

**MINUTES
GARDENS OF GULF COVE STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, NOVEMBER 19, 2025**

9:28 a.m. – 11:27 a.m.
Mac V. Horton, West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

Members Present: James Newkirk, Vice Chair
Raymond Forshee
Martha Vanderbilt

County Staff: Lorraine Money Penny, Community Liaison
Ray Slade, Projects Manager

Guests: See attached sign-in sheet

Call to Order / Roll Call:

The meeting was called to order at 9:28 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

None

Citizen Input on Agenda Items Only (3 Minute Limit):

- Ms. Piccolo spoke for people like herself who have mobility issues and struggle with dangerous curbs in Gardens of Gulf Cove. The Americans with Disabilities Act (ADA) requires that state and local governments provide curb ramps where street level pedestrian walkways cross curbs whenever streets, roadways, or highways are *altered*. The upcoming pavement project is such an alteration. There are some curb ramps for mobility equipment, but not enough to be ADA-compliant. Particularly worrisome is a set of two ramps at Coliseum Blvd. and Drucker Cir. that are installed at right angles to each other near the community clubhouse.
- Mr. Bartolo, who maintains mobility scooters, said Gardens of Gulf Cove curbs are a tipping hazard and they scrape scooter bottoms. He also asked when the 2026 resurfacing project will begin.
- Mr. Parrotte added that guests of his who use wheelchairs encounter more danger when they roll down the pavement to avoid dangerous sidewalks.

Approval of Minutes:

The minutes of the August 20, 2025 regular meeting were approved as submitted.

New Business:

- a. Financial Reports: The Board reviewed the fourth quarter 2025 financials. There were no questions.
- b. ADA Compliance: Mr. Newkirk displayed a slide show (attached) to explain specific issues on the streets of the Gardens. The Advisory Board discussed possibilities. In response to questions, Mr. Slade agreed that the ADA requirement for curb ramps does seem to be triggered by the upcoming pavement resurfacing project. Installing ramps means more than pouring concrete; roads would need striping, signs, adjusted stop bars. The sidewalks, at 36" wide, are already compliant. It is possible to install an extension over a valley gutter, but that would have drainage consequences. There are 57 intersections. A guess is that each would cost \$2,500. The advisory board would have to budget the money. It could be done in phases. If the County Engineer requires that an engineering firm design the curb ramps, there would be more cost and delay. It is possible that the work could be performed in house.

Mr. Newkirk moved to spend up to \$150,000 to make Gardens of Gulf Cove intersections ADA compliant, if the County Attorney determines that the upcoming pavement resurfacing project triggers this level of ADA compliance. Ms. Vanderbilt seconded and the motion passed unanimously.

The Advisory Board turned attention to the right angles on the sidewalk near the clubhouse. They discussed the function of the nearby retaining wall, the wisdom of smoothing the right angle or removing one internal curb or two, and the border between the County right-of-way and HOA property. Mr. Newkirk moved that the County remove the curb at Coliseum Blvd. by the clubhouse and the curb on the sidewalk at Coliseum Blvd. and Drucker Cir. for an amount not to exceed \$8,000. Ms. Vanderbilt seconded and the motion passed.

Mr. Newkirk said there would be a portion for the HOA to remove afterwards. Ideally, the County would remove that portion, too -- with permission -- and grade the whole area.

- c. New Quorum Rule: If an advisory board member must recuse himself from a vote, his presence is not counted towards the quorum.
- d. 2026 Meeting Schedule: The advisory board approved the 2026 meeting schedule.

Citizen Input on MSBU Items (3 Minute Limit):

- Ms. Piccolo suggested that the curb be removed and redesigned.
- Mr. Bartolo asked when the pavement project will begin and if ADA ramps could be installed at the same time. Mr. Slade said they would be performed at different times by different contractors.
- Mr. Parrotte said the motion to remove curbs is not necessary; rounding them may be sufficient.
- Ms. Piccolo said there is no need to remove the curbs along the side of the sidewalk.

Advisory Board Open Discussion: Mr. Newkirk pointed out conflicting directions about rounding the curbs instead of removing them. Mr. Forshee expressed satisfaction that the paving project will begin next year, and at a lower assessment rate than originally planned.

