



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

3299 Tamiami Trail East Suite 103  
Naples, FL 34113

### Minutes

**January 18, 2018**

#### **I. Call to Order**

**Chairman Branco** called the meeting to order at 2:07 PM. A quorum was established.

#### **II. Attendance**

**Members:** Chairman Tony Branco, Robert Slobodnik, Kathleen Dammert, Linda Jorgensen, Vacancy

**County:** Dan Schumacher - Project Manager

**Others:** Mike McGee - Landscape Architect; Gary Gorden – CLM; Wendy Warren – Juristaff; George Barton, 110 Doral Circle

#### **III. Approval of Agenda**

*Ms. Dammert moved to approve the Agenda of the Lely Golf Estates Beautification M.S.T.U. subject to the following change:*

*Add: Item VIII. G. Project Managers Report: Mulch*

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

#### **IV. Approval of Minutes – December 13, 2017**

*Ms. Jorgensen moved to approve the minutes of the December 13, 2017 subject to the following changes:*

*Page 5, Item VIII. C. – Project Manager’s Report: Lumec LED Retrofit: from “...Twelve LED Streetlight fixtures ordered on November 6, 2017 by Hart’s Electrical have been shipped to Graybar with an estimated delivery date mid-December)...,” to ...Twelve LED Streetlight fixtures ordered on November 6, 2017 **from Graybar have an estimated delivery date mid-December...**.”*

*Page 7. Item X. A. – Project Proposals for the FY-17 Year: from “...Project Proposals for the FY-17 Year – The following projects are under consideration and will be addressed in 2017)...,” to ...Project Proposals for the **FY-18** Year – The following projects are under consideration and will be addressed in **2018...**.”*

*Second by Mr. Slobodnik. Carried unanimously 4 - 0.*

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

**Chairman Branco** reported on the community tour with Mr. Schumacher and Mr. Gorden as follows:

##### **A. Post Irma Status**

###### Landscaping

- The goal is to restore neighborhood landscaping & signage to pre Irma status.
- Median 1 geraniums came alive and look good.
- Some shrubs bordering Doral Circle signage require trimming.
- Florida Power & Light replaced the light pole on the Treasure Point cul-de-sac.
- The Christmas decorations have been removed.
- Street paving and striping on Forest Hills and Pebble Beach Boulevards, Treasure Point and adjoining cul-de-sacs is complete.

- Six, possibly eight, sign poles are missing from the community.
- The irrigation system is functioning as intended.

## **B. Damaged Street & Traffic Signs**

This item was discussed under VIII. D – Project Manager’s Report.

## **VI. Landscape Architects Report – McGee & Associates**

### **A. Summary, Detail**

Mr. McGee summarized the “*Lely Golf Estates Landscape Observation Report*” FY17-18 dated January 9, 2018 noting the report identifies items to address when the Committee is ready to discuss replacements.

#### General

- Paroutis Palms wind damaged fronds should be removed.
- Caterpillar activity is observed on Bougainvillea plantings.
- The Juniper beds should be treated for insects (e.g. spider mites and chinch bugs) due to dry conditions.
- A two inch mulch application is recommended.

#### Irrigation

- The Warren Street irrigation system is functioning properly.

#### US41 and Saint Andrews Boulevard

- Prune all damaged foliage and branches from Oaks and Black Olives for safety purposes; follow up with structural and/or corrective pruning.
- Nine Bougainvillea Silhouette plants are missing (light pole # 5 and by the first Oak tree along the back side of the sidewalk).
- Sixteen to eighteen Allamanda shrubs are missing/dead along parking lot edges. Shrubs are part of County LDC requirement for screening and should be replaced with same type or Variegated Schefflera.
- Golden Tabebuia tree has been removed along the east parking lot of the plaza and should be replanted with a Crape Myrtle tree.

#### Outbound R/W North

- Eight to ten Dwarf Bougainvillea ‘Helen Johnson’ shrubs are missing.

