



**GOLF ESTATES BEAUTIFICATION MSTU**  
**ADVISORY COMMITTEE**  
3299 Tamiami Trail East, Suite 103  
Naples, FL 34113

**MEETING MINUTES**

**OCTOBER 24, 2013**

**I. CALL TO ORDER**

**Chairman Slebodnik** meeting was called to order at 2:05 PM.  
A quorum was established. Four voting members were present.

**II. ATTENDANCE**

**Members:** Robert Slebodnik, Chairman  
Kathleen Dammert, David Larson (Vice Chair), Jennifer Tanner

**Excused:** Tony Branco

**County:** Darryl Richard – Project Manager

**Others:** Michael McGee – Landscape Architect, P.A.  
Robert Kindelan – CLM  
(Anne Iacuzzo – JuriStaff)

**III. APPROVAL OF AGENDA**

Changes:

- **Item V** was added to the Agenda as the “*Chairman’s Report.*”  
(*Note:* Future Agendas will reflect this addition.)
- The “*Project Manager’s Report*” was changed to **Item VI** and the remaining Items were re-numbered.

*Jennifer Tanner moved to approve the Agenda as amended. Chairman Slebodnik offered a Second in support of the motion. Carried unanimously, 4 – 0.*

**IV. APPROVAL OF MINUTES – SEPTEMBER 26, 2013**

*Kathleen Dammert moved to approve the Agenda as submitted. Jennifer Tanner offered a Second in support of the motion. Carried unanimously, 4 – 0.*

**V. CHAIRMAN’S REPORT – ROBERT SLEBODNIK**

**A. Drainage - Canals**

The canals were sprayed on Tuesday and die-off should begin soon. A second spraying will be done in two weeks. The maintenance schedule was revised to include inspection of the canals on a regular basis with spraying as needed.

**B. 111 Pebble Beach Blvd. – Abandoned Property**

It was reported that the Bank of America has possession of the property. Maintenance has been contracted to Field Assets Services, LLC. (800-468-1743; Contact – Dave Westbrook) The property has been assigned to Joan Monroe (512-609-7315). The lawn will be mowed on a regular basis. Trimming of shrubs is not a standard service but Ms. Monroe stated she would request the vegetation is trimmed since it was so overgrown. The Chairman stated that, in the interim, he trimmed the shrubs with one of his neighbors.

**VI. BUDGET REPORT – DARRYL RICHARD**

(Attached: “LELY MSTU – Fund 152, dated October 24, 2013”)

• Current Ad Valorem Taxes:	\$ 192,000.00	<i>(To Be Collected)</i>
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• Operating Expense:	\$ 164,500.00	(Line Item 32)
• Encumbered:	\$ 84,389.59	
• Spent to Date:	\$ 468.47	
• Funds Available:	\$ 79,641.94	
• Capital Outlay/Improvements:	\$ 45,800.00	(Line Items 33 and 34)
• Open Purchase Orders:	\$ 00.00	
• Spent to Date:	\$ 00.00	
• Available:	\$ 45,800.00	
• Reserves:	\$ 100,000.00	(Line Items 40 and 41)

**Action Item:**

**Darryl Richard** will verify with Caroline Soto that one Line Item is reserved strictly for insurance claims and the other is reserved for hurricane repairs. He stated the total amount for Reserves may be \$200,000.00.

**Chairman Slebodnik** noted the amount had been reduced; it was originally \$250,000.00.

**Mr. Richard concurred** stating \$50,000 had been re-directed to the Pebble Beach Lighting Project.

**Kathleen Dammert** explained the columns, when added, amounted to \$261,641.26. The total amount may be split between the two Line Items.

• Total Budget Amount:	\$ 261,641.94
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**Darryl Richard** stated the taxable value for Fiscal Year 2014 had increased to \$96,010,647 from \$92,697,303 in Fiscal Year 2013.

