

**Palmer Ranch Master Property Owners Association. Inc**  
**Organizational Meeting of the Board of Trustees**  
**MINUTES**  
**March 23, 2017**

The Organizational Meeting of the Board of Trustees of Palmer Ranch Master Property Association, Inc. was held March 23, 2017, immediately following the Annual Member Meeting, at Covenant Life Church, 8490 McIntosh Road, Sarasota, Florida 34238

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

Trustee absent: Joel Schemmel

Member present: Larry Hall of Cobblestone

Palmer Ranch Master Association staff in attendance: Tracy Smith, Carrie Agosto and Steve Crowther.

**Convene/confirmation of Quorum**

Rob O'Connor, President, brought the meeting to order at 4:10pm following confirmation of a quorum.

**Minutes of previous meeting**

There being no changes or additions, the minutes of the January 26, 2017 Board of Trustees meeting were considered approved as distributed.

**Appointment of Officers**

Motion by Steve Jeantet, second by Cathy Leetzow, to elect the following officers:

- President Elect-Dick Beitel
- Vice President-Garry Wharton
- Treasurer-Peggy Wells
- Secretary-Lee Katz

There being no discussion, the motion passed unanimously.

**Committee Charters/ Member Appointments**

A. Advisory Committee

Motion by Kathrin Harris, second by Claudia Brooks, to appoint the following to the Advisory Committee until the next Annual Members Meeting:

- Five Officers named at this meeting
- Kathrin Harris of Turtle Rock
- Larry Hall of Cobblestone
- Cathy Leetzow of Isles of Sarasota

There being no discussion, the motion passed unanimously.

B. Community Center Sub Committee

Pursuant to the Resolution approved by the Board of Trustees on March 24, 2016, the following will be appointed to the Community Center Sub Committee: President Rob O'Connor, President-Elect Dick Beitel and Vice President Garry Wharton.

C. Community Relations Committee

Motion by Kathrin Harris, second by Claudia Brooks, to approve the Charter for the Community Relations Committee and to appoint the following to the Committee, until the next Annual Members meeting:

- Rob O'Connor
- Cathy Leetzow
- Peggy Wells
- Tracy Smith, PRMA Community Manager
- Carrie Agosto, PRMA Administrative Assistant

Community Relations Charter will be attached to and made part of the minutes of this meeting. The motion passed unanimously.

D. Palmer Ranch Watershed/ Natural Assets Committee

Motion by Garry Wharton, second by Claudia Brooks, to approve the Charter for the Palmer Ranch Watershed / Natural Assets Committee and to appoint the following members to the Committee:

- Voting Committee Members:
  - Committee Chair / Member: Ken Brinker of Stoneybrook Golf & Country Club
  - Rob O'Connor of Stoneybrook Golf & Country Club
  - Cathy Leetzow of Marbella / Isles of Sarasota
  - Cindy Taliaferro of Mira Lago
  - Garry Wharton of Silver Oak
  - Oliver Janney of Deer Creek
  - Dale White of The Hamptons
  - Jennifer Jacksits of Isles of Sarasota
  - Ruth Walsh of Turtle Rock
  - Tracy Smith of Palmer Ranch Master Association
  
- Non-Voting Committee Members/ Professional Consultants:
  - Dr. David Shafer of Shafer Consulting
  - Dr. Jennifer Shafer of Shafer Consulting
  - Steve Suau of Progressive Water Resources
  - Russ Hoffman of Beautiful Ponds
  - John Ryan of Sarasota County
  - Dr. Abbey Tyrna of UF/IFAS

Charter will be attached to and made a part of the minutes of this meeting. The motion passed unanimously.

**New Business**

- A. Master Association Property Insurance - Windstorm Coverage  
Motion by Claudia Brooks, second by Nicholas Spina, to approve obtaining an insurance policy with Tower Hill Prime Insurance Co. - A-VII (admitted carrier), for \$573,600 Total Property Coverage including Replacement Cost, Special Form including Theft on Office Contents, including Windstorm & Hail Coverage with a 5% per occurrence per item wind/ hail Deductible, 90% Coinsurance, \$1,000. All Other Perils Deductible, Sinkhole coverage is excluded but does not include Catastrophic Ground Cover Collapse. ESTIMATED ANNUAL PREMIUM \$4.116.08. Our existing policy with Scottsdale Insurance Company, will be cancelled on the effective date of the new policy. Following discussion, the motion passed by the following vote:  
Steve Anderson - NO, Sue Ambrecht - YES, Garry Wharton – YES, Claudia Brooks - YES, Rob O'Connor - YES, Nicholas Spina - YES, Lee Katz - YES, Peggy Wells - YES, Aaron Herschberger - YES, Steve Jeantet - YES, Bob Holzman - YES, Dick Beitel - YES and Kathrin Harris - YES.

CAI Board Memberships

Motion by Kathrin Harris, second by Claudia Brooks, to appoint up to five board members who will receive one-year CAI Board Memberships, paid for by the Palmer Ranch Master Association:

- Claudia Brooks

Following discussion, the motion passed unanimously.

B. Other

There was no other new business to discuss.

**Meeting Schedule**

The following board meetings will be held at Covenant Life Church, 8490 McIntosh Road, Sarasota:  
Thursday, May 18th- 3pm; Thursday, July 27th- 3pm; Thursday, September 28th- 3pm; Thursday, November 16th- 3pm

**Adjourn**

Motion to adjourn was made by Garry Wharton, second by Claudia Brooks. The meeting was adjourned at 4:25pm.

