

**PALMER RANCH MASTER PROPERTY OWNERS ASSOCIATION, INC.**  
**MEETING OF THE BOARD OF TRUSTEES**  
**Minutes**  
**September 24, 2015**

A meeting of the Board of Trustees of the Palmer Ranch Master Property Owners Association, Inc. was held September 24, 2015 at Covenant Life Church located at 8490 McIntosh Road, Sarasota, Florida.

Trustees present: Sue Ambrecht, Fred Falkner, Bob Holzman, Steve Jeantet, Lee Katz, Cathy Leetzow, Bob Mills, Rob O'Connor, Barbara Tierney, and Garry Wharton.

Trustees absent: Steve Anderson, Laura Gilbert, Kathrin Harris, and Peggy Wells.

Community Representatives present: Lydia Moretti of Vintage Grand, Bill Noonan of Deer Creek, Thomas Moses of The Hamptons, Ned Stofko of Huntington Pointe, Fred Falkner of Vineyards at Silver Oak, Elaine Cox of Stoneybrook Estates, James Wedin of VillageWalk, Steve Jeantet of Covenant Life Church, and Bob Holzman of TPC Prestancia.

Members present: Richard Alpher of The Isles, Carol Vartanian from VillageWalk, Larry Lodgen of VillageWalk, Lloyd Nurick of VillageWalk, Wayne Gold of Sandhill Preserve.

Also in attendance: Tracy Smith.

**I. Convene/Quorum:** Having declared that a quorum was present, the Board President convened the meeting at 3:00 p.m. He also stated that attendees at the meeting will be given the opportunity to introduce themselves and have the opportunity to speak at the end of the agenda.

**II. Special Guests:** Carolyn Eastwood, Sarasota County Interim County Engineer; Robert Fakhri, Sarasota County Manager of Traffic Engineering and Operations; and Shannon Rodden, County Transportation Engineer. Garry Wharton introduced the guests at the meeting and explained that Mr. Fakhri will update the meeting attendees regarding the 4-Way Stop sign requested at the intersection of Central Sarasota Parkway and Honore Avenue and the traffic studies and plans for the intersection. Mr. Fakhri explained that the traffic studies done by Sarasota County did not support the 4-Way STOP sign request. The installation of a traffic light was also not supported by the traffic analysis done. He also confirmed that a round-about was in the process of being approved per the request submitted by Stantec and supported by Palmer Ranch Holdings which has put out a request for bids. The projected installation of the round-about at Central Sarasota Parkway (CSP) and Honore Avenue would be in April, 2016 during the low tourist season. Garry Wharton thanked the guests for their explanations and opened the meeting to questions from the community. More than one PRMA Trustee made a suggestion to improve the visibility of entering Honore from CSP by removing two large palms trees that block the view of traffic heading south on Honore Avenue. Mr. Fakhri informed that the County would look into this suggestion. A community member attendee also made a suggestion for clear instructions about how to navigate the round-about once installed. Mr. Fakhri will send Tracy Smith, Palmer Ranch Master Association, projections for future North and South traffic on Honore Avenue. Mr. Wharton and the meeting members thanked the guests for their time and sharing of information.

### **III. MINUTES OF PREVIOUS MEETINGS**

There being no changes or additions, the minutes of the Board of Trustees held on July 23, 2015 were unanimously considered approved as distributed.

### **IV. PRESIDENT'S REPORT**

No report at this time.

### **V. FINANCIAL REPORT**

The financial statement for period ending August 31, 2015 was provided to the Board prior to the meeting. Mr. Rob O'Connor reported that the bank accounts and financials were in good standing. Opportunity to ask questions or provide comment was given.

### **VI. 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: distributed for review. Tracy reported updates as follows: The roadside maintenance agreement with the County has been agreed to for three years; Cobblestone has reported its first assessable unit to PRMA; and the Advanced Auto/Firestone commercial development is now assessable.
- Grounds Report, as distributed. No questions or comments.
- Advisory Committee, as distributed. No questions or comments.
- Parks Committee, as distributed. No questions or comments.
- Community Center Ad Hoc Team: Bob Mills updated the attendees that the possibility of moving the Palmer Ranch Administrative office on to Palmer Ranch is under consideration as well as polling Palmer Ranch communities about a Community Center/Office. PRMA will be asking for input from Palmer Ranch community leaders as to whether a Community Center is desired.
- Website / Communications Ad Hoc Team, as distributed. No questions or comments.

