I. CALL TO ORDER
Chairman Fogg called the meeting to order at 10:01 A.M.
A quorum was established.

II. ATTENDANCE
Advisory Committee
Marianne Fanning – Chair
Barbara Bell – Vice Chair
Richard Barry
George Fogg
John Goody
Staff
Michelle Arnold - Director
Dan Schumacher - Project Manager
Contractors
Aaron Gross - Ground Zero Landscaping
Wendy Warren - JuriSolutions
Community Attendees
Edwina Barsano
Frank and Maryann Lagonigro
Robert Monico
Marti Taylor

III. APPROVAL OF AGENDA
Chairman Fogg moved to approve the Agenda of the Forest Lakes Advisory Committee as presented. Second by Ms. Bell. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – January 9, 2018
Ms. Fanning moved to approve the minutes of the January 9, 2018 Forest Lakes Advisory Committee subject to the following changes:
Page 4, Item VI. D. – Project Manager’s Report: Quotes: Item 3: from “…Ground Zero Landscaping has been awarded the contract for landscape maintenance for the Forest Hills M.S.T.U.)...,” to Ground Zero Landscaping has been awarded the contract for landscape maintenance for the Forest Lakes M.S.T.U…).
Page 4, Item VI. E. – Project Manager’s Report: Light Pole Number Duplicates from “…Mr. Schumacher will follow up with Mr. Goody to ascertain the method used by the Turtle Lake Golf Condominium Association to clean the light pole numbers...,” to … Mr. Schumacher will follow up with Mr. Goody to ascertain the method used by the Turtle Lake Golf Condominium Association to clean the light poles in preparation for the numbers …).”
Second by Mr. Barry. Carried unanimously 5 - 0.
V. CONTRACTORS REPORTS

A. Windham Studio – Scott Windham (not present)

1. Irma tree damage assessed & prospective replacements presented at the Jan. 9th meeting.
   The Committee approved the Street Tree Replacement project at the January 9, 2016 meeting.

2. Design proposal prepared for committee review.
   Mr. Schumacher distributed a Scope Matrix and Fee Schedule proposal, dated February 2, 2018 for design services for the Forest Lakes Irma Street Tree Replacement project. Windham Studio’s work order will be modified in the amount of $8,060.00 with Committee approval.

   During Committee discussion the following was noted:
   - The County Procurement Office negotiates the hourly rate for Landscape Architects and Associates.
   - Projects are billed on actual hours expended; estimated hours denote a “not to exceed” amount.
   - Review and approval from the Project Manager to readjust the hours billed, based on circumstances beyond the contractors control, are required if the hours exceed the estimate.
   - Project design requires a professional skill set; the Committee does not have the knowledge or expertise to undertake the Tree Replacement project on their own.
   - Two palettes, evergreen and flowering, will be incorporated in the design. The Committee will select and determine the sequence and location of the trees.
   - The project will be funded in the Fiscal Year during which the project is executed; funds are available in the 2018 budget to finance the beautification project.
   - The proposal from Windham Studios includes preparation of Construction documents and on-site supervision.
   - A revised hourly quote will identify changes to the deliverable product.

Chairman Fogg motioned to authorize Windham Studio’s, Inc. Scope Breakdown and Fee Matrix, dated February 2, 2018, in the amount of $8,060.00 for the Forest Lakes M.S.T.U. Irma Tree Replacement Plan. Second by Mr. Barry. Motion Failed 1-yes; 4-no.

Mr. Goody motioned to request Windham Studio’s, Inc. present a revised Scope Breakdown and Fee Matrix for the Forest Lakes M.S.T.U. Irma Tree Replacement Plan. Second by Ms. Fanning. Motion Carried 4-yes; 1-no.

B. Ground Zero Landscape Maintenance – Aaron Gross

Mr. Gross reported on landscape maintenance as follows:
- Fertilizer application is complete.
- Bougainvillea Standard’s at the entrance are blooming.
- Calusa has been pruned.
- Irrigation is functioning as intended.

VI. PROJECT MANAGERS REPORT

A. Budget Report

Mr. Schumacher presented the “Forest Lakes MSTU Fund 159, February 6, 2018” for FY18 noting:
FY18 Ad Valorem property tax revenue budget is $256,100.00 of which $211,525.53 has been collected.
Total revenue FY18 is $488,800.00 including investment interest, transfers and contributions (minus a 5% reserve of $12,900).
Operating Expense Budget is $162,100.00 of which $67,665.83 is committed; $30,838.51 is expended.
Unencumbered Operating Expense funds available are $63,595.66.
Mettauer Environmental, contractor for aquatic vegetation maintenance in the Quail Run Golf Club lakes, has completed three treatment cycles.
The outstanding balance for Hannula Landscaping, a carry-over from the FY17 swale maintenance contract, will be cancelled.
The stormwater “Drainage Improvements” project will go out to bid in February 2018 with construction scheduled in mid-April, as requested by the Quail Run Golf Club.
Funds are allocated in the FY18 budget.
Total available FY-18 balance is $384,592.00.

