

Palmer Ranch Master Property Owners Association, Inc.
Board of Trustees Meeting
September 26, 2019
MINUTES

A meeting of the Board of Trustees of Palmer Ranch Master Property Owners Association, Inc., was held on September 26, 2019 at Covenant Life Church, 8490 McIntosh Road, Sarasota, Florida 34238.

Trustees present: Bob Swan, Carol Auricchio, Dick Beitel, Garry Wharton, Chris Meyer, Joel Schemmel, Lee Katz, Nicholas Spina, Peggy Wells, Rob O'Connor, Steve Jeantet, Rhonda Kapusta and Andrea Suarez.

Trustees absent: Ernie Withers, Steve Anderson and Mike Hoelzer.

Representatives present: Darren Kaufman from Arbor Lakes; Marianne Bundra from Cobblestone; Bill Taft from Isles of Sarasota; Bob Swan from Prestancia; Chris Albright from Silver Oak Estates; Jodi Cunnison from Turtle Rock; Al Gryczka from Vineyards at Silver Oak; Rhonda Kapusta from Evalyn Sadlier Jones YMCA, Steve Jeantet from Covenant Life Church; Andrea Suarez from Palmer Park of Commerce and Palmer Park Plaza.

Resident members present: Len Bundra from Cobblestone; Mark Newcombe from Silver Oak; Joe Brand from Vineyards at Silver Oak.

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

Convene/ Confirmation of Quorum

President Garry Wharton convened the meeting at 3:00pm, following confirmation of a quorum.

Minutes of Previous Meetings

There being no changes or corrections, the minutes of the July 25, 2019 Board of Trustees meeting were approved as distributed.

Financial Report

Tracy Smith provided a recap of the unaudited financial statements for the period ending August 31, 2019.

Reports

With the exception of the President's 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 – No report was provided
- B. Management Report - Comments provided by Tracy Smith
- C. Grounds Report - Comments provided by Sue Ambrecht
- D. Advisory Committee - Comments provided by Bob Swan
- E. Community Relations Committee - Comments provided by Rob O'Connor
- F. Palmer Ranch Watershed/Natural Assets Committee - Comments were provided by Tracy Smith

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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Old Business

A. Recommendation from the Ad Hoc Committee

Discussion on the recommendation of the Ad Hoc Committee, provided to the Board at the July 25th meeting, to market and sell the land at the southeast corner of Beneva and Palmer Ranch Parkway West, continued. Motion failed as follows: Bob Swan (NO), Carol Auricchio (NO), Dick Beitel (YES), Garry Wharton (NO), Chris Meyer (NO), Joel Schemmel (NO), Lee Katz (NO), Nicholas Spina (YES), Peggy Wells (NO), Rob O'Connor (NO), Steve Jeantet (YES), Rhonda Kapusta (NO) and Andrea Suarez (NO).

Motion by Bob Swan, seconded by Carol Auricchio, that the Palmer Ranch Master Property Owners Association, Inc. make a request to Sarasota County to modify the Site Development Plan, which was approved by Sarasota County on March 18, 2019, said modification being to reduce the size of the proposed building, as shown on the site development plan, from 6,500 square feet to 3,250 square feet, and, contingent upon receiving approval of said modification, the Master Association proceed to take the actions necessary to determine the actual cost of construction of the smaller building, which cost, when determined, will be submitted to the Board for its consideration.

Motion by Steve Jeantet, seconded by Nicholas Spina, to replace the motion by stating our next step is to seek to ~~if the~~ modify the stipulations noted in our rezone Ordinance No. 2016-093. Motion failed as follows: Motion failed as follows: Bob Swan (NO), Carol Auricchio (NO), Dick Beitel (YES), Garry Wharton (NO), Chris Meyer (NO), Joel Schemmel (NO), Lee Katz (NO), Nicholas Spina (YES), Peggy Wells (NO), Rob O'Connor (NO), Steve Jeantet (YES), Rhonda Kapusta (NO) and Andrea Suarez (NO).

Bob Swan called to question his original motion to modify the Site Development Plan, which was approved by Sarasota County on March 18, 2019, said modification being to reduce the size of the proposed building, as shown on the site development plan, from 6,500 square feet to 3,250 square feet, and, contingent upon receiving approval of said modification, the Master Association proceed to take the actions necessary to determine the actual cost of construction of the smaller building, which cost, when determined, will be submitted to the Board for its consideration. Following discussion, the motion passed as follows: Bob Swan (YES), Carol Auricchio (YES), Dick Beitel (NO), Garry Wharton (YES), Chris Meyer (YES), Joel Schemmel (YES), Lee Katz (YES), Nicholas Spina (NO), Peggy Wells (YES), Rob O'Connor (YES), Steve Jeantet (NO), Rhonda Kapusta (YES) and Andrea Suarez (YES).

