



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Boulevard NE
Palm Bay, Florida 32907-2196

Adopted 12/12/11

BOARD OF TRUSTEE WORKSHOP MEETING November 28, 2011 - 7:00 PM

1. Call to order

By Rebecca "Becky" Earnest, 1st Vice Chairman, at 7:00 P.M.

2. Invocation

By Rebecca "Becky" Earnest, 1st Vice Chairman

3. Pledge of Allegiance

Led By Rebecca "Becky" Earnest, 1st Vice Chairman

4. Roll Call

By Joanne Gaughan, Secretary: Rebecca "Becky" Earnest, 1st Vice Chairman, John Bonasera, 2nd Vice Chairman, Joanne Gaughan, Secretary, Mary Ann Palmer, Assistant Secretary, John Corton, Treasurer, Larry Steele, Trustee, Philias "Phil" Matton, Trustee, all acknowledged their presence Gerald "Russ" Livermore, Chairman, and Richard Hayes, Trustee, were absent. Richard Anderson, District Manager was present with Cheryl Ennis recording.

5. Announcements by Chairman

Joanne Gaughan read the resignation letter submitted by Trustee Larry Steele for the record, which is to be effective 10 P.M. January 23, 2012. Becky Earnest discussed the recent theft in the park and reminded residents to lock their cars, sheds, and homes.

6. District Manager's Report

Presentation of November Activity Report, which was submitted to the Trustees with the meeting agenda, posted on the bulletin board and the District's website, was made by Richard Anderson. Larry Steel made a motion to accept the District Managers report. Joanne Gaughan asked if edging would continue. A vote was called and the motion to accept the report was passed unanimously.

7. Recreation Center Roof – Replacement

[09/26/11-01]

Selecting the type of roofing material to be used Attachment: Deputy Clerk's November 22, 2011 Memo Number 11-64

John Bonasera recommended the Duro-Last product that was presented to the Board at the previous Workshop meeting. Joanne Gaughan thought the warrantee was better on the Duro-Last product. Phil Matton explained the two types of roof surfaces that were proposed for the benefit of those that may have not attended the previous Board meeting. Phil Matton recommended using the Duro-Last product. Larry Steele didn't think the silicon roofing material would be adequate. John Corton recommends using the Duro-Last product that was proposed by Paul Horschel & Sons saying he would like a list of references from the contractor. Joanne

Gaughan recommended going out for bid using the Duro-Last product. Phil Matton requested the project be expedited. A motion directing the staff to obtain bids using the Duo-last product including an option for tapered panels was made by John Bonasera.

Marty Peterson, 1050 Moonlight, said it was policy to go out for bids on projects over \$25,000.

Barbara Hoffman, 1021 Little, suggested calling the manufacturer regarding contractors.

Tony Calore, 353 Holiday Park, said he had experience with Paul Horschel and Son's on a project done at Shady Dell Condo's where the contractor only had to come back [for repairs]once.

With no further comments, a vote was called on the motion to obtain bids using the Duro-Last product. The motion passed unanimously.

8. Irrigation system

[11/28/11-01]

Consideration of replacing the irrigation well for the landscaped areas near the Park entrance
Attachment: Deputy Clerk's November 22, 2011 Memo Number 11-64

Bids documents were provided to the Board of Trustees and posted on the bulletin board. John Bonasera recommended using Aqua Source. Joanne Gaughan asked about the permits required and was advised the building permit and Health department permit were the same. Larry Steele asked how long the pipe would last. He was told the pipe