



GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

8300 Radio Road
Naples, FL 34104

Minutes

November 19, 2020

Vice Chair Dammert motioned to allow Chair Branco to participate in the November 19, 2020 Lely MSTU Advisory Committee meeting via ZOOM remote access. Second by Ms. Slebodnik. Carried unanimously 3 – 0.

I. Call to Order

Chair Branco called the meeting to order at 2:02 PM. A quorum of four was present.

II. Attendance

Committee Members: Tony Branco, Chair; Kathleen Dammert, Vice-Chair; Linda Jorgensen; Jacalyn Lowry; Kathleen Slebodnik

County: Michelle Arnold, PTNE Director (Excused); Dan Schumacher, Project Manager.

Others: Robert Kindelan – Superb Landscape Services

III. Approval of Agenda

Ms. Dammert moved to approve the November 19, 2020 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:

Add: Item V. Chairman’s Report - B. Holiday Decorations and Lights at Forest Hills and Augusta Boulevards.

Item VIII. Ongoing Business – D. Outstanding Items Follow-up.

Second by Ms. Lowry. Carried unanimously 4 - 0.

IV. Approval of Minutes – October 22, 2020

Ms. Lowry moved to approve the minutes of the October 22, 2020 Lely Golf Estates Beautification M.S.T.U. meeting subject to the following change:

Page 2, Item V Chairman’s Report, A. Tuscany Villa Landscaping: from “...The Code Enforcement Division has not responded to a request for violation reevaluation due to the poor condition of the Italian Cypress trees planted to camouflage the diesel generator by the newsstand on St. Andrews Boulevard.) ...,” to ... The Code Enforcement Division has not responded to a request for violation reevaluation due to the poor condition of the Italian Cypress trees planted to camouflage the diesel generator on St. Andrews Boulevard ...). Second by Ms. Lowry. Carried unanimously 4- 0.

Ms. Jorgensen arrived. A quorum of five was present.

V. Chairman’s Report – Tony Branco

A. Community Assessment

Chair Branco reported:

- Entrance plantings on Saint Andrews Boulevard look good.
- Remove debris from tropical storm Eta and replenish washed out mulch.
- Replace downed tree on Doral Circle, first median.

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- Add plantings to the Doral fence buffer hedge on Rattlesnake Hammock Road to eliminate gap exposing fence.
- Fallen street sign on Pebble Beach Boulevard needs to be reinstalled.
- The sign at Forest Hills and Pebble Beach Boulevards is obscured by a resident's tree.
- McGee & Associates Summary Report tabulates the landscape refurbishment progress. "R" (repeat) item status: one (1) landscape item is thirty-four (34) months old; four (4) are eighteen months old; one (1) twelve months and two (2) six months or more. **Replacement of these plantings approved by the Committee on May 16, 2019 are a priority.**

Mr. Schumacher will:

- *Schedule installation of fallen street sign on Pebble Beach Boulevard.*
- *Schedule planting of Jatropha tree on Rattlesnake Hammock Road at Doral Circle, Median #23, a NTP has been issued.*
- *Notify the homeowner on the corner of Forest Hills and Pebble Beach Boulevards tree trimming is required to enhance sign visibility.*
- *Issue Notice-to-Proceeds for the following items:*
 - *Planting of one-hundred sixty-two (162) Perennial Peanut plants on Pebble Beach Boulevard, median #19, and throughout the community as needed.*
 - *Planting of three (3) Spider Lilies at the entryway monument.*
 - *Replacement of Spider Lily plants at Pebble Beach Golf Cart Crossing.*

Ms. Jorgensen reported the Homeowners Association has a new **CAM** (same Anchor Management company) and the monthly meetings are now in a Zoom format.

B. Holiday Decorations and Lights

Whited Holiday Decor

Mr. Schumacher reported Whited Holiday Décor confirmed holiday lights for the Lely entrance on Saint Andrews Boulevard and Doral Circle will be installed by November 26, 2020.

Forest Hills and Augusta Boulevards

Solar lights will be illuminated by the sign at Forest Hills and Augusta Boulevards prior to November 26, 2020. Residents complimented the wreath and decorations designed and installed by Ms. Lowry.

VI. Contractor Reports

A. Landscape Architect's Report – McGee & Associates (M&A)

Mr. Schumacher summarized the "*Lely Golf Estates Landscape Observation Report FY20-21*" dated November 5, 2020.