B. M.S.T.U. Officers
1. Election & Installation of 2018-19 Officers
   i. Nomination for Chair
      Chair Fogg nominated Marianne Fanning for the position of Chair of the Forest Lakes M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Nominations were closed and no others were tendered. Ms. Fanning assumed the Chair.
   ii. Nominations for Vice-Chair
      Mr. Barry nominated George Fogg for the position of Vice-Chair of the Forest Lakes M.S.T.U. Advisory Committee.
      Mr. Fogg nominated Barbara Bell for the position of Vice-Chair of the Forest Lakes M.S.T.U. Advisory Committee.

      Chair Fanning motioned to appoint Mr. Fogg to the position of Vice-Chair of the Forest Lakes M.S.T.U. Advisory Committee for one year, or until a successor shall take office. Second by Mr. Barry. Motion Failed 1-yes; 4-no.

      Chair Fanning motioned to appoint Barbra Bell to the position of Vice-Chair of the Forest Lakes M.S.T.U. Advisory Committee for one year, or until a successor shall take office. Second by Mr. Fogg. Motion Carried 4-yes; 1-no.

2. Bylaws, Article IV.
   i. Forest Lakes M.S.T.U. Bylaws, ARTICLE IV, Election of Officers dated September 19, 2014 was distributed to the committee members.

C. Resident’s Survey – BCC sponsored and 3rd party administered by Qualtrics.
   Mr. Schumacher reported that County-sponsored surveys have been prepared by the various operational divisions to be administered and distributed by a third-party contractor, Qualtrics. The purpose is to obtain data on how residents rate level of services provided by the County.

   Distribution is underway and results will be provided to the Advisory Committee when available.
Community Letter
The Committee noted:

- A document developed in spring 2016 outlining the MSTU’s responsibilities and contact information, including email, will be updated and disseminated to the community’s residents.
- The Committee will provide the publication to the Condominium Association Presidents who will make the letter available to its members.
- The Committee will also identify avenues to distribute it to single family homeowners.

Ms. Bell will work with Mr. Schumacher on distribution of the letter to the residents.

D. Main Entrance Traffic Signs.
Mr. Schumacher will request a quote for a “Do Not Enter” sign on the exit side of the entrance median on Forest lakes Blvd.

E. Quotes
Mr. Schumacher reported as follows:

1. Quote(s) Requested:
   i. (a) McShea/Roadway Thermoplastic – final details.
      - The Committee approved up to $65K to perform roadway work with McShea Contracting.
      - Based on McShea’s current quote of $55K for the work, additional funds are available to restrripe the crosswalks and side bars.
      - Upon receipt of McShea’s revised quote a Purchase Order will be sought for the work.
      - McShea has agreed to adjust their schedule to do the striping project during daylight hours.

   ii. Windham Studio – Tree Replacement Plans.
       The quote proposal was discussed under Item V. Contractor Reports, A. Windham Studio’s.

2. PO’s Issued: n/a.
   None

3. PO requested:
   i. Davey Tree – Woodshire Clean-up (Irma).
      The Purchase Order for The Davey Tree Expert Company, the contractor retained for removal of debris on Woodshire Lane resulting from Hurricane Irma, will be billed to FEMA.

   ii. Street signs. Supply & Sign - STOP
      A quote has been requested from Municipal Sign & Supply Company for sign replacement including stop signs for Quail Forest and Forest Lakes.

F. Light Poles & Number Duplicates
Mr. Schumacher reported:
Thirty one duplicate numbered light poles (63 – 92) in the northeast segment of Forest Lakes Boulevard will be renumbered on completion of cleaning.
Additionally, once Woodshire Lane is clear of debris, an inventory of the downed light poles will be undertaken and a quote obtained for replacements there and in the area to be re-numbered.

VII. NEW BUSINESS
Light Pole Maintenance
A formal process is not in place for light pole/lamp maintenance. Mr. Schumacher solicited a bid from Hart’s Electrical and is awaiting a response.

Advisory Committee Applications
Ms. Fanning and Mr. Barry’s terms expire April 21, 2018. Staff will request the Board of County Commissioners post the application form on the County web site. Nominations for the Forest Lakes Advisory Committee will be tendered and voted on at the March 6, 2018 meeting.

Lift Station Construction
Mr. Schumacher will research the utility construction west of the entrance and report his findings to the Committee.

Stairs by Emerald Greens Condo Association
Mr. Schumacher noted the County Attorney advised construction of a stairway at the Emerald Green Condo Association would require handicap ramp access and the M.S.T.U. would assume liability. The Committee agreed not to pursue the project.

VIII. OLD BUSINESS
None

IX. PUBLIC COMMENTS
Robert Monico requested the M.S.T.U review the drainage system for the Phase I Villas.

The Committee noted:
- Drainage for individual areas is not in the M.S.T.U.’s scope of responsibilities.
- The request will be reviewed by Staff for a determination on the entity responsible for the maintenance of the area and any previous involvement by the M.S.T.U.

Edwina Barsano was advised a Purchase Order has been requested for replacement of Stop and Street signs.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 12:01 PM.

NEXT MEETING: MARCH 6, 2018 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE, NAPLES FL 34112
FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

________________________________
Marianne Fanning, Chair

The Minutes were approved by the Committee on ______________, 2018, as presented ____ , or as amended ______.