#### Saint Andrews Boulevard

- Median #1
  - Prune out dead/diseased foliage from Crinum Lilies.
  - Median Turf is water stressed; treat for Chinch bugs.
  - Flush cut or grind stump of removed Washingtonia Palm; consider removal of all remaining Washingtonia Palms.
  - Replace removed Bougainvillea Silhouette on end of median.
- Median #2
  - Prune damaged Crown of Thorn to even level to encourage regeneration or remove plants and replant with Perennial Peanut.
  - Prune out dead/diseased foliage from Crinum Lilies.
- Median #3
  - Consider removal of remaining Washingtonia Palms and consider alternative replacement palms.
  - Suggest replacement of three Queen Crape Myrtles.

- Median #5
  - Address 164: Reset and stake two leaning Queen's Crape Myrtle and prune Holly trees.
- Median #6
  - Address 246: Remove or grind stump of one removed Washingtonia Palm; remove remaining Washingtonia Palms and replace with alternate palms.
- Medians #9 and #10
  - Addresses 364,376, 388: Consider replacing removed Holly trees with Crape Myrtles or smaller palms; prune Holly at 390.
  - Address 402: Consider replacement of two Holly trees.

#### Forest Hills Boulevard

- Median #11: Replace Fox Tail Palm on south end removed due to auto accident.
  - Addresses 407-419 and 426: (4) Tabebuia and (1) Holly Trees have been removed; consider replacement with Crape Myrtle trees.
  - Address 455: Consider removal of lifted Washingtonia Palm.

#### Forest Hills and Golf Cart Crossing

- Cut back Crown of Thorn or remove plants and replant with Perennial Peanut.
- Lake side: four Mahogany trees should be reviewed for removal based upon main trunk damage.

#### Valley Stream Circle

- Remove Queen Palm.

#### Pebble Beach Boulevard

- Median #15
  - Address 32: Remove Holly tree and consider replacement with Crape Myrtle.
- Median #17
  - Addresses 124, 132 and 140: Remove damaged trees as noted on summary report and replace with same or Crape Myrtle species.
- Median #18
  - Remove or grind stump of one removed Washingtonia Palm; consider removal of all remaining Washingtonia Palms and replant with smaller plants.

#### Pebble Beach Boulevard Golf Cart Crossing

- Recommend replacement of removed Foxtail Palm and five Plumbago plants.

#### Thorncrest Lane Cul-de-Sac #20

- Replace three Sabal Palms and remove or grind stumps.

#### Briar Cliff Lane Cul-de-Sac #21

- Replace about sixty Bougainvillea plants damaged by storm.
- Remove or grind stump and replace removed Sabal palms.

#### Doral Circle East of Right of Way

- Remove and replace uprooted Yellow Tabebuia tree with a Golden Tabebuia tree.
- Recommend removal and replacement of Golden Tabebuia tree second from Rattlesnake Hammock.
- Remove 50 foot gray wood Royal Palm with broken out bud and replace with smaller tree.

#### West R/W & Rattlesnake Hammock Road

- Remove all damaged tree branches hanging over the Podocarpus hedge.
- Urgent: Fertilizer recommended for the first and fourth Foxtail Palms west of Doral Circle.
- Remove 50 foot gray wood Royal Palm with broken out bud and replace with smaller tree.

- Blueberry Flax Lily replacements should be installed by the landscape contractor.

## **VII. Landscape Maintenance Report – Commercial Land Maintenance (BCC approval)**

### **A. Summary Comments**

**Mr. Gorden** reported on landscape maintenance as follows:

- Two large stumps will be removed.
- Bougainvilleas were treated for caterpillar infestation.

*Storm related damaged plant material will be assessed for quote proposal during the February drive through.*

## **VIII. Project Managers Report - Dan Schumacher**

### **A. Budget Report**

**Mr. Schumacher** summarized the “*Lely MSTU Fund Budget 152 dated January 18, 2018*” for information purposes and provided an overview of the budget noting:

- \$212,568.26 of the FY18 Ad Valorem property tax revenue budget of \$255,500.00 has been collected.
- Total revenue FY18 is \$563,500.00 including investment interest, transfers and contributions (minus a 5% reserve of \$12,900).
- Current Operating Expense budget is \$192,000 of which commitments total \$109,941.21; expenditures \$13,385.20.
- Uncommitted Operating Expense funds available are \$68,673.59.
- A Purchase Order for Hole Montes to survey the monuments was received January 16, 2017 and a Notice to Proceed issued.
- Graybar received twelve Lumec LED fixtures January 11, 2017; the invoice will be deducted from the Purchase Order.
- The Purchase Order for Forestry Resources has been reduced to accommodate a Purchase order request for mulch from Sunbright Industry.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$179,400.00, an increase of \$9,400.00.
- Total available balance less committed expenses \$433,934.12.

