



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103  
Naples, FL 34113

### Minutes June 20, 2019

#### I. Call to Order

**Chairman Branco** called the meeting to order at 2:03 PM. A quorum was established.

#### II. Attendance

**Committee Members:** Tony Branco, Chair; Kathleen Dammert, Vice-Chair; Linda Jorgensen; Jacalyn Lowry (Excused); Kathleen Slebodnik

**County:** Michelle Arnold, PTNE Director; Dan Schumacher, Project Manager; Harry Sells, Project Manager

**Others:** Michael McGee – McGee & Associates  
Gary Gorden - Superb Landscape Services  
Wendy Warren - Premier Staffing Source

#### III. Approval of Agenda

*Ms. Slebodnik moved to approve the June 20, 2019 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:*

*Add: Item V. Chairman's Report - B. June 20, 2019 Meeting Read Ahead; C. Doral Circle Fence. Second by Ms. Dammert. Carried unanimously 3 - 0.*

#### IV. Approval of Minutes – May 16, 2019

*Ms. Slebodnik moved to approve the minutes of the May 16, 2019 Lely Golf Estates Beautification M.S.T.U. meeting as presented. Second by Ms. Dammert. Carried unanimously 3 - 0.*

#### V. Chairman's Report – Tony Branco

##### A. Community Assessment

- Community median landscaping looks good.
- Fallen Palm fronds have been removed from the medians.
- Superb Landscape Services will stake leaning trees Friday June 21, 2019.
- Front entrance plants will be replaced with a summer variety.
- Faded State and County flags should be replaced.
- Fifteen (15) landscape items on McGee & Associates summary report are over eighteen months old; four (4) more than a year and five (5) six months or more. Items reported exceeding eighteen months, or more must be prioritized.
- McGee & Associates will increase the font size on the summary report from 10pt to 12pt.
- Traffic Operations placed a crosswalk sign at Doral Circle.
- Mulch will be applied in non-flood prone designated areas.

##### *Mr. Schumacher will:*

- *Replace the State and County flags at the St. Andrews entrance.*
- *Discuss proposal to replace, at the contractor's expense, the Blueberry Flax Lilies with African Iris on Rattlesnake Hammock Road with Robert Kindelan, Superb Landscape.*

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### B. June 20, 2019 Meeting Read Ahead

A County IT system update prevented Lely M.S.T.U. committee members from accessing the Agenda Read Ahead links prior to the meeting. The system is now functioning as intended.

### C. Doral Circle Fence

**Mr. Branco** received a request from the Lely Golf Estates Homeowners Association to repair the fence on Doral Circle.

During Committee discussion it was determined the fence, bordered by M.S.T.U. landscaping, is on private property and repair is the responsibility of the homeowner.

*Ms. Jorgensen arrived.*

*Mr. Schumacher will provide a list of phone numbers compiled to members to facilitate communication with appropriate entities as issues arise impacting the M.S.T.U. Emergencies can be communicated with a call to the County wide 311 number or communication to Mr. Schumacher or Mr. Branco.*

## VI. Contractor Reports

### A. Landscape Architect's Report – McGee & Associates

**Mr. McGee** summarized the “*Lely Golf Estates Landscape Observation Report FY18-19*” dated June 11, 2019 noting:

- A decision had been made to delay replacement of some landscape materials until the rainy season.
- A “red circle” under the *R* column heading highlights new items.
- A “strike-through” indicates items completed and will be removed from the report.

#### **St. Andrews Blvd**

Median #4: Auto accident on east end of median damaged Juniper plants. Remove Juniper back to light pole and install Perennial Peanut. *Quote requested from Superb Landscape Services.* **Open.**

Median #6: Remove or grind stump of Washingtonia. *Staff was unable to locate stump; Mr. McGee and Staff will research.*

#### **Forest Hills Blvd**

Median #11: The Committee decided not to replace the Foxtail Palm on the south end damaged by an auto accident.

Median #12: Auto accident at address 413 damaged plant material. *Quote for replacement of Bougainvilleas (40 – 50) and Crape Myrtles (2) requested from Superb Landscape Services.*

#### **Valley Stream Circle**

Median #13: Remove Pigmy date palm with Ganoderma fungus. *Quote requested from Superb Landscape Services.*

#### **West R/W & Rattlesnake Hammock Road**

Median #23: Replace 10 – 12 Crown of Thorn on south and east sides damaged by auto accident.

