

PALMER RANCH MASTER PROPERTY OWNERS ASSOCIATION, INC.
MEETING OF THE BOARD OF TRUSTEES
Minutes
July 23, 2015

A meeting of the Board of Trustees of the Palmer Ranch Master Property Owners Association, Inc. was held July 23, 2015 at Covenant Life Church located at 8490 McIntosh Road, Sarasota, Florida.

Trustees present: Cathy Leetzow, Fred Falkner, Garry Wharton, Kathrin Harris, Lee Katz, Peggy Wells, Rob O'Connor, Russell Seifert, Bob Holzman, Steve Jeantet and Sue Ambrecht.

Trustees absent: Barbara Tierney, Bob Mills, Laura Gilbert and Steve Anderson

Community Representatives present: Lydia Moretti of Vintage Grand, Bill Noonan of Deer Creek, Fred Falkner of Vineyards of Silver Oak, Curt Gilroy of Turtle Rock, Peggy Wells of VillageWalk, Steve Jeantet of Covenant Life Church, and Bob Holzman of TPC Prestancia.

Members present: Dave Watts from Huntington Pointe, John Cleary from Wellington Chase and Carol Vartanian from VillageWalk.

Also in attendance: Tracy Smith and Marianne Swan

Having declared that a quorum was present, the Board President convened the meeting at 2:58 p.m.

MINUTES OF PREVIOUS MEETINGS

There being no changes or additions, the minutes of the following meetings were unanimously considered approved as distributed:

- Meeting of the Board of Trustees - May 28, 2015
- Special Meeting of the Board of Trustees - June 19, 2015

PRESIDENT'S REPORT

No report was provided.

FINANCIAL REPORT

The financial statement for period ending June 30, 2015 was provided to the Board prior to the meeting. Opportunity to ask questions or provide comment was given.

COMMITTEE/MANAGEMENT REPORTS

The following reports were distributed to board members prior to the meeting. Opportunity to ask questions or provide comment was given.

- Management Report
- Grounds Report
- Advisory Committee
- Parks Committee
- Community Center Ad Hoc Team
- Website / Communications Ad Hoc Team

OLD BUSINESS

A. Master Association Employee Reviews

Garry noted employee reviews have been completed.

B. Other

There being no further old business to discuss, the meeting continued to new business.

NEW BUSINESS

A. 2016-2017 Maintenance Contracts

Motion by Garry Wharton to award two (2) calendar year Master Association contracts to:

- Bloomings Landscape & Turf Management, Inc – Ornamental Maintenance - \$196,250.00 per year

- Bloomings Landscape & Turf Management, Inc. – Turf Maintenance - \$342,250.00 per year
 - Bloomings Landscape & Turf Management, Inc. – Fertilization / Pest Control - \$187,500.00 per year
 - Bloomings Landscape & Turf Management, Inc. – Dedicated Landscape Personnel - \$44,750.00 per year
 - Irrigation Design Associates, Inc. – Irrigation Maintenance Area A - \$32,250.00 per year plus a subsequent \$360.00 per year for enhancements at Tract 605.
 - Bloomings Landscape & Turf Management, Inc. – Irrigation Maintenance Area B - \$35,988.00 per year
 - American Irrigation, LLC – Irrigation Maintenance Area C - \$28,800.00 per year
- Contracts will commence January 1, 2016 and will expire on December 31, 2017
Motion was seconded by Russell Seifert. Motion passed unanimously.

B. Honore Avenue – Replacement of County Oak Trees

Motion by Garry Wharton to approve removal and replacement of three declining Oak Trees in the median on Honore. (One Oak Tree south of the Hamptons and two Oak Trees north of the Hamptons.) The replacement trees shall be Live Oak 'Cathedral' with a minimal caliper of 4 inches and be a Florida #1. Any sod replacement or irrigation modification is covered in this proposal. Plant material shall carry a warranty of one (1) year from the date of installation. Bloomings Landscape & Turf Management shall provide the aforementioned services for a fee of \$9,300, to be funded thru the Operating Ornamental Refurbishment line item account. Motion was seconded by Lee Katz. Motion passed unanimously.

C. Sarasota Square Boulevard – Replacement of Diseased East Palatka Holly Trees

Motion by Garry Wharton: Bloomings Landscape & Turf Management shall provide the necessary labor and materials to remove eight East Palatka Hollies in the median on Sarasota Square Boulevard. There will be four Royal Palms installed in those beds; two in the east bed and two in the west bed. Royal Palms will be Florida #1 and shall have 10ft of grey wood and be approximately 18ft OA. Irrigation will be modified and new mulch will be laid. Bloomings Landscape & Turf Management shall provide the aforementioned services for a fee of \$7,600.00 due upon completion. Payment shall come from Operating Ornamental Refurbishment Expense account. Motion seconded by Kathrin Harris. Motion passed unanimously.

