



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103
Naples, FL 34113

Minutes March 21, 2019

I. Call to Order

Chairman Branco called the meeting to order at 2:08 PM. A quorum was established.

II. Attendance

Committee Members: Tony Branco - Chair; Kathleen Dammert, Vice Chair; Linda Jorgensen;
Jacalyn Lowry; Kathleen Sledobnik

County: Dan Schumacher - Project Manager

Others: Michael McGee - McGee & Associates

Gary Gorden - Commercial Landscape Maintenance (CLM)

Wendy Warren - Premier Staffing Source

III. Approval of Agenda

Ms. Dammert moved to approve the March 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. Updating of Task List;
C. Meeting with Commissioner Fiala.*

Move: Item XI. Old Business – 1a. McGee – Finish Study to present after item VI. Landscape Architect's Report.

Second by Ms. Lowry. Carried unanimously 4 - 0.

IV. Approval of Minutes – February 21, 2019

Ms. Dammert moved to approve the minutes of the February 21, 2019 Lely Golf Estates

Beautification M.S.T.U. meeting as presented. Second by Ms. Lowry. Carried unanimously 4 - 0.

V. Chairman's Report – Tony Branco

A. Community Assessment

- Recently pruned medians and the front entrance plantings look good.
- The 2 float switches which feed the re-use water tank at the Warren Street pump facility were tested and are functioning as intended. Mr. McGee noted a pressure spike during the test and suggested that the previously removed valve spring may not have been replaced prior to system pressurization. *Mr. Gorden will determine if the valve requires a spring replacement.*
- Mr. McGee will consult with CLM on structural pruning for trees on Forest Hills Boulevard.
- The dead palm tree on Rattlesnake Hammock Road and Doral Circle was removed.
- The Doral entrance sign light was tested, and as previously reported to the Committee in December 2018, has not been repaired. *Mr. Schumacher will direct Hart's Electrical to make the repairs identified on this month's Lighting Report, including the added Doral Circle sign light.*

B. Updating of Task List

Thirty-one (31) landscape items on McGee & Associates summary report are over one year old; thirty-nine (39) over six months old.

(Note: Fifteen (15) items are reported “completed” by Mr. Gorden in item VII, below)

March 20, 2019 Meeting with Michelle Arnold, Dan Schumacher and Robert Kindelan.

The meeting addressed the process to identify items recommended for maintenance/replacement on McGee & Associates Landscape Observation report and method of communicating the information to Commercial Land Maintenance (CLM).

Mr. Kindelan noted McGee & Associates specifications in the report do not always coordinate with the “Florida 1 Specification” standard utilized by CLM. Photographs of specimens will be forwarded to Mr. McGee for approval if the specification is unclear.

Mr. McGee’s report is to be provided to CLM for distribution to Mr. Kindelan and Mr. Gorden. On completion of the identified landscape maintenance items, Mr. Schumacher is to be notified.

Payments in arrears from an Interim Purchase Order due CLM for services are being addressed and a resolution anticipated.

Outstanding Items Task List

Mr. Branco suggested the Project Manager’s Task List for landscape maintenance items detailed on Mr. McGee’s Summary Report, encompass all outstanding items to be addressed, i.e. street sign replacement.

Mr. Schumacher will prepare and maintain a separate Project List for this purpose.

C. Meeting with Commissioner Fiala

Mr. Branco met with Commission Fiala on March 6th to discuss Lely community issues and projects currently being undertaken by the Lely Beautification M.S.T.U. including:

- US 41 / St Andrews entrance monument refurbishment
- Increased traffic on St Andrews Blvd. related to the Santa Barbra connection
- Traffic related median & street sign damage
- Irma related street & traffic sign replacement
- Delays experienced with maintenance contractors, Procurement and projects in general
- Minimal response from code enforcement
- Creation of a “green space” landscaped area on the site of the proposed County Lift Station, including the possibility of the MSTU acquiring the property.
- A request to fuel the back-up generator (for the existing lift station) scheduled for installation at the Bradstrom Village site with biodiesel fuel to improve the air quality and reduce the health risks & odors associated with traditional diesel exhaust.
- Requested & received a project status update on the Saint Andrews intersections at Warren St & Wildflower Way. A design proposal for the project, scheduled to begin construction in May 2019, was distributed to the Committee.
- Requested additional speed enforcement options for Saint Andrews Blvd
- Requested assistance in securing six (6) additional STOP signs to replace faded ones in the community.
- Requested assistance with the process to eliminate the U-turn capability for traffic heading NW on US 41 at Saint Andrews Blvd.