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

**Mr. Schumacher** provided a lighting report compiled by Commercial Land Maintenance noting four outages on Saint Andrews and Pebble Beach Boulevards. A lamp replacement schedule for installation by Hart’s Electrical will be reviewed pending the February Inspection Report compiled by Commercial Land Maintenance the first week of each month.

A fluorescent light at the front entrance (inbound side) on St. Andrews Boulevard will be replaced.

### **C. Lumec LED Retrofit – 12 additional Led retrofits ordered 11/06/2017, delivered 01/09/2018.**

Twelve LED Streetlight fixtures ordered on November 6, 2017 by Graybar were delivered on January 9, 2018.

*The Committee agreed a re-order for the lamps should be placed when inventory stock level reaches two or three units.*

### **D. Lely HOA Sign Replacements – Damaged STOP & Street Signs**

**Mr. Schumacher** researched replacement policy for damaged signs on Pebble Beach, Saint Andrews and Forest Hills Boulevards and Doral, Pinehurst and Valley Stream Circles and reported

A quote for replacement and installation can be requested by the Committee with Traffic Operations MUTCD (Manual Uniform Traffic Control Devices) criteria for traffic and street signs adhered to:

- Minimum height requirement for traffic signage is 7' from the ground to the bottom of the sign the current signs posts measuring in the 6 to 6 1/2 foot range can be utilized.
- Black street sign lettering on a white ground must be reflective quality with dimensions noted - 30 inches long by 9 inches high with capital letters 4 inches and small letters 3 inches in height.
- Two sided sign holes must line up with the new holder.

During Committee discussion the following was addressed:

- Chairman Branco reported six - eight usable sign poles with bar codes are missing.
- The sign company, Community Signs and Mailboxes, confirmed they do not have the poles.
- The Homeowners Association will temporarily accept galvanized poles as supplied by the County, however is not financially able to fund the replacement of the missing decorative poles.
- The crosswalk at the church should have 'crossing' signs.
- Original quote to the Homeowners Association was \$98.00 per street identifier signs (sixty signs inventoried).
- Mr. Oliveri, of Community Signs and Mailboxes, was invited to attend an M.S.T.U. meeting to verify project instructions received from the Homeowners Association and present the plan for replacement of signage.
- Discussions continued about what happened to the missing sign poles.

**Mr. Schumacher will:**

- Inquire of Felix Burgos, Traffic Operations, if the County removed the sign poles and investigate possibility poles deposited at a recycle facility.
- File a Sheriff's report for the missing poles if they are not in County possession.
- Determine if Community Signs and Mailboxes ordered decorative bases for the sign poles.
- Request a Quote (RFQ) for pole replacement.

*Ms. Jorgensen motioned to approved Staff issue a Request for Quote (RFQ) from County qualified contractors for replacement of Street and Stop Signs damaged by Hurricane Irma within the Lely Golf Estates Beautification M.S.T.U. Second by Chairman Branco. Carried unanimously 4 – 0.*

**E. Irrigation - Status**

**Mr. Schumacher** reported on the Warren Street irrigation system as follows:

Warren Street Pump Station

He contacted the water department to investigate the reason for disproportionate readings on potable water versus reuse water and noted the following results:

- Irrigation is running for the amount of time specified by Mr. Sells.
- The water meter was reconnected – potentially the meter was not registering reclaim water.
- Mr. Schumacher contacted the IQ (Irrigation and Quality) division for an update on conversion of reclaimed water to pressurized water and confirmed:
  - i. the system is upgraded and supply of reclaimed water is sufficient
  - ii. conversion will be made to maximize reclaim water; minimize potable.

- The water department verified the conversion is inside the fence line so there is no cost to the M.S.T.U. for conversion and the existing meter will be retained.

