



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

8300 Radio Road  
Naples, FL 34104

### Minutes

December 15, 2022

#### I. Call to Order

The meeting was called to order at 2:10 PM and a quorum of four was present.

#### II. Attendance

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

**County:** Michelle Arnold, PTNE Director (ZOOM); Dan Schumacher, Project Manager;  
Rosio Garcia, Operations Coordinator

**Others:** Mike McGee, Landscape Architect, McGee & Associates; Superb Landscape Services  
(Absent); Wendy Warren, Premier Staffing; Dimitra Arneson, Resident

#### III. Approval of Agenda

*Vice Chair Dammert moved to approve the Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:*

*Move: IX. New Business - B. Holiday Decorations to VIII. Ongoing Business E.*

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

#### IV. Approval of Minutes – November 17, 2022

*Vice Chair Dammert moved to approve the minutes of the November 17, 2022, Lely Golf Estates Beautification M.S.T.U. as amended:*

Page 6, Item X. Committee Member Comments: from “... **Chair Branco** acknowledged receipt of a letter from the Homeowner Association Board members acknowledging past MSTU signage responsibility and requesting the MSTU continue to repair and replace signage within the Lely MSTU boundaries) ...,” to ... **Chair Branco** acknowledged receipt of a letter from the Homeowner Association **President** acknowledging past MSTU signage responsibility and requesting the MSTU continue to repair and replace signage within the Lely MSTU boundaries ...).”

*Second by Ms. Ashton. 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 landscaping is in satisfactory condition, seasonal plantings look good
- Holiday lighting is functioning, and decorations look good.
- The American Flag at the front entrance appears to be smaller than the County and State flags. **Mr. Schumacher** will verify the flag sizes and replace the American Flag if necessary.
- Landscaping at the Pinehurst monument requires trimming.
- Select areas require replenishment of mulch.
- The Valley Stream crosswalk installation was inspected and is satisfactory.
- Hart’s Electrical replaced the photo eye at the Doral Circle entrance sign.

## MINUTES

- The ground fault for the holiday lights at Doral Circle was reset. *Mr. Schumacher reported the decorative light poles were working; the holiday lights were not. Hart's Electrical will perform repairs.*
- The health of the Crown of thorns at the front entrance to Doral Circle needs to be evaluated. The irrigation system will be checked to confirm it is functioning adequately.
- Removal of the debris on Doral Circle is necessary and trees over the fence on Rattlesnake need to be cut back due to storm damage. *SLS will provide a quote to trim the trees and schedule the work after January 1, 2023.*

*Mr. Schumacher will consult with Ms. Arnold and Laura Mann, Secretary for the Lely Homeowners Association, regarding the damaged fence line slats on the Rattlesnake Hammock Rd. fence to determine entity responsible for repair or removal and recommend a plan of action.*

### **B. St Andrews Blvd. Speeds and Traffic Counts**

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 November 13, 2022, to December 13, 2022.

- Radar 1 (110 St Andrews Blvd) recorded 56,652 vehicles averaging 1,827 vehicles per day. The maximum speed was sixty-seven (67) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 60,520 vehicles for an average of 1,952 per day. The maximum speed was seventy (70) 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 December 5, 2022.

#### All Locations

- "A strike through" indicates jobs are complete and will be removed from next month's report.
- Recommend all palms and trees have pruning performed to remove storm damage foliage and provide corrective pruning.
- A count of wind damaged Plumbago shrubs was provided. *SLS will submit a cost quote for the replacement of the Plumbago's.*

#### Saint Andrews Blvd. & US 41

- Prune off Paroutis palm stem over top of light fixture.
- Fix leaning sprinkler head in front of the sign wall.
- Remove volunteer Ficus vines growing on each end of the sign wall.
- Prune Bougainvillea Silhouette shrubs and Xanadu plants off sidewalk on Credit Union side.

#### Saint Andrews Blvd.

##### Medians #1 and #2

- Treat turf areas for sedge and broadleaf weeds.

## MINUTES

### Median #3

- Address 105: Remove Plumbago shrubs, fill in low area created by removal of a Washingtonia Palm and stabilize. Replant area with a single row of fourteen (14) yellow African Iris.

