



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

8300 Radio Road

Naples, FL 34104

### Minutes

September 21, 2023

#### I. Call to Order

The meeting was called to order at 2:10 P.M. and a quorum of five was present.

#### II. Attendance

**Committee Members:** Tony Branco, Chair; Kathleen Dammert, Vice Chair; Anita Ashton, Linda Jorgensen, Kathleen Slebodnik

**County:** Dan Schumacher, Project Manager, PTNE Division; Brian Wells, Director, PTNE Division; Rosio Garcia, Operations Coordinator, PTNE Division

**Others:** Mike McGee, Landscape Architect, McGee & Associates; Robert Kindelan, Superb Landscape Services; Wendy Warren, Premier Staffing; Lisa McGarity, Resident

#### III. Approval of Agenda

*Ms. Slebodnik moved to approve the Agenda of the Lely Golf Estates Beautification MSTU as amended:*

*Add: VII. D. Project Manager's Report – McGee & Associates Contract Proposal FY-24.*

*Second by Ms. Ashton. Carried unanimously 4 - 0.*

*Ms. Dammert joined the meeting. A quorum of five was present at 2:12 P.M.*

#### IV. Approval of Minutes – August 17, 2023

*Vice Chair Dammert moved to approve the minutes of the August 17, 2023, Lely Golf Estates Beautification MSTU. Second by Ms. Ashton. Carried unanimously 5 - 0.*

#### V. Chairman's Report – Tony Branco

##### A. Community Assessment

**Chair Branco** reported on observations made during the monthly drive through:

- Generally, the community landscaping looks good.
- St. Andrews, Pebble Beach, and Forest Hills Boulevards and Valley Stream Circle medians are well trimmed.
- The outbound side of the Pinehurst Monument area requires mulch.
- The Hibiscus Golf Course irrigation system is not connected to the MSTU's system.
- An auto accident occurred in the median at 392 St. Andrews Blvd. Damage was caused to a palm tree and juniper plants. Debris should be removed, and the area refurbished.

##### B. St Andrews Blvd. Speeds and Traffic Count

Two (2) Traffic Logix SafePace 100 speed monitoring signs are functioning on Saint Andrews Boulevard, eastbound by the Lely Presbyterian Church (*Radar 1*) and westbound at Pine Valley Circle (*Radar 2*).

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**Chair Branco** distributed a daily vehicle report for data from August 19, 2023, to September 19, 2023.

- Radar 1 (110 St Andrews Blvd) recorded 44,733 vehicles averaging 1,398 vehicles per day. The maximum speed was sixty (60) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 44,978 vehicles for an average of 1,406 per day. The maximum speed was eighty-one (81) mph.
- Discussions ensued regarding speeding in the community.

### VI. Contractor Reports

**Mr. McGee** summarized the September reports, observations made 9/7/2023.

*(The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

#### A. Maintenance Reports

1. St. Andrews Blvd.
2. Forest Hills Blvd. & Cart Crossing
3. Valley Stream Cir.
4. Pebble Beach Blvd. & Cart Crossing
5. Thorncrest, Briarcliff, and Heather Grove Lanes (cul-de-sacs)
6. Baltusrol Dr. & Cart Crossing
7. Doral Cir.
8. Rattlesnake Hammock Rd.

#### Comments

##### **Chair Branco addressed staff and members.**

1. Seven (7) items in the Summary Report are more than six (6) months old. Recommend addressing the items by the October meeting.
2. Prune the Philodendron foliage encroaching on the solar light panels.
3. Installation of replacement plants should be prioritized.

##### **Mr. Schumacher**

1. Tree Scaping of Naples ground the stumps of the Washingtonia Palms.
2. A count will be provided, and shrubs ordered for the Bougainvillea shrubs damaged during stump grinding of the palms.
3. A Notice-to-Proceed, based on the cost quote submitted, was issued to Superb Landscape Services (SLS) for plant replacements listed in McGee & Associates Summary Report.
4. Hibiscus Golf Course management's plan to reconnect existing irrigation heads in three (3) MSTU locations on completion of the course renovation will be confirmed.

#### B. Landscape Maintenance Report – Superb Landscape Services (SLS)

**Mr. Kindelan** reported:

1. Plumbago's on St. Andrews Blvd., Median #3, were sprayed for Thrips. A second treatment is scheduled for September 22, 2023.
2. Bougainvillea shrubs with caterpillar activity will be treated.
3. Variegated Schefflera Arboricola will be installed on the inbound side of St. Andrews Blvd. & US 41 the week of September 30, 2023.
4. A local source for Trumpet tree replacements has not been found.

