



13240 Griffin Dr.  
Fort Myers, FL 33913

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**Minutes of the Pelican Preserve Committee Meeting May 9, 2013**

**1. CALL TO ORDER/ROLL CALL**

**Chairperson:** Herb Freese - Absent

**Acting Chair:** Phil Mezey

**Committee Members Present:**

Bob Geppert  
Bill van der Have  
Ned Haile  
John Grega  
Lou LeMaire

**Management:** Marybeth Goldman

**Staff Members:**

Diane Collins: Administrative Assistant  
Peter Altman – District Manager

**Residents:**

Gail Schafer – Pelican Resident  
Don Schafer – Pelican Resident

**2. Approval of Minutes**

**MOTION TO:** Accept the April 11, 2013 minutes.  
**MADE BY:** Bill Van der Have  
**SECONDED BY:** Robert Geppert  
**DISCUSSION:** None further  
**RESULT:** Motion PASSED 6/0

**3. Bonds**

Phil Mezey stated Pelican Preserve is moving forward concerning the bonds. He stated they are going with the original underwriters FMS Bonds. He concluded the timeframe is 60 days and the savings would be nothing less than 12% but probably more like 14-16%.

**4. Introduction of New Operations Manager**

Phil Mezey introduced James Estrella to the committee. Mr. Estrella discussed his prior experience working with a City Manager in Massachusetts.

**5. Financials (see attached year to date financials)**

**6. District Counsel Via Conference Call**



District Counsel called and reviewed the Sunshine Laws with the committee members.

**7. Review Proposed Budget (see attached)**

**8. Flashing Lights Installed at Trieste Drive Intersection and Up-lighting at Entrance**

**MOTION TO:** Approve the installation of the flashing lights at Pelican Preserve Blvd. and Trieste intersection at an estimated cost of \$4,500 and relocate speed limit sign located just inside the gate further south on PP Blvd.

**MADE BY:** Bill Van der Have

**SECONDED BY:** Lou LeMaire

**DISCUSSION:** Marybeth Goldman believes the flashing lights will require a permit.

**RESULT:** Motion PASSED 6/0

**MOTION TO:** Approve proposed FY 2014 budget with revisions (see attachment) and forward to DMS for incorporation in the full budget package.

**MADE BY:** Phil Mezey

**SECONDED BY:** Robert Geppert

**DISCUSSION:** None further

**RESULT:** Motion PASSED 6/0

**MOTION TO:** Approve Ponds Working Group budget and send to DMS.

**MADE BY:** Robert Geppert

**SECONDED BY:** Bill Van der Have

**DISCUSSION:** None further

**RESULT:** Motion PASSED 6/0

Ned Haile will send revised budget to Diane Collins and she will forward it to the Operations Manager and the District Manager.

**9. Viss Technology**

Marybeth Goldman stated Viss Technology has a monthly service charge for offsite monitoring of the desired perimeter location which is in the current budget at an annual cost of \$6,000. Marybeth agreed to verify the cost which appeared high and report back at the June meeting.

**10. RFP Results for Privacy Access for Pelican**

After a review of the bids summarized by Castle Group the committee recommended replacing Kent Security with Securitas based on perceived improved quality of services provided and meeting with Securitas representatives Marybeth Goldman suggested not terminating until the contract ends which is August 31, 2013. This would avoid any penalties for early cancellation. There was further discussion regarding contracting



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through the CDD rather than the Pelican Master Association in order eliminates sales tax charges. No decision was made pending a determination of the need and feasibility of revising the agreement with the CDD to accommodate this change which would also require rebidding due to Public Notice regulations.

**MOTION TO:** Select Securitas with options including cell phone technology and SecuritasVision Tablet PC technology including adjusting the budget (approximately \$7,000 plus tax).  
**MADE BY:** Bill Van der Have  
**SECONDED BY:** John Grega  
**DISCUSSION:** Marybeth Goldman stated she was also impressed with Universal's qualifications.  
**RESULT:** Motion PASSED 6/0

Phil Mezey stated he would follow-up with Mr. Pires regarding the reassignment of management oversight of the security provider to the CDD instead of going through the HOA (not tax exempt).

