

**PALMER RANCH MASTER PROPERTY OWNERS ASSOCIATION, INC. (PRMA)**  
**MEETING OF THE BOARD OF TRUSTEES**  
**Minutes**  
**June 23, 2016**

A meeting of the Board of Trustees of the Palmer Ranch Master Property Owners Association, Inc. was held June 23, 2016 at Covenant Life Presbyterian Church located at 8490 McIntosh Road, Sarasota, Florida.

Trustees present: Bob Holzman, Cathy Leetzow, Claudia Brooks, Dick Beitel, Garry Wharton, Lee Katz, Nicholas Spina, Peggy Wells, Rob O'Connor, Steve Anderson and Sue Ambrecht.

Trustees absent: Joel Schemmel, Laura Gilbert and Steve Jeantet.

Community representatives present: Claudia Brooks of Deer Creek, Kamel Zaki of The Hamptons, Donald McKee of Marbella, Carol Auricchio of Mira Lago, Lee Katz of VillageWalk, Nicholas Spina of Wellington Chase, Sue Ambrecht from Palmer Park of Commerce and Bob Holzman from TPC Prestancia

Members present: Kathrin Harris of Turtle Rock.

Also in attendance: Fred Falkner from The Glenridge on Palmer Ranch and PRMA staff members Tracy Smith and Carrie Agosto.

Having confirmed a quorum was present, President Elect Garry Wharton convened the meeting at 3:00pm.

Board members noted with sadness the sudden passing of President Bob Mills, who passed away on June 9, 2016.

#### **MINUTES OF PREVIOUS MEETING**

There being no changes or additions to the minutes of the April 28, 2016 PRMA Meeting of the Board of Trustees, the minutes were considered approved as distributed.

#### **FINANCIAL REPORT**

Tracy Smith presented the financial statement for the period ending May 31, 2016

#### **COMMITTEE / MANAGEMENT REPORTS**

The following reports were distributed to board members prior to the meeting. Opportunity to ask questions and/or provide brief recap of the purpose of each report/committee was given.

- A. Management Report** – comments provided by Tracy Smith
- B. Grounds Report** – comments provided by Tracy Smith
- C. Advisory Committee** – comments provided by Rob O'Connor
- D. Parks Committee** – comments provided by Fred Falkner
- E. Community Center Sub Committee** – comments provided by Garry Wharton
- F. Website / Communications Ad Hoc Team** – comments provided by Rob O'Connor
- G. Palmer Ranch Watershed / Natural Assets Team** – comments provided by Rob O'Connor

#### **OLD BUSINESS**

There was no old business to discuss.

## NEW BUSINESS

### A. Election of Officers

Motion by Garry Wharton, seconded by Nicholas Spina, that the resignation of Garry L. Wharton from the office of President-Elect be accepted by the Board of Trustees (Board) and that he be elected by the Board to the vacant office of President for the unexpired term thereof. Motion passed unanimously.

Motion by Garry Wharton, seconded by Claudia Brooks, that the resignation of Robert O'Connor from the office of Vice President be accepted by the Board of Trustees (Board) and that he be elected by the Board to the vacant office of President-Elect for the unexpired term thereof. Motion passed unanimously.

Motion by Garry Wharton, seconded by Sue Ambrecht, that the Board of Trustees elect Richard Beitel to the vacant office of Vice President for the unexpired term thereof. Motion passed unanimously.

### B. Manager's Employment Agreement

Motion by Garry Wharton, that the Employment Agreement, as amended, by and between the Palmer Ranch Master Property Owners Association, Inc. and Tracy Smith, dated April 10, 2014, be amended further as follows:

A. Terms of Employment, As Community Manager: the termination date of "June 30, 2016" shall be extended to "June 30, 2017",

C. Compensation, As Community Manager: the annual salary shall be changed from \$90,000 to \$95,400."

These amendments shall be attached to and made a part of the aforesaid Employment Agreement, as amended.

Motion was seconded by Rob O'Connor, and passed unanimously.

Motion by Garry Wharton, second by Rob O'Connor, that the established annual evaluation of the job performance of the Community Manager shall be conducted by the officers of the Palmer Ranch Master Property Owners Association, Inc. on the first business day of the month of June during each annual term of the Community Manager's employment. Following discussion the motion passed unanimously.

