions in conflict with the provisions hereof are hereby superseded.

**PASSED AND ADOPTED** this 28th day of October 2024.

**ATTEST:**

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Montecito  
Community Development District**

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Resolution 2025-10, Confirming Local District Office



## RESOLUTION 2025-10

### **A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE MONTECITO COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT; DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, Florida Statutes; and

**WHEREAS**, the District also desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District; and

**WHEREAS**, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006 (7), *Florida Statutes*.

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

**SECTION 1.** The District’s primary administrative office for purposes of Chapter 119, Florida Statutes, shall be located at 3501 Quadrangle Boulevard, Suite 270., Orlando, Florida 32817.

**SECTION 2.** The District’s principal headquarters for purposes of establishing proper venue shall be located within Brevard County, Florida.

**SECTION 3.** The District’s local records office shall be located at 208 Montecito Drive, Satellite Beach, Florida, 32937.

**SECTION 4.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 28<sup>th</sup> day of October, 2024.**

**ATTEST:**

**MONTECITO COMMUNITY DEVELOPMENT  
DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

# Montecito Community Development District

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Discussion pertaining to request from Brevard County  
Natural Resources Management Pilot Program



# Montecito Community Development District

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Staff Reports



# Montecito Community Development District

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District Counsel





# Montecito Community Development District

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District Engineer



**Montecito  
Community Development District**

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District Manager

Designation of Public Records Custodian and  
Management Liaison Officer



**DESIGNATIONS BY SECRETARY RELATED TO PUBLIC RECORDS**

I, \_\_\_\_\_, as Secretary of the \_\_\_\_\_ District  
 (“District”) Board of Supervisors, hereby make the following designation and/or appointment:

\_\_\_\_\_ is designated as a custodian of public records for the District under section 119.011(5), Florida Statutes. Any prior designation of a designee by a Secretary is hereby rescinded.

AND/OR

\_\_\_\_\_ is appointed as the District’s Records Management Liaison Officer under section 257.36(5)(a), Florida Statutes. Any prior appointment of a Records Management Liaison Officer by a Secretary is hereby rescinded.

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Secretary, District Board of Supervisors

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

# Montecito Community Development District

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General Manager



# Montecito Community Development District

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## General Manager's Report



**Montecito Community District Development (CDD)**

**Monthly Board of Supervisors Meeting**

**208 Montecito Drive, Satellite Beach, FL 32937**

**Amenity General Manager Report**

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*Office / Clubhouse / Gym*

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- Weekly report submitted accordingly providing detailed information.
- Fitness center and equipment deep cleaned and inspected.
- A/C coil replaced due to malfunction.
- Surveillance system working properly.
- Weekly meeting with ProGreen to ensure all areas on CDD property are taken care of to a high standard.
- Ticket system: All service tickets have been addressed, and service areas have been assigned to the vendor based on the required attention.
- Clubhouse janitorial service provided by Coverall.
- CPO Course in progress.
- Clubhouse indoor / outdoor areas inspected. No pest, lighting, or water leak issues found.
- Check well meter readings. Information submitted to the designated party.
- AM & PM community drive through.
- Pedestrian and vehicle gates inspected.
- Storm drainage inspected. No visible signs of blockage or damage found.

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*Swimming Pool / Pool Area*

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- Pool gates are working properly.
- Brevard Pools service and maintains the pool on a daily basis during the week.
- Water chemicals in balance. (Ph 7.2 – 7.6)

- Shower head and drain inspected. No leak found.
- Bathrooms cleaned. No plumbing or electrical issues found.
- Furniture in good condition.
- Pool gates are working properly. System allowing entry to residents with key card only from 7:00 am – 8:00pm.

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### *Weekend Facility Attendance*

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- AM & PM Community drive through.
- Cleared pool area of debris.
- Repaired pothole on Palos Verde Drive pavement.
- Ticket parking violators when necessary.
- Re-installed fitness equipment connector rack.
- Hurricane Preparedness assistance.
- Monitored the pool area ensuring rules are being followed.
- Cleaned clubhouse entrance and surroundings.
- Facility inspections to ensure fitness equipment, plumbing, lighting, HVAC system and pool area are cleaned and working properly.

