



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103
Naples, FL 34113

Minutes

November 15, 2018

I. Call to Order

Chairman Branco called the meeting to order at 1:56 PM. A quorum was established.

II. Attendance

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

County: Dan Schumacher - Project Manager

Others: Kathleen Slebodnik – Advisory Committee Applicant; Jacalyn Lowry – Advisory Committee Applicant; Mike McGee - Landscape Architect; Gary Gorden - CLM; Wendy Warren– Premier; Guests – Pam Gittings and Paul Kelly.

III. Approval of Agenda

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

Revise: Item II. Attendance – Kathleen Dammert’s Advisory Committee Term Expiration from (10/1/18) to (10/1/22).

Add: Item V. Chairman’s Report – A. Robert Slebodnik’s Retirement; B. Community Assessment and Maintenance Back Log; C. Solar Light at Forest Hills and Augusta Boulevards.

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

IV. Approval of Minutes – October 18, 2018

Ms. Jorgensen moved to approve the minutes of the October 18, 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 as follows:

A. Robert Slebodnik’s Retirement

- On behalf of the Committee, Chairman Branco thanked Commissioner Fiala, Michelle Arnold, PTNE Director, Tessie Sillery, PTNE Operations Coordinator and Staff for their participation in Mr. Slebodnik’s retirement service recognition event.

B. Community Assessment and Maintenance Backlog

Mr. McGee’s Summary Report records thirty-seven items over six months old, twenty-nine items over one year.

- Plant material on Saint Andrews median requires pruning to ensure sight visibility in accordance with County standards.
- Entrance sod is infested with weeds. *The Committee decided to accept the current condition, monitor infestation and consider Perennial Peanut for future replacement of sod.*
- Palm fronds throughout the community need pruning.
- Irrigation extension at Saint Andrews and Forest Hills Boulevards is completed.
- A Notice-to-Proceed for Sabal Palm trimming was issued.

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- A Notice-to-Proceed for removal of the Washingtonia Palm on Pebble Beach Boulevard was issued.
- A requested quote is outstanding from CLM for pruning of the trees overhanging the Podocarpus on Rattlesnake Hammock Road.
- Mr. Schumacher sent photographs of the overgrown vegetation in the canals on both side of Saint Andrews Boulevard to the Road Maintenance Department, the entity responsible for canal maintenance.
- Pinehurst Estates landscaping by the golf course entrance on Baltusrol Drive needs maintenance or refurbishing. *Mr. Schumacher estimates 1,000 square feet additional area to plant and maintain; options with Golf Course management will continue to be researched.*
- Two quotes for structural tree trimming have been received for the grove of palms on Pebble Beach Circle and the Mahogany trees on Forest Hills and Augusta Boulevards. Three quotes are required to award a contract. A Maintenance of Traffic Certificate will also be necessary. *Mr. Schumacher will apprise the Committee of the status at the December meeting.*
- A Request for an updated Quote (RFQ) from Commercial Land Maintenance (CLM) will be issued for tree replacement. The project will be presented to the Committee for approval with a scheduled installation date pending completion of tree pruning and plant installation.

C. Solar Light at Forest Hills and Augusta Boulevards

The solar sign light batteries at Forest Hills Blvd. and Augusta Blvd. are charged, yet the lights are not functioning dusk to dawn. Lighting limitations are potentially the result of shade cover.

VI. Landscape Architects Report – McGee & Associates

A. Summary, Detail

Mr. McGee summarized the “*Lely Golf Estates Landscape Observation Report FY17-18*” dated November 5, 2018 noting the majority of the report designates replacements recommended – including several areas with Perennial Peanut.

Mr. McGee and Mr. Gorden will confer to determine a total quantity of Perennial Peanut required for Lely landscaping as a single delivery will reduce transportation cost for material.

General

OSHA (Occupational Safety and Health Administration) has made a safety recommendation to the County to lower all irrigation heads to be flush with the existing soil grade. It is recommended that the district implement a program to lower all existing heads.

Mr. Schumacher will investigate implementation within Collier County operations.

VII. Landscape Maintenance Report – Commercial Land Maintenance

A. Summary Comments

Mr. Gorden updated the Committee on landscape maintenance noting:

- Flowers for seasonal installation in Median #1 were ordered. Flowers will be planted on completion of the holiday lighting installation by Whited Holiday Décor.
- Healthy Pentas and Purslane will be transplanted from Median #1 to the Doral Circle entrance. *Irrigation head requires activation.*
- The Washingtonia palm on Pebble Beach Boulevard, Median #16, is scheduled for removal.
- Fertilizer was received and application scheduled week ending December 1, 2018.
- The irrigation extension at Forest Hills Boulevard and Saint Andrews Boulevard is completed. Concentration and number of irrigation valves will be reviewed to achieve irrigation balance.

VIII. Project Managers Report - Dan Schumacher

A. Advisory Committee Applications

1. Jacalyn Lowry

The Committee reviewed Ms. Lowry's application to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee. Ms. Lowry noted she will not be present for the December 2018 meeting.

Chairman Branco moved to recommend the Board of County Commissioners appoint Jacalyn Lowry 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.

