

Montecito CDD

208 Montecito Drive, Satellite Beach, Florida

321-777-9460

General Manager: Kisha Wagner

GM / ProGreen

Weekly Report

November 18th – 24th

- **Admin:**
 - Meeting with Rusty.
 - Parking violation notice served.
 - Five meetings this week. (residents and vendors)
 - Contacted ATP Fire to have all clubhouse fire extinguishers inspected and tickets renewed.
 - Contacted Brevard County about trailer blocking pedestrian entrance at Redondo.
- **Pool:**
 - Pool service meet expectations!
 - Pool cleaned and scrubbed 3x week.
 - Shower inspected. No damage or leak found.
 - CL-2 PH-7.6.
- **Clubhouse:**
 - The control panels are working properly.
 - Emergency panel is working properly.
 - Two lightbulbs replaced.
- **Kitchen:**
 - All appliances working properly.
- **Parking Policy:**
 - Four vehicles ticketed. Information added to the designated file.
 - Unable to install “no parking” sign. Contacted a vendor to assist with this installation.
- **Pending items / updates**
 - **Pump stations:**
 - ⇒ Gates around pump stations inspected with a vendor.
 - Waiting for a quote.

- **Sinkhole:**
 - ⇒ Koch's Irrigation and Drainage LLC
 - Due to the holiday, the vendor will schedule work for next week.
- **Sidewalk:** Quote approved. Waiting for an ETA.
- **Playground:** Quotes received.
- **Playground inspector:** Inspection scheduled 12/04/2024.
- **Treadmill:** Equipment inspected.

Quotes for replacement and repair will be included in the monthly report.

Inspections

- **Pedestrian gates:**
 - Inspected by a vendor. Waiting for quote additional quote.
- **Vehicle gates:**
 - Gates were serviced on 11/22.

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.

ProGreen

Please find below a recap of the landscaping services performed for the CDD.

Monday:

CDD:

- Trimmed and Detailed easement areas in the townhomes sections along Redondo (Northside)
- Was notified by Insight (Angie) about an outage on the West Controller

Tuesday: Site visit with Kisha - CDD

Kisha CDD - Discussed removing 2 trees along SE corner of Montecito and Simeon in the town home areas that are leaning and damaged from the hurricane. See attached photo - Will provide a quote. Trim 4 palms trees in the same area on the SE corner of Montecito and Simeon. Provide a quote to remove and replace the shrubs along the north easement wall of 716 Simeon Dr. see attached photo.

CDD:

- Investigated the irrigation outage on the SF side of the property. Repaired the mainline break along Carlsbad in the fence area.
- Prepped areas for Sod in the single-family verge sections.

Wednesday:

CDD:

- Trimmed easement by the mailboxes on Ventura as well as on Montecito Dr in the townhome areas. Repaired the irrigation outage (2 Bad Decoders) on the single-family section and notified Kisha and Beth. Completed wet checks on the Clubhouse controller.

Thursday:

CDD:

- Installed Sod in designated areas in the single-family verge areas. Trimmed the ornamental grasses at the South Patrick entrance pedestal pots. Removed the flowers from the clubhouse and pool pots. New flowers are scheduled for installation in the next few days.

Friday:

CDD:

- Trimming the palms along the fence on Carlsbad. Completing the sod installs along the designated verge areas in the Single-Family section.

