



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103

Naples, FL 34113

### Minutes

October 22, 2015

#### I. Call to Order

**Chairman Branco** called the meeting to order at 2:02 PM.

A quorum was established.

#### II. Attendance

**Members:** Tony Branco, Robert Slebodnik, Kathleen Dammert, Linda Jorgensen, (Vacancy)

**County:** Leslie Hayes - Project Manager

**Others:** Mike McGee - Landscape Architect; Gary Gorden – CLM; Wendy Warren - Juristaff

#### III. Approval of Agenda

*Addition: Item VI. B. Doral Sign Repair and Lighting*

*Item IX. A. Lighting Repairs*

*IX. B. Main Entrance Plantings and Outbo0und Side Plant Replacement*

*Item X. A. Accident Repair at 392 Saint Andrews Boulevard*

*Ms. Dammert moved to approve the Agenda as amended. Second by Mr. Slebodnik. Carried unanimously 4 - 0.*

#### IV. Approval of Minutes – September 24, 2015

Page 1, Item II. Attendance, Line 3 – *delete Michelle Arnold.*

Page 3, Item VII. Landscape Architects Report - Forest Hills at Golf Cart Crossing item, *delete motions by Ms. Dammert and Ms. Jorgensen.*

Page 3, Item IX. Old Business, Item A. Line 3 from“...The Committee requested receipt of lighting reports)...”to...”*Chairman Branco requested receipt of lighting reports from Commercial Land Maintenance on a timely basis noting several lights are not functioning).*”

*Ms. Dammert moved to approve the minutes of the September 24, 2015 meeting as amended. Second by Mr. Slebodnik. Carried unanimously 4 - 0.*

#### V. Chairman’s Report

##### Landscape Maintenance Review

**Chairman Branco** met with Staff and Contractors on October 5, 2015 and October 15, 2015 to review landscape maintenance. The Chairman acknowledged the extra efforts of **Ms. Hayes, Ms. Arnold** and **Mr. McGee** for the progress made on landscape maintenance and the sight line report prepared by Mr. McGee.

### **Project Delivery Dates**

**Mr. Branco** requested Staff include completion dates on work proposals estimates.

### **Unfinished Business**

**Mr. Branco** requested “Unfinished Business” (addressing action categories noted from the September 24, 2015 forward) be added as an Item on the Agenda for record keeping purposes.

## **VI. Project Manager’s Report – Leslie Hayes**

### **A. Budget Report**

**Ms. Hayes** summarized the “*Lely MSTU Fund Budget 152 dated October 22, 2015*” for information purposes and provided an overview of the budget.

- \$173,100 in cash will carry forward to the FY16 budget.
- Revenue generated in the new fiscal year and reflected in the budget is \$214,042, an increase of approximately \$14,800.
- Combined estimated cash for FY16 is \$387,531.
- Operating expenses: of the \$153,900 budget, \$124,738 is committed.

The budget reflects new assessed values and the Board of County Commissioners established a revenue neutral budget. Staff noted the estimated budget will solidify in February 2016.

### **B. Doral Sign Repair**

**Ms. Hayes** reported the sign has been repaired. The purchase order is reflected in budget commitments pending invoice payment.

**Chairman Branco** reported the Doral Circle sign lighting is not functioning.

**Ms. Hayes** will secure a proposal from Hart’s Electric, Inc. to repair the light.

**Chairman Branco** noted he would like the light repaired by October 31, 2015.

*Chairman Branco motioned to approve repair of the electric eye on the Doral Circle sign by Hart’s Electric, Inc. at a cost Not-To-Exceed \$300. Second by Ms. Jorgensen. Carried unanimously 4 – 0.*

### **C. Saint Andrews Blvd. Sign**

**Ms. Hayes** presented a proposal from Signs & Things to repair loose copy on both sides of the entrance monument sign at Saint Andrews Blvd. for a cost of \$350.

*Ms. Jorgensen motioned to approve the Signs & Things Scope of Work contract dated September 28, 2015, to repair the entrance sign monument at Saint Andrews Blvd. at a cost of \$350.00. Completion date for work is November 9, 2015. Second by Mr. Slebodnik. Carried unanimously 4 – 0.*

### **Holiday Lights**

**Ms. Hayes** advised the Committee that Whited Holiday will install the Saint Andrews Blvd. and Doral Circle holiday entrance lights on November 10, 2015.

### Next Meeting Date

Ms. Hayes informed the Committee the November 26, 2015 meeting date is on Thanksgiving Day. The Committee revised the date to November 19, 2015 at 2:00 P.M.

## **VII. Landscape Architect Report – McGee & Associates**

Mr. McGee submitted the “*Landscape Observation Report: - FY14-15, 10/19/15*” for information purposes and the following items were discussed:

### General

- Trees: Schedule annual pruning on large canopy trees to improve sight line on all travel lanes and prune Sabal Palm fronds and seed stalks.
- Turf: Review for weed control treatment and/or replacement.
- Weed Control: Torpedo grass needs to be addressed and treated with herbicide in multiple locations.
- Fertilization: Schedule October’s fertilization of all plant material and turf.

### St. Andrews Blvd

- Median 1:
  - Remove dead wood from Glory bush tree.
  - Remove weeds and replant with Blueberry Flax Lily.
  - Remove and replace turf from Flagpole east due to weeds.
- Median 2: Remove and replace turf due to weeds.
- US 41 Newsstand Area: Turf is all weeds. Recommend turf removal and planting double row of Blue berry Flax Lily.
- US 41 Inbound: Remove and replace turf from the traffic sign to the newsstand driveway due to weeds.
- US 41 Outbound: Remove and replace damaged turf from US41 to Suncoast Driveway.

