

Montecito Community District Development (CDD)

Monthly Board of Supervisors Meeting

208 Montecito Drive, Satellite Beach, FL 32937

Amenity General Manager Report

Office and Clubhouse

- Ticket system: All service tickets have been addressed, and service areas have been assigned to the vendor based on the required attention.
- Weekly report has been submitted providing detailed information.
- Weekly meeting with ProGreen to ensure all areas on CDD property are taken care of to a high standard.
- Clubhouse janitorial service has been provided three times per week.
- Gym equipment has been deep cleaned and inspected.
- Security Camara System has been serviced and repaired.
- Sonitrol emergency panel has been serviced for a continuous beeping
- Air Conditioner located in the clubhouse gym has been replaced due to a malfunction.

Weekend Facility Attendance / Victor

- Pool water testing to ensure chemicals are in balance.
- Shoveled and blow debris and dirt from sidewalk located on Shearwater.
- Extracted water from a/c water overflow.
- Monitor the pool area during business hours.
- Re-installed signs located on Lake Pacifica.
- Placed caution tape around broken bench.
- AM & PM Community drive through.
- Ticket parking violators when needed.
- Identify areas that need attention and work on providing a possible solution.

- Walks the facility to make sure gym equipment, bathrooms, lighting, plumbing, HVAC system and pool are clean and working properly.

Swimming Pool and Pool Area

- Pool is open
- Brevard Pools discovered that when the fountains were activated, the fountain covers obstructed the water flow, causing a leak.
- Stenner pump replaced due to malfunction.
- Furniture was deeply cleaned.
- Bathrooms cleaned three times per week.
- Shower head inspected for leak / Drain working properly.
- Pool gates are working properly. System allowing entry to residents with key card only from 7:00 am – 8:00pm.

Pond Fountains

- All fountains have been inspected by Solitude.
 - Fountain #1 (Lake Coquina) – Working properly
 - Fountain #2 (Lake Pacifica) – No power to the fountain control panel
 - Fountain #3 (Lake Sonoma) - Working properly
 - Fountain #4 (Lake Cataline)- working properly
 - Fountain #5 (Lake Valencia) – Quote received, waiting for approval.
 - Fountain #6 (Lake Pasadena) – working properly, however, may experience timer issues due to corrosion soon.

Upon the technician's arrival on 9/6, the timer control box was found open with a broken locking latch. After completing the service, the door was secured with a zip tie as a temporary repair.

- On 9/7, Victor located and repaired the issue with the control panel affecting fountain #2. The fountain is now back and running.

Parking Violations / Street / Parking lots

- Six vehicles were ticketed. Information was added to the assigned binder.
- Identified oil stains on parking spot – suggest pressure washing and sealing for longer durability.
- Identified and reported weeds growing between sidewalks and paving stones.

***GM SUGGESTION**

- Initiate towing at the owner's expense immediately after the vehicle receives its first parking ticket.

Pending Quotes / Proposals

- Playground shrubs removal – Pending
- Broken bench – In process
- Pedestrian gates – Pending approval
- Fountain replacement – In process
- No Parking sign for emergency access located in front of 174 Redondo Drive – In process

CDD Property / Lawn Care / ProGreen

The following information has been provided by ProGreen

Montecito CDD Monthly Executive Summary – ProGreen Services

Completed Projects:

Week of 8/1 –

- Performed scheduled maintenance in the CDD areas.
- Trimmed CDD areas on Ventura / Clemente / Simeon - We are sprayed growth regulator on the Ficus on the back of the west side of Ventura after they finish trimming.
- We have replacement dwarf Holly shrubs scheduled to be installed at the shearwater entrance.
- Sprayed the sidewalks on the Single Family and Townhomes sections.

- The 4” mainline has been repaired off the club house controller. It’s back operational.

Week of 8/5 -

- Performed scheduled maintenance in the CDD areas.
- Sprayed the club house and surrounding pool area for weeds.
- Sprayed the park for weeds.
- Trimmed the sidewalk area from the Single – Family section to the playground.
- Performed wet checks off the Single Family and Clubhouse Controllers

Week of 8/12 -

- Performed scheduled maintenance in the CDD areas.
- Notified by Angie of Insights about the new map platform this is the new link for the Montecito Irrigation map. This was communicated out to the various groups by Angie.
- Notified Angie at Insights of the West Controller having a leak at the filter section during the Sunday 8/18 evening schedule. The pump was shutdown remotely and Hoover was dispatched for the repair.
- Trimmed CDD areas in the town home sections along Ventura and Clemente.
- Performed wet checks off the Clubhouse and East Controllers

Week of 8/19 –

- Performed scheduled maintenance in the CDD areas.
- Trimmed outer perimeter Ficus shrubs along the sidewalk and front entrance on South Patrick.
- Sprayed the clubhouse and roundabout for weeds.
- Trimmed shrubs at the roundabout and clubhouse.
- Trimmed CDD areas in the town home sections along Montecito and Carlsbad.
- Irrigation - Burial of wire along the back yards of Point Lobos approx. 240' quote 6804. Received request from homeowners at 274 and 284 Point Lobos to replace the mulch in the areas where the conduit pipe was installed. Additionally, a request was made to relevel and repair some clamps on a table that needed to be removed as it was over top of the irrigation wire.

