

1           **PELICAN MARSH COMMUNITY DEVELOPMENT DISTRICT**  
2                           **NAPLES, FLORIDA**

3                   Regular Meeting of the Board of Supervisors

4                           November 20, 2024

5   The regular meeting of the Pelican Marsh Community Development District Board of  
6   Supervisors was held on Wednesday, November 20, 2024, at 9:00 a.m. at the Pelican  
7   Marsh Community Center, Naples, Florida.

8   **SUPERVISORS PRESENT**

9   Robert Giannetti, Chairman

10   Dean Sieperda, Supervisor

11   Stewart Hall, Supervisor

12   Brent Smith, Supervisor

13   **ALSO PRESENT**

14   Neil Dorrill, Manager, Dorrill Management Group

15   Christopher Dorrill, Field Manager

16   John Vanover, Operations Manager

17   Tony Pires, District Counsel

18   Jared Brown, District Engineer

19   **ROLL CALL/APPROVAL OF AGENDA**

20   The meeting was convened at 9:00 a.m. The meeting was also properly noticed. The  
21   notice and affidavit are on file with the District Office at 5672 Strand Court, Naples, FL  
22   34110. Four supervisors were present at the meeting, establishing a quorum.

1 **A. Request to Hear Item 6-A at 9:30 a.m. - Mr. Dorrill indicated that item 6-a will**  
2 **begin at 9:30am on a motion by Mr. Sieperda, seconded by Mr. Hall. The**  
3 **agenda was approved 4-0.**

#### 4 **FINAL APPROVAL OF LOAN FOR \$500,000 FOR TWO YEARS**

5 Mr. Dorrill indicated the bank had requested a post closing affirmation by the Board be  
6 voted on the renewal of the line of credit. On a motion by Mr. Giannetti and seconded by  
7 Mr. Hall the Board authorized the renewal of the line of credit 4-0.

#### 8 **APPROVAL OF MINUTES OCTOBER 2024**

9 The minutes were approved as amended on a motion by Mr. Giannetti seconded by Mr.  
10 Smith and all in favor.

#### 11 **PUBLIC COMMENT**

12 Mr. Kohlmare from Osprey Point requested to use visitor parking along Wimbrill point  
13 during the construction of new roofs in the community on a motion by Mr. Hall seconded  
14 by Mr. Giannetti and all in favor.

#### 15 **FINANCIALS - SEPTEMBER 2024**

16 Mr. Dorrill shared that the Year Ending Financials as of September 30, 2024 had  
17 combined cash of \$633,860 on assets the Balance Sheet and \$141,765 of payables on  
18 the liability and Fund Balance. Year to date revenues were \$4,815,000 and 96.5% of  
19 assessments collected net of early payment discounts a total of \$124,513 was received  
20 in interest or \$25,000 over budget. Year to date expenses were \$215,000 or 5% over  
21 budget due to market rate pay adjustments, insurance and professional fees associated  
22 with unbudgeted capital projects. The financials were accepted on a motion by Mr.  
23 Sieperda and seconded by Mr. Smith and approved 4-0.

#### 24 **MANAGER'S REPORT**

##### 25 **A. Design Build Presentations**

##### 26 **I. Heatherwood**

27 Heatherwood has been in business for 44 years, specializing in building amenities such  
28 as gatehouses, clubhouses, fitness centers, golf clubs, and country clubs.  
29 Approximately 70% of their work falls within this sector, with half of that consisting of  
30 renovations and the other half new builds. The company's founder has lived in the  
31 community for 34 years, giving him a personal stake in this project. Heatherwood

1 carries \$10 million in liability insurance. The presenter also provided information about  
2 the team, noting that the company offers a two-year warranty on their work. The cost to  
3 demolish the existing gatehouse and construct a new one is just over \$1 million.  
4 Heatherwood has previously worked on gatehouses for Pelican Bay, Bonita Bay, and  
5 Mediterra, among many others. They emphasize cleanliness during construction,  
6 ensuring that the site remains tidy, and plan to keep one lane open at the gate during  
7 the renovation.

8 Architect Joe McHarris highlighted the importance of gatehouses as they serve as the  
9 first impression for both guests and residents. He emphasized that while the gatehouse  
10 on US 41 should blend with other gatehouses in the area, it must also stand out as the  
11 flagship, given its prominent location and the presence it requires. Mr. Dorrill shared that  
12 the District currently possesses impact-resistant glass storefront windows, sliding glass  
13 doors, air handlers, and compressors, which were purchased by Houchin. These items,  
14 valued at around \$12,000 to \$13,000, will be credited toward the final design or  
15 renovation costs for the US 41 gatehouse.

16 Mr. Sieperda inquired about potential supply shortages. The representative responded  
17 that the industry has largely recovered from supply delays, and there aren't many long  
18 lead-time items in the project. In fact, the items mentioned by Mr. Dorrill—impact glass  
19 and air handling equipment—are among the longest lead items and are already in the  
20 District's possession. The entire project, including design and permitting, will take  
21 approximately 11 months, five months for permitting with construction itself scheduled to  
22 last six months. Once the District assumes ownership of the building, they will be  
23 responsible for its maintenance. A two-year warranty will apply, which includes things  
24 like roof leaks. During the renovation, worst-case scenarios suggest that only one lane  
25 of traffic will be open for a duration of six months.

