

Palmer Ranch Master Property Owners Association, Inc.
Meeting of the Board of Trustees
MINUTES
January 26, 2023

A Meeting of the Board of Trustees of Palmer Ranch Master Property Owners Association, Inc. was held on January 26, 2023, via Zoom.

Trustees present: Bob Swan, Carol Auricchio, Charles Reith, Chris Meyer, Cynthia Dopjera, Elizabeth Miller, Garry Wharton, Lee Katz, Nicholas Spina, Peggy Wells, Tami Lansdell and Thomas Weisman.

Trustee absent: Lisa Meskill

Community Representatives present: Bob Swan, Prestancia; Burton Raimi, Deer Creek; Diane Alfano, Arielle; Jim Harnes, Hamptons; Johanna Lambert, Cobblestone; Kathrin Harris, Turtle Rock; Mary Jenkins, Sandhill Preserve; Mike Holland, Isles of Sarasota; Robin Gage, Hammock Preserve; Tami Lansdell, Palmer Park of Commerce and Palmer Park Plaza; Thomas Cunningham, VillageWalk.

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

Convene/Confirmation of Quorum

Following confirmation of a quorum, meeting was convened at 3:01 by Chris Meyer, Board President.

Minutes of Previous Meeting

There being no changes or corrections, the minutes of the November 17, 2022 Meeting of the Board of Trustees were approved as distributed.

Community Representative Input – Agenda Items

No comments.

Financial Report for the Period Ending December 31, 2022

Tracy Smith presented the unaudited financial statement for the period ending December 31, 2022.

Reports

Except for 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 Chris Meyer, including recap of the first Palmer Ranch President's Summit.
- B. Management & Community Development Reports - Comments provided by Tracy Smith, which included the following updates:
 - a. 2022 year-end audit is in process. Uploading files to the CPA's secure portal as they're completed.
 - b. 2023 Insurance Appraisal is complete. Copy will be sent to our insurance agent as well as the PRMA Board Members.
 - c. 2023 Reserve Study is in process. Reserve specialists is waiting on final numbers from Stantec for silt removal.
 - d. Received signed Amendment No 4 to the Roadside Maintenance Agreement between PRMA and Sarasota County on January 23rd. Tracy advised Hamptons, Isles of Sarasota, Sandhill Preserve and VillageWalk with the new values associated with our respective agreements. Currently awaiting the Purchase Order from Sarasota County, for the County's 2023 fiscal year
 - e. Update to the Development Report – Sarasota County Planning Commission unanimously recommended the development plans for Palmer Ranch Parcel 9F; the project will next go before the County Commission at a Public Hearing scheduled for March 21st.
- C. Grounds Report - Comments provided by Sue Ambrecht, which included the following updates:
 - a. Work may begin as early as tomorrow on the northbound turn lane off of Honore Avenue into the apartment community currently being developed at the northwest corner of Honore and Palmer Ranch Parkway.

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. The PRMA office has submitted multiple requests to Sarasota County for No Parking Signs due to a semi and pickup truck constantly parking in the grassed medians on Bay Street, just west of the Honore Avenue roundabout.
 - c. Members are encouraged to report any service requests (roads maintenance, streetlights, etc.) to the county's 311 system by visiting: <https://sarasotacountyfl.gscend.com/311>.
 - d. Sarasota County / FEMA are working on removing the remaining tree stumps left behind from the damage from Hurricane Ian. Once the stumps are removed, PRMA can then proceed to repair irrigation and damage to turf/ornamentals.
- D. Advisory Committee Report - Comments provided by Lee Katz.
- E. Palmer Ranch Watershed/Natural Assets Committee - Comments provided by Tracy Smith by highlighting the primary goals for this year, which include: community presentations and planning the third Palmer Ranch Environmental Fair.

Old Business

A. Other

There was no old business to discuss.

New Business

A. CAI's Civility Pledge

Community association boards are regularly faced with challenging and complex issues that can spark strong emotions. A critical responsibility of a board leader is to facilitate community conversation about these important issues. By adopting the Community Association Civility Pledge, community association boards commit to embracing principles that establish a framework for effective community conversations.

Motion by Garry Wharton, seconded by Carol Auricchio, to adopt the Community Association Civility Pledge. Motion passed unanimously.

B. Enhancement Project – Honore Avenue Phase V/Bay Street Extension – Owens Electric

For the past several years, the Master Association has been planning to enhance Honore Avenue Phase V and Bay Street Extension to higher than county standard. On September 22, 2022, the Board approved the contract with LaGasse Utilities, for work associated with the Bay Street Irrigation Pond; this work is in process. This is the next step in the project, providing the necessary electric to the irrigation pump.

