

Palmer Ranch Master Property Owners Association, Inc.
Meeting of the Board of Trustees
MINUTES
May 22, 2014

Attendees: F. Amazon, S. Ambrecht, S. Anderson, F. Falkner, L. Gilbert, B. Holzman, L. Katz, C. Leetzow, R. O'Connor, R. Seifert, B. Tierney, and G. Wharton. Also attended by Rick Barth and Tracy Smith.
Trustees unable to attend: K. Harris, S. Jeantet, and R. Mills.
Also attended from the community: Philip Arsenault, Deer Creek; Thomas Moses, Hamptons; Carol Vartanian, Stonebridge; and Peggy Wells, Village Walk.

I. Convene/Quorum – 3:00 P.M.

R. O'Connor called the meeting to order at 3:00 PM. A quorum was declared.

II. Minutes of previous meeting: April 10, 2014.

Motion by G. Wharton, 2nd by R. Seifert to approve the minutes of April 10, 2014 as distributed.

Motion passed unanimously.

III. Community Representative Input – Rob O'Connor welcomed the community representatives to the meeting.

IV. Financial Report

A. **Financial Statement:** Tracy Smith reviewed the Balance Sheet as of April 30, 2014 and reported there will be additional income from Arbor Lakes and Sandhill Preserve.

B. **Treasurer's Review** (Period of January 1, 2014 to March 27, 2014): On behalf of Bob Mills, Rob O'Connor reported that he has reviewed all bank statements and reconciliations and verified that all accounts are in good order.

V. Committee/Management Reports

A. **Advisory Committee:** Garry Wharton reviewed functions of the Advisory Committee to include: receive and review reports from the employees, offer guidance and assistance to employees when requested and/or determined by the Advisory Committee to be necessary, inform the Board of information needed to be shared, make recommendations to the Board for specific actions to be taken by the Board, and accompany the recommendations with a written draft of a motion to approve the recommendation. The process for taking action on a recommendation by the Advisory Committee will be: Provide the Board with a written recommendation and a draft motion to approve the recommendation; then at a Board meeting, move the motion, ask for a second and discussion from the Board on the motion, and receive suggestions, if any, regarding the form of the motion. The Board will then vote on the motion as presented or altered. See section VI-A, Advisory Committee Composition.

B. **Parks Committee:** Fred Falkner presented the report of the PRMA Parks Committee (Attachment A). He highlighted the following topics that were discussed in a meeting with Nora Patterson, County Commissioner, regarding County parks on Palmer Ranch:

1. Possible Location of a Paw Park in Parcel 604,

2. Inadequate parking at the YMCA when swim meets are held,
 3. Purchase of Parcel B-9 on Palmer Ranch by Sarasota County for full size athletic fields.
- C. **Management Report:** Tracy Smith reported that all statutory certifications of Board members are on file and all signers for PRMA bank accounts and checking accounts have been completed. She also reported that the 2015 Budget process has begun.
- D. **Grounds Report:** Rick Barth reported that stick flags have been placed on Palmer Ranch in honor of Memorial Day. The following projects have been completed: painting entry signs, and painting entry walls. Turf (sod) replacement/repairs is in process on various medians on Palmer Ranch at the cost of \$23,944.84. Bloomings, at their expense, is also replacing sod.

VI. Old Business

- A. **Advisory Committee Composition** (appoint members):
Motion by G. Wharton, 2nd by S. Anderson, whereas, on April 10, 2014, the Board of Trustees (Board) established an Advisory Committee, and whereas the Advisory Committee Charter provides that the Advisory Committee shall consist of Board appointees, not to exceed eight (8); now therefore, it is moved that the following Board members be appointed to the Advisory Committee: Rob O'Connor, Garry Wharton, Kathrin Harris, Bob Mills, and Barbara Tierney. Discussion: R. O'Connor reported that the Advisory Committee should include the five officers of the Board of Trustees to start but that this did not preclude having eight members. Motion passed unanimously.
- B. **Motion Process:** R. O'Connor referred to the distributed two-page summary of Robert's Rules of Order that will be used to guide the Board in processing motions. Motions will be made and seconded. In close votes, "yes" and "no" votes will be recorded by name of Trustee.