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- Requested assistance to obtain approval to add “No Trucks (over 1 ton)” signs placed in the turn lanes on US 41 into Saint Andrews Blvd. Commissioner Fiala advised that FDOT would have to approve both US 41 requests and agreed to have her staff contact FDOT. On March 15th I received an email from Victoria Peters at FDOT RE: U-Turn elimination indicating that the department is vetting an alternative signal plan for the intersection...Re: The No Truck Traffic signs, FDOT will consider the No Trucks directional signs if the request comes from Collier county and to supplement an existing county resolution. Ms. Peters will follow up with the county & get back to me. *Mr. Schumacher will also follow-up on progress and update the Committee at a future meeting.*

VI. Landscape Architect’s Report – McGee & Associates

A. Summary, Detail

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

Items completed since report publication were noted. A strikethrough line indicating completed items will be included in subsequent months report. The following items were highlighted:

Saint Andrews Boulevard

- Median #9: CLM to review irrigation coverage by Fox Tail Palm; place bubbler at base of palm.

Heather Grove Lane

- Cul-de-sac #22: The Committee decided not to replace the Sabal Palm.

Treasure Point Cul-de-Sac

- Median #24: Plants treated for Caterpillars.

Irrigation

- Warren Street Mixing Chamber: Potable water Use 0; Reuse water 131,664 gallons. McGee & Associates only records water usage at Warren Street.

IX. Old Business

A. Refurbishment of Entryway Monuments – Saint Andrews Monument Caps

1. McGee -

a. Finish Study

Five (5) *Color & Finish Study* front elevation renderings for the Lely Golf Estates M.S.T.U. entrance monuments were presented. Mr. McGee recommended the fifth design displaying a lighter background color to the logo plate. Pitting to creature texture for the cap and border can be minimized and Johnson Brothers expressed a preference for this type of precast finish noting a sealer is applied to the concrete to reduce mildew.

2. Mr. Schumacher requested a quote for additional consulting services and project administration for the entrance monuments project (see IX. A. 1.b. below)

Mr. McGee left the meeting.

VII. Landscape Maintenance Report – Commercial Land Maintenance (CLM)

A. Summary Comments

Mr. Gorden updated the Committee on landscape maintenance noting:

- Fifteen (15) of the eighteen (18) items on the February 11, 2019 task list are completed.
- Mr. Gorden will coordinate with Mr. McGee on the remaining items.

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- The condition of the turf in Valley Stream Circle median #13 will be evaluated by Mr. McGee and options recommended to the Committee at the April meeting.

VIII. Project Managers Report - Dan Schumacher

A. Election of Advisory Committee Officers 2019-2020

i. Nomination for Chair

Ms. Lowry nominated Tony Branco for the position of Chair of the Lely Golf Estates Beautification M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Ms. Dammert. Nominations were closed and no others were tendered. Mr. Branco assumed the Chair.

ii. Nominations for Vice-Chair

Chairman Branco nominated Kathleen Dammert for the position of Vice-Chair of the Lely Golf Estates M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Ms. Lowry. Nominations were closed and no others were tendered. Ms. Dammert assumed Vice-Chair.

B. Budget Report

Mr. Schumacher summarized the “Lely MSTU Fund Budget 152 dated March 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 \$114,117.50 and \$52,973.18 is expended.
- Uncommitted Operating Expense funds available are \$30,319.62.
- Balances highlighted in red represent closed Purchase Orders; funds will be rolled over to the FY-2020 budget.
- Improvements General funds of \$230,100.00 will be accessed to fund Lely Gateway Monument Refurbishment project.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$150,000.00, a decrease of 16.2%.
- Total available balance less committed expenses is \$415,795.20.

