



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

Minutes
October 20, 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; Linda Jorgensen; Kathleen Slebodnik; Open Seat

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

Others: Mike McGee, Landscape Architect, McGee & Associates (Excused); Gary Gorden, Superb Landscape Services; Wendy Warren, Premier Staffing; Lisa McGarity, 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:

*Add: V. Chairman's Report - C. Street Sign Recovery and Repair
Second by Ms. Jorgensen. Carried unanimously 4 - 0.*

IV. Approval of Minutes – September 22, 2022

Ms. Jorgensen moved to approve the minutes of the September 22, 2022, Lely Golf Estates Beautification M.S.T.U. subject to the following change:

Page 5, Item VII. Project Managers Report, C. Committee Membership Application:

*Ms. Slebodnik moved to recommend the Board of County Commissioners re-appoint Kathleen Dammert to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee. Second by Chair Branco. Motion carried 3 - 0. Vice Chair Dammert abstained.) ...," to ... Ms. Slebodnik moved to recommend the Board of County Commissioners re-appoint Kathleen Dammert to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee. Second by Chair Branco. **Motion carried 4 - 0.** Vice Chair Dammert abstained ...)."*

Second by Vice Chair Dammert. Carried unanimously 4 - 0.

V. Chairman's Report – Tony Branco

A. Community Assessment

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

- Community wide minor debris was scattered from the hurricane.
- Median #1 plantings and extensive pruning beyond the flag poles looks good.
- Forest Hills and St. Andrews Boulevards need to be trimmed.
- A downed limb in median #2 has been removed.
- Braces were installed on Valley Stream Circle trees.
- The Pinehurst entrance landscaping needs additional pruning on the outbound side.
- Flags at the front entrance, damaged by the hurricane, need to be replaced.

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- Six (6) STOP/Street signs were Downed and retrieved & transported to Superb Landscape's yard.
- Up to twenty-one (21) additional signs are Leaning, including Radar #2.

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 September 18, 2022, to October 18, 2022, noting *Radar 2* sign is not functioning as intended.

- Radar 1 (110 St Andrews Blvd) recorded 49,130 vehicles averaging 1,584 vehicles per day. Maximum speed was fifty-five (55) mph.
- Radar 2 (255 Saint Andrews Blvd) recorded 31,179 vehicles for an average of 1,000 per day. Maximum speed was sixty-seven (67) mph.

C. Street Signs Recovery and Repairs

Twenty-seven (27) signs, including Radar #2, were damaged by Hurricane Ian.

Discussions ensued regarding the discrepancy between the M.S.T.U.'s responsibilities for maintenance expense, repair and replacement of signage and common fixtures versus the Homeowner Association's most recent document claim of responsibility and maintenance expense for "all common fixtures including but not limited to Association-owned Street signs and corresponding poles" proposed in the HOA documents mailed out to Lely residents and/or electronically downloaded for homeowner's approval.

The M.S.T.U. has historically assumed responsibility for M.S.T.U. funded decorative light poles and common fixtures such as benches, crosswalks, entrance monuments/signage, irrigation system equipment, water, electricity and decorative bridge stone installation and repairs. Post Hurricane Irma, and due to the limited resources of the HOA, the M.S.T.U. also accepted responsibility for traffic/street sign repairs and replacements.

The Committee agreed to table action on sign repairs, due to Hurricane Ian, until the community agrees on the entity responsible and agrees on the funding responsibility.

Mr. Schumacher will:

- Provide a list, map, and total count of all damaged signs.
- Visit Superb Landscape's facility to evaluate damage to retrieved signs downed by Ian.
- Request quotes to repair/replace the damaged signs.

VI. Contractor Reports

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

Mr. Gorden reported:

- Landscape maintenance has been focused on storm clean up.
- Routine maintenance will resume Monday, October 24th.
- Additional pruning of the Pinehurst Circle outbound entrance by the solar panels will be completed that same week, ending October 29th.
- A forklift trimmed Palm tree fronds and Jatropa tree branches.
- Fertilizer will be delivered to Superb Landscape's facility for November application

Seasonal Entryway Plantings – Winter

St Andrews Median #1 and Doral Circle Median 23

The Committee discussed planting schemes and flower selection for the cooler winter season.

- Flower selection is Red Geraniums center with a White Alyssum border based on McGee & Associates October 2016 plan, Scheme A, modified.
- Geraniums will be six (6) inch pot size.
- Flowers will be planted upon completion of the holiday lighting installation.

Mr. Schumacher will:

- Request a Quote (RFQ) from Superb Landscape Services, based on the invoiced quantities for 2021, for cost of materials plus 15% and labor for removal of existing flowers and installation of the new plants.