VII. New Business

- A. **Directional Signs:** R. Barth explained the need for a policy guiding the request for and payment of directional sign costs by communities in Palmer Ranch. See attachment B.
Motion by S. Anderson, 2nd by R. Seifert that any modification to existing Directional Signs be by the Master Association and at the expense of the party requesting such modification(s) and that such expense shall include deposits, consulting design, drafting, engineering, permitting, fabrication, lighting, and landscape as may be required for the modification or installation of new signage. Discussion. Motion passed unanimously.
- B. **Enhancement Plans / Discussion:** Rick Barth reported that there was discussion of enhancements prior to the Master Association Transition for Palmer Ranch to include possibilities of Up-lighting of landscape specimen trees (Canary Island Date Palm) at internal intersections on Palmer Ranch, and Oak Tree Up-lighting on four roadways in Palmer Ranch. Total estimated cost at that time was \$103,275. Cost estimates would need to be updated. The Advisory Committee will discuss this matter further and report back to the Board.
- C. **CAM Firm Application:** Tracy Smith referred to "Attachment C" as it relates to Florida Statute 468.431(2) and community association management:
Motion by G. Wharton, 2nd C. Leetzow that Palmer Ranch administration staff complete the State of Florida Department of Business and professional Regulation Regulatory Council of Community Association Managers Application for Community Association Management Firm

License, Form # DBPR CAM 2 for Palmer Ranch Master Property Owners Association, Inc (PRMA) and approval of the \$105 non-refundable application fee. Discussion. Motion passed unanimously.

Tracy Smith will be designated as the Designated Licensed Community Association Manager for PRMA. This license is valid for two years.

D. Delegation of Architectural Review – The Isles of Sarasota: R. Barth referred to the document (Attachment D) and gave background to the request by the Isles of Sarasota.

Motion by F. Amazon, 2nd by C. Leetzow that the Master Association delegate to the Isles of Sarasota rights granted to it by Article 6.02 of the Declaration of Protective Covenants, Conditions and Restrictions for Palmer Ranch on a **temporary** basis with the following limiting condition:

1. No structure, landscape, sign, or other work that alters the exterior appearance as seen from Honore Avenue shall be modified without the prior approval of the Master Association.

Discussion:

Motion by F. Falkner, 2nd B. Tierney, that the word “temporary” in the original motion be changed to “permanent”. Motion passed unanimously.

Reworded Motion by F. Amazon, 2nd by C. Leetzow that the Master Association delegate to the Isles of Sarasota rights granted to it by Article 6.02 of the Declaration of Protective Covenants, Conditions and Restrictions for Palmer Ranch on a **permanent** basis with the following limiting condition:

1. No structure, landscape, sign, or other work that alters the exterior appearance as seen from Honore Avenue shall be modified without the prior approval of the Master Association.

Motion passed unanimously.

VIII. Community Representatives – Discussion:

1. P. Wells asked to clarify the five PRMA officers. She also expressed concern about increasing number of bike/car accidents at the Legacy Trail crossing at Central Sarasota Pkwy (CSP). G. Wharton suggested a light at the crossing that could be activated by a biker on the trail.
2. L. Katz asked if the County was going to install a calming device before entering Arbor Lakes. The speed of traffic is worrisome. She also asked about traffic control measures at the intersection of Honore Ave and Central Sarasota Pkwy (Sandhill Preserve). She would like both issues to be addressed by the Advisory Committee. R. O'Connor suggested a “round-about” possibility at Honore and CSP. S. Ambrecht commented that the Declarant has a request in for a 4-Way Stop Sign at the Honore and Central Sarasota Pkwy intersection.