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5. The auto accident area will be assessed the week of September 30, 2023, to determine presence of soil pollution, condition of plants, and status of the irrigation system. A recommendation and cost proposal will be submitted for renovation.
6. Most items detailed in McGee & Associates report will be taken care of by the October meeting.
7. An updated cost proposal for irrigation installation in the St. Andrews Blvd. Monument area will be provided.

### Comments

**Mr. Schumacher** met with Hibiscus Golf Course management to review the status of irrigation renovations in the vicinity of MSTU-maintained cart crossings.

He noted:

- Locations impacted by the renovation include Forest Hills, Pebble Beach, and Baltusrol cart crossings.
- The renovation replaced existing PVC pipe with rerouted HDPE pipe.
- Taps from the new HDPE pipe will be installed by Hibiscus to extend toward MSTU irrigation lines, stubbed-off reconnection.
- The entry side Pinehurst sign area on Baltusrol may be irrigated by adjusting a spray head.

### Committee Discussion

- The hedge area adjacent to exit side Pinehurst sign needs clearing and trimming.
- The MSTU may consider offering landscape maintenance in this area.

### Comments

**Mr. McGee**

- The MSTU should consider taking over the Baltusrol sign area from the back of the curb to the Right of Way (ROW).
- The area landscaped with shrubbery or grass planted.
- The sewer lift station entering Pinehurst could be screened with plantings.

*Mr. Schumacher will schedule a follow-up meeting with Golf Course Management to determine a course of action for irrigation connections and present the landscaping ideas proposed.*

## VII. Project Manager's Report – Dan Schumacher

### A. Budget Report

*(The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

*Lely Golf Estates MSTU Fund 1620 Budget for September 21, 2023, prepared September 15, 2023.*

- Purchase Orders
  1. Davey Tree Experts – Tree trimming Rattlesnake Hammock Road.
  2. Forestry Resources – Mulch.
  3. Graybar – Lumec LED Retro Fixtures.
  4. Hart's Electrical – Electrical Maintenance and LED Fixtures.
  5. Howard Fertilizer.
  6. McGee & Associates – Landscape Architecture.
  7. McShea Contracting – Paver Crosswalks.
  8. Naples Electric Motor Works – Pump Maintenance.

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9. National Traffic Signs - Decorative Pole Bases.
  10. NR Contractors Inc. – Entryway Monument Refurbishment.
  11. Premier Staffing – Transcription Services.
  12. Sight N Sound, dba Naples Christmas Lighting – Holiday Decorations.
  13. SiteOne Landscape Supply – Irrigation Parts & Pumps.
  14. Superb Landscape Services –
    - o Incidentals are for landscape refurbishment and miscellaneous.
    - o Grounds Maintenance is for regularly scheduled tasks and irrigation repairs.
- Budget Summary
    - a. Line 1, Ad Valorem Tax – Of the \$363,700 budgeted, \$363,387 has been collected and a balance of \$313 remains to collect.
    - b. Line 35, Operating Expense – Of \$333,379 budgeted, \$61,827 is committed on existing Purchase Orders and \$197,322 has been spent, leaving the remainder of \$74,231 available within budget for additional operating expenses as needed.
    - c. Line 37, Capital Outlay – Of the \$338,950 budgeted, \$149,750 has been spent and a balance of \$189,200 remains for projects.
    - d. Line 41, Transfers – Of the \$70,800 budgeted, \$69,488 has been transferred and a balance of \$1,312 remains for transfer. (PTNE Staff & Overhead).
    - e. Line 39, Total Expenditures – Of \$894,126 budgeted, \$61,826 is committed to existing Purchase Orders, with \$416,560 in total expenditures, leaving a remainder of \$414,742 available within the FY-23 budget.
  - General
    - a. MSTU Tax Rate: 2.00 Mills (2%) for beautification improvements and maintenance within the taxing district.
    - b. Funds not spent in 2023 (FY-23) will be carried forward into FY-24.
    - c. Tax millage collected by the Lely Golf Estates Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.

**Mr. Schumacher** noted:

- This is the final MSTU budget for the current fiscal year.
- The 2024 fiscal year (FY-24) will commence on October 1<sup>st</sup>, with any funds remaining in Line 45 carried forward into the FY-24 budget.