Water Usage was high potentially the result of a leak.

**B. Landscape Maintenance Report – Superb Landscape Services**

**Summary Comments**

**Mr. Gorden** updated the Committee on landscape maintenance noting:

- Bougainvillea's were pruned.
- A wet check will be conducted.

*Mr. Schumacher will issue a Notice-to-Proceed with replacement of the valve and gate valve at Pebble Beach Boulevard, in coordination with Hibiscus golf course management, to ensure the water is turned off.*

**VII. Project Managers Report - Dan Schumacher**

**A. Budget Report**

**Mr. Schumacher** summarized the “*Lely MSTU Fund Budget 152 dated June 20, 2019*” for information purposes and provided an overview of the budget noting:

- FY19 Ad Valorem Tax revenue is \$271,100.00, an increase of 6.06% over FY18.
- The Millage Rate remains constant at 2.0000.
- Total revenue FY19 is \$656,874.30 including investment interest, transfers and contributions (minus a 5% reserve of \$13,700).
- Current Operating Expense budget is \$197,374.30 of which commitments total \$60,914.34 and \$120,480.82 is expended.
- Uncommitted Operating Expense funds available are \$14,979.14. Funds can be reassigned between categories if necessary.
- Budget line items typed in red refer to closed Purchase Orders; with any unexpended funds to be rolled over to the FY-2020 budget.
- The red highlighted Purchase Order for Florida Land Maintenance represents payment for services rendered but not paid in 2018.
- The Purchase Order for Municipal Supply & Signs in the amount of \$1,666.00 indicates a payment for street sign hardware only (materials) and not installation (labor).
- The two Hart's Electrical PO's are for lighting maintenance.
- The Purchase Order for Lykins Signtek for renovation of the Lely Gateway Monument Project is reflected on Line 35, Improvements General fund.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$150,000.00. A request to consolidate the two categories into a single “fixed” dollar amount entitled *Reserves for Insurance* has been submitted to the County Budget Office for the FY-20 budget.
- Total available balance, less committed expenses, is \$353,519.71.

**B. Lighting Inspection Report**

The report indicated no lighting outages.

*Mr. Schumacher will install number decals on the Pebble Beach Blvd light poles and designate the double Luminaire lamps A or B. Subsequently, **Rosio Garcia** will integrate the data into the Cartograph asset management system.*

**D. Irrigation – Quote(s)**

The current Motorola system utilizes outdated technology, is unreliable and should be replaced. A spreadsheet was distributed detailing hardware replacement costs and service charges for the existing system.

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**Mr. Sells** provided literature on the Weather TRAK Smart Irrigation Management system by HydroPoint. He recapped the technical qualifications of the vendor noting the system is currently utilized in six M.S.T.U.'s:

- HydroPoint is reliable, cost effective, and easy to use.
- The cloud-based centralized server communicates via cell phone and password protected internet.
- Landscape maintenance employees will be able to perform wet checks and troubleshooting, as necessary.
- Water use history is tracked and graphed.
- Annual Server and Software support is currently \$235.00 for each control enclosure.

The total quote for HydroPoint Controller Upgrades for the following Lely M.S.T.U. areas is \$27,633.00 as follows:

1. St. Andrews, Pebble Beach & Forest Hills Boulevard: \$19,101.00.
2. Doral Circle: \$8,532.00. \*

\* Additional costs for underground conduit boring (plumbing & electrical wiring) are not included in the HydroPoint proposal.

***Ms. Slobodnik moved to approve HydroPoint's proposal to replace the "Lely Irrigation Control" system up to a cost of \$19,101.00. Second by Ms. Jorgensen. Carried unanimously 4 - 0.***

Note:

- Conversion of Doral Circle irrigation controls to HydroPoint is to be evaluated following St. Andrews Blvd., et al.
- Conversion of Valley Stream Circle solar-powered irrigation controls to HydroPoint is to be evaluated at a future time.
- Golf cart crossings at Baltusrol, Pebble Beach & Forest Hills will continue to utilize stand alone Hunter "hockey puck" irrigation controllers.

