



September 5, 2024

**TO: Members of the Board of Trustees
Community and Tract Representatives**

A Meeting of the Board of Trustees of the Palmer Ranch Master Property Owners Association, Inc. is scheduled:

**Thursday, September 19, 2024
3:00 P.M. – In Person / Zoom**

Location of Meeting:
Stoneybrook Golf & Country Club
8801 Stoneybrook Blvd.
Sarasota, FL 34238

**Zoom meeting link:
Join Zoom Meeting**

<https://us02web.zoom.us/j/87181351880?pwd=K3ovUU04SXdhRUVmQmE2NFNjWFEzdz09>

Meeting ID: 871 8135 1880

Passcode: 486781

Please login to Zoom 15 minutes before the meeting is to begin.

Thank you in advance for your participation. Do not hesitate to contact us at (941) 922-3866 should you have any questions.

Respectfully,

Tracy Smith
Community Manager

Enclosures: Agenda
Minutes of the July 18, 2024 Board of Trustees meeting
2025 Calendar Year Master Association Budget Draft

Palmer Ranch Master Property Owners Association, Inc. (PRMA)
Meeting of the Board of Trustees
AGENDA
September 19, 2024

I. Convene/Quorum – 3pm

II. Minutes of previous meeting

- A. Meeting of the Board of Trustees –July 18, 2024

III. Community Representative Input – Agenda Items

Community Representative’s input on agenda action items prior to Board decision. Time, if necessary, limited to 3 minutes per speaker.

IV. Financial Report – Unaudited Financial Statement for period ending August 31, 2024.

V. Reports

- A. President’s Report
- B. Management Report
- C. Community Development Update
- D. Grounds Report
- E. Advisory Committee
- F. Palmer Ranch Watershed / Natural Assets Committee
- G. Palmer Ranch CERT Team

VI. Old Business

- A. Vacant Parcel South of Fire Station #15 on Honore Avenue
- B. Other

VII. New Business

- A. Corporate Transparency Act
- B. Consideration for Approval – 2025 Calendar Year DRAFT Budget
- C. Consideration for Approval - Carry forward any 2024 excess revenue to offset 2025 expenses.
- D. Palmer Ranch CERT Team - Resolution / Grant(s) / Checking Account
- E. South Creek
- F. Other

VIII. Community Representative Input – Non-Agenda Items

IX. 2024 Meeting Schedule – held on the following dates at 3pm

- A. November 21st - Board Meeting

X. Adjourn

Palmer Ranch Master Property Owners Association, Inc. (PRMA)
Meeting of the Board of Trustees
MINUTES
July 18, 2024

A Meeting of the Board of Trustees of Palmer Ranch Master Property Owners Association, Inc. was held on July 18, 2024, at Stoneybrook Golf & Country Club, with an opportunity for participants to join either in person or via Zoom.

Trustees present (In Person): Dennis Hudson, Leatrice (Lee) Katz, Martha Sherman, Richard (Dick) Beitel, Roger Stephenson, Scott Christy, and Tami Lansdell.

Trustees present (Zoom): Carol Auricchio, Jessica Moore, John Power, Lisa Meskil, and Michael Holland.

Trustees absent: Charles Reith, Elizabeth Miller, and Robert (Bob) Swan.

Community Representatives present (In Person): Kathrin Harris, Turtle Rock and Paul Heggie, Sandhill Preserve.

Community Representatives present (Zoom): Joseph Rosenthal, VillageWalk; Charles Stengel; Hammock Preserve; Cathy Malear, Vineyards at Silver Oak; Mike Ansell, Promenade Estates; Tom Gaskill, Mira Lago; Hilda Frignito, Huntington Pointe; Johanna Lampert, Cobblestone.

Community Members present (In Person): Barbara Scissors, Sandhill Preserve.

Community Members present (Zoom): None

Palmer Ranch Master Association staff in attendance (In Person): Tracy Smith, Sue Ambrecht, and Laura McNulty.

Convene/Confirmation of Quorum

Following confirmation of a quorum, meeting was convened at 4:08pm by Dick Beitel, Board President.

Minutes of Previous Meeting

Motion by Dennis Hudson, seconded by Roger Stephenson, to approve the minutes of the May 16, 2024, Board of Trustees meeting as distributed. Motion passed unanimously.

Financial Report for the Period Ending June 30, 2024

The financials for the period ending June 30, 2024, were not yet available as the Master Association is still waiting on final statements and invoicing. Tracy will forward a copy of the financials to the Board once they are available.