**VII. LANDSCAPE MAINTENANCE REPORT – CLM AND MCGEE & ASSOCIATES**

**Robert Kindelan:**

- Finished trimming Palms in September;
- Seed pods were moved from Fox Tail and Alexander (previously missed item);
- Geraniums were planted at the main entrance;
- The flowers will be treated with fungicide, fertilizer, and application of pre-emergent tomorrow;
- He conferred with Mike McGee and obtained a list of “housekeeping” items to be completed;
- The newer trees will be trimmed next week to prevent flowering and budding and removal of palm fronds;
- Fertilizer has been ordered and will be applied by the end of the month;
- *Issue:* Pump System
  - Has a low-level float switch inside the mixing chamber – it “went bad” approximately two weeks ago
  - A Purchase Order is under review;
  - Will consult with Naples Motor Works regarding temperature sensor
  - The low-flow is a second safety valve – the Naples Motor Works controller has its own internal protection (to be confirmed)
  - Work will begin to disconnect the low-level float after the PO has been approved
- Received lighting checklist from Mike McGee – will review same with Darryl Richard
  - Will number all lights as required

**Darryl Richard** noted Bentley Electric volunteered to number the lights; he will determine which vendor can accomplish the task more quickly.

**Michael McGee** reminded Mr. Richard to ask that the vendor coordinate with him to ensure the numbering follows the form. He noted some numbers will be sprayed on the sidewalk next to the fixture. He also requested that the sign lights, i.e., five fluorescent lights, will be stenciled on the back. He stated there is a numbering sequence for St. Andrew’s Boulevard, a sequence for Pebble Beach Boulevard, and a sequence for the remaining streets. Finally, the flag pole lights will be numbered.

**David Larson** pointed out two or three trees had not been trimmed and are growing down to the ground (driving from Augusta toward Rattlesnake).

**Darryl Richard** stated he drove the area with Mr. Larson and took photographs which he will email to Bob Kindelan.

**Action Item:**

**Darryl Richard** will contact Todd at the County’s Growth Management Division and email the photograph to him.

**VIII. LANDSCAPE ARCHITECT’S REPORT – MCGEE & ASSOCIATES**

(Attached: “*Landscape Observation Report*,” dated October 21, 2013)

***Michael McGee:***

- Maintenance: Prepared checklist for Robert and reviewed with him
  - Remove vines from with Podocarpus hedge
  - Asked Robert to prepare a proposal to remove the Allamanda and install Variegated Arborciola shrubs (“Trinette” variety) at US 41/St. Andrew’s (outbound side);
  
- Regarding site line problem on St. Andrew’s, he will email the report to Darryl Richard for distribution to members
  - Identified each intersection where there could be a sight line issue due to an intersecting roadway or where there is a median opening at a turn (from St. Andrew’s to the first street on Forest Hill)
  - Provided recommendations for review by the Committee
  - Attached a list of alternative plantings if the Committee decided to remove the Bougainvillea (will eliminate pruning)
  - He stated as long as the pruning is maintained, he did not see anything that was a hazard – some of the problems were due to vegetation at the corners of adjacent properties
  - At Pine Valley and Pebble Beach Circle, the road curves away as you are trying to turn (Medians #6 and #7)

A number of problem areas involving plantings on private properties and/or right-of-ways were noted.

***Action Item:***

**Darryl Richard and Michael McGee** will perform a site visit to determine if the plantings are in the Right-of-Way. If so, Mr. Richard will contact the Right-of-Way section to pursue with the homeowner.

**IX. PROJECT MANAGER’S REPORT – DARRYL RICHARD**

***Darryl Richard:***

- Update: Abandoned Properties
  - He contacted Kim Grant at the County’s Housing, Human, and Veterans’ Services Department. She referred him to Code Enforcement. He suggested the HOA should contact Code Enforcement directly. Code Enforcement maintains a list of abandoned properties.
  