### **B. Lighting Inspection Report – Outages & Inspection**

*(The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

- The September 7, 2023, report indicated no outages.
- All lamp poles are now fitted with Lumec-brand LED replacements.
- Three (3) replacement lamps remain in inventory.

### **C. Prospective FY-24 Projects**

**Mr. Schumacher** outlined projects previously discussed and under consideration for the coming fiscal year.

1. Entryway Monuments
  - Irrigation
  - Landscaping

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- Lighting (Mr. McGee will provide spec sheets for replacement light fixtures)
- 2. Hibiscus Golf Course Irrigation Connections to the MSTU System
- 3. Doral Circle Median
  - Irrigation upgrade to Reclaimed source water & controller upgrade
  - Landscaping renovation
- 4. Sign Transfer from the Lely Civic Association to the MSTU

### D. McGee & Associates Contract Proposal

McGee & Associates submitted a proposal dated September 18, 2023, in the amount of \$20,910.00, for Annual Services for Landscape Architectural Maintenance Consulting Services for the Lely Golf Estates Beautification MSTU for October 1, 2023, through September 30, 2024.

*Vice Chair Dammert motioned to continue McGee & Associates “Annual Services for Landscape Architectural Maintenance Consulting Services for the Lely Golf Estates M.S.T.U., Fixed Term Continuing Contract” for one year. Second by Ms. Slebodnik. Carried unanimously 5 – 0.*

## VIII. Ongoing Business

### A. St. Andrews Entryway Monuments Refurbishment – Landscaping Renovation

Mr. Schumacher, Mr. McGee, and Mr. Kindelan met at the entryway monument site to review the landscape design and irrigation requirements.

- Superb Landscape Services provided a cost quote for landscaping the entryway monuments in accordance with McGee & Associates Landscape Plan LC2.
- The number of irrigation zones and irrigation flow was evaluated, to be reworked and an updated cost proposal will be submitted.

### B. Doral Circle

#### Median 23 Landscape Renovation

- Mr. Schumacher will meet on site with County personnel to evaluate the medians irrigation system and determine if improvements are recommended for the landscape renovation.

### C. Traffic Signage – Ownership and Damage Repairs

#### Donation of Decorative Traffic Signs to the MSTU

- Twenty-seven (27) signs damaged by Hurricane Ian need various levels of repair.
- Transfer of ownership of all decorative signs by the Homeowners Association (HOA) to the MSTU is required for MSTU-funded repairs.
- Staff has consulted with the County Attorney’s Office on the process for the Lely Civic Assn. to transfer assets and maintenance responsibilities for the LGE traffic signs to the MSTU.
- The Bill of Sale for the transfer of the sign assets to the MSTU will be recorded as “zero” dollar value.
- The Board of County Commissioners (BCC) must approve the transfer.
- The transfer is anticipated to transpire in the first quarter of 2024.

#### HOA Documents

- The HOA’s attorney has approved revisions to the HOA documents granting jurisdiction over specified assets and ROW easements.
- The documents have been submitted to the County Attorney for review.
- Changes to the documents must be approved by the Civic Association membership.
- Auditor verification of HOA financial accounts has been received.

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*Ms. McGarity will provide the location in the County records to access the revised documents.*

**D. Traffic Calming**

1. Traffic Logix Camera

- The Guardian Enforcer Speed Camera by Traffic Logix was presented as a method to deter speeding in the community.
- A warning letter would be issued to speed violators to dissuade further speeding infractions.
- Mr. Schumacher will provide information on the system to Mr. Wells.

*Mr. Wells will consult with the Road Maintenance Division for guidance on the installation and use of the camera.*

**E. Pending Items**

**Mr. Schumacher** will contact Vite Walls to request a quote to paint the outer bands on the entryway monuments.

**IX. New Business**

Landscape Maintenance Contract

- The new three-year contract with two (2) one-year renewal options is expected to be awarded to A & M Property Management.
- Superb Landscape Services (SLS) will continue to service the Lely MSTU until the new contract takes effect.

**X. Committee Member Comments**

None

**XI. Public Comments**

None

**XII. Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:48 P.M.*

<https://www.collierptne.com/mtsu/lely-golf-estates-beautification-advisory-committee/>

**LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE**



**Tony Branco, Chair**

These Minutes were approved by the Committee on 10/19, 2023 as presented  or as amended .

**NEXT MEETING:**

**OCTOBER 19, 2023**  
SOUTH REGIONAL LIBRARY  
8065 LELY CULTURAL PARKWAY  
NAPLES, FL 34113  
239.252.7542