Scheduled Future Meetings as Needed / Items for Next Agenda:

Budget is added to the next agenda. Future meetings are scheduled at 9:30 a.m. in the West County Annex Conference Room 120 as follows:

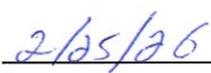
- Wednesday, February 25, 2026
- Wednesday, May 20, 2026
- Wednesday, August 19, 2026
- Wednesday, November 18, 2026

The meeting adjourned at 10:54 a.m.

Submitted by Lorraine Moneypenny
Public Works Department



Chair Signature



Date



**Gardens of Gulf Cove Street & Drainage
 Municipal Service Benefit Unit**

Advisory Board Attendance
9:30 a.m., Wednesday, November 19, 2024

Location: 6868 San Casa Drive, Englewood, FL 33950
West County Annex

**INFORMATION SUPPLIED ON THIS FORM
 BECOMES PUBLIC RECORD**

NAME (please print)	Email Address	Phone Number
Ray Slade	Raymond Slade @ charlottecountyfl.gov	941-575-3685
Ray Forshee	M FORSHEE @2@GMAIL	201-289-2216
MARTHA VANDERBILT		513-280-0130
Calvin Lamotte	cpay 449 GMAIL	941-662-0169
Ray Lamotte		
Joseph Bartolo	JBART528@MSN.COM	724-480-6855
Donna Accolo	donnaaccolo30@gmail	724-920-8025
Tina Newkirk		

AGENDA

GARDENS OF GULF COVE STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING WEDNESDAY, NOVEMBER 19, 2025

9:30 a.m., Mac V. Horton, West County Annex
6868 San Casa Drive, Englewood, Florida

ADVISORY BOARD: James Newkirk, Vice Chair
Raymond Forshee
Martha Vanderbilt

COUNTY STAFF: Lorraine Moneypenny, Community Liaison
Ray Slade, Project Manager

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Changes to the Agenda
4. Citizen Input on Agenda Items (3 Minute Limit)
5. Approval of Minutes: August 20, 2025
6. Unfinished Business
7. New Business
 - a. Financial Reports
 - b. ADA Compliance
 - c. New Quorum Rule
 - d. 2026 Meeting Schedule
8. Citizen Input on MSBU Items (3 Minute Limit)
9. Advisory Board Open Discussion
10. Meeting Schedule/Items for Next Agenda
11. Adjournment

Gardens of Gulf Cove Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2024 - Sept. 30, 2025

Unaudited as of 9.30.25

	Actual FY2024	Adopted Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
Beginning Balance	\$963,724	\$246,330	\$625,017		
Revenues					
Assessments & Earnings	393,369	330,071	360,925		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$393,369	\$330,071	\$360,925		
Expenditures					
Contract Services	12,961	22,780	9,889	2,634	10,257
Pipe Lining	682,033	200,000	246,960	35	(46,995)
ROW Maintenance	-	-	-	-	-
ROW Reclamation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	29,281	113,410	43,120	-	70,290
Internal Charges	3,083	1,120	1,120	-	-
Purchased Services	4,718	7,431	7,757	-	(326)
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Total Expenditures	\$732,076	\$344,741	\$308,847	\$2,669	\$33,226
Reserves (Ending Fund Balance)	\$625,017	\$231,660	\$677,095		
Reserve %	46.1%	40.2%	68.7%		

