



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

8300 Radio Road

Naples, FL 34104

### Minutes

May 17, 2023

#### I. Call to Order

The meeting was called to order at 11:02 A.M. and a quorum of four was present.

#### II. Attendance

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

**County:** Dan Schumacher, Project Manager; Rosio Garcia, Operations Coordinator

**Others:** Mike McGee, Landscape Architect, McGee & Associates; Robert Kindelan, Superior Landscape Services; Wendy Warren, Premier Staffing; Andrea Geyer, Resident; Pat McCabe, Resident

#### III. Approval of Agenda

*Ms. Jorgensen moved to approve the Agenda of the Lely Golf Estates Beautification MSTU  
Second by Ms. Ashton. Carried unanimously 4 - 0.*

#### IV. Approval of Minutes – April 20, 2023

*Ms. Ashton moved to approve the minutes of the April 20, 2023, Lely Golf Estates Beautification MSTU. Second by Ms. Jorgensen. Carried unanimously 4 - 0.*

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

##### A. Community Assessment

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

- The front entrance monument renovation project is near completion.
- A Notice-to Proceed (NTP) has been issued for installation of summer seasonal flowers at the front entrance.
- State and County flags will be replaced on Monday, May 22, 2023.
- The second bench on the incoming side of St. Andrews Blvd. and all pavers need to be pressure washed. *Superb Landscaping is scheduled to pressure clean May 17, 2023.*
- St. Andrews, Pebble Beach, and Forest Hills Boulevards medians are well trimmed as is Valley Stream Circle.
- Ten (10) Washingtonia Palms require removal due to their height and deteriorating condition. *Staff has prepared a request for Quote (RFQ). The project dollar amount exceeds \$3,000.00 so procedural guidance from the Procurement Division is being sought.*
- The Pinehurst Monument area needs mulch.
- The Hibiscus Golf Course is undergoing renovation and the irrigation system is disabled.

The Committee discussed:

- MSTU landscaping in the area is manually watered every three (3) days.

## MINUTES

- Manual watering will continue the week of May 20<sup>th</sup> then alternatives evaluated Monday May 22<sup>nd</sup>.
- The cost to continue manual watering versus expense for replacement plant material in the fall will be compared.
- The Committee will determine preference for expenditure on hand watering versus new landscaping at the June meeting.
- The primary concern is the health of the turf.

### **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*).

**Chair Branco** distributed a daily vehicle report for data from April 15, 2023, to May 15, 2023.

- Radar 1 (110 St Andrews Blvd) recorded 58,507 vehicles averaging 1,887 vehicles per day. The maximum speed was fifty-five (55) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 63,203 vehicles for an average of 2,039 per day. The maximum speed was eighty-one (81) mph.

## **VI. Contractor Reports**

### **A. Landscape Architect's Report – McGee & Associates (M&A)**

**Mr. McGee** summarized the “*Lely Golf Estates Landscape Observation Report FY22-23*” dated May 4, 2023.

#### All locations

Recommend increasing irrigation days for Perennial Peanut as soil is dry.

#### Saint Andrews Blvd.

##### Median #1

- Replace the broken valve.
- Recommend replacement of County maintained Allamanda shrubs with variegated Arboricola shrubs for screening. *Mr. McGee will provide a count for the number of shrubs needed.*

##### Median #5

- Apply specialty fertilizer to Foxtail palms - Magnesium Sulphate 0-0-0-16Mg.

##### Median #6

- Address 228: Remove thirteen (13) Plumbago shrubs. Replant area with a single row of yellow African Iris. Adjust existing irrigation heads.

##### Median #9

- Remove deteriorating Washingtonia Palms and add one (1) Alexander Palm.

#### Forest Hills and Golf Cart Crossing

##### Median #12

- Address 438: Bougainvillea shrubs are declining due to rodent activity. Recommend placement of bait stations.

## MINUTES

### Forest Hills Cart Crossing & Lake

- Irrigation deactivated due to renovation of the golf course. Manual irrigation is required.
- Remove Perennial Peanut and replant orange flowered Bulbine 'Hallmark' on resolution of irrigation/water issue.

### Valley Stream Circle

#### Median #13

- The north Tabebuia tree with the duckbill staking system has had a cable cut from a hedge trimmer. The cable was repaired, recommend installation of PVC pipe sleeve for the cable to prevent future mishaps.
- Replace eight (8) Plumbago shrubs.
- The south purple Trumpet tree needs to be replaced.  
*Mr. Kindelan will secure a quote.*

### Pebble Beach Boulevard

#### Medians #15 and #19

- Remove stumps of thirteen (13) dwarf Bougainvillea shrubs and replant in the rainy season.
- Golf Cart Crossing: Treat Spider Lily plants for leaf spot fungus and remove damaged foliage.