No other bids were solicited for this work as Owens Electric is an approved vendor for Master Association and highly qualified to do the work.

Motion by Thomas Weisman, seconded by Lee Katz, to approve Owens Electric Inc., Proposal #2023_7002, in the amount of \$69,500.00, including the payment terms as noted, for the electrical installation for the Bay Street Pump Station. Project to be funded by Operating Account #61310 – Enhancements. Following discussion, the motion passed unanimously.

C. Request from Hotwire Communications for a Palmer Ranch Town Hall Meeting

Some of the Palmer Ranch Master Association Board members have received communication from Hotwire Communications. Included in the letter is a request for PRMA to 'encourage the sub-association boards to participate in a town hall forum and learn more.'

There being no objection, it was noted for the record the process on responding to requests of the Master Association to coordinate meetings, seminars, or other communication for the purpose of endorsing or advertising a product or service is to deny such requests as this type of action is outside the scope of authority for the Master Association.

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D. Enhancement Project – Honore Avenue Phase V/Bay Street Extension – Irrigation Design Associates – Pump Station

Since early 2020 PRMA has working on getting the irrigation pond in place at Bay Street/Honore Ave. The Board has approved many actions to getting this project off the ground; this is step 2 in the very long process.

No other bids were solicited for this equipment as Irrigation Design Associates is the only vendor staff is aware of that can install and maintain such equipment.

Motion by Lee Katz, seconded by Carol Auricchio, to approve Irrigation Design Associates, Inc. Quotation #7816, in the amount of \$62,162.00, installation of the Pump Station. Project to be funded by Operating Account #61310 – Enhancements. Following discussion, the motion passed unanimously.

E. Enhancement Project – Honore Avenue Phase V/Bay Street Extension - Owens Electric - Bay Street and Honore

Continuing with the Honore Avenue / Bay Street enhancement project is the electricity for Honore Avenue Phase V from Isles of Sarasota to the Honore Avenue / Bay Street roundabout.

No other bids were solicited for this work as Owens Electric is an approved vendor for Master Association and highly qualified to do the work.

Motion by Cynthia Dopjera, seconded by Lee Katz, to approve Owens Electric Inc., Proposal #2023_7004, in the amount of \$56,000.00, including the payment terms as noted, for the electrical installation for Bay Street and Honore. Project to be funded by Operating Account #61310 – Enhancements. Following discussion, the motion passed unanimously.

F. NEW ITEM - Enhancement Project – Honore Avenue Phase V/Bay Street Extension – Owens Electric – West Bay Street Median

Lastly, the Board considered the project to provide electricity for the median on Bay Street extension from the Legacy Trail east to the Honore Avenue / Bay Street roundabout.

No other bids were solicited for this work as Owens Electric is an approved vendor for Master Association and highly qualified to do the work.

Motion by Cynthia Dopjera, seconded by Bob Swan, to approve Owens Electric Inc., Proposal #2023_7003, in the amount of \$79,000.00, including the payment terms as noted, for the electrical installation for the Bay Street West Median. Project to be funded by Operating Account #61310 – Enhancements. Following discussion, the motion passed unanimously.

G. Other

There was no other new business to discuss.

Community Representative Discussion

- Charles Reith reiterated its Sandhill Crane colting season. Drivers are encouraged to use caution when traveling.

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- Lee Katz pointed out the county has yet to repair the streetlights on Honore Avenue from Northridge to Central Sarasota Parkway. TASK: PRMA staff will submit another service request to Sarasota County.
- Thomas Cunningham spoke regarding a community initiative to ask for improved sound barrier along I-75. Mr. Cunningham will relay any updates to PRMA, who may forward any information to the Palmer Ranch community on request of a Palmer Ranch Member.
- Carol Auricchio asked for clarification on how the Residential Trustee election process works, which was provided.

2023 Calendar Year Meeting Schedule – held on the following dates at 3pm

- A. Annual Members Meeting & Organizational Meeting of the Board – March 23rd
- B. Board Meeting – May 18th
- C. Board Meeting – July 27th
- D. Board Meeting – September 28th
- E. Board Meeting – November 16th

Adjourn

There being no further business to discuss, motion was made by Garry Wharton, seconded by Cynthia Dopjera, to adjourn the meeting. Meeting adjourned at 3:50pm.

Respectfully submitted,

Peggy Wells
Secretary

REPORTS PROVIDED TO THE BOARD FOR THIS MEETING:

- Unaudited Financial Statement for the Period Ending December 31, 2022
- Management Report dated January 19, 2023
- Community Development Update dated January 19, 2023
- Grounds Report dated January 26, 2023