



# GOLF ESTATES BEAUTIFICATION MSTU

## ADVISORY COMMITTEE

8300 Radio Road  
Naples, FL 34104

Minutes (via ZOOM remote access)  
August 20, 2020

### I. Call to Order

**Chairman Branco** called the meeting to order at 2:02 PM. A quorum of five was present.

### II. Attendance

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

**County:** Michelle Arnold, PTNE Director; Dan Schumacher, Project Manager;  
Rosio Garcia, Administrative Assistant

**Others:** Michael McGee – McGee & Associates; Gary Gorden – Superb Landscape Services

### III. Approval of Agenda

*Ms. Dammert moved to approve the August 20, 2020 Agenda of the Lely Golf Estates Beautification M.S.T.U. as amended:*

*Add: Item V. Chairman's Report - B. Holiday Lights; C. Doral Circle.*

*Item VIII. Ongoing Business – D. Pending Business Status July Minutes  
Second by Ms. Lowry. Carried unanimously 5 - 0.*

### IV. Approval of Minutes – June 25, 2020

*Ms. Dammert moved to approve the minutes of the July 23, 2020 Lely Golf Estates Beautification M.S.T.U. meeting as presented. Second by Ms. Slebodnik. Carried unanimously 5 - 0.*

### V. Chairman's Report – Tony Branco

#### A. Community Assessment

**Chair Branco** shared the following observations from his drive through:

- Overall, the community looks good.
- The entrance flags need to be replaced.
- The bench at the St. Andrews Blvd. entrance needs mulch outside the newly installed Paver Retaining Wall and pea gravel along the interior base.
- McGee & Associates Summary Report demonstrated minimal landscape refurbishment progress.  
“R” (repeat) item status: one (1) landscape items are two years old; three (3) are eighteen months old; three (3) exceed twelve months and two (2) are six months or more.

#### B. Holiday Lights

##### Saint Andrews Boulevard & Doral Circle

**Mr. Schumacher** will seek a quote from Whited Holiday Décor for installation of holiday lights for the Lely entrance on Saint Andrews Boulevard & Doral Circle. He anticipates it may be reviewed by the Committee at the September meeting.

### **Forest Hills and Augusta Boulevards**

The Lely Homeowners Association requested holiday lights by the sign. **Chair Branco** proposed solar stand-alone lights and the Committee agreed with the treatment complemented by a wreath designed by Jacalyn Lowry.

*Chair Branco motioned to approved purchase of clear, solar powered, holiday lights and a wreath to highlight the sign at Forest Hills and Augusta Boulevards. Second by Ms. Dammert. Carried unanimously 5 – 0.*

### **C. Doral Circle**

**Mr. Schumacher** and **Mr. Gorden** will meet Monday, August 24<sup>th</sup> at Lowes to purchase veneer stone for the bridge and “Specialty Red” mulch for application around the bench on St. Andrews Blvd.

The east side “exit” double sided missing street sign has been ordered.

## **VI. Contractor Reports**

### **A. Landscape Architect’s Report – McGee & Associates (M&A)**

**Mr. McGee** summarized the “*Lely Golf Estates Landscape Observation Report FY19-20*” dated August 5, 2020.

#### All Locations

“Strike throughs” indicate jobs are complete and will be removed from next month’s report.

#### Washingtonia Palms

**Mr. Schumacher** and **Mr. McGee** will identify and map all locations of Washingtonia Palms within the community.

Removal of the palms requires a lift rental and will be considered by the Committee for an October – November 2020 project.

#### Saint Andrews Boulevard & US 41 South

Review damaged Spider Lily plants adjacent to Screw Pine tree.

**Mr. Gorden** confirmed fungicide was applied and will monitor performance.

#### Saint Andrews Boulevard

##### Median #3

- Address 105: Plumbago bed and irrigation expansion approved.
- Mr. Kindelan will advise Mr. Schumacher if replacement of Queen Crape Myrtle is covered in refurbishment quote.