Reports

Except for the President's Report, reports were provided to the Board prior to the meeting. Each report was referenced and an opportunity to provide updates or ask questions was given.

- A. President's Report – Comments provided by Dick Beitel.
- B. Tracy Smith provided the Management Report.
- C. Tracy Smith provided the Community Development Update.
- D. Grounds Report was provided by Sue Ambrecht.
- E. Palmer Ranch Watershed & Natural Assets Committee Report was provided by Roger Stephenson.
- F. Palmer Ranch CERT Team Report was provided by Dennis Hudson

Community Representative Input – Agenda Items

None.

Old Business

- a. **Other**
There was no old business to discuss.

New Business

- a. **Vacant Parcel South of Fire Station #15 on Honore Avenue**
Motion by Dennis Hudson, seconded by Lee Katz, to table this matter until the Board receives additional information.
Motion carried.

Palmer Ranch Master Property Owners Association, Inc. (PRMA)
Meeting of the Board of Trustees
MINUTES
July 18, 2024

b. Request From VillageWalk to Install Fencing in Area Owned by PRMA

Motion by Carol Auricchio, seconded by Dennis Hudson, to approve VillageWalk’s request to install fencing, at their expense, along the northern area of Restoration Area F, owned by the Master Association, with the exception that the fencing matches the 3-rail white PVC fencing already in place. Following discussion, the motion passed as follows:

Carol Auricchio – YES	Dennis Hudson – YES	Jessica Moore – YES	John Power - YES
Leatrice (Lee) Katz – Abstain	Lisa Meskil – YES	Martha Sherman – YES	Michael Holland – YES
Richard (Dick) Beitel – YES	Roger Stephenson – YES	Scott Christy – YES	Tami Lansdell - YES

c. Stantec Proposal to Survey PRMA Owned Property on Palmer Ranch Parkway West

Motion by John Power, seconded by Roger Stephenson, to approve Task 201 of the Stantec proposal. Following discussion, the motion passed unanimously.

d. Appointments to the Palmer Ranch CERT Team

Motion by Martha Sherman, seconded by Lee Katz, to appoint Tim Sampey, Ben Brodersen and Ed Danaher to the Palmer Ranch CERT Team. Motion passed unanimously.

e. Other

Dennis Hudson inquired about the upkeep of the trees in the medians along Honore Avenue Phase V. As the County has yet to convey maintenance responsibilities to the Master Association for this section of Honore, the Master Association does not have the authority to perform any type of landscape maintenance.

There was no other new business to discuss.

Community Representative Discussion

VillageWalk Representative Joseph Rosenthal asked for the Master Association’s assistance on the following:

- Requesting additional pedestrian crosswalks from Sarasota County
- Sound abatement for the communities along I-75
- Upkeep of Restoration Area F which is owned by PRMA

Sandhill Preserve Representative Paul Heggie requested the Board consider accepting the donation of the vacant parcel just south of Fire Station #15, to prevent the property from being developed.

Board of Trustees Meeting Schedule for the remainder of 2024 – held on the following dates at 3pm

- A. September 19th – Board Meeting – Stoneybrook Golf & Country Club
- B. November 21st - Board Meeting – Hammock Preserve

Adjourn

There being no further business to discuss, a motion was made by Roger Stephenson seconded by Martha Sherman to adjourn the meeting. The meeting was adjourned at 4:07pm.