*Mr. Schumacher and Mr. Sells will be present on the conversion date to ensure the system can handle the pressure increase from 6 PSI to 80 PSI.*

#### **F. PO Requested – Monuments Land Survey – Hole Montes**

**Mr. Schumacher** reported a Purchase Order and Work Order have been requested for Hole Montes, Inc. to survey the two (2) Lely sign monuments at the US-41 & Saint Andrews Boulevard entrance to Lely Golf Estates in the M.S.T.U. in preparation for potentially larger Entry and Exit monuments.

#### **G. Mulch**

**Mr. Schumacher** reported Commercial Land Maintenance quoted application of Specialty Red mulch at a cost of \$5.00 to spread per bag plus material.

A request for quote (RFQ) for this service was issued to County contractors. A quote for \$3.10 per bag for material and installation from Sunbright Industry has been accepted and a purchase order requested.

*Mr. Schumacher will provide setback guidelines for around plants.*

### **IX. Old Business**

#### **A. Refurbishment of Entry Monuments**

##### **1. Land Survey (Monuments)**

**Mr. Schumacher** forwarded the Purchase Order and Notice to Proceed for the survey of the entry monuments to Holes Montes. He will be present to review the scope of work with the contractor on the work date.

##### **2. County Sign Review Specialist**

**Mr. Schumacher** will be scheduled to review the criteria established by the County Sign Specialist for the entry monuments upon completion of the survey by Hole Montes noting:

- a. Center lane of west-bound US-41 can be used as the reference for maximum 8 ft. sign height.
- b. Survey is conducted by the MSTU, not the County.
- c. Suggested investigating the hiring of a full-service sign company going forward.
- d. Easements for both entry and exit side of St. Andrews monuments to be confirmed.

#### **B. New Lift Station @ Hidden Valley Drive**

##### **1. FY-18 Public Utilities project.**

**Mr. Schumacher** received a PDF file of the Public Utilities proposed Lift Station on a County owned parcel of land on Hidden Valley Drive. Aerial photographs were distinctive; however the equipment diagram could not be deciphered. A replacement file depicting a clear diagram has been requested.

#### **C. Roadways**

##### **1. Tentative road maintenance repaving schedule sequence – pending.**

**Mr. Schumacher** reported paving and striping from Saint Andrews Boulevard north on Forest Lakes and Pebble Beach Boulevards, Treasure Point and three adjacent cul-de-sacs are complete.

#### **D. Unfinished Business**

1. Insurance for Pebble Beach Light Pole.

2. Auto Accident Median 3  
*Insurance reimbursement is pending for both claims.*

**X. New Business**

**A. Project Proposals for the FY -18 Year**

The following projects are under consideration and will be addressed in 2018:

1. Lighting Pebble Beach Circle, Pebble Beach Cart Crossing, Forest Hills Cart Crossing and potential for Doral Circle.
2. Treasure Point light poles.

**Mr. Schumacher** conferred with FP&L on light pole installation and noted:

- The MSTU is responsible for the lamp, post and wiring installation into the transformer.
- Florida Power & Light connects service to the transformer.
- A quote was received from Lumec in the range of \$8K to \$10K per pole for the project.
- One replacement pole has been installed.

**XI. Member Comments**

**Chairman Branco** was advised an applicant has not responded to the vacant position available on the Lely Golf Estates M.S.T.U. Beautification Advisory Committee.

**Ms. Jorgensen** queried on the procedure for landscape refurbishment for the median on U.S. 41 in front of the East Naples Library.

**Mr. Schumacher** will contact Liz Soriano, Supervisor, Road Maintenance Landscape Operations, to relay the Committee's desire for the Road Maintenance Department to undertake renovation of the landscaping on the median.

**XII. Public Comments**

**Mr. Barton** theorized the FEMA contractor may have removed the sign poles and suggested Staff investigate the possibility.

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

**LELY GOLF ESTATES BEAUTIFICATION MSTU  
ADVISORY COMMITTEE**

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**Tony Branco, Chairman**

The Minutes were approved by the Committee on \_\_\_\_\_, 2018, as presented \_\_\_\_\_, or as amended \_\_\_\_\_.

**FEBRUARY 15, 2018 – 2:00 PM  
COLLIER COUNTY EAST NAPLES LIBRARY  
8787 TAMiami TRAIL EAST, NAPLES, FL 34113  
(239) 775-5592**