### C. 2016 Enhancement Projects

#### 1. Northridge & Sawyer Loop Roads

Motion by Garry Wharton, second by Sue Ambrecht, to proceed with the enhancement project as noted on the following attached proposals from Bloomings Landscape & Turf Management, Inc.:

- Landscape Enhancement for Northridge Road / Sawyer Loop in the amount of \$3,340.00
- Landscape Enhancement for Northridge Road (East Wellington Chase entrance) in the amount of \$2,920.00
- Landscape Enhancement for Northridge Road (West Wellington Chase entrance) in the amount of \$2,920.00

Project to be funded by Operating Funds Enhancement Line Item #61310. Motion passed unanimously.

#### 2. McIntosh Road – South of Central Sarasota Parkway

Motion by Garry Wharton, second by Sue Ambrecht, to proceed with the enhancement project as noted on the attached proposal from Bloomings Landscape & Turf Management, Inc. in the amount of \$4,352.00. Project to be funded by Operating Funds Enhancement Line Item #61310. Motion passed unanimously.

**3. Resurfacing of Traffic Signals / Pedestrian Poles**

Motion by Garry Wharton, second by Sue Ambrecht, to proceed with the enhancement project as noted on the attached proposal from P.J. Goldman Painting dated January 18, 2016 in the amount of \$33,360.00. Proposal noted includes resurfacing of the traffic signals and pedestrian arms at the intersections of McIntosh / Sawyer Loop; McIntosh / Palmer Ranch Parkway West; McIntosh / Palmer Ranch Parkway East; Beneva Road / Palmer Ranch Parkway West; and Beneva Road / Sarasota Square Blvd. Also authorized is an additional \$790.00 to resurface the pedestrian poles at the intersection of Honore Avenue and Palmer Ranch Parkway. Using the standard contract format, the project shall be funded by Statutory Reserve Account #30139. Motion passed unanimously.

**4. PVC Fencing – McIntosh / US41**

1. North side of McIntosh Road - Motion by Garry Wharton, second by Cathy Leetzwow, to proceed with the enhancement project noted on the attached proposal from Florida Fence dated February, 2016 in the amount of \$14,158.00 for PVC fencing along the north side of McIntosh Road, continuing east towards the entrance to Huntington Pointe. Using the standard contract format, the project shall be funded by Operating Funds Enhancement Line Item #61310. Motion passed unanimously.
2. South side of McIntosh Road - Motion by Garry Wharton, second by Sue Ambrecht, to not approve the enhancement project noted on the attached proposal from Florida Fence dated February, 2016 in the amount of \$13,932.00 for PVC fencing along the south side of McIntosh Road, continuing east towards the entrance to Stoneybrook Estates. Motion passed unanimously.

**D. Amending Articles of Incorporation**

Motion by Garry Wharton, second by Nicholas Spina, that the Articles of Incorporation of the Palmer Ranch Master Property Owners Association, Inc. be amended to delete the following language from Article VIII. E., as amended, (~~Strike through~~ indicates the language to be deleted) and to capitalize the letter “n” in the word “no”, in the last sentence of said Section:

“All Trustees elected by Residential Members must be Residential Members. ~~Subject to the provisions contained in SS. 617.306 (7), Florida Statutes, if applicable, a residential member may not serve more than two consecutive terms without a one year interval, and no~~ No more than two residents from any one Community may serve on the Board at the same time.”

(Words ~~struck through~~ are deleted; words underlined have been added)  
Motion passed unanimously.

**E. Request from D.R. Horton to use the PRMA reuse line on McIntosh Road**

Motion by Garry Wharton, second by Rob O’Connor, to table this item for discussion at a future board meeting. Motion passed unanimously.

**F. Submission from Stantec to relocated Directional Sign #27 – SE Northridge / Sawyer Loop**

Motion by Garry Wharton, second by Nicholas Spina, to table this item for discussion at a future board meeting. Motion passed unanimously.

**G. Other**

There was no other new business to discuss.