Respectfully submitted,

Dennis Hudson
 Secretary

**Palmer Ranch Master Property Owners Association, Inc.
2025 CALENDAR YEAR DRAFT BUDGET**

For the period January 1, 2025 through December 31, 2025

	2024	2025	2024/2025
	APPROVED	DRAFT	percent
	BUDGET	BUDGET	change
Income			
Assessments	\$ 2,308,600	\$ 2,366,175	2.49%
Prior Period Surplus	\$ 600,000	\$ 750,000	25.00%
Estoppel Fee Income	\$ 22,500	\$ 22,500	0.00%
Interest	\$ 300	\$ 300	0.00%
Architect Review Fee	\$ -	\$ -	0.00%
Sarasota County Maint.	\$ 264,612	\$ 264,612	0.00%
TOTAL INCOME	\$ 3,196,012	\$ 3,403,587	6.49%
Expenses			
Administration			
Postage	\$ 3,880	\$ 4,130	6.44%
Printing	\$ 4,000	\$ 4,000	0.00%
Office Expenses	\$ 15,475	\$ 14,850	-4.04%
Office Equipment Maintenance	\$ 11,102	\$ 11,250	1.33%
Meetings / Travel	\$ 10,140	\$ 5,400	-46.75%
Organizational Memberships	\$ 650	\$ 650	0.00%
Employee Training	\$ 650	\$ 650	0.00%
Website	\$ 1,740	\$ 1,740	0.00%
NEW Palmer Ranch CERT	\$ -	\$ 10,000	NEW
Total Administration	\$ 47,637	\$ 52,670	10.57%
Employee			
Salaries	\$ 391,776	\$ 391,487	-0.07%
Payroll Tax	\$ 32,760	\$ 32,200	-1.71%
Payroll Processing / Admin Fee	\$ 11,753	\$ 11,745	-0.07%
401(k) Plan	\$ 18,007	\$ 17,993	-0.08%
Health Benefits	\$ 24,600	\$ 35,060	42.52%
Total Employee	\$ 478,896	\$ 488,485	2.00%
Occupancy			
Rent	\$ 52,290	\$ 58,395	11.68%
Electric	\$ 3,550	\$ 4,026	13.41%
Telephone	\$ 7,600	\$ 7,600	0.00%
Facility Maintenance	\$ 4,842	\$ 4,960	2.44%
Total Occupancy	\$ 68,282	\$ 74,981	9.81%
Depreciation			
Depreciation Expense	\$ 4,384	\$ 1,270	-71.03%
Total Depreciation	\$ 4,384	\$ 1,270	-71.03%
Insurance Expense			
Insurance Accrual	\$ 159,900	\$ 167,200	4.57%
Total Insurance Expense	\$ 159,900	\$ 167,200	4.57%
Professional Fees			
Legal Fees	\$ 9,000	\$ 9,000	0.00%
Accounting	\$ 8,476	\$ 8,500	0.28%
Architectural / Engineering	\$ 7,500	\$ 7,500	0.00%
Consulting Fees	\$ 12,120	\$ 12,120	0.00%
Total Professional Fees	\$ 37,096	\$ 37,120	0.06%
Maintenance			
Ornamental Maintenance	\$ 307,609	\$ 316,156	2.78%
Ornamental Refurbishment	\$ 232,300	\$ 274,265	18.07%
Turf Maintenance	\$ 509,591	\$ 492,733	-3.31%
Turf Refurbishment	\$ 62,270	\$ 69,400	11.45%
Fertilization / Pest Control	\$ 251,058	\$ 254,208	1.25%
Irrigation Maintenance	\$ 132,134	\$ 129,478	-2.01%
Irrigation Refurbishment	\$ 74,655	\$ 70,800	-5.16%
Aquatic Weed Control	\$ 244,008	\$ 244,008	0.00%
Repairs & Maintenance	\$ 63,980	\$ 65,600	2.53%
Butterfly/Wildlife Garden	\$ 5,000	\$ 5,000	0.00%
Total Maintenance	\$ 1,882,605	\$ 1,921,648	2.07%
Common Utilities			
Re-Claimed Water	\$ 53,050	\$ 72,500	36.66%
Electric	\$ 12,200	\$ 14,350	17.62%
Total Common Utilities	\$ 65,250	\$ 86,850	33.10%
Permit Compliance			
Aquatic Monitoring	\$ -	\$ 500	0.00%
Total Permit Compliance	\$ -	\$ 500	0.00%
Reserve Funding - Transfer			
Reserve Funding / Transfer	\$ 74,800	\$ 80,469	7.58%
Total Reserve Funding - Transfer	\$ 74,800	\$ 80,469	7.58%
Income Tax Expense			
Income Tax Expense	\$ 3,000	\$ 3,000	0.00%
Property Tax Expense	\$ 500	\$ 500	0.00%
Total Tax Expense	\$ 3,500	\$ 3,500	0.00%
Operating Contingency			
Operating Contingency	\$ 50,000	\$ 50,000	0.00%
Total Operating Contingency	\$ 50,000	\$ 50,000	0.00%
Enhancements			
Enhancements	\$ 323,662	\$ 438,894	35.60%
Total Enhancements	\$ 323,662	\$ 438,894	35.60%
Community Center			
Community Center	\$ -	\$ -	0.00%
Total Community Center	\$ -	\$ -	0.00%
TOTAL EXPENSE	\$ 3,196,012	\$ 3,403,587	6.49%

NOTE: Assessments are based on a projected 13,521 assessable unit values at \$175.00 per assessable unit value.