IX. What is Palmer Ranch Master Property Owners Association, Inc.? – Deferred to a later meeting by R. O'Connor.

X. Board of Trustees Meeting Schedule – Fourth Thursday of Each Month – 3 pm – Covenant Life Presbyterian Church, Room 134, 8490 McIntosh Road, Sarasota. Next meeting will be held June 26.

XI. Adjourn: Motion by L. Katz, 2nd by R. Seifert to adjourn meeting. Motion passed unanimously. Meeting adjourned at 4:20 pm.

Respectfully submitted, Barbara Tierney, PRMA Secretary 05232014 – DRAFT #2

ATTACHMENT A**PARKS REPORT FOR THE PRMPOA BOARD OF TRUSTEES
PRMA Parks Committee, Friends of Potter Park
May 22, 2014**

On Monday, May 19 at 10AM the following representatives from the PRMPOA met with Sarasota County Commissioner Nora Patterson at the Sarasota County Administrative Offices to discuss issues related to county parks on Palmer Ranch: Rob O'Connor, President PRMPOA Board of Trustees, Bob Mills, Treasurer PRMPOA Board of Trustees (via teleconference), Fred Falkner, member PRMPOA Board of Trustees, Rick Barth, Community Manager PRMPOA, and Tracy Smith, Administrator PRMPOA.

After introductory remarks by President O'Connor topics concerning parks on Palmer Ranch were presented to Commissioner Patterson.

Possible Location of a Paw Park on Parcel 604

There is a pressing need for paw parks in Sarasota County. At present there are only 5 paw parks in the county, none located near Palmer Ranch. Parks committee members receive unsolicited inquiries about the possibility of a paw park in our area. Residents bring dogs to Potter Park even though dogs are not allowed.

The location of Parcel 604 is northwest of the intersection of Palmer Ranch Parkway West and McIntosh Road. We pointed out to Commissioner Patterson the advantages that Parcel 604 has for creation of a paw park. The land is owned by Sarasota County and is sufficient in size (6.4 acres) for a paw park with areas for small and large dogs, parking, and a sitting area. The land is not suitable for many other purposes such as a play area or a nature preserve. Access to the parcel off Palmer Ranch Parkway can be gained through an easement granted by the PRMPOA, something that the association would be glad to consider. There is a possibility of some initial funding for a feasibility study available through funds in the Potter Park Capital Improvement Projects budget.

Commissioner Patterson was enthusiastic about exploring the possibility of locating a dog park on Parcel 604. She said that she would talk with Carolyn Brown, Manager of SC Parks and Recreation, about our conversation and urge Carolyn to reply to her about the feasibility of a paw park on this land. Someone from the county will reply to us on the result of the investigation into our request.

Swim Meets at the YMCA and Parking at Potter Park

Over the last two years parking for swim meets at the YMCA swimming pool has been inadequate for large meets (about 8) and occasionally even small meets. Parking overflows the YMCA pool parking area, Potter Park parking area, and the open area south of the aquatic center. The promotion of sports tourism by Sarasota County, the superb swimming pool facility, and the excellent conduct of the swim meets leads to the conclusion that the number of swim meets will not decrease and probably will increase in the future, thus exacerbating the problem.

The effect of inadequate parking space for swim meets on Potter Park is two-fold. First, vehicles completely fill the public parking area for Potter Park for most of the day, thus denying parking for citizens who want to play tennis or basketball, bring their children to the playground, or use the gazebo for special occasions. Second, vehicles park in unauthorized places in the grassy areas of the park. This has resulted in damage to the Potter Park sign and is also unsafe.

To date there has been no progress of which we are aware to try to solve this issue. We urged Commissioner Patterson to request higher priority be given to solving this problem including the establishment of a shuttle service if need be. She indicated that she would speak with Carolyn Brown on the matter.