#### **11. Gate Entry System and Bar Coding for Vendors For a Fee**

Marybeth Goldman discussed eliminating traffic thru the visitor side by offering vendors the option of purchasing. She suggested charging \$30 per each renewed annually through Capture Software and this would be a great revenue source. She concluded this would be managed by the HOA.

Marybeth Goldman stated the trap gate is working and there will be a residents' learning curve in adjusting to the new system which will take time. She stated it has only been two weeks since implementation and it is also off season so it would be difficult to make an accurate decision whether to continue with the trap gate or removing it. Ned Haile stated sometime in the future the entrance will requires a second gate when residency increases and that it would be an expensive project requiring widening of the entrance road. Robert Geppert suggested having Tetra Tech (District Engineer) to evaluate the situation and come up with a design plan.

**MOTION TO:** Approve additional lighting for up-lighting for the oak tress and Medjool Palms at the entrance which is estimated at a cost of \$3,500.  
**MADE BY:** Ned Haile  
**SECONDED BY:** Robert Geppert  
**DISCUSSION:** None further  
**RESULT:** Motion PASSED 6/0

#### **12. Morris-Riley Clarifications Regarding Bids**

Robert Geppert stated the Board of Supervisors of the Gateway Services Community Development District (the "District") met on Thursday May 2, 2013 to consider the above referenced contract awards. The Board voted to award the stormwater cleaning scope of the bid (Items A1-A41) to Shenandoah General Construction Company for the

Gateway Services Community Development District  
Office: 239.561.1313 Fax 239.561.1350  
<http://www.gatewaydistrict.org>



amount of \$254,725.50, and the stormwater repair scope of the bid (Items B-1 to B-38) to Aquagenix/DBI Services in the amount of \$345,631.

### **13. Participations at CDD Meetings**

Phil Mezey stated the committee needed to come up with a methodology regarding committee members being assigned to attend the Board of Supervisor meetings. It was suggested it become a permanent agenda item and a person be assigned at each committee meeting. Ned Haile committed to May 16, 2013 and Phil Mezey committed to June 6, 2013. Ned Haile requested the committee members to send Diane Collins their schedule of availability and then she would forward it to Mr. Haile who will prepare an attendance roster.

### **14. Treeline Wall Landscaping**

John Grega stated his letter was drafted and forward to the CDD. He stated it was recommended the CDD send the letter to WCI. He stated the letter's purpose was requesting WCI to submit a plan of action regarding the Treeline Wall landscaping which would include irrigation. He stated nothing has happened after three requests to revise the draft letter if needed and send to WCI. He stated he would contact the District Counsel regarding this matter.

### **15. Landscape Safety Issue**

Marybeth Goldman stated the landscape safety issues have been taken care of regarding visibility along the roads when entering an intersection.

### **16. Pond Maintenance**

Robert Geppert stated he and Jan Grier met with Peter Altman and James Estrella. He stated they discussed the priorities for cleaning and repairing in Pelican Preserve. He shared with the committee a worksheet that lists by pond number the pipe size, degree of blockage, and per foot cost to repair. He concluded the payment system is getting better.

Mr. Geppert stated the fish are going in the pond soon. He stated the committee received the Bathymetric mapping. He stated the aerators need numbers. He stated the fish gates need to be installed on the Southern side. He concluded the Northern side is complete except for putting the fish in the pond and an estimate of the electric cost for the aerators is still needed.

Mr. Geppert stated recently he walked all of the ponds and they are in decent condition. He stated sonar treatment was done on the hydrilla.

Morris-Riley is still waiting for analyses on erosion and slope issues and these will be expensive repairs.

WCI Land Development has agreed to provide electric to ponds for aeration in any future development.



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Ravenna and Palazzo are independent of the CDD regarding parking lots. Mr. Geppert stated they belong to the HOA. Marybeth Goldman stated she met with property managers for Palazzo and Ravenna and they are not as bad as originally thought. She stated WCI owns the bigger issues.

Mr. Geppert stated he would meet with the awarded contractors regarding the cleaning and repairing of the stormwater system.