### **E. Plant & Tree Replacements**

#### Saint Andrews Front Entrance

**Mr. McGee** presented a colored graphic for "Summer Annual Plantings Concept Plans for Median #1 on St. Andrews Boulevard" for Committee consideration. The Committee selected a modified version of Scheme A - Purslane and Pentas.

***Ms. Jorgensen motioned to authorize Superb Landscape Services, Inc., Estimate # E110616, dated 6/20/2019, for replacement of the existing flowers at the Saint Andrews entrance with butterfly pink/lavender mix and white Pentas bordered by yellow Purslane, in accordance with McGee & Associates Planting Concept Scheme A, modified, at a cost Not-to-Exceed \$2,625.00. Second by Ms. Dammert. Carried unanimously 4 - 0.***

#### Forest Hills and Pebble Beach Boulevards and Valley Stream Circle – Estimate # E1105611

***Mr. Branco motioned to authorize Superb Landscape Services, Inc., Estimate # E1105611, dated 6/18/19, for removal and replacement of twenty-four (24) trees, minimum twelve (12) foot clear trunk, on Forest Hills and Pebble Beach Boulevards and Valley Stream Circle at a cost Not-to-Exceed \$12,120.00. Second by Ms. Jorgensen. Carried unanimously 4 - 0.***

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Perennial Peanut Installation – Saint Andrews Exit Side and Median #4, Pebble Beach Boulevard Median #19 and Forest Hills Golf Cart Crossing – Estimate #E1105614

*Ms. Slebodnik motioned to authorize Superb Landscape Services, Inc., Estimate # E1105614, dated 6/18/19, for installation of three hundred ninety-four (394) Perennial Peanut plants, one (1) gallon container size, on Saint Andrews Exit Side and Median #4, Pebble Beach Boulevard Median #19 and Forest Hills Golf Cart Crossing at a cost Not-to-Exceed \$3,310.00. Second by Ms. Jorgensen. Carried unanimously 4 – 0.*

Removal of Royal Palm at Doral Circle – Estimate E1105606

This proposal was deemed invalid as presented. A quote for stump removal of the Royal Palm and sod installation will be solicited.

Plant Installation in Five Different Locations and Irrigation Mods – E1105610

The Committee requested the quote be re-submitted by individual location for the July meeting.

*In accordance with County policy, Superb Landscape Services invoices reimbursement for cost of materials purchased plus 15% and labor.*

*Mr. Schumacher will:*

- *Reference Superb Landscaping’s corresponding quote estimate number in the McGee & Associates Additional Comments section of the Summary Report.*
- *Issue a Notice-to-Proceed to Superb Landscape Services for landscape refurbishment detailed on approved quotes.*

**F. Traffic Sign – BidSync RFQ**

A Purchase Order was issued June 19, 2019 to Lykins Signtek for traffic sign production and installation. Estimated time for receipt of materials and sign production is two to three weeks.

*Mr. Schumacher will meet with Lykins Signtek management to confirm the quote and review project details.*

**VIII. Old Business**

**A. Refurbishment of St. Andrews Entryway Monuments – BidSync Award**

The Lely Monument sign refurbishment full project Invitation to Bid (ITB) package was awarded to Lykins Signtek, Inc. A Notice-to-Proceed was issued June 4, 2019.

*Mr. Schumacher will meet with Lykins Signtek the week of June 29, 2019 to review the project schedule.*

*Mr. Branco expressed an interest in participating in the meeting, noting the fleur-de-lis sign emblem should be consistent with the graphics incorporated on the Doral Circle sign.*

**IX. New Business**

None

**X. Committee Member Comments**

None

**XI. Public Comment**

None

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**XII. Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:42 PM.*

**LELY GOLF ESTATES BEAUTIFICATION MSTU  
ADVISORY COMMITTEE**

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**Tony Branco, Chairman**

The Minutes were approved by the Committee on \_\_\_\_\_, 2019, as presented \_\_\_\_\_, or as amended \_\_\_\_\_.

**NEXT MEETING:**

**JULY 18, 2019 – 2:00 PM**  
COLLIER COUNTY LIBRARY  
EAST NAPLES BRANCH  
8787 TAMiami TRAIL EAST  
NAPLES, FL 34113  
(239) 775-5592