The remainder of the Parks Report on this topic was not discussed with Commissioner Patterson but represent approaches that can be used to fruitfully address the problem regarding Potter Park itself. The parks committees of Palmer Ranch can do something about the first issue - parking in unauthorized areas. We will request that Sarasota County build a mortise fence along the parking area bordering the park and that appropriate signage be placed indicating that parking in the park itself is not permitted. The second issue of taking up all the parking spaces in the Potter Park parking lot for swim meet parking will require help from our partners, the YMCA. We will propose that the YMCA include us in the parking aspect planning for swim meets, so that we can provide volunteers to guide parking at Potter Park. We have worked well together in the past and see no reason that we will not be able to solve this together.

Purchase of Parcel B-9 on Palmer Ranch for a Park Dedicated to Athletic Fields

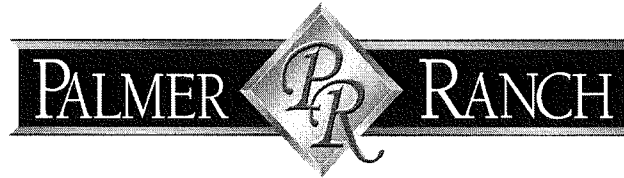
There are no full size athletic fields on Palmer Ranch that provide fields for team practices or league play for soccer, baseball or other team sports. Parcel B-9 is 35 acres in size and would be very suitable for athletic fields. Its northern border is Sawyer Loop Road, and its southern border is Culverhouse Nature Park. The advantages of this location, not only for athletic fields, but also for synergies with the Community Garden, Culverhouse Nature Park, and the Legacy Trail were summarized.

We informed Commissioner Patterson of the efforts of the PRMPOA to meet with county officials to describe the advantages of Parcel B-9 as suitable candidate for purchase. This included a presentation at the Sarasota Parks Advisory and Recreational Council and a tour of Parcel B-9 for key members of county staff responsible for planning for future athletic fields.

Commissioner Patterson indicated that county staff is presently involved in making a strategic plan for the installation of athletic fields in all of Sarasota County. This effort is not likely to be completed until the end of the year. We need to stay in contact with the staff with whom we have been working for further guidance.

Respectively submitted,
Fred Falkner
Chair, Friend of Potter Park

ATTACHMENT B



Palmer Ranch Master Property Owners Association, Inc.

TO: Board of Trustees
FROM: Advisory Committee
DATE: May 16, 2014
SUBJECT: Directional Signs - Modifications

RECOMMENDED MOTION(S) OR ACTIONS:

Move that any modification to existing Directional Signs be by the Master Association and at the expense of the party requesting such modification(s) and that such expense shall include deposits, consulting, design, drafting, engineering, permitting, fabrication, lighting, and landscape as may be required for the modification or installation of new signage.

BACKGROUND:

24 Directional Signs were installed by the Master Association in 2003 under Resolution of the Board of County Commissioners.

Landscape and up lighting was installed at all existing Directional Sign locations in 2012 at recommendation of the then Finance/Grounds Committee.

RELEVANT PRIOR BOARD ACTION:

No subsequent Board action.

RECOMMENDATIONS:

Recommend approval subject to work contracted through and under supervision of the Master Association.

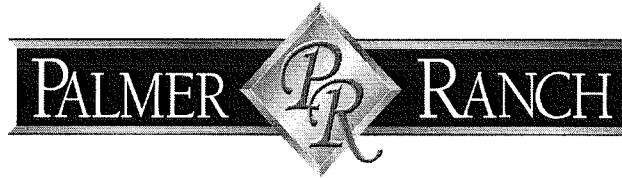
FUNDING SOURCE:

Party/Entity requesting modification.

ATTACHMENTS:

Cornerstone Signs - Estimate 14 14308
Directional Signs pdf – New vs Existing

ATTACHMENT C



TO: Board of Trustees
FROM: Advisory Committee
DATE: May 16, 2014
SUBJECT: CAM Firm Application

RECOMMENDED MOTION(S) OR ACTIONS:

Complete State of Florida Department of Business and Professional Regulation Regulatory Council of Community Association Managers Application for Community Association Management Firm License, Form # DBPR CAM 2 for Palmer Ranch Master Property Owners Association, Inc. (PRMA)

Name the Designated Licensed Community Association Manager for PRMA. Name Licensed Community Association Manager Employees.