1. Budget Line 36 Year over Year Increase - Modified.

Re-evaluation of the Staff support budget of \$43,500.00, Line 36, resulted in an FY-19 decrease of \$2,900, as shown in the column listed as Available.

C. Lighting Inspection Report

The March report indicates sign light outages at the Doral Circle entrance and US 41, plus three lamp outages. Hart’s Electrical *will be directed to make the repairs.*

Ms. Rosio Garcia is correlating Graybar invoices with Hart’s Electrical invoices to identify installation dates of LED lamps for warranty purposes and integrate the data into the *Cartegraph Asset Tracking and Work Maintenance Inventory System.*

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Mr. Schumacher will convert the "X" designation in columns A and B of the preliminary report to "LED" as suggested by the Committee.

D. Irrigation – General and at Cart Crossings

CLM will be instructed to do a routine "wet check" week ending March 30, 2019 including the area of Doral Circle and mark non- functioning valves/heads.

E. Plants & Trees – NTP Tree Replacements, issued Feb. 6th & Verified Feb. 14th.

This item was discussed under V. - Chairman's Report, B. Updating of Task List. Project Funding was approved by the Committee in a motion at the January 17, 2019 meeting.

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

F. Structural Tree Pruning & Lifting – NTP issued Feb. 7th, per CLM contract 17-7204.

Notice-to-Proceed issued, as noted.

G. Rattlesnake & Doral Tree Overhang Pruning (Podocarpus Hedge) – Quote

A CLM quote for \$2,54.00 to trim the branches encroaching above the Podocarpus hedge adjacent to Rattlesnake Hammock Rd and Doral Cir.

Ms. Lowry motioned to approve Florida Land Maintenance, Inc., dba CLM, estimate # E1105591, dated March 15, 2019, not to exceed \$3,000.00 to trim the trees above the Podocarpus hedge on Rattlesnake and Doral Circle at Lely. Second by Ms. Slebodnik. Carried unanimously 4 – 0.

H. Street Name, STOP & Traffic Sign Replacements

Street Name Signs

Lykins Signtek submitted a quote for street name sign refurbishment, however the Procurement Division ruled the project cannot be awarded a Single Source purchase.

Mr. Schumacher will distribute a "Scope of Work" document via bid sync. The bid response time from vendors is seven (7) to ten (10) days. If bids are not received from three (3) qualified contractors, the job is re-posted. After two (2) postings to bid sync, the project can potentially be awarded to the submitting contractor.

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. Burgos, Traffic Operations, advised the M.S.T.U. that all STOP signs for Lely Golf Estates were provided to the HOA's contractor. **Mr. Schumacher** has requested an invoice from the HOA management company to confirm quantities issued and update the Committee at the April meeting.

Ms. Jorgensen arrived.

IX. Old Business

A. Refurbishment of Entryway Monuments – Saint Andrews Monument Caps

1. McGee-

a. Finish Study, plus additional color schemes.

This item was discussed after Item VI. Landscape Architect's Report

b. Work Order for additional McGee consulting – Quote

A quote in the amount of \$1,530.00 was presented for "Plan Modification & On-site Construction Observation" for the entrance monument project.

The Committee agreed to defer approval of the quote to the April 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, 6th Edition requirements and Wind Zones specifications.

Next Steps in Preparation for Bid Package:

- 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.
- Stonework will be left natural.

B. New Lift Station @ Hidden Valley Drive.

The proposed Lift Station is on the Board of County Commissioners Agenda for March 26, 2019.

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.

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 4:22 PM.

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**LELY GOLF ESTATES BEAUTIFICATION MSTU
ADVISORY COMMITTEE**

Tony Branco, Chairman

The Minutes were approved by the Committee on _____, 2019, as presented _____,
or as amended _____.

NEXT MEETING:

APRIL 18, 2019 – 2:00 PM

COLLIER COUNTY LIBRARY

EAST NAPLES BRANCH

8787 TAMiami TRAIL EAST

NAPLES, FL 34113

(239) 775-5592