## **COMMUNITY REPRESENTATIVE – DISCUSSION**

### **A. Central Sarasota Parkway / Honore Avenue Roundabout**

Construction of the roundabout has been put on hold. The Declarant's office will keep the Master Association office informed of updates, as they become available.

### **B. GPS Addressing**

Following up on a discussion item from the April 28<sup>th</sup> Board Meeting, Carol Auricchio from Mira Lago stated that her community went through the necessary steps of informing 11 agencies of the correct address of the main gate to their community. Of the 11 agencies, one has responded to the request.

## **MEETING SCHEDULE**

The following board meetings will be held at Covenant Life Church, 8490 McIntosh Road, Sarasota:

- August 25 – 3pm
- September 22 – 3pm
- November 17 – 3pm

## **ADJOURN**

There being no further business to come before the meeting, the same, upon motion duly made and carried, adjourned at 3:57pm.

Respectfully submitted,

Lee Katz  
Secretary

# Bloomings

Landscape & Turf Management, Inc.

## Landscape Enhancement For Northridge Road Sawyer Loop

1. The Contractor shall remove the existing juniper 'parsoni'. **\$400.00**
2. The Contractor shall install the following plant material:

(48)	3-gallon	Arboricola 'green'	<b>\$600.00</b>
(48)	3-gallon	Arboricola 'variegata'	<b>\$600.00</b>
(80)	1-gallon	Jasmine 'minimma'	<b>\$400.00</b>
3. The Contractor shall install mini pine bark nuggets to the newly planted bed. **\$540.00**
4. The Contractor shall make necessary irrigation modifications. **\$400.00**
5. The Contractor shall install "fine pine" to the newly planted jasmine 'minimma' bed for mulching material.

**Drawing \$400.00**

Bloomings Landscape and Turf Management shall furnish labor and material to complete the aforementioned services for a fee of **\$3340.00**

  
Bloomings Landscape

\_\_\_\_\_  
PRMA

6/21/2016

5824 Bee Ridge Road #165 • Sarasota, FL 34233

Phone: (941) 927-9765 • Fax: (941) 929-9356 • [bloomingsltm@bloomingslandscape.com](mailto:bloomingsltm@bloomingslandscape.com)



## Landscape Enhancement For

### Northridge Road (East Wellington Chase entrance)

#### East Entrance (Wide larger bed):

1. The Contractor shall remove the existing juniper 'parsoni', at the west of Wellington Chase. (\$245.00)
2. The west side of the entrance is 16 foot wide. The bull nose of the west bed (8 foot) shall be planted with jasmine 'minimma' on one foot centers. (\$400.00) The remaining 17 foot shall be stagger planted with (7) 3-gallon Dwarf Arboricola 'green' on four foot centers. The Contractor shall install (14) 3-gallon Dwarf Arboricola 'variegata' to the outside perimeter. (\$262.50)
3. The Contractor shall install mini pine bark nuggets to the newly planted bed. (Narrow bed under the Magnolia trees) (\$300.00)
4. The Contractor shall remove the existing juniper 'parsoni' at the east side of Wellington Chase.
5. The Contractor shall install jasmine 'minimma' on one foot centers six inches from edge of curb approximately 8 foot x 4 foot. (\$200.00)
6. The Contractor shall make necessary irrigation modifications. (\$200.00)
7. The Contractor shall install "fine pine" to the newly planted jasmine 'minimma' bed for mulching material.
8. The contractor shall alternate (38) Arboricola 'variegata' and (43) Arboricola 'green' between the existing Magnolia 'little gem' (\$1012.50)

Drawing \$300.00

3-gallon plant material	\$12.50
1-gallon plant material	\$5.00
Mini pine bark nuggets	\$45.00/cu. yard

Bloomings Landscape and Turf Management shall furnish labor and material to complete the aforementioned services for a fee of \$2920.00

  
Bloomings Landscape

PRMA

6/21/2014

5824 Bee Ridge Road #165 • Sarasota, FL 34233

Phone: (941) 927-9765 • Fax: (941) 929-9356 • bloomingsltm@bloomingslandscape.com

## Landscape Enhancement For

### Northridge Road (West Wellington Chase entrance)

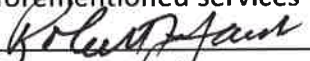
#### West Entrance (Wide larger bed):

