



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

Minutes
July 20, 2023

I. Call to Order

The meeting was called to order at 2:04 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 (Excused); Rosio Garcia, Operations Coordinator, PTNE Division

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

III. Approval of Agenda

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

Add: IX. New Business - B. Doral Flagpole.

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

IV. Approval of Minutes – June 15, 2023

Ms. Ashton moved to approve the minutes of the June 15, 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 non-functioning irrigation system is causing concern due to lack of rain.
- Additional testing and repairs to the irrigation system are ongoing (details below).
- A water truck was utilized to irrigate the entryway flowers.
- The Pentas at the entrance are not growing. Fertilization and seasonal restrictions will be considered.
- The entryway monument letters that were polished looked better than the non-treated letters.
- The monuments outer bands require painting.
- The entryway mulch has not been applied.
- Generally, the medians look good. St. Andrews, Pebble Beach, and Forest Hills Boulevards and Valley Stream Circle medians are well trimmed.
- The Pinehurst Monument area needs mulch.
- An auto caused damage to median landscaping on Valley Stream Circle.
- The Hibiscus Golf Course renovation is in the final stages.

MINUTES

- Washingtonia tree removal count is now up to twenty-five (25) and should be prioritized relative to their condition and location, as some are more hazardous than others.

Irrigation

- The controller is emitting continuous “fault” system transmissions for zones one (1) through seven (7) indicating the system is not irrigating.
- An irrigation controller replacement part has been received and installation will be scheduled.
- The pump will be manually activated pending restoration of the system.

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 June 18, 2023, to July 18, 2023.

- Radar 1 (110 St Andrews Blvd) recorded 47,770 vehicles averaging 1,541 vehicles per day. The maximum speed was fifty-three (53) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 49,126 vehicles for an average of 1,585 per day. The maximum speed was sixty-nine (69) 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 July 6, 2023.

Saint Andrews Blvd. & US 41

- The Alexander Palms at the main entrance are showing signs of mold and possible insect issues.

Inbound R/W South

- Recommend replacement of thirty-nine (39) MSTU-maintained Allamanda shrubs with variegated Arboricola shrubs for screening.
- Queen Crape Myrtle tree staking needs to be removed and cut off from the trunk. Replace with new bracing if needed.

Outbound R/W North

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

Saint Andrews Blvd.

Median #1

- Replace the broken valve box.

Median #2

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

Median #9

- Remove deteriorating Washingtonia Palms and add two (2) double Alexander Palms.

Median #10

- Recommend planting ninety-six (96) Perennial Peanut ‘Golden Glory’ to replace Bougainvillea and Juniper damaged by an auto accident.

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Forest Hills Cart Crossing & Lake

- Irrigation deactivated due to renovation of the golf course. Monitor plant condition for stress and manually irrigate if necessary.
- Recommend planting twenty-nine (29) orange flowered Bulbine 'Hallmark' to replace missing Perennial Peanut when the irrigation is reactivated.

Valley Stream Circle

Median #13

- The south purple Trumpet tree needs to be replaced.

Pebble Beach Boulevard

Median #17

- Address 124: Remove strapping and old nursery center support pole from the tree.

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 Boulevard Golf Cart Crossing

- Water source is an issue due to golf course renovation.
- Plants have deteriorated due to an apparent fungus.
- 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.

Heather Grove Lane Cul-de-sac #22

- Consider removal and replacement of eight (8) Bougainvillea plants run over by an auto.

Baltusrol Signs

Outbound Side

- The irrigation head watering the outbound sign plantings has been removed. *Confirm reinstallation with golf course superintendent.*
- Remove all Plumbago shrubs on the outbound side and replant the area with eleven (11) Plumbago plants and thirty-one (31) Perennial Peanut plants when irrigation is reactivated.
- Additional mulch is needed around the sign and toward the Philodendron plants.

Inbound Side

- Replace five (5) deteriorated Plumbago shrubs and replace Perennial Peanut with forty-five (45) orange flowered Bulbine 'Hallmark' plants.

Doral Circle

East R/W

- Replace Tabebuia tree damaged by the hurricane with a single trunk 'Golden Trumpet Tree.

West R/W & Rattlesnake Hammock Road

- Tree trimming white African Iris in replacements total fifteen (15).

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Median #23

- Recommend planting fifteen (15) Pentas and fifteen (15) Purslane to coordinate with seasonal plantings at the Saint Andrews & US41 entrance.
- 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.*

Warren Street Pump Station

- Maintenance personnel should clean out the dirt and debris from the potable water meter box.
- Pressure gauge was removed; moist areas around the reuse water source pipe should be checked.

Water Usage

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

- Warren Street
 - June 2023 - 187,630 gallons; no potable water usage.
- Valley Stream
 - June 2023 – 31,407 gallons of potable water.

Mr. Schumacher reported:

- The Request for Quote (RFQ) list is up to date and a Notice-to Proceed will be issued to SLS.
- 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:

- Due to irrigation system malfunctions, entryway flowers were watered three (3) times by truck.
- An SLS technician will check the Warren station pump to determine if it is operating correctly.
Mr. Kindelan will report the findings to Mr. Schumacher.
- Mulch application to the Baltusrol area, delayed due to irrigation issue, is scheduled for week ending July 29th.
- The purple Trumpet tree was removed.
- A re-quote for the Golden and Purple Trumpet trees, sourced with local nurseries, will be sought.
- Summer fertilization options will be reviewed.

Mr. Schumacher will confirm any fertilization restrictions with the Road Maintenance Division.