Date Prepared: 10/27/2025

Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

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Gardens of Gulf Cove Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost	
	110558	Concrete (Sidewalk) Repair/Replace		09/10/2025	4.00	270.56	0.00	30.02	0.00		300.58	
	110558	Concrete (Sidewalk) Repair/Replace		09/12/2025	17.00	1,159.88	0.00	83.37	0.00		1,243.25	
	110558	Concrete (Sidewalk) Repair/Replace		09/16/2025	4.50	300.09	54.69	22.52	0.00		377.30	
	110558	Concrete (Sidewalk) Repair/Replace		09/19/2025	7.50	500.15	500.00	37.53	0.00		1,037.68	
	110558	Concrete (Sidewalk) Repair/Replace		09/22/2025	2.00	141.00	0.00	10.38	0.00		151.38	
	110558	Concrete (Sidewalk) Repair/Replace		09/23/2025	6.00	406.88	25.17	53.32	0.00		485.37	
	Work Order 110558 Total				41.00	2,778.56	579.86	237.13	0.00	80.00	3,595.56	
	119038	Concrete (Sidewalk) Repair/Replace	6552 COLISEUM BLVD, PORT CHARLOTTE, FL, 33981	09/10/2025	4.00	270.56	0.00	30.02	0.00		300.58	
	119038	Concrete (Sidewalk) Repair/Replace		09/12/2025	17.00	1,159.88	0.00	83.37	0.00		1,243.25	
	119038	Concrete (Sidewalk) Repair/Replace		09/16/2025	4.50	300.09	54.69	22.52	0.00		377.30	
	119038	Concrete (Sidewalk) Repair/Replace		09/19/2025	7.50	500.15	0.00	37.53	0.00		537.68	
	119038	Concrete (Sidewalk) Repair/Replace		09/22/2025	2.00	141.00	0.00	10.38	0.00		151.38	
	119038	Concrete (Sidewalk) Repair/Replace		09/23/2025	3.00	200.06	25.17	15.01	0.00		240.24	
	Work Order 119038 Total				38.00	2,571.74	79.86	198.82	0.00	50.00	2,850.43	
	Concrete (Sidewalk) Repair/Replace Total											
	105280	Concrete Catch Basin Repair		09/08/2025	11.00	756.19	0.00	30.11	0.00		786.30	
	105280	Concrete Catch Basin Repair		09/10/2025	2.50	175.18	0.00	7.27	0.00		182.45	
	105280	Concrete Catch Basin Repair		09/24/2025	12.00	800.24	0.00	60.04	0.00		860.28	
	Work Order 105280 Total				25.50	1,731.61	0.00	97.42	0.00	1.00	1,829.03	

Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

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Gardens of Gulf Cove Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		Concrete Catch Basin Repair			25.50	1,731.61	0.00	97.42	0.00	1.00	1,829.03
	118037	Contracted Work		09/09/2025	0.00	0.00	0.00	0.00	860.00		860.00
	118037	Contracted Work		09/09/2025	0.75	64.81	0.00	3.12	0.00		67.93
		Contract Inspection Total			0.75	64.81	0.00	3.12	0.00		67.93
	118037	Contracted Work		07/29/2025	0.25	21.60	0.00	1.04	0.00		22.64
		Contract Management Total			0.25	21.60	0.00	1.04	0.00		22.64
		Work Order 118037 Total	13578 DARNELL AVE, FL, 33981		1.00	86.41	0.00	4.16	860.00	1.00	950.57
		#23-651 Tree Trimming and Removal - Annual Contract									
		Contracted Work Total			1.00	86.41	0.00	4.16	860.00	1.00	950.57
	117729	Investigation		07/28/2025	2.00	151.48	0.00	8.32	0.00		159.80
		Work Order 117729 Total	CUTLER TER, PORT CHARLOTTE, FL, 33981		2.00	151.48	0.00	8.32	0.00	1.00	159.80
	117911	Investigation		09/10/2025	1.00	75.74	0.00	4.16	0.00		79.90
		Work Order 117911 Total	13257 EBONY AVE, PORT CHARLOTTE, FL, 33981		1.00	75.74	0.00	4.16	0.00	1.00	79.90
	118980	Investigation		09/17/2025	1.50	113.61	0.00	6.24	0.00		119.85
		Work Order 118980 Total	BUCKETT CIR, PORT CHARLOTTE, FL, 33981		1.50	113.61	0.00	6.24	0.00	1.00	119.85
	119002	Investigation		08/05/2025	1.00	75.74	0.00	4.16	0.00		79.90
		Work Order 119002 Total	6524 THORMAN RD, PORT CHARLOTTE, FL, 33981		1.00	75.74	0.00	4.16	0.00	1.00	79.90

Monthly Funding Report

START DATE:

