



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103
Naples, FL 34113

Minutes June 21, 2018

I. Call to Order

Chairman Branco called the meeting to order at 2:23 PM. A quorum was established.

II. Attendance

Members: Tony Branco – Chair; Robert Slebodnik - Vice Chair; Kathleen Dammert;
Linda Jorgensen; Vacancy

County: Dan Schumacher - Project Manager

Others: Mike McGee - Landscape Architect; Gary Gorden - CLM; Wendy Warren– Juristaff

III. Approval of Agenda

Ms. Jorgensen moved to approve the June 21, 2018 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:

Add: Item V. Chairman’s Report – A. Street Signage; B. Landscaping; C. Pine Hurst Entrance. Second by Mr. Slebodnik. Carried unanimously 3 - 0.

IV. Approval of Minutes – May 17, 2018

Ms. Jorgensen moved to approve the minutes of the May 17, 2018 Lely Golf Estates Beautification M.S.T.U. meeting as presented. Second by Mr. Slebodnik. Carried unanimously 3 - 0.

Ms. Dammert arrived.

V. Chairman’s Report – Tony Branco

Chairman Branco reported on the community tour as follows:

A. Street & Traffic Signage

- Municipal Supply & Sign Co. installed the Street Name signs. Installation did not meet the M.S.T.U.’s standards.
- The sign company advised Mr. Schumacher they will be on site Friday June 22nd to test a potential fix on one or two street signs.
- An inventory will be compiled of remaining Traffic signs (STOP, Speed Limit and Neighborhood Watch, etc.) to be installed in the community and Mr. Schumacher will secure a quote for installation.

B. Community Drive-thru

- Median 1 Plants are due for seasonal replacement.
- Palm fronds need to be pruned community wide. *On receipt of a quote from CLM for this maintenance item Mr. Schumacher will direct the contractor to proceed with the pruning inclusive of “boots” removal.*
- The irrigation pump at Warren St was malfunctioning and was powered down; plant roots & debris were found in the mixing chamber.
- The Podocarpus hedge on Rattlesnake Hammock Road has a dead plant that should be replaced.

C. Pine Hurst Entrance

- Hibiscus Golf Club maintenance crews recently performed landscape maintenance in the area.
- Golf course personnel advised Mr. Schumacher that permission must be granted by the Club Manager for the MSTU to maintain the area for consistent irrigation to plants along the outbound Pinehurst monument.
- Mr. Schumacher submitted a diagram of the area to Mr. Kindelan, CLM, and requested a quote for this maintenance.

Mr. Schumacher will update the Committee at the July meeting on the status of landscape maintenance and irrigation for the Pine Hurst Entrance.

VI. Landscape Architects Report – McGee & Associates

A. Summary, Detail

Mr. McGee summarized the “*Lely Golf Estates Landscape Observation Report*” FY17-18 dated June 12, 2018 noting:

General

- Fertilizer application is complete; next scheduled application is October 2018.
- Torpedo grass weed to be monitored throughout medians and hand removed if present.

Saint Andrews Boulevard & US 41

- Prune Paurotus Palm two (2) feet off edge of sidewalk at entryway.
- Median #6: Recommend treatment of Spider Lily plants with soil drench fungicide.
- Replace dead or missing shrubs (Allamanda or Variegated Schefflera) as required by County LDC for screening.

Newsstand Area

- Remove turf and replant with sod type Perennial Peanut “Ecoturf.”

Forest Hills Boulevard

- Median #11: Replace one (1) Foxtail Palm removed due to accident damage.
- Median #12: Hand pull torpedo grass in the Bougainvillea shrubs at the north end of the median.

Forest Hills Cart Crossing & Lake

- Remove Crown of Thorn and replace with Perennial Peanut.

Pebble Beach Boulevard & Golf Cart Crossing

- Median #19: Remove Foxtail Palm and apply soil fungus treatment.

Thorncrest Lane

- Replace missing Sabal Palm and Bougainvillea.
- Hand Pull Torpedo Grass from Bougainvillea.

West R/W & Rattlesnake Hammock Road

- Recommend removal of Flax Lily and replacement with one row of Yellow African Iris.
- Median #23: Prune Ixora shrubs to uniform shape.

Treasure Point Cul-de-Sac

- Median #24: Systemic treatment for Caterpillars on Bougainvillea required.

Irrigation

- Warren Street reuse water use for May 2018 was 227,582 gallons; potable 35 gallons.

VII. Landscape Maintenance Report – Commercial Land Maintenance

A. Summary Comments

Mr. Gorden updated the Committee on landscape maintenance noting:

- Stump holes have been filled and support stakes will be removed.
- The identified dead Queen Palm was removed on Valley Stream Circle.

VIII. Project Managers Report - Dan Schumacher

A. Budget Report

Mr. Schumacher summarized the “*Lely MSTU Fund Budget 152 dated June 21, 2018*” for information purposes and provided an overview of the budget noting:

- \$241,418.10 of the FY18 Ad Valorem property tax revenue budget of \$255,500.00 has been collected.
- Total revenue FY18 is \$563,500.00, including investment interest, carry forward, and 5% state-imposed statutory deduction.
- Current Operating Expense budget is \$192,000 of which commitments total \$63,627.71; expenditures \$90,717.90.
- Uncommitted Operating Expense funds available are \$37,654.33.
- No new Purchase Orders were issued.
- Improvements General funds of \$148,900.00 can be accessed for special projects.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$179,400.00.
- Total available balance less committed expenses is \$401,843.82.