VII. Project Manager’s Report – Dan Schumacher

A. Budget Report

Lely MSTU Fund Budget 152 dated July 20, 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%).

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- Total Revenue, Line 13, is \$890,128.95, 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 paid.
 - 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 44, budgeted at \$333,378.95; with current Commitments of \$83,506.75 Expenditures of \$167,819.19, and a Budget Remainder (unspent operating funds) of \$82,053.01.
- Capital Outlay, Line 46, budgeted at \$338,950.00, has a balance of \$189,200.00.
- Transfer to Fund 111, Line 48, 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 48, 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 52, in the amount of \$150,000.00, is designated for Insurance and Catastrophic damage repair.
- Total Budget, Line 53, lists FY-23 MSTU budgeted funds at \$893,128.95; with tabulated Commitments of \$83,506.75, Expenditures of \$236,630.40, and a Budget Remainder (total unspent funds) of \$423,241.80. The Budget amount of \$893,128.95 does not change during the fiscal year.

Noted:

- Removal of the Washingtonia trees will be funded from the Operating Expense category.
- Replacement of street signs, if undertaken by the MSTU, will be funded from the Other Contractual category.
- Funds for refurbishment of the Entryway Monuments have been expended with payment processed to NR Contractors Inc.
- Improvements General category balance is \$189,200.00.
- 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.

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- 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 July 3, 2023, report indicated no outages.
- All lamps are fitted with Lumec retrofit replacements.
- Three (3) fixtures remain in inventory.

VIII. Ongoing Business

A. St. Andrews Entryway Monuments Refurbishment – Landscaping Renovation

Mike McGee, McGee & Associates, presented landscape plan options for the Lely Golf Estates community entryway sign monuments at the intersection of St Andrews Blvd. & US-41.

- Designs LC1 and LC2 feature variances in proposed plant selection and color.
- Outbound side: The proposed plan is compact due to the presence of utilities with low plantings in the front of the sign. Sod will be added where necessary.
- Inbound side: A lush tropical look is proposed with Blueberry Flax Lilies planted in the vacant area and higher foliage surrounding the Paroutis Palms in the rear.
- The seasonal flower bed of annuals will be a focal point of the design.
- Irrigation may be rezoned with a single zone for the annuals and heads added to the outbound side.
- An *Opinion of Cost* was submitted.

Mr. McGee will:

- Submit a spreadsheet of the material selection and quantities for Plan LC2 to Mr. Schumacher.
- Confirm number of irrigation zones and rework the irrigation flow.

Ms. Ashton motioned to approve McGee & Associates Landscape Plan LC2, for the landscape renovation of the Lely Golf Estates Entryway Monument area, at a cost not to exceed fifteen thousand dollars (\$15,000.00). Second by Vice Chair Dammert. Carried unanimously 4 – 0.

B. Doral Circle

Median 23 Renovation

- **Mr. McGee** proposed designing a landscape plan incorporating the same varieties of plant species as the Entryway Monument Plan.
- The Foxtail Palm tree will remain.

Flagpole

- **Mr. McGee** presented a concept recommending the flagpole be installed in the Right-of-Way (ROW) on the corner Doral Circle and Rattlesnake Hammock Road.
- Plant selection would coordinate with median plant selection.
- The Podocarpus hedge would extend to the bridge.
- Benches would be considered as part of the design scheme.

Mr. McGee will:

- Prepare a plan for the renovation of Median 23 for review by the Committee at the August 2023 meeting.
- Research feasibility of a flagpole installation and landscaping in the ROW at the entrance to Doral Circle.

C. 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 approved by the community.
- The Board of Directors amended HOA documents as follows:
 - Eliminated reference to the Association's claims to easements within the ROW and responsibility for common fixtures.
 - Verification of HOA financial accounts, audited, and corresponding cash balances was completed August 15, 2023.
 - The amended documents will go to the HOA Attorney for final opinion.

Mr. Schumacher and **Chair Branco** will:

- Review the amended HOA documents prior to submission to the HOA's attorney.

D. Traffic Calming

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

E. Pending Items

1. Washingtonia Palms Removal

- Staff has prepared a grid identifying the Washingtonia Palms which require removal due to their height and deteriorating condition.
- A Request for Quote (RFQ) has been issued.
- Removal will be staged for budgetary purposes.

MINUTES

- Mr. McGee will assist with prioritizing trees for removal.
2. Grounds Maintenance – Multi-Year Contract
- *Invitation to Bid (ITB)* proposals for a new Grounds Maintenance contract for the MSTU are due week ending July 29, 2023.
 - 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. Holiday Lighting

Mr. Schumacher will seek quotes to install holiday decorations and lighting at the Lely MSTU entrances on Saint Andrews Boulevard and Doral Circle in November 2023. Last season proposals were received from two local vendors, Sight N Sound and Whited Holiday Décor.

B. Doral Flagpole

Mr. Schumacher reported:

- Seven (7) of the forty-nine (49) residents of Doral Circle expressed interest in installing a flagpole in the community.
- Approval of the installation site is required by the Road Maintenance Division.
- The American flag must be lit at night.
- An individual must volunteer to accept the responsibility for ensuring the requirements are met for displaying the flag.

X. Committee Member Comments


None

XI. Public Comments

XII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:04 P.M.

LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE



Tony Branco, Chair

These Minutes were approved by the Committee on 8/17, 2023 as presented or as amended .

NEXT MEETING:

AUGUST 17, 2023
SOUTH REGIONAL LIBRARY
8065 LELY CULTURAL PARKWAY
NAPLES, FL 34113
239.252.7542