07/01/2025

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09/30/2025

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Gardens of Gulf Cove Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	125748	Investigation		09/17/2025	1.00	75.74	0.00	4.16	0.00		79.90
	Work Order 125748 Total		6532 THORMAN RD, PORT CHARLOTTE, FL, 33981		1.00	75.74	0.00	4.16	0.00	1.00	79.90
	Investigation Total				6.50	492.31	0.00	27.04	0.00	5.00	519.35
	72644	MSBU Administrative Work		08/01/2025	5.00	466.00	0.00	0.00	0.00		466.00
	Map Creation Total				5.00	466.00	0.00	0.00	0.00		466.00
	72644	MSBU Administrative Work		08/20/2025	5.00	369.50	0.00	0.00	0.00		369.50
	MSBU Meeting Total				5.00	369.50	0.00	0.00	0.00		369.50
	72644	MSBU Administrative Work		08/21/2025	1.50	110.85	0.00	0.00	0.00		110.85
	72644	MSBU Administrative Work		08/26/2025	0.50	36.95	0.00	0.00	0.00		36.95
	MSBU Minutes Total				2.00	147.80	0.00	0.00	0.00		147.80
	72644	MSBU Administrative Work		07/14/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72644	MSBU Administrative Work		07/15/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72644	MSBU Administrative Work		07/17/2025	2.00	147.80	0.00	0.00	0.00		147.80
	72644	MSBU Administrative Work		07/22/2025	1.50	110.85	0.00	0.00	0.00		110.85
	72644	MSBU Administrative Work		07/23/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72644	MSBU Administrative Work		08/13/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72644	MSBU Administrative Work		08/14/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72644	MSBU Administrative Work		08/19/2025	2.50	184.75	0.00	0.00	0.00		184.75
	72644	MSBU Administrative Work		09/03/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72644	MSBU Administrative Work		09/05/2025	1.50	110.85	0.00	0.00	0.00		110.85
	72644	MSBU Administrative Work		09/10/2025	0.50	36.95	0.00	0.00	0.00		36.95

Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

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Gardens of Gulf Cove Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost	
		Administrative Time Total										
	72644	MSBU Administrative Work		07/10/2025	11.75	868.33	0.00	0.00	0.00	0.00	868.33	
	72644	MSBU Administrative Work		07/29/2025	2.00	172.82	0.00	8.32	0.00	0.00	181.14	
	72644	MSBU Administrative Work		08/12/2025	3.00	259.23	0.00	12.48	0.00	0.00	271.71	
	Work Order 72644 Total											
					30.75	2,456.50	0.00	29.12	0.00	105.25	2,485.62	
	MSBU Administrative Work Total											
					30.75	2,456.50	0.00	29.12	0.00	105.25	2,485.62	
	119547	Sign Fabrication		08/07/2025	0.75	54.11	91.05	5.13	0.00	0.00	150.29	
	Work Order 119547 Total											
					0.75	54.11	91.05	5.13	0.00	3.00	150.29	
	125966	Sign Fabrication		09/17/2025	0.25	18.04	36.84	1.71	0.00	0.00	56.58	
	Work Order 125966 Total											
					0.25	18.04	36.84	1.71	0.00	1.00	56.58	
	Sign Fabrication Total											
					1.00	72.15	127.89	6.84	0.00	4.00	206.87	
	Gardens of Gulf Cove Street and Drainage Unit Total											
					143.75	10,189.27	787.61	600.53	860.00		12,437.43	

Monthly Funding Report

START DATE:

07/01/2025

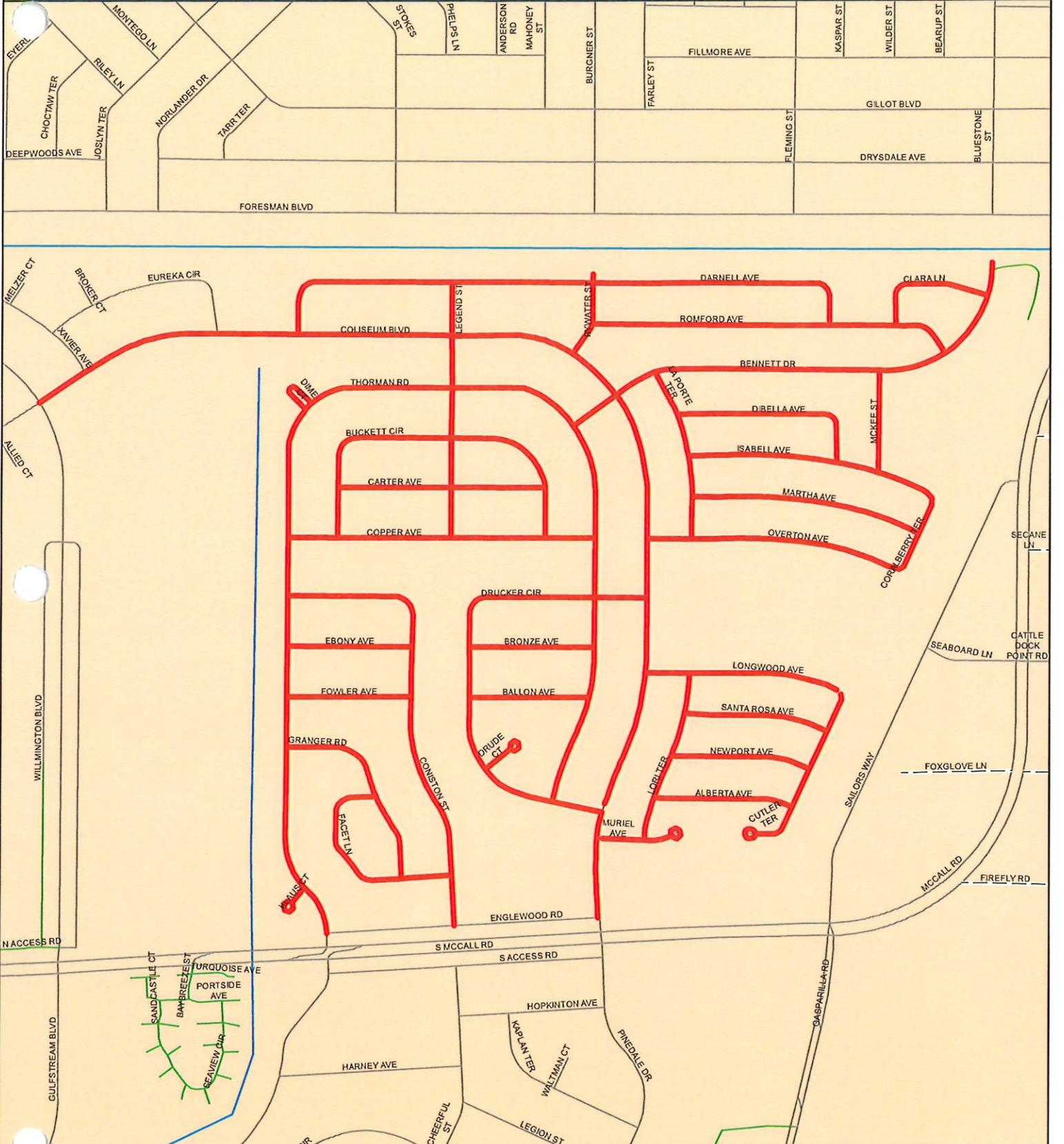
END DATE:

09/30/2025

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					143.75	10,189.27	787.61	600.53	860.00		12,437.43

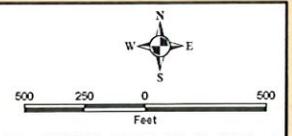
Grand totals for all MSBUs reported

Gardens of Gulf Cove Paving Program - FY2026



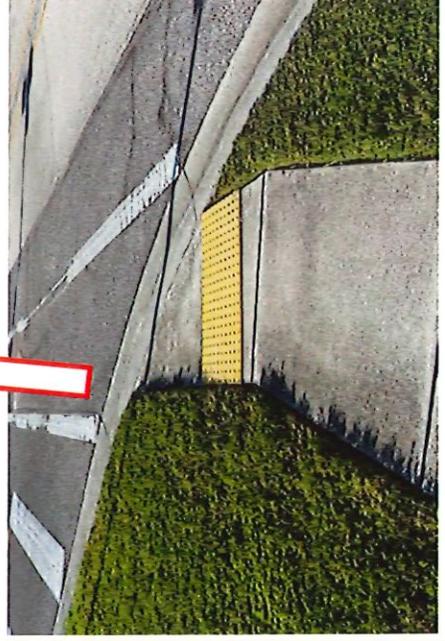
Stateplane Projection
Datum: NAD83
Units: Feet
Source: Public Works
Metadata available upon request

- MAINT BY:**
-  Paving Program
 -  Dedicated - Not Maintained
 -  Dedicated - Privately Maintained
 -  Private
 -  Other Streets



