

Montecito CDD

208 Montecito Drive, Satellite Beach, Florida

321-777-9460

**General Manager:** Kisha Wagner

**GM / ProGreen**

**Weekly Report**

**December 7th – December 13<sup>th</sup>**

- **Admin:**
  - All admin tasks have been fulfilled.
- **Pool:**
  - Health Department Inspection
  - Getting quotes to have pool area flooring power washed.
- **Clubhouse Facility:**
  - Fire Department Inspection
- **Parking Policy:**
  - One vehicle ticketed this week.
- **Lakes and fountains:**
  - Power outage blew up 3 capacitors; these have been replaced.
  - All timers have been set to the correct times.
  - Ponds treated this week.
- **Pending items / updates**
  - **Void:**
    - ⇒ Koch's Irrigation and Drainage LLC
      - Scheduled for 12/18/2024.
    - ⇒ Brevard Asphalt
      - Scheduled for 12/19/2024.
  - **Sidewalk:** Completed on 12/13.2024
  - **Playground:** Working on getting quotes for composite playground equipment. Four models received.
  - **Gym equipment:** 2 treadmills, 2 bikes and bench have been ordered.

## Inspections

- **Vehicle gates:**
  - Inspection and service scheduled. Vendor will be on-site on 12/16/24.

## Ticket System

All CDD issues must be submitted through the tickets system by visiting the District website: [www.montecitocdd.org](http://www.montecitocdd.org)

- **Ongoing Monitoring:** Continuous monitoring and promptly responded to all tickets, ensuring that each one was addressed and resolved.

## PROGREEN

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

### Monday:

CDD:

- Trimmed Ornamental Grasses around the first lake behind the clubhouse and redefined the bed lines. We also sprayed the bed areas with weed control.
- Corrected the issue at 51 Montecito Dr. with the new sod covering a Utility cover in the verge area.

**Tuesday:** Site visit with Kisha - CDD

Kisha CDD - Discussed the notes from our meeting with Mark regarding the emergency procedures and irrigation schedule. Additionally, submitted quote 7638 to Vanessa for the 4" mainline break repair on Carlsbad that was under the paver parking area and inside a 6" sleeve running under the parking area.

CDD:

- Trimmed Ornamental Grasses around the second lake behind the clubhouse and redefined the bed lines. We also sprayed the bed areas with weed control.

**Wednesday:**

CDD:

- Trimmed Ornamental Grasses around the second lake behind the clubhouse and redefined the bed lines. We also sprayed the bed areas with weed control.
- Trimmed the irrigation pump station
- Completed repairs on the 4" mainline on Carlsbad

**Thursday:**

CDD:

- Redefined the bed lines around the lakes and sprayed the bed areas with weed control.

**Friday:**

CDD:

- Redefined the bed lines around the lakes and sprayed the bed areas with weed control.