

Palmer Ranch Master Property Owners Association, Inc.
Board of Trustees Meeting
February 22, 2018
MINUTES

A meeting of the Board of Trustees of Palmer Ranch Master Property Owners Association, Inc., was held on February 22, 2018 at Covenant Life Presbyterian Church, 8490 McIntosh Road, Sarasota, Florida 34238.

Trustees present: Aaron Herschberger, Bob Holzman, Claudia Brooks, Dick Beitel, Garry Wharton, Joel Schemmel, Kathrin Harris, Lee Katz, Nicholas Spina, Peggy Wells, Rob O'Connor, Steve Anderson and Andrea Suarez (Declarant-Appointed Representative, for only this Board meeting).

Trustees absent: Cathy Leetzow and Steve Jeantet.

Representatives present: Henry Warren of The Hamptons, Carol Auricchio of Mira Lago, Wayne Gold of Sandhill Preserve, John Hockenberry of Silver Oak Estates, Joe Brand and Al Gryczka of Vineyards at Silver Oak, Gabriel Schlosser of Wellington Chase, Bob Holzman of TPC Prestancia, Aaron Herschberger of YMCA, Steve Anderson of Palmer Ranch Executive Office Center and Andrea Suarez, Declarant-Appointed Representative) for Palmer Park of Commerce and Palmer Park Plaza.

Resident member present: Fred Falkner of Glenridge

Palmer Ranch Master Association staff in attendance: Tracy Smith, Sue Ambrecht and Carrie Agosto

Convene/ Confirmation of Quorum

Board president Rob O'Connor convened the meeting at 3:00pm, following confirmation of a quorum.

Minutes of previous meeting

As there were no changes or corrections to the minutes of the November 16, 2017 Board of Trustees meeting, they were considered approved as distributed.

Financial Report

Tracy provided a recap of the financial statements for the period ending January 31, 2018.

Reports

With the exception of the President's Report and the Community Center Ad Hoc Team Report, all reports were provided to the Board prior to the meeting. Each report was referenced and opportunity to provide updates or ask questions was given.

- A. President's Report – Comments provided by Rob O'Connor
- B. Management Report - Comments provided by Tracy Smith
- C. Grounds Report - Comments provided by Sue Ambrecht
- D. Advisory Committee - Comments provided by Dick Beitel
- E. Community Center Ad Hoc Team - Garry Wharton reported on feedback from the engineering firm we hired for the site & development permitting portion of the project. At the Sarasota County Pre-DRC meeting, we were advised we'll need an updated environmental study.
- F. Community Relations Committee - Comments were provided by Rob O'Connor
- G. Palmer Ranch Watershed/Natural Assets Committee - Comments were provided by Rob O'Connor.

Old Business

Palmer Ranch Master Association – Mission Statement

'Our mission is to enhance and maintain the aesthetic quality of Palmer Ranch and to preserve the overall unique identity and sense of community.'

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There was no old business to discuss.

New Business

- A. Employment Agreement-Grounds Supervisor
A motion was made by Kathrin Harris, seconded by Nicholas Spina to enter into an employment agreement between Palmer Ranch Master Property Owners Association, Inc. (“Association”) and Susann Ambrecht, utilizing the form of employment agreement, as approved by the Board of Trustees. Motion carried unanimously.
- B. Employee Benefits
Motion by Lee Katz, seconded by Claudia Brooks, to approve the Employee Benefits as shown on the attached document, which shall be available to all full-time and part-time Association employees. Motion carried unanimously.
- C. Increase limit on Directors & Officers Insurance Policy
Motion by Nicholas Spina, seconded by Claudia Brooks, to increase the insured limit for the Directors & Officers Policy (D&O) from \$2,000,000 to \$3,000,000. Motion carried unanimously.
- D. Increase limit on Umbrella Policy
A motion was made by Kathrin Harris, seconded by Peggy Wells, to increase the insured limit for the Umbrella Policy from \$15,000,000 to \$25,000,000. Motion carried unanimously.
- E. Tax Return to be filed for YE 12.31.2017
A motion was made by Peggy Wells, seconded by Nicholas Spina, to select filing IRS Form 1120H, on behalf of Palmer Ranch Master Property Owners Association, Inc. for the year ended December 31, 2017. Motion carried unanimously.
- F. Vision Statement
A motion was made by Garry Wharton, seconded by Kathrin Harris, to create a Vision Statement for Palmer Ranch Master Property Owners Association, Inc. to read, ‘To preserve the vibrant park-like setting of this tranquil premier community, that fosters neighborhood pride, promotes harmony and community,’ Motion carried unanimously.
- G. Appointments to the Palmer Ranch Watershed / Natural Assets Committee
A motion was made by Garry Wharton, seconded by Steve Anderson, to appoint Susann Ambrecht, PRMA Grounds Supervisor and Charles Reith, of Mira Lago, to the Palmer Ranch Watershed / Natural Assets Committee, as voting members, until the next Annual Members Meeting. Motion carried unanimously.
- H. Other
There was no other new business to discuss.