### Thorncrest and Briarcliff Lanes

#### Cul-de-sacs #20 and #21

- Recommend renovation of the cul-de-sacs during the rainy season.
- Remove dead plants and apply a light layer of mulch.

### Baltusrol Signs

- Remove all Plumbago shrubs on the outbound side and replant with orange flowered Bulbine 'Hallmark' plants once irrigation issue is resolved.
- Replace five (5) Plumbagoes on inbound side.
- Mulch Philodendron plants on the outbound side.

### Doral Circle East R/W

- Replace Tabebuia tree damage by the hurricane with a single trunk 'Golden Trumpet Tree'.  
*Mr. Kindelan will submit a cost proposal.*

### West R/W & Rattlesnake Hammock Rd

- Pull mulch away from Iris plant bases to prevent fungus.
- Replace five (5) white African Iris plants in front of the Podocarpus hedge.

### Median #23

- Seasonal annuals will be planted.
- Twenty missing Dwarf Red "Fireball" Crown-of-thorn need to be replaced.  
*Plantings are "on hold" pending Committee review of potential renovation.*

## MINUTES

### Water Usage

Recommend clean out of potable water meter box, full of dirt and debris, to enable reading of the box.

- Warren Street
  - April 2023 - 127,015 gallons; no potable water usage.
- Valley Stream
  - April 2023 - 11,980 gallons of potable water.

### **Committee Discussion:**

#### Gateway Entry Monuments

- The Monument renovation was inspected, and punch list drafted in preparation for final payment of the contract.
- The landscape renovation project is a priority and mulch will be applied in the interim.
- The lighting will be evaluated and updated in the future.

*McGee and Associates will create a design of plant choices that are both aesthetically pleasing and environmentally appropriate for the community for presentation to the Committee at the June 2023 meeting.*

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

**Mr. Kindelan** reported:

- Replacement plants noted in the Summary Report have been ordered and a Notice-to-Proceed issued.
- Planting of Bulbine will be postponed until the rainy season.
- A large amount of Perennial Peanut requires replacement.
- Superb submitted a list to Staff of two (2) irrigation zones indicating inadequate water coverage.
- Approximately one-half (1/2) of the thirty-six (36) zone irrigation system is programmed to increase water usage.
- Two Trumpet trees, a Golden and a Purple, are being sourced with nursery providers. Initial cost submissions, particularly for the Golden Trumpet, are high. Quotes from tree vendors are anticipated week ending May 27th.
- The winter annuals were removed May 17<sup>th</sup> and the summer plant scheme will be installed Monday, May 22<sup>nd</sup>.
- Two Foxtail Palms with Ganoderma on St. Andrews Boulevard will be removed during normal maintenance.
- Mr. Kindelan will review the findings of the monthly drive-through with Mr. Gorden.

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

### **A. Budget Report**

#### Lely MSTU Fund Budget 152 dated May 17, 2023

- The FY-23 Millage rate remains constant at 2.0000 mills.
- Current Ad Valorem Tax, Line 1, is \$360,700.00; an increase of 15.38% over FY-22.
- Transfers and Contributions, Line 12, are \$529,428.95; a carryover of unexpended FY-22 funds (minus 5%).
- Total Revenue, Line 13, is \$893,128.95, including investment interest, transfers, and contributions.