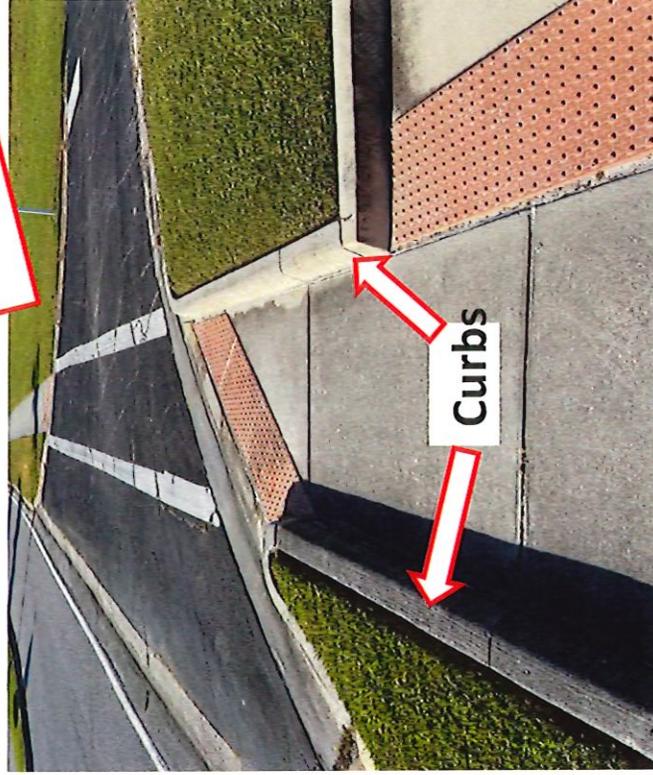
Gardens of Gulf Cove MSBU – Existing ADA Ramps

A resident contacted the Association with a problem about the existing ADA ramps around the Association Clubhouse on Coliseum. She said that the curbing, that was installed when the ADA ramps were put in, is creating problems with her using the ramps and damaging her mobility scooter. She also said that the “V” shape drain at the edge of the road is also a problem.



The issue is that the curbs create a problem when trying to turn her scooter. The scooter hits the curbs.

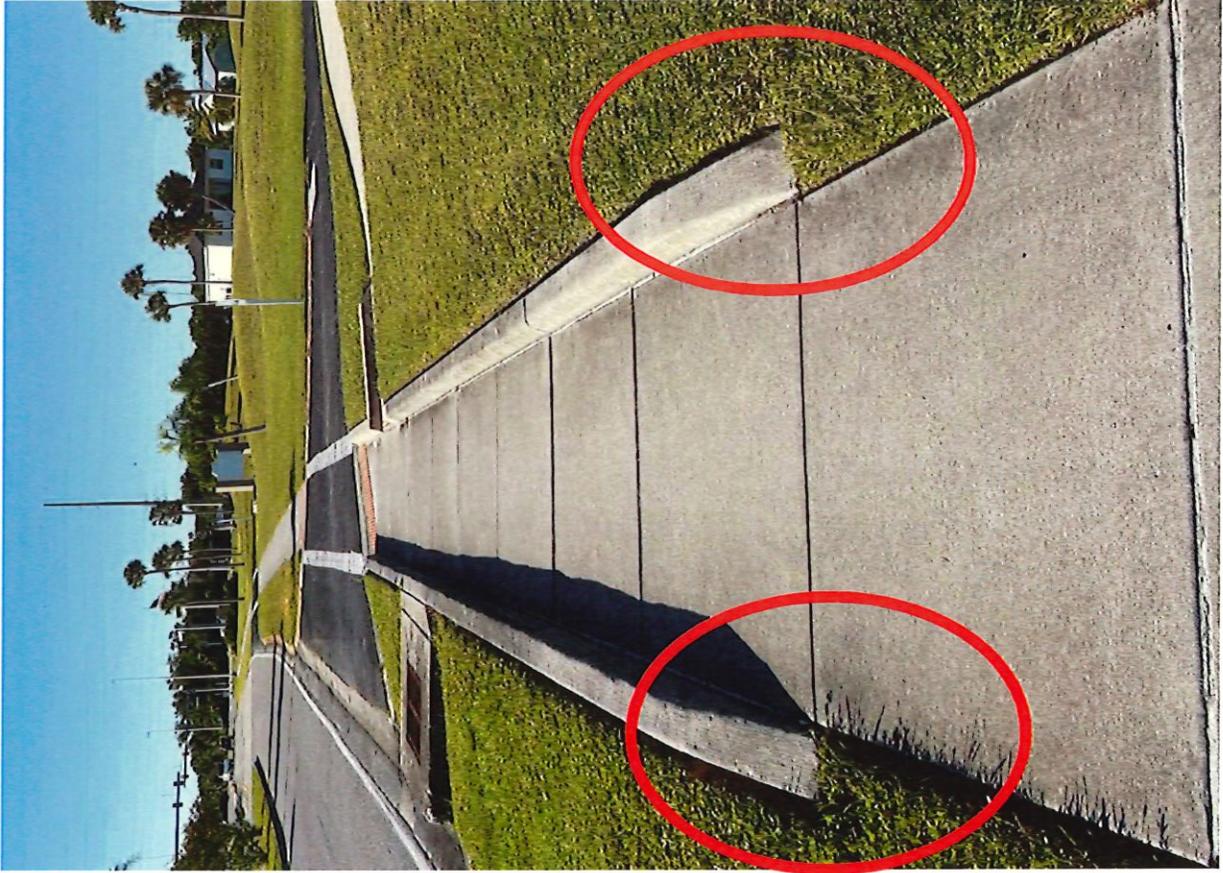
Other side of the driveway



On the other side of the driveway there were no curbs installed.