**17. Committee Member Requests and Audience Comments**

**18. Next Meeting – June 13, 2013**

**19. Adjournment of the May 9, 2013 Meeting**

<b>MOTION TO:</b>	Adjourn the meeting at 4:08 p.m.
<b>MADE BY:</b>	Ned Haile
<b>SECONDED BY:</b>	Bill Van der Have
<b>DISCUSSION:</b>	None further
<b>RESULT:</b>	Motion PASSED 6/0

**PELICAN PRESERVE FINANCIAL SUMMARY**  
**For the Seven Months Ended 4/30/13 and the FY Ending 9/30/13**

Total expenses for the first seven months are 78k and 14.3% below budget. Shared expenses are 13k under budget and resident's expenses, excluding their share of common expenses, are 65k less than budget. Shared Irrigation Electric expense is 11k less than budget as invoices processed to date cover only four months. This account should be equal to budget on a total year basis. All other shared expenses are a net favorable of 2k.

Significant resident's expenses variances excluding their share of common expenses are as follows:

- Landscape contract costs 14k under budget due to the delayed turnover of Cypress Grove Road.
- All other Ameriscape costs are 20k under budget with tree trimming 10k under budget with no major trimming planned this year and plant, tree and sod replacements running well under budget.
- Boardwalk Repairs are 14k under budget, but cleaning will take place in the near future.
- Irrigation Electric is 7k under budget with recorded billings for only four of seven months year to date.
- Street Lighting Electric costs are 6k under budget and although costs will be transferred from the shared account due to miscoding they will remain under budget.
- All other variances are a net 4k favorable with no single account variance exceeding 4k.

Current estimates project a year-end favorable variance of 86k or 9.3% less than budget. Year-end shared expenses are estimated at 4k and 1.7% less than budget. Ameriscape net costs are 3k under budget as all landscape costs other than basic maintenance contract costs will be approximately 11k less than budget while maintenance costs are estimated to be 8k over budget due to a carry-over charge from last year. All other shared expenses reflect a net favorable variance of 1k.

A favorable year-end variance of 82k in resident's expenses, excluding their portion of shared expenses, is projected. Most significant are the following:

- Landscape contract costs with a favorable variance estimated at 49k due to Cypress Grove Road delayed turn-over, 26k, and all other landscape costs 23k favorable.
- Neighborhood Irrigation Electric Reimbursement should be 18k more than budget based upon study of water flow indicating that 80% of the electric cost is neighborhood related.
- Perimeter Security and Monitoring expense budgeted at 10k has not been implemented.

- Irrigation (satellite) Electric over-budgeted by 8k.
- Street Lighting Repairs & Maintenance will exceed budget by 8k if the decision is made to proceed with enhanced lighting at the gatehouse, 3.5k, and the installation of flashing warning lights at the pedestrian crosswalk at the intersection of PP Blvd. and Trieste Dr.
- Street Lighting Electric is estimated at 7k less than budget
- Sidewalk Repairs will be about 5k over budget.
- All other expenses show a net favorable variance of 3k with no single account variance exceeding 3k.

Cash balances in GF 002 and 003 total 791,075 at April 30 after providing for a transfer of 105,213 to the reserve for repair and replacement of capital assets. Collections data through April, less the reserve provision, were 903,732 compared with the annual expense budget of 929,170 which with additional receipts should be attained. Subtracting the balance of the year estimated expenditures from the April 30 cash balances yields a year-end estimated cash balance of 412,218 compared with the October 1 beginning balance of 355,013. The projected year-end balance is equal to 4.9 months expenditures based on the FY 2013 budget.

## **CDD/PELICAN PRESERVE FY 2014 PROPOSED BUDGET NOTES (Rev. 1)**

### **Shared Expenses**

Landscape Maintenance – No change per contract.

All Other Ameriscape Expenses – Budgeted at 6,140 less than 2013 per Ameriscape estimates with pine straw costs reduced 7,230; annuals down 3,610; and tree trimming up 4,700 due to bi-annual trimming of hardwoods.

Entry Feature Repairs & Maintenance – Budget decreased by 2,400 to 16,000 based on Castle estimate of 10,000 in routine repairs plus refinishing the two fountains at Treeline and Colonial at a cost of 3,000 each.

