

**PALMER RANCH MASTER PROPERTY OWNERS ASSOCIATION
TRUSTEE MEETING**

**Thursday, September 25th, 2014 - 3:00 P.M.
Covenant Life Presbyterian Church - Room 134
8490 McIntosh Road, Sarasota, Florida 34238**

MINUTES

Trustees Attended, Palmer Ranch Master Association (PRMA): Fred Amazon, Sue Ambrecht, Laura Gilbert, Kathrin Harris, Bob Holzman, Steve Jeantet, Cathy Leetzow, Bob Mills, Rob O'Connor, Russell Seifert, Barbara Tierney, and Garry Wharton.

Trustees absent: Steve Anderson, Fred Falkner, and Lee Katz.

PRMA Staff Attended: Tracy Smith and Marianne Swan.

Resident Members Attended: Phillip Arsenault, Deer Creek; Steven Bush, Marbella; Tom Moses, Hamptons; Carol Vartanian, Stonebridge; Dave Watts, Huntington Pointe; and Peggy Wells, VillageWalk.

- I. **Convene/Quorum** – Meeting convened at 3:00 P.M. by Rob O'Connor. A quorum was declared.
- II. **Minutes of previous meeting**
 - A. Meeting of the Board of Trustees – August 28, 2014:
Motion by Rob O'Connor; 2nd Russ Seifert; to accept the minutes of the Meeting of the Board of Trustees, Palmer Ranch Master Association (PRMA) – August 28, 2014 as presented. Motion passed unanimously.
- III. **President's Report: Rob O'Connor:** Rob presented a concept that he and Tracy Smith developed whereby a "workshop" of Trustees and members of the Palmer Ranch community could actively participate in sharing ideas that would contribute to enhancing the Palmer Ranch as a community. Tracy Smith would be the facilitator and will develop the final product for the October 2014 meeting.
- IV. **Board Orientation: Tracy Smith:** Tracy distributed a map of Palmer Ranch along with handouts showing grounds maintained by the Master Association, as well as copies of deeds/easement to lands owned by PRMA. In addition, copies of Palms and the Plant Palette found in the common areas were distributed. Orientation in October will include trees, turf, irrigation, and aquatic weed control.
- V. **Financial Report for the period ended August 31, 2014**
Bob Mills presented the financial report for the period ended August 31, 2014.
- VI. **Committee/Management Reports:**
 - A. Management Report: Tracy Smith reviewed the Management Report (Attachment A). She also reported the Sarasota County Traffic Advisory Committee (TAC) did approve on 9/22/14 a motion to reduce the speed limit from 40 MPH to 30 MPH on Palmer Ranch Pkwy East, serving Arbor Lakes, VillageWalk, and The Glenridge. This may take up to three months to be implemented as TAC's recommendation has to be processed through their office to the Sarasota County Commission and then the County Commissioners review it for approval.

- B. Grounds Report: (Attachment B)
- C. Advisory Committee: Kathrin Harris presented highlights of topics discussed at the Palmer Ranch Master Association Advisory Committee Meeting of September 11, 2014 (Attachment C).

Motion by Kathrin Harris, 2nd by Garry Wharton to approve PVC Fence enhancements on Palmer Plaza Dr., on the east side, north of Northridge Road in addition to PVC fencing on Central Sarasota Pkwy, south side, east of McIntosh to visible Stoneybrook Nature Trail, in an amount not to exceed \$20,000 and which will come out of the Operational Budget, Enhancement line item. Discussion: Bob Mills asked that Fred Falkner's objection to the motion be noted in the minutes. Vote: All Trustees present voted for the motion. Motion carried.

- D. Parks Committee: Bob Mills presented the Parks Committee Report (Attachment D).

VII. Old Business: Garry Wharton: Garry reported that the County has recognized that the intersection of Central Sarasota Pkwy (CSP) and the Legacy Trail is dangerous and is working towards a solution for safety and clear markings on the Trail for bikers/pedestrians as well as vehicles traveling on CSP. The biker/pedestrian-crossing situation at CSP was highlighted in an article in an early September edition of *The Observer*. Garry will continue to be a resource to the County and will report County solutions to PRMA Trustees as they are explored.