Community Representatives - Discussion

Discussion ensued on the following topics:

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- A. Identification of aquatic areas owned/maintained by the Master Association
- B. Requesting Sarasota County to remove the Brazilian Peppers along the Legacy Trail
- C. PRMA Board representation at county meetings.

2018 Board Meeting Schedule

All meetings are held at Covenant Life Church, 8490 McIntosh Road, Sarasota. All meetings convene at 3:00pm.

- A. March 29th - (Annual Members Meeting/Organizational Meeting of the Board)
- B. May 17th
- C. July 26th
- D. September 27th
- E. November 15th

Adjourn

There being no further business to discuss, a motion was made by Garry Wharton, seconded by Lee Katz, to adjourn the meeting. The meeting adjourned at 4:08pm.

Respectfully submitted,

Leatrice Katz
Secretary

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Palmer Ranch Master Property Owners Association, Inc.

Paid Holidays

The following holidays will be observed by the Association and will be paid for all full-time and part-time employees:

New Year's Eve and New Year's Day	Labor Day (observed)
President's Day	Columbus Day (observed)
Memorial Day (observed)	Thanksgiving Day and Friday
Independence Day	Christmas Eve and Christmas Day

Any additional holidays or paid time off (PTO) will be at the discretion of the Association. If a holiday falls on a Saturday, Friday will be observed. If a holiday falls on a Sunday, Monday will be observed. Employees will receive the same pay for a holiday as they would receive if working.

Paid Time Off (PTO):

Employee shall be entitled to 15 PTO days per anniversary year, for each of the first five years of continuous employment. After completion of the fifth year of continuous employment with the Association, an employee is entitled to 20 PTO days per year. After completion of the tenth full year of continuous employment with the Association, an employee is entitled to 25 PTO days per year. PTO accrues at one-twelfth of the employee's annual entitlement for each full worked in the employee's year (e.g. 1 ¼ days per month for initial five years of employment).

PTO may be carried over up to six months following your anniversary date. If accrued PTO is not used during this period, it will be forfeited. No payment in lieu of taking PTO will be made except upon separation as provided below. PTO accrued but not taken will be paid to the employee upon resignation only if the employee provides ten (10) days' notice of resignation. Employees who are terminated by the Association will be paid their accrued PTO unless the termination is because of misconduct or violation of Association policy as determined by the Board of Trustees.

Scheduled Time Off Protocols – PTO used for vacations and personal days must be approved in advance by the Community Manager, and must not be during a time that the Community Manager is taking scheduled PTO. Vacation requests should be submitted as far in advance as possible. If there are conflicts in vacation requests, the request made earliest will be given preference, except in unusual circumstances.

Unscheduled Time Off Protocols – For an unscheduled absence, such as illness, emergency, or any other circumstance that prevents an employee from working, the employee is to notify the Supervisor as soon as possible so that arrangements can be made to have your work done by others if necessary. The unscheduled time off will automatically be deducted from employee's PTO entitlement.

Doctor's appointments, up to two hours, will not be applied to PTO, within reason, and will not have to be in writing.

Bereavement Leave

It is the intent of the Association to provide continuity of income for staff members who suffer the loss of an immediate family member. Bereavement leave will be granted in the event of the death of a member of an employee's family and is provided to enable the employee to assist in the funeral arrangement and to attend

the funeral. For purpose of this policy, an immediate family member is a: Spouse, Child, Parent, Step-parent, Brother or Sister, Father-in-law or Mother-in-law, Brother-in-law or Sister-in-law, Son-in-law or Daughter-in-law and Grandparent.

Bereavement pay will normally be limited to three (3) working days.

Jury Duty

The Association recognizes that all staff members have a civic responsibility to participate in our judicial system when summoned to serve as a juror. When you receive a summons for jury duty, immediately notify your supervisor. You will receive, as pay from the Association, the difference in your regular pay and your jury duty pay as documented by a pay voucher or its equivalent. You are responsible for submitting the check stub from your jury paycheck and the Association will deduct that amount from your regular paycheck. When you are not required to serve on jury duty for a major portion of the day, you will be expected to report to work.

Retirement Plan

The Association will make available a 401K plan. This is available on the first day of the month following a 90 day waiting period and is at the election of the employee. The Association will match up to 4% of the employee's participation. Each employee is vested 100% throughout their participation in this plan.

Health, Vision & Dental Insurance

The Association will reimburse the employee for the actual cost of his/her individual health care premium, up to \$500.00 per month. Any additional reimbursement, should the expense of health care premium exceed the allowed limit, will be at the discretion of the Association. Reimbursement will be provided upon proof of payment of the individual health care premium cost to the Association.

The Association, where available as a group, shall provide employee eye and dental coverage.

Business Expenses

The Association shall pay or reimburse the employee for reasonable expenses approved by the Association and incurred by the employee in the performance of his/her duties under the job description. Association shall reimburse the employee for all business travel at the rate allowed by the IRS when the employee uses his/her personal vehicle for business travel.