B. Other

There was no other old business to discuss.

New Business

A. Amendment No. 1 to County Contract 2019-096

Motion by Chris Meyer, seconded by Bob Swan, to approve Amendment No. 1 to County Contract 2019-096. Following discussion, the motion passed unanimously.

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- B. Consideration for Approval – 2020 Calendar Year DRAFT Budget
Motion by Steve Jeantet, seconded by Chris Meyer, to approve the 2020 calendar year budget as distributed to the Board of Trustees. Once approved, the 2020 calendar year budget will be attached to and made a part of these minutes. Additionally, within 1-2 days of approval, the approved budget will be mailed out to all Community / Tract Representatives and management companies. Following discussion, the motion passed unanimously.
- C. Consideration for Approval - Carry forward any audited 2019 excess revenue to offset 2020 expenses
Motion by Dick Beitel, seconded by Peggy Wells, to carry forward any audited 2019 excess revenue to offset 2020 expenses. Motion passed unanimously.
- D. Enhancement Project – Sandhill Crane signs
Motion by Andrea Suarez, seconded by Bob Swan, to accept the estimate from Cornerstone Signs & Graphics, number #19 18808, dated May 2, 2019 in an amount not to exceed \$10,180.94 for the installation of Sandhill Crane signs. Project to be funded by Operating Expense account #61310 – Enhancements. Motion passed unanimously.
- E. Enhancement Project – Tract 605 lighting
Motion by Lee Katz, seconded by Dick Beitel, to proceed with the project as noted on estimate #2019 7177, dated June 20, 2019 from Owens Electric, Inc. Project to be funded by Operating Account #61310 – Enhancements. Motion passed unanimously.
- F. Enhancement Project – Smart Irrigation
Motion by Bob Swan, seconded by Andrea Suarez, to proceed with the smart irrigation project as noted on the following proposals:
- Irrigation Design Associates, Inc. – Quote dated July 8, 2019 for \$26,380.35
 - American Irrigation, LLC – Estimate 3293 dated July 15, 2019 for \$29,610.00
 - Bloomings Landscape & Turf Management, Inc. – Quote dated July 11, 2019 for \$23,855.00
- Project to be funded by Operating Account #61310 – Enhancements. Following discussion, motion passed unanimously.

Community Representative Discussion

There were no comments from the Community Representatives.

Meeting Schedule

The next Board Meeting will be held on November 21, 2019, to begin at 3pm, at Covenant Life Church, 8490 McIntosh Road, Sarasota, FL 34238

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Adjourn

There being no further business to discuss, motion was made by Dick Beitel, seconded by Rob O'Connor, to adjourn the meeting. Meeting adjourned at 4:35pm.

Respectfully submitted,

Lee Katz
Secretary

Palmer Ranch Master Association – Mission Statement

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**Palmer Ranch Master Property Owners Association, Inc.
2020 CALENDAR YEAR APPROVED BUDGET**

For the period January 1, 2020 through December 31, 2020

	2020 APPROVED BUDGET
Income	
Assessments	\$ 1,995,316
Prior Period Surplus	\$ 200,000
Estoppel Fee Income	\$ 12,000
Interest	\$ 1,200
Architect Review Fee	\$ -
Sarasota County Maint.	\$ 149,534
TOTAL INCOME	\$ 2,358,050
Expenses	
Administration	
Postage	\$ 3,552
Printing	\$ 4,000
Office Expenses	\$ 10,290
Office Equipment Maintenance	\$ 10,198
Meetings / Travel	\$ 7,540
Website	\$ 650
Employee Training	\$ 360
Organizational Memberships	\$ 1,740
Total Administration	\$ 38,330
Employee	
Salaries	\$ 331,675
Payroll Tax	\$ 27,325
Payroll Processing / Admin Fee	\$ 5,638
401(k) Plan	\$ 13,217
Health Benefits	\$ 60,610
Total Employee	\$ 438,465
Occupancy	
Rent	\$ 38,284
Electric	\$ 3,000
Telephone	\$ 6,000
Facility Maintenance	\$ 4,000
Total Occupancy	\$ 51,284
Depreciation	
Depreciation Expense	\$ 11,856
Total Depreciation	\$ 11,856
Insurance Expense	
Insurance Accrual	\$ 43,150
Total Insurance Expense	\$ 43,150
Professional Fees	
Legal Fees	\$ 9,000
Accounting	\$ 7,350
Architectural / Engineering	\$ 7,500
Consulting Fees	\$ 12,120
Total Professional Fees	\$ 35,970
Maintenance	
Ornamental Maintenance	\$ 267,960
Ornamental Refurbishment	\$ 170,050
Turf Maintenance	\$ 390,079
Turf Refurbishment	\$ 33,450
Fertilization / Pest Control	\$ 198,745
Irrigation Maintenance	\$ 105,962
Irrigation Refurbishment	\$ 45,000
Aquatic Weed Control	\$ 169,200
Repairs & Maintenance	\$ 50,400
Butterfly/Wildlife Garden	\$ 2,500
Total Maintenance	\$ 1,433,346
Common Utilities	
Re-Claimed Water	\$ 50,000
Electric	\$ 6,850
Total Common Utilities	\$ 56,850
Permit Compliance	
Aquatic Monitoring	\$ 1,000
Total Permit Compliance	\$ 1,000
Reserve Funding - Transfer	
Reserve Funding / Transfer	\$ 72,846
Total Reserve Funding - Transfer	\$ 72,846
Income Tax Expense	
Income Tax Expense	\$ 3,000
Property Tax Expense	\$ 500
Total Tax Expense	\$ 3,500
Operating Contingency	
Operating Contingency	\$ 23,124
Total Operating Contingency	\$ 23,124
Enhancements	
Enhancements	\$ 148,329
Total Enhancements	\$ 148,329
TOTAL EXPENSE	\$ 2,358,050