D. Employment Agreement Amendments – Community Manager & Grounds Manager

Motion by Garry Wharton that the Employment Agreement by and between the Palmer Ranch Master Property Owners Association, Inc. (Association) and Tracy Smith, which was approved by the Board of Trustees of the Association on April 10, 2014, be amended as follows:

A. Terms of Employment, As Community Manager: the termination date of "December 31, 2015" will be extended to "June 30, 2016", and an annual evaluation of the job performance of the Community Manager shall be established and shall be conducted by the officers of the Association on June 1, 2016.

C. Compensation, As Community Manager: the annual salary shall be changed from "\$75,000" to "\$90,000".

ADDENDUM B: Community Manager shall be deleted in its entirety and the "ADDENDUM B: Community Manager", a copy of which is attached to this motion, shall be substituted therefor.

These amendments shall be attached to and made a part of the Employment Agreement by and between the Palmer Ranch Master Property Owners Association, Inc. (Association) and Tracy Smith. Agreement as amended will be kept on file at the Palmer Ranch Master Association Office.

Additionally, the Employment Agreement by and between Palmer Ranch Master Property Owners Association, Inc. (Association) and Richard Barth, which was

approved by the Board of Trustees of the Association on April 10, 2014, be amended as follows:

A. Terms of Employment, As Grounds Manager: the termination date of “December 31, 2015” will be extended to “June 30, 2016.”

C. Compensation, As Grounds Manager, the annual salary shall be changed from “\$50,000” to “\$53,000”.

I: Performance Evaluations, shall be deleted in its entirety and the following language submitted therefore, “The Community Manager shall provide the Employee with supervision, direction and instruction and will evaluate and assess in writing, to coincide with the budget preparation cycle, the performance of the Employee at least once a year during the term of this Agreement. This evaluation and assessment shall be reasonably related to the job description (Addenda A or B or as modified by the Association) of the Employee and the goals and objectives of the Board for the year in question.”

ADDENDUM B: Grounds Manager shall be deleted in its entirety and the “ADDENDUM B Grounds Manager”, a copy of which is attached to this motion, shall be substituted therefor.

These amendments shall be attached to and made a part of the Employment Agreement by and between the Palmer Ranch Master Property Owners Association, Inc. (Association) and Richard Barth. Agreement as amended will be kept on file at the Palmer Ranch Master Association Office.

Motion was seconded by Kathrin Harris. Motion passed unanimously.

E. Agreement for Reuse Water – Cheshire Hunt, Inc.

Motion by Garry Wharton to approve the Temporary Agreement for Reuse Water between Palmer Ranch Master Property Owners Association, Inc. and Cheshire Hunt, Inc. Motion was seconded by Russell Seifert. Motion passed unanimously.

F. Parks Committee Appointment

Motion by Fred Falkner to appoint Kal Dudas of Stonebridge to the Palmer Ranch Master Association Parks Committee until the next Annual Members Meeting. Motion was seconded by Kathrin Harris. Motion passed unanimously.

G. Other

a. CAI Memberships for Board Members

There is opportunity for Master Association Board Members to become members of Community Association Institute (CAI), with the membership for up to 5 members being paid for by the Master Association. Membership is for one year from enrollment, which can be transferred to another board member. Anyone interested, please contact Tracy Smith.

b. Palmer Ranch Planning & Architectural Review Board (PARB)

Sue Ambrecht clarified that any of the communities on Palmer Ranch who are considering any improvements or enhancements to their property, which may be seen from the county roadways, such plans must be presented to the PARB for consideration before the project commences. This includes replacement/removal of significant landscaping, painting, etc. PARB is now handled out of the Palmer Ranch Holdings' office; please contact their office with PARB related questions.

COMMUNITY REPRESENTATIVES – DISCUSSION

A. Dave Watts – Huntington Pointe

Mr. Watts complimented the Board on the recent enhancement and paver projects that have been completed. Additionally, Mr. Watts requested that the vacated staging area for the paver

project be looked into (north side of road at the intersection of Central Sarasota Parkway/US41).
ACTION: Tracy was asked to look into this matter.

B. Curt Gilroy – Turtle Rock

Refurbishment of the landscape buffer of the Turtle Rock community along Honore Avenue will commence next week. Project will last for approximately five weeks.

C. John Cleary – Wellington Chase

Wellington Chase recently replaced 17 Laurel Oaks with Black Olive Trees, along the community's Northridge Road buffer. Additionally, refurbishing of the landscape lighting at the community entrances is being scheduled along with turf refurbishment along Northridge Road. Lastly, it was communicated that residents of Wellington Chase are opposing the rezoning of Parcel A7 from ILW to residential use.

BOARD OF TRUSTEES MEETING SCHEDULE

The following Board Meetings will be held at Covenant Life Church, 8490 McIntosh Road, Sarasota, FL:

- A. Thursday, September 24, 2015 – 3pm
- B. Thursday, November 19, 2015 – 3pm

ADJOURN

Motion was made by Fred Falkner to adjourn the meeting. Motion was seconded by Cathy Leetzow.
Meeting adjourned at 3:35 pm.

Respectfully submitted,

Tracy Smith, Secretary Pro Tem
Community Manager