VII. Project Manager’s Report – Dan Schumacher

A. Budget Report

Lely MSTU Fund Budget 152 dated October 20, 2022

- The FY-23 Millage rate remains constant at 2.0 mills.
- Current Ad Valorem Tax, Line 1, is \$360,700.00; an increase of 15.46% over FY-22.
- Transfers and Contributions, Line 11, are \$323,100.00; a carry-over of unexpended FY-22 funds.
- Total Revenue, Line 12, is \$686,800.00, including investment interest, transfers, and contributions (minus 5%).
- Purchase Orders: (Contractors):
 - Hart’s Electrical – Electrical Maintenance and LED fixtures.
 - McGee & Associates – Landscape Architecture – Work order pending.
 - McShea Contracting – Paver Crosswalks.
 - Invoices for completed crosswalk installation are outstanding.
 - NR Contractors Inc. – Entryway Monument Refurbishment.
 - The Lump Sum Contract is paid in full when the job is completed satisfactorily.
 - Premier Staffing – Transcription Services.
 - SiteOne Landscape Supply – Irrigation Parts & Pumps.
 - Superb Landscaping Services –
 - Incidentals is for landscape refurbishment and miscellaneous.
 - Grounds Maintenance includes irrigation repairs.
- Operating Expense, Line 32, budgeted at \$276,800.00; with current Commitments of \$160,710.30, Expenditures of \$668.70, and a Budget Remainder (unspent operating funds) of \$115,421.00.
- Capital Outlay, Line 34, budgeted at \$189,200.00, has a current Commitment of 149,750.00 to fund the *Entryway Monument Refurbishment Project*.
- Transfer to Fund 111, Line 35, in the amount of \$58,800.00, is for M.S.T.U. Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Transfer to the Property Appraiser, Line 36, in the amount of \$3,100.00, is for computation of M.S.T.U. Ad Valorem data for the tax rolls.
- Transfer to the Tax Collector, Line 37, in the amount of \$8,900.00, is for collection of M.S.T.U. millage as part of the annual tax bill, currently 2.0 mills.
- Reserves, Line 40, in the amount of \$150,000.00, is designated for Insurance and Catastrophic damage repair.

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- Total Budget, Line 41, lists FY-23 M.S.T.U. budgeted funds at \$686,800.00; with tabulated Commitments of \$160,710.53, Expenditures of \$668.70, and a Budget Remainder (total unspent funds) of \$525,421.00. The Budget amount of \$686,600.00 does not change during the fiscal year.

Mr. Schumacher noted:

- The FY-23 Adopted Taxable Value may be updated on the November 2022 budget.
- FY-23 millage rate of 2.000 is necessary for ongoing landscape maintenance, as well as the existing M.S.T.U. assets identified in the Capital Asset Plan, updated annually.
- McShea Contracting Purchase Order should be a budget “line item” carried over from FY-22.
- NR Contractors, Inc. Purchase Order for the Entryway Monuments, stated as \$189,200.00, Line 33 on the budget, will be corrected to reflect the contract amount of \$149,750.00.
- Hurricane Ian Recovery: Separate Purchase Orders will be issued for hurricane damage repairs; this to enable Collier County to apply for reimbursement from FEMA.

Grounds Maintenance – Multi-Year Contract

- The current contract with Superb Landscaping Services (SLS) expires in February 2023.
- The SLS contract will be extended six (6) months to ensure continuity in service.
- An *Invitation to Bid (ITB)* for a new Grounds Maintenance contract for the Lely Golf Estates M.S.T.U. will be posted in early calendar year 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).

B. Lighting Inspection Report

- Red entries indicate current lamp outages, gray for outages repaired from the previous report, and purple for Metal Halide lamp replacements.
- Two outages were identified in Superb Landscape Services report dated October 6, 2022.
- Two (2) Lumec retrofit lights are in inventory.
- Staff will confirm the number of Lumec retrofit light fixtures required to replace all Metal Halide Lamps.
- A minimum of six (6) Lumec LED fixtures will be ordered for future outages with consideration given to increasing the amount to retrofit all original lamps.
- LED retrofit lamps are warrantied for two (2) years from the date of shipment.

Mr. Schumacher reported an insurance claim was filed for the damage sustained to the Pebble Beach Boulevard light pole by an auto accident, however payment has not yet been received.

C. Committee Membership Applications

Mr. Schumacher reported:

Kathleen Dammert Appointment

The Board of County Commissioners appointed Kathleen Dammert to the Lely Golf Estates Beautification M.S.T.U. Advisory Committee for a four (4) year term commencing October 2022.

Anita Ashton and Lisa McGarity

Ms. Ashton’s and Ms. McGarity’s applications have been submitted to the County Attorney’s office for consideration as Committee members could not provide a recommendation on filling the open seat.