### Valley Stream Cir.

- Median #13 – Remove and replace damaged turf.

### Pebble Beach Blvd.

- Median #15 - Remove Bromeliads and replace with Aechmea spp.

### Doral Circle and Doral Circle West R/W

- Median #23 – Commercial Land Maintenance (CLM) to provide a proposal to plant a 14’ – 16’ Tabebuia Chrysotricha, Gold Trumpet Tree in place of removed Palm.
- Remove and replace turf along outside edge of sidewalk due to weeds. Alternative to turf replacement is to plant Blue berry Flax Lily in double staggered rows.

### Lely MSTU District Sight Distance Requirement Analysis Report – October 12, 2015

Mr. McGee prepared an analysis for roadway sight line distances for Saint Andrews Blvd., Forest Hills Blvd. and Pebble Beach Blvd. (see Attached) which included recommendations:

1. The FDOT Index 546 does not have a specific roadway pictorial diagram or standard for the MSTU roadway layouts, in conjunction with the fact that the MSTU roadways

have mostly residential traffic the sight distance requirements as set forth in the FDOT Florida Greenbook would appear to be more appropriate for the MSTU roadways.

2. If the current pruning policy of cut to 18 inch and maintain at 24 inch is continued it can continue for the Juniper, Crown of thorn, Plumbago and dwarf Bougainvillea plants species. The Firebush shrubs would over time perform or thrive under such restricted pruning standards and so replacement should be considered.
3. If it is desired to implement a combination of the Florida Greenbook sight distances and the FDOT Index 546 sight window requirements, along with the goal to reduce sight line issues and long range pruning maintenance costs it would be recommended to evaluate all the locations with sight line issues and develop a renovation planting plan utilizing only plant materials that do not grow or can be maintained at a height of 18 inches or less.

### **VIII. Landscape Maintenance Report**

**Mr. Gorden, Commercial Land Maintenance**, reported his crew of twelve to fifteen employees works Pebble Beach Blvd. and Saint Andrews Blvd. median by median weekly on Thursday afternoons. Plantings have been cut back to remove diseased and dead foliage, crews remove seed pods on Palm trees and canopy tree branches are trimmed to adhere to the ten foot sidewalk clearance standard.

**Chairman Branco** questioned if the trees' branches on the right of way by the Church at Saint Andrews Blvd. and Pebble Beach Circle can be trimmed by the MSTU landscape contractor?

**Mr. Gorden** confirmed he would trim the branches.

*Mr. Slebodnik moved to approve Florida Land Maintenance, Inc. (dba Commercial Land Maintenance) contract #E1105273 dated October 13, 2016 for plant replacement at Pebble Beach Blvd. Median 15, at a cost Not-To-Exceed \$1,330.00. Second by Mr. Branco. Carried unanimously 4 – 0.*

### **IX. Old Business**

#### **Lely MSTU Pebble Beach Blvd. Street Lights**

**Ms. Hayes** presented a proposal from Hart's Electric, Inc. for installation of lamps and Ballast repairs. Some lamps are obsolete and Staff is working to find a resolution to the issue.

**Mr. McGee** will attempt to provide the name of a supplier to contact regarding availability of product.

**Chairman Branco** asked Staff to secure three quotes with installation time frame for the street light repairs and email them to the Committee. The repairs will be addressed in a special meeting or at the November meeting.

### **X. New Business**

#### **Automobile Accident Insurance Claim**

**Ms. Hayes** reported an insurance claim has been filed for the damage incurred on Saint Andrews Blvd. Median 10.

**Commercial Land Maintenance** will clean up the area and submit a proposal for re-planting the damaged area on the Median.

**Maintenance Planting Proposals Approved September 24, 2015**

The landscaping approved at the September 24, 2015 for replacement of plantings/turf on Saint Andrews Blvd. and Pebble Beach Blvd. will be installed early November.

**Saint Andrews Front Entrance Outbound**

Replacement planting is required as result of cable installation on the Suncoast Credit Union side.

**Ms. Hayes** will meet Commercial Land Maintenance on site and request a written proposal for the work.

**Aquatic Control Spraying**

**Ms. Hayes** will contact Aquatic Control to spray Canal adjacent to the school.

**Unfinished Business**

**Mr. Branco** requested the following landscaping items noted in the September 24, 2015 minutes be carried over to the November meeting:

**St. Andrews Blvd./US41**

- Remove weeds and replant with Blueberry Flax Lily.

**Valley Stream Cir.**

- Median #13 – damaged turf needs to be replaced.

**Doral Circle and Doral Circle West R/W**

- Median #23 – CLM will provide a proposal to plant a Tabebuia Chrysotricha, Gold Trumpet Tree in place of removed Palm.

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**Forest Hills at Golf Cart Crossing**

- Mulch area by Solar Panel.

**XI. Member Comments**

None

**XII. Public Comments**

None

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:30 P.M.*

**LELY GOLF ESTATES BEAUTIFICATION MSTU  
ADVISORY COMMITTEE**

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**Tony Branco, Chairman**

The Minutes were approved by the Committee on \_\_\_\_\_, as presented \_\_\_\_\_, or as amended \_\_\_\_\_.

**NEXT MEETING: NOVEMBER, 2015 – 2:00 PM  
EAST NAPLES BRANCH LIBRARY  
8787 TAMiami TRAIL EAST  
NAPLES, FL 34112**