All Other Shared Expenses – Net change 1.5k decrease versus 2013 budget, but an estimated 3% increase over 2013 estimated costs.

### **Residents Expenses**

Landscape Maintenance – No change per contract and assumes Cypress Grove Road turnover by beginning of FY.

All Other Ameriscape Expenses – Per Ameriscape estimates are increased by 26,700 per Ameriscape estimates including Cypress Grove Road, additional plantings of annuals, and preventive maintenance of the Medjool palms.

Irrigation Electric – Expense is for operation the irrigation satellites and was overbudgeted last year. Proposed budget reflects a 3% increase over 2013 estimated expense and is a reduction of 7,700 versus the 2013 budget.

Boardwalk Repairs & Maintenance – Reduced 18,900 as bi-annual major maintenance will be completed in 2013.

Street Lighting electric – Increased 6,200 reflecting corrected allocation of costs between shared and resident's expenses. On a combined basis the costs are up 3% versus the 2013 estimate.

Street Lighting Repairs & Maintenance – Increased 12,000 to 17,200 and includes 11,200 for the painting of light poles plus another 5,000 for bulb replacement.

Treeline Wall Maintenance & Repairs – Removed from budget as cost will be covered in the Master Association budget since the wall has not been turned-over to the CDD as yet.

Perimeter Security System & Monitoring – Removed from budget. No decision to implement.

VOIP/Hosting/Support – Reduced 10,900 due to full amortization of financed software and implementation costs.

Neighborhood Irrigation Electric Reimbursement – Reimbursement increased 19,100 based upon study of water flow indicating 80% of the electric cost to run the main pump is neighborhood related.

All other Resident's Expenses – Increased a net 4,800 based on 2013 estimated costs.

**CDD FY 2014 PROPOSED BUDGET (Rev. 1)**

	<u>FY 2013</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY '14 vs</u> <u>FY '13</u>
	<u>Estimate</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>SHARED OPERATING &amp; MAINTENANCE EXPENSES</b>				
Landscape Contract	96,508	88,856	88,850	(6)
Pine Straw	12,770	20,000	12,770	(7,230)
Irrigation Electric	44,100	46,100	45,400	(700)
Irr. Repairs & Maintenance	7,275	6,900	7,300	400
Entry Feature Utilities	17,700	20,300	18,300	(2,000)
Entry Feature Repairs & Maint.	15,200	18,400	16,000	(2,400)
Annuals	14,100	16,000	12,390	(3,610)
Plant Replacements	5,000	5,000	5,000	0
Tree/Sod Replacement	3,080	5,000	5,000	0
Tree Trimming	1,375	4,000	8,700	4,700
Street Lighting - Electric	9,000	11,500	9,270	(2,230)
Street Lighting - Maintenance	5,800	2,500	6,000	3,500
Utility Cart Maintenance & Fuel	3,730	2,500	2,000	(500)
<b>Total Shared Operating &amp; Maintenance Expenses</b>	<b>235,638</b>	<b>247,056</b>	<b>236,980</b>	<b>(10,076)</b>
<b>RESIDENT'S OPERATING &amp; MAINTENANCE EXPENSES</b>				
Residents Portion of Shared Expenses	205,005	214,939	206,173	(8,766)
Landscape Contract	110,003	135,688	136,400	712
Mulch/Pine Straw	21,700	19,882	27,500	7,618
Irrigation Electric	7,940	15,906	8,200	(7,706)
Irr. Repairs & Maintenance	5,460	5,965	6,000	35
Annuals	22,400	21,870	29,560	7,690
Plant Replacements	12,000	13,022	13,000	(22)
Feature Fountains Utilities	24,150	19,882	24,000	4,118
Feature Fountain Repair/Main.	2,600	4,970	3,200	(1,770)
Boardwalk Main./Repairs	25,000	24,852	6,000	(18,852)
Tree/Sod Replacement	5,200	10,041	17,620	7,579
Neighborhood Monument Maintenance	4,000	6,959	5,000	(1,959)
Tree Trimming	13,200	24,852	28,700	3,848
Sidewalk/Road Repairs	22,000	19,882	20,200	318
Street Lighting - Electric	17,400	11,730	17,900	6,170
Street Lighting Repairs & Maint.	11,000	5,170	17,215	12,045
Treeline Wall Maint. & Repairs	11,900	12,923	0	(12,923)
Access Control	140,831	140,426	141,260	834
Roving Patrol	159,200	158,989	159,950	961
Gatehouse El/Janitorial/Repairs	7,000	6,163	9,000	2,837
Gate Repairs	4,500	4,970	4,900	(70)
Supplies/Passes	3,500	4,970	4,200	(770)
Perimeter Security Monitoring	0	5,965	0	(5,965)

