



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103  
Naples, FL 34113

### Minutes July 18, 2019

#### I. Call to Order

**Chairman Branco** called the meeting to order at 2:05 PM. A quorum was established.

#### II. Attendance

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

**Mr. Branco moved to approve the July 18, 2019 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:**

*Add: Item V. Chairman's Report - B. July 18, 2019 Meeting Read Ahead.*

*Item IX. New Business – A. Benches.*

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

#### IV. Approval of Minutes – June 20, 2019

**Ms. Slebodnik moved to approve the minutes of the June 20, 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

- With few exceptions occurring since the tour, the community median landscaping looks good.
- Two benches on St. Andrews and Forest Hills Boulevards need to be repaired.
- Three trees on Median #3, damaged by an automobile accident, need to be replaced.
- Ground cover plantings on the front median at Doral Circle must be installed.
- Aquatic vegetation in the St. Andrews canal must be remediated.
- Fourteen (14) landscape items on McGee & Associates summary report are over eighteen months old; three (3) more than a year and five (5) six months or more. Items reported exceeding eighteen months, or more, must be prioritized.
- Mr. Branco requested an update from Michelle Scavone\* on the traffic calming remodel project at the intersection of Warren Street and Wildflower scheduled to commence May 2019. To ensure continuity, the project should be completed in advance of crosswalk installations. Members will be updated on the time schedule.

## MINUTES

\*Operations Coordinator  
Community & Media Relations  
Growth Management Department

**Mr. Schumacher will:**

- ***Request a quote (RFQ) for replacement of three (3) trees on St. Andrews Boulevard median #3.***
- ***Contact Road Maintenance to identify the weed buildup and request the St. Andrews canal be sequenced soon on the Road Maintenance Div. schedule.***

### **B. July 18, 2019 Meeting Read Ahead**

The Read Ahead issue reported during the June 2019 meeting has not been resolved. Malfunctions included:

- Some members did not receive the email with the Read Ahead document or received a version of the document formatted incorrectly.
- All pertinent documents were in a single PDF file attached to the Agenda link.
- The Agenda link did not populate in some email versions.

**Mr. Schumacher will:**

- ***Contact the IT Administrator of the network to determine the reason for and correct the system malfunction.***
- ***Instruct Ms. Sillery to include a delivery receipt confirmation to the Read Ahead email.***
- ***Direct Ms. Sillery to create an individual PDF file link for each Agenda topic.***
- ***Schedule a meeting with Mr. Branco and Ms. Sillery to review the process.***

## **VI. Contractor Reports**

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

**Mr. McGee** summarized the “*Lely Golf Estates Landscape Observation Report FY18-19*” dated July 9, 2019 noting:

- The plant and tree replacement project, approved by the Committee, will address a wide range of landscape items recorded on the summary report.
- Strikethroughs indicate a significant number of landscape items completed.

#### **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.*

Median #6: Mr. McGee located and flagged the Washingtonia stump. *Superb Landscaping will flush cut the stump Friday July 19, 2019.*

#### **Forest Hills Blvd**

Median #12: Auto accident at address 413 damaged plant material. *Quote for replacement of forty -fifty (40-50) Bougainvilleas and two (2) Crape Myrtles requested from Superb Landscape Services. Staff will research records to determine if a police report was filed.*

#### **Doral Circle**

Median #23: Plant eighteen (18) Pentas on the north end of the median.

Warren Street Water Use diminished significantly to 0 gallons of potable; 43,920 gallons of reuse.

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

**Summary Comments**

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

- Community entrance seasonal flowers are installed.
- Torpedo grass will be treated Friday July 19, 2019.
- An old stump was removed at the Pebble Beach cart crossing.
- Firebush will be pruned.
- The Powderpuff tree on Pebble Beach Boulevard was trimmed.
- Pruning on Warren Street will be taken care of.
- West R/W and Rattlesnake Hammock Rd:
  1. A soil drench was applied to the Foxtail’s root system; treatment will be repeated week ending July 29<sup>th</sup>.
  2. The Jatropa tree on Median #23 West R/W and Rattlesnake Hammock Road, northernmost end, will be re-staked.
- Two valves at the Pebble Beach Boulevard golf cart crossing were replaced; irrigation is functioning as intended.

