



# PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE  
Palm Bay, Florida 32907-2196  
Office: 321-724-2240

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## BOARD OF TRUSTEES

### WORKSHOP MEETING MINUTES

October 23, 2017 - 7:00 PM

**1. Meeting call to order**

By Bud Getz

**2. Invocation**

By Keith Rittscher

**3. Pledge of Allegiance**

**4. Roll Call**

By Administrative Assistant Traci DelGaudio: Present were Bud Getz, Chairman; Allison Kelly, 1<sup>st</sup> Vice-chairman; Marilyn Spall, 2<sup>nd</sup> Vice-chairman; Keith Rittscher, Trustee and Rod Lindsay, Trustee. Absent was Kendra Bender, Treasurer.

**5. Announcements by Chairman**

1. Addressing debris removal. Bud states we are dealing with 3 companies. 1 is the City of Palm Bay. Ceres is another; they are also contracted with the city. There's also another company that has to keep track of the amount of debris going out of the park. Today Ceres came and took debris from outside the gate without telling us. They were supposed to come into the park under Contract and help with the green spaces and properties as well as everything at the Americana Gate. Ceres stated they were not going to move everything out of the park just to then leave it outside the gate and have to pick it up for the city. So they were just going to come in and get everything and take it right to the landfill. Bud called Ceres as soon as he found out they came in without calling us. When asking if we would be charged to take it to the dump because they picked up the city's as well they did not know. When residents near the gate saw Ceres trucks they called the office asking for the gate to be opened. Bud states due to our contract to have a company witness the debris being removed, we could not do that. There's a legal reason for everything we are doing. Going outside of the contracts we have would subject everyone in the park to possible prosecution for going outside of the contract.

2. The annual financial audit will be November 8<sup>th</sup> and 9<sup>th</sup>. Another audit took place a little over a week ago for workers compensation and insurance that's carried on all of our employees. We passed with flying colors.

3. The dumpsters at the clubhouse have been locked. This is because all of the stuff that appears there that isn't district trash. If it's your trash, put it with your trash.

4. At the last meeting the storm water taxation for the district was discussed. After spending a considerable amount of time with the city representative for Palm Bay and other organizations



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Palm Bay came back and dropped the tax assessment for the district only. That's 23 properties in Unit 1 and the properties in Unit 2. They dropped that taxation which dropped our bill almost \$10,000. They did not drop the residential taxes. The way this is all dragging on with the city, the residential tax came out too late to be able to give you relief this year. We are working with a consulting company BSE. They have to send in an engineer to assess the district storm water run off to determine whether or not next year they'll give residents a break on the storm water tax. We will be working on it until they say "we'll drop the rate for the residents by x amount". In the mean time we'll have to pay for an engineer to do a complete survey.

5. The property where the gazebo was is district property. The HPPOA is welcome to put the gazebo back up. Marilyn would like to make a motion that the property only be used for a gazebo. Bud says we'll take it under consideration to discuss it at the next meeting.

### 6. Approval of Meeting Minutes

Attachment: 10/9/17 minutes

Action: Motion to Approve made by Keith Rittscher, seconded by Allison Kelly

Trustee Comment- None

Public Comment-None

Call for vote, motion passed

### 6a. Discussion on putting Breanna and Traci into temporary postions

To discuss the 6a. agenda item Bud asks Traci to step out. Traci leaves. When the district manager originally had his stroke and was missing time from the office, but occasionally working from home, when Bud had questions about this, he went through the attorney, the attorney stated that it all should be turned over to the Assistant District Manager. Bud explained that we don't have an Assistant District Manager. A lot of time has been spent trying to come up with a job description for an Assistant District Manager. Bud finally got it all written, the attorney had some input, and it is a legal position. The person filling the position of Assistant District Manager would be Traci on a temporary basis. Of all the individuals working in here she has the most knowledge about what goes on in the park. If the Assistant District Manager position is approved, we would take the other office worker and put that person in Traci's current position for the same temporary period of time. While the District Manager doesn't have to report to the board for everything because of the requirements of being a district manager we've reworded that description and really put some limits on what the temporary Assistant Manager can do. If anything is questionable which, we have some things spelled out completely, would have to be approved by the Trustees before anything could be implemented. Running the office on a daily basis would be easy for the Assistant District Manager to do. At any time if something comes up that the person was not qualified to answer it would come before Bud and then the board. Bud asks for a motion to create the Assistant District Manager job description. Keith makes a motion, second ?. Marilyn suggests that page 1 under line 3 "under the guidance of treasurer as necessary" be changed to "under the guidance of treasurer or appointed Trustee as necessary" in case the Treasurer is not available. Allison wants everyone to understand Traci does not have 100% experience in all these areas but putting someone in as Assistant Manager gives the Trustees the opportunity to focus on the operational work that needs to be done. In the job description for District Manager the part addressing a good understanding of operating