NOTE: Assessments are based on a projected 11,948 assessable unit values at \$167.00 per assessable unit value.

**Palmer Ranch Master Property Owners Association, Inc.
Reserve Formulation - 2020**

	Reserve Calculation Year	Quantity	Estimated 1st Year of Replacement	Life Analysis		Unit Cost	2019 Replace Cost	July 1, 2019 Estimated Balance	2019 Budgeted Contributions	2019 Remaining Contributions	2019 Projected Expense	YE 2019 Projected Balance	Residual Balance	2020 Funding Requirement
				Useful	Remain									
30110 - Entry Walls														
30111 - Clark Road / Sawyer Loop Road East	1995	1	2035	40	15	\$ 99,560	\$ 99,560	\$ 68,889	\$ 1,834	\$ 917	\$ -	\$ 69,806	\$ 29,754	\$ 1,984
30112 - Beneva / Palmer Ranch Pkwy	1986	1	2026	40	6	\$ 156,375	\$ 156,375	\$ 115,126	\$ 6,507	\$ 3,254	\$ -	\$ 118,379	\$ 37,996	\$ 6,333
30113 - Beneva / Sarasota Square Blvd.	1986	1	2026	40	6	\$ 31,950	\$ 31,950	\$ 23,724	\$ 1,299	\$ 650	\$ -	\$ 24,374	\$ 7,576	\$ 1,263
30114 - McIntosh / US 41	1991	1	2031	40	11	\$ 91,125	\$ 91,125	\$ 51,707	\$ 1,707	\$ 854	\$ -	\$ 52,561	\$ 38,564	\$ 3,506
30115 - PVC Fencing	2010	1	2028	15	5 to 9	\$ 49,450	\$ 49,450	\$ 19,634	\$ 2,938	\$ 1,469	\$ -	\$ 21,103	\$ 28,347	\$ 5,669
30120 - Entry Landscape Lighting	2011	1	2033	15	13	\$ 75,000	\$ 75,000	\$ 11,562	\$ 7,664	\$ 3,832	\$ -	\$ 15,394	\$ 59,606	\$ 4,585
30130 - Street Light Resurfacing														
30131 - McIntosh Road	2008	1	2020	10	0	\$ 302,500	\$ 302,500	\$ 330,570	\$ 27,290	\$ 13,645	\$ -	\$ 344,215	\$ (41,715)	\$ -
30132 - Sarasota Square Blvd.	2008	1	2020	10	0	\$ 76,500	\$ 76,500	\$ 80,012	\$ 7,263	\$ 3,632	\$ -	\$ 83,644	\$ (7,144)	\$ -
30133 - Central Sarasota Pkwy - US 41 to McIntosh	2008	1	2020	10	0	\$ 40,000	\$ 40,000	\$ 41,979	\$ 3,868	\$ 1,934	\$ -	\$ 43,913	\$ (3,913)	\$ -
30134 - Central Sarasota Pkwy - McIntosh to Honore	2012	1	2022	10	2	\$ 15,000	\$ 15,000	\$ 12,501	\$ 1,559	\$ 780	\$ -	\$ 13,281	\$ 1,719	\$ 860
30135 - Honore Avenue Phase 1	2012	1	2022	10	2	\$ 36,000	\$ 36,000	\$ 49,717	\$ -	\$ -	\$ -	\$ 49,717	\$ (13,717)	\$ -
30136 - Honore Avenue Phase 2	2012	1	2022	10	2	\$ 54,000	\$ 54,000	\$ 77,907	\$ -	\$ -	\$ -	\$ 77,907	\$ (23,907)	\$ -
30137 - Honore Avenue Phase 3	2012	1	2022	10	2	\$ 8,800	\$ 8,800	\$ 11,379	\$ -	\$ -	\$ -	\$ 11,379	\$ (2,579)	\$ -
