



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103
Naples, FL 34113

Minutes August 15, 2019

I. Call to Order

Chairman Branco called the meeting to order at 2:00 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 (Excused); Dan Schumacher, 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 August 15, 2019 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:

Add: Item V. Chairman's Report - B. Read Ahead. C. Budget Meeting.

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

IV. Approval of Minutes – July 18, 2019

Ms. Jorgensen moved to approve the minutes of the July 18, 2019 Lely Golf Estates Beautification M.S.T.U. meeting as presented. Second by Ms. Lowry. Carried unanimously 5 - 0.

V. Chairman's Report – Tony Branco

A. Community Assessment

- The community median landscape trimming is consistent and looks good.
- Pebble Beach Boulevard, Median #19, branches overhanging the roadway require pruning.
- Damaged curbs on Forest Hills Boulevard need to be repaired.
- Some tree stakes should be tightened.
- Sod damaged by an automobile at Forest Hills and Augusta Boulevards should be replaced.
- Dead fronds on Royal Palms in the Forest Hills area should be removed.
- *Reclaimed Water* signage on medians has deteriorated and should be replaced.
- Mr. Branco has not received an update from Michelle Scavone, Operations Coordinator, Community & Media Relations, (and/or Mark McCleary, Principal Project Manager) Growth Management Division, regarding the traffic calming remodel project at the intersections of Saint Andrews Blvd. and Warren Street and Wildflower Way scheduled to commence May 2019. To ensure continuity within the community, these intersections should be completed in advance of other crosswalk enhancements. Members will be updated on the time schedule.
- Aquatic vegetation in the St. Andrews canal was remediated. The overgrown area by the day care center and the dead growth present in a section of Valley Stream will be monitored for future action.

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- The overgrown area by the Warren Street pump station was cleaned.
- Research into legality of a real estate sign placed in the front easement Right of Way (ROW) was requested.
- Thirteen (13) landscape items on McGee & Associates summary report are over eighteen months old; three (3) more than a year and six (6) six months or more. Items reported exceeding eighteen months, or more, must be prioritized.

Mr. Schumacher will:

- *Provide a list of addresses supported by photographic documentation for curb repairs to the appropriate entity identified in response to his inquiry to Road Maintenance.*
- *Secure a quote to prune the Royal Palms, not listed on the current Bid Tab.*
- *Request new replacement Reclaimed Water signs for three roadways.*
- *Investigate compliance of the Real Estate sign adjacent to the entry side Lely monument sign.*

B. Read Ahead

The Read Ahead issues reported during the July 2019 meeting have been resolved.

- Links are provided for individual documents.
- The Read Ahead is distributed as a blind carbon copy (Bcc) so the Email address of the recipients specified do not appear in the received message header and the recipients in the To or Cc fields will not know addresses the document was sent to.
- At the request of a Homeowners Association Board (HOA) member, **Mr. Schumacher** will add them to the distribution list.

C. Budget Meeting

Ms. Slebodnik noted her meeting with Caroline Soto, Budget Analyst, Collier County Government, to review the Lely Golf Estates Beautification M.S.T.U. budget format was beneficial.

VI. Contractor Reports

A. Landscape Architect's Report – McGee & Associates

Mr. McGee summarized the “*Lely Golf Estates Landscape Observation Report FY18-19*” dated August 7, 2019 noting the plant and tree replacement project, approved by the Committee, will address most landscape items recorded on the summary report.

General

Ilex Hollies should be trimmed back beyond the curb and lifted to a height not to exceed fifteen feet.

St. Andrews Blvd.

Inbound R/W South:

- Oak tree branches have been trimmed off light pole #4.
- Replace dead Allamanda plants.

Water Usage

Warren Street Water Use was on target at 0 gallons of potable; 45,205 gallons of reuse.

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Fertilizer

Fertilizer applications should be scheduled prior to installation of mulch. **Mr. Schumacher** will review the schedule to ensure application complies with the “*The Collier County Fertilizer and Urban Landscape Ordinance.*”

B. Landscape Maintenance Report – Superb Landscape Services

Summary Comments

Mr. Gorden updated the Committee on landscape maintenance noting:

General

Bougainvilleas were trimmed one (1) foot from the sidewalk.

Doral Circle

Entrance:

- Bougainvilleas were trimmed to light level.

West R/W and Rattlesnake Hammock Rd:

- A soil drench was applied to the Foxtail’s root system.

Median #23: The Jatropha tree on Median #23, northernmost end, was re-staked.

- Bougainvilleas were cut back one (1) foot from the sidewalk.
- Bougainvilleas at the Doral entrance were pruned level with the light.

Utility Locator Flags

Underground Utility Locating services installed flags in preparation for removal of Arboricola plants by the Monument Signs. Flag removal was performed by the contractor upon completion of work.