### Median #4

- The Foxtail palm requires fertilization.

### Median #6

- Address 228: Remove the defoliated Plumbago shrubs. Yellow African Iris may be considered as an alternative replacement plant.
- Address 240: Three (3) Plumbago shrubs need to be replaced.

### Median #12

- Address 426: Reset and brace one (1) Holly tree.

### Forest Hills Blvd.

#### Median #12

- Address 426: Reset and brace one (1) Holly tree.

### Valley Stream Circle

#### Median #13

- Replace six (6) Plumbago shrubs.
- The North Golden Trumpet tree needs to be re-staked with a duckbill 68 Earth Anchor. *Mr. Schumacher has ordered two (2) duckbill 68 Earth Anchors.*

### Pebble Beach Boulevard

#### Medians #15, 16 and 17

- Addresses 40, 132 and 116: Replace twenty-two (22) Plumbago shrubs.

### Baltusrol Signs

- Remove and replant Plumbago shrubs.
- Replant thirty-one (31) Perennial Peanut, Golden Glory, on outbound side.

### West ROW and Rattlesnake Hammock Road

The Podocarpus hedge was severely pruned to remove debris and repair the fence. Action is recommended as follows:

- Remove damaged fence and debris material from the swale area behind the hedge.
- Notify adjacent property owners the County intends to prune back and/or remove all tree canopies over the Right of Way line and the hedge.
- Lack of pruning of the tree canopies will result in the Podocarpus hedge thinning over time. *Mr. Schumacher has requested a cost proposal from Superb to trim the Podocarpus hedge.*

### Water Usage

- Warren Street
  - November 2022 - 81,410 gallons; no potable water usage.
- Valley Stream
  - November 2022 - 4,610 gallons of potable water.

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

**Mr. Gorden** reported:

- Maintenance items in the November 2022 summary report were addressed.

## MINUTES

- Bougainvillea shrubs on the exit side to US 41 were trimmed.
- Palm trees were pruned.
- The turf was treated for sedge grass and broadleaf weeds.
- Fertilizer was applied.

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

#### A. Budget Report

##### Lely MSTU Fund Budget 152 dated December 15, 2022

- 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 12, is \$893,128.95, including investment interest, transfers, and contributions.
- Purchase Orders: (Contractors):
  - 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 \$49,750.00 has been approved for payment.
  - 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 33, budgeted at \$333,378.95; with current Commitments of \$156,911.59, Expenditures of \$28,346.92, and a Budget Remainder (unspent operating funds) of \$148,120.44.
- Capital Outlay, Line 35, 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 36, 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 37, 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 38, 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 41, in the amount of \$150,000.00, is designated for Insurance and Catastrophic damage repair.
- Total Budget, Line 42, lists FY-23 MSTU budgeted funds at \$893,128.95; with tabulated Commitments of \$306,661.59, Expenditures of \$34,460.26, and a Budget Remainder (total unspent funds) of \$552,007.10. The Budget amount of \$893,128.95 does not change during the fiscal year.

## MINUTES

### *Noted:*

- 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.
- Improvements General, Line 34, was corrected to reflect NR Contractors Purchase Order in the amount of \$149,750.00 as a Commitment. The net balance of \$189,200.00 is listed as the Budget Remainder.
- A budget amendment to finance long-term projects, consistent with the MSTU ordinance, can be requested upon recommendation by the Advisory Committee and executed upon approval by the Board of County Commissioners (BCC).
- Fund 152 is exclusive to the Lely MSTU and cannot be utilized by outside entities.

### **Grounds Maintenance – Multi-Year Contract**

- The current contract with Superb Landscaping Services (SLS) expires in February 2023.
- The contract has been extended for six (6) months to ensure continuity of service.
- An *Invitation to Bid (ITB)* for a new Grounds Maintenance contract for the Lely Golf Estates MSTU will be posted in the calendar year 2023 to be awarded to the lowest qualified bidder at the end of SLS's contract extension.
- The awarded contract is subject to approval by the Board of County Commissioners (BCC).