1. The Contractor shall remove the existing juniper 'parsoni', at the west of Wellington Chase. **(\$245.00)**
2. The west side of the entrance is 16 foot wide. The bull nose of the west bed (8 foot) shall be planted with jasmine 'minimma' on one foot centers. **(\$400.00)** The remaining 17 foot shall be stagger planted with (7) 3-gallon Dwarf Arboricola 'green' on four foot centers. The Contractor shall install (14) 3-gallon Dwarf Arboricola 'variegata' to the outside perimeter. **(\$262.50)**
3. The Contractor shall install mini pine bark nuggets to the newly planted bed.  
**(Narrow bed under the Magnolia trees) (\$300.00)**
4. The Contractor shall remove the existing juniper 'parsoni' at the east side of Wellington Chase.
5. The Contractor shall install jasmine 'minimma' on one foot centers six inches from edge of curb approximately 8 foot x 4 foot. **(\$200.00)**
6. The Contractor shall make necessary irrigation modifications. **(\$200.00)**
7. The Contractor shall install "fine pine" to the newly planted jasmine 'minimma' bed for mulching material.
8. The contractor shall alternate (38) Arboricola 'variegata' and (43) Arboricola 'green' between the existing Magnolia 'little gem' **(\$1012.50)**

**Drawing \$300.00**

3-gallon plant material	\$12.50
1-gallon plant material	\$5.00
Mini pine bark nuggets	\$45.00/cu. yard

Bloomings Landscape and Turf Management shall furnish labor and material to complete the aforementioned services for a fee of \$2920.00

  
Bloomings Landscape

6/13/2014

\_\_\_\_\_  
PRMA

## Landscape Enhancement For Palmer Ranch Masters Association

### McIntosh south of Central

1. The Contractor shall remove the existing turf stand and install the following plant material.

(25)	3-gallon	Bougainvillea 'hellen johnson'	\$312.00
(3)	6-8 foot O.A.	Magnolia 'little gem'	\$1500.00
(10)	14-16 foot O.A.	Sabal palm slick trunk	\$2000.00
(12)	cubic yards	Mini pine bark nuggets	\$540.00

2. The Contractor shall install pine bark nuggets to the newly planted landscape bed.

**No Fee for Drawing**

Bloomings Landscape and Turf Management shall provide the aforementioned services for a fee of \$4352.00. All plant material shall be warranted for a term of twelve months.

  
Bloomings Landscape

\_\_\_\_\_  
Palmer Ranch Masters Association

  
Date



# **PJG GOLDMAN PAINTING**

2840 21<sup>st</sup> STREET COURT E. PALMETTO, FLORIDA 34221 (941) 722-0444 Fax (941) 723-3325

RICHARD BARTH - PRES  
PALMER RANCH MASTER PROP OWNERS ASSOC  
6142 CLARK CENTER AVE  
SARASOTA, FL 34238

JANUARY 18, 2016  
PHONE 922-3866  
FAX# 922-1581

Rick,

We propose to supply the necessary labor, materials, equipment, tools, supervision and insurance to complete the following scope of work:

## TRAFFIC SIGNALS IN PALMER RANCH

Power tool clean and repaint traffic with Ameron RSX Siloxane Gloss Black to Sarasota specs.

McIntosh Rd. @ Sawyer Loop

Item # 9- 4 masts w/lites @ \$1,350 ea. = \$5,400  
Item # 7 ( 3- 75' arms @ \$1,295 ea. = \$3,885  
Item #5 ( 1-50' arm @ \$850 ea. = \$850  
Total **\$10,135**

McIntosh Rd.@ Palmer Ranch Pkwy West

Item # 1 -2 masts @ \$470 ea. = \$940  
Item # 5 -( 3 - 50' arms @ \$850 ea. = \$2,550  
Total **\$3,490**

McIntosh Rd.@ Palmer Ranch Pkwy East

Item # 9 - 2 masts w/lites @ \$1,350 ea. = \$2,700  
Item # 7 - (1 -75' arm @ \$1,295 ea. = \$1,295  
Item # 5 - (1 - 50' arm @ \$850 ea. = \$850  
Total **\$4,845**

