

Palmer Ranch Master Property Owners Association, Inc.
Meeting of the Board of Trustees
MINUTES
September 23, 2021

A Meeting of the Board of Trustees of Palmer Ranch Master Property Owners Association, Inc. was held at 3:00pm on September 23, 2021 via ZOOM.

Trustees present: Carol Auricchio, Charles Reith, Chris Meyer, Garry Wharton, Ginny McGee, Lee Katz, Nicholas Spina, Peggy Wells, Lisa Meskil and Tami Lansdell.

Trustees absent: Bob Swan and William Altman.

Community Representatives present: Bob Baarson, Vineyards at Silver Oak; Deirdre Cronin, Turtle Rock; Johanna Lampert, Cobblestone; Kristine Soderman, Plaza de Flores; Mike Holland, Isles of Sarasota; Oliver Janney, Deer Creek; Thomas Cunningham, VillageWalk; Tom Weisman, Sandhill Preserve.

Members present: Ken Natoli, Isles of Sarasota and Dan Weiser, Turtle Rock.

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

Convene/Confirmation of Quorum

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

Minutes of Previous Meeting

There being no changes or corrections, the minutes of the July 22, 2021 Board of Trustees meeting were approved as distributed.

Financial Report for the Period Ending August 31, 2021

Tracy Smith presented the unaudited financial statement for the period ending August 31, 2021

Reports

With the exception of the President's Report, 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 Lee Katz
- B. Management & Community Development Reports - Comments provided by Tracy Smith.
- C. Grounds Report - Comments provided by Sue Ambrecht.
- D. Advisory Committee Report - Comments provided by Garry Wharton
- E. Palmer Ranch Watershed/Natural Assets Committee - Comments were provided by Tracy Smith.

Old Business

A. Other

There was no old business to discuss.

New Business

A. Appoint Recreational Trustee to the Board

Motion by Garry Wharton, seconded by Chris Meyer, to appoint Elizabeth Miller, TPC Prestancia General Manager, as Recreational Trustee to the Board, filling the seat vacated by Andrew Kingsley. Motion passed unanimously.

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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B. Consideration for Approval – 2022 Calendar Year Draft Budget

Motion by Nicholas Spina, seconded by Chris Meyer, to approve the 2022 calendar year budget as distributed to the Board of Trustees. Once approved, the 2022 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 2021 excess revenue to offset 2022 expenses

Motion by Garry Wharton, seconded by Nicholas Spina, to carry forward any audited 2021 excess revenue to offset 2022 expenses. Following discussion, the motion passed unanimously.

D. Other

There was no other new business to discuss.

Community Representative Discussion

Deirdre Cronin from Turtle Rock inquired if the Master Association has the authority to approve or disapprove the use of county rights-of-way for 5G towers. Further, Ms. Cronin asked what plans, if any, there were for future 5G towers. TASK: PRMA staff was asked to contact Sarasota County regarding plans for future towers and to obtain an opinion from our attorney as to our authority regarding a company's use of the county rights-of-way.

Tom Cunningham of VillageWalk asked for an update on the status of plans to develop Palmer Ranch Parcel B8 (NW Honore / Palmer Ranch Parkway) and Palmer Ranch Parcel B2B (NW Honore / Northridge). It was relayed that on November 17, 2020, Sarasota County Board of Commissioners unanimously approved Comprehensive Plan Amendment, Notice of Proposed Change and Rezone for this parcel. Sarasota County Planning Commission issued their unanimous approval to recommend the development petition for Parcel B2B at their September 16th meeting; this project will now be brought before the Sarasota County Commissioners.

Tom Weisman of Sandhill Preserve advised that construction of The Shoppes at Palmer Ranch (NE Honore / Central Sarasota Pkwy) will begin on October 4th, weather permitting.