**Palmer Ranch Master Property Owners Association, Inc.
Reserve Formulation - 2025**

	Reserve Calculation Year	Quantity	Estimated 1st Year of Replacement	Life Analysis		Unit Cost	2023 Replace Cost	June 30, 2024 Estimated Balance	2024 Budgeted Contributions	2024 Remaining Contributions	2024 Projected Expense	YE 2024 Projected Balance	Residual Balance	2025 Funding Requirement
				Useful	Remain									
30110 - Entry Walls														
30111 - Clark Road / Sawyer Loop Road East	1995	1	2035	40	10	\$ 99,560	\$ 99,560	\$ 78,601	\$ 1,996	\$ 998	\$ -	\$ 79,599	\$ 19,961	\$ 1,996
30112 - Beneva / Palmer Ranch Pkwy	1986	1	2026	40	1	\$ 156,375	\$ 156,375	\$ 146,368	\$ 6,671	\$ 3,335	\$ -	\$ 149,704	\$ 6,671	\$ 6,671
30113 - Beneva / Sarasota Square Blvd.	1986	1	2026	40	1	\$ 31,950	\$ 31,950	\$ 29,952	\$ 1,332	\$ 666	\$ -	\$ 30,618	\$ 1,332	\$ 1,332
30114 - McIntosh / US 41	1991	1	2031	40	6	\$ 91,125	\$ 91,125	\$ 68,164	\$ 3,533	\$ 1,766	\$ -	\$ 69,930	\$ 21,195	\$ 3,533
30115 - PVC Fencing	2013	1	2028	15	3	\$ 30,977	\$ 30,977	\$ 35,018	\$ -	\$ -	\$ -	\$ 35,018	\$ (4,041)	\$ -
30120 - Entry Landscape Lighting	2018	1	2033	15	9	\$ 75,000	\$ 75,000	\$ 35,813	\$ 4,125	\$ 2,063	\$ -	\$ 37,876	\$ 37,124	\$ 4,125
30130 - Street Light Resurfacing														
30131 - McIntosh Road	2022	1	2037	15	13	\$ 302,500	\$ 302,500	\$ 219,636	\$ 1,103	\$ 550	\$ -	\$ 220,186	\$ 82,314	\$ 6,332
30132 - Sarasota Square Blvd.	2022	1	2037	15	13	\$ 76,500	\$ 76,500	\$ 50,869	\$ 1,899	\$ 949	\$ -	\$ 51,818	\$ 24,682	\$ 1,899
30133 - Central Sarasota Pkwy - US 41 to McIntosh	2022	1	2037	15	13	\$ 40,000	\$ 40,000	\$ 25,205	\$ -	\$ -	\$ -	\$ 25,205	\$ 14,795	\$ -
30134 - Central Sarasota Pkwy - McIntosh to Honore	2023	1	2033	10	8	\$ 15,000	\$ 15,000	\$ 16,317	\$ -	\$ -	\$ -	\$ 16,317	\$ (1,317)	\$ -
30135 - Honore Avenue Phase 1	2023	1	2033	10	8	\$ 36,000	\$ 36,000	\$ 5,278	\$ -	\$ -	\$ -	\$ 5,278	\$ 30,722	\$ -
30136 - Honore Avenue Phase 2	2023	1	2033	10	8	\$ 54,000	\$ 54,000	\$ 7,582	\$ -	\$ -	\$ -	\$ 7,582	\$ 46,418	\$ -
30137 - Honore Avenue Phase 3	2023	1	2033	10	8	\$ 8,800	\$ 8,800	\$ (489)	\$ -	\$ -	\$ -	\$ (489)	\$ 9,289	\$ -
30138 - Honore Avenue Phase 4	2023	1	2033	10	8	\$ 12,500	\$ 12,500	\$ (3,396)	\$ -	\$ -	\$ -	\$ (3,396)	\$ 15,896	\$ -
30138-A - Engineering for Honore Streetlight Resurfacing	2023	1	2033	10	8	\$ 20,000	\$ 20,000	\$ 9,450	\$ 828	\$ 414	\$ -	\$ 9,864	\$ 10,136	\$ 1,267
30139 - Traffic Signal Resurfacing	2014	1	2024	10	0 to 3	\$ 72,900	\$ 111,000	\$ 101,963	\$ 18,075	\$ 9,038	\$ -	\$ 111,000	\$ (0)	\$ 18,075