2. Kathleen Slebodnik

Ms. Slebodnik's application was approved by the Lely Golf Estates Beautification M.S.T.U. Advisory Committee at the October 18, 2018 meeting.

Under direction from the County Attorney's office, Ms. Slebodnik's and Ms. Lowry's applications to the Committee will be considered jointly at the December 2018 meeting of the Board of County Commissioners.

B. Budget Report

Mr. Schumacher summarized the "Lely MSTU Fund Budget 152 dated November 15, 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.
- 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 \$149,497.23.
- Uncommitted Operating Expense funds available are \$34,089.62
- Municipal signs & Supply Company (MSS) received payment of \$1,666.00 for production of street signs; unsatisfactory installation service was not reimbursed.
- Two Purchase Orders are in effect for Florida Land Maintenance, dba as Commercial Land Maintenance (Line 15 Landscape Incidentals). One applies to weekly maintenance; the second funds planting projects, etc.
- 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 \$493,066.86.

C. Lighting Inspection Report

Report

No outages were recorded in the November, 2018 report.

LED Lamp Warranty

Rosio Garcia, Collier County Intern, responsible for inputting data into the *Cartegraph Asset Tracking and Work Maintenance Inventory System* being implemented by the County, will update the data to include LED lamp installation dates to verify the two-year warranty period.

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Front Entry and Pebble Beach Lights

The lights are shaded and/or overgrown with foliage, potentially accounting for the delay in activation. The photo cells should be checked to ensure proper functioning.

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

Holiday lighting, contracted with Whited Holiday Décor for installation no later than November 15, 2018 for Saint Andrews and Doral Circle Entrances, has not been installed.

Mr. Schumacher will contact Whited Holiday Décor to ascertain the scheduled date for installation.

E. Irrigation

The Motorola irrigation system, monitored by Harry Sells, MSTU Project Manager, is functioning as intended.

Mr. Schumacher will confirm all sprinkler heads adjacent to sidewalks are lowered to soil grade level to conform to OSHA (Occupational Safety and Health Administration) safety recommendations.

F. Plant & Tree Replacements

Mr. Schumacher, Mr. McGee and Mr. Kindelan will review plant and tree replacement recommendations and present an *Action Plan* for Committee consideration at the December 2018 meeting.

H. Street Name, STOP & Traffic Sign Replacements

Street Signs

Mr. Schumacher and Chairman Branco met with Lykins-Sigtek to discuss remounting the street signs. A Request for Quote (RFQ) will be requested based on an inventory provided by Mr. Schumacher.

Traffic Signs

Mr. Schumacher requested Traffic Operations install a “NO TRUCKS” sign mounted on a decorative pole in the west bound median at the intersection of Saint Andrews Boulevard and Route 41.

The sign must conform to the MUTCD (Manual Uniform Traffic Control Devices) requirements for traffic and street signs relating to Lely Golf Estates.

IX. Old Business

A. Refurbishment of Entry Monuments

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

Mr. McGee shared two options for graphic design for the monuments based on his meeting with Signs & Things.

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Option 1

- Mount logo graphics to an aluminum plate.
- Aluminum can be resurfaced, but not polished.
- Size and shape of mounted plate, as well as paint color, to be determined by the Committee.
- New banding in cast metal will be added.

Option 2

- Replace existing logo molded to the shape and curve of the wall.
2. Monument Cap, McGee Opinion of Cost, Rev 1, Quotes.
Recommendations for signage modification will be solicited from an additional vendor.

Mr. McGee requested an Opinion of Cost for the monument signage options to discuss at the December meeting.

B. New Lift Station @ Hidden Valley Drive

1. FY-18 Public Utilities project

A public meeting is scheduled for November 15, 2018 at 6 pm at the Government Complex, Building F for the proposed Master Sewer Lift Station.

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.

X. New Business

A. Treasure Point Lighting

Pam Gittings and **Paul Kelly**, residents of Treasure Point, requested the M.S.T.U. consider an upgrade to their street lighting citing aesthetic and safety concerns noting the financial contribution the association homeowners have made to the M.S.T.U. since 2003.

During Committee discussion the following was noted:

- The M.S.T.U.'s duties and responsibilities' reflect the common interest of the community. It is a County run authority taxing all property owners within the defined boundaries. Monies must be expended for the equal benefit of all those within the M.S.T.U.
- The M.S.T.U.'s primary function is landscaping. Lighting, other than to enhance landscaping, would require an amendment to the original Ordinance.

Chairman Branco requested Staff research FPL pole lighting alternatives and add lighting enhancement for the community at large as an Agenda item.

B. Project proposals for the FY-19 Year

Entry Monuments

XI. Member Comments

The building and property previously utilized as a preschool facility on Saint Andrews Boulevard is not being maintained.

Mr. Schumacher will provide Ms. Slebodnik with the contact information for Code Enforcement.

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XII. Public Comments

None

XIII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:23 PM.

**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:
DECEMBER 20, 2018 – 2:00 PM
COLLIER COUNTY EAST NAPLES LIBRARY
8787 TAMiami TRAIL EAST, NAPLES, FL 34113
(239) 775-5592**