Board of Trustees Meeting Schedule

The following is the meeting schedule for the remainder of the 2021 calendar year:

- A. Board Meeting- Thursday, November 18th – 3pm

Adjourn

There being no further business to discuss, motion was made by Garry Wharton, seconded by Carol Auricchio, to adjourn the meeting. Meeting adjourned at 3:51pm.

Respectfully submitted,

Peggy Wells
Secretary

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.’

**Palmer Ranch Master Property Owners Association, Inc.
2022 CALENDAR YEAR APPROVED BUDGET**

For the period January 1, 2022 through December 31, 2022

	2022
	APPROVED
	BUDGET
Income	
Assessments	\$ 2,164,487
Prior Period Surplus	\$ 200,000
Estoppel Fee Income	\$ 22,500
Interest	\$ 1,200
Architect Review Fee	\$ -
Sarasota County Maint.	\$ 242,561
TOTAL INCOME	\$ 2,630,748
Expenses	
Administration	
Postage	\$ 3,680
Printing	\$ 4,000
Office Expenses	\$ 13,900
Office Equipment Maintenance	\$ 14,210
Meetings / Travel	\$ 8,140
Organizational Memberships	\$ 650
Employee Training	\$ 600
Website	\$ 1,740
Total Administration	\$ 46,920
Employee	
Salaries	\$ 334,565
Payroll Tax	\$ 30,020
Payroll Processing / Admin Fee	\$ 10,037
401(k) Plan	\$ 12,151
Health Benefits	\$ 33,280
Total Employee	\$ 420,053
Occupancy	
Rent	\$ 42,100
Electric	\$ 3,000
Telephone	\$ 6,000
Facility Maintenance	\$ 4,115
Total Occupancy	\$ 55,215
Depreciation	
Depreciation Expense	\$ 11,875
Total Depreciation	\$ 11,875
Insurance Expense	
Insurance Accrual	\$ 78,350
Total Insurance Expense	\$ 78,350
Professional Fees	
Legal Fees	\$ 9,000
Accounting	\$ 7,400
Architectural / Engineering	\$ 7,500
Consulting Fees	\$ 12,120
Total Professional Fees	\$ 36,020
Maintenance	
Ornamental Maintenance	\$ 286,812
Ornamental Refurbishment	\$ 189,440
Turf Maintenance	\$ 460,352
Turf Refurbishment	\$ 61,700
Fertilization / Pest Control	\$ 206,676
Irrigation Maintenance	\$ 151,057
Irrigation Refurbishment	\$ 56,000
Aquatic Weed Control	\$ 206,220
Repairs & Maintenance	\$ 57,900
Butterfly/Wildlife Garden	\$ 5,000
Total Maintenance	\$ 1,681,157
Common Utilities	
Re-Claimed Water	\$ 53,050
Electric	\$ 12,200
Total Common Utilities	\$ 65,250
Permit Compliance	
Aquatic Monitoring	\$ -
Total Permit Compliance	\$ -
Reserve Funding - Transfer	
Reserve Funding / Transfer	\$ 71,245
Total Reserve Funding - Transfer	\$ 71,245
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	\$ 138,039
Total Enhancements	\$ 138,039
Community Center	
Community Center	\$ -
Total Community Center	\$ -
TOTAL EXPENSE	\$ 2,630,748

NOTE: Assessments are based on a projected 12,961 assessable unit values at \$167.00 per assessable unit value.

