



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103
Naples, FL 34113

Minutes April 18, 2019

I. Call to Order

Chairman Branco called the meeting to order at 2:08 PM. A quorum was established.

II. Attendance

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

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

Others: Michael McGee - McGee & Associates

Gary Gorden - Commercial Landscape Maintenance (CLM)

Wendy Warren - Premier Staffing Source

III. Approval of Agenda

Ms. Lowry moved to approve the April 18, 2019 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:

Add: Item V. Chairman's Report – B. Hurricane Funds Budget; C. Board of County Commissioners meeting March 26, 2019.

Item VII. Project Managers Report – b.2: By-Laws Review; I: Quotes.

Second by Ms. Jorgensen. Carried unanimously 5 - 0.

IV. Approval of Minutes – March 21, 2019

Ms. Dammert moved to approve the minutes of the March 21, 2019 Lely Golf Estates Beautification M.S.T.U. meeting as modified.

*Page 2, Item V. C. Meeting with Commissioner Fiala, Bullet 2—from "...Increased traffic on St. Andrews Blvd. related to the Santa Barbara connection) ...," to ...Increased traffic on St. Andrews Blvd. related to the Santa **Barbara** connection)"*

*Page 3, Item IX. A. – Old Business 1a: from "...Pitting to creature texture for the cap and border can be minimized) ...," to ...Pitting to **create** texture for the cap and border can be minimized)"*

Second by Ms. Jorgensen. Carried unanimously 5 - 0.

V. Chairman's Report – Tony Branco

A. Community Assessment

- Twenty-four (24) landscape items on McGee & Associates summary report are over one year old; thirty-one (31) over six months old.
- Medians and the front entrance plantings look good.
- Landscape refurbishment on Median #4 from a vehicle accident must be undertaken.
- Palm fronds and pods on Valley Stream Circle should be trimmed.
- The Doral entrance sign light was tested, and as previously reported to the Committee in December 2018, has not been repaired.
- Discussions continued regarding delays in the completion of routine maintenance tasks and projects. Director Arnold assured the members that performance will improve.

B. Hurricane Funds Budget

- Reserves for Insurance and Catastrophic/Hurricane funds total \$150,000.00, a decrease of 16.2%. *Mr. Schumacher noted recovery costs of \$26,000.00 rejected by FEMA, transferred to Fund 112, Line 35, may be the contributing factor to the decrease. He will investigate the variance and report his findings to the Committee at the May meeting.*

C. Board of County Commissioners Meeting March 26, 2019

Mr. Branco reported two items of interest were on the BCC Agenda as follows:

Lift Station Hidden Valley Road

A public petition by Dr. Lisa McGarity, representing the Lely Golf Estates Homeowner Association (HOA) Board, requesting the County-owned property located at 343 St. Andrews Blvd., within Lely Golf Estates, be sold to the Lely HOA or its designee, and that any alternative location considered for a lift station and/or other utility infrastructure be considered in a non-residential area, was presented to the Board of County Commissioners.

Residents were notified on April 18, 2019 of a decision by the BCC to offer the lot for acquisition to the Association at the purchase price established by the County. Alternative uses for the land such as creation of a “green space” or sale to a developer will be considered.

Radio Road Ordinance

Presentation of an “Executive Summary” recommendation to approve modification of Ordinance No. 96-84, as amended, to amend the boundaries and incorporate provisions to improve the look and usability of the public areas within the Radio Road Beautification Municipal Service Taxing Unit (MSTU) boundaries.

Staff updated the Board on the status of the “*MSTU Community Outreach Plan*,” outlining the public outreach efforts to provide information and solicit input from tax paying residents, which is being implemented in Homeowner Associations within the Radio Road M.S.T.U. boundaries.

Some property owners voiced their position that the Radio Road M.S.T.U. should be “sunsetted.”

VI. Contractor Reports

A. Landscape Architect’s Report – McGee & Associates

Mr. McGee summarized the “*Lely Golf Estates Landscape Observation Report FY18-19*” dated April 8, 2019 noting recommended replacements are being addressed.

A strikethrough line indicates completed items. Twenty-four (24) landscape items on the summary report are over one year old; thirty-one (31) over six months old.