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### *Ponds / Fountains*

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- All fountains have been inspected by Solitude.
  - ⇒ Fountain #1 (Lake Coquina) – Working properly.
  - ⇒ Fountain #2 (Lake Pacifica) – Working properly.
  - ⇒ Fountain #3 (Lake Sonoma) - Working properly.
  - ⇒ Fountain #4 (Lake Cataline)- Working properly.
  - ⇒ Fountain #5 (Lake Valencia) – Quote approved. Waiting for parts.
  - ⇒ Fountain #6 (Lake Pasadena) – Working properly.
- ✓ Issue with fountain light timer in lake Coquina has been **resolved**.

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*Parking Violations*

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- Six vehicles received tickets. This information has been included in the weekly reports.

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*Pending Quotes / Proposals*

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- ProGreen - Playground shrub - Pending approval
- ProGreen - Removal of shrub on Lake Sonoma – Pending approval
- ProGreen – Palm tree drench treatment and preventative fertilization.
- Hoover – Renewal contract
- Pedestrian gates – on hold.
- Playground equipment – two models attached for review.
- Brown Fitness - Treadmill belt replacement – pending
- Brown Fitness – Treadmill replacement – pending

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*Reports*

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- Solitude – Attached
- Sonitrol – Attached
- Hoover – Not received as of October 3<sup>rd</sup>.
- ProGreen – Not received as of October 3<sup>rd</sup>.





Work Order	00701913	Account	Montecito CDD
Work Order	00701913	Contact	Kisha Wagner
Number		Address	208 Montecito Dr. Satellite Beach, FL 32937 United States
Created Date	10/3/2024		

#### Work Details

Specialist	All lakes have been treated for aquatic algae and shoreline weeds. Water color looks good.	Prepared By	Max Chapman-Orozco
Comments to Customer	Thank you very much Max		

#### Work Order Assets

Asset	Status	Product Work Type
P1	Treated	
P4	Treated	
P3	Treated	
P2	Treated	
P5	Treated	
P6	Treated	



Work Order 00701913

Work Order 00701913

Number

Created Date 10/3/2024

Account Montecito CDD  
 Contact Kisha Wagner  
 Address 208 Montecito Dr.  
 Satellite Beach, FL 32937  
 United States

Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
P1	SHORELINE WEED CONTROL	
P1	ALGAE CONTROL	
P3	SHORELINE WEED CONTROL	
P3	ALGAE CONTROL	
P2	SHORELINE WEED CONTROL	
P2	ALGAE CONTROL	
P4	SHORELINE WEED CONTROL	
P4	ALGAE CONTROL	
P6	SHORELINE WEED CONTROL	
P6	ALGAE CONTROL	
P5	SHORELINE WEED CONTROL	
P5	ALGAE CONTROL	
P6		
P5		
P2		
P3		
P4		
P1		

# Montecito Community Development District

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Review and Consideration of Hoover Pumping  
Systems Preventative Maintenance Agreement





**Date:** 8/2/2024  
**To:** Montecito Community Development District  
Tina Campbell  
**Subject:** Hoover Maintenance Agreement, MA#6781  
**Contract Term:** 12 months 11/1/2024 - 10/31/2025  
**Site IDs:** #8563, #8721, #8845

**Phone:**

**The Hoover Maintenance Program** includes 2 preventative maintenance site visits per year by a Hoover Certified Pump Technician. The following preventative maintenance will be furnished for each pump system as required:

- **Priority Scheduling** - When repair service is required, no standard diagnostic fee for evaluation will be charged - only time and materials will apply.
- **Pump Control Panel** - Test control logic, torque electrical connections to specification, treat components with anti-oxidant protective spray, test and replace surge protection components, check HMI.
- **Variable Frequency Drive(s)** (if applicable) - Test and confirm proper operation. Change parameters if required.
- **Pump motor(s)** - Service bearings, check operation and current draw against specification, check motor connections.
- **Pump(s)** - Check condition of seal. Confirm flow and pressure performance.
- **Air Conditioner** (if applicable) - Check and confirm proper operation. Clean filter.
- **Control Valve** (if applicable) - Check pilots and service. Clean filter. Calibrate valve and replace worn diaphragm if required.
- **Flow Meter** (if applicable) - Test flow meter and pressure transducer for proper operation. Calibrate flow meter as required by Florida Water Management District upon client request.
- **Pressure Tank** (if applicable) - Check and adjust tank precharge pressure as required.
- **Suction Intake** (if applicable) - Evaluate intake performance and recommend screen cleaning as required.
- **Discharge Filter** (if applicable) - Check operation, clean command filters, and flush tubing.
- **Rain Bucket** (if applicable) - Check operation. Replace filter. Clean bucket.
- **UPS Battery** (if applicable) - Check condition.
- **RCS** (if applicable) - Check pilot operation and service. Replace worn diaphragm on shutoff valve if required.
- **Level Transducer** (if applicable) - Check operation and reporting.
- **Tubing** - Flush tubing to hydraulic controls.
- **Gauges** - Replace as needed.
- **Fiberglass Enclosure** (if applicable) - Check lockable handle, hinges and opening mechanism.
- **Report** - To be submitted upon completion of service call with findings and recommendations.

The following items are excluded from the Hoover Maintenance Program:

- Suction intake cleaning or adjustments due to changing water levels
- Repairs due to failure of any electrical or mechanical components due to mistreatment of the system and other causes not covered by Hoover Pumping Systems warranty



**Date:** 8/2/2024  
**To:** Montecito Community Development District  
Tina Campbell  
**Subject:** Hoover Maintenance Agreement, MA#6781  
**Contract Term:** 12 months 11/1/2024 - 10/31/2025  
**Site IDs:** #8563, #8721, #8845

**Phone:**

- Repairs due to failures or recurring problems caused by poor water quality including chemical or biological fouling or field irrigation system problems
- Repairs due to vandalism, accidents, negligence or natural events including wind, flood, power surge and lightning
- Repairs due to operating the irrigation system in a manner that exceeds the limits of pump system design performance, or due to repeated rapid cycling of pump system due to irrigation system leaks.
- Disc-Filter cleaning not included

**For Hoover Flowguard pump systems the Hoover Maintenance Program** includes:

- **24/7 Control** and remote automatic monitoring of the irrigation and pump system
- **Automated system alerts** and warnings via e-mail, proactive system support, and up to 8 hours assistance from the Hoover Help Desk.
- **Broadband Internet Service Connection.**
- **Graphical web display** of Water Management system status, alarm enunciators, controls, history, trends, data logs, maintenance alerts, service counters, and configuration.
- **Unlimited Free webinars** to learn best practices for using Flowguard.
- **Water restriction controls** to prevent over/under watering, save energy and water consumption, and rapid cycling due to field issues.
- **Remote system Shut-down** and Reset features with shutoff valves.
- **Protection features** to indicate low pressure, high flow rate including automatic, adjustable shut down.
- **Printable water management usage reports** for graphing, events, usage, and configurations.

**The following are the Flowguard Sites on this agreement**

<b>Site ID</b>	<b>Site Name</b>	<b>Model #</b>
8563	Montecito Phase #3	HCF-25PDV-230/3-HMSR3L-Z
8721	Montecito Pump #1	HCF-40PDV-208/3-FHMSR3L-Z
8845	Montecito Pump #2	HCF-25PDV-230/3-FHMSR3L-Z

Annual Price	\$6,870.00
Discount for 3 or more stations	\$343.50
Total Annual Price	\$6,526.50

**\*\*Save Time and Costs** of additional service visits by pre-authorizing a Hoover tech to repair non-maintenance related, system performance, or safety-critical component problems while on site for maintenance. Please select ONE of two options:

- YES, I authorize Hoover to complete non-maintenance related repairs up to \$750.00 while on site during a Maintenance visit. *The Hoover Technician will call the on-site manager to discuss the repair prior to completing the work. For repairs exceeding \$750.00, approval will be obtained immediately or in advance.*
- NO, I want to approve each non-maintenance related repair. If an authorized manager is not available to provide immediate approval, an additional service visit will be scheduled after approval is obtained.

