

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

A Meeting of the Board of Trustees of Palmer Ranch Master Property Owners Association, Inc. was held on September 19, 2024, at Stoneybrook Golf & Country Club, with an opportunity for participants to join either in person or via Zoom.

Trustees present (In Person): Charles Reith, Dennis Hudson, Dick Beitel, Lee Katz, Martha Sherman, Mike Holland, Scott Christy, and Tami Lansdell.

Trustees present (Zoom): Carol Auricchio, Elizabeth Miller, John Power, Lisa Meskil, and Roger Stephenson

Trustees absent: Jessica Moore and Robert (Bob) Swan.

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

Community Representatives present (Zoom): Frank DeMartino, Mira Lago; Hilda Frignito, Huntington Pointe.

Community Members present (In Person): Barbara Scissors, Sandhill Preserve; Brian Wachter, Sandhill Preserve; Mark Lawson, Hammock Preserve.

Community Members present (Zoom): Michael Ansel, Promenade Estates; Michelle van Schouwen, Turtle Rock.

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 3:10pm by Dick Beitel, Board President.

Minutes of Previous Meeting

Motion by Dennis Hudson, seconded by Lee Katz, to approve the minutes of the July 18, 2024, Board of Trustees meeting as corrected. Motion passed unanimously.

Financial Report for the Period Ending August 31, 2024

Tracy presented the financial statement for the period ending August 31, 2024

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 was provided by Dick Beitel.
- B. Management Report was provided by Tracy Smith.
- C. Community Development Update was provided by Tracy Smith
- D. Grounds Report was provided by Sue Ambrecht.
- E. Palmer Ranch Watershed & Natural Assets Committee Report was provided by Michelle van Schouwen.
- F. Palmer Ranch CERT Team Report was provided by Dennis Hudson

Community Representative Input – Agenda Items

Paul Heggie of Sandhill Preserve asked the Board to strongly consider accepting the donation of the vacant parcel south of Fire Station #15. Additionally, Mr. Heggie expressed concern over possible blockage within South Creek, as it flows through Oscar Scherer State Park.

Old Business

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

Motion by Carol Auricchio, seconded by Dennis Hudson, to accept the donation of the vacant parcel south of Fire Station #15 on Honore Avenue, and to leave the land as is, for now. Following discussion, the motion passed unanimously.

B. Other

There was no other old business to discuss.

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New Business

A. Corporate Transparency Act

Motion by Dennis Hudson, seconded by Lee Katz, to ask Richard Ulrich, legal counsel for Palmer Ranch Master Property Owners Association, to file the necessary documentation with FinCen (Financial Crimes Enforcement Network) to comply with the Corporate Transparency Act no later than December 15, 2024. Following discussion, the motion passed unanimously.

B. Consideration for Approval – 2025 Calendar Year Draft Budget

Motion by Lee Katz, seconded by Martha Sherman, to approve the 2025 calendar year budget as distributed to the Board of Trustees. Once approved, the 2025 calendar year budget will be attached to and made a part of these minutes. Additionally, within 1-2 days of approval, the approved budget will be mailed out to all Community / Tract Representatives and management companies. Motion passed unanimously.

C. Consideration for Approval – Carry Forward Any 2024 Excess Revenue to Offset 2025 Expenses

Motion by John Power, seconded by Carol Auricchio, to carry forward any 2024 excess revenue to offset 2025 expenses. Motion passed unanimously.

D. Palmer Ranch CERT Team - Resolution / Grant(s) / Checking Account

Motion by Mike Holland, seconded by Scott Christy, to allow PRMA CERT to apply for grant funding and have the Palmer Ranch Master Association open a separate bank account specifically for monies received for CERT only purposes. Following discussion, the motion passed unanimously.

E. South Creek

Tracy Smith read into record the communication prepared by Ben Quartermaine of Stantec, following Tropical Storm / Hurricane Debby, which went through our area on August 4th and 5th. This communication is attached to and made a part of these minutes.

F. Other

Dick Beitel referenced a plan to charter a new Ad Hoc Committee to review and document stormwater impacts to the Palmer Ranch community which are believed to be generated from outside the Ranch. Plans are to draft this new Committee's Charter for presentation to the Advisory Committee, who will then make their recommendation to the Board. The intent is to bring this matter up at the November board meeting.

Community Representative Discussion

Paul Heggie and Barbara Scissors, both from Sandhill Preserve, expressed their appreciation for the Master Association's decision to accept the vacant parcel and for Palmer Ranch Holdings, the owner of the property, for donating the land which will be enjoyed by the residents of Palmer Ranch for years to come.

