



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103
Naples, FL 34113

Minutes

March 15, 2018

I. Call to Order

Chairman Branco called the meeting to order at 2:20 PM. A quorum was established.

II. Attendance

Members: Tony Branco - Chair, Robert Slebodnik - Vice Chair (Excused), Kathleen Dammert, Linda Jorgensen, Vacancy

County: Dan Schumacher - Project Manager

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

III. Approval of Agenda

Ms. Dammert moved to approve the March 15, 2018 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:

Add: Item V. Chairman's Report – A. Irrigation; B. HOA Association Street Signage; C. Committee Member Comments.

Item VIII. Project Managers Report - F. Median U.S. 41 Landscaping

Second by Ms. Jorgensen. Carried unanimously 3 - 0.

IV. Approval of Minutes – February 15, 2018

Ms. Jorgensen moved to approve the minutes of the February 15, 2018 Lely Golf Estates

Beautification M.S.T.U. meeting as presented. Second by Ms. Dammert. Carried unanimously 3 - 0.

V. Chairman's Report – Tony Branco

Chairman Branco reported on the community tour with Mr. Schumacher & Mr. McGee as follows:

A. Irrigation

- Coverage is insufficient as evidenced by dry spots and an inspection of the systems including filters, nozzles and rotors should be undertaken.
- Mr. Schumacher will request the schedule for wet checks from CLM – weekly.
- The pressure gauge replacement at the Warren Street pump station is pending.

B. HOA Association Street Signage

Status Update

- The Homeowners Association voted to accept the proposal from Municipal Supply & Sign Co. to replace damaged signs in the Lely community.
- The signs blades will display black street sign lettering on a white background with existing dimensions, approved for use by county Traffic Operations.

Mr. Schumacher will research the status of the Sherriff's report filing for the missing street poles.

C. Committee Member Comments

Ms. Jorgensen noted holes from removed trees should be filled in for safety purposes as requested by the Homeowners Association.

Chairman Branco reported enhanced appearance of the Golf Cart crossing at Pinehurst Circle as a result of pruning in the area of the sprinkler head by the Golf Course crew as requested during the drive-through.

VI. Landscape Architects Report – McGee & Associates

A. Summary, Detail

Mr. McGee summarized the “*Lely Golf Estates Landscape Observation Report*” FY17-18 dated March 6, 2018 noting the report identifies items to address when the Committee is ready to discuss replacements.

General

- Caterpillar activity observed on all types of Bougainvillea shrubs; recommend CLM treat infestation as soon as possible. *Signs denoting treatment application and the corresponding date should be placed on location.*
- Soil drench and/or fertilize Flax Lilies.
- Hand prune dead wood in shrubs and trees.
- Fill holes resulting from damaged tree removal.
- Monitor Torpedo Grass for treatment.

Irrigation

- Reuse water consumption has now overtaken potable water usage.

Fertilizer

- Fertilizer was not applied in accordance with the January and February schedule and a purchase order is in place for the chemicals.

Mr. McGee recommended accelerating the triple 14 fertilization scheduled for April.

Mr. Schumacher will review the fertilizer schedule and coordinate with CLM.

Saint Andrews Boulevard

- Median #1
 - Palm Rat activity observed. *CLM will set box traps to eradicate pests.*
 - Routine landscape maintenance required on the back half of the median.
- Median #2
 - Dead turf and excessive weeds observed.
 - Prune out dead/diseased foliage from Crinum Lilies.
 - Perform regular maintenance.
 - Review Crown of Thorns for potential replacement.

Valley Stream

- Median #13
 - Six Plumbago plants around the water meter should be replaced.

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Chairman Branco addressed the inaction on the requests for plant and tree replacements in Mr. McGee's Summary Reports and highlighted in previous meeting minutes. The following course of action was implemented:

- **Mr. Schumacher** will compile a report of shrubs to be replaced based on the quantities recorded in Mr. McGee's report dated March 6, 2018.
- The tree inventory has been compiled and will be reviewed under Section VIII. - Project Manager's Report.
- Proposals will be solicited for Committee consideration.

VII. Landscape Maintenance Report – Commercial Land Maintenance

A. Summary Comments

- St. Andrews, Median #2: Bougainvilleas will be trimmed to conform to sight line standards.
- Holes from tree removal will be filled in.
- Pinehurst by Golf Cart Crossing: Philodendron leaf will be cut back to prevent solar panel encroachment.
- CLM will provide a proposal for replacement plants and trees based on inventory lists provided by Mr. Schumacher.

Mr. McGee will develop a map identifying all medians by number for reference at the M.S.T.U. meetings and forward it to Mr. Schumacher.

VIII. Project Managers Report - Dan Schumacher

A. Budget Report

Mr. Schumacher summarized the “*Lely MSTU Fund Budget 152 dated March 15, 2018*” for information purposes and provided an overview of the budget noting:

- \$227,209.91 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, transfers and contributions (minus a 5% reserve of \$12,900).
- Current Operating Expense budget is \$192,000 of which commitments total \$97,562.72; expenditures \$30,223.29.
- Uncommitted Operating Expense funds available are \$64,213.99.
- Sunbright Industry invoice for mulch application was recommended for payment.
- Based on a multi-year contract approval by the Board of County Commissioners for Florida Land Maintenance, dba CLM, a Purchase Order was issued. Balances for two interim purchase orders will be closed.
- A Purchase Order for Community Street and Stop sign replacements will be issued.
- Improvements General funds of \$146,900.00 can be accessed for special projects.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$179,400.00, an increase of \$9,400.00.
- Total available balance less committed expenses \$429,181.69.

Mr. Schumacher will present the proposed FY19 budget at the April meeting.