Beneva Rd @ Palmer Ranch pkwy West

Item #1 - 4 masts @ \$470 ea. = \$1,880  
Item #7 -( 2 - 75' arms @ \$1,295 ea. = \$2,550  
Item # 5 - (2- 50' arms @ \$850 ea.= \$1,700  
Item # 10 - 2 Peds @ \$395 ea. = \$790  
Total **\$6,960**

Beneva Rd. @ Sarasota Sq. Blvd

Item # #9 - 2 masts w/lites @ \$1,350 ea.= \$2,700  
Item # 1 - 2 mast @ \$470 ea.= \$940  
Item # 5- 2 (50' arms @ \$850 ea. = \$1,700  
Item # 7 - 2( 75' arms @ \$1,295 ea. = \$2,590  
Total **\$7,930**

# **PJG GOLDMAN PAINTING**

2840 21<sup>st</sup> STREET COURT E. PALMETTO, FLORIDA 34221 (941) 722-0444 Fax (941) 723-3325

TERMS: WEEKLY PROGRESS PAYMENTS

(PRICES ARE FIRM FOR 30 DAYS FROM DATE OF QUOTE)

Trusting that this proposal meets with your approval, we look forward to continuing to be of service to you in the near future.

Sincerely,

P.J. Goldman Painting



Philip J. Goldman

President

.....

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



5715 Pinkney Ave • Sarasota, FL 34232  
 Ph: (941) 921-4659 • Fax: (941) 921-9110

Proposal Date: 2/2016

YOUR BEST CONTACT
Your Consultant: <b>Kevin Dermody</b>

Customer Information	Installation Address
Name: Palmer Ranch	Contact: Tracy Smith / Rick Barth
Address: 6142 Clark Center Avenue	Address:
City/St/Zip: Sarasota Florida. 34238	City/St/Zip:
Phone: 941-922-3866	County / City Limit:
Alt. Phone:	Apprx. Date:
Email for Proposal:	

Fence Details		
<input type="checkbox"/> Chain Link <input checked="" type="checkbox"/> PVC <input type="checkbox"/> Wood            Aluminum <input type="checkbox"/> Other _____		
Style: 3 rail ranch rail	Apprx Length: 1267'	Height: 4'
Color: white	Gates:	Drawing Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

Specifications:	
	<b>*This proposal is to give Palmer Ranch Master Association an accurate estimate to what the cost of the 4' high 3 rail ranch rail fence would cost. The line of the fence and start/end points of the Fence would have to be verified by Florida Fence and a representative of Palmer Ranch.</b>
	<b>This proposal is for the materials and labor to install 1267' of fence along the south side of McIntosh Rd between US-41 and Stoneybrook Blvd</b>

One year warranty for PVC installation. Manufacturer's warranty for materials. Wood fence components are natural products and are subject to cracking, warping and color variation. These appearances and structural changes are uncontrollable and therefore not warranted. Excepting damage by natural or inflicted causes, wood fencing is warranted for one year and wood gates for ninety days from date of installation. Normal wood fence life varies from ten to twenty years, depending on its treatment or maintenance. An additional charge of \$75.00 per hour will be made for any trimming, clearing or removal of trees, shrubs or bushes in fence lines that are not specifically included and stated in contract. This charge also applies for roots and/or concrete and rock encountered upon installation. Fences are ordered and custom made to customer expectations. Therefore, refunds of deposits received may not be possible.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be notified to the customer at earliest possible time, and will become an extra charge over and above the proposal. All agreements contingent upon strike, accidents or delays beyond our control. Property owner to carry fire, tornado and other necessary insurance. This proposal may be withdrawn by us if not accepted within **15 days**.

Florida Fence, its business entity, owners and installers shall not be responsible for damage to private underground plumbing, wiring, sprinkler systems or septic systems on owner's property. Florida Fence does not practice surveying and must rely on property owner to furnish a current survey; or have all boundary markers visible; or designate fence locations with stakes and by signature accept all financial responsibility for correcting inaccurately installed fencing. Owner is responsible for knowledge of their private deed restrictions and responsible for permission for HOA or architectural review by local authorities. Customer is responsible for all underground facilities, including underground piping, sprinkler system, electrical wires/conduit, television, cable lines, phone lines, computer lines, drain fields, septic tanks and French drains. All facilities should be clearly marked by customer. Owner will indemnify and hold harmless Florida Fence for any damage to said facilities on site whether owned wholly by customer or any other property lines.

