



GOLF ESTATES BEAUTIFICATION MSTU
ADVISORY COMMITTEE
8300 Radio Road
Naples, FL 34104

Minutes
June 15, 2023

I. Call to Order

The meeting was called to order at 2:03 P.M. and a quorum of four was present.

II. Attendance

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

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, Superior Landscape Services; Wendy Warren, Premier Staffing; Andrea Geyer, Resident

III. Approval of Agenda

Vice Chair Dammert moved to approve the Agenda of the Lely Golf Estates Beautification MSTU as amended:

*Add: VIII. Ongoing Business - D. Pending Items: 1. Status of Washingtonia Tree Removal.
2. Landscape Maintenance Contract Update.*

Second by Ms. Jorgensen. Carried unanimously 4 - 0.

IV. Approval of Minutes – May 17, 2023

Ms. Ashton moved to approve the minutes of the May 17, 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:

- Front entrance seasonal plantings are doing well.
- St. Andrews, Pebble Beach, and Forest Hills Boulevards and Valley Stream Circle medians are well trimmed.
- Replacement of a Trumpet tree on Valley Stream Circle is pending.
- Fallen palm fronds need to be removed and new growth on Bougainvillea shrubs pruned.
- The Pinehurst Monument area needs mulch.
- The Hibiscus Golf Course is undergoing renovation and the irrigation system is disabled.

The Committee discussed:

Seasonal Flowers

- The size of the annuals at the front entrance, provided by American Farms, is substandard.
- When flowers for the Winter planting are to be ordered, vendors from the east coast of Florida may be investigated for better varieties.

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- To ensure the best selection of material, the summer seasonal flowers should be planted in early May; fall annuals planted late October to early November.
- SLS fertilizes new plants at time of installation.

Monument Entrance Landscaping

- The landscape renovation project is a priority.
- Low maintenance plantings displaying color and texture should be considered in the design.
- Irrigation must be “flagged” in preparation for planting.
- Mulch will be installed in the interim.
- The lighting will be evaluated and updated in the future.

McGee and Associates will prepare a design with plant choices that are both aesthetically pleasing and environmentally appropriate for the community for presentation to the Committee at the July 2023 meeting.

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 May 13, 2023, to June 13, 2023.

- Radar 1 (110 St Andrews Blvd) recorded 51,470 vehicles averaging 1,608 vehicles per day. The maximum speed was fifty-six (56) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 55,101 vehicles for an average of 1,722 per day. The maximum speed was sixty-six (66) 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 June 1, 2023.

All locations

Multiple locations have irrigation heads that are on risers leaning. Recommend adding strapped steel rebar beside risers for support.

Mr. Schumacher will confirm Hibiscus Golf Course intends to activate the pre-existing irrigation system on completion of golf course renovations.

Saint Andrews Blvd.

Inbound R/W South

- Recommend replacement of thirty-nine (39) MSTU-maintained Allamanda shrubs with variegated Arboricola shrubs for screening.

Outbound R/W North

- Recommend replacement of seventy-three (73) MSTU-maintained Allamanda shrubs with variegated Arboricola shrubs for screening.

Median #1

- Replace the broken valve box.

Median #2

- Remove bees and replace valve box lid with hole in it.

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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 two (2) double 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.

Forest Hills Cart Crossing & Lake

- Irrigation deactivated due to renovation of the golf course. Manual irrigation is required.
- Remove Perennial Peanut and replant twenty-nine (29) orange flowered Bulbine 'Hallmark' when irrigation is reactivated.

Valley Stream Circle

Median #13

- The south purple Trumpet tree needs to be replaced.
Mr. Kindelan will secure a quote.

Pebble Beach Boulevard

Median #19

- Replace thirteen (13) dwarf Bougainvillea destroyed in an auto accident.
- Replace all remaining Perennial Peanut with forty-five (45) orange flowered Bulbine 'Hallmark'.

Pebble Beach 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 and Perennial Peanut on the outbound side and replant with forty-five (45) orange flowered Bulbine 'Hallmark' plants when irrigation is reactivated.

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.

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Median #23

- Seasonal annuals will be planted.
- Thirty to thirty-five (30 – 35) missing Dwarf Red “Fireball” Crown-of-thorn need to be replaced. *Planting is “on hold” pending Committee review of potential renovation.*

Water Usage

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

- Warren Street
 - May 2023 - 220,190 gallons; no potable water usage.
- Valley Stream
 - May 2023 – 8,930 gallons of potable water.