B. Lighting Inspection Report

Mr. Schumacher provided a lighting report compiled by Commercial Land Maintenance and reported Hart's Electrical replaced three lamp outages on Saint Andrews and Pebble Beach Boulevards. The Sign Light-DS-2 reported outage will be confirmed.

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Report Modifications

The report will indicate which Luminaires are LED and record the date the lamps were installed.

Mr. Schumacher will confirm funds are available in the budget to order additional lamps if the inventory level is reduced to two or three units.

C. Lely HOA Sign Replacements – Quotes for Street Sign “Blades” under Review.

Mr. Schumacher reported on the status of damaged signs for the Lely community.

- Municipal Sign & Supply Co. submitted a proposal in the amount of \$3,281.00 to replace sixty-eight (68) signs.
- Estimated installation is two to three weeks from receipt of the Purchase Order.
- Blades will display black street sign lettering on a white background in accordance with County specifications.
- The street suffix (i.e. Blvd, etc.) will be 2 ¾” high and entered a few spaces to the right of the street name (versus current right justified).
- A template will be produced and tested on site for approval prior to production.

Pole Replacements

Mr. Schumacher will obtain specifications from Traffic Operations for sign poles. Quotes for two styles of poles (Option A. - fully molded pole or Option B. - pole with clam shell base as separate attachment) will be solicited.

Ms. Dammert motioned to approve Municipal Signs & Supply Co. proposal for fabrication, replacement and installation of sixty-eight street signs with black lettering on a white background for an amount Not-To-Exceed \$4,000.00 for the Lely Community. Second by Ms. Jorgensen. Carried unanimously 3 – 0.

D. Irrigation – Pressurized Effluent (Non-Potable) Supply at Warren St. – Evaluating & Trouble Shooting

Mr. Schumacher reported the Warren Street irrigation system is being evaluated to ensure proper performance.

E. Tree Replacements – Inventory

Mr. Schumacher distributed the Lely MSTU Replacement Trees – Inventory report dated March 1, 2018. He noted the data compiled is based on a Community tour with **Mr. McGee** who specified twenty-six trees for replacement.

A Request for Quote (RFQ) will be issued to Commercial Land Maintenance. Additional RFQ’s may be required from qualified contractors if the project dollar amount exceeds the County’s mandated level for single bid procurement.

Chairman Branco requested the quote be presented at the April meeting.

F. Median U.S. 41 Landscaping

Ms. Schumacher will confer with Liz Soriano, Supervisor – Road Maintenance Landscape Operations, to determine the process for landscape refurbishment for the median on U.S. 41 in front of the East Naples Library.

IX. Old Business

A. Refurbishment of Entry Monuments

1. County Zoning Division Sign Review

- a. Determination – maximum monument height.
- b. Center line of west-bound US-41 can be reference for maximum 8ft sign height.
- c. Land Survey received – Hole Montes.
- d. Zoning Division recommends using a full-service sign company for design.
- e. Easements for both entry and exit sides St. Andrews monuments confirmed.

Mr. Schumacher reported on results of a meeting with Chairman Branco and Diane Compagnone, Sign Review Specialist, Growth Management Division to review zoning requirements for the monuments, and distributed a letter from Ray Bellows, Zoning Manager, Growth Management Division.

The letter dated March 5, 2018 states the modification to the top of the existing nonconforming monument signs can be approved since the proposal doesn't increase the nonconforming setback. The center line of the road should be considered (R1 and R2 as recorded on the Hole Montes survey) for the sign height measurement.

The net result is the height of the existing entry monument structures may be increased by approximately 22 inches.

A photograph of the current monument with an arched line superimposed to define the maximum height permitted was presented by Chairman Branco as a visual tool.

During Committee discussion the following options were considered:

- Construct a decorative element behind the monument, such as a trellis, to aesthetically enhance the structure and residential ambiance.
- Place the logo on a smaller structure in front of the wall to enable design flexibility with the existing wall.
- Modify the color scheme and surface material of the wall.
- Landscape with substantial plantings or trees behind the wall to create privacy and camouflage commercial buildings.
- Engage Mr. McGee to prepare design proposals for consideration.

Mr. Schumacher will request AutoCAD files of the monument survey from Hole Montes to be provided to Mr. McGee for design review.

Mr. McGee will provide a proposal for number of hours required to produce a finished design product for the Lely Golf Estates Entry Monuments.

Chairman Branco moved for McGee & Associates Landscape Architecture to prepare preliminary designs for the Lely Golf Estates Entry Monuments for an amount Not-To-Exceed the Limited Refurbishment Funds available under the existing contract. Second by Ms. Dammert. Carried unanimously 3 – 0.

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B. New Lift Station @ Hidden Valley Drive

1. FY-18 Public Utilities project - Drawings

Mr. Schumacher distributed Collier County construction plans *Exhibit A, Sheet No. WW-7 – Pump Station Detail – Profile; Exhibit B, Sheet No. WW-8A – Community Pump Station with Generator Detail and Exhibit C, Sheet No. WW-9B – Community Pump Station Control Panel Detail Non-VFD Station with Generator* for the sanitary lift station being relocated from Saint Andrews Boulevard to a County-owned parcel at the corner of Saint Andrews Boulevard and Hidden Valley Drive

The M.S.T.U. will seek permission to landscape the area upon construction completion.

Mr. Schumacher will request a site plan and confirm the estimated installation date, the equipment placement location on the lot, the fence height and material detail and irrigation availability.

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, Pebble Beach Cart Crossing, Forest Hills Cart Crossing and potential for 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 4:58 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: APRIL 19, 2018 – 2:00 PM
COLLIER COUNTY EAST NAPLES LIBRARY
8787 TAMiami TRAIL EAST, NAPLES, FL 34113
(239) 775-5592**