A “Plan of Action” was outlined to address outstanding landscape items as follows:

- Mr. Schumacher, Mr. McGee and Mr. Branco will tour the community and formulate a list of landscape product including quantities requiring Committee Action as indicated in McGee & Associates report.
- Ms. Arnold and Mr. Schumacher will compile a Request for Quote proposal (RFQ) schedule for items indicated by an X in the AC (Action by Committee) column and submit it to CLM.
- A thirty (30) day deadline will be issued to CLM to address all items *which do not require* a proposal in accordance with their annual maintenance contract.

B. Landscape Maintenance Report – Commercial Land Maintenance (CLM)

Summary Comments

Mr. Gorden updated the Committee on landscape maintenance noting:

- Fifteen (15) to eighteen (18) trees have been planted.
- Pruning of tree branches encroaching the Podocarpus hedge on Rattlesnake Hammock Road and Doral Circle is complete and the area is ready for additional Podocarpus hedge planting.
- Structural pruning on the medians is complete.
- CLM will submit a proposal to install Perennial Peanut on Median #4 to replace Junipers damaged by an auto accident.
- Mr. Gorden will investigate if CLM submitted a proposal to replant the turf areas on the Suncoast Credit Union side between the sidewalk and roadway and notify Mr. Schumacher of his findings.
- Mr. McGee will oversee trimming of Mahogany’s and Paroutis Palms on Forest Hills Blvds.

VII. Project Managers Report - Dan Schumacher

A. Proposed FY20 Budget

Ms. Arnold presented the “*Lely Golf Estates MSTU Fund 152, proposed budget for FY20*” effective October 1, 2019 noting:

- Operating Expense Budget FY19 forecast is \$185,600.00; Operating Expense Budget FY20 proposed is \$245,300.00.

During discussion the following FY20 budget items were addressed:

	<u>FY-20 Budget</u>	<u>FY-19 Forecast</u>	<u>Increase/Decrease</u>
• Sprinkler System: (HydroPoint Controls)	\$ 25,000.00	\$ 5,000.00	\$20,000.00
• Other Contractual: (Verify increase)	\$125,000.00	\$ 88,300.00	\$36,700.00
• Mulch (MSTU-wide):	\$ 10,000.00	\$ 5,000.00	<u>\$ 5,000.00</u>
Total Increase to FY-20 Operating Expenses			\$61,700.00

Budget Instructions (BI) line items are provided by the County.

“Transfers” Line item: Consolidate two (2) entries to one (1) titled as Hurricane Reserves.

Funds not expended in FY-19 are carried forward into the FY-20 budget.

Capital Outlay Funds can be transferred to Operating Expense via a budget amendment approved by the Board of County Commissioners (BCC). Estimated time frame for transfer process is six (6) weeks.

Millage Rate

The M.S.T.U. is provided two options for the millage rate, currently assessed at 2.000:

- Lower the current millage rate to establish a Revenue Neutral Policy, maintaining the FY-19 income level.
- Maintain the current millage rate, allowing MSTU revenues to fluctuate in tandem with ad-valorem property taxable values.

Ms. Slobodnik motioned to maintain the current millage rate of 2.0000 for FY20. Second by Ms. Lowry. Carried unanimously 5 – 0.

B. Budget Report

Mr. Schumacher summarized the “*Lely MSTU Fund Budget 152 dated April 18, 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 \$98,889.94 and \$81,543.77 is expended.
- Uncommitted Operating Expense funds available are \$15,940.59.
- Balances highlighted in red represent closed Purchase Orders; funds will be rolled over to the FY-2020 budget.
- Improvements General funds of \$230,100.00 will be accessed to fund Lely Gateway Monument Refurbishment project.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$150,000.00.
- Total available balance less committed expenses is \$400,725.56.

2. By Laws Review

A final copy of the Lely Golf Estates Beautification M.S.T.U. By-Laws will be presented for signatures at the May 2019 meeting.

C. Lighting Inspection Report

Hart’s Electrical repaired the three lamp outages recorded on the April report.

The Doral entrance sign light bulb is on order and Hart’s Electrical will install on receipt.

Mr. Schumacher confirmed the warranty period for Lumec LED lamps commences on the vendor ship date.

D. Irrigation

Cart Crossings

CLM will verify the faulty valve has been repaired.

General

Conversion of the irrigation system to the HydroPoint system is recommended for FY-20. Funds have been apportioned in the budget and a presentation will be made to the Committee at a future meeting.

