

FOREST LAKES

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

MINUTES

NOVEMBER 4, 2025

I. CALL TO ORDER

Vice Chair Thomson called the meeting to order at 10:00 A.M. Roll call was taken, and a quorum of five were present.

II. ATTENDANCE

Advisory Committee

Greg Pollock – Chair
Kathy Thomson – Vice Chair
Patrick Bernal
Marianne Fanning
Jerry Norsic

Staff

Ellen Sheffey – Director, PTNE (Interim – Excused)
Jeffrey Felger – Project Manager

Contractors

Rosio Garcia – Operations Coordinator
Aaron Gross - Ground Zero Landscaping
Wendy Warren - Premier Staffing (Transcription)

Public Attendees

Barbara Bell - Resident
Doug Burnham – General Manager, QRG
Paul Carletta - Resident
Tom McElroy - Resident
Jack Hedenstrom - Resident
Deborah Hestrup – Resident
Holly Rice – Resident
Tina Rindfleisch - Resident
Stacie Young – Resident

III. APPROVAL OF AGENDA

Vice Chair Thomson moved to approve the November 4, 2025, Agenda of the Forest Lakes Roadway and Drainage MSTU Advisory Committee. Second by Mr. Norsic. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – October 7, 2025

Vice Chair Thomson moved to approve the minutes of the October 7, 2025, Forest Lakes Roadway and Drainage MSTU Advisory Committee meeting as presented. Second by Mr. Norsic. Carried unanimously 5 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- Landscaping is well trimmed and in good condition.
- Fertilizer will be applied at the front entrance.

- Penta flowers in the entryway will be replaced with Impatiens flowers in December.
- Photographs of landscape specimens recommended to beautify the front entrance island were presented to the Committee.
 - Aged Junipers in the sign area will be removed; front Juniper bushes will be monitored, and the area will be relandscaped if necessary.
 - Plant species for consideration include Boxwood (*Carissa*) Beauty Natal Plum and Bulbine.
- Overgrown vegetation around the Quail Run Golf Club sign will be pruned.

VI. PROJECT MANAGERS REPORT

A. Budget Report

(The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).

Forest Lakes MSTU Fund 1626 Budget for November 4, 2025, prepared October 28, 2025.

Mr. Felger provided an overview of the budget highlighting:

Purchase Orders

1. City of Naples – reclaimed irrigation water.
2. Carter Fence Company – Woodshire Lane fence.
3. FPL – electricity.
4. Ground Zero Landscaping Services Inc. – grounds maintenance.
 - a. Incidentals – landscape materials and refurbishment.
 - b. Maintenance – regular landscape, swales & irrigation maintenance.
5. The Lake Doctors, Inc. – lake fountain(s).
6. Jacobs Engineering Group, Inc. – engineering consulting and design services.
7. Naples Electric Motor Works – Pump station services.
8. Pavement Maintenance Inc. – Sidewalk and curb repairs.
9. Premier Staffing Source, Inc. – transcription services.
10. Simmonds Electrical of Naples, Inc. – lighting & general electrical services.
11. SiteOne Landscape Supply – irrigation parts and pumps.
12. TIGRIS Aquatic Services, LLC – Lake's maintenance, aquatic vegetation control.
13. Tree Scaping Of Naples – Tree pruning.

Budget Summary

1. Line 1, Revenue – Millage assessed and Interest totals \$849,700, a decrease of \$419,100 over 2024, due to a millage rate reduction from 4.000 to 2.5000.
2. Line 2, Carry Forward – Unexpended Prior Year (2025) Funds 3,617,825.
3. Line 3, Revenue Total – A total of \$4,467,525.
4. Line 23, Operating Expense – Of the \$349,225 budgeted, \$193,599 is committed to existing Purchase Orders and \$1,026 is expended, leaving the remainder of \$154,599 available within budget for additional operating expenses as needed.
5. Line 28, County Overhead – Of the \$109,200 budgeted and \$2,418 has been transferred, and a balance of \$106,781 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
6. Line 31, Capital Reserves - \$4,009,100 remains for future improvements.
7. Line 32, All Expenses – Of the \$4,467,525 budgeted, \$193,599 remains committed to existing Purchase Orders and \$3,444 is expended leaving \$4,270,480 available within budget for additional expenses as needed.

8. Line 33, FY-26 Budget Grand Total – budgeted Revenues (Line 3) and All Expenses (Line 32) are equal and cancel-out, \$193,575 remains committed to existing Purchase Orders, \$3,444 is expended and \$197,044 is unexpended.

General

1. The Fiscal Year 2026 budget is effective October 1, 2025. Unspent Fiscal Year 2025 funds were carried forward to 2026.
2. The Ad Valorem property tax value increased 7.03% for fiscal year 2025 over 2024.
3. The MSTU Millage Rate for 2026 is 2.5000 per \$1000.00 of taxable value.
4. The Office of Budget Management assumes 5% of the millage assessed will be delinquent and factors the assumption into the budget.
5. Tax Millage collected and interest, to maintain and improve MSTU assets, can only be utilized by the MSTU and within the district boundary.

Mr. Felger noted:

- Purchase Orders have been requested for Lake Doctors, Tigress Aquatic Services and Tree Scaping Of Naples, Inc.
- Tigress Aquatic services for lake maintenance/aquatic weed control will be scheduled monthly.
- Tree Scaping of Naples submitted proposals to trim trees on the southwest corner of Woodshire Lane, overhanging the fence, and palms.
- The *Asset Management Plan*, prepared June 4, 2024, which estimates life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance and repairs of these assets through 2028, totaling \$2,140,995, will be updated.