**CDD FY 2014 PROPOSED BUDGET (Rev. 1)**

	<u>FY 2013 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY '14 vs FY '13 Budget</u>
<b>RESIDENTS OPERATING &amp; MAINTENANCE EXPENSES (Cont'd)</b>				
Perimeter Security System	0	4,374	0	(4,374)
Trap Gate	0		0	0
VOIP/Hosting/Support	17,000	17,078	6,200	(10,878)
Leased Golf Cart	1,465	2,485	2,000	(485)
Neighborhood Irr. Reimbursement	(35,000)	(16,900)	(36,000)	(19,100)
<b>Total Resident's Operating &amp; Maintenance Exp.</b>	<b>819,454</b>	<b>897,053</b>	<b>858,178</b>	<b>(38,875)</b>
<b>Total Operating &amp; Maintenance Expenses</b>	<b>850,087</b>	<b>929,170</b>	<b>888,985</b>	<b>(40,185)</b>
<b>Operating &amp; Maintenance Cost per ERU</b>		<b>377.56</b>	<b>356.88</b>	<b>(20.68)</b>
<b>Capital Assets Repair &amp; Replacement Reserves</b>	<b>105,215</b>	<b>105,215</b>	<b>245,955</b>	<b>140,740</b>
<b>Reserves Cost per ERU</b>	<b>42.75</b>	<b>42.75</b>	<b>98.74</b>	<b>55.99</b>
<b>Total O&amp;M and Reserves Cost</b>	<b>955,302</b>	<b>1,034,385</b>	<b>1,134,940</b>	<b>100,555</b>
<b>Total O&amp;M and Reserves Cost per ERU</b>	<b>388.18</b>	<b>420.31</b>	<b>455.62</b>	<b>35.31</b>
<b>Revenue Reserve - 4% Discount Allowance</b>		<b>41,375</b>	<b>45,400</b>	<b>4,025.00</b>
<b>Cost per ERU</b>		<b>16.81</b>	<b>18.22</b>	<b>1.41</b>
			<u>Amount</u>	<u>Per ERU</u>
Original Operating & Maintenance Expense Proposed Budget			916,465	367.91
Sidewalk/Road Repairs - Remove provision for additional road signage - PP Blvd. striping completed in current year.			(20,200) (7,600)	(8.11) (3.05)
Annuals - Reduced 4,300 per revised Ameriscape estimate. <i>includes Cypress Grove, add'l soil+annuals</i>			(4,300)	(1.73)
Tree/Sod Replacement - Add preventive maintenance of Medjool Palms. - Reduction per Castle estimate			7,620 (3,000)	3.06 (1.20)
Revised Operating & Maintenance Expense Proposed Budget			888,985	356.88

