

PALMER RANCH MASTER PROPERTY OWNERS ASSOCIATION, INC. (PRMA)
MEETING OF THE BOARD OF TRUSTEES
Minutes
April 28, 2016

A meeting of the Board of Trustees of the Palmer Ranch Master Property Owners Association, Inc. was held April 28, 2016 at Covenant Life Presbyterian Church located at 8490 McIntosh Road, Sarasota, Florida.

Trustees present: Bob Mills, Bob Holzman, Cathy Leetzow, Claudia Brooks, Dick Beitel, Garry Wharton, Joel Schemmel, Nicholas Spina, Peggy Wells and Rob O'Connor.

Trustees absent: Laura Gilbert, Lee Katz, Steve Anderson, Steve Jeantet and Sue Ambrecht.

Community representatives present: Claudia Brooks of Deer Creek, Kamel Zaki of The Hamptons, Edward (Ned) Stofko of Huntington Pointe, Donald McKee of Marbella, Carol Auricchio of Mira Lago, Curt Gilroy of Turtle Rock, Nicholas Spina of Wellington Chase and Bob Holzman of TPC Prestancia

Members present: Kathrin Harris of Turtle Rock.

Also in attendance: PRMA staff members Tracy Smith and Carrie Agosto.

Having confirmed a quorum was present, President Bob Mills convened the meeting at 3:00pm.

INTRODUCTION OF BOARD MEMBERS

Being the first meeting since the March elections, members of the board and management staff were asked to introduce themselves.

MINUTES OF PREVIOUS MEETING

There being no changes or additions to the minutes of the March 24, 2016 PRMA Organizational Meeting of the Board of Trustees, the minutes were considered approved as distributed.

PRESIDENT'S REPORT

Bob Mills provided the president's report.

FINANCIAL REPORT

Tracy Smith presented the financial statement for the period ending March 31, 2016

COMMITTEE / MANAGEMENT REPORTS

The following reports were distributed to board members prior to the meeting. Opportunity to ask questions and/or provide brief recap of the purpose of each report/committee was given.

- A. Management Report** – recap provided by Tracy Smith
- B. Grounds Report** – recap provided by Tracy Smith
- C. Advisory Committee** – recap provided by Rob O'Connor
- D. Parks Committee** – recap provided by Bob Mills
- E. Community Center Sub Committee** – recap provided by Bob Mills
- F. Website / Communications Ad Hoc Team** – recap provided by Cathy Leetzow
- G. Palmer Ranch Watershed / Natural Assets Team** – recap provided by Tracy Smith

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

A. Median Nose End Sandblast / Painting

Motion by Peggy Wells, second by Nicholas Spina, approving the enhancement project of sandblasting of old paint and resurfacing of the median nose ends within the arterial and collector roadways within the Palmer Ranch MDO, being:

- a. Palmer Ranch Parkway, from Beneva Road to McIntosh Road
- b. Palmer Ranch Parkway, from McIntosh Road to Honore Avenue
- c. Palmer Ranch Parkway, from Honore Avenue east to entrance of Arbor Lakes
- d. Sawyer Loop Road, from Clark Road to McIntosh Road
- e. Northridge Road, from Sawyer Loop Road to Honore Avenue
- f. McIntosh Road, from north development line (RR tracks) to US 41
- g. Sarasota Square Blvd., from Beneva Road to McIntosh Road
- h. Central Sarasota Pkwy, from US 41 to Honore Avenue
- i. Honore Avenue, from Clark Road to south end of development line

Project to be expensed from 2016 enhancement funding, at a cost not to exceed \$12,324.00. Motion passed unanimously.

B. Job Description – Grounds Supervisor

Motion was made by Rob O'Connor, second by Peggy Wells, approving the attached Job Description for Grounds Supervisor to be effective July 1, 2016. Additionally, recommend that Rick Barth be kept on as a salaried part-time employee, effective July 1, 2016 with reduction of his paid time off (PTO) by 50% from the benefits currently received. Following discussion the motion passed unanimously.

C. Support of Proposed MDO Amendment

Motion was made by Bob Mills, second by Nicholas Spina, approving the conveyance of Palmer Ranch Master Association Board support of the MDO (Master Development Order) amendment application filed by Palmer Ranch Holdings with Sarasota County Planning & Development Services. The proposed amendment is to add the following number of units, commercial square footage and acreage to the existing MDO:

- o 863.85 + acres
- o 2,650 dwelling units (to be more defined at the Increment stage for each property) and
- o 250,000 square feet commercial

Following discussion, the motion passed unanimously.

D. Other

Motion by Garry Wharton, second by Bob Mills, to recommend permitted use of the future Palmer Ranch Community Center for Board Meetings of Ballantrae Condominium Association, subject to reasonable rules and regulations which shall be established by the Palmer Ranch Master Property Owners Association, Inc. Board of Trustees. Following discussion the motion passed unanimously.