The question is why were the curbs installed?

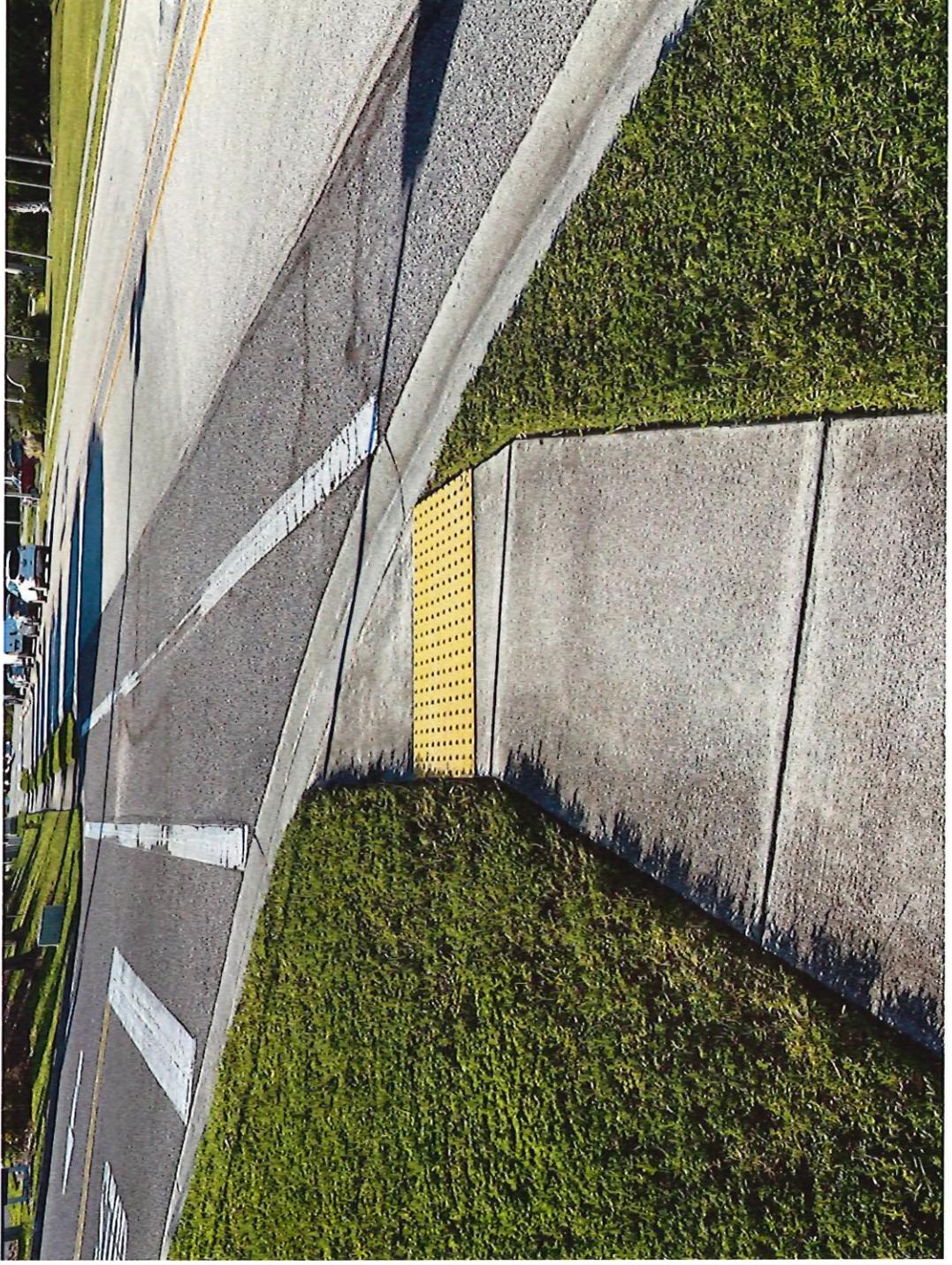
When you look at further down the sidewalk, you will see that the grassy area was actually raised to match the height of the curb.