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mechanical equipment has been removed. Allison says regarding budget and financial decisions the Assistant District Manager will have input but the District Manager and Trustees have the authority and final say. Bud says after this gets going we will look over most our job descriptions and bring them up to date. Marilyn has a question about job evaluations; Allison says that evaluations should fall under the Assistant District Manager. Marilyn says she is talking in regards to reviews. Allison says reviews should have input from the Assistant District Manager. Marilyn says the park has always determined no more than 3% raise based on job performance. Marilyn goes on to say the person handling payroll should not be the same one checking it. Bud states that as a temporary Assistant and not having enough employees for all these positions right now, on a temporary basis it is ok and reviewing job descriptions in the future, the necessary changes will be made. Keith asks about compensation for the new positions and asks how time and a half works. Bud says that all employees except for the District Manger are hourly paid employees and time and a half is only obtained for full time employees if they work over 40 hours. Bud clarifies that the Assistant District Mangers position can be terminated upon hiring a new District Manager and that right now, the Clerical Assistants job will not be filled. Bud says there are no public comments on this. He goes on to say the Board can make these decisions without input from the public when it concerns the day to day running of the park. Marilyn would like take a vote with corrections, Keith makes a motion to approve with changes, second ?. Approved. Bud suggests that during the temporary employment of these positions both employees get a 25% raise. Keith makes a motion to approve a temporary 25% increase, Allison seconds. Keith points out that by not having a District Manger we are saving money. Bud says that Mike Lawler has not been paid as a salaried employee the entire time he's been out of the office and even now that he's back in the office. Bud continues the only compensation Mike got was his built up vacation and sick hours. Vote passed. Starting tomorrow Traci will be in the positions of Assistant District Manager and Breanna will take the position of Administrative Assistant. Their raises will be implemented tomorrow and they will sign the page stating they are aware it is a temporary position.

### 7. District Manager Report

Powerpoint presentation

### 8. Storage Compound Rules updates

There have been problems with the storage compound area. During certain times of the year it looks like the compound is half empty, this is due to residents with spaces taking their boats, trailers etc with them when leaving for the season. Last year we renewed the decals for the compound and found residents with multiple vehicles/spaces and illegal vehicles in the compound. We have cleaned up the spaces in the compound to make room for others. If you remove your item from the storage compound for more than 30 days without notifying the District Office, we can reassign your space. The update to the storage compound rules is to try to make the rules a little clearer to understand. [Bud read the proposed changes]

Attachment: Proposed Storage Compound Rules updates

Action: Motion to Approve made by Keith Rittscher, seconded by Allison Kelly  
Trustee Comment- Keith Rittscher asked if requiring a valid registration, can one be mailed in? Bud advised as long as we get a copy into the office within the 30 day timeframe that will be fine.



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Public Comment-None  
Call for vote, motion passed

## 9. UPS Temporary Storage Facilities

UPS is requesting to place a storage pod within the park to place hold packages to be delivered by golf cart. This will eliminate the large UPS trucks making multiple trips through the park. UPS will pay rent for the space at \$100 per month.

Attachment: Proposal of UPS seasonal temporary storage facilities

Action: Motion to Approve made by Marilyn Spall, seconded by Keith Rittscher  
Trustee Comment-Rod Lindsay asked if the contract was only for one year, the contract reads like it could be for more than one year. Bud clarified the contract is for this year only.