VIII. New Business

- A. Consideration for Approval – 2015 Calendar Year DRAFT Budget:
Motion by Rob O'Connor, 2nd Russ Seifert, to approve the 2015 Calendar Year Budget as distributed to the Board of Trustees. Discussion. Motion approved unanimously. Motion Carried. The 2015 calendar year budget is attached and made a part of these minutes Attachment E).
- B. Consideration for Approval - Carry forward any audited 2014 excess revenue to offset 2015 expenses.
Motion by Steve Jeantet, 2nd Bob Mills to carry forward any audited 2014 excess revenue to offset 2015 expenses. Discussion. Motion approved unanimously. Motion carried.
- C. Board of Trustees Nominating Committees: Rob O'Connor asked the Trustees at the meeting for volunteers for the three categories of "Nominating Chairs", Residential, Commercial/Industrial, and Recreational, for the upcoming elections on the fourth Thursday of March 2015. The Trustees volunteered as follows:
Commercial/Industrial, Steve Jeantet of Covenant Life Presbyterian Church;
Residential, G. Wharton of Silver Oak Estates; and Recreational, Laura Gilbert of Evalyn Sadlier Jones YMCA.
Motion by Kathrin Harris, 2nd B. Mills to appoint the above named Trustee nominating committee volunteers as nominating committee chairs. Unanimous approval. Motion passed.

- D. Board Workshop: Tracy outlined the Board Workshop to be held on October 23, 2014. She read a mission statement (would like to include this!), rules, and described “Dream Teams” that will be created to include Board members and community representatives so everyone on Palmer Ranch will have a voice and all ideas will be considered. Tracy Smith will be the “Workshop Facilitator”. A Panel (R. Barth, R. O’Connor, T. Smith, and B. Tierney) will not be members of a Dream team but will review the ideas and prioritize them based on logistics, funding and feasibility at a later time. The panel will present their recommendations to the Board. Rob envisions active participation and collective input.

As preparation for the workshop, Board Members and Community Representative were asked to consider:

- a. Why you purchased a home on Palmer Ranch?
- b. Why did you bring your business here?
- c. What do you enjoy the most on the property?
- d. What do you feel is missing?

IX. Community Representatives – Discussion

a. Steve Bush, Marbella: Steve asked why the PR Advisory Committee denied Marbella’s request to have PRMA remove the Pepper Trees that overhang on Marbella’s property. Kathrin explained that Palmer Ranch Master Association approves a community cutting back the vegetation that is on their property along the property line but does not remove it.

b. Carol Vartanian, Stonebridge: Asked if the Palmer Ranch Master Association has a list of all the members in the all communities. Tracy responded the PRMA does not maintain such a list. In the Bulletin to the Community Representatives, Tracy has published a notice that any member who wants to be sent information directly only needs to contact the Palmer Ranch Master Association office. She will send information directly.

c. Peggy Wells, VillageWalk asked if there is going to another publication similar to “Palmer Ranch life”. There will not be such a publication as the publishers ran out of interest and information. The idea of a quarterly publication was mentioned as well as a regularly scheduled article for the Observer. Peggy asked for clarification of the voting process and procedures, information was provided by Tracy.

- X. Board of Trustees Meeting Schedule** – Upcoming meetings are scheduled for October 23, November 20 and December 18. All meetings will held at Covenant Life Church, 8490 McIntosh Road, Sarasota.

- XI. Adjourn: Motion by Fred Amazon, 2nd Sue Ambrecht to adjourn the meeting. Motion passed unanimously.**

Meeting adjourned at 4:24 PM.

Respectfully submitted,
Barbara Tierney,
Secretary,
Palmer Ranch Master Property Owners Association,
September 26, 2014

ATTACHMENT A - Management Report – September 18, 2014

Development Updates

- Neighborhood Workshop for a new Taylor Morrison residential development (south of Silver Oak) was held on September 9th. A name has yet to be given for this community. In addition to the workshop, a previous meeting was held between representatives from Taylor Morrison and Silver Oak to address any questions/concerns. There is to be an additional meeting between the parties to address plans for the berm between the properties.
- Neighborhood Workshop for a new DiVosta residential development (south of Isles of Sarasota) is scheduled for Thursday, September 25th at 6pm. Meeting will be held at Covenant Life Church. Board Members were emailed notice of meeting on September 16.