## VII. OLD BUSINESS

**Other.** None.

## VIII. NEW BUSINESS

- A. Consideration for Approval – 2016 Calendar Year DRAFT Budget:**  
Motion by Garry Wharton, second by Bob Mills to approve the 2016 calendar year budget as distributed to the Board of Trustees. Discussion. Motion passed unanimously. (The 2016 calendar year budget is attached and made a part of these minutes as Attachment A.)
- B. CONSIDERATION FOR APPROVAL – CARRY FORWARD ANY AUDITED 2015 EXCESS REVENUE TO OFFSET 2016 EXPENSES:**  
Motion by Garry Wharton, second by Rob O'Connor to carry forward any audited 2015 excess revenue to offset 2016 expenses. Discussion. Motion passed unanimously.
- C. NOMINATING COMMITTEE APPOINTMENT RESIDENTIAL**
- D. NOMINATING COMMITTEE APPOINTMENT – COMMERCIAL/INDUSTRIAL**
- E. NOMINATING COMMITTEE APPOINTMENT – RECREATIONAL**  
Motion by Bob Mills, second by Garry Wharton to appoint the following Trustees as chairs of the Residential, Commercial/Industrial and Recreational Nominating Committees for the upcoming elections on the fourth Thursday of March 2016:  
Residential: Kathrin Harris  
Commercial / Industrial: Steve Jeantet  
Recreational: Bob Holzman  
Discussion. Motion passed unanimously.
- F. PALMER RANCH WATERSHED/NATURAL ASSETS TEAM CHARTER:**  
Motion by Rob O'Connor, second by Garry Wharton to create the Palmer Ranch Watershed / Natural Assets Team, which will operate under the terms of the Charter to be attached to and made a part of these minutes. The members to be appointed to this team are: Garry Wharton, Rob O'Connor, Bob Mills, Tracy Smith, and chaired by Rick Barth. Additionally, this team shall be authorized to spend up to, but not more than, \$5,000 for consulting fees, studies and seminar expenses. Board Liaison appointed to this team will be a Trustee volunteer.  
Discussion. Motion passed unanimously.
- G. STANTEC PROFESSIONAL SERVICES PROPOSAL – HONORE AVENUE PHASE V:**  
Motion Garry Wharton, second by Rob O'Connor to accept the Stantec Proposal for Task #220 - STA 174+90 – STA 94+100 for landscape and irrigation engineering design services at a fixed cost of \$21,000 in order to proceed with the Honore Avenue Phase 5 enhancement project. It is the intent of the Palmer Ranch Master Property Owners Association Trustee Board to require developers along Honore Avenue, Phase 5, to assume costs associated with the enhancement project based on linear frontage along Honore Avenue.  
Discussion. Motion passed unanimously.
- H. MASTER ASSOCIATION AGREEMENT WITH AQUATIC CONSERVATION, INC.:**  
Motion by Garry Wharton, second by Fred Falkner to award a 2 (Two) calendar year renewal,

effective January 1, 2016, of the Master Association's Agreement with Aquatic Conservation, Inc. for \$159,240.00 per calendar year. This amount is reflected on the 2016 calendar year budget draft under the line item for Aquatic Weed Control.  
Discussion. Motion passed unanimously.

#### **IX. COMMUNITY REPRESENTATIVES – DISCUSSION**

- A. Elaine Cox from Stoneybrook Estates: Elaine confirmed the implementation of not using copper sulfate in lakes/ponds as part of the latest approach for aquatic conservation.
- B. Jim Wedin from Village Walk, reported problems with oxygenation of their lakes and the installation of aerators to improve oxygen content of the lake water.
- C. Thomas Moses from The Hamptons asked for a recommendation of a management firm from the Trustee Board. Tracy commented that the Palmer Ranch Master Association has a contract with Cavanaugh & Company.
- D. Comment was made that Arbor Lakes will have an exit road to Clark Road from its development. This is considered an improvement of entrance and egress of traffic of Arbor Lakes.
- E. Rob O'Connor (Trustee Treasurer) from Stoneybrook G&CC explained the Natural Assets Team Charter and announced that there will be a panel discussion on November 10, 2015 at the Covenant Life Church and all the Palmer Ranch communities will be invited. An announcement will be forthcoming.
- F. Ned Stofko from Huntington Pointe encouraged communication to all of the Palmer Ranch communities regarding environmental improvements.