VII. Project Managers Report - Dan Schumacher

A. Budget Report

Mr. Schumacher summarized the “*Lely MSTU Fund Budget 152 dated August 15, 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.
- 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 \$247,374.30 (reflects \$50,000.00 transfer from Capital Outlay) of which commitments total \$31,550.87 and \$147,490.28 is expended.
- Uncommitted Operating Expense funds available are \$68,333.15. Funds can be reassigned between categories if necessary.
- Two Purchase Orders reflected on Line 35, Improvements General, were issued to Lykins Signtek for renovation of the Lely Gateway Monument Project in the amount of. \$47,062.00 and Florida Irrigation Supply Inc. (FIS) for HudroPoint Controls to upgrade the irrigation system in the amount of \$9,784,46. Capital Outlay balance is \$123,253.54
- A transfer of \$50,000 from the Capital Outlay budget to Operating Expense to fund landscaping replacements, approved in a motion by the Committee at the July 18.2019 meeting, was executed.
- FY-19 fund balances will be credited to the FY-20 budget, effective October 1, 2019.
- 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 \$346,499.07.

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The Lely MSTU FY-20 budget is finalized. Mr. Schumacher will submit Purchase Order requests for FY-20.

B. Lighting Inspection Report

Lighting fixtures are labeled to correspond with the Lely MSTU Lighting Inspection report.

Mr. Schumacher will direct Hart's Electrical to replace the single bulb outage at the exit sign light at the St. Andrews.

The Committee voiced concern over two (2) leaning light poles. Staff noted FPL should be notified.

C. Plant and Tree Replacements

Mr. Schumacher reported:

- A Budget amendment to transfer of \$50,000 from the Capital Outlay Budget to Operating Expense to fund landscaping replacements is done.
- The product inventory list was updated, and Purchase Orders generated by item.
- A Notice to Proceed (NTP) by item will be issued by August 19, 2019.
- On receipt of the NTP Superb Landscaping will schedule the plant and tree installation.
- Purchase Orders will roll over to the FY-20 Budget if the project is not completed by September 30, 2019.

D. Traffic Signs

Mr. Schumacher will review the set of street sign proofs received from Lykins Signtek. On approval of the proofs, the signs will be manufactured and installed.

STOP Signs

Traffic Operations offered to provide STOP signs. Quantity and locations for STOP sign replacement will be provided by Staff; bar codes were requested however most had been painted over during prior repairs. Lykins will install the signs.

Speed Limit Signs

Mr. Schumacher will provide a count of faded speed limit signs to Traffic Operations for their determination for replacement. Installation is the responsibility of the M.S.T.U.

E. Irrigation Controls Upgrade

Technical issues have delayed installation of the new HydroPoint irrigation system including requirement for additional ground rods, verification of position of ground wires, encoders and decoders. A test will be done on final design installation on the furthest away solenoid encoder and decoder prior to final component order and installation.

Estimated time frame for functional system is October 2019.

VIII. Old Business

A. Refurbishment of St. Andrews Entryway Monuments

Lykins Signtek submitted the permit application for the monument refurbishment project. Minor adjustments were requested by the County; the design will be re-submitted for final review.

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The Committee will determine tile material, size specification and color selection once the permit is issued. Lykins Signtek management recommends marble as choice of material as it is more durable and has a better finish than stone.

IX. New Business

A. Park Benches – Replacement Design

One (1) of the three (3) benches on St. Andrews Boulevard and one (1) on Forest Hills Blvd near the Cart Crossing need to be repaired or replaced.

A rendering of the “Madison” bench style from Tree Top Products was distributed to members for design review. Cost of each six-foot bench is \$838.56.

Prior to ordering, **Mr. Schumacher** will verify the size of the existing benches, inquire about the availability of replacement parts and confirm the purchase agreement with Mr. Branco.

Ms. Slobodnik motioned to approve purchase of two Madison style park benches with tan slats and a black metal frame from Tree Top Products at a cost not to exceed \$1,700.00. Second by Ms. Lowry. Carried unanimously 5 – 0.

X. Committee Member Comments

Ms. Lowry shared communication from Lisa McGarity, President, Lely Golf Estates Homeowners Association, noting:

- Street lighting is inadequate and poses a safety concern in some community locations.
- Additional locations should be considered for Holiday lighting decor.

A copy of the memo will be forwarded to Mr. Schumacher.

Street lighting will be introduced as a future project for consideration to the 2020 Agenda.

XI. Public Comment

None

XII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:25 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 _____.

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NEXT MEETING:

SEPTEMBER 19, 2019 – 2:00 PM

COLLIER COUNTY LIBRARY

EAST NAPLES BRANCH

8787 TAMiami TRAIL EAST

NAPLES, FL 34113

(239) 775-5592