

**MONTECITO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Wednesday, December 4, 2024
208 Montecito Drive, Satellite Beach, Florida 32937
9:30 a.m.**

Board Members present at roll call:

Debra Reitz	Seat 1
Mark Nehiba	Seat 2
Tanja Glynn	Assistant Secretary
Rich Wellman	Assistant Secretary

Also present were:

Venessa Ripoll	District Manager- PFM Group Consulting LLC
Vivian Carvalho	District Manager - PFM Group Consulting LLC (via phone)
Rick Montejano	District Accountant - PFM Group Consulting LLC (via phone)
Gazmin Kerr	Admin – PFM Group Consulting LLC (via phone)
Michael Pawelczyk	District Counsel – Billing, Cochran, Lyles, Mauro & Ramsey,P.A.
Kisha Wagner	General Manager – Vesta Properties
Lea Stokes	Vesta Properties
Stef Matthes	District Engineer - Culpepper and Terpening, Inc.(via phone)
Rusty Kahoe	Progreen Services LLC
Various Audience Members	

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Ms. Ripoll called the meeting to order at 9:31 a.m. and quorum was established.

Public Comment Period

There were no public comments at this time.

Administrative Matters

**Administer Oath of Office to
Newly Elected Board Members**

Ms. Ripoll stated that the Oath of Office for newly elected Board Members was done prior to the start of the meeting.

Mr. Nehiba waived his right to compensation.

Ms. Reitz accepted her right to compensation.

**Review and Consideration
Resolution 2025-11, Electing
Officers**

Ms. Ripoll stated the Board needs to decide on the new slate of Officers. Chair and Vice Chair needs to be appointed. All others will remain the same as the current slate.

There was a nomination for Mr. Nehiba as Chair and Mr. Wellman as Vice Chair. All others will be Assistant Secretaries.

On motion by Mr. Nehiba, seconded by Ms. Glynn, with all in favor, the Board of Supervisors for the Montecito Community Development District approved Resolution 2025-11, Electing Officers.

**Review and Consideration of
the November 2024 Board of
Supervisors Meeting Minutes**

The Board reviewed the minutes. There was a note to remove the extra “p” on page 2.

On motion by Ms. Glynn, seconded by Ms. Reitz, with all in favor, the Board of Supervisors for the Montecito Community Development District approved the Minutes of the November 2024, Board of Supervisors’ Meeting.

SECOND ORDER OF BUSINESS

General Business Matters

**Status of Consumptive Use
Permit (CUP) Compliance**

The District Engineer, Stef Matthes, gave an update. He noted that the water sample collected shows zero salinity. Solitude has been the company collecting the data and

completing the testing. The final report will be provided to the St. John's River Water Management.

Ms. Wagner noted that there is no additional fee for this sampling, as it is included in the base contract. This water sampling is already done every 6 months.

**Status of Parcel
Conveyance – Final 11
Parcels from Montecito CDD
Holdings**

District Counsel gave an update. Mr. Pawelczyk stated that the Montecito CDD is now the owner of the Final 11 Parcels in 2C. The District Engineer is working with the St. John's River Water Management District to transfer the permit to the Montecito for the stormwater, as this was never transferred from the SPE. This is getting done as soon as possible and is the only administrative item remaining. Once this is done, this will be complete.

Mr. Matthes noted that this permit was closed out by the District years ago, but the transfer of Operations and Maintenance was not in there. This is what he is working on to get uploaded.

Mr. Pawelczyk noted that at a future meeting, there will be some issues to discuss regarding the driveway encroachments. One option is to have each individual property owner sign an encroachment agreement or option two is to have them remove part of their driveway.

**Status of Montecito
Clubhouse Facility Use
Agreement by HOAs' Executed**

Ms. Ripoll stated that at a previous meeting it was voted on to change verbiage in Section 4.4 of the agreement. This was modified about a week ago and all HOA representatives have been signed. It is ready for signature by the Chair.

District Counsel gave an overview of the verbiage updates. General liability insurance is still listed in the agreement, property damage insurance has been removed. The requirement to name the CDD as an additional insured has been removed.

**Insurance Update from Egis
Insurance & Risk Management
pertaining to request from
Brevard County Natural**

Resources Management Pilot Program

Ms. Ripoll recommended having the County representative come to the January meeting to review and answer any additional questions that the Board of Supervisors might have. All current questions have been answered. This will be kept on the agenda for the January meeting.

