



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103  
Naples, FL 34113

### Minutes

February 21, 2019

#### I. Call to Order

**Chairman Branco** called the meeting to order at 2:00 PM. A quorum was established.

#### II. Attendance

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

**County:** Dan Schumacher - Project Manager

**Others:** Mike McGee - Landscape Architect; Gary Gorden - CLM; Wendy Warren - Premier

#### III. Approval of Agenda

*Ms. Jorgensen moved to approve the February 21, 2019 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:*

*Add: Item V. Chairman's Report – A. Community Assessment; B. HOA Meeting; C. Telephone Meeting with Director Arnold.*

*Item VIII. Project Managers Report – J. Wooden Utility Pole at Entrance.*

*Delete: Item VIII. Project Managers Report – A. Election of Officers.*

*Second by Ms. Lowry. Carried unanimously 3 - 0.*

#### IV. Approval of Minutes – January 17, 2019

*Ms. Lowry moved to approve the minutes of the January 17, 2019 Lely Golf Estates Beautification M.S.T.U. meeting as presented. Second by Ms. Jorgensen. Carried unanimously 3 - 0.*

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

##### A. Community Assessment

- The front entrance plantings have rejuvenated and are doing well.
- Additional pruning required around the flag pole and utility box. *Mr. Gorden reported the trimming is complete.*
- The Leaning palm tree on median 3 needs to be addressed as it is leaning into the traffic lane. *Mr. Schumacher cited the tree is a safety concern and will direct CLM (Commercial Land Maintenance) to reset the tree to vertical.*
- The crosswalk sign on Doral needs to be straightened & the attached arrow sign replaced.
- Removal of the dead palm tree on Rattlesnake Hammock Road and Doral Circle requested at the January meeting has not been done. *Mr. Schumacher instructed CLM to flush cut the Sabal Palm tree and replace the Podocarpus hedge after structural pruning of tree limbs encroaching overhead above the adjacent fence has been completed.*
- Thirty-five (35) landscape items on McGee & Associates summary report are over one year old; forty-one (41) over six months old.

*From the items in the McGee report, Mr. Schumacher tabulated eighteen (18) Service items to be addressed under the contract 17-7204 bid tab. That list was emailed on February 11<sup>th</sup>*

## MINUTES

to Mr. Kindelan and Mr. Gorden of CLM. Mr. Schumacher presented a hardcopy of the list to Mr. Gorden at today's meeting for follow-up.

### B. HOA Meeting

The Annual Lely Homeowners Association meeting was held on February 19, 2019. The County lift station proposed at Hidden Valley Drive was the primary concern voiced by residents. Purchase of the land by the Association or creation of a designated "green space" are options for consideration.

### C. Telephone Meeting with Director Arnold

Chairman Branco conversed with Michelle Arnold, PTNE Director, on February 20, 2019 on concerns expressed by the Committee. Topics addressed included:

- Back log of landscape replacement items.
- Staff Support Year over Year increase of \$8,000.00 (Budget Line 35). Ms. Arnold is working with the Budget office to modify the increase and changes will be evident in the March 2019 budget report.

During Committee discussion the following was noted:

- Ms. Slebodnik will meet with the Caroline Soto February 27, 2019 to review the budget.
- A reduction in the number of active M.S.T.U.'s and the addition of a County Intern has contributed to Staff support increases.

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

### A. Summary, Detail

Mr. McGee summarized the "Lely Golf Estates Landscape Observation Report FY18-19" dated February 12, 2019 noting recommended replacements are being addressed.

A strikethrough line to visually indicate completed status of items addressed for action will be eliminated from the subsequent months report. The following items were highlighted:

#### Saint Andrews Boulevard:

- Median #3 – Cut back Queen Crape Myrtle and treat for scale insects and sooty mold.
- Median #4 – Remove Junipers on east end damage by an auto accident and replace with Perennial Peanut; *proposal requested*.
- Median #8 – Remove declining Bougainvillea shrubs and replace with Firebush; *proposal requested*.
- Median #8 – Remove Bougainvillea shrubs in decline by lift station; test soil and replace with dwarf Bougainvillea "Helen Johnson."
- Median #9 – Review irrigation coverage by Fox Tail Palm.