**Terms:** This agreement is automatically renewable for one year unless written notice is provided by either party 30 days prior to its expiration. We still require a signed copy for our records. Hoover Pumping systems Standard Terms and Conditions of Sales will apply.

Accepted by:  
Hoover Pumping Systems

Accepted by:  
Montecito Community Development District



\_\_\_\_\_  
Ramona Mingo 8/2/2024

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
P.O. Number (if required)

# Montecito Community Development District

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Review and Consideration of Brown Fitness Services,  
LLC Proposal







# Brown Fitness Services, LLC

1082 Old Millpond Road  
 Viera, FL 32940  
 (321) 254-9966  
 brownfitness@thegymguru.com

# Quote

Date	Quote #
9/24/2024	3629

Customer	Premises
Montecito CDD 6200 Lee Vista Boulevard, Suite 300 Orlando, FL 32822	Montecito CDD 208 Montecito Dr. Satellite Beach, FL 32937

Qty	Description	Rate	Total
1	Service Call	90.00	90.00
1	Tech Time / Labor	90.00	90.00
	<b>LABOR TOTAL</b>		<b>180.00</b>
1	RBT031T Running Belt, Thermoplastic Urethane, Pre-Treated ( Aftermarket)	300.00	300.00T
1	0K65-01263-0000 Deck	215.00	215.00T
4	0017-00103-0198 NUT: 1/4 -20, TINNERMAN, ST, ZN	2.00	8.00T
4	0017-00101-1775 Deck Screws	2.00	8.00T
1	0K58-01268-0000 End Cap, Rear, T-Series	15.00	15.00T
	Freight/Shipping ( \$25.00 + \$41.38)	66.38	66.38
	<b>PARTS TOTAL</b>		<b>612.38</b>
	Lifefitness 93T Treadmill ( s/n: TTL103383) Treadmill belt cut, not safe to use due to potential failure - deck is worn on both sides . Broken End Cap Replace running belt, deck , hardware & end cap		

TERMS: Parts cost needed up front to place order, remainder billed at net 30 after work is completed  Approved By: _____  Date: _____	<b>Subtotal</b>	\$792.38
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$792.38



# Brown Fitness Services, LLC

1082 Old Millpond Road  
 Viera, FL 32940  
 (321) 254-9966  
 brownfitness@thegymguru.com

# Quote

Date	Quote #
9/26/2024	3630

Customer	Premises
Montecito CDD 6200 Lee Vista Boulevard, Suite 300 Orlando, FL 32822	Montecito CDD 208 Montecito Dr. Satellite Beach, FL 32937

Qty	Description	Rate	Total
1	LifeFitness Aspire Treadmill SL Model (ASPT-SL)	5,269.00	5,269.00
1	Freight/Installation	682.61	682.61
***** Deposit of 75% due to place order with remainder due upon installation *****			
<a href="https://www.lifefitness.com/en-us/catalog/cardio/treadmills/aspire">https://www.lifefitness.com/en-us/catalog/cardio/treadmills/aspire</a>			

Terms - 75% deposit to place order, 25% balance due upon delivery.		<b>Subtotal</b>	\$5,951.61
Approved By: _____		<b>Sales Tax (0.0%)</b>	\$0.00
Date: _____		<b>Total</b>	\$5,951.61

# BREVARD POOLS



# PROPOSAL

128 Sixth Avenue, Indialantic, FL 32903  
 Phone (321) 723-7074 Fax (321) 728-4221  
 License No. CPC1458775

PROPOSAL SUBMITTED TO:	321-777-9460	10-08-2024
Montecito CDD	JOB NAME:	
208 Montecito Dr	STREET:	
Satellite Beach FL 32937	CITY, STATE:	

We hereby submit specifications and estimates for:

DESCRIPTION	PRICE
Materials and Labor to Install Four Separation Tanks on Hurricane Pad and Two Jandy Valves	