Projects

- Professional Services Agreement has been signed with Stantec for the Entry Paver Project (CSP / US41). Please see the Grounds Report for further information.
- Attorney Wells completed his review of the Services Agreement with Florida Fence for PVC fencing project approved by the Board at the August meeting (Salvage of fencing from McIntosh / Sawyer Loop to be placed at Honore/Northridge). Agreement has been sent to Florida Fence for signature. Certificate of Insurance is on file naming the Master Association as additional named insured.

Updates

- Sarasota County Traffic Advisory Council meeting scheduled for September 22nd. This relates to the request submitted for a reduction of the speed limit from 40 MPH to 25 MPH. This item is #3 on the meeting agenda.
- Brett Sanger from Florida Department of Transportation (FDOT) confirmed that, as of 3 weeks ago, no monies have been set aside or budgeted for the design/construction of a full interchange at I75 and SR 681. (Ms. Leetzow asked about status of the interchange at the August Board Meeting).
- As seen in the Palmer Ranch Bulletin, section of Legacy Trail remains closed from area north of Palmer Ranch Parkway East to the entrance to Culverhouse Nature Park. Communication has already been established with County Parks & Recreation staff regarding remediation to this area, following the repairs.
- Attorney Wells' office has sent notification, effective October 1, 2014 the hourly rate for all attorneys of their firm will increase \$15.
- The 2014 Notice of Proposed Property Taxes for Conservation Areas C, G and H (owned by the Master Association) was received from the County with a taxable value of \$303,600. This area is part of the South Creek Drain Basin, and cannot be developed. The county revised the classification of this property and has changed the taxable value to \$100.

ATTACHMENT B - Grounds Report – Update 9.18.14

ORNAMENTAL:

- Annuals
 1. Fall change out – Mixed Coleus. Installed 9/9.
- Honore Ave
 1. More infested Slash Pine trees at Botanica. Ordering removal of all remaining to reduce further local infestation.
 2. Dead Oak Tree to be replaced with 4” caliper Cathedral Oak. Scheduled week 9/15.
 3. Sylvestrie Palm, Honore Avenue median at Clark Road continues on watch list. Projecting cost of removal/modification of area. Do not recommend replacement at this time.
- Central Sarasota Pkwy – Vehicular damaged Picabeen Palm, replaced. Will have transplant stress. Continues on watch list.

TURF:

- McIntosh Road – south of Central Sarasota Pkwy. 800 square feet replaced by Bloomings’ at their expense – tying in nicely.
- Honore Avenue – localized areas of turf blemishes due to lack of rain/insufficient irrigation continue recovery. Irrigation survey to be provided by Bloomings.

IRRIGATION:

- Increased rain this week and next will allow us to cut back use of irrigation systems.
- Sarasota Square Blvd zones still plugging/impacted with debris.

ENHANCEMENTS:

- Working forward to harden costs of additional Enhancement Projects. See attached Landscape Enhancement Options sheet.

RESERVES:

- Engineering has commenced.
- Geotechnical work to be scheduled by Engineer’s sub consultant.
- Proposed schedule about 3 weeks for a set of documents for our review
- Permitting to start as soon as possible, but FDOT and County might take a month so actual bid documents may not be ready until late October.
- Engineers recommend project start date no sooner than January 2015 after Holidays.
- Our recommendation project start date after Easter.

ATTACHMENT C

PRMA ADVISORY COMMITTEEReport to Board

September 2014

During the meeting Sept. 11, members of the Advisory committee discussed the following enhancement items:

Ornamental, to include:

1. Minima Jasmine added around palm at median south of Sarasota Square Blvd/McIntosh;
2. Minima Jasmine fill-in on North median at intersection with PR Pkwy/McIntosh;
3. Installation of St. Augustine sod in median at PR Pkwy 2-1 (east of Honore servicing Glenridge, Arbor Lakes and north entry Village Walk, etc.), which will also require irrigation installation. Costs for above projects to be obtained by Grounds Manager.

Park Enhancements for Tract 605 (east side of McIntosh at Palmer Ranch Pkwy west) include possible upgrades: Up-lighting of Majestic Oaks, serpentine sidewalk, landscape (requiring irrigation installation) and bike rack. Total rough cost of enhancements requiring confirmation: \$25,800.