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

**A. Budget Report**

**Mr. Schumacher** summarized the “*Lely MSTU Fund Budget 152 dated July 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.
- 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 \$46,815.78 and \$132,625.37 is expended.
- Uncommitted Operating Expense funds available are \$17,933.15. Funds can be reassigned between categories if necessary.
- The Purchase Order for Lykins Signtek for renovation of the Lely Gateway Monument Project in the amount of \$47,062.00, based on their quote, is entered on Line 35, Improvements General – a Capital Outlay purchase.
- The HydroPoint irrigation control upgrade, estimated at \$25,000.00 – also a Capital Outlay purchase. A Purchase Order for the system will be issued to Florida Irrigation Supply Inc. (FIS), under a County contract.
- It is acceptable practice to run a deficit on a given line item provided the line 34 Operating Expense is not a negative amount.
- 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 \$355,883.53.

**B. Lighting Inspection Report**

Hart’s Electrical will repair the single outage on the sign light north US41.

**Mr. Schumacher** completed installation of number decals and A or B letter designations on double Luminaire lamps on the Pebble Beach Blvd light poles.

The Lely MSTU Lighting Inspections report will be revised to indicate A and B designations.

**C. Plant and Tree Replacement**

**Mr. Schumacher** distributed a quote estimate worksheet for landscaping totaling \$56,503.00 noting the Operating budget category funds the expense.

Staff requested a motion to authorize a transfer of \$50,000 from the Capital Outlay budget to Operating Expense to fund landscaping replacements.

During Committee discussion the following was addressed:

- Quoted work will be reviewed and prioritized with Mr. McGee.
- Select items quoted, such as mulch, will be slated for installation beginning in October, funded from the 2020 budget.
- Superb Landscaping Services will be directed to replace dead Blueberry Flax Lilies with African Iris along the ROW of Rattlesnake Hammock Road.

*Mr. Schumacher presented a tabulation of the Superb quotes to members.*

*Mr. Branco motioned to approve a transfer of funds not-to-exceed fifty thousand dollars from the Capital Outlay Fund to the Operating Expense Fund. Second by Ms. Jorgensen. Carried unanimously 3 – 0.*

**D. Traffic and Street Signs**

A Notice-to-Proceed was sent to Lykins Signtek for street sign production and installation. On Staff approval of the proofs, the signs will be manufactured and installed. Estimated time frame for project completion is six to eight (6-8) weeks.

STOP Signs

Staff supplied Traffic Operations with photographs of “sticker” identification and quantities for STOP sign replacement. Lykins will install the signs.

Speed Limit Signs

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

**VIII. Old Business**

**A. Refurbishment of St. Andrews Entryway Monuments**

**Mr. Schumacher** and **Mr. Branco** met with Lykins Signtek to review the monument project. Lykins commented on tile construction as follows:

- Hot weather generally should not pose a problem to the tile installation including causing significant expansion of the material damaging joints.
- Drilling to attach lettering to the tile surface has historically not been problematic. Tiles damaged by drilling will be replaced at the vendor’s expense.

During Committee discussion the following was addressed:

- Tile size options should be explored. *Mr. McGee recommends a 12 x 12 tile.*
- Research feasibility of gluing the graphics to the tile.
- Investigate creation of a template to attach as a separate entity.

**Mr. Schumacher will solicit information on tile size options and alternatives to attaching the “Deed Restricted Community” lettering directly to the surface of the sign.**

MINUTES

**IX. New Business**

A. Benches

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

A rendering of a bench style was distributed to members for design review. Members noted bench styles should be consistent within a given segment of the MSTU.

*Mr. Schumacher will secure quotes for new benches with composite wood slats and metal frames.*

**X. Committee Member Comments**

None

**XI. Public Comment**

None

**XII. Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:40 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:**

**AUGUST 15, 2019 – 2:00 PM**  
COLLIER COUNTY LIBRARY  
EAST NAPLES BRANCH  
8787 TAMiami TRAIL EAST  
NAPLES, FL 34113  
(239) 775-5592