#### Forest Hills and Golf Cart Crossing

- Consider replacing Crown of Thorn in all beds with Perennial Peanut.

#### Valley Stream Circle

- Median #13 – Remove and replace dead turf; apply broad leaf weed treatment.

#### West R/W & Rattlesnake Hammock

- Safety issue - Lower irrigation heads along back of sidewalk. CLM will take care of.

#### Treasure Point Cul-de-Sac

- Median #24 – Treat plants for caterpillars.

## VII. Landscape Maintenance Report – Commercial Land Maintenance

### A. Summary Comments

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

- Pruned and removed declining foliage from the Crinum Lilies on Medians #1, 2 and 3.  
*Mr. McGee noted additional pruning is required.*
- Fronds were removed on the Pygmy Date trees on Valley Stream circle Median #13; the Queen Palm will be pruned week ending March 2<sup>nd</sup>.
- Removed vines and weeds from the monument wall.

**Mr. Schumacher** noted some items on the eighteen (18) item *Task List* sent to Mr. Kindelan have been completed and a Notice-to-Proceed was issued for Structural Pruning and Canopy Tree Pruning.

RFQ's (Request for Quote) will be solicited for:

- Paroutis Palm trimming by signs and Valley Stream Circle.
- Tree replacement off Pebble Beach Boulevard.

## VIII. Project Managers Report - Dan Schumacher

### A. Election of Advisory Committee Officers

This item will be placed on the March Agenda.

### B. By Laws

The Lely Golf Estates Beautification Municipal Service Taxing Unit Advisory Committee By Laws were reviewed by members. The following revisions/requests were noted:

- *Page 1, ARTICLE II, Jurisdiction:* The committee requested inclusion in the annual budget review.
- *Page 2, ARTICLE IV, Committee Structure and Meeting Requirements, Section 3:* from "...Regular meetings shall be held on the fourth Thursday monthly at 2:00 pm) ...," to ... Regular meeting shall be held on the **third** Thursday monthly at 2:00 p.m. ...)."
- *Page 3, ARTICLE IV, Committee Structure and Meeting Requirements, Section 11:* Documents: from "... The Alternative Transportation Modes staff) ...," to ... **The Public Transit and Neighborhood Enhancement staff** ...)."
- *Page 4, ARTICLE VI, Order of Business:* Sequence the order of business to reflect the current Agenda.
- *Page 5, ARTICLE VIII, Amendment to By-Laws, Section 2:* from "...hereby approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016) ...," to ... hereby approved this day of \_\_\_\_\_, **2019**...)."
- *Page 5, ARTICLE VIII, Amendment to By-Laws, Section 2:* Change names to current membership.

### C. Budget Report

**Mr. Schumacher** summarized the "*Lely MSTU Fund Budget 152 dated February 21, 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 \$123,470.27 and \$45,199.41 is expended.
- Uncommitted Operating Expense funds available are \$28,704.62.
- Absence of negative balance figure on lines 17, Other Contractual and 26, Other Miscellaneous will corrected on the March 2019 budget.

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- Improvements General funds of \$230,100.00 can be accessed for special projects such as Roadway & Traffic Signage and Monument Refurbishment.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$150,000.00, a decrease of 16.2%. *This item will be added to the March Agenda for clarification.*
- Total available balance less committed expenses is \$457,403.49.

### **1. CLM Landscape Maintenance Contract.**

A Roadway Maintenance Bid Work Areas graphic was distributed to the Committee. Specification requirements and improvement recommendations for Florida Land Maintenance's, dba Commercial Land Maintenance (CLM), core contract "Bid Tab 17-7204" for landscape maintenance were reviewed. The Committee determined a "build out schedule" designating dates and frequency of contract items should be developed.

*Mr. Schumacher will create a work schedule, distribute it to CLM and ensure conformance.*

### **2. Line 35 Staff Support Year over Year increase.**

This item is under review and will be discussed at the March 2019 meeting.