VII. ONGOING BUSINESS

Mr. Felger reported:

A. Shopping Center Screening – Fence & Riprap Berm

Fence Installation Woodshire Lane/Pine Ridge Crossing Shopping Center

- A Purchase Order was issued to Carter Fence Company in the amount of \$15,025.00 to purchase equipment and install a black vinyl fence extending from the existing fence south of this area to The Crossings parking lot entrance off Woodshire Lane at the north end.
- Ground Zero Landscaping will construct a riprap berm in the ravine, and install a weed mat roll cloth and riprap, at a cost of \$2,717.25.

B. Sidewalk Light Poles

- Simmonds Electrical of Naples is researching replacement options for Pole #33 on Woodshire Lane.

C. Lake Maintenance

- TIGRES Aquatic Services will spray the lakes for vegetation control in November.

D. Lake #15 Wall Replacement

- Design plans for the wall replacement will be requested from County approved contractors.
- Upon completion of final design and construction plans, approval by a licensed structural engineer will be obtained to proceed.
- The MSTU will oversee and consider fiscal responsibility for the project subject to approval by the Committee.
- Project installation will be coordinated with the Quail Run Golf Club.

E. Lake Fountain Maintenance

Lake #9

- Lake Doctors will perform maintenance on the Lake #9 pump.
- The pump, installed on March 26, 2025, at a cost of \$10,130, is under warranty.

Lake #14

- Lake Doctors will commence repair work on the pump station and two fountains on Lake #14 upon completion of Lake #9 maintenance.

VIII. NEW BUSINESS

A. Lake Riprap Replenishment Lake 7 and 8

- Quail Run Golf Club (QRGC) requested the MSTU provide riprap material for their lakes, with club Staff to perform the installation.
- A quote for riprap material, based on Mr. Burnham's tonnage estimate and stone size, will be solicited from Pavement Maintenance, Inc. (PMI) in accordance with the *Asphalt Maintenance and Related Services Contract*.
- The proposed cost sharing arrangement will be presented to the Committee for consideration.
- Installation of riprap will be coordinated with Mr. Burnham.

B. Fertilizer

Ground Zero Landscaping will apply fertilizer in November in accordance with the schedule.

C. Front Entrance Lights

- A proposal for outdoor landscape lighting for the Palm trees on the entrance median will be requested from Simmonds Electrical.

D. Ordinance Parameters - Stormwater Flooding

- Flooding occurs during storm events posing a safety hazard.
- The Ordinance will be reviewed to ascertain the MSTU's parameters for flood control within the community.

E. Water Retention on Roadways

- Stormwater retention improvements on the community roadways will be researched.
- Cost of improvements and the tool for financial funding will be identified.

F. Roadway Paving

- Forest Lakes roads are in County inventory but not maintained by the County.
- The County retained Roadway Asset Services, LLC (RAS) to collect video and GPS data of the roadways.
- The information was used to evaluate the pavement so the County could plan and manage the maintenance and rehabilitation of the roadway network.
- Data collected was entered into the Cartegraph Asset Management system.
- A 1.5-inch leveling course of asphalt will be installed on Forest Lakes roadways to conform to the County standard and extend the life of the roadways.

Committee discussion:

- A roadway paving schedule should be developed.
- Number of roadways to be paved per year should be earmarked.
- An annual budget should be established for paving.

G. Sidewalks

Perimeter Sidewalk Maintenance

- An assessment of sidewalk conditions, including the slab in front of the Quail Run Club House, will be conducted.
- Concrete slabs with a variance of three quarter ($\frac{3}{4}$) inches or more between slabs are considered a “trip hazard.”
- A quote for repair will be requested from PMI based on the condition of slabs surveyed.
- Power washing will be considered for the sidewalks.

H. Pump Station

Mr. Felger will consult with the Public Utilities Division (PUD) to determine the feasibility of screening the pump station on the west side of the entrance to the community with a fence.

His findings will be reported at the December meeting.

I. Swale Recontouring

- Shenandoah will provide a proposal to recontour select swales on the golf course.

IX. COMMITTEE MEMBER COMMENTS

Easement Map

A map defining property easements in the Forest Lakes Community will be distributed to members at a future meeting.

X. PUBLIC COMMENTS

Woodshire Villas Code Complaint Update

- Mr. Hedenstrom of Woodshire Villas reported a Code Complaint filed with the County alleged the hedge planted by Kite Realty Group on the shared property line with Pine Ridge Crossing does not conform to the five-foot height code specification.
- Code Enforcement’s response to the hedge planted is acceptable should be challenged.
- The request for new hedge planting will be revisited upon installation of the new fence.

Mr. Felger will review the complaint and resolution with Code Enforcement.

Traffic Calming

- Vehicles exceeding the speed limit on roadways are creating a safety concern for residents.
- Forest Lakes roadways are privately owned; speed limit enforcement is not feasible.

Lamp Outage

A resident reported a lamp outage on pole #100 in the vicinity of Narita Lane.

Mr. Felger will notify Simmonds Electrical to replace the lamp.

MINUTES

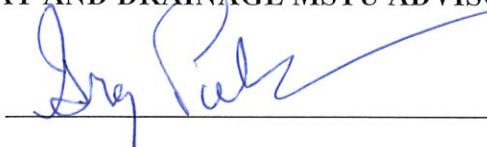
Landscaping

Ground Zero Landscaping will be directed to prune and lift the canopies of trees on the corner of 1421 Kelp Lane and Forest Lakes Boulevard.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:36 A.M.

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE



Greg Pollock, Chair

The Minutes were approved by the Committee on 12/2, 2025 as presented , or as amended ✓.

<https://www.collierptne.com/forest-lakes-roadway-drainage-advisory-committee/>

NEXT MEETING:

DECEMBER 2, 2025 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
NAPLES, FL 34105
(239) 261-5497