

Good afternoon,

**Board Members in accordance with Florida Sunshine Laws please DO NOT
“REPLY TO ALL”**

Thank you all for your time and dedication to Montecito CDD. Below you will find the weekly (10/12 – 10/18) recap and Rusty’s report (highlighted).

WEEKLY REPORT

- Conducted AM and PM community drive-throughs. Noted one parking violation this week (photos attached).
- Checked clubhouse interior and exterior, furniture, lights, and doors.
- All facility keypad and gates are working properly.
- Blow off pool deck, sidewalks, and amenity center.
- Vendor cleaned the clubhouse, fitness center, pool area, and bathrooms three times a week.
- Brevard Pools adjusted their schedule for the season as per the agreement. Pool maintenance will now be performed three times a week.
- Pool water tested daily by GM.
- Vendor fixed clubhouse surveillance cameras issues with the connection.
- Weekly meeting with Rusty.
- Service tickets - promptly responded to tickets, ensuring that each one was addressed and resolved within a 24–48-hour timeframe. One ticket missed on 10/11, responded to it on 10/16.
- Updated BOS meeting information posted on the CDD billboards.
- Daily communication with ProGreen/Rusty regarding observed items needing immediate attention.
- Received invoices emailed to PFM Accounting, Rick Montejano.

WEEKEND / FACILITY ATTENDANCE

- Fixed the broken bench on Shearwater.
- Installed plywood at the playground entrance to prevent resident access.
- Conducted community drive-throughs 2-3 times a day.
- HOA resident event on 10/13.
- Blow off pool deck, sidewalks, and amenity center.
- Inspected and adjusted traffic signs throughout the community that were affected by the hurricane.
- Removed debris from the front and back areas of the clubhouse.

PENDING ITEMS

- Fountain replacement – Approved. **Vendor waiting for 50% deposit payment. *Today, I was informed by PFM accountant that they do not have access to Montecito funds until after the BoS meeting.***
- Shearwater pedestrian gate – pending.
- Vehicle gate, exit side out of service. FDC will be on-site on 10/24.
- South Patrick surveillance camera modem needs replacement due to malfunction. Spectrum has been scheduled to service it on 10/19.

PROGREEN

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

Monday:

Zac worked with Insight to bring all the pump stations back online after the hurricane. All stations were successfully restarted with no loss of prime. A stuck

valve was discovered during the restart process on the West Controller and has been repaired.

Tuesday:

Site visit with Kisha - CDD

Discussed the cleanup processes from the previous Thursday, Friday and Saturday from the hurricane. Additionally, the changing of the service schedule to daily beginning Monday 10/21. This was delayed a week due to the hurricane and subsequent storm clean up.

Wednesday:

CDD:

- Provided mowing services in the Townhome areas
- Provided additional debris clean up from the high winds we experienced on Wednesday.

Thursday:

CDD:

- Provided mowing services in the Single Home areas
- Provided additional debris clean up from the high winds and homeowners throwing debris over the wall along the outside of the wall.

Thank you,

Kisha Wagner
General Manager
Montecito CDD