*cost \$5000 each*

*~ 359. per ERU*

**PELICAN PRESERVE COMMUNITY ASSOCIATION/GSCDD RETAINER DRAWS**  
**For the Seven Months Ended April 30, 2013**

	Variance			Estimated Year	Annual Budget	Variance vs. Budget
	Actual	Budget	Fav (Unfav)			
<b>SHARED EXPENSES</b>						
Landscape Contract	58,104	51,830	(6,274)	96,508	88,856	(7,652)
Pine Straw	6,385	11,666	5,281	12,770	20,000	7,230
Irrigation Electric	15,470	26,890	11,420	44,100	46,100	2,000
Irr Repair & Maintenance	2,726	4,025	1,299	7,275	6,900	(375)
Entry Feature Utilities	8,733	11,841	3,108	17,700	20,300	2,600
Entry Feature Repair & Maintenance	12,463	10,733	(1,730)	15,200	18,400	3,200
Annuals	8,112	9,333	1,221	16,000	16,000	0
Plant Replacement	3,792	2,917	(876)	5,800	5,000	(800)
Tree/Sod Replacement	810	2,917	2,107	3,080	5,000	1,920
Tree Trimming	1,375	2,333	958	1,375	4,000	2,625
Street Lighting - Electric	7,888	6,708	(1,180)	13,500	11,500	(2,000)
Street Lighting - Maintenance	3,873	1,458	(2,415)	5,800	2,500	(3,300)
Leased Utility & Maintenance Cart	1,863	1,458	(405)	3,730	2,500	(1,230)
<b>Total Shared Expenses</b>	<b>131,594</b>	<b>144,108</b>	<b>12,514</b>	<b>242,838</b>	<b>247,056</b>	<b>4,218</b>
<b>RESIDENT'S EXPENSES</b>						
Resident's Portion of Shared Expenses	114,487	125,374	10,887	211,269	214,939	3,670
Landscape Contract	64,728	79,147	14,419	110,003	135,688	25,685
Mulch/Pine Straw	10,868	11,597	729	21,700	19,882	(1,818)
Irrigation Electric	2,704	9,278	6,574	8,100	15,906	7,806
Irr. Repair & Maintenance	3,540	3,479	(61)	6,000	5,965	(35)
Annuals	11,218	12,757	1,539	22,400	21,870	(530)
Plant Replacement	3,830	7,596	3,766	8,000	13,022	5,022
Feature Fountains Utilities	11,163	11,597	434	22,000	19,882	(2,118)
Feature Fountains Repair/Maintenance	2,398	2,899	501	4,100	4,970	870
Boardwalk/Paths Maintenance & Repairs	612	14,496	13,884	25,000	24,852	(148)
Tree/Sod Replacement	1,655	5,857	4,202	5,000	10,041	5,041

**PELICAN PRESERVE COMMUNITY ASSOCIATION/GSCDD RETAINER DRAWS**  
**For the Seven Months Ended April 30, 2013**

	Resident's Expenses (Cont'd)			Estimated Year	Annual Budget	Variance vs. Budget
	Actual	Budget	Variance Fav (Unfav)			
Neighborhood Monument Maintenance	1,905	4,059	2,154	4,000	6,959	2,959
Tree Trimming	4,368	14,496	10,128	10,000	24,852	14,852
Sidewalk/Road/Curb Maint. & Repairs	23,708	11,597	(12,111)	25,000	19,882	(5,118)
Street Lighting - Electric	1,004	6,842	5,838	5,000	11,730	6,730
Street Lighting - Maintenance	4,300	3,016	(1,284)	13,500	5,170	(8,330)
Treeline Wall Maintenance & Repairs	5,398	7,538	2,140	11,900	12,923	1,023
Access Control	78,714	81,910	3,196	140,831	140,426	(405)
Roving Patrol	92,106	92,738	632	159,200	158,989	(211)
Gatehouse E/Janitorial/Repairs	4,331	3,595	(736)	7,500	6,163	(1,337)
Gate Repairs	2,434	2,899	465	4,500	4,970	470
Supplies/Passes	1,750	2,899	1,149	3,500	4,970	1,470
Perimeter Security Monitoring	0	3,479	3,479	0	5,965	5,965
Perimeter Security System	0	2,551	2,551	0	4,374	4,374
Trap Gate	212	0	(212)	0	0	0
VOIP/Hosting/Support	9,499	9,962	463	17,000	17,078	78
Leased Golf Cart	263	1,450	1,187	1,000	2,485	1,485
Neighborhood Irr. Reimbursement	(10,087)	(9,858)	229	(35,000)	(16,900)	18,100
<b>Total Resident's Expense</b>	<b>447,108</b>	<b>523,251</b>	<b>76,143</b>	<b>811,503</b>	<b>897,053</b>	<b>85,550</b>
<b>Total Expenses</b>	<b>464,215</b>	<b>541,985</b>	<b>77,770</b>	<b>843,072</b>	<b>929,170</b>	<b>86,098</b>