Entry Pavers:

- Honore/Clark intersection: defer considering installation of entry pavers which would achieve a look like PR Pkwy/Beneva and CS Pkwy/US41.
- CS Pkwy/US41: recommend that management seek all required permits now for this board-authorized expenditure to have everything in place, but not to conduct the new installation sooner than mid-April to avoid disrupting heavy seasonal traffic.

Lighting: Landscape Up-lighting of interior intersections, total cost with firm bids \$103,274, put on hold.

Pending Development Issues: Being deferred to the Palmer Ranch Holding Company, considerations for landscaping of easement south of The Isles along Honore include installation of irrigation system, landscape beds, and St. Augustine grass.

PVC Fencing: additional salvageable PVC fencing from Cobblestone could be placed in two other areas of Palmer Ranch: east side of Palmer Plaza Drive, and south side of Central Sarasota Pkwy. The PRAC unanimously recommends expenditure of an amount not to exceed \$20,000 for such an enhancement.

Other items of discussion:

Management Reviews: Annual reviews for Community and Grounds manager to be done starting July 2015. B Tierney offered to develop Performance Evaluation Criteria/forms for the committee to consider.

Taylor Morrison Neighborhood Workshop: G. Wharton shared his observations of the Sept 9 Workshop. The "berm" issue was cited as a concern at the meeting. No decision made at the T-M presentation and no name has been given to the new community.

Brazilian Pepper trimming: Marbella requested that PR trim back pepper trees encroaching along their perimeter wall. The AC recommends that PR not pay for trimming, but allow Marbella to verticut same along their property line. R. Barth will inform Marbella.

Nominating Committees: should be appointed at the next board meeting. G. Wharton requested information on the nominating process and procedure, which T. Smith subsequently provided.

Other: R. Mills reported that F. Falkner, PRMA Trustee, is concerned about how communities vote for a member Trustee to PRMA Trustee Board. The PRAC advised that this question be added to a list of questions for PRMA's legal representative, Kevin Wells.

Kathrin Harris, Advisory Committee Chair

ATTACHMENT D

Parks Report for the PRMPOA Board of Trustees

PRMA Parks Committee, Friends of Palmer Ranch Parks - September 25, 2014

A special joint meeting of local parks representatives and Sarasota County Parks' managers was held on September 9, 2014 at the County Park's office in the County Administration Building, downtown.

The following parks groups were represented:

- Palmer Ranch Master Association Parks Committee
- Friends of Palmer Ranch Parks
- Friends of the Culverhouse Community Garden
- Friends of the Legacy Trail

Fred Falkner and Bob Mills represented our two organizations.

County Managers from a variety of park's positions were present including: operations, park planning, capital improvements, preservation areas and others.

Several issues/projects were discussed.

Status of planned upgrades and amenities for the Culverhouse Nature Park.

1. Water fountains. Everyone agreed that the number one priority is the need for fresh water drinking water for both Legacy Trail and garden users. County officials will take control of the project. A minimum of two water fountains will be installed close to the garden and by the Legacy Trail. Fresh water will be connected to lines in the Stonebridge subdivision. Hopefully the water will be cooled. It appears that the project will be financed by donations, the County and CIP funds from the Potter Park budget.
2. Rest rooms. The County does not have funding at this time. Also, County officials seemed to be confused about how to change the DRI to accommodate rest room facilities. Also, there is some confusion by the County regarding possible deed restrictions in the property covenant. The property was transferred and deeded to Sarasota County several years ago. They will study this project and possible issues. We will follow this closely and try to move the project forward.
3. Other amenities: play field, nature trails, playground equipment, etc. The addition of more park amenities has become a long term (5 to 10 year) project because of the lack of county funding.

Status of possible New Recreational Land & Facilities on Palmer Ranch

County Managers are still undergoing changes in all areas of Parks management. One of their new goals will be to find and develop new recreational lands throughout the County after studying the needs of each area. The consideration of land on site B-9 on Palmer Ranch is on the list of possible sites for development in the future. Parcel B-9 would connect to the Culverhouse Nature Park and would be great for a recreational park, Legacy Trail parking and would provide safety for all park users with access off of Sawyer Loop Road. This is a long term project with no funding available for new projects at this time. There is only money available now to purchase lands designated as preservation areas.