All Locations

"Strike throughs" indicate jobs are complete and will be removed from next month's report.

Saint Andrews Boulevard & US 41 South

Replace damaged Spider Lily plants adjacent to Screw Pine tree.

Saint Andrews Boulevard

Median #3

- Replace failing Queen Crape Myrtle.

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Median #5

- Address 167: Fertilize Foxtail Palm on east end.

Pebble Beach Boulevard Golf Cart Crossing

- Replace Spider Lily plants.

Pebble Beach Boulevard

Median #16

- Substitute three (3) Double Alexander Palms for Christmas Palms.

West R/W Rattlesnake Hammock Road

Median #23

- Provide specifications for a six (6) to eight (8) foot Jatropha tree; NTP issued as noted by Mr. Schumacher under Chairman's report.

Doral Circle east R/W

Fill joints between pavers and valley gutter with cement mortar; fill large joint opening with high strength Type M cement mortar.

Water Usage

October 2020 Reuse Water Use for Warren Street of 53,050 gallons. Valley Stream's meter indicated no water flow. Controller worked intermittently on re-set.

Mr. Schumacher will:

Double Alexander Palms

- Tally all locations for palm placement between Washingtonia Palms.

Doral Circle Pavers

- Direct Superb Landscaping (SLS) to fill open joints between the pavers and the valley gutter with cement mortar as specified by McGee & Associates.

Valley Stream Irrigation

- Confirm that the nearby meter is registered to the MSTU.
- Request Hart's Electrical to verify power into the Valley Stream median.
- Request a Quote (RFQ) for a two (2) zone replacement controller.

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

Mr. Kindelan reported:

- Fertilizer was applied.
- Plumbagos will be sprayed week ending November 28, 2020.

VII. Project Manager's Report – Dan Schumacher

A. Budget Report

Mr. Schumacher summarized the "*Lely MSTU Fund Budget 152 dated November 19, 2020*" for information purposes and provided an overview of the budget noting:

- FY-21 Ad Valorem property tax revenue budget is \$304,100.00, an increase of 6.29% over FY-20.
- Total revenue FY-21 is \$659,639.37 including investment interest, transfers, and contributions (minus a 5% reserve of \$15,400).
- The FY-21 Millage rate remains constant at 2.000%.

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- Current Operating Expense Budget is \$216,929.37 of which Commitments total \$178,411.37; \$14,203.44 is expended.
- Uncommitted Operating Expense funds available are \$82,614.56.
- The Landscape Ground Maintenance Purchase Order is for routine monthly maintenance; Landscape Incidentals PO covers plant replacements.
- Florida Power & Light expense funds electricity for lights and pumps.
- Collier County Utilities funds water and sewer for Warren Street, Valley Stream and Doral Circle.
- HydroPoint's annual subscription Purchase Order for a suite of ongoing performance management tools, will be issued.
- "Specialty Red" mulch will be ordered from Forestry Resources and delivered to Superb Landscaping for application on completion of median refurbishment.
- A PO has been issued to Graybar Electric to purchase Lumec LED Retrofit Kits.
- Howard Fertilizer delivered product to Superb Landscaping.
- A PO in the amount of \$2,710.00 was issued to *Traffic Logix* for one (1) model UV11 Radar Speed Sign.
- A PO has been issued to McShea Contracting for thermoplastic two (2) crosswalks, to be listed in the December 2020 budget.
- The FY-20 Purchase Order balance for Premier Staffing in the amount of \$1,229.37, available for outstanding 2020 invoice submissions, will be closed out.
- Transfer to Fund 111, Line 38, is for Staff salaries.
- Budget Transfers under the headings Appraiser and Tax Collector, Lines 39 and 40, are fees billed by the respective entities.
- Improvements General Fund, Line 36, reserved to fund capital projects or multi-year landscape contract deficit, available balance is \$227,5295.69.
- Capital Outlay Fund, Line 37, reserved to fund capital projects, available balance is \$171,710.00.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$150,000.00.
- Total available balance, less committed expenses, is \$466,370.78.

B. Lighting Inspection Report

- The Lely M.S.T.U. Lighting Inspection summary dated November 13, 2020 indicated one (1) LED lamp outages.
- Current outages are shown in red, previous outages in grey.

