

**MINUTES OF JOINT WORKSHOP  
BAYSIDE IMPROVEMENT AND BAY CREEK COMMUNITY DEVELOPMENT DISTRICTS  
AND THE PELICAN COLONY LANDSCAPE COMMITTEE**

The Pelican Colony Landscape Committee and Boards of Supervisors of the Bayside Improvement and Bay Creek Community Development Districts held a Joint Workshop on Monday, February 25, 2019 at 1:00 p.m., at the Pelican Landing Community Association Offices Center, 24501 Walden Center Drive, Bonita Springs, Florida 34134.

**For Bayside Improvement CDD:**

Walter McCarthy	Chair
Bernie Cramer	Vice Chair
Jim Nicholson	Assistant Secretary
William J. Nicholson	Assistant Secretary
John Crew	Assistant Secretary

**For Bay Creek CDD**

Mary McVay	Chair
James Janek	Assistant Secretary

**Also present were:**

Chuck Adams	District Manager
Cleo Adams	Assistant Regional Manager
Jason Olson	Assistant Regional Manager
Dan Cox	District Counsel
Doug Kucera	Field Manager
Tom Dryden	PLCA Secretary
Gail Gravenhorst	Resident/Landscape Committee
Amy Quaremba	Resident/Landscape Committee
Jenna Hamm	Resident/Landscape Committee
Tom Ostrander	Resident/Landscape Committee
James Earl	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Pledge of Allegiance**

Mr. McCarthy called the workshop to order at 1:30 p.m. All attendees recited the Pledge of Allegiance.

**SECOND ORDER OF BUSINESS**

**Roll Call**

For Bayside Improvement Community Development District, all Supervisors were present, in person. For Bay Creek Community Development District, Supervisors McVay and Janek were present, in person. Supervisors McBride, Travers and Glueck were not present.

**THIRD ORDER OF BUSINESS**

**Discussion: Specific Landscape Issues**

Ms. Quaremba thanked the Boards for facilitating the workshop and stated that the Committee feels it is very important to have this interchange between the CDDs and The Colony Foundation because information goes both ways and it is essential to reach a consensus regarding effectively integrating the Horticulturalist and Landscape Architect that were recently hired. She asked the following questions of the joint Board Members:

1. What is the preferred method of working with the Architect, since he is expected to present both design and horticultural suggestions?
2. What is the preferred type of information, when there is a new design, in terms of maintenance, review, approval and impact?
3. Would the CDDs like to provide direction to the Horticulturalist, as they have contracts for both The Colony and Phase 1? The Committee would like to clarify what the Horticulturalist is supposed to be doing because The Colony has a separate contract with him to work on specific problems having to do with horticulture that would not necessarily be applicable to the larger entities.
4. What reporting methods should be requested from the Horticulturalist? Can Board Members share comments with the Committee?
5. Regarding the new software landscape program, will The Colony be separated from it or will it be a total package?

6. Regarding oversight, who will execute performance reviews and how often will reviews be conducted? Once the Committee obtains a review of its landscaping needs, what type of response can be expected from the CDDs?

Mr. McCarthy stated that the point of contact is District Staff, beginning with Mr. and Mrs. Adams and Mr. Kucera. He would prefer it if District Staff was involved in everything because, sometimes, there is a misdirection, which the CDDs would like to prevent.

In response to a request for an update on Mr. Rick Joyce, Mr. Adams stated that he contacted the Horticulturalist ten days to two weeks ago and conveyed that the initial condition reports for both inside and outside The Colony were due for today's meeting. Thus far, no reports were transmitted and Staff has not heard from Mr. Joyce since the last request. Ms. Quaremba expressed her disappointment that Mr. Joyce has yet to submit his preliminary overview, as the Committee could use a professional's opinion, in relation to a newly-developed actions list, and the Committee was experiencing a similar issue with its Landscape Architect. She hoped that the Committee and the joint Boards would receive feedback soon, in order to proceed with landscaping plans, since that is the reason why they were hired.

Mr. McCarthy asked if the software program would be set up geographically. Mr. Adams stated that some of the schedule would be integrated; the parts that pertain to The Colony would be accessible and there would be a work schedule in The Colony because they have a different frequency of events and different types of things are applied differently than outside. Staff commenced populating the service catalog and a representative would be onsite on March 12<sup>th</sup> and 13<sup>th</sup> to assist with various duties for incorporation into the software program and conduct additional training. The goal was to go live on June 1, 2019. Regarding the "read-only" access feature, Mr. Adams stated certain individuals would have VIP access to the system, to view the schedule and see how things are playing out; Staff would have Administrative access and be able to print monthly performance and cost reports. The program would build a history of activities, be they routine, seasonal or work orders, which would be very helpful to all entities once it is up and running.

Discussion ensued regarding the new software program, the budgetary process, design and improved maintenance recommendations from the Landscape professionals. Ms.

Quaremba asked about the procedure for implementing maintenance direction from the Landscape Architect. Mr. Adams stated, once the Committee is ready to discuss maintenance, it should contact District Staff to schedule a meeting, as the workshops may not be the setting for that level of discussion. Mr. Crew suggested that the Landscape Architect's recommendations be presented to the Boards, in writing, similar to the turnover of the Pennyroyal Berm, which is helpful in assessing the need for additional staffing or new equipment to be considered in the budget process.

Ms. Gravenhorst noted a lot of displeasure about the turf in The Colony and the Committee was considering replacing it with ground cover. Discussion ensued regarding flowers, change orders, the replacement budget and insufficient lighting in various sections of the community. Ms. Gravenhorst asked for an update on the lights. Mr. Adams stated that the technology was archaic and a contractor was engaged to replace the in-ground 120-volt canisters with LED low voltage lighting. The proposal was \$6,000. In response to Ms. Gravenhorst's question regarding who to contact with landscaping and lighting issues, Mr. Adams stated that Mr. Kucera and a crewmember checks the lights once or twice per month.

**FOURTH ORDER OF BUSINESS**

**Summary**

Ms. Gravenhorst stated that she would like to start a conversation with the CDDs about how best to interact with the Country Club on horticultural issues and, in the past, certain areas were more conveniently handled by The Colony Foundation, when they were Country Club project properties. Discussion ensued regarding coordination with the Country Club to remove stumps and maintain the grounds. Mr. Adams was asked to re-examine the trees that he previously concluded were fine but, in actuality, look worse.

**FIFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business to discuss, the workshop adjourned at 2:02 p.m.

FOR BAYSIDE IMPROVEMENT:

  
Secretary/Assistant Secretary

  
Chair/Vice Chair

FOR BAY CREEK:

  
Secretary/Assistant Secretary

  
Chair/Vice Chair