Status of possible Paw Park on Palmer Ranch. Parks managers agree that a site in Potter Park on Central Sarasota County Parkway across from the apartment complex would be good for a possible Paw Park. There is presently money in the Potter Park CIP that could be used for this project. The next step is to develop a concept plan for the Paw Park. Fred Falkner and Carol Solomon will initiate the planning to develop such a plan. This will include visiting existing dog/paw parks and involving interested parties in helping to decide the features to be included in the park. Several Palmer Ranch residents have expressed an interest in helping on this project.

It was great to see the different volunteer organizations cooperating and working together with County Parks managers in improving our parks and moving forward on projects.

Friends of Palmer Ranch Parks

The September 17 Potter Park work session was cancelled due to heavy rain. It was rescheduled for September 24. Plans are for weeding, palmetto trimming and mulching areas with pine needles.

We are pleased to report that two new volunteers, Kurt Gilroy and Chuck Butterfield, have joined The Friends of Potter Park.

Carol Solomon is back from the north and will be scheduling future work sessions.

Respectfully submitted,
Bob Mills

**Palmer Ranch Master Property Owners Association, Inc.
2015 CALENDAR YEAR APPROVED BUDGET**

For the period January 1, 2015 through December 31, 2015

	2015 APPROVED BUDGET
Income	
Assessments	\$ 1,648,958.00
Prior Period Surplus	\$ 153,000.00
Estoppel Fee Income	\$ 2,400.00
Interest	\$ 107.00
Architect Review Fee	\$ -
Sarasota County Maint.	\$ 340,280.00
TOTAL INCOME	\$ 2,144,745.00
Expenses	
Administration	
Postage	\$ 2,604.00
Printing	\$ 2,760.00
Office Expenses	\$ 8,304.00
Office Equipment Maintenance	\$ 3,828.00
Meetings / Travel	\$ 7,380.00
Website	\$ 240.00
Employee Training	\$ 360.00
Organizational Memberships	\$ 830.00
Total Administration	\$ 26,306.00
Employee	
Salaries	\$ 194,000.00
Payroll Tax	\$ 16,305.00
Payroll Processing / Admin Fee	\$ 2,910.00
401(k) Plan	\$ 7,760.00
Health Benefits	\$ 17,700.00
Total Employee	\$ 238,675.00
Occupancy	
Rent	\$ 13,829.00
Electric	\$ 1,670.00
Telephone	\$ 5,400.00
Facility Maintenance	\$ 2,968.00
Total Occupancy	\$ 23,867.00
Depreciation	
Depreciation Expense	\$ 1,248.00
Total Depreciation	\$ 1,248.00
Insurance Expense	
Insurance Accrual	\$ 25,130.00
Total Insurance Expense	\$ 25,130.00
Professional Fees	
Legal Fees	\$ 8,100.00
Accounting	\$ 7,000.00
Architectural / Engineering	\$ 7,500.00
Consulting Fees	\$ 12,120.00
Total Professional Fees	\$ 34,720.00
Maintenance	
Ornamental Maintenance	\$ 206,165.00
Ornamental Refurbishment	\$ 79,750.00
Turf Maintenance	\$ 398,860.00
Turf Refurbishment	\$ 25,859.00
Fertilization / Pest Control	\$ 172,644.00
Irrigation Maintenance	\$ 96,420.00
Irrigation Refurbishment	\$ 42,000.00
Aquatic Weed Control	\$ 159,240.00
Repairs & Maintenance	\$ 27,420.00
Total Maintenance	\$ 1,208,358.00
Common Utilities	
Re-Claimed Water	\$ 36,600.00
Electric	\$ 5,525.00
Total Common Utilities	\$ 42,125.00
Permit Compliance	
Permit Compliance	\$ 1,000.00
Total Permit Compliance	\$ 1,000.00
Operating Contingency	
Operating Contingency	\$ 23,124.00
Total Operating Contingency	\$ 23,124.00
Income Tax Expense	
Income Tax Expense	\$ -
Property Tax Expense	\$ 500.00
Total Income Tax Expense	\$ 500.00
Enhancements	
Enhancements	\$ 381,113.00
Total Enhancements	\$ 381,113.00
Reserve Funding - Transfer	
Reserve Funding / Transfer	\$ 138,579.00
Total Reserve Funding - Transfer	\$ 138,579.00
TOTAL EXPENSE	\$ 2,144,745.00

NOTE: Assessments are based on a projected 9,874 assessable unit values at \$167.00 per assessable unit value.