All board members will need to provide the following information on the form:

1. Name
2. Title (Officer Title, Board Member, etc.)
3. CAM License Number (if applicable)
4. Social Security Number
5. Street Address
6. City
7. State
8. Zip Code

Authorize Officer/Director to sign the application.

Authorize the payment of the \$105 non-refundable application fee from PRMA.

BACKGROUND:

Section 468.431(2), Florida Statute further defines "community association management" as controlling or disbursing funds of a community association, preparing budgets or other financial documents for a community association, assisting in the noticing or conduct of community association meetings, and coordinating maintenance for the residential development and other day-to-day services involved with the operation of a community association. A person who performs clerical or ministerial functions under the direct supervision and control of a licensed manager or who is charged only with performing the maintenance of a community association and who does not assist in any of the management services described in this subsection is not required to be licensed under this part.

At this time, Richard Barth and Tracy Smith are licensed under the CAM Firm named Palmer Management, Inc. (entity related to Palmer Ranch Holdings, LTD.)

RELEVANT PRIOR BOARD ACTION:

N/A

RECOMMENDATIONS:

Name the Designated Licensed Community Association Manager for PRMA. Name Licensed Community Association Manager Employees. Authorize Officer/Director to sign the application and the expense of the \$105 non-refundable application fee.

FUNDING SOURCE:

Operating expense 2014 budget – office expenses

ATTACHMENTS:

1. State of Florida Department of Business and Professional Regulation Regulatory Council of Community Association Managers Application for Community Association Management Firm License, Form # DBPR CAM 2
2. Community Association Management Firm FAQ's

ATTACHMENT D



Palmer Ranch Master Property Owners Association, Inc.

TO: Board of Trustees
FROM: Advisory Committee
DATE: May 19, 2014
SUBJECT: Delegation of Architectural Review – The Isles of Sarasota

RECOMMENDED MOTION(S) OR ACTIONS:

Move the Master Association delegate to The Isles of Sarasota rights granted to it by Article 6.02 of the Declaration of Protective Covenants, Conditions and Restrictions for Palmer Ranch on a temporary basis with the following limiting condition:

1. No structure, landscape, sign, or other work that alters the exterior appearance as seen from Honore Avenue shall be modified without the prior approval of the Master Association.

BACKGROUND:

The Isles, on advice of their attorney Kevin Wells has requested delegation of the Master Association's architectural review authority to include and ratify all previous decisions made by The Isles of Sarasota and its Architectural Control Committee.

RELEVANT PRIOR BOARD ACTION:

Historically, architectural review authority has been delegated to the following communities:

Prestancia	10/31/1986
Deer Creek	9/30/1988
Marbella	10/16/1989
Huntington Pointe	12/18/1990
Stoneybrook Estates	4/1/1992
Wellington Chase	6 /21/1996
Stonebridge	6/21/1996
Mira Lago	8/20/1996
Silver Oak	5/5/1999
Pinestone	7/26/2000
Palmer Park of Commerce	9/25/2001
Palmer Park Plaza	9/25/2001

RECOMMENDATIONS:

Article 6.02 (f) The MASTER ASSOCIATION may delegate, on a permanent or temporary basis, any of the rights and powers granted to it in this Article 6.02 to a SUBASSOCIATION, provided, however, that DECLARANT'S consent to such delegation shall be required prior to the CONVEYANCE DATE.

Staff recommends delegation of authority on a temporary basis. Should question arise, for any reason and at any future date, such delegation may be withdrawn. All element of control of standards may be compromised by delegation of authority on a permanent basis.

FUNDING SOURCE:

Funding not required.

ATTACHMENTS:

Request, Isles of Sarasota Homeowners Association, Inc. dated March 19, 2014