

# FOREST LAKES

## ROADWAY AND DRAINAGE M.S.T.U. ADVISORY COMMITTEE 8300 Radio Road - Naples, FL 34104

### MINUTES

**OCTOBER 6, 2020**

(via *ZOOM* remote access)

#### **I. CALL TO ORDER**

**Chair Fanning** called the meeting to order at 10:03 A.M.

A quorum of four was present.

#### **II. ATTENDANCE**

##### **Advisory Committee**

Marianne Fanning – Chair

Barbara Bell – Vice Chair

Richard Barry

George Fogg

John Goody (Excused)

##### **Staff**

Michelle Arnold – Director

Dan Schumacher, Collier County – Project Management (Excused)

Rosio Garcia, Collier County – Administrative Assistant

##### **Contractors**

Aaron Gross, Ground Zero Landscaping – Grounds Maintenance

Wendy Warren, Premier Staffing – Transcription

##### **Community Attendees**

None

#### **III. APPROVAL OF AGENDA**

*Mr. Fogg moved to approve the Agenda for the Forest Lakes Roadway and Drainage M.S.T.U. as presented. Second by Mr. Barry. Carried unanimously 3 - 0.*

#### **IV. APPROVAL OF MINUTES – SEPTEMBER 1, 2020**

*Mr. Barry moved to approve the minutes of the September 1, 2020 Forest Lakes Advisory Committee as presented. Second by Mr. Fogg. Carried unanimously 3 - 0.*

#### **V. CONTRACTOR REPORTS**

##### **A. Ground Zero Landscaping – Aaron Gross**

**Mr. Gross** reported on landscape maintenance as follows:

- Community landscaping is doing well.
- Photos of the September 11, 2020 rain event demonstrated drainage conditions have improved.
- Tree canopies were lifted.
- Debris was removed from the swale cross pipe at the rear of the property.
- Vines were removed and herbicide applied to the area by the back fence.
- Top of the light poles were cleaned.

During Committee discussion the following addressed:

- Potato vine on Woodshire Lane west to the golf course fence should be sprayed with herbicide.
- Ground Zero Landscaping will rake drain outlets on Woodshire Lane clogged with debris due to rain events.

*Ms. Bell joined the meeting. A quorum of four was present.*

## **VI. PROJECT MANAGERS REPORT**

### **A. Budget Report**

#### **Fiscal Year 2020**

**Ms. Arnold** presented the “*Forest Lakes MSTU Fund 159, final budget FY 20 dated September 30, 2020*” noting all FY-20 Purchase Orders have been closed.

- FY-20 Ad Valorem property tax revenue budget is \$295,800.00, an increase of 4.14%.
- Total revenue FY-20 is \$525,243.00 including carry forward transfers and contributions (minus a 5% reserve of \$14,800).
- Operating Expense Budget is \$173,900.00 of which \$28,904.21 is committed; \$106,544.80 expended.
- Unencumbered Operating Expense funds available are \$38,450.99.
- The Capital Outlay balance remaining is \$155,848.00.
- Total available balance is \$309,100.21.

*Unexpended funds from Operating Expenses and the Capital Outlay category will “roll-over” to the FY-21 budget.*

#### **Fiscal Year 2021**

**Ms. Arnold** reported:

- The Forest Lakes MSTU FY-21 budget is effective October 1, 2020.
- Total Expenditures are budgeted at \$642,852.00.
- Operating Expenses are planned at \$158,400.00.
- Improvements General/Capital Outlay budget is \$169,000.00.
- Transfers from Appraiser and Tax Collector total \$10,000.00.
- \$230,000.00 is budgeted for Reserves.
- FY-21 Purchase Orders are being opened.

*Upon termination of the bond payments in 2022, capital maintenance projects for 2023 will be considered. Quotes are being solicited for major projects such as roadway resurfacing and golf course swale drainage. The millage rate will be reviewed on completion of bond payments.*

### **B. Status Report**

#### **1. Cable Fence Repair**

Photos of a cable fence refurbishment at *The Verandas at Quail Run* utilizing replacement concrete posts encased with exterior vinyl sleeves were distributed as an alternative construction option to repair of the cable fence abutting Quail Run lakes. Only defective parts of the fence will be repaired/replaced. Members noted each fence end should be identical in style for aesthetic reasons.

*Mr. Schumacher has solicited a quote for the Quail Run lakes cable fence project from the Verandas vendor for presentation to the Committee at the November meeting.*

#### **2. Sidewalk Repairs**

Bonness Inc. repaired/replaced twenty-two (22) sidewalks slabs from Woodshire Lane to Forest Lakes Boulevard which posed trip and/or safety hazards at a cost of \$17,000.00.

*Mr. Schumacher will evaluate sidewalk conditions with Bonness, Inc. semi-annually in accordance with County standards.*

**VII. NEW BUSINESS**

None

**VIII. ONGOING BUSINESS**

**A. Stormwater Pipe, Easements and MSTU Asset Inventory**

Ms. Arnold reported:

- Staff has been directed to identify all M.S.T.U. assets and projected costs for maintenance which benefit the entire community and the project is slated for completion fall 2020.
- Additional responsibilities or duties will be determined including drainpipe maintenance in the community.
- Private property owner, condo association, and M.S.T.U. assets will be identified.
- A determination will be made on the responsibility for the developer installed assets such as piping.
- Asset verification, easement records, and planned maintenance projects including estimated costs for the work will be presented to the Committee at a future meeting where the priorities will be ranked.

Stormwater Pipe Maintenance Forest Lakes Drive between Villas

The Committee discussed drainage in the Forest Lakes Drive drains which flow from the streets, between Villas and into the golf course swale with the following noted:

- Mr. Barry received photographs from the Association President of the original pipe installation.
- Construction easements are effective for the period the work is underway and hence, the responsibility of the Association.
- Permanent easements are in perpetuity and County responsibility.
- A determination will be made regarding the easement classification and entity responsible for maintenance.
- Shenandoah Construction performed scoping and clean out service for Forest Lakes in 2010 and 2015. At that time, the Stormwater and Road and Maintenance Divisions suggested if a blockage or obstruction is not evident, scoping should be done every six to ten years.

**IX. COMMITTEE MEMBER / PUBLIC COMMENTS**

Mr. Barry queried regarding use of smaller trucks for waste collection.

*The Solid Waste Management Department is the entity to contact to review options for vehicle size modification.*

**X. ADJOURNMENT**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:53 A.M.*

**NEXT MEETING:**

**NOVEMBER 3, 2020 - 10:00 A.M.**

October 6, 2020

Forest Lakes MSTU

3/4

MINUTES

**FOREST LAKES CONDO ASSOCIATION CLUBHOUSE  
1058 FOREST LAKES DRIVE, NAPLES, FL 34105  
(239) 261-5497**

**FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE**

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**Marianne Fanning, Chair**

The Minutes were approved by the Committee on \_\_\_\_\_, 2020 as presented \_\_\_\_\_, or as amended \_\_\_\_\_.