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

Mr. Kindelan reported:

- Plumbago and Iris plants are being installed June 15, 2023.
- Bougainvillea sprouts will be tipped.
- Mulch will be applied to the Pinehurst and St. Andrews Monument locations week ending June 24th.
- The duckbill staking system broken cable on Valley Stream Circle, Median #13, is being repaired. A bobcat machine will be brought to the site on June 19th to straighten the tree and make the final cable adjustment.

VII. Project Manager’s Report – Dan Schumacher

A. Budget Report

Lely MSTU Fund Budget 152 dated June15, 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.
- 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 in the amount of \$149,750.00 has been approved for payment.
 - Premier Staffing – Transcription Services.
 - Sight N Sound, dba Naples Christmas Lighting – Holiday Decorations.

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- 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 \$89,168.87 Expenditures of \$164,557.07, and a Budget Remainder (unspent operating funds) of \$79,653.01.
- Capital Outlay, Line 36, budgeted at \$338,950.00, has a current Commitment of 149,750.00 to fund the *Entryway Monument Refurbishment Project*. *The dollars committed will be moved to the Expenditures column on the July budget.*
- 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 \$238,918.87, Expenditures of \$233,241.12, and a Budget Remainder (total unspent funds) of \$420,968.96. The Budget amount of \$893,128.95 does not change during the fiscal year.

Noted:

- Superb Landscaping Services has a budget remainder of \$35,000.00.
- Naples Electric Motor Works evaluated the pump station and determined it is functioning as intended.
- The Hart’s Electrical, Inc. invoice for lamp replacements has been approved.
- 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).

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.

B. 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 June 6, 2023, report indicated no outages.
- All lamps are fitted with Lumec retrofit replacements.

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- Three (3) fixtures remain in inventory.

C. Summer Meeting Schedule

The Committee agreed to convene July 20, 2023, as scheduled.

VIII. Ongoing Business

A. St. Andrews Entryway Monuments Refurbishment

NR Contractors, Inc. has completed refurbishment of the two (2) Lely Golf Estates community entryway sign monuments at the intersection of St Andrews Blvd. & US-41.

- Final payment of the contract was approved June 9, 2023.
- Resolution of final trim painting by a separate painting contractor is pending.
- A polishing compound has been applied to the Logo & Lettering to test as a means to minimize water spots.

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

HOA Documents

- On review, the Civic Association's claim 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.
- Conflicting HOA claims need to be resolved before presentation to the County attorney and the BCC.
- The MSTU has not received a response with clarification to the three (3) items request submitted to the HOA:
 - Easements – Documents must eliminate reference to common fixtures.
 - Amendments – The County Clerk's office does not have a record of the six (6) units the MSTU requested revised.
 - Financial Statements – Verification of HOA financial accounts, audited, and corresponding cash balances.

Mr. Schumacher and Chair Branco will:

- Draft a memo to the HOA's Board of Directors and their attorney requesting a resolution to the document issues so sign repairs may be authorized. The letter will be submitted to the County Attorney for review prior to distribution.

C. Traffic Calming

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

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D. Pending Items

1. Washingtonia Palms Removal

- Staff has prepared a grid identifying the ten (10) to twelve (12) Washingtonia Palms which require removal due to their height and deteriorating condition.
- A Request for Quote (RFQ) will be issued.

2. Grounds Maintenance – Multi-Year Contract

- The current contract with Superb Landscaping Services (SLS), expiring August 12, 2023, has been extended until December 31, 2023.
- An *Invitation to Bid (ITB)* for a new Grounds Maintenance contract for the MSTU has been submitted to the Procurement Division.
- The contract will be awarded to the lowest qualified bidder.
- The contract is subject to approval by the Board of County Commissioners (BCC).

IX. New Business

A. Doral Circle – Median 23 Renovation

- **Andrea Geyer** presented a proposed landscape plan for the median for Committee consideration.
- The proposal incorporates Tabebuia trees, variegated big ginger and annual flowers.
- Previous Ganoderma contamination negates planting of Palm trees.
- One resident suggested a flagpole be installed in the median.

Mr. McGee will:

- Prepare a plan for renovation of the median for review by the Committee.

X. Committee Member Comments

None

XI. Public Comments

Andrea Geyer created 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 3:50 P.M.

LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE

Tony Branco, Chair

These Minutes were approved by the Committee on _____, 2023 as presented ___ or as amended ___.

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LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE



Tony Branco, Chair

These Minutes were approved by the Committee on July 20th, 2023 as presented or as amended .

NEXT MEETING:

JULY 20, 2023
SOUTH REGIONAL LIBRARY
8065 LELY CULTURAL PARKWAY
NAPLES, FL 34113
239.252.7542