**Palmer Ranch Master Property Owners Association, Inc.
Reserve Formulation - 2022**

	Reserve Calculation Year	Quantity	Estimated 1st Year of Replacement	Life Analysis		Unit Cost	2021 Replace Cost	July 1, 2021 Estimated Balance	2021 Budgeted Contributions	2021 Remaining Contributions	2021 Projected Expense	YE 2021 Projected Balance	Residual Balance	2022 Funding Requirement	
				Useful	Remain										
30110 - Entry Walls															
30111 - Clark Road / Sawyer Loop Road East	1995	1	2035	40	13	\$ 99,560	\$ 99,560	\$ 73,350	\$ 1,942	\$ 971	\$ -	\$ 74,321	\$ 25,239	\$ 1,941	
30112 - Beneva / Palmer Ranch Pkwy	1986	1	2026	40	4	\$ 156,375	\$ 156,375	\$ 128,801	\$ 6,128	\$ 3,064	\$ -	\$ 131,865	\$ 24,510	\$ 6,128	
30113 - Beneva / Sarasota Square Blvd.	1986	1	2026	40	4	\$ 31,950	\$ 31,950	\$ 26,458	\$ 1,220	\$ 610	\$ -	\$ 27,068	\$ 4,882	\$ 1,221	
30114 - McIntosh / US 41	1991	1	2031	40	9	\$ 91,125	\$ 91,125	\$ 58,244	\$ 3,461	\$ 1,731	\$ -	\$ 59,974	\$ 31,151	\$ 3,461	
30115 - PVC Fencing	2010	1	2026	15	4 to 7	\$ 50,160	\$ 50,160	\$ 29,217	\$ 4,494	\$ 2,248	\$ -	\$ 31,465	\$ 18,695	\$ 3,739	
30120 - Entry Landscape Lighting	2011	1	2033	15	11	\$ 75,000	\$ 75,000	\$ 22,451	\$ 4,569	\$ 2,285	\$ -	\$ 24,736	\$ 50,264	\$ 4,569	
30130 - Street Light Resurfacing															
30131 - McIntosh Road	2008	1	2022	10	0	\$ 302,500	\$ 302,500	\$ 347,263	\$ -	\$ -	\$ -	\$ 347,263	\$ (44,763)	\$ -	
30132 - Sarasota Square Blvd.	2008	1	2022	10	0	\$ 76,500	\$ 76,500	\$ 84,390	\$ -	\$ -	\$ -	\$ 84,390	\$ (7,890)	\$ -	
30133 - Central Sarasota Pkwy - US 41 to McIntosh	2008	1	2022	10	0	\$ 40,000	\$ 40,000	\$ 44,305	\$ -	\$ -	\$ -	\$ 44,305	\$ (4,305)	\$ -	
30134 - Central Sarasota Pkwy - McIntosh to Honore	2012	1	2022	10	0	\$ 15,000	\$ 15,000	\$ 14,631	\$ 738	\$ 369	\$ -	\$ 15,000	\$ (0)	\$ -	
30135 - Honore Avenue Phase 1	2012	1	2022	10	0	\$ 36,000	\$ 36,000	\$ 50,126	\$ -	\$ -	\$ -	\$ 50,126	\$ (14,126)	\$ -	
30136 - Honore Avenue Phase 2	2012	1	2022	10	0	\$ 54,000	\$ 54,000	\$ 78,548	\$ -	\$ -	\$ -	\$ 78,548	\$ (24,548)	\$ -	
30137 - Honore Avenue Phase 3	2012	1	2022	10	0	\$ 8,800	\$ 8,800	\$ 11,473	\$ -	\$ -	\$ -	\$ 11,473	\$ (2,673)	\$ -	
30138 - Honore Avenue Phase 4	2012	1	2022	10	0	\$ 12,500	\$ 12,500	\$ 12,968	\$ -	\$ -	\$ -	\$ 12,968	\$ (468)	\$ -	
NEW - Engineering for Honore Streetlight Resurfacing	NEW	1	2022	10	0	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	