## 26 II. Houchin

27 Josh Valle, architect and director of preconstruction, presented Houchin's proposal for  
28 the US 41 gatehouse project. Houchin has been serving the Naples area since 1962  
29 with experience in projects of all kinds including the other two gatehouse renovations in  
30 the District. Mr. Valle shared that he was asked to review the exit-bound porte-cochere.  
31 To accommodate the porte-cochere lanes under the building, the structure will need to  
32 be narrower. The gatehouses in Pelican Marsh are constrained by limited developable  
33 width, with a default minimum width of 20 feet required by the fire department. However,  
34 the new design will reduce this to 16 feet to make room for the porte-cocheres. The US  
35 41 guardhouse is expected to have a similar layout to the existing ones, but the goal is

1 to create a more grandiose building at 41, despite the challenges posed by the limited  
2 site area. Features such as a front patio/porch and symmetrical porte-cocheres will be  
3 incorporated to evoke the sense of grandeur.

4 The decision to replace the existing gatehouse, rather than renovate, is driven by the  
5 need to accommodate the porte-cocheres, which will raise the building's height. If the  
6 scope of the porte-cochere's changes, a renovation might become more feasible. The  
7 existing building is wider than the planned structure, which has been designed to fit the  
8 porte-cocheres. Mr. Valle also shared that, according to the updated FEMA maps from  
9 February 8, 2024, the gatehouse is no longer in a flood zone, so the issue of substantial  
10 improvement no longer applies. These updated maps were downloaded directly from  
11 FEMA's website last week.

12 The initial permit was pulled as an ICP, and the idea is to update it with the new design  
13 before submitting it to the County. The County typically has five business days to  
14 respond to an ICP permit. Mr. Valle also proposed closing the gate entirely during  
15 construction for safety and efficiency. If the gate were to remain open, alternative  
16 staging and parking would need to be found, which could delay the project. Keeping one  
17 lane open with alternating traffic could be an option, but it would add time and cost to  
18 the project. The estimated probable cost GMP for the project is \$972,764, with an option  
19 to increase professional liability for an additional \$19,500.

20 In response to a question about the purpose of the porte-cocheres, Mr. Valle responded  
21 that it is to add symmetry and scale to the building, with the overall size being  
22 constrained by the existing roadway. Mr. Dorrill mentioned that, based on discussions  
23 with the 911 Sheriff's Department and North Collier Fire, the Vanderbilt and Airport  
24 gates are the most frequently used for emergency fire and EMS access.

### 25 **III. Osi Construction**

26 Robert Ossi, the owner, and Stan Hope, the local project manager for the area, were  
27 introduced. Mr. Ossi, a graduate of the University of Florida's Building Construction  
28 School, has held a General Contractor (GC) license since 1985 and has over 37 years  
29 of experience as a GC in Florida. Mr. Hope shared that they are familiar with the project  
30 and have an established working relationship with Dorrill Management Group. They  
31 proposed saving the existing building and remodeling it instead of demolishing it. One  
32 feature they would like to incorporate is a water feature, as the fountain is a prominent  
33 element noticed upon entering Pelican Marsh. Their goal is to match the design of the

1 entrance presentation. However, if the consensus is to tear down the current structure,  
2 that option is also feasible.

3 A remodel would shorten the timeline and potentially allow for keeping one lane open  
4 during construction. The estimated probable cost is \$850,000, which includes permits  
5 but excludes impact fees. Impact fees for a remodel would be lower than those for new  
6 construction. For a total renovation, the cost would be approximately \$400,000. The  
7 new design could maintain a similar appearance to the existing structure, with the plan  
8 to strip everything except the block structure which would need to be signed off by an  
9 engineer. By salvaging the existing building, almost \$100,000 in site work could be  
10 saved. The remodel would take approximately 90 days after permits are issued,  
11 allowing for the possibility of keeping one lane open during the process.

#### 12 **IV. Ranking & Conclusion**

13 Ossi Construction submitted the lowest price for the GMP, followed by Houchin and  
14 Heatherwood. The first-place position was tied between Heatherwood and Ossi based  
15 on the Board's vote, with Heatherwood achieving the highest mathematical score of  
16 178, while Ossi received 175. The next step will be to negotiate with the top-ranked firm,  
17 and if an agreement cannot be reached, the project will proceed with the second-choice  
18 firm. Heatherwood, with the highest score and two first-place votes, is considered the  
19 leading option. Some residents raised concerns about the ranking process. However,  
20 both Mr. Dorrill and Mr. Pires confirmed that this is the ranking procedure set for local  
21 governments and the process that was outlined in the RFP when it was published.

22

23 Mr. Vanover stressed the importance of properly constructing the porte-cochere to  
24 prevent the kind of damage experienced in Mr. Dorrill's community, where the lower  
25 porte-cochere is damaged approximately every 60 days.

26 Mr. Dorrill will reach out to Heatherwood and use the contract template previously used,  
27 based on the standard agreement forms published by the American Institute of  
28 Architects (AIA), with any necessary modifications as deemed by Mr. Pires. Additionally,  
29 Mr. Dorrill will have the District's civil engineer independently verify that the project site  
30 is not located within a FEMA flood zone, which is expected to save the District around  
31 \$200,000.

1 **B. FEMA Claim Appeal**

2 **C. FPL Airport Road Debris Removal**

3 **ATTORNEY'S REPORT**

4 **ENGINEER'S REPORT**

5 No report was given at this time.

6 **SUPERVISOR'S REQUEST**

7 **PUBLIC COMMENT**

8 No public comments were received at this time.

9 **ADJOURNMENT**

10 With no further comments, the meeting was adjourned **on a MOTION by Mr. Giannetti,**  
11 **and a second by Mr. Stewart Hall, at 10:39 a.m.** The next meeting will be December  
12 18, 2024, at 9:00 a.m.