#### Pebble Beach Boulevard Golf Cart Crossing

- Sod installation authorized. Daily watering required.  
**Mr. Schumacher** will notify golf course management to turn the water on.

#### Pebble Beach Boulevard

##### Median #16

- Substitute three (3) Alexander Palms for Christmas Palms due to lack of product availability.  
**Mr. Schumacher** will confirm quote with Mr. Kindelan, Superb Landscape.

## Median #19

- Count and quote received - Perennial Peanut installation by September 15<sup>th</sup> approved.

Doral Circle west R/W & Rattlesnake Hammock

## Median #23

- Superb Landscape submitted a quote in the amount of \$625.00 for annual replacement of twenty (20) Pentas and twenty-five (25) Purslane in colors to match US41 and Saint Andrews Blvd.

*The Committee agreed to delay the project and coordinate the Saint Andrews Blvd. entrance and Median #23 winter flower installations. Mulch will be applied week ending August 29<sup>th</sup>.*

Water Usage

July 2020 Reuse Water Use for Warren Street of 132,240 gallons. Valley Stream's water use data was recorded as 10,270 potable gallons. Usage slightly high due to lack of precipitation.

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

- The bench area at the St. Andrews entrance was treated with herbicide and a weed protector shield put down; pea gravel was installed.
- Treasure Point and Forest Hills Boulevard landscaping was trimmed
- Pebble Beach landscape maintenance is in progress.

*Stakes on two (2) Tabebuias on Median #13 will be checked to ensure they are secure and non-binding.*

**VII. Project Manager's Report – Dan Schumacher****A. Budget Report**

**Mr. Schumacher** summarized the “Lely MSTU Fund Budget 152 dated August 20, 2020” for information purposes and provided an overview of the budget noting:

- FY-20 Ad Valorem property tax revenue budget is \$286,300.00, an increase of 5.93% over FY19. The Millage rate is 2.0000 mils.
- Total revenue FY-20 is \$694,987.69 including investment interest, transfers, and contributions (minus a 5% reserve of \$14,500).
- Current Operating Expense Budget is \$257,392.00 of which Commitments total \$69,970.22; \$176,606.49 is expended.
- Uncommitted Operating Expense funds available are \$8,815.22.
- Two new Purchase Orders were issued to *Graybar Electric* for six (6) Lumec LED Retrofit lamps and *Traffic Logix* for one (1) model UV11 Radar Speed Sign.
- Purchase Order balances remaining as of September 30th will “carry over” to the FY-21 Budget.
- *Superb Landscape Service* closed Purchase Order balance of \$1,050.00 will be rolled over to the FY-2021 budget.
- The FY-19 fund transfer from Capital Outlay Funds to Operating Expense was credited back in the FY-20 budget.
- Capital Outlay Fund, Line 56, reserved to fund capital projects, available balance is \$168,950.00.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$150,000.00. A request to consolidate the two categories into a single “fixed” dollar amount entitled *Reserves for Insurance* has been submitted to the County Budget Office for the FY-20 budget; the request is not yet resolved.

- Total available balance, less committed expenses, is \$328,459.51.

*On review of the FY-21 Budget, Mr. Schumacher will prepare Purchase Order requests. A quote for FY-21 Landscape Architecture Services, has been requested from McGee & Associates.*

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

The Lely M.S.T.U. Lighting Inspection summary dated August 4, 2020 indicated four (4) LED lamp outages. Replacement of two (2) tube light outages at signs on St. Andrews Blvd. will be confirmed; Harts Electric will investigate the tube light outage at Doral Circle sign and replace if necessary.

*Ms. Slebodnik reported light outages observed, noting some variances to the report.*

*Mr. Schumacher will verify if any LED fixtures have failed, confirm outages, ensure the lighting report is accurate and issue a Notice-to-Proceed to Harts Electrical for lamp replacements.*

### **C. Plant and Tree Replacements**

This topic was discussed under Item VI-A, *Landscape Architect's Report*.

