I. CALL TO ORDER
Chair Fanning called the meeting to order at 10:03 A.M.
A quorum was established.

II. ATTENDANCE
Advisory Committee  
Marianne Fanning – Chair
Barbara Bell – Vice Chair (Excused)
Richard Barry
George Fogg
John Goody (Excused)

Staff
Michelle Arnold – Director (Excused)
Dan Schumacher - Project Manager

Contractors
Aaron Gross - Ground Zero Landscaping
Wendy Warren - Premier

Community Attendees
Doug Burnham
Edwina Barsano

III. APPROVAL OF AGENDA
Mr. Barry moved to approve the Agenda of the Forest Lakes Advisory Committee as presented. Second by Mr. Fogg. Carried unanimously 3 - 0.

IV. APPROVAL OF MINUTES – September 4, 2018
Mr. Fogg moved to approve the minutes of the September 4, 2018 Forest Lakes Advisory Committee as submitted. Second by Mr. Barry. Carried unanimously 3 - 0.

V. CONTRACTORS REPORTS
A. Windham Studio Landscape Architecture – Scott Windham, Landscape Architect (not present) – No October report.

B. Perimeter Tree Replacement Plan – Advisory Committee Comments
The Committee commented on the Forest Lakes M.S.T.U. Street Tree Project noting all trees designated on the conceptual plan should be reviewed for placement to avoid conflicts with light posts.

The Perimeter Tree Replacement Project will be reviewed at the December 2018 meeting and recommendations for implementation targeted for late spring 2019.

Mr. Schumacher will solicit a quote for the project prior to the meeting as shown on the Conceptual Plan; trees and installation.
C. Ground Zero Landscape Maintenance – Aaron Gross

Mr. Gross reported on landscape maintenance as follows:

- Lifted canopy on trees bordering sidewalks and in vicinity of Emerald Greens Condominium Association.
- Raised canopy on Crape Myrtle trees and pruned suckers.
- Separately, Emerald Greens Condominium Association retained a tree service to lift the canopy on the Royal Poinciana on Woodshire Lane.
- Brazilian Pepper plants, creeping onto the sidewalk by the golf club maintenance building, were cut back. Quail Run Golf Club management advised Staff Brazilian Pepper will be removed when the new gate and landscaping are installed.

Swale Maintenance

Mr. Schumacher, Mr. Gross and Mr. Burnham toured the golf course to review the condition of the swales. Ground Zero Landscaping was able to perform mowing maintenance on holes 3, 4 and 9 – 18. Holes 5, 6 and 7 will be tended when the water recedes.

Lake Aquatic Vegetation Control

Mr. Schumacher met with Mettauer Environmental to relay concerns regarding weed control maintenance and convey the necessity to improve performance.

VI. PROJECT MANAGERS REPORT

A. Budget Report

Mr. Schumacher presented the “Forest Lakes MSTU Fund 159, October 2, 2018” for FY-19 noting:

- FY19 Ad Valorem property tax revenue budget is $278,900.00, an increase of 6.18%.
- Total revenue FY18 is $444,027.00 including investment interest, transfers and contributions (minus a 5% reserve of $14,000).
- Operating Expense Budget is $179,027.00 of which $40,163.00 is committed.
- Unencumbered Operating Expense funds available are $137,863.43.
- New Purchase Orders requested and/or generated line 17 – 32, are reflected in blue in the commitment column.
- FY-18 Purchase Order balances for Ground Zero Landscape were rolled over to ensure sufficient funds for continuity in service.
- Fertilizer, purchased from Site One Landscape and Florikan, is applied by Ground Zero Landscaping.
- Improvements General commitments of $12,000.00, line 33, represent a contingency fund for Haskins, Inc. which will be rolled over into the $150,100.00 budget.
- A new Purchase Order will be issued for Hart’s Electrical for FY-19.
- The Woodshire fence with lockable gate, presently not allocated in the budget, will be funded under Capital Outlay budget, line 34.
- The existing bond will be repaid in 2022.
- Total available balance for FY-19 is $391,863.43.

Mr. Schumacher will solicit a quote for Woodshire Fence replacement for presentation to the Committee at a future meeting.

B. Quail Run Ficus Hedge – Removal?

Mr. Schumacher will consult Code Enforcement to determine County Code requirements for visual barriers to maintenance areas noting the Ficus Hedge on Forest Lakes Boulevard, west of
the golf course driving range, was installed by the Golf Course as a screening buffer for residents and is not an M.S.T.U. asset.