VIII. Ongoing Business

A. St. Andrews Entryway Monuments Refurbishment

Commercial Permit number PRSG2022052294201 was issued to NR Contractors, Inc. for renovation of two (2) Lely Golf Estates ground signs at 53 Saint Andrews Boulevard.

Mr. Schumacher requested a meeting October 26th with NR Contractors to address monument refurbishment status including:

- Verification of application process for the Tatami Tan color tint for the Architectural Cap and Copy Border (frame) and Ivoire for portions of the front and all the rear walls.
- Vendor selection for removal of sign lettering and logo graphics for refurbishment.
- Projected order date for monument pre-cast, graphic components, and materials.
- Confirmation of construction commencement and estimated completion date.

B. Crosswalks - Paver Style

McShea Contracting installed six (6) of eight (8) Paver-Style Crosswalks of Endurablend™ Polymer Cement with twelve inch (12") solid white Thermoplastic Border, like the crosswalks installed at St. Andrews & Pebble Beach Blvd. The two (2) remaining crosswalks located at either end of Valley Stream Lane and Valley Stream Circle will be completed during the dry season.

C. Traffic Calming

Ms. McGarity plans to canvas the St. Andrews Blvd. neighborhood to secure five (5) additional property owner signatures to satisfy the Traffic Operations Division petition requirement for consideration of speed bump installation.

The Forest Hills Blvd. information has already been submitted.

D. Pending Items

None

IX. New Business

A. Holiday Decorations

St. Andrews Boulevard and Doral Circle

Naples Christmas Lighting has been awarded to install holiday lighting at the St. Andrews Boulevard and Doral Circle entrances.

- Requirements to establish the company as a County vendor have been satisfied; a Purchase Order is pending.
- Target date for the new LED lighting installation is November 15, 2022.
- Turnaround time for repairs to decorations and lighting was committed to be within twenty-four (24) hours.

Forest Hills and Augusta Boulevards Decorations

Ms. Lowry will decorate and provide a wreath for the Forest Hills and Augusta Boulevards sign.

Mr. Schumacher and **Chair Branco** will install hooks on the rear of the Augusta Boulevard sign to secure holiday decorations.

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X. Committee Member Comments

Ms. Slebodnik questioned resident’s right to store/park covered vehicles in their driveways. **Chair Branco** suggested that this subject was not within the M.S.T.U.’s purview and any homeowner property use questions should be forwarded to the HOA or Anchor Associates for clarification.

XI. Public Comments

Discussions continued regarding the street sign repair responsibility related to the proposed HOA documents.


Chair Branco suggested that documentation of any changes to and/or a continuation of the existing M.S.T.U. responsibility, be presented to the M.S.T.U. by the HOA. If the HOA prefers that the M.S.T.U. continues to fund the repair and maintenance of the street signage and agrees that HOA community documents will be modified to remove sections that indicate to the homeowners that “maintenance, repair & replacement of all Common Fixtures including, but not limited to street signs and corresponding posts is a Common Expense of the Association.”

Ms. McGarity agreed that a letter will be prepared and signed by the Homeowner Association Board members acknowledging past M.S.T.U. signage responsibility and requesting the M.S.T.U. continue to repair and replace signage within the Lely M.S.T.U. boundaries and will provide the letter for review at the next M.S.T.U. meeting.

XII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:28 P.M.

**LELY GOLF ESTATES BEAUTIFICATION MSTU
ADVISORY COMMITTEE**



Tony Branco, Chairman

These Minutes were approved by the Committee on 11/17, 2022 as presented or as amended .

NEXT MEETING:

NOVEMBER 17, 2022
SOUTH REGIONAL LIBRARY
8065 LELY CULTURAL PARKWAY
NAPLES, FL 34113
239.252.7542

MEETING ATTENDANCE

LELY M.S.T.U. ADVISORY COMMITTEE

Date: **NOVEMBER 17, 2022**

FY-23

NAME

POSITION

SIGNATURE

COMMITTEE MEMBERS

Tony Branco Chair 

Kathleen Dammert Vice Chair 

Linda Rae Jorgensen 

Kathleen Slebodnik 


Anita Ashton 

COUNTY STAFF

Michelle Arnold Director - PTNE

Dan Schumacher MSTU - Project Manager 

Harry Sells MSTU - Project Manager

Rosio Garcia Operations Coordinator 

CONTRACTORS

Michael McGee McGee & Associates (Landscape Architect) 

Robert Kindelan Superb (Landscaping)

Gary Gorden Superb (Landscaping)

Wendy Warren Premier Staffing (Transcription)

PUBLIC