30140 - Community Identification Signs - Replace	2001	6	2046	25	22	\$ 165,000	\$ 156,346	\$ 50,529	\$ 4,703	\$ 2,352	\$ -	\$ 52,880	\$ 103,466	\$ 4,703
30145 - Community Identification Signs - Capital Repair	2013	6	2028	5	3	\$ 21,000	\$ 21,000	\$ 25,558	\$ -	\$ -	\$ -	\$ 25,558	\$ (4,558)	\$ -
30150 - Directional Signs	2020	24	2035	15	11	\$ 168,000	\$ 168,000	\$ 105,386	\$ 5,445	\$ 2,723	\$ -	\$ 108,109	\$ 59,891	\$ 5,445
30160 - Flagpoles	2011	6	2036	25	11	\$ 49,000	\$ 49,000	\$ 36,288	\$ 1,105	\$ 553	\$ -	\$ 36,840	\$ 12,160	\$ 1,105
30170 - Entry Pavers														
30171 - McIntosh / US 41	2003	1	2028	25	4	\$ 34,980	\$ 34,980	\$ 29,502	\$ 1,217	\$ 609	\$ -	\$ 30,110	\$ 4,870	\$ 1,217
30172 - Central Sarasota Pkwy / US 41	2015	1	2040	25	16	\$ 72,469	\$ 72,469	\$ 5,361	\$ 4,067	\$ 2,034	\$ -	\$ 7,395	\$ 65,074	\$ 4,067
30173 - Sarasota Square Blvd / Beneva Rd	2005	1	2030	25	6	\$ 39,600	\$ 39,600	\$ 33,112	\$ 998	\$ 499	\$ -	\$ 33,611	\$ 5,989	\$ 998
30174 - Palmer Ranch Pkwy / Beneva Rd	2005	1	2030	25	6	\$ 71,280	\$ 71,280	\$ 56,090	\$ 2,337	\$ 1,169	\$ -	\$ 57,259	\$ 14,021	\$ 2,337
30176 - Median Pavers	2009	1	2034	25	10	\$ 33,000	\$ 33,000	\$ 18,833	\$ 1,349	\$ 675	\$ -	\$ 19,508	\$ 13,492	\$ 1,349
30176-A - Sealing of pavers	2019	1	2024	5	0	\$ 11,775	\$ 11,775	\$ 11,638	\$ 46	\$ 23	\$ -	\$ 11,661	\$ 114	\$ 46
30175 - Benches	2004	15	2024	20	0 to 5	\$ 12,750	\$ 12,750	\$ 11,553	\$ 2,393	\$ 1,197	\$ -	\$ 12,750	\$ 0	\$ 2,393
30177 - Stormwater/Groundwork Mgmt - Restoration Area F	2033	1	2033	10	8	\$ 50,000	\$ 50,000	\$ 28,187	\$ 2,566	\$ 1,283	\$ -	\$ 29,470	\$ 20,530	\$ 2,566
30178 - Stormwater/Groundwork Mgmt - Restoration Area D	2033	1	2033	10	8	\$ 50,000	\$ 50,000	\$ 34,026	\$ 1,879	\$ 940	\$ -	\$ 34,965	\$ 15,035	\$ 1,879
30179 - Stormwater/Groundwork Mgmt - Restoration Area C	2023	1	2033	10	8	\$ 50,000	\$ 50,000	\$ 38,316	\$ 1,375	\$ 688	\$ -	\$ 39,004	\$ 10,996	\$ 1,375
30181 - Stormwater/Groundwork Mgmt - Restoration Area G	2023	1	2033	10	8	\$ 50,000	\$ 50,000	\$ 42,916	\$ 833	\$ 417	\$ -	\$ 43,333	\$ 6,667	\$ 833
30182 - Stormwater/Groundwork Mgmt - Restoration Area H	2023	1	2033	10	8	\$ 50,000	\$ 50,000	\$ 8,131	\$ 4,926	\$ 2,464	\$ -	\$ 10,595	\$ 39,405	\$ 4,926
30190 - Unallocated Reserve Interest Income	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 25,391	\$ -	\$ -	\$ -	\$ 25,391	\$ -	\$ -
TOTAL							\$ 2,081,487	\$ 1,387,147	\$ 74,800	\$ 37,400	\$ -	\$ 1,424,547	\$ 682,331	\$ 80,469