30138 - Honore Avenue Phase 4	2012	1	2022	10	2	\$ 12,500	\$ 12,500	\$ 12,605	\$ 505	\$ 253	\$ -	\$ 12,858	\$ (358)	\$ -
30139 - Traffic Signal Resurfacing	2018	1	2028	10	0 to 7	\$ 72,900	\$ 72,900	\$ 90,309	\$ 5,304	\$ 2,652	\$ -	\$ 92,961	\$ (20,061)	\$ -
30140 - Community Identification Signs - Replace	2001	7	2026	25	6	\$ 178,500	\$ 178,500	\$ 95,751	\$ 4,691	\$ 2,346	\$ -	\$ 98,096	\$ 80,404	\$ 13,401
30145 - Community Identification Signs - Capital Repair		7	2025	5	5	\$ 21,000	\$ 21,000	\$ 23,468	\$ 4,140	\$ 2,070	\$ -	\$ 25,538	\$ (4,538)	\$ -
30150 - Directional Signs	2003	24	2021	20	1	\$ 95,000	\$ 95,000	\$ 78,727	\$ 8,789	\$ 4,395	\$ -	\$ 83,122	\$ 11,878	\$ 11,878
30160 - Flagpoles	2002	7	2027	25	7	\$ 42,000	\$ 42,000	\$ 20,923	\$ 2,180	\$ 1,090	\$ -	\$ 22,013	\$ 19,987	\$ 2,855
30170 - Entry Pavers														
30171 - McIntosh / US 41	2005	1	2028	25	8	\$ 34,980	\$ 34,980	\$ 22,142	\$ 1,532	\$ 766	\$ -	\$ 22,908	\$ 12,072	\$ 1,509
30172 - Central Sarasota Pkwy / US 41	2015	1	2040	25	20	\$ 72,469	\$ 72,469	\$ (16,035)	\$ 4,308	\$ 2,154	\$ -	\$ (13,881)	\$ 86,350	\$ 4,317
30173 - Sarasota Square Blvd / Beneva Rd	2007	1	2030	25	10	\$ 39,600	\$ 39,600	\$ 27,412	\$ 1,184	\$ 592	\$ -	\$ 28,004	\$ 11,596	\$ 1,160
30174 - Palmer Ranch Pkwy / Beneva Rd	2007	1	2030	25	10	\$ 71,280	\$ 71,280	\$ 42,736	\$ 2,753	\$ 1,377	\$ -	\$ 44,112	\$ 27,168	\$ 2,717
30176 - Median Pavers	2011	1	2034	25	14	\$ 33,000	\$ 33,000	\$ 11,496	\$ 1,488	\$ 744	\$ -	\$ 12,240	\$ 20,760	\$ 1,483
30175 - Benches	2008	15	2021	20	1	\$ 12,750	\$ 12,750	\$ 3,325	\$ 196	\$ 98	\$ -	\$ 3,423	\$ 9,327	\$ 9,327
30177 - Silt Removal - Restoration Area F	2018	1	2028	to 10	8	\$ 50,000	\$ 50,000	\$ 53,443	\$ 4,925	\$ 2,463	\$ -	\$ 55,905	\$ (5,905)	\$ -
30178 - Silt Removal - Restoration Area D	2018	1	2028	to 10	8	\$ 29,585	\$ 29,585	\$ 31,633	\$ 2,907	\$ 1,454	\$ -	\$ 33,086	\$ (3,501)	\$ -
30179 - Silt Removal - Restoration Area C	2005	1	2020	to 10	0	\$ 69,540	\$ 69,540	\$ 72,449	\$ -	\$ -	\$ -	\$ 72,449	\$ (2,909)	\$ -
30181 - Silt Removal - Restoration Area G	2005	1	2020	to 10	0	\$ 46,360	\$ 46,360	\$ 48,299	\$ -	\$ -	\$ -	\$ 48,299	\$ (1,939)	\$ -
30182 - Silt Removal - Restoration Area H	2005	1	2020	to 10	0	\$ 13,420	\$ 13,420	\$ 13,980	\$ -	\$ -	\$ -	\$ 13,980	\$ (560)	\$ -
TOTAL							\$ 1,931,144	\$ 1,527,372	\$ 106,831	\$ 53,416	\$ -	\$ 1,580,787	\$ 350,357	\$ 72,846