COMMUNITY REPRESENTATIVE – DISCUSSION

A. Paw Park

Inquiry of county's opposition to use of Culverhouse Nature Park as a site for a future paw park. Reasons cited by the county include proximity of neighboring communities and environmental concerns.

B. Central Sarasota Parkway / Honore Avenue Roundabout

Though the Master Association office was advised construction of the roundabout was to have started in April, updates received indicate that the project has gone out for bid, permitting is anticipated in mid-to-late May, to be followed by construction activity the first of June. This timing is weather dependent.

C. Palmer Ranch Community Center

Question was raised as to the proposed location of the main entrance to the Palmer Ranch Community Center, currently shown directly across from the west entrance to Mira Lago. TASK: Tracy was asked to consult with Frank Domingo (Stantec Senior Project Manager, Transportation) so that answer to this question could be given at the May 3rd Neighborhood Workshop coordinated for this project.

D. GPS Addressing

The community of Mira Lago stated they're having issues with delivery and vendor vehicles using their west gate to gain access to the community instead of the east gate, designed to permit such access. The community has been advised that GPS programming directs one to the west gate, instead of the east gate. TASK: Tracy was asked to research any possible means to assist the community in correcting this issue.

MEETING SCHEDULE

The following board meetings will be held at Covenant Life Church, 8490 McIntosh Road, Sarasota:

- June 23 – 3pm
- August 25 – 3pm
- September 22 – 3pm
- November 17 – 3pm

ADJOURN

There being no further business to come before the meeting, the same, upon motion duly made and carried, adjourned at 4:20 pm.

Respectfully submitted,

Tracy Smith
Community Manager



- I. **Position Description:** Grounds Supervisor, Palmer Ranch Master Property Owners Association, Inc., Sarasota, Florida.
- II. **Reports to: PRMA Community Manager**
- III. **Position Summary:**

Under the general supervision of the Community Manager, is responsible for all aspects of grounds maintenance operations of the common areas of the Palmer Ranch Master Property Owners Association, Inc., (PRMA) on a scheduled part-time basis.

Monitors and maintains a first class level of service for the PRMA common elements in accordance with state regulatory agency statutes, association documents, policies, and procedures. Conducts regular inspections of the Master Association Common areas to maintain a quality level of appearance. Supervises the service contracts including but not limited to requesting and recording multiple bids, recommending contractors/services to the Community Manager and PRMA Advisory Committee.
- IV. **Supervises:** Palmer Ranch Master Association service vendors to include but not limited to Grounds, Irrigation, Entry Lighting, and Aquatic contractors.
- V. **Partial time schedule and specific duties:**
 - On Site:

Monday	Half day – 4 hours
Tuesday	Half day – 4 hours
Wednesday	Off
Thursday	Half day – 4 hours
Friday	Half day – 4 hours

Assumed value of four (4) hours/week to Association for response and addressing emergency issues. Total of 20 hours
 - On Call: Emergencies and after normal business hours, including weekends unless prior arrangements made in advance.
- V. **Responsibilities:**
 - A. **Grounds Supervision**

Supervision of all grounds services, including: mow, edge, blow; ornamental maintenance and refurbishment; fertility and pest control; irrigation maintenance and refurbishment; aquatic weed control; bid specifications and bidding, as necessary, all grounds contracts; inspections of formal maintenance, outlying areas, and landscape lighting.

B. Repairs & Maintenance

Coordinate repair and maintenance of entry, directional and ornamental lighting; entry and directional signs; entry walls; and any other repair and maintenance.

C. Natural Assets

Outreach to Palmer Ranch Communities in response to questions concerning maintenance of wetlands and water bodies.

D. Reporting

Monthly written report to Advisory Committee and thereafter Board. Any issue with Contractors shall be reported to Community Manager.

E. Enhancements

Direct relationship with professional services as needed and approved by Manager and/or Board; bid specifications; bidding of specifications; oversight of enhancement contracts.

F. Budget

Assist with grounds related items in preparation of Annual Budget Draft. Update year-end projection.

G. Administrative

Promptly handles emergencies reported on Palmer Ranch. Responds as first level contact after-hours for Office Alarm and Emergencies. Provides third level response for telephone coverage

H. Meetings

Liaise with Community Manager. Meet with County Staff as may be required in the course of work. Schedule Professional Services as may be required in the course of work at the direction of the Community Manager.

I. Goals and Objectives

Establishes goals and objectives with the PRMA Board of Trustees to enhance one's professional development

VI. Authorization

Personal authorization limited. Repairs / replacements require approval of the Community Manager.

Other responsibilities as may reasonably be required