Public Comment-None

Call for vote, Motion passed

The park will request the storage pod to be placed on the far side of the clubhouse parking lot.

## 10. Richards Paving proposal

This roadwork was already completed. There were several places in the roads that needed to be patched. The rain causes problems with the roads here like the snow does up north. There was also a concern with one of the storm drain repairs that was done previously. Richards Paving will be redoing that repair at no additional charge.

Attachment: Proposal of road repairs

Action: Motion to Approve made by Marilyn Spall, seconded by Rod Lindsay  
Trustee Comment-None

Public Comment-None

Call for vote, motion passed

## 11. Fine System Process

The process has been outlined in the Deed Restrictions for quite a while. We have reviewed the process and agree.

Attachment: Deed Restriction referencing fine system; Pg 12, Section 18 Enforcement of Deed Restriction and Rules and Regulations

There is no need for a vote as the process was voted in previously and is already in the Deed Restrictions.

## 12. Kevin Burke Web Designs

Administrative Assistant Traci DelGaudio provided information on the proposal. \$1000 for the design of the new website, will host the site for no additional charge. This is less than half of the other proposal on the designing of the site and would save the park \$132 per year on the hosting. Mr. Burke is willing to sit down with us to get impressions of what we want for the site.

Attachment: Proposal for design of updated website

Action: Motion to Approve

Trustee Comment

Public Comment



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Call for vote, vote tabled

Bud Getz requested having Kevin Burke Web Designs come to a board meeting to answer questions.

- 13. Public comments** Leanne Johnson, 309 Holiday Park Blvd; Last night I was coming into the park it was around 9:30 there was a golf cart without any lights on. It was dangerous. I have a question about the shuffle board courts. What's going on with that? Bud, Immediately after the hurricane we started working on that. Jose believes he can fix the big section. We are waiting on our insurance company to get back with us about what they can compensate us for. Leanne Johnson states the yard crew is doing a great job. Patti Peck, 1014 Willow Ct.; For that Kevin Burke website, did you say he does have coworkers? If he is working alone, and he gets ill we are stuck with a program we do not know how to work. Bud, You might wanna go to his website and see what he has to offer. Allison, In his description he uses "We" and "Our" so I'm hoping it's not just I. Bob Shortlidge, 190 Holiday Park Blvd.; What I was wondering was, the lights that are down, are they Holiday Park's or owner's lights? Bud, They are the city's. The ones that are down we took the serial number and submitted it for them to be fixed. Bob, I also noticed there's still plywood up at the clubhouse? Bud, Do to the magnitude of the storm that just came through we only took the middle ones off. They all will be taken down around December 1<sup>st</sup>. Sal Cursi, 1107 Keystone Ct.; I would like to address the homeowners of Holiday Park, some of us have had damage to our home. There was a mini tornado that came through here and there has been conflicting information from the ACC board. I have spent 6 hours today conversing with an engineer and the building department. If you only have a few feet of damage to your existing carport and it isn't up to the 2010 code, you need a third wall. If you only have 8 or 10 feet it doesn't need a third wall. We do not need an ACC Nazi board in this community. Bud, If you contact the city of Palm Bay you get the name of the person and the signature of who said that to you because you can dial right back and get a completely different answer.
- 14. Trustee comments** Rod, Did we approve this proposal from CES? Bud, We just approved it. CES sent us in 2 quotes one of them was for 12 times a year and the other was for 4. We picked the cheaper of the two and that was 4 times a year. Marilyn, Thank you everybody for coming. We appreciate all your input. Have a good evening. Keith, Thank you for coming and thank for listening and being a good audience. Allison, We are not here to hurt people. Nobody on any committee is here to rape people. These comments and this is my personal opinion, nobody has any right to belittle anyone on this board or any board because we are trying our best to make this park better. So I take personal offense to those comments. If you have a question about your home, go to the ACC people. Bud, If you have the capabilities to make the base for the Holiday Park sign please call the office and we will try to work with you.
- 15. Adjournment** Keith makes a motion to adjourn, Marilyn seconds. Adjourned at 9:07pm