E. Plants & Trees Replacements

Funding was approved by the Committee in a motion at the January 17, 2019 meeting.

Mr. Schumacher has issued a Notice-to-Proceed and the project is being undertaken by CLM.

F. Structural Tree Pruning & Lifting – NTP issued Feb. 7th, per CLM contract 17-7204.

Notice-to-Proceed issued and work is in progress.

G. Rattlesnake & Doral Tree Overhang Pruning (Podocarpus Hedge)

A CLM quote for \$2,540.00 was submitted to trim the branches encroaching above the Podocarpus hedge adjacent to Rattlesnake Hammock Rd and Doral Cir.

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Ms. Lowry motioned to approve Florida Land Maintenance, Inc., dba CLM, estimate # E1105591, dated March 15, 2019, not to exceed \$3,000.00 to trim the trees above the Podocarpus hedge on Rattlesnake and Doral Circle at Lely. Second by Ms. Slebodnik. Carried unanimously 4 – 0.

H. Traffic Sign – Invitation to Bid (ITB)

STOP Sign Replacement (Decorative)

The Committee requested six STOP signs be replaced by Traffic Operations. Additional STOP signs in the vicinity of Pebble Beach Circle require replacement or refurbishment as the lettering is not distinguishable.

Mr. Burgos, Traffic Operations, advised the M.S.T.U. that all STOP signs for Lely Golf Estates were provided to the HOA's contractor.

The M.S.T.U. is not responsible for installation of STOP signs and Traffic Operations does not install STOP signs on decorative poles.

Mr. Schumacher will verify counts, add a "Cross Walk Ahead" sign, prepare a Scope of Work proposal with a specification sheet and post an RFQ on BidSync.

I. Quotes

Mr. Schumacher presented two estimates from Florida Land Maintenance, Inc., dba Commercial Land Maintenance, for tree pruning. Pending Committee approval, he will issue a Notice-to-Proceed with a completion date of thirty (30) days.

Ms. Lowry motioned to approved Florida Land Maintenance, Inc. estimate #E1105602 dated April 15, 2019 in the amount of \$2,055.00 for trimming Mahogany trees at Forest Hills Boulevard. Second by Ms. Jorgensen. Carried unanimously 5 – 0.

Mr. Branco motioned to approved Florida Land Maintenance, Inc. estimate #E1105601 dated April 15, 2019 in the amount of \$1,725.00 for cleaning out Paroutis Palms on Valley Stream Circle. Second by Ms. Jorgensen. Carried unanimously 5 – 0.

VIII. Old Business

A. Refurbishment of Entryway Monuments – St. Andrews

Mr. McGee, McGee & Associates, presented the Final Color and Finish Study for the Lely Golf Estates entryway monument renovation plan.

A Task List for the Entryway Monument project was distributed by Mr. Schumacher highlighting the following:

- a. Finish Selection
 - i. Stone will be natural, not painted.
 - ii. Back walls will be painted as noted under the bid contract.
- b. Landscaping Modifications (not part of bid package)
 - i. Keep existing palms, do not replace.
 - ii. Cut back landscape four (4) feet from face of stone for construction clearance.
 - iii. Remove back wall plantings – *CLM will quote replacements on completion of work.*
- c. Sign behind Entry side monument on building wall
 - i. Diane Compagnone confirmed the permit for the sign on the building wall is valid in perpetuity.

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d. Permits

The permit application including Site Plan specifications and structural drawings, will be filed by the contractor who will be responsible for ensuring the design meets the 2017 FBC, 6th Edition requirements and Wind Zones specifications.

- i. A sign permit is required.
- ii. Mr. Schumacher will confirm if a ROW permit is required.

Mr. Schumacher will submit the Invitation to Bid (ITB) package to the Procurement Department by April 22, 2019. The specification is compiled as a full project in compliance with the McGee & Associates specifications. Estimated time frame for receipt of proposals is two (2) weeks.

IX. New Business

None

X. Committee Member Comments

None

XII. Public Comment

None

XIII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:45 PM.

**LELY GOLF ESTATES BEAUTIFICATION MSTU
ADVISORY COMMITTEE**

Tony Branco, Chairman

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

NEXT MEETING:

MAY 16, 2019 – 2:00 PM
COLLIER COUNTY LIBRARY
EAST NAPLES BRANCH
8787 TAMiami TRAIL EAST
NAPLES, FL 34113
(239) 775-5592