#### **X. BOARD OF TRUSTEES MEETING SCHEDULE**

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

- A. Thursday, November 19, 2015 – 3pm

#### **XI. ADJOURN**

Motion by B. Tierney, second by Lee Katz to adjourn the meeting. Motion passed unanimously.  
Meeting adjourned at 4:08 pm.

Respectfully submitted,  
Barbara Tierney, Trustee Secretary  
Palmer Ranch Trustee Board  
October 1, 2015

Attachment A  
**Palmer Ranch Master Property Owners Association, Inc.**  
**2016 CALENDAR YEAR APPROVED BUDGET**

For the period January 1, 2016 through December 31, 2016

	2016 APPROVED BUDGET
<b>Income</b>	
Assessments	\$ 1,681,690.00
Prior Period Surplus	\$ 200,000.00
Estoppel Fee Income	\$ 2,400.00
Interest	\$ 107.00
Architect Review Fee	\$ -
Sarasota County Maint.	\$ 340,280.00
<b>TOTAL INCOME</b>	<b>\$ 2,224,477.00</b>
<b>Expenses</b>	
Administration	
Postage	\$ 2,832.00
Printing	\$ 2,760.00
Office Expenses	\$ 7,645.00
Office Equipment Maintenance	\$ 5,704.00
Meetings / Travel	\$ 7,380.00
Website	\$ 360.00
Employee Training	\$ 360.00
Organizational Memberships	\$ 830.00
<b>Total Administration</b>	<b>\$ 27,871.00</b>
Employee	
Salaries	\$ 210,222.00
Payroll Tax	\$ 17,546.00
Payroll Processing / Admin Fee	\$ 3,421.00
401(k) Plan	\$ 10,000.00
Health Benefits	\$ 16,609.00
<b>Total Employee</b>	<b>\$ 257,798.00</b>
Occupancy	
Rent	\$ 13,829.00
Electric	\$ 1,684.00
Telephone	\$ 5,400.00
Facility Maintenance	\$ 3,252.00
<b>Total Occupancy</b>	<b>\$ 24,165.00</b>
Depreciation	
Depreciation Expense	\$ 1,248.00
<b>Total Depreciation</b>	<b>\$ 1,248.00</b>
Insurance Expense	
Insurance Accrual	\$ 27,240.00
<b>Total Insurance Expense</b>	<b>\$ 27,240.00</b>
Professional Fees	
Legal Fees	\$ 9,000.00
Accounting	\$ 7,200.00
Architectural / Engineering	\$ 7,500.00
Consulting Fees	\$ 12,120.00
<b>Total Professional Fees</b>	<b>\$ 35,820.00</b>
Maintenance	
Ornamental Maintenance	\$ 241,000.00
Ornamental Refurbishment	\$ 97,944.00
Turf Maintenance	\$ 402,637.00
Turf Refurbishment	\$ 29,309.00
Fertilization / Pest Control	\$ 187,500.00
Irrigation Maintenance	\$ 97,848.00
Irrigation Refurbishment	\$ 42,000.00
Aquatic Weed Control	\$ 159,240.00
Repairs & Maintenance	\$ 34,000.00
<b>Total Maintenance</b>	<b>\$ 1,291,478.00</b>
Common Utilities	
Re-Claimed Water	\$ 36,600.00
Electric	\$ 5,525.00
<b>Total Common Utilities</b>	<b>\$ 42,125.00</b>
Permit Compliance	
Permit Compliance	\$ 2,400.00
<b>Total Permit Compliance</b>	<b>\$ 2,400.00</b>
Operating Contingency	
Operating Contingency	\$ 23,124.00
<b>Total Operating Contingency</b>	<b>\$ 23,124.00</b>
Income Tax Expense	
Income Tax Expense	\$ -
Property Tax Expense	\$ 500.00
<b>Total Income Tax Expense</b>	<b>\$ 500.00</b>
Enhancements	
Enhancements	\$ 302,098.00
<b>Total Enhancements</b>	<b>\$ 302,098.00</b>
Reserve Funding - Transfer	
Reserve Funding / Transfer	\$ 188,611.00
<b>Total Reserve Funding - Transfer</b>	<b>\$ 188,611.00</b>
<b>TOTAL EXPENSE</b>	<b>\$ 2,224,477.00</b>

**NOTE: Assessments are based on a projected 10,070 assessable unit values at \$167.00 per assessable unit value.**