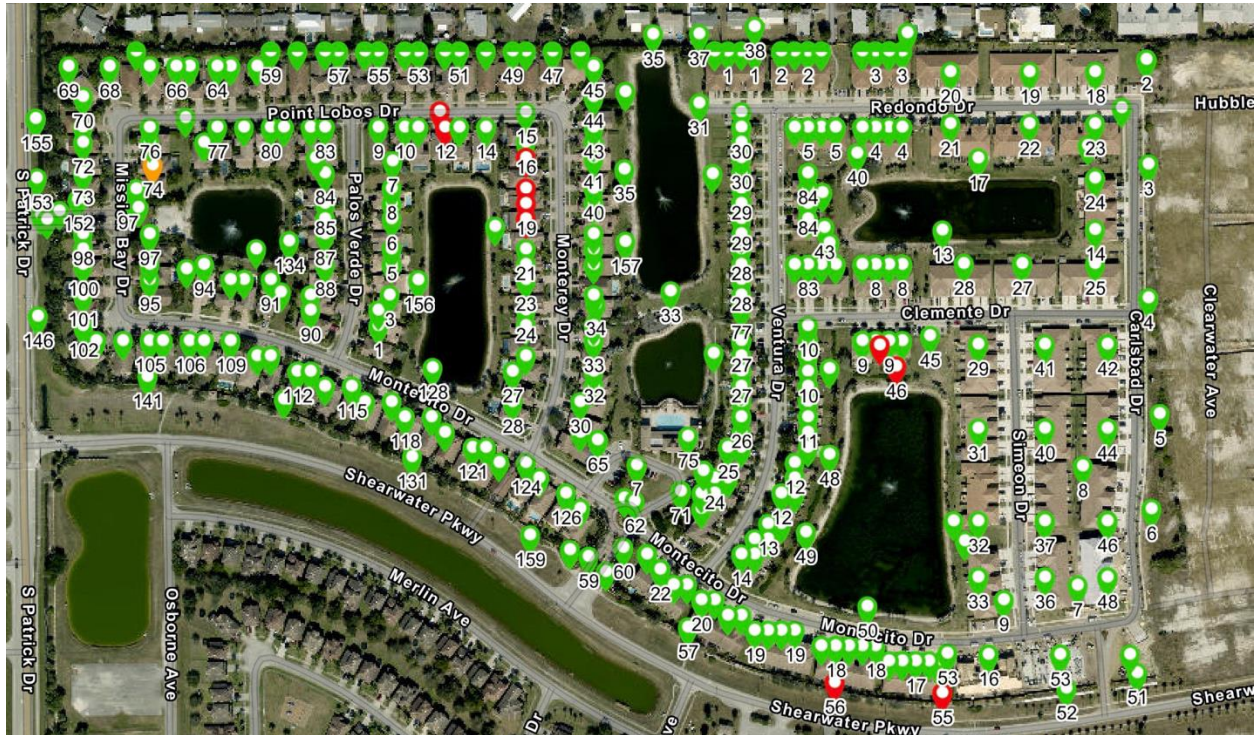
Week of 8/26 –

- Performed scheduled maintenance in the CDD areas.
- Sprayed the fence line on Carlsbad with weed/grass killer as the grasses from the Vue properties are growing under the fence.
- Completed Burial of wire Zones 25-26 off the club house controller approx. 160' quote 6803 / Researched outage on West controller.
- Completed burial of wire along Zones 88-89 off the west controller approx. 100' quote 6987. Completed burial of wire along Zones 56-58 off the west controller

approx. 115' quote 6845.

- Repaired the 2-wire outage off the west controller and submitted quote 7137 for approval to bury the wire and conduit.
- Trimmed along the pool fencing, roundabout, front entrances and front hedge by the club house

Current Irrigation Map: 9/6/24



Maintenance Service Schedule:

Service date for the CDD in September is on Thursday. We are on our regular schedule of service every week. We will have crews on the property on Wednesday – Friday servicing the Single Family and Townhouse areas as well.

- Mowing Schedule for September - weekly. Subject to change depending on weather
- Detail Schedule – Weekly
- Bed Weed Treatments - Weekly

Pump Stations - Hoover

The following information has been provided by Hoover

- **Tasks to Focus on for Site #8845, Montecito Clubhouse**

**GM General suggestion*

- A Code of Conduct should be in place to prevent residents from engaging in disruptive behavior, ensuring a peaceful and respectful living environment. This includes guidelines on noise levels, proper waste disposal, and respectful interactions with neighbors and staff. Additionally, the Code of Conduct should protect staff by outlining acceptable behavior towards them, prohibiting harassment, and ensuring a safe and supportive workplace.