## MINUTES

- Purchase Orders: (by Contractor):
  - Davey Tree Experts – Tree trimming Rattlesnake Hammock Road.
  - Forestry Resources – Mulch.
  - Graybar – Lumec LED Retro Fixtures.
  - Hart’s Electrical – Electrical Maintenance and LED Fixtures.
  - Howard Fertilizer.
  - McGee & Associates – Landscape Architecture.
  - McShea Contracting – Paver Crosswalks.
    - The Lump Sum Contract, in the amount of \$49,495.00 has been paid.
  - Naples Electric Motor Works – Pump Maintenance.
  - National Traffic Signs
  - NR Contractors Inc. – Entryway Monument Refurbishment.
    - The Lump Sum Contract will be paid when the job is completed satisfactorily.
  - Premier Staffing – Transcription Services.
  - Sight N Sound, dba Naples Christmas Lighting – Holiday Decorations.
  - SiteOne Landscape Supply – Irrigation Parts & Pumps.
  - Superb Landscaping Services –
    - Incidentals for landscape refurbishment and miscellaneous.
    - Grounds Maintenance for regularly scheduled tasks and irrigation repairs.
- Operating Expense, Line 34, budgeted at \$333,378.95; with current Commitments of \$102,743.02 Expenditures of \$147,431.88, and a Budget Remainder (unspent operating funds) of \$83,204.05.
- Capital Outlay, Line 36, budgeted at \$338,950.00, has a current Commitment of 149,750.00 to fund the *Entryway Monument Refurbishment Project*.
- Transfer to Fund 111, Line 37, in the amount of \$58,800.00, is for MSTU Staff salaries and accrued County overhead related to MSTU operations.
- Transfer to the Property Appraiser, Line 38, in the amount of \$3,100.00, is for computation of MSTU Ad Valorem data for the tax rolls.
- Transfer to the Tax Collector, Line 39, in the amount of \$8,900.00, is for collection of MSTU millage as part of the annual tax bill, currently 2.0000 mills.
- Reserves, Line 42, in the amount of \$150,000.00, is designated for Insurance and Catastrophic damage repair.
- Total Budget, Line 43, lists FY-23 MSTU budgeted funds at \$893,128.95; with tabulated Commitments of \$252,493.02, Expenditures of \$216,090.06, and a Budget Remainder (total unspent funds) of \$424,545.87. The Budget amount of \$893,128.95 does not change during the fiscal year.

### ***Noted:***

- Replacement of street signs, if undertaken by the MSTU, will be funded from the Other Contractual category.
- Fund 152 is exclusive to the Lely MSTU and cannot be utilized by outside entities.
- FY-23 millage rate of 2.000 accumulates funds for maintenance of community assets as identified in the Capital Asset Management Plan, updated annually, and special projects.
- If necessary, a budget amendment to meet Operating Expense requirements, consistent with the MSTU ordinance, can be requested upon a motion by the Advisory Committee and executed upon approval by the Board of County Commissioners (BCC).
- Modifications to the Millage Rate must be approved by the Board of County Commissioners (BCC).

**B. FY-24 GovMax Budget - Preliminary**

Lely MSTU Requested Budget 152 Fiscal Year 2024

Notes:

- The FY-24 budget levies a total of 2.0000 mills or \$2.00 per \$1,000.00 of taxable value to support ongoing maintenance requirements and pay-go capital improvements.

Forecast FY 2023:

- The forecast Net Operating Budget is \$452,000.00, in line with the Adopted Budget of \$466,000.00.
- The majority of operating expenses cover contractual landscape maintenance and landscape supplies.

Current FY 2024:

- The requested Net Operating Budget is \$565,200.00, a 21.3% increase over FY 2023.
- Operating expenses include a landscape services contract and appropriations to maintain the landscape system along with a \$168,950.00 improvement allowance and a \$150,000.00 hurricane reserve.

Revenues:

- The Lely MSTU Advisory Committee has recommended that the millage rate cap of 2.0000 per \$1,000.00 of taxable value be levied to support ongoing maintenance requirements and pay-go capital improvements budgeted in Fund (152). This will generate \$381,400.16 in property tax revenue based on a taxable value increase of 5.75% over 2023.

Carry Over Funds

- Funds not expended in FY-23 are carried forward into the FY-24 budget.

**Mr. Schumacher** noted:

Grounds Maintenance – Multi-Year Contract

- The current contract with Superb Landscaping Services (SLS) expires in 2023.
- A request will be made to extend the SLS contract to ensure continuity of service.
- An *Invitation to Bid (ITB)* for a new Grounds Maintenance contract for the MSTU will be posted the week ending May 20, 2023, to be awarded to the lowest qualified bidder at the end of SLS's contract extension.
- The contract is subject to approval of the Board of County Commissioners (BCC).

Future Projects

- The Irrigation Quality reclaim water line on Rattlesnake Hammock Road can be accessed for Doral Circle.
- A request for service will be filed with the Irrigation Quality Department and a Right of Way (ROW) permit sought for the work.
- A quote will be solicited from SLS to connect to the line as a commercial user to the area.

Asset Management Plan

- The *Asset Management Plan* report to identify life expectancies of community assets and corresponding expenditure projections to fund this maintenance will be updated and presented to the Committee upon finalization of the FY-24 budget.