Next meeting date: Thursday, November 21, 2024, at 3pm at Hammock Preserve on Palmer Ranch

Adjourn

There being no further business to discuss, a motion was made by Martha Sherman, seconded by Tami Lansdell, to adjourn the meeting. The meeting was adjourned at 4:37pm.

Respectfully submitted,

Dennis Hudson
Secretary

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

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

	2025
	APPROVED
	BUDGET
Income	
Assessments	\$ 2,366,175
Prior Period Surplus	\$ 750,000
Estoppel Fee Income	\$ 22,500
Interest	\$ 300
Architect Review Fee	\$ -
Sarasota County Maint.	\$ 264,612
TOTAL INCOME	\$ 3,403,587
Expenses	
Administration	
Postage	\$ 4,130
Printing	\$ 4,000
Office Expenses	\$ 14,850
Office Equipment Maintenance	\$ 11,250
Meetings / Travel	\$ 5,400
Organizational Memberships	\$ 650
Employee Training	\$ 650
Website	\$ 1,740
NEW Palmer Ranch CERT	\$ 10,000
Total Administration	\$ 52,670
Employee	
Salaries	\$ 391,487
Payroll Tax	\$ 32,200
Payroll Processing / Admin Fee	\$ 11,745
401(k) Plan	\$ 17,993
Health Benefits	\$ 35,060
Total Employee	\$ 488,485
Occupancy	
Rent	\$ 58,395
Electric	\$ 4,026
Telephone	\$ 7,600
Facility Maintenance	\$ 4,960
Total Occupancy	\$ 74,981
Depreciation	
Depreciation Expense	\$ 1,270
Total Depreciation	\$ 1,270
Insurance Expense	
Insurance Accrual	\$ 167,200
Total Insurance Expense	\$ 167,200
Professional Fees	
Legal Fees	\$ 9,000
Accounting	\$ 8,500
Architectural / Engineering	\$ 7,500
Consulting Fees	\$ 12,120
Total Professional Fees	\$ 37,120
Maintenance	
Ornamental Maintenance	\$ 316,156
Ornamental Refurbishment	\$ 274,265
Turf Maintenance	\$ 492,733
Turf Refurbishment	\$ 69,400
Fertilization / Pest Control	\$ 254,208
Irrigation Maintenance	\$ 129,478
Irrigation Refurbishment	\$ 70,800
Aquatic Weed Control	\$ 244,008
Repairs & Maintenance	\$ 65,600
Butterfly/Wildlife Garden	\$ 5,000
Total Maintenance	\$ 1,921,648
Common Utilities	
Re-Claimed Water	\$ 72,500
Electric	\$ 14,350
Total Common Utilities	\$ 86,850
Permit Compliance	
Aquatic Monitoring	\$ 500
Total Permit Compliance	\$ 500
Reserve Funding - Transfer	
Reserve Funding / Transfer	\$ 80,469
Total Reserve Funding - Transfer	\$ 80,469
Income Tax Expense	
Income Tax Expense	\$ 3,000
Property Tax Expense	\$ 500
Total Tax Expense	\$ 3,500
Operating Contingency	
Operating Contingency	\$ 50,000
Total Operating Contingency	\$ 50,000
Enhancements	
Enhancements	\$ 438,894
Total Enhancements	\$ 438,894
Community Center	
Community Center	\$ -
Total Community Center	\$ -
TOTAL EXPENSE	\$ 3,403,587