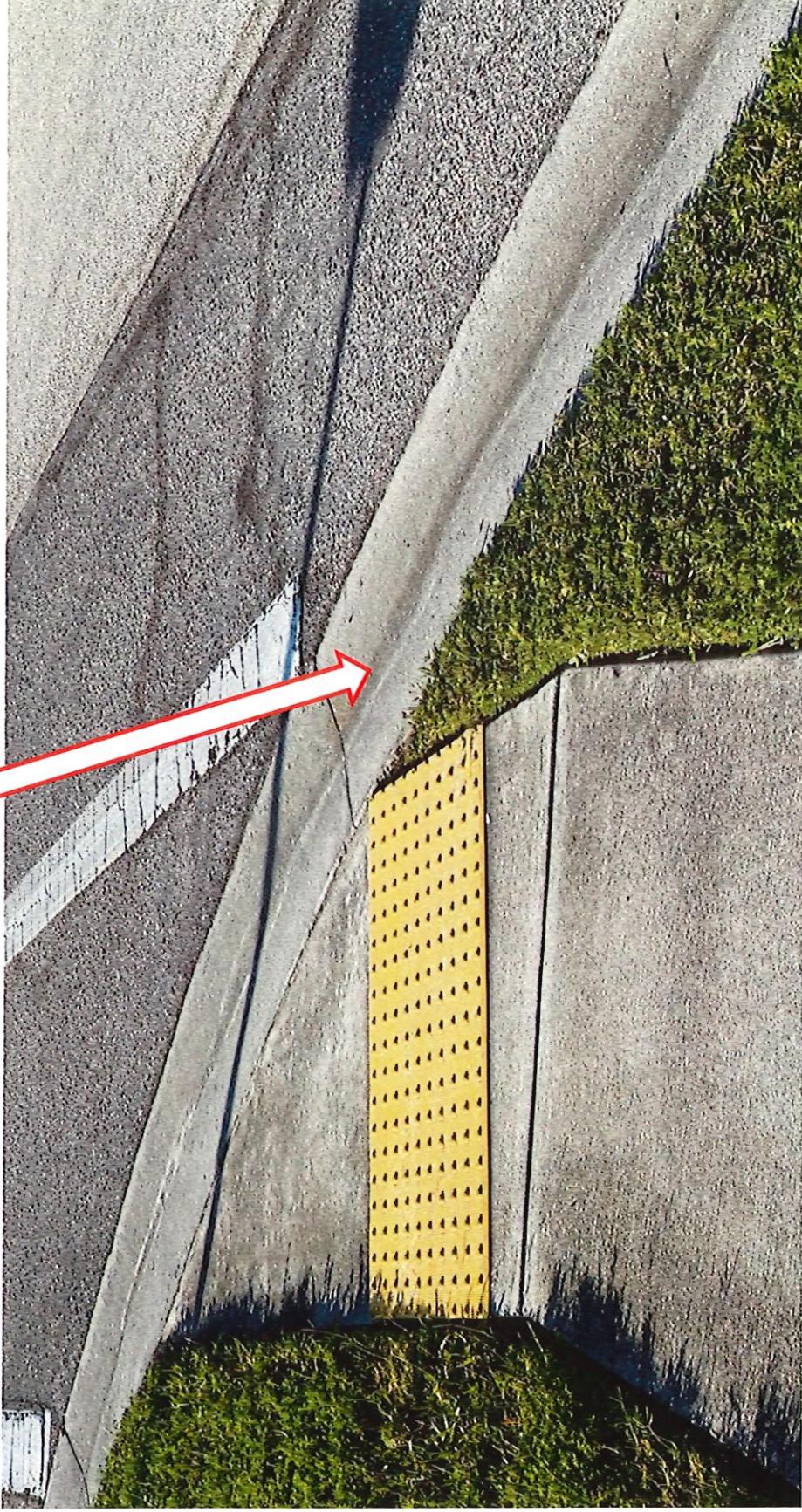
The raised curb also exist at the corner of Coliseum Blvd. and Drucker Circle.



The resident would like the curbs removed so they would all look like this, the other side of the pool entrance.



The resident also complained that the “V” shaped drain at the hedge of all the roads was a problem.



The desired design for the ramp is:

- There are no curbs
- Where concrete ramp extends over "V" gutter