Respectfully submitted,

Leatrice Katz, Secretary



## Community Relations Committee Charter

The Community Relations Committee is made up of member volunteers and is designed to make recommendations to the Board of Trustees on improvements relating to the Master Association's community relations to its members.

**Authorization:** The Community Relations Committee is established by the Board of Trustees (Board) under Article IX, Section 1, of the Bylaws of Palmer Ranch Master Property Owners Association, Inc. (Association), as amended, on March 23, 2017 and will serve at the pleasure of the Board. Committee members will be tasked with the review, evaluation and recommendation for improvements to the Master Association's community relations. The Committee shall act on specific requests from the Board and serve at the pleasure of the Board.

**Membership:** The Committee will consist of a minimum of 2 members. The Board will appoint all members to the Committee. The Association's Community Manager and Administrative Assistant shall be members of the Committee.

**Structure:** The Board will appoint the Committee Chair. The Chair will prepare agenda items and facilitate meetings. Ultimately the Committee works on behalf of the community and reports to the Board Liaison who will be assigned to the Committee.

**Meetings:** The initial schedule will be defined by the Committee based on its needs. A Committee schedule will be provided by the Committee Chair for regularly scheduled meetings. At minimum, the Committee shall meet once per calendar quarter. The Committee Chair will appoint a Secretary. The Secretary will submit a typed print and electronic copy of Committee meeting minutes for distribution to the Committee and Secretary of the Board together with all written reports of the Committee for filing as the official record. The Committee Secretary will also be responsible for maintaining a current membership roster and for submitting a copy and any updates to the Board Secretary.

**Board Liaison:** A Board Liaison will be assigned to the Committee. The Committee will submit their requests and reports to the Board Liaison who will instruct Management as to what items should appear on the next Board Meeting agenda.

**Term:** Committee members will be appointed by the Board to serve until the close of the next annual members meeting.

**Function:**

1. To convey information to members of the Palmer Ranch community regarding the property, functions and activities.
2. Maintain the information contained in the Association's website.
3. Prepare articles about members and community activities for publication in the *On the Ranch Newsletter*.
4. Post information about members and community activities for publication on the community's Facebook and/or Instagram page.

**Reporting****Requirements:**

The Committee must provide a written report to the Board at each regular Board meeting. The Chair of the Committee or an appointed Committee member should be present at the Board meeting if recommendations from the Committee are being considered.

**Authority:**

The Committee does not have the authority to enter into contracts or agreements with any third parties on behalf of the Master Association or the Board of Trustees. Authority to authorize expenses rests solely with the Board of Trustees. The Committee members do not have the authority to meet with, direct, or contract vendors without Board permission first having been obtained. Committee member(s) may not engage with the press unless authorized to do so by the Board.

**Budget:**

The Committee does not have an assigned budget. Any expenses will be by Board approval only.



## PALMER RANCH WATERSHED / NATURAL ASSETS COMMITTEE CHARTER

The Palmer Ranch Watershed / Natural Assets Committee is made up of member volunteers, management and professional consultants. The Committee is designed to facilitate education to the Palmer Ranch communities on the subject of the Palmer Ranch watershed.

- Purpose:** To establish a Committee of members and colleagues to foster a better understanding of the interconnectivity of the watershed on Palmer Ranch. The goal of the Committee is to provide the communities on Palmer Ranch with an educational program for the management of its natural and water assets. The Committee shall act on specific requests from the Board and serve at the pleasure of the Board.
- Membership:** The Committee will consist of a minimum of 5 members. The Board of Trustees will appoint all members to the Committee.
- Structure:** The Board of Trustees will appoint the initial Committee Chair. The Chair will prepare agenda items and facilitate meetings. Ultimately the Committee works on behalf of the community and reports to the Board Liaison who will be assigned to the Committee.
- Meetings:** The initial schedule will be defined by the Committee based on its needs. A Committee schedule will be provided by the Committee Chair for the regularly scheduled meetings. The Committee Chair will appoint a Secretary. The Secretary will submit a typed print and electronic copy of Committee meeting minutes for distribution to the Committee and Secretary of the Board of Trustees together with all written reports of the Committee for filing as the official record. The Committee Secretary will also be responsible for maintaining a current membership roster and for submitting a copy and any updates to the Board Secretary.
- Board Liaison:** A Board Liaison will be assigned to the Committee. The Committee will submit their requests and reports to the Board Liaison who will instruct Management as to what items should appear on the next Board Meeting agenda.
- Term:** Committee members will be appointed by the Board to serve until the close of the next annual members meeting.
- Reporting Requirements:** The Committee must provide a written report to the Board at each regular Board meeting. The Chair of the Committee or an appointed Committee member should be present at the Board meeting if recommendations from the Committee are being considered.
- Authority:** The Committee does not have the authority to enter into contracts or agreements with any third parties on behalf of the Master Association or the Board of Trustees. Authority to authorize expenses rests solely with the Board of Trustees. The Committee members do not have the authority to meet with, direct, or contract vendors without Board permission first having been obtained.
- Budget:** The Committee does not have an assigned budget. Any expenses will be by Board approval only.