

Montecito CDD

208 Montecito Drive, Satellite Beach, Florida

321-777-9460

General Manager: Kisha Wagner

Weekly Report

November 11th – 18th

- **Admin:**
 - Meeting with Rusty.
 - BoS meeting on November 13th.
 - Contacted vendors regarding items listed below.
 - Searching for clubhouse furniture ideas.
 - Contacted the attorney for a small project agreement.
 - Contacted playground inspectors to ensure the next steps are followed according to a professional's opinion.
 - Contacted the janitorial vendor to report issues with the work performed this week.
- **Pool:**
 - Furniture cleaned and in good conditions.
 - Meeting with new tech.
 - Pool cleaned and scrubbed.
 - CL-2 PH-7.8
- **Clubhouse:**
 - No visible structure issues found.
 - Windows and doors inspected.
 - The control panels are working properly.
 - 6 lights replaced in the game room area.
 - Emergency panel is working properly.
 - Touch up paint done by Facility attendant.
 - Gym equipment wiped down by facility attendant.
- **Kitchen:**
 - Appliances cleaned by GM.
 - All appliances working properly.
- **Parking Policy:**
 - Three vehicles ticketed. Information added to the designated file.
- **Pending items / updates**

- **Pump stations:**
 - ⇒ Gates around pump stations
 - Vendor scheduled for inspections
 - Chains and padlocks replaced due to corrosion
- **Sinkhole:**
 - ⇒ Koch's Irrigation and Drainage LLC
 - Quote received.
 - Approved.
 - Small project agreement requested.
- **Coverall / Janitorial vendor:** Met with owner to walk through the clubhouse to ensure mentioned items are taken care of immediately.
- **Sidewalk:** Quote approved. Waiting for an ETA.
- **Playground:** Quotes provided to the District for review.
 - **\$107,155.94** for the removal of existing poured rubber surface and installing rubber playground mulch. Removing and building Zone 50'x42' PARKSVILLE with INTEGRATED SHADE.
 - **\$89,720.00** for SKYLER with RIGID LEAD ROOF Zone 40'x42'.
- **Playground repair:**
 - \$3,500 Wire brushing, rust inhibitor, and primer. Cur ring shorter and reweld plus fixing two legs on slide with materials excluding hardware.
- **Treadmill-** Two quotes received. Working on alternatives to minimize the quoted price. Additional information will be provided once received.

Inspections

- **Pedestrian gates:**
 - **South Patrick Entrance:** Gate not able to open. Facility attendant adjusted and fixed it.
 - **Shearwater:** Contacted vendor for a quote to install a hydraulic gate closer.
 - **Montecito Entrance:** Gates adjusted by Facility attendant.
 - **Redondo:** No gate installed.
- **Vehicle gates:**
 - **South Patrick:** Exit side not closing. Vendor scheduled for repair.
 - **Montecito Drive:** Exit side not closing. Vendor scheduled for repair.
- **Bicycle racks:** Cleaned and polished by Facility attendant.

Ticket System

All CDD issues must be submitted through the tickets system by visiting the District website: www.montecitocdd.org

- **Ongoing Monitoring:** Continuous monitoring and promptly responded to all tickets, ensuring that each one was addressed and resolved within a 24–48hour timeframe.

Pet owners: CONCERNS

- Owners not picking up after their dogs. Pet waste and poop bags were found throughout the community. (PHOTOS ATTACHED)
- Bags have been picked up by staff.

Recommendations

- **Residents event**
 - Establish a budget for these events.