There was a discussion regarding the volunteers and the insurance that will be necessary for this program.

Discussion Pertaining to Provisions to Vesta Existing Contract

Ms. Ripoll noted this was discussed at the last meeting and her recommendation is to have one representative from the Board sit down with Vesta to discuss any changes to the existing contract.

There was a recommendation to have Mr. Nehiba, as the Chair, discuss this item with Vesta. Ms. Ripoll will attend and help setup the meeting. This will be brought back to the February meeting and be kept on the agenda. This will allow time to have the amended document.

Discussion Regarding HOA Social Event Agreement

Mr. Wellman gave an overview of the agreement.

There was a discussion on whether to have this be an agreement or have it as a rule, which would then require a Public Hearing. It was agreed to have this as an exhibit to the agreement. Any questions can be sent to Ms. Ripoll who can then distribute as needed.

This agreement needs to be between the CDD and any HOA's that would like to utilize the areas for social events.

This item will be brought back to the January meeting.

Mr. Pawelczyk stated he could create a provision that allows the GM the ability to approve the events, based on availability, and have these given to the Board for notification. The Board would have ultimate discretion. All changes to the document will

be given to the Board for review.

Discussion Regarding Roads

Mr. Wellman provided 4 proposals, from 4 different companies. There is various wear and tear on the roads, in addition to the area where the sinkhole was located. He provided a timeline of how long the roads should last. Two of them are providing a seal coat, the other two are providing polycoat, which would last longer, although more expensive. He has created 4 scenario options, based on cost. These scenarios require special assessments or a loan.

Ms. Glynn recommended the reserves that could possibly be used in a phased approach to fix these issues. She would like Mr. Matthes to look at these areas and report back. She would like an unbiased approach.

It was noted there are several areas that need repair sooner rather than later.

There was a discussion regarding the proposal related to one address listed.

The Board agreed to have Mr. Matthes look at the areas needing repair and the proposals to see the differences. This will be reported back at the next Board Meeting. There needs to be a long-term plan.

Mr. Matthes stated resurfacing usually happens every 20 years. He does not think the seal coat will do any good, micro surfacing is a little better. The best option is total resurface or milling resurfacing. He can also work on acquiring more pricing from other vendors. Waiting too long will require reconstructing, instead of just resurfacing.

Mr. Pawelczyk gave an overview of his past experiences in other Districts that have needed to do this. One option could be to do the micro resurfacing while the reserves grow.

Ms. Wagner is working on getting an additional quote for the repair at the 733 address.

Ratification of Payment Authorization No. 2

Ms. Ripoll noted this has already been paid and is solely for ratification. The Chair reviews these prior to the meetings.

Mr. Montejano noted these are for the past month. Normally, this is approved by the Chair every other week.

On MOTION by Mr. Nehiba, seconded by Mr. Wellman, with all in favor, the Montecito Board of Supervisors CDD nominated having Ms. Glynn sign off on future payment authorizations by reviewing invoices with Ms. Ripoll.

On MOTION by Ms. Glynn, seconded by Ms. Reitz, with all in favor, the Montecito Board of Supervisors CDD ratified Payment Authorization No. 2.

Review of District Financial Statements

Ms. Ripoll stated the financials were as of November 2024. Once approved, these are placed on the website.

On MOTION by Ms. Glynn, seconded by Mr. Wellman, with all in favor, the Montecito Board of Supervisors CDD accepted the District Financial Statements.

THIRD ORDER OF BUSINESS

Other Business

Vendor Report –

- **Review of ProGreen Services LLC Proposals**

Mr. Kahoe gave an update on the report. Sod is being worked on as well as various projects.

There was a brief discussion on what the sod placement would look like and what the watering schedule is.

Mr. Kahoe noted that St. Augustine grass does not last on this property, so it is not recommended.

Mr. Kahoe brought several proposal invoices before the Board for installation of conduit underground. Invoice #7313 was for \$4,097.27, #7382 was for \$2,411.32, #7452 was for \$2,039.60, and #7574 was for \$2239.64.

There was a brief discussion regarding mapping of the conduit locations. Mr. Kahoe noted that although not mapped out, he has notation of the locations. The conduit is

being completed as needed. It was requested that he create a list of where the conduit is completed. This list could be kept with Ms. Wagner to refer to.

Mr. Kahoe reviewed the invoice proposals for the Board. He would like to get the work approved for #7313 and done as soon as possible. This is for the irrigation behind the residences discussed at the last meeting.