- Update: Opinion from Legal
  - The County Attorney’s Office stated the MSTU cannot spray or remove vegetation from the canals because the Ordinance does not permit such actions. The appropriate authority is the County’s Road and Bridge Maintenance Department. (Contact: Mark Martin)
  
- Update: “No Trespassing” Signs

- Met with David Larson and the Valley Stream resident who claimed kids were crossing his property to go fishing, etc.
    - The fence was removed and the property looks as if it is part of the park.
  - Contacted Road and Bridge (Travis Gossett) who will schedule a meeting with Mr. Larson and the resident to address the issue.
  - The problem is outside the authority of the MSTU to solve.
  - It was noted the County has used signs on Doral Circle – there must be extras stored somewhere.
  - Suggestion: A more effective solution would be to install a fence between the park and the private property.
- Update: BCC Workshop – October 1, 2013
    - The Board of County Commissioner directed Staff to survey each Advisory Committee to determine if the Committee’s meeting schedule was appropriate, i.e., were monthly meetings necessary or could the Committee meet less frequently.

**Consensus:** The Lely MSTU Advisory Committee will hold monthly meetings.

**Michael McGee** stated he observed maintenance crews and/or homeowners mowing lawns and blowing the debris back into the swales – it is starting to build back up again. He suggested contacting the HOA to request the homeowners blow the clipping back onto their lawns.

**Chairman Slebodnik** noted it is also a Stormwater issue since clogged swales will affect drainage and contribute to flooding during the rainy season.

**Jennifer Tanner** will include the issue in the next HOA newsletter and stated the homeowners may not be home during the day to observe.

**Kathleen Dammert** noted she observed several homeowners on Pinehurst who mow their lawns and are guilty of blowing the debris into the swales.

**Action Item:**

**Michael McGee** will track the various maintenance companies that service Lely.

## **X. OLD BUSINESS**

### **A. Lighting Maintenance Contracts**

#### **(1) Lighting Maintenance Report Form**

(Copies of the form were distributed to the Members for their review.)

**Darryl Richard** stated the tracking form will be incorporated into future contracts. **Mike McGee** stated the Maintenance Contractor’s form will track whether a light is out or has been damaged or the sensor is not working. No “electrical” work will be required.

#### **(2) Electrical Maintenance Report Form**

(Copies of the form were distributed to the Members for their review.)

**Mike McGee** stated the form will be sent to the Electrical Contractor. He has requested a list of current replacement part numbers from Bentley Electric. He will send the finalized form to the Contractor as soon as he obtains the information.

**Darryl Richard** noted the part numbers and new “spec” sheet will be incorporated into the Maintenance Contract.

**Darryl Richard** noted the Purchase Order for Bentley is in process. The Finance Department objected to the use of “inspect” because the Traffic Ops contract did not include that term. There are three lights that will be repaired as soon as the P.O. is released.

**He noted** there is a new director of the department and Traffic Ops is currently performing more electrical work that had been previously bid out.

## **XI. NEW BUSINESS**

### **A. Discuss November Meeting Date (Thanksgiving: 11/28)**

The November meeting conflicts with the Thanksgiving holiday and the December meeting is scheduled for December 26<sup>th</sup>.

**Consensus:** The Committee will not meet in November. The Committee will meet on December 12, 2013 which will be the final meeting for 2013.

**Action Item:** Staff will confirm the availability of the meeting room with the Library staff and a confirming email will be sent to the members. If the room is not available, the email will contain options for review by the members.

## **XII. MEMBER COMMENTS**

*(None)*

## **XIII. PUBLIC COMMENTS**

*(None)*

## **XIV. ADJOURNMENT**

**NEXT MEETING: December 12, 2013 at 2:00 PM**

Collier County East Naples Library Branch  
8787 Tamiami Trail East, Naples, FL 34112

***There being no further business to come before the Committee, the meeting was adjourned at 3:15 PM.***

**LELY GOLF ESTATES BEAUTIFICATION  
MSTU ADVISORY COMMITTEE**

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**ROBERT SLEBODNIK, CHAIRMAN**

The Minutes were approved by the Committee/Board on \_\_\_\_\_, 2013,  
“*as submitted*”  **OR** “*as amended*” .