Mr. Schumacher will:

- *Order more Lumec LED retrofit kits for replacement of lamp outages. On receipt Hart's Electrical will install the LED fixtures.*

C. Plant and Tree Replacements

Seasonal Planting at St. Andrews Boulevard Entrance

The Committee agreed to plant the Saint Andrews entryway with geraniums bordered by alyssum in accordance with McGee & Associates winter planting scheme as soon as holiday decorations are installed.

Superb Landscaping will:

- Select flower varieties and colors from American Farms for installation on Median #1, in accordance with McGee & Associates winter planting scheme.

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- Determine quantity to purchase and plant the median following holiday decoration installation.
- The project invoice will conform to County contract standards - labor hours, plus plant cost with 15% markup.
- Order three (3) Alexander Palms for planting on Pebble Beach Boulevard, Median #16.

D. Non-potable Water Signs

Fabrication and installation of the nine (9) non-potable water signs will commence upon the contractor's completion of County required documentation and issuance of a Purchase Order. The poles for sign attachment have been secured by Staff.

VIII. Ongoing Business

A. LED Radar Speed Signs

Mr. Schumacher reported:

- The second SafePace 100 speed monitoring sign from Traffic Logix has been shipped.
- A webinar will be scheduled to ascertain "operating instructions" for the product.
- The signs will be placed at sufficient distance from STOP signs to ensure speed limit recording accuracy.
- The mounting mechanism for the speed signs is lockable.
- Signs will be installed after renovation of the PUD *Waste Water Pump Station* is completed.

B. Thermoplastic Crosswalks – Paver Style

Mr. Schumacher will schedule installation of two (2) thermoplastic decorative brick paver crosswalks with twelve (12) inch sold white traffic stripes at the intersection of St. Andrews and Pebble Beach Boulevards with McShea Contracting, LLC.

C. Refurbishment of St. Andrews Entryway Monuments

Ms. Arnold, Mr. Schumacher, Chair Branco and Mr. McGee met to strategize a plan of action for refurbishment of the St. Andrews Gateway Monuments.

Mr. Schumacher will revise the bid package to clarify the Gateway Monument project specifications required by the Sign Permitting Department including:

- a. McGee & Associates diagrams, specifications, and materials.
- b. Requirements for a wind load analysis and engineering drawings signed & stamped by a licensed Professional Engineer (P.E.) will be prominently identified.
- c. The contractor will assume responsibility for the permitting process.

Expecting a project cost exceeding \$50,000, the bid package will be advertised as a full solicitation.

D. Outstanding Items Follow up

Tuscany Villa Landscaping

The Committee requested Staff to consult Ms. Arnold for guidance on addressing replacement landscaping for the deteriorated Italian Cypress trees with Code Enforcement.

Bridge Veneer Stones

Mr. Schumacher located stone samples and will visit Keystone Hardscapes to review reserve inventory for correct product depth and color. Thin-set mortar was recommended as adhesive material.

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Superb Landscape (SLS) Quotes

Notice to Proceed (NTP) issued

- Sod for Forest Hills Boulevard, one (1) palette.

NTP to be issued:

- Perennial Peanut for Forest Hills Cart Crossing & Lake.
- Spider Lily plants for front entrance and Pebble Beach Boulevard Golf Cart Crossing.

Irrigation Pebble Beach Golf Cart Crossing

Mr. Schumacher met with Hibiscus Golf Course management to discuss irrigation issues at Forest Hills Cart Crossing & Lake and Pebble Beach Boulevard Golf Cart Crossing. Improvements were made to the pumping system and irrigation is functioning as intended. The system will be monitored to ensure plants are sufficiently watered.

IX. New Business

None

X. Committee Member Comments

The Collier County library east Naples location is not open. Alternate meeting sites will be researched.

XI. Public Comment

None

XII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:19 PM.

**LELY GOLF ESTATES BEAUTIFICATION MSTU
ADVISORY COMMITTEE**

Tony Branco, Chairman

The Minutes were approved by the Committee on _____, 2020 as presented ___ or as amended ___.

NEXT MEETING:

DECEMBER 17, 2020 – 2:00 PM

COLLIER COUNTY LIBRARY

EAST NAPLES BRANCH

8787 TAMiami TRAIL EAST

NAPLES, FL 34113

(239) 775-5592