**C. Lighting Inspection Report – Outages & Inspection**

- Red entries indicate current lamp outages, gray for outages repaired from the previous report, and purple for Metal Halide lamp replacements.
- The May 3, 2023, report indicated no outages.
- Hart’s Electrical replaced the ten (10) remaining Metal Halide lamps and one (1) light outage with Lumec retrofit replacements.
- Three (3) fixtures remain in inventory.

**D. Tree Trimming along Rattlesnake Hammock Road**

The Davey Tree Expert Company pruned the trees encroaching into the Right of Way (ROW), overhanging the fence hedgerow sections behind the five (5) houses between Rattlesnake Hammock Road and Willow Creek Lane.

The remaining tree trimming debris will be removed by SLS during routine maintenance.

**E. Summer Annuals**

Saint Andrews Front Entrance and Doral Circle

The *Summer Annual Planting Scheme for Median #1 on St. Andrews Boulevard and Doral Circle* consisting of a lavender and deep pink mix of Pentas and yellow Purslane, will be installed Monday May 22<sup>nd</sup>.

**VIII. Ongoing Business**

**A. St. Andrews Entryway Monuments Refurbishment**

NR Contractors, Inc. is under contract to refurbish the two (2) Lely Golf Estates community entryway sign monuments at the intersection of St Andrews Blvd. & US-41.

An on-site meeting was held on May 11<sup>th</sup> with Mr. Schumacher, Chair Branco, Mr. McGee and a representative from NR Contractors to inspect the monuments and confirm they conform to the specifications.

- The Monument renovation was inspected, and punch list drafted in preparation for final payment of the Contract.
- Clarification on the backing of the inner copy band was requested.
- The Logo & Lettering refurbishment process and requirements for on-going maintenance were discussed.

*Mr. Schumacher will determine the entity responsible for letter polishing and ongoing maintenance.*

*Mr. McGee will prepare concepts for a landscape design in the monument entrance areas for review by the committee.*

**B. Traffic Signage 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 Board of County Commissioners (BCC) must approve the transfer.

## MINUTES

- Repairs are “on hold” pending resolution of issues with the recently amended Lely Civic Association documents.

### HOA Documents

- On review, the broader Civic Association claims of jurisdiction over assets and easements within LGE which conflict with the MSTU or the County, must be corrected in the HOA documents and adopted by the community.
- In response to MSTU’s request, Ms. McGarity submitted proposed amendments to the documents. Discussions regarding the HOA’s claims of assets and easements remaining in the draft amendments ensued. It was agreed that conflicting HOA claims need to be resolved before presentation to the County attorney and the BCC.
- An acknowledgement of receipt of the proposed document revisions, and corresponding response will be submitted to the HOA Board of Directors.

**Mr. Schumacher** will request:

- An inventory of community signage.
- The contact information for the HOA’s attorney.
- A copy of a recent financial audit for the HOA to ascertain the Associations ability to pay for signage.

*Mr. Schumacher and Chair Branco will review the outstanding items requiring a resolution to document language to authorize sign repairs. Requirements for the MSTU to accept the signs will be submitted to the Civic Association.*

### **C. Traffic Calming**

The consensus of the Committee is to postpone speed deterrent devices until the Public Utilities Renewal (PUR) project is completed.

### **D. Pending Items**

There are no pending items for discussion currently.

## **IX. New Business**

### **A. Doral Circle – Median 23 Renovation**

- The area will not be excavated and refilled with new soil to remediate Ganoderma contamination for Palms to be planted.
- Bougainvillea shrubs and Crown-of-thorns would be removed.
- Colorful flowers/shrubs such as impatiens and/or dwarf Ixora are desirable.
- Native grasses such as Muhly Grass could be attractive.
- A low, dark green shrub to cover the lower portion of the sign base is recommended.
- The irrigation system will be evaluated.

*Andrea Geyer offered to create a landscape plan for the median for Committee consideration at the June 2023 meeting. The plan will be submitted to Mr. Schumacher for inclusion in the June 2023 Read Ahead.*

*Mr. McGee will subsequently propose a design layout for renovation of the median to the Committee.*



MINUTES

- X. **Committee Member Comments**  
None
- XI. **Public Comments**  
**Andrea Geyer** volunteered to create a landscape design for Median #23. See Doral Circle comments noted above in IX, New Business.
- XII. **Adjournment**  
*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 1:04 P.M.*

LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE

  
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Tony Branco, Chair

These Minutes were approved by the Committee on June 15, 2023 as presented  or as amended .

NEXT MEETING:

JUNE 15, 2023  
SOUTH REGIONAL LIBRARY  
8065 LELY CULTURAL PARKWAY  
NAPLES, FL 34113  
239.252.7542