

**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
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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>.