**Mr. Schumacher** will update the Committee on his findings at a future meeting.

### C. Status


Mr. Schumacher is conferring with the Procurement Department about the procedure to acknowledge the good performance by Haskins, Inc. in the Drainage Improvements Project (east of Quail Forest Blvd. on Forest Lakes Blvd.).

Mr. Schumacher noted the Turtle Lake Golf Colony prefers the sprinkler head installed in the grass and did not want it moved into the bushes.

*The “Gordon River Extension Stormwater Study” prepared by ABB is scheduled for distribution fall 2018. Findings and recommendations may provide drainage options for consideration for the Forest Lakes community if the Gordon River water level is lowered.*

### D. Procurement.


Ground Zero Landscaping’s three-year contract with an option for two one-year renewals for the Forest Lakes Roadway and Drainage M.S.T.U. was approved by Board of County Commissioners. The FY-19 Purchase Order is not yet reflected in the budget.

### E. Light Pole Lamp Replacements – Hart’s Electrical

Hart’s Electrical repaired light outages.

**Mr. Schumacher** will solicit a quote for lamp poles damaged or demolished by Hurricane Irma.

### F. Light Pole Number Duplicates

Mr. Schumacher will purchase the number and letter decals for light pole renumbering on the north side of the Forest Lakes Boulevard. Pole areas encrusted with lime scale will be cleaned in preparation for application.

### G. Committee Member Name Plates

Mr. Schumacher presented graphic designs for name plates for Committee approval. The Committee approved the name plates subject to the following modifications:

- Plates will display each member’s name and “Forest Lakes MSTU.”
- Separate plaques will be issued to designate officer positions Chair and Vice Chair.

### VII. NEW & ONGOING BUSINESS

#### A. Quail Run GC – MSTU Funds from the MSTU for golf course beautification and maintenance.

1. Request submitted to the County Attorney’s Office to evaluate feasibility.

   At the direction of the County Attorney, Mr. Schumacher will confer with Quail Run Golf Club to estimate costs associated with specific projects and consider existing long-term expense commitments for the M.S.T.U. (i.e. resurfacing roadways) to analyze the financial capability of the M.S.T.U. to participate in Quail Run projects.
Mr. Schumacher will update the Committee on the status of the proposal at a future meeting.

The Committee questioned the County’s obligation to maintain roads within the M.S.T.U. Staff noted the roads are private and maintenance is the responsibility of the M.S.T.U. exclusive of certain drainage issues (i.e. manhole collapse) which are covered by the City of Naples.

B. “No Trucks” Signs
Kite Property Services installed two (2) NO TRUCKS signs and one (1) NO LEFT TURN sign exiting from The Crossings onto Woodshire Lane.

Mr. Schumacher will consult with the Road Maintenance Department for guidance on enforcement of the “NO TRUCKS” policy, noting that waste removal and residential delivery trucks must be exempt, and report his findings to the Committee.

C. Stop & Traffic Signs
Some street signs on the cul-de-sacs were replaced. Residents requested the M.S.T.U. replace remaining Street and Stop signs including the sign at Forest Lakes Drive and Forest Lakes Boulevard.

Mr. Schumacher recommended the signs be replaced with the County standard sign blade and post; he will request a quote for replacement.

Speed Limit Signs
Mr. Schumacher presented two options for Speed limit sign installation as follows:
- The M.S.T.U. can approach the Sheriff’s Department and request roadway speed limit be designated at 25 mph, a variance to the 30 mph minimum.
- Forest Lakes community roadways are private allowing the M.S.T.U. to install 25 mph signs on all roadways.

Ms. Fanning motioned to approve replacement of Street and Stop signs in the community determined to be “out of compliance” with standard County signs. Second by Mr. Fogg. Carried unanimously 3 – 0.

D. Drain pipe(s) cleanout
Cleaning of storm water drain pipes along Forest Lakes Boulevard and Woodshire Lane to remove debris, corrosion, and other waste buildup in the storm drain lines should be scheduled prior to the FY-19 rainy season.

Mr. Schumacher will investigate options, secure quotes and apprise Committee members at a future meeting.

VIII. OLD BUSINESS
Mr. Schumacher will review Mr. Barry’s email documenting locations of broken or missing blue fire hydrant reflectors and arrange for installation with Haskins, Inc.
IX. PUBLIC or BOARD COMMENTS

Stormwater Utility

At the September 6, 2018 Board of County Commissioners Budget Hearing, the BCC motioned to table the “Stormwater Tax Assessment” issue for one year.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:40 AM.

NEXT MEETING: NOVEMBER 6, 2018 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE, NAPLES FL 34112
(239) 26105497

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 _______.