We propose to furnish material and labor to complete in accordance with above specifications.  Interest will be charged at 1.5% per month on past due accounts. Cost of collection and legal fees, if any, will be added.	50% Deposit	<b>\$ 6966</b>
	50% Upon Completion:	<b>\$ 6966</b>
	<b>Total Sum:</b>	<b>\$ \$13932</b>

**X** \_\_\_\_\_ Date: \_\_\_\_\_



5715 Pinkney Ave • Sarasota, FL 34232  
 Ph: (941) 921-4659 • Fax: (941) 921-9110

Proposal Date: 2/2016

YOUR BEST CONTACT
Your Consultant: <b>Kevin Dermody</b>

Customer Information	Installation Address
Name: Palmer Ranch	Contact: Tracy Smith / Rick Barth
Address: 6142 Clark Center Avenue	Address:
City/St/Zip: Sarasota Florida. 34238	City/St/Zip:
Phone: 941-922-3866	County / City Limit:
Alt. Phone:	Apprx. Date:
Email for Proposal:	

Fence Details		
<input type="checkbox"/> Chain Link <input checked="" type="checkbox"/> PVC <input type="checkbox"/> Wood            Aluminum <input type="checkbox"/> Other _____		
Style: 3 rail ranch rail	Apprx Length: 1287'	Height: 4'
Color: white	Gates:	Drawing Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

Specifications:	
	<b>*This proposal is to give Palmer Ranch Master Association an accurate estimate to what the cost of the 4' high 3 rail ranch rail fence would cost. The line of the fence and start/end points of the Fence would have to be verified by Florida Fence and a representative of Palmer Ranch.</b>
	<b>This proposal is for the materials and labor to install 1287' of fence along the north side of McIntosh Rd between US-41 and Huntington Pointe Dr</b>

One year warranty for PVC installation. Manufacturer's warranty for materials. Wood fence components are natural products and are subject to cracking, warping and color variation. These appearances and structural changes are uncontrollable and therefore not warranted. Excepting damage by natural or inflicted causes, wood fencing is warranted for one year and wood gates for ninety days from date of installation. Normal wood fence life varies from ten to twenty years, depending on its treatment or maintenance. An additional charge of \$75.00 per hour will be made for any trimming, clearing or removal of trees, shrubs or bushes in fence lines that are not specifically included and stated in contract. This charge also applies for roots and/or concrete and rock encountered upon installation. Fences are ordered and custom made to customer expectations. Therefore, refunds of deposits received may not be possible.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be notified to the customer at earliest possible time, and will become an extra charge over and above the proposal. All agreements contingent upon strike, accidents or delays beyond our control. Property owner to carry fire, tornado and other necessary insurance. This proposal may be withdrawn by us if not accepted within **15 days**.

Florida Fence, its business entity, owners and installers shall not be responsible for damage to private underground plumbing, wiring, sprinkler systems or septic systems on owner's property. Florida Fence does not practice surveying and must rely on property owner to furnish a current survey; or have all boundary markers visible; or designate fence locations with stakes and by signature accept all financial responsibility for correcting inaccurately installed fencing. Owner is responsible for knowledge of their private deed restrictions and responsible for permission for HOA or architectural review by local authorities. Customer is responsible for all underground facilities, including underground piping, sprinkler system, electrical wires/conduit, television, cable lines, phone lines, computer lines, drain fields, septic tanks and French drains. All facilities should be clearly marked by customer. Owner will indemnify and hold harmless Florida Fence for any damage to said facilities on site whether owned wholly by customer or any other property lines.

We propose to furnish material and labor to complete in accordance with above specifications.  Interest will be charged at 1.5% per month on past due accounts. Cost of collection and legal fees, if any, will be added.	50% Deposit	<b>\$ 7079</b>
	50% Upon Completion:	<b>\$ 7079</b>
	<b>Total Sum:</b>	<b>\$ 14158</b>

**X** \_\_\_\_\_ Date: \_\_\_\_\_