30139 - Traffic Signal Resurfacing	2018	1	2022	10	0 to 5	\$ 72,900	\$ 72,900	\$ 93,768	\$ -	\$ -	\$ -	\$ 93,768	\$ (20,868)	\$ -	
30140 - Community Identification Signs - Replace	2001	6	2046	25	24	\$ 200,000	\$ 200,000	\$ 97,388	\$ 68,416	\$ 34,208	\$ 156,346	\$ (24,749)	\$ 224,749	\$ 9,365	
30145 - Community Identification Signs - Capital Repair		7	2025	5	3	\$ 21,000	\$ 21,000	\$ 25,781	\$ -	\$ -	\$ -	\$ 25,781	\$ (4,781)	\$ -	
30150 - Directional Signs	2003	24	2035	15	13	\$ 145,000	\$ 145,000	\$ 95,754	\$ -	\$ -	\$ -	\$ 95,754	\$ 49,246	\$ 3,788	
30160 - Flagpoles	2002	7	2027	25	5	\$ 49,000	\$ 49,000	\$ 25,748	\$ 2,955	\$ 1,478	\$ -	\$ 27,225	\$ 21,775	\$ 4,355	
30170 - Entry Pavers															
30171 - McIntosh / US 41	2005	1	2028	25	6	\$ 34,980	\$ 34,980	\$ 25,357	\$ 1,480	\$ 740	\$ -	\$ 26,097	\$ 8,883	\$ 1,480	
30172 - Central Sarasota Pkwy / US 41	2015	1	2040	25	18	\$ 72,469	\$ 72,469	\$ (7,483)	\$ 4,322	\$ 2,161	\$ -	\$ (5,322)	\$ 77,791	\$ 4,322	
30173 - Sarasota Square Blvd / Beneva Rd	2007	1	2030	25	8	\$ 39,600	\$ 39,600	\$ 29,970	\$ 1,133	\$ 567	\$ -	\$ 30,536	\$ 9,064	\$ 1,133	
30174 - Palmer Ranch Pkwy / Beneva Rd	2007	1	2030	25	8	\$ 71,280	\$ 71,280	\$ 48,551	\$ 2,674	\$ 1,337	\$ -	\$ 49,888	\$ 21,392	\$ 2,674	
30176 - Median Pavers	2011	1	2034	25	12	\$ 33,000	\$ 33,000	\$ 14,573	\$ 1,474	\$ 737	\$ -	\$ 15,310	\$ 17,690	\$ 1,474	
NEW - Sealing of pavers	NEW	1	2022	5	0	\$ 11,775	\$ 11,775	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,775	\$ 11,775	
30175 - Benches	2008	15	2022	20	0	\$ 12,750	\$ 12,750	\$ 12,778	\$ -	\$ -	\$ -	\$ 12,778	\$ (28)	\$ -	
30177 - Silt Removal - Restoration Area F	2018	1	2028	to 10	6	\$ 50,000	\$ 50,000	\$ 56,404	\$ -	\$ -	\$ -	\$ 56,404	\$ (6,404)	\$ -	
30178 - Silt Removal - Restoration Area D	2018	1	2028	to 10	6	\$ 29,585	\$ 29,585	\$ 33,381	\$ -	\$ -	\$ -	\$ 33,381	\$ (3,796)	\$ -	
30179 - Silt Removal - Restoration Area C	2005	1	2022	to 10	0	\$ 69,540	\$ 69,540	\$ 73,045	\$ -	\$ -	\$ -	\$ 73,045	\$ (3,505)	\$ -	
30181 - Silt Removal - Restoration Area G	2005	1	2022	to 10	0	\$ 46,360	\$ 46,360	\$ 48,696	\$ -	\$ -	\$ -	\$ 48,696	\$ (2,336)	\$ -	
30182 - Silt Removal - Restoration Area H	2005	1	2022	to 10	0	\$ 13,420	\$ 13,420	\$ 14,095	\$ -	\$ -	\$ -	\$ 14,095	\$ (675)	\$ -	
30190 - Unallocated Reserve Interest Income	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 24,717	\$ -	\$ -	\$ -	\$ 24,717	\$ -	\$ -	
TOTAL								\$ 2,032,129	\$ 1,694,748	\$ 105,006	\$ 52,504	\$ 156,346	\$ 1,590,906	\$ 465,940	\$ 71,425