Mr. Schumacher will verify the fund to be accessed (Improvements General or Operating Expenses) for McGee & Associates design expenses for the entry monuments.

B. FY-19 Budget

Mr. Schumacher distributed the proposed FY19 Budget for Committee consideration noting:

- The effective millage rate is 2.0000 mills, or \$2.00 per \$1,000 of Ad Valorem taxable value.
- Ad Valorem Property Taxes are projected to increase 6.17% to \$271,400.
- Total FY19 service budget is \$652,200 vs. \$563,500 for FY18.
- Net FY19 Operating Budget is 422,400 vs. \$340,900 for FY18 – an increase of 23.9%.
- FY19 Carry Forward Funds total \$393,400 vs. \$319,900 for FY18 – an increase of 23.0%.
- FY 19 Operating Expenses is \$185,800 vs. 185,500 for FY18 – effectively unchanged. Unexpended FY18 Expense is carried over into FY19 Improvements General.
- County Fund 112 expenses totaling \$26,600 for Hurricane Irma clean-up in the Lely M.S.T.U. have not been approved for payment by FEMA and this amount will be transferred-out in FY19 to reimburse this fund.

C. Lighting Inspection Report

Mr. Schumacher reported the lighting report compiled by Commercial Land Maintenance, will be reformatted to denote poles with LED lamps and A or B letter designation for poles with double luminaries.

- A Notice-to-Proceed has been issued to Hart’s Electrical to replace lamp outages indicated in the June report.
- An invoice from Hart’s Electrical will verify lamps replaced and confirm inventory balance.

Mr. Schumacher will notify Chairman Branco regarding the LED replacement lamps inventory on hand and reorder if level reaches two or three units as previously agreed.

D. Irrigation

- The Warren Street mixing chamber pump ceased running and the system was “powered down.”
- A crew from CLM cleaned the tank and parts and repaired the pressure sensor to enable functioning as intended.
- Vegetation present in chamber may have been a factor in the malfunction.

Mr. Kindelan, CLM, will re-check the system week ending June 30th and confirm it is performing properly.

E. Stump Removals

Hurricane Irma stump removal is 98% complete and holes are filled.

Mr. Schumacher will confirm the remaining stumps on Doral Circle are addressed on the next drive-through.

F. Median 1 – Summer Flowers – Quote.

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 version of Scheme A - Purslane and Pentas.

Ms. Dammert motioned to authorize Florida Land Maintenance, Inc., dba Commercial Land Maintenance, to replace the existing flowers at the Saint Andrews entrance with Pentas bordered by Purslane (color family to replicate FY-17 hues) at a cost Not-to-Exceed \$2,650.00. Second by Ms. Jorgensen. Carried unanimously 4 - 0.

Mr. Schumacher will confirm plant availability in tones similar to those in FY-17 and issue a Notice-to-Proceed to CLM.

G. Tree Replacements

Mr. Schumacher will confirm with Procurement if replacement expenses are allowed from the current “*bid tab*” or if three quotes (one received) are required. Product replacement by the multi-year Landscape Contractor will ensure warranty on the tree material.

H. Plant Replacements

Mr. Schumacher submitted a copy of McGee & Associates Landscape Observation Report to Mr. Kindelan, CLM. A quote for plant replacements by roadway, as highlighted on the report, has been requested. *Quotes will be presented at the July meeting for Committee review.*

IX. Old Business

A. Refurbishment of Entry Monuments

1. Review – McGee “Full Design” proposal

The Committee reviewed the Scope of Services proposal from McGee & Associates Landscape Architecture for Lely Golf Estates Monument Entrance Beautification Improvements in the amount of \$18,295.00.

- 2. Mr. McGee** solicited feedback from the Committee on the Lely Entry Monument Concept Plans featuring a metal trellis or arbor as presented at the May 2018 meeting.

MINUTES

During Committee discussion the following was noted:

- The design can be implemented in phases, i.e. foliage can be planted prior to construction.
- An “Opinion of Cost” based on the Conceptual Design Development drawings is needed.
- Code review will be performed when the final conceptual design is approved by the Committee.

Mr. McGee will submit a quote to Mr. Schumacher for preparation of a preliminary Opinion of Cost for the trellis design for Committee review.

B. New Lift Station @ Hidden Valley Drive

1. FY-18 Public Utilities project – BCC Follow-up.

Mr. Schumacher reported as follows:

- The project is not within the M.S.T.U.’s jurisdiction.
- The station is designed to accommodate future residential and commercial growth.
- Construction is “on hold” pending a public meeting to be scheduled in fall 2018.

C. Unfinished Business

1. Insurance for Pebble Beach Light Pole.
2. Auto Accident Median #3.

Insurance reimbursement is pending for both claims.

X. New Business

A. Project Proposals for the FY -18 Year

The following projects are under consideration and will be addressed in 2018:

1. Lighting Pebble Beach Circle, potentially Doral Circle.

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 3:48 PM.

MINUTES

**LELY GOLF ESTATES BEAUTIFICATION MSTU
ADVISORY COMMITTEE**

Tony Branco, Chairman

The Minutes were approved by the Committee on _____ 2018, as presented _____, or as amended _____.

**NEXT MEETING: JULY 19, 2018 – 2:00 PM
COLLIER COUNTY EAST NAPLES LIBRARY
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(239) 775-5592**