**Notes:**

**TOTAL \$4,415.00**

<p>All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.</p> <p>Any alteration or deviation from the above specifications involving extra costs will be done only upon a written change order. The costs will become an extra charge over and above the estimate. This is to include, but is not limited to, hidden damages that are uncovered during the course of the job and additional work required by local building inspectors.</p> <p>All elements of this agreement are contingent upon strikes, accidents or delays beyond our control. The estimate does not include material price increases, or additional labor and materials which may be required should unforeseen problems arise after the work has started.</p> <p>You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of transaction. Cancellation must be done in writing.</p>	<p><b>We Propose</b> hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of:</p> <p>Dollars \$4,415.00</p> <p>Payment to be made as follows: <b>On Invoice Upon Completion</b></p> <p><i>Rick Santiago</i>                  Rick Santiago                  AUTHORIZED SIGNATURE</p> <p>Note: This proposal may be withdrawn by us if not accepted within <b>30</b> Days</p>
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**Acceptance of Proposal:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Montecito Community Development District

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## Vendor Report



# Montecito Community Development District

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## Landscape and Irrigation Report Review of ProGreen Services LLC Proposals





**ProGreen Services, LLC**  
Landscape • Irrigation • Maintenance

**ProGreen Services, LLC**

5450 10th Avenue North

Greenacres, FL 33463

+18883774144

NephtelieB@progreenservices.net

www.progreenservices.net

**Estimate 7247**

ADDRESS	DATE	TOTAL
Montecito Community Development District Montecito CDD 219 E. Livingston Street Orlando, FL 32801	09/24/2024	\$4,650.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Tree Care - Palm Tree Drench Treatment and Preventative Fertilization  To maintain the health and vitality of palm trees at the front entrances by treating existing fungal issues and preventing future health concerns through targeted fertilization and soil conditioning.  To combat and manage fungal infections such as Ganoderma, Thielaviopsis trunk rot, or Fusarium wilt that may compromise the structural integrity and overall health of the palm tree.	62	75.00	4,650.00

We appreciate the opportunity!

<b>TOTAL</b>	<b>\$4,650.00</b>
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THANK YOU.

Accepted By

Accepted Date

We appreciate your feedback. Please leave a review.

<https://g.page/r/CdXPXv9W4GXoEAI/review>



**ProGreen Services, LLC**  
Landscape • Irrigation • Maintenance

**ProGreen Services, LLC**

5450 10th Avenue North

Greenacres, FL 33463

+18883774144

NephtelieB@progreenservices.net

www.progreenservices.net

**Estimate 7248**

ADDRESS	DATE	TOTAL
Montecito Community Development District Montecito CDD 219 E. Livingston Street Orlando, FL 32801	09/24/2024	\$1,225.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Landscape Installation - Removal of Fire Bush in the playground areas	1	250.00	250.00
	Landscape Installation - Deliver and Install Mammy and Petra Crotons as replacements - 7 Gallon	15	65.00	975.00

We appreciate the opportunity!

**TOTAL \$1,225.00**

THANK YOU.

Accepted By

Accepted Date

We appreciate your feedback. Please leave a review.

<https://g.page/r/CdXPXv9W4GXoEAI/review>



**ProGreen Services, LLC**  
Landscape • Irrigation • Maintenance

**ProGreen Services, LLC**

5450 10th Avenue North

Greenacres, FL 33463

+18883774144

NephtalieB@progreenservices.net

www.progreenservices.net

**Estimate 7249**

ADDRESS	DATE	TOTAL
Montecito Community Development District Montecito CDD 219 E. Livingston Street Orlando, FL 32801	09/24/2024	\$250.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Landscape Installation - Removal of shrub on the north pond	1	250.00	250.00

We appreciate the opportunity!

<b>TOTAL</b>	<b>\$250.00</b>
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THANK YOU.

Accepted By

Accepted Date

We appreciate your feedback. Please leave a review.

<https://g.page/r/CdXPXv9W4GXoEAI/review>



# Montecito Community Development District

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Supervisor Requests & Comments



# Montecito Community Development District

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Announcement of Next Scheduled Board Meeting



# Montecito Community Development District

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Adjournment