### **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.
- Hart's Electrical replaced two (2) tubular bulbs for the sign at the entry of Saint Andrews Blvd. and repaired four (4) electric circuits.
- Three outages were identified in Superb Landscape Services report dated December 6, 2022.
- Graybar provided a cost quote of \$607.79 per Lumec fixture. Total cost for twelve (12) LED fixtures would be \$7,293.48.
  - The twelve (12) Lumec LED fixtures would retrofit the ten (10) remaining Metal Halide lamps, and stock two (2) fixtures for future outages.
- Lumec LED retrofit lamps are warrantied for two (2) years from the date of shipment. A replacement was requested from Lumec for two (2) failed lamps.
  - Lumec sent a base plate and driver component to repair the lamps in response to the request.
  - Mr. Schumacher responded that the warranty replacement should be a new fixture.
  - The Committee will be updated on the dispute resolution at a future meeting.
- Staff will secure a cost quote for replacement bulbs for temporary outage repair.

## **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, authorized under county Permit # PRSG2022052294201.

**Mr. Schumacher** met with NR Contractors to confirm sample selection and a construction start date in early 2023.

## MINUTES

The Homeowners Association Documents have brought into question the common area elements. If the Entryway Monuments which the MSTU is planning to expend funds to renovate, are owned by the HOA, the MSTU cannot expend County funds to undertake the refurbishment project.

The Committee discussed:

- The monuments are not in the Right of Way (ROW).
- There is a separate easement for each of the monuments.
- The County's Real Property Division will seek to determine if the developer deeded the monuments to the Association or if they are in the developer's name.
- The MSTU has been maintaining the asset since 1987 when the Ordinance was created.

*Mr. Schumacher is investigating the entity responsible for the monuments and street signs with Real Property and the County Attorney. Committee members will be apprised of her findings.*

### B. Crosswalks - Paver Style

McShea Contracting installed the final two (2) Paver-Style Crosswalks; comprised of Endurablend™ Polymer Cement, plus twelve inch (12") wide solid white Thermoplastic borders, at either end of Valley Stream Lane and Valley Stream Circle.

### C. Traffic Calming

No update was available on the topic.

### D. Pending Items

**Chair Branco** submitted a copy of the letter from the Homeowner Association President formally requesting that the MSTU Committee maintain, repair and/or replace any damaged or destroyed decorative street and STOP signs.

Staff will contact the County Attorney requesting an opinion on the entity responsible for signage within the Lely MSTU boundaries.

**Chair Branco** will reply to the HOA President and note that the County attorney is assessing the matter.

### E. Holiday Decorations

#### St. Andrews Boulevard and Doral Circle

*Naples Christmas Lighting* responded quickly to repair a light outage at the St. Andrews Boulevard Holiday Light installation.

#### Forest Hills and Augusta Boulevards Decorations

The Committee expressed their gratitude to Ms. Lowry for decorating the community sign at Forest Hills and Augusta Boulevards for the holiday.

## IX. New Business

### A. Traffic Signage Damage

**Mr. Schumacher** reported:

- Twenty-seven (27) signs damaged by Hurricane Ian require various levels of repair.
- Photographs and condition of the signs were provided to Lykins-Signtek, Inc.
- Lykins submitted a grid list specifying levels of repair options for the signs.
- Broken signs must be transported to their facility to determine if rewelding is an option.

MINUTES

- Leaning signposts must be examined to ascertain if they are straight or bent.
- Given the anticipated level of expenditure, a Requests for Quotes (RFQ) will be necessary.

The Committee noted:

- Following Hurricane Irma, due to the limited resources of the HOA, the MSTU accepted responsibility for traffic/street sign repairs and replacements.
- Maintenance responsibility for community traffic signage must be determined and recorded, be it the Civic Assn or the MSTU.
- A decision on the sign repairs, due to Hurricane Ian, will be delayed until the community agrees on the funding responsibility.

**X. Committee Member Comments**  
None

**XI. Public Comments**

Dimitra Arneson of Doral Circle expressed her endorsement of the direction the MSTU has assumed in maintaining community assets and feels reassured to learn the County Attorney's Office is providing guidance.

**XII. Adjournment**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:56 P.M.*

**LELY GOLF ESTATES BEAUTIFICATION MSTU  
ADVISORY COMMITTEE**



**Tony Branco, Chairman**

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

**NEXT MEETING:**

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