



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103
Naples, FL 34113

Minutes May 16, 2019

I. Call to Order

Chairman Branco called the meeting to order at 2:03 PM. A quorum was established.

II. Attendance

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

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

Ms. Dammert moved to approve the May 16, 2019 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:

Add: Item V. Chairman's Report - B. Homeowner Association Meeting; C. Status Review April 2019 Meeting Action Plan.

Item VIII. Old Business – B. Lely Monument Entry Sign Renovation Approval Letter Second by Ms. Lowry. Carried unanimously 5 - 0.

IV. Approval of Minutes – April 18, 2019

Ms. Jorgensen moved to approve the minutes of the April 18, 2019 Lely Golf Estates Beautification M.S.T.U. meeting as presented. Second by Ms. Lowry. Carried unanimously 5 - 0.

V. Chairman's Report – Tony Branco

A. Community Assessment

- Significant progress has been made on landscape maintenance.
- Median replacement trees and plantings look good and colorful.
- Palm fronds should be removed expeditiously from the medians.
- Trimming of Palm fronds and pods on Valley Stream Circle is scheduled for May 17th.
- A failed light at the Pinehurst entrance is not under warranty. A replacement light has been identified and can be purchased on the Internet.
- Golf course maintenance crews trimmed the Pinehurst entry monument; vegetation is still too high.
- Irrigation:
 - A break in the effluent water line upstream of the pump station & mixing station on Warren Street was repaired.
 - A proposal to replace the valve and gate valve at Pebble Beach Boulevard is pending. Repair will need to be made when Hibiscus golf course is not pumping water.

MINUTES

Mr. Schumacher will acquire two lights for the Pinehurst entry monument fixtures, referenced in the link supplied to him by Mr. Branco, at a cost of \$149.00 each.

B. Homeowner Association Meeting

Mr. Branco updated HOA meeting attendees on M.S.T.U. projects and future ideas for the County owned property located at 343 St. Andrews Boulevard including:

A. Traffic Calming on St. Andrews Boulevard

- A rendering was distributed depicting decorative crosswalks with pavers and stop signs located at two intersections on St. Andrews Blvd. (Warren and Wildflower Streets), to be installed by the County.
- A speed monitoring device installed in the vicinity of the Presbyterian church was requested of Sheriff Rambosk.

B. Street and Traffic Signs

- A Request for Quote (RFQ) for signage has been advertised on to BidSync.

C. Hurricane Irma Tree Replacements in Medians

- Tree replacement is ongoing.

D. Plans for Lift Station Property

- The M.S.T.U. supports establishment of “Green Space” for the lot which will be sold to the Lely HOA, or its designee, by the County.
- Attendees present at the meeting expressed preference for residential development.
- The HOA will inform the M.S.T.U. of the ongoing status of the land.

E. Front Entrance Monument Design

- HOA members endorsed the final design of the Entry Monuments Refurbishment.

C. Status Review April 2019 Meeting Action Plan

Mr. Schumacher distributed a “Master List” recap of landscape items and respective quotes based on McGee & Associates Summary Report dated April 18, 2019. The quotes were reviewed under the Project Managers Report, Section VII. E.

VI. Contractor Reports

A. Landscape Architect’s Report – McGee & Associates

Mr. McGee summarized the “*Lely Golf Estates Landscape Observation Report FY18-19*” dated May 7, 2019.

Modifications to the report include:

- “Committee Approved” indicator in the Additional Comments box to confirm a plan of action.
- A “red circle” under the *R* column heading to highlight new items.
- Specify recommendation to flush cut versus removal by excavation. *Stumps should be removed if replacement planting is intended.*

Mr. Schumacher will:

- Compile a list of phone numbers to enable Committee members to contact the appropriate entities when issues arise impacting the M.S.T.U.
- Notify the Road and Bridge Department of broken curbing requiring repair.
- Direct flush cut of Washingtonia stump on Median #6, Saint Andrews Boulevard.

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

Summary Comments

Mr. Gorden updated the Committee on landscape maintenance noting:

- Mahogany trees on Forest Hills Boulevard were pruned.
- Paroutis Palms on Valley Stream Circle will be pruned May 17, 2019.
- Plants were treated for caterpillars.
- Most of the eighteen landscape maintenance items on the worksheet dated April 18, 2019 have been accomplished.
- A wet check was conducted May 16, 2019.

VII. Project Managers Report - Dan Schumacher

A. M.S.T.U By Laws - Signing by the Advisory Committee Members

The Lely Golf Estates Beautification Municipal Service Taxing Unit (M.S.T.U.) By Laws, updated to denote officer positions, were signed by the Advisory Committee members.

Mr. Schumacher will email a fully executed copy to each member.

B. Budget Report

Mr. Schumacher summarized the “*Lely MSTU Fund Budget 152 dated May 16, 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 \$82,931.99 and \$100,116.68 is expended.
- Uncommitted Operating Expense funds available are \$14,325.63. Funds can be reassigned between categories if necessary.
- 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 the Lely Gateway Monument Refurbishment project.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$150,000.00. Consolidation of the two categories into a single “fixed” dollar amount titled *Reserves for Insurance* is recommended for the FY-20 budget. *The Committee requested clarification regarding M.S.T.U. flexibility to access funds from this category for purposes other than insurance claims.*
- Total available balance, less committed expenses, is \$398,989.37.

Mr. Schumacher noted the Catastrophic/Hurricane Reserves decreased by 16.2% from FY-18 to FY-19 for these reasons:

- Line 44 Reserves in the MSTU budget report of May indicates total FY-19 reserves. This is the sum of the Line 42 Catastrophic/Hurricane \$50,000 and the Line 43 Insurance \$100,000.
- Line 42 reserves are variable from year to year depending on expenditure requirements throughout the MSTU budget.
- Line 43 reserves are fixed year to year, with a BCC imposed minimum of \$100,000.
- To attain a higher fixed total in Line 44, the MSTU can request that Line 42 be deleted from the budget and the corresponding \$50,000 be added into Line 43, resulting in a minimum \$150,000 Line 44 Reserves total.

MINUTES

At the direction of the committee, Mr. Schumacher will incorporate the \$50,000 ‘Catastrophe/ Hurricane’ funds into the Reserves for Insurance budget line item, resulting in \$150,000 Reserves for Insurance. Additionally, the Budget Office will be consulted for guidelines on how these funds may be accessed.

C. Lighting Inspection Report

The “backordered” Doral entrance sign light is the single outage for May 2019.

Mr. Schumacher will research alternative sources for purchase of the backordered lamp.

D. Irrigation – Review Quote

A proposal in the amount of \$10,322.79, materials only, from FIS Outdoor to convert the Motorola irrigation system to the HydroPoint Data System on the Saint Andrews and Pebble Beach Circle medians was presented.

The Committee requested additional information to consider a retrofit option for the irrigation system.

Mr. Schumacher will:

- *Solicit a quote to convert the irrigation system for Saint Andrews, Pebble Beach Circle and Doral Circle to HydroPoint.*
- *Request a Quote (RFQ) for system installation and electrical panel activation.*
- *Ascertain the annual service fee affiliated with system use.*

E. Plants & Tree Replacements – Review Quotes

Four estimates from Superb Landscape Services, totaling \$23,720.00 for plants and trees were presented for Committee consideration.

During Committee discussion the following was noted:

- Descriptions included duplication and/or completion of some items listed.
- Trees and container material should be detailed in individual quotes.
- Site prep should be done first.
- Landscape renovation should be staged to ensure work is completed in the required thirty (30) day time frame.

Mr. Schumacher will:

- *Clarify items to be deleted from the quotes such as removal of a fifty (50) foot tall Royal Palm and plantings behind the Monument Sign on Estimates #E1105603 and #E1105606.*
- *Confirm quantity of Palms with Ganoderma to be removed and number of Sabal Palms to be replaced as noted on Estimate #E1105604.*
- *Request Superb Landscaping submit modified proposals for Committee consideration at the June 2019 meeting.*

F. Traffic Sign – BidSync RFQ

Mr. Schumacher and Mr. Branco verified the final counts and a Request for Quote (RFQ), due May 25, 2019 was posted on BidSync.

VIII. Old Business

A. Refurbishment of Entryway Monuments – BidSync RFQ

Mr. McGee, McGee & Associates, presented the final “Color and Finish Study” for the Lely Golf Estates entryway monument renovation plan.

Ms. Lowry motioned to approve the Lely Entryway Monuments Renovation project in accordance with the Color and Finish Study design submitted by McGee & Associates. Second by Ms. Jorgensen. Carried unanimously 5 – 0.

Mr. Schumacher received two vendor responses to the Lely Monument sign refurbishment full project Invitation to Bid (ITB) package. One of the two quotes conformed to McGee & Associates Opinion of Cost.

Mr. Schumacher will:

- *Re-post the Invitation to Bid (ITB) on BidSync to conform to the County’s policy when fewer than three bids are submitted.*
- *Secure a quote from Superb Landscaping to prune and remove plantings as directed by McGee and Associates in the area abutting the monuments.*

B. Lely Monument Entry Sign Renovation Approval Letter

The “Entry Sign Renovation Approval Letter” was signed by Mr. Branco, Chairman, Lely Golf Estates Beautification M.S.T.U., to be notarized.

IX. New Business

Saint Andrews Entrance Flowers

Replacement of the flowers at the Saint Andrews entrance with a summer arrangement like FY-18 will be reviewed at the June meeting.

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 4:32 PM.

**LELY GOLF ESTATES BEAUTIFICATION MSTU
ADVISORY COMMITTEE**

Tony Branco, Chairman

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

MINUTES

NEXT MEETING:

JUNE 20, 2019 – 2:00 PM
COLLIER COUNTY LIBRARY
EAST NAPLES BRANCH
8787 TAMiami TRAIL EAST
NAPLES, FL 34113
(239) 775-5592