On MOTION by Mr. Wellman, seconded by Ms. Glynn, with all in favor, the Montecito Board of Supervisors CDD approved Invoice Proposal #7313.

On MOTION by Ms. Glynn, seconded by Mr. Wellman, with all in favor, the Montecito Board of Supervisors CDD approved Invoice Proposals #7382, #7452, and #7574.

Mr. Kahoe reviewed their holiday schedule.

Staff Reports

District Counsel – Mr. Pawelczyk will review the Sunshine Law and required Ethics Training with the new Board Members.

District Engineer – Mr. Mathes will be present at the next meeting.

District Manager – Ms. Ripoll noted that the next Board meeting is scheduled for January 1, 2025. However, this meeting will need to be moved to January 8, 2025, at 9:30am. Ms. Ripoll will run the ad accordingly. She also noted Seat 3 is an open seat. She will let the residents know via email blast in order for anyone to submit resumes to District Staff for consideration by the Board. This will be placed on the February agenda.

General Manager –

- **General Manager's Report**
- **Review and Consideration of Creative Recreation Products Proposal**
- **Review and Consideration of Treadmill Proposals**

Ms. Wagner provided the report to the Board and gave an overview. She provided an update on the playground. Two inspectors have come out. There are quotes provided to replace or repair the playground items.

There was a discussion about the playground proposals and what they include.

Ms. Wagner gave an overview of the inspectors and what they have recommended. There was a discussion that ensued regarding the inspectors. It was noted that one of the inspectors is one that the city uses.

Mr. Wellman gave an overview of the types of playgrounds that were recommended. His recommendation is to repair.

There was a discussion regarding the overall cost of the playground and how this has been planned for within the budget. The Board agreed they would like to receive an overall composite cost for complete replacement and what the timeline for completion is.

Ms. Wagner confirmed she would get a few more composite quotes for complete replacements.

Ms. Wagner reviewed the fitness equipment proposals.

Ms. Glynn noted that this is in the budget for this year.

The Board reviewed the proposals, what they included, and their costs.

Ms. Wagner will obtain photos and specs of the equipment for the Board.

It was noted that they all come with maintenance and warranty.

On MOTION by Ms. Glynn, seconded by Mr. Wellman, with all in favor, the Montecito Board of Supervisors CDD approved estimate #7466, not to exceed \$23,000.

Supervisors Requests & Comments

Ms. Ripoll stated there needs to be a motion to remove Mr. Darrin Mossing and Ms. Katie Costa, GMS employees, off the Bank United MMA accounts and to vote new signatories on the accounts. This would be to add Mr. Montejano and Ms. Glasgow to the account.

On MOTION by Mr. Nehiba seconded by Ms. Reitz, with all in favor, the Montecito Board of Supervisors CDD approved removal of the GMS employees from the Bank United MMA accounts and adding the PFM employees as stated.

Mr. Wellman requested an update on the sidewalk repair/grind down. There was a discussion to follow regarding what has been approved thus far and what repairs are needed. There are ADA standards that must be upheld.

Ms. Glynn noted that there is \$17,000 set in the budget for sidewalks.

Ms. Wagner will get quotes for a root blocker.

There was a brief discussion regarding the contracts in place for preventative maintenance and what that includes. This included a discussion regarding the gates and having them brought up to standard. It was recommended to have Victor work on this.

Mr. Wellman had questions regarding the decorating of the gates for the holidays.

Ms. Ripoll recommended having Victor take care of this, as there is no volunteer insurance at this time.

Ms. Glynn asked Mr. Montejano if it was possible to get a monthly balance update for the capital reserves. Mr. Montejano confirmed.

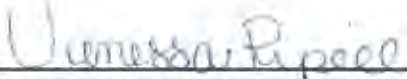
Mr. Henson, a homeowner, commented about the sidewalk issues. He noted that it used to be the Field Manager who took care of this. He also commented about the playground and recommended adding a protective coat of paint in order to increase longevity against the weather. Lastly, he would recommend using the microphones for the meeting more often.

Another homeowner, Mr. Bourdeau, thanked the Board for their efforts.

Adjournment

There was no further business to come before the Board.

On MOTION by Mr. Wellman, seconded by Mr. Nehiba, with all in favor, the Montecito Board of Supervisors CDD adjourned the December 4, 2024, Board of Supervisors' meeting at 11:40 a.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson