



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103  
Naples, FL 34113

### Minutes October 18, 2018

#### I. Call to Order

**Chairman Branco** called the meeting to order at 2:00 PM. A quorum was established.

#### II. Attendance

**Members:** Tony Branco – Chair; Kathleen Dammert; Linda Jorgensen; Vacancy; Vacancy

**County:** Dan Schumacher - Project Manager; Rosio Garcia – Collier County Intern

**Others:** Mike McGee - Landscape Architect; Gary Gorden - CLM; Wendy Warren– Premier  
Kathleen Slebodnik – Advisory Committee Applicant

#### III. Approval of Agenda

*Ms. Jorgensen moved to approve the October 18, 2018 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:*

*Add: Item V. Chairman’s Report – A. Community Assessment; B. Lely Presbyterian Church Vegetation Removal; C. Maintenance Back Log.*

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

#### IV. Approval of Minutes – September 20, 2018

*Ms. Dammert moved to approve the minutes of the September 20, 2018 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

**Chairman Branco** reported on the community tour as follows:

##### A. Community Assessment

- Sign inventory was updated.
- Palm fronds throughout the community need pruning.
- Median # 1 landscaping looks good; three flags were replaced; vegetation surrounding the electrical outlet box requires pruning.
- Mr. Schumacher will investigate the reason for the early shut off of the solar sign light at Forest Hills Blvd and Augusta Blvd. The batteries were tested & program settings are correct. The royal palms over the solar panel require pruning.
- Doral Cir median incurred some minor plant damage, likely caused by a trailer tire.

##### B. Lely Presbyterian Church Vegetation Removal

The Committee has not received a response from Code Enforcement regarding removal of shrubs and trees, some of which are in the Right of Way (ROW), an M.S.T.U. jurisdiction.

**C. Maintenance Backlog**

- Mr. McGee's Summary Report records fifty items over six months old, twenty-two items over one year.

*The Committee requested Mr. Schumacher investigate the delay in replacing the plant material and propose an action plan to correct the situation for review at the November meeting.*

**VI. Landscape Architects Report – McGee & Associates**

**A. Summary, Detail**

Mr. McGee summarized the “*Lely Golf Estates Landscape Observation Report FY17-18*” dated October 8, 2018 noting the majority of the report designates replacements recommended.

**General**

- Summary list: small plantings have been replaced; remaining items are Irma replacement trees.
- Perennial Peanut should be hand weeded or sprayed to maintain a weed free landscape.

**Saint Andrews Boulevard**

- Three of the Allamanda shrubs on the inbound side of U.S. 41 are the wrong variety and need to be replaced.
- Turf areas contain noticeable weeds.
- Crinum Lily plants behind the sign/flag pole need to be pruned.
- Bare areas between the sidewalk and the roadway on the Suncoast Credit union side should be planted with Perennial Peanut.
- Light Pole #4: Raise tree canopy to avoid light pole interference.

**Forest Hills Cart Crossing**

- **Mr. Schumacher** will secure a quote for replacement of Crown of Thorn in all plant beds (to be identified during November drive through) with Perennial Peanut for presentation at the November meeting.

**Valley Stream Circle**

- Median #13: Replacement of turf recommended.

**Pebble Beach Boulevard**

- Median #16: **Mr. Schumacher** sent a Notice-to-Proceed for removal of Washingtonia Palm.

**Baltusrol Sign**

- **Mr. McGee** recommends removal of shrubs and installation of turf between the cart path and the sign and/or remove Crown of Thorn and replace with Perennial Peanut. Irrigation head should be relocated.

*Mr. Schumacher will explore planting and maintenance options with Golf Course management and update the Committee at a future meeting.*

**Irrigation**

- Warren Street reuse water for September 2018 was 175,532 gallons. Potable water service outage for three days the week of October 13<sup>th</sup> is not noted on this month's report.
- Valley Stream usage was 10,030 potable gallons.

**VII. Landscape Maintenance Report – Commercial Land Maintenance**

**A. Summary Comments**

Mr. Gorden updated the Committee on landscape maintenance noting:

- Bougainvilleas were pruned and Crinum Lilies cleaned.

## MINUTES

- Outlet Box vegetation on Median #1 will be cut back in preparation for installation of holiday decorations.

### Median #1 Seasonal Planting

The Committee discussed planting schemes and flower selection for seasonal installation in Median #1.

- Flower choices include Savannah Pink Splash Geraniums, Red Geraniums and White Alyssum based on the October 2017 plan, Scheme A, modified.
- Geraniums will be 6" pot size.
- Flowers will be planted on completion of the holiday lighting installation by Whited Holiday Décor.

*Mr. McGee will review the schematic drawing approved by the Lely Golf Estates Beautification Committee in October 2017 as modified to verify flower quantities and installation scheme for seasonal flowers at the Median #1 front entrance and submit the information to Mr. Schumacher.*

*Mr. Schumacher will solicit a quote proposal from Commercial Land Maintenance for cost of materials plus 15%.*

*Ms. Dammert motioned to approve Florida Land Maintenance, Inc., dba Commercial Land Maintenance, plant the bed entrance to Saint Andrews Median #1 with Savannah Pink Splash Geraniums surrounded by Red Geraniums and bordered with white Alyssum, a modified version of the October 2017 concept plan Scheme A, designed by McGee & Associates, at a cost not to exceed four thousand dollars (\$4,000.00). Second by Ms. Jorgensen. Carried unanimously 3 - 0.*

## VIII. Project Managers Report - Dan Schumacher

### A. Advisory Committee Applications

#### 1. Jacalyn Lowry

The Committee deferred Ms. Lowry's application to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee to the November meeting.

#### 2. Kathleen Slebodnik

The Committee reviewed Ms. Sleboknik's application to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee.

*Chairman Branco moved to recommend the Board of County Commissioners appoint Kathleen Slebodnik for a four-year term to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee. Second by Ms. Jorgensen. Carried unanimously 3 - 0.*

#### 3. Kathleen Dammert

The Board of County Commissioners approved Ms. Dammert's reappointment to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee for a four-year term.

### B. Budget Report

**Mr. Schumacher** summarized the "Lely MSTU Fund Budget 152 dated October 18, 2018" 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.

## MINUTES

- 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 \$162,919.68.
- Uncommitted Operating Expense funds available are \$34,454.62
- Items highlighted in Blue represent Purchase Orders requested or issued. A Notice-to-Proceed is sent to contractors when Staff receives the Purchase Order.
- Improvements General funds of \$230,100.00 can be accessed for special projects such as the 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 \$493,530.25.

### C. Lighting Inspection Report

#### Report

The October, 2018 report indicated five outages, all of which have been replaced with LED's. The report was generated prior to service performed by Hart's Electrical. The invoice is processed pending Staff's verification of service.

#### LED Lamp Warranty

Staff confirmed the warranty policy for LED lamps is two years. The LED lamp outage on Pebble Beach Boulevard was the result of a lightning strike.

#### Flag Pole Lamp

The Flag Pole light has been replaced.

#### Light Pole Grounding

The poles are individually grounded and the circuit is surge protected at the main power box.

#### Front Entry Light

**Mr. Schumacher** will review the invoice to determine if the front entry side light was replaced.

#### Light Pole Identification

The grid for A and B letter designation for poles with double luminaries are complete.

**Mr. Schumacher** will purchase the decals and schedule application installation.

### D. Whited Holiday Décor: Optional LED Upgrade – Quote.

Whited Holiday Décor submitted a contract for materials and installation for Lely Golf Estates Christmas Lighting and Décor for 2018 for Saint Andrews and Doral Circle Entrances for \$2,600. Installation will be no later than November 15, 2018 and includes periodic nightly inspections through December. An option to upgrade to LED lights for an additional \$400.00 is provided.

The Committee discussed the proposal and agreed to move forward with the initial \$2,600 proposal, excluding the LED light option.

### E. Service Contracting Solutions (SCS)

**Mr. Schumacher** presented Quotation 18-7327 dated October 18, 2018 from SCS in the amount of \$845.94 to pressure wash the front entry monuments.

## MINUTES

During Committee discussion the following was noted:

- The sequence for planting and power washing should be addressed.
- Paroutis Palms should be pruned prior to service.
- Staff should investigate water source for service - on site availability (potable or non-potable) or contractor provided (tanks).
- Staff to confirm if methodology uses chemicals or water only.
- Concern expressed regarding potential removal of existing paint.
- Consider cleaning the rocks only, not the sign itself.
- Consult sign companies for advice.

*Mr. Schumacher will convey the Committee's thoughts to SCS and relay their response at the next meeting.*

### F. Irrigation

Irrigation is functioning as intended.

### G. Plant & Tree Replacements

**Mr. Schumacher** will review plant replacement recommendations versus those ordered & planted upon the 08/20 Notice-to-Proceed per CLM quote E1105570.

Tree pruning, including palm fronds and Mahogany's, requested at the September 2018 meeting, has not been done. *Mr. Schumacher will research tree pruning schedule for different varieties and report his findings to the Committee.*

### H. Street Name, STOP & Traffic Sign Replacements

**Mr. Schumacher** updated the Committee on the status of sign replacement as follows:

#### Street Name Signs

- Municipal Supply & Sign Co. (MSS) has insufficiently repaired the signs they installed under the issued Purchase Order.
- Staff has conferred with the Procurement Division about criteria to accept or reject the signs and payment to MSS.

A determination will be made and *Mr. Schumacher will update the Committee on the status at the November meeting.*

#### Traffic Signs

**Mr. Schumacher** discussed options to order Traffic Signs on decorative poles deemed to be a priority for immediate purchase up to \$3,000.

## IX. Old Business

### A. Refurbishment of Entry Monuments

1. Monument Cap, McGee Existing, Elevation & Planform views.

**Mr. McGee** will provide graphics and background signage options for the November meeting.

2. Monument Cap, McGee Opinion of Cost, Rev 1, Quotes.

**Mr. McGee** updated an Opinion of Cost received from two vendors for the Monument Recapping of two Entrance Monuments at Saint Andrews Boulevard & US 41.

The cost estimates were:

- Johnson Brothers, Inc.

## MINUTES

\$14,364.00 for a pre cast cement coping top and border.

- Mr. Foamy, Inc. – two cost options submitted based on choice of material.
  - A. \$7,310.00 for 40 ml sand.
  - B. \$13,078.00 for precast cement.

*All options include labor. Mr. McGee recommends precast cement to avoid future damage to the structure from falling tree limbs and debris.*

### **B. New Lift Station @ Hidden Valley Drive**

#### **1. FY-18 Public Utilities project**

This item will be updated at a future meeting.

### **C. Unfinished Business**

1. Insurance - Pebble Beach Light Pole.

*A claim is pending.*

2. Insurance – Saint Andrews Median #3.

*Insurance reimbursement was received for this claim.*

3. Insurance – Median #23:

**Mr. Schumacher** photographed the plants damaged by an automobile at the rear of Doral Circle and will file an insurance claim if the replacement amount exceeds the \$500.00 deductible.

### **X. New Business**

#### **A. Treasure Point HOA – Street Lighting**

**Mr. Schumacher** provided contact information for Pam Gittings (HOA President) to the FPL representative handling rented outdoor light fixtures; to work with Pam directly.

*Mr. Schumacher will stay apprised of the progress between FPL and the Homeowners Association and inform the Committee of activity.*

#### **B. Project proposals for the FY-19 Year**

Entry Monuments

### **XI. Member Comments**

#### **A. Asset Management System**

**Mr. Schumacher** introduced Rosio Garcia, Collier County Intern, responsible for inputting data into the *Cartegraph Asset Tracking and Work Maintenance Inventory System* being implemented by the County.

- The data includes M.S.T.U. assets in the Medians and Right of Ways, tree identification with GPS coordinates, the irrigation system and lighting, within the M.S.T.U. district.
- The information will enable the MSTU to track replacement history for maintenance items.

*Mr. Schumacher will investigate what information can be exported to enable third party access.*

### **XII. Public Comments**

None

MINUTES

**XIII. Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:52 PM.*

**LELY GOLF ESTATES BEAUTIFICATION MSTU  
ADVISORY COMMITTEE**

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**Tony Branco, Chairman**

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

**NEXT MEETING:  
NOVEMBER 15, 2018 – 2:00 PM  
COLLIER COUNTY EAST NAPLES LIBRARY  
8787 TAMiami TRAIL EAST, NAPLES, FL 34113  
(239) 775-5592**