



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

**Minutes**  
**July 21, 2016**

**I. Call to Order**

**Chairman Branco** called the meeting to order at 2:00 PM. A quorum was established.

**II. Attendance**

**Members:** Chairman Tony Branco, Robert Slebodnik, Kathleen Dammert, Linda Jorgensen, Thomas Connolly

**County:** Harry Sells - Project Manager; Dan Schumacher – Project Manager

**Others:** Mike McGee - Landscape Architect; Gary Gorden - CLM; David Durrell– Juristaff

**III. Approval of Agenda**

*Ms. Dammert moved to approve the Agenda subject to the following additions:*

*Item VI.F – Flag Pole Notification*

*Item IX.A.2 – Median #1 Plantings*

*Second by Mr. Connolly. Carried unanimously 5 - 0.*

**IV. Approval of Minutes – June 16, 2016**

*Mr. Connelly moved to approve the minutes of the June 16, 2016 meeting subject to the following change:*

*Page 3, paragraph 4, line 1 from Median 13” to “Median 3”*

*Second by Mr. Slebodnik. Carried unanimously 5 - 0.*

**V. Chairman’s Report – Tony Branco**

**Chairman Branco** reported:

- Simmonds Electrical of Naples, Inc. completed repair work on the Pebble Beach Circle lighting.
- He attended a Staff meeting convened by Michelle Arnold, (Director of Public Transportation and Neighborhood Enhancement) to review routine maintenance and new projects – *Mr. Sells reported the meeting was convened as Ms. Arnold has had prior conflicts with the Committee meeting, could not attend regularly, and wanted to review the status of certain items pertaining to the MSTU.*
- Routine maintenance will be reviewed by Staff on a weekly basis after service by the landscape maintenance contractor.
- A separate purchase order is not required for routine trimming and pruning however Staff does require the vendor provide an estimate on the work before it is authorized.
- Investigation is underway to alter the process required for light bulb replacements given the current policy requires separate purchase orders every time a bulb is change – *Mr. Sells reported the current policy allows for the opening of a purchase order to cover repair of the lights but must be specific as to what it covers, ie to replace up to 10 bulbs and up to 3 ballasts.*

*Once the PO is opened, work that is not supported in the description must be separately approved.*

- Items identified in the monthly maintenance report will be reviewed during the next field inspections and those now deemed unnecessary will be forwarded to the Committee for consideration of removing them from the list.
- Capital projects under consideration include refurbishing the monument at the entrance to the neighborhood and creating an entrance threshold at median #2 (installation of pavers, etc.).

## **VI. Project Managers Report – Harry Sells**

### **A. Budget Report**

**Mr. Sells** summarized the “*Lely MSTU Fund Budget 152 dated July 21, 2016*” for information purposes and provided an overview of the budget noting:

- There is currently \$1,100 remaining in total operating expense. There is \$15,000 of encumbered operating funds that can be made available for the remainder of the fiscal year.
- The MSTU currently has at least \$195,000 of carry forward funds available for use.
- He will be presenting the FY2017 budget at the next meeting.

### **B. Lighting Inspection Report**

**Mr. Sells** reported:

- Nine light bulbs needed to be replaced the past month and a photo cell on the Pebble Beach Controller was replaced to correct the lights failure to turn off the east end of Pebble Beach .
- Investigation continues on the feasibility of converting existing light fixtures to LED lamps.

### **C. Status of Irrigation**

**Mr. Sells** reported Staff worked on the software responsible for scheduling operation of the Motorola Irrigation Systems.

### **D. Warren Street Backflow Preventer Protection**

**Mr. Sells** reported the Right-of-Way permit has been issued and the work is anticipated to be completed by Commercial Land Maintenance over the next 7 – 10 days.

### **E. Tree Pruning Quotes for Commercial Landscape Maintenance**

**Mr. Sells** presented Estimate E1105411 from Commercial Landscape Maintenance dated July 19, 2016 in the amount of \$2,350 for tree pruning at Lely, St. Andrews and Forest Hills. The following was noted during Committee discussions:

- The work is covered under the existing contract and it may be prudent to ascertain bids from other qualified vendors for the work.
- The Committee previously allocated \$2,000 for the work and they could request CLM complete the work for this amount.

***Mr. Connelly moved to direct Staff to contact Commercial Landscape Maintenance and determine if they can complete the work for \$2,000. If so, award the work to the company. If not, ascertain further price quotes for the work. Second by Mr. Slebodnik. Carried unanimously 5 – 0.***

**F. Flag Pole Notification**

**Mr. Sells** reported:

- The County is to notify him upon declaring the flags be lowered to Half Staff.
- Price quotes have been obtained for repairing the halyard and other components with the work to occur before the new flowers are planted in the area.

*The Committee requested Staff to acquire smaller State and County flags.*

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

**Mr. McGee** submitted the “*Landscape Observation Report: - FY 15-16, 07/14/16* for information purposes which outlined various items to be addressed by Staff and the maintenance contractor.

**Mr. Sells** presented Estimate E1105412 from Commercial Landscape Maintenance dated July 20, 2016 in the amount of \$1,220.00 for installing plants at Doral Circle, St. Andrews and US41 Entrance, Exit 41 between the South and West Bank. He noted the actual amount of the work is \$780 as included in the quote was trimming tree limbs along Rattlesnake Hammock frontage which hang over bushes on lands controlled by the MSTU. The trees are on private lands and recommended Collier County Code Enforcement be notified to request the owner trim the trees at his expense.

*The Committee:*

1. *Agreed to undertake the work outlined in the estimate (other than the tree pruning) at a cost of \$780.00.*
2. *Directed Staff to contact Collier Code Enforcement to notify the owner of the property for the trees in question and request they be trimmed as required by the County.*

**VIII. Landscape Maintenance Report – Gary Gorden**

**Mr. Gorden, Commercial Land Maintenance (CLM)**, updated the Committee on the landscape maintenance.

**IX. Old Business**

**A. Unfinished Business**

**1. Insurance Pebble beach Light pole**

None

**2. Median #1 Plantings**

The Committee discussed the summer planting template for Median #1 and Mr. McGee recommended either Pentas or Vincas be planted in the area.

*The Committee determined:*

1. *A combination of Cora Strawberry and Cora Pink Vincas should be planted in the area.*
2. *The existing plants in the area should be removed at this time.*

**XI. New Business**

**A. Project Proposals for the year**

**1. Refurbishment of Entry**

None

**2. Traffic Calming Possible Traffic Ops Presentation – on ongoing St. Andrews**

None

**3. Study and traffic calming methods**

None

**4. Lighting Pebble Beach Circle, Pebble Beach Cart Crossing, Forest Hills Cart Crossing, and Pinehurst Entry Sign. Potential for Doral Circle**

None

**5. Pinehurst HOA Sign Lighting**

**Mr. Sells** provided information on LED solar floodlights which may be utilized in the area. The Committee briefly discussed the lights and reported the item will be placed on future meeting agenda for discussion.

**XII. Member Comments**

None

**XIII. Public Comments**

None

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:40PM.*

**LELY GOLF ESTATES BEAUTIFICATION MSTU  
ADVISORY COMMITTEE**

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**Tony Branco, Chairman**

The Minutes were approved by the Committee on \_\_\_\_\_ 2016, as presented \_\_\_\_\_, or as amended \_\_\_\_\_.

**NEXT MEETING: AUGUST 18, 2016 – 2:00 PM  
EAST NAPLES BRANCH LIBRARY  
8787 TAMiami TRAIL EAST  
NAPLES, FL 34112**