### **D. Non-potable Water Signs**

- Nine (9) non-potable water signs, without posts, at a cost of \$49.00 were ordered, estimated delivery time at order placement was six (6) weeks.

*Mr. Schumacher will track delivery, purchase signposts and schedule installation.*

- East side "exit" double sided street sign missing on Doral Circle will be replaced.

## **VIII. Ongoing Business**

### **A. LED Radar Speed Signs**

Based on confirmation from the Procurement Division, purchase of the radar speed sign from Traffic Logix is exempt from the Bid Sync County requirement as the dollar amount is within the \$3,000.00 cap. A second sign will be ordered in FY-21.

**Mr. Schumacher** created a vendor profile for Traffic Logix and requested a Purchase Order. On receipt, the vendor will be issued a Notice-to-Proceed with the radar speed sign.

**Chair Branco** recommended the MSTU assume responsibility for removal of the radar speed sign if for security and safety reasons weather/wind conditions are excessive.

### **B. Thermoplastic Crosswalks – Paver Style**

**Mr. Schumacher** and **Chair Branco** have identified multiple crosswalk intersections on St. Andrews and Pebble Beach Boulevards for paver installations.

In late September, a quote will be requested from McShea Contracting, LLC for a thermoplastic paver crosswalk, faux brick pattern, for purchase and installation in FY-21.

### **C. Refurbishment of St. Andrews Entryway Monuments**

A spread sheet analysis and request to approve the Monuments design was submitted to Diane Compagnone, Sign Review Specialist for Collier County.

*Mr. Schumacher will research Permit and construction dates and specifications for the original signs and report his findings to the Committee at which time a Plan of Action will be implemented.*

**D. Pending Business Status July 2020 Minutes**

**1. Mulch St. Andrews Blvd. Bench**

Mulch will be applied week ending August 30, 2020.

**2. Paver Sand Doral Entrance**

Mr. Schumacher notified Mr. Kindelan, Superb Landscape, the polymer sand application on pavers at Doral entrance must be reapplied.

**3. McGee & Associates Summary Report Aging**

Items eighteen (18) months and older must be addressed prior to the September meeting.

**4. Wastewater Pump Station Landscape Refurbishment**

Mr. McGee will review the landscape design for the pump station as submitted on the engineering drawings/renderings and forward his comments to Pam Lulich, Operations Manager, Landscape Operations.

**5. Residential Property Damage**

Ms. Slebodnik reported payment in the amount of \$140.00 for damage to her mailbox has not been received from Superb Landscape. Mr. Gorden will contact Mr. Kindelan for expedited reimbursement.

**IX. New Business**

None

**X. Committee Member Comments**

**Tuscany Villa Landscaping**

Ms. Slebodnik contacted the Code Enforcement Division notifying them of the poor condition of the Italian Cypress trees planted to camouflage the Tuscany Villa's diesel generator by the newsstand on St. Andrews Blvd. A representative visited the site, met with the Maintenance Supervisor, and determined the landscaping is not in violation of the code.

Mr. McGee noted a permit for landscaping has requirements including, but not limited to, maintaining the material in excellent condition.

Ms. Schumacher will provide Ms. Slebodnik with a copy of the permit and recontact the Code Enforcement Division.

**XI. Public Comment**

None

**XII. Adjournment**

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

**LELY GOLF ESTATES BEAUTIFICATION MSTU  
ADVISORY COMMITTEE**

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**Tony Branco, Chairman**

The Minutes were approved by the Committee on \_\_\_\_\_, 2020 as presented \_\_\_\_ or as amended \_\_\_\_.

**NEXT MEETING:**  
**SEPTEMBER 17, 2020 – 2:00 PM**  
COLLIER COUNTY LIBRARY  
EAST NAPLES BRANCH  
8787 TAMiami TRAIL EAST  
NAPLES, FL 34113  
(239) 775-5592

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