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	1	2035	40	10	\$ 99,560	\$ 99,560	\$ 78,601	\$ 1,996	\$ 998	\$ -	\$ 79,599	\$ 19,961	\$ 1,996
30112 - Beneva / Palmer Ranch Pkwy	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.	1	2026	40	1	\$ 31,950	\$ 31,950	\$ 29,952	\$ 1,332	\$ 666	\$ -	\$ 30,618	\$ 1,332	\$ 1,332
30114 - McIntosh / US 41	1	2031	40	6	\$ 91,125	\$ 91,125	\$ 68,164	\$ 3,533	\$ 1,766	\$ -	\$ 69,930	\$ 21,195	\$ 3,533
30115 - PVC Fencing	1	2028	15	3	\$ 30,977	\$ 30,977	\$ 35,018	\$ -	\$ -	\$ -	\$ 35,018	\$ (4,041)	\$ -
30120 - Entry Landscape Lighting	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	1	2037	15	13	\$ 302,500	\$ 302,500	\$ 219,636	\$ 1,103	\$ 550	\$ -	\$ 220,186	\$ 82,314	\$ 6,332
30132 - Sarasota Square Blvd.	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	2037	15	13	\$ 40,000	\$ 40,000	\$ 25,205	\$ -	\$ -	\$ -	\$ 25,205	\$ 14,795	\$ -
30134 - Central Sarasota Pkwy - McIntosh to Honore	2023	2033	10	8	\$ 15,000	\$ 15,000	\$ 16,317	\$ -	\$ -	\$ -	\$ 16,317	\$ (1,317)	\$ -
30135 - Honore Avenue Phase 1	2023	2033	10	8	\$ 36,000	\$ 36,000	\$ 5,278	\$ -	\$ -	\$ -	\$ 5,278	\$ 30,722	\$ -
30136 - Honore Avenue Phase 2	2023	2033	10	8	\$ 54,000	\$ 54,000	\$ 7,562	\$ -	\$ -	\$ -	\$ 7,562	\$ 46,438	\$ -
30137 - Honore Avenue Phase 3	2023	2033	10	8	\$ 8,800	\$ 8,800	\$ (489)	\$ -	\$ -	\$ -	\$ (489)	\$ 9,289	\$ -
30138 - Honore Avenue Phase 4	2023	2033	10	8	\$ 12,500	\$ 12,500	\$ (3,396)	\$ -	\$ -	\$ -	\$ (3,396)	\$ 15,896	\$ -
30138-A - Engineering for Honore Streetlight Resurfacing	202323	2033	10	8	\$ 20,000	\$ 20,000	\$ 9,450	\$ 828	\$ 414	\$ -	\$ 9,864	\$ 10,136	\$ 1,267
30139 - Traffic Signal Resurfacing	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	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	2028	5	3	\$ 21,000	\$ 21,000	\$ 25,558	\$ -	\$ -	\$ -	\$ 25,558	\$ (4,558)	\$ -
30150 - Directional Signs	2020	2035	15	11	\$ 168,000	\$ 168,000	\$ 105,386	\$ 5,445	\$ 2,723	\$ -	\$ 108,109	\$ 59,891	\$ 5,445
30160 - Flagpoles	2011	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	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	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	2030	25	6	\$ 39,600	\$ 39,600	\$ 33,112	\$ 998	\$ 499	\$ -	\$ 33,611	\$ 5,989	\$ 998
30174 - Palmer Ranch Pkwy / Beneva Rd	2005	2030	25	6	\$ 71,280	\$ 71,280	\$ 56,090	\$ 2,337	\$ 1,169	\$ -	\$ 57,259	\$ 14,021	\$ 2,337
30176 - Median Pavers	2009	2034	25	10	\$ 33,000	\$ 33,000	\$ 18,833	\$ 1,349	\$ 675	\$ -	\$ 19,508	\$ 13,492	\$ 1,349
30176-A - Sealing of pavers	2019	2024	5	0	\$ 11,775	\$ 11,775	\$ 11,638	\$ 46	\$ 23	\$ -	\$ 11,661	\$ 114	\$ 46
30175 - Benches	2004	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	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	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	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	2033	10	8	\$ 50,000	\$ 50,000	\$ 42,916	\$ 833	\$ 417	\$ -	\$ 43,333	\$ 6,667	\$ 833
30182 - Stormwater/Groundwork Mgmt - Restoration Area H	2023	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	\$ 25,391	\$ -	\$ -	\$ -	\$ 25,391	\$ -	\$ -
TOTAL						\$ 2,081,487	\$ 1,387,147	\$ 74,800	\$ 37,400	\$ -	\$ 1,424,547	\$ 682,331	\$ 80,469

The stormwater systems have just not recovered yet; I've been monitoring the County's rain gauges over the course of the storm and we received 16" over 24hrs (Sunday noon to Monday noon). NOAA reports 16" in 24 hours as a 500-yr. event.

A 500-year event is defined as a 0.2 % annual exceedance probability of flood. I've placed a link to the NOAA site below.

[PF Map: Contiguous US \(noaa.gov\)](http://noaa.gov)