### **D. Lighting Inspection Report**

The report indicated one sign light outage at US 41. *Mr. Schumacher will verify and repair the light outage at Doral Circle reported by Mr. Branco. The Doral entrance sign outage is a priority item, previously reported to the committee in December and January.*

Light pole number decals have been received; the March report will be updated to include A & B lamp designations and monument lights.

**Ms. Garcia** is correlating Graybar invoices with Hart's Electrical records to identify installation dates for warranty purposes.

### **E. Irrigation – General and at Cart Crossings**

System is operating as intended.

Hibiscus Golf Course has an irrigation schedule for the three cart crossings near the Forest Hills Blvd. intersection with Augusta Boulevard and the item can be deleted from future Agendas.

### **F. Sabal Palm Pruning**

CLM has completed pruning of Sabal Palms at the Saint Andrews entrance and Royal Palms over the solar panel.

### **G. Plants & Trees – NTP Tree Replacements, issued Feb. 6th & Verified Feb. 14th.**

A *Task List*, prepared by Mr. Schumacher, identifying locations for plant and tree replacement was submitted to Mr. Kindelan, CLM. Mr. McGee prepared a Recommended Planting Size List by species, dated February 14, 2019, to accommodate Mr. Kindelan's request for *Task List* clarification. Project funding was approved by the Committee in a motion at the January 17, 2019.

**Mr. Schumacher** has issued a Notice-to-Proceed and, pending verification of quantities and species, will coordinate replacement with CLM.

### **H. Structural Tree Pruning & Lifting – NTP issued Feb. 7<sup>th</sup>, per CLM contract 17-7204.**

Staff issued a Notice-to-Proceed to CLM for Structural Pruning & Lifting within the MSTU district.

**I. Street Name, STOP & Traffic Sign Replacements**

Street Name Signs

Lykins Signtek will update their quote to reset street name signs based on the current inventory calculation. The Procurement Division will be consulted to confirm the project can move forward as a single source purchase.

STOP Sign Replacement

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. Schumacher** noted Traffic Operations only replaces signs on their pole style (not decorative poles) and an exact count and location is required to submit the request to Mr. Burgos in Traffic Operations. He will research the project and update the Committee at the March meeting.

**J. Wooden Utility Pole**

Crown Castle informed Mr. Schumacher they do not own any wooden poles. FPL has been notified to remove the pole. *The Committee will be updated on the status of pole removal at the March meeting.*

**IX. Old Business**

**A. Refurbishment of Entryway Monuments – Saint Andrews Blvd & US-41**

1. Finish Study

**Mr. McGee** distributed a *Color & Finish Study* front elevation design rendering for the Lely Golf Estates M.S.T.U. entrance monuments. One additional design color variation will be presented for consideration at the March 2019 meeting.

2. Process Status.

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, 6<sup>th</sup> Edition requirements and Wind Zones specifications.

Next Steps in Preparation for Bid Package:

- Mr. Schumacher researched the sign easements with the Real Property Division. Both are in the name of Lely Development Corp.
- The contractor will be responsible for Easement Application.
- The color scheme will be finalized from a color palette provided by McGee & Associates.
- The vendor will be required to submit color boards for Committee approval.
- Cement color samples for the cap and trim will be submitted.
- The final monument design and color scheme will be forwarded to the Homeowners Association for information purposes as the project does not require HOA approval.

**B. New Lift Station @ Hidden Valley Drive.**

This item was discussed under Item V. B. Chairman's Report.

**C. Unfinished Business**

1. Insurance – Street Name Pole, St Andrews Median #4 at Pebble Beach. (12.12.2018).  
*A claim is pending.*
2. Insurance – Pebble Beach Light Pole.

MINUTES

- X. **New Business**
  - A. **Project proposal(s) for the FY-19 Year.**

- XI. **Member Comments**  
None

- XII. **Public Comments**  
None

- XIII. **Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:25 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:**  
**MARCH 21, 2019 – 2:00 PM**  
COLLIER COUNTY LIBRARY  
EAST NAPLES BRANCH  
8787 TAMiami TRAIL EAST  
NAPLES, FL 34113  
(239) 775-5592