Duration	Average recurrence interval (years)								
	1	2	5	10	25	50	100	200	500
5-min	0.875 (0.474-0.703)	0.846 (0.532-0.791)	0.789 (0.622-0.932)	0.849 (0.692-1.05)	0.968 (0.758-1.22)	1.06 (0.808-1.36)	1.14 (0.841-1.50)	1.22 (0.862-1.65)	1.32 (0.896-1.84)
10-min	0.842 (0.693-1.03)	0.947 (0.779-1.16)	1.11 (0.911-1.36)	1.24 (1.01-1.53)	1.42 (1.11-1.79)	1.55 (1.18-1.98)	1.67 (1.23-2.20)	1.79 (1.26-2.42)	1.94 (1.31-2.70)
15-min	1.03 (0.846-1.26)	1.15 (0.949-1.41)	1.36 (1.11-1.66)	1.52 (1.24-1.87)	1.73 (1.35-2.16)	1.88 (1.44-2.42)	2.04 (1.50-2.68)	2.18 (1.54-2.95)	2.36 (1.60-3.30)
30-min	1.56 (1.28-1.91)	1.75 (1.44-2.15)	2.06 (1.69-2.53)	2.31 (1.88-2.84)	2.63 (2.06-3.32)	2.87 (2.20-3.69)	3.10 (2.29-4.08)	3.33 (2.35-4.50)	3.61 (2.44-5.03)
60-min	2.02 (1.67-2.48)	2.28 (1.87-2.78)	2.68 (2.20-3.29)	3.01 (2.45-3.71)	3.46 (2.72-4.38)	3.80 (2.91-4.89)	4.14 (3.06-5.46)	4.48 (3.17-6.08)	4.92 (3.34-6.88)
2-hr	2.49 (2.06-3.02)	2.80 (2.32-3.40)	3.30 (2.72-4.02)	3.72 (3.05-4.54)	4.29 (3.39-5.41)	4.73 (3.66-6.06)	5.18 (3.86-6.80)	5.63 (4.01-7.61)	6.23 (4.26-8.66)
3-hr	2.71 (2.26-3.28)	3.05 (2.53-3.68)	3.61 (2.99-4.38)	4.09 (3.37-4.98)	4.77 (3.80-6.02)	5.32 (4.13-6.80)	5.88 (4.40-7.72)	6.46 (4.63-8.73)	7.26 (4.99-10.1)
6-hr	3.10 (2.60-3.72)	3.50 (2.93-4.20)	4.20 (3.51-5.06)	4.84 (4.01-5.85)	5.79 (4.67-7.32)	6.58 (5.17-8.42)	7.43 (5.62-9.75)	8.34 (6.04-11.3)	9.64 (6.68-13.4)
12-hr	3.55 (3.00-4.23)	4.04 (3.40-4.81)	4.94 (4.15-5.90)	5.79 (4.84-6.95)	7.12 (5.81-9.02)	8.27 (6.56-10.6)	9.53 (7.27-12.5)	10.9 (7.96-14.7)	12.9 (9.29-17.5)
24-hr	4.11 (3.49-4.86)	4.68 (3.97-5.53)	5.78 (4.89-6.86)	6.87 (5.77-8.18)	8.61 (7.11-10.9)	10.2 (8.12-13.0)	11.9 (9.14-15.5)	13.8 (10.1-18.5)	16.6 (11.7-22.9)

Palmer Ranch was the first development in Sarasota County to adopt the 100-yr design standard – ensuring that roadways and structures were designed above the 100-yr floodplain. The Ranch instituted the 100-yr design standard (10-inches in 24-hours) in the mid-1990s. At the time, the Ranch's design standard was significantly higher than the County. Sarasota County followed Palmer Ranch's lead and adopted the 100-yr design standard in the late 1990s. The following defines the County's current level of service:



Figure 4-1 Acceptable Flooding for a 100-Year Storm

It is important to note that the current design standard allows for 9-inches of stormwater storage (flooding) on local roadways – the private roads on the Ranch are classified as local roads.

I understand that portions of Palmer Ranch are still experiencing roadway flooding. While this is concerning, it is not surprising. Based on the volume of rainfall we received throughout the County, there are several large areas of the County that are still draining. Tidal surge associated with Tropical Storm Debbie prevented the ditches from draining until mid-Wednesday. The expectation is that residents on the ranch should see relief from the roadway flooding by late Friday afternoon. I have spoken with the leaders of the County Drainage Department, no drainage systems on the Ranch have been identified as impaired.

If residents continue to identify flooded roads by Friday afternoon, please let me know and I'll work with you to inspect specific areas – to identify whether there are blockages that need to be addressed.

Regarding the work performed on South Creek – I've attached a PDF of the local of work performed. The flowlines of South Creek were redefined during the effort, to ensure that the system was draining efficiently. I inspected the areas on Tuesday afternoon, and they appeared to be draining effectively.

Palmer Ranch is located within the Little Sarasota Bay Watershed. Here is a link to the Basin Masterplan [LSBWQMP_AppendixE-FloodProtection-web.pdf \(usf.edu\)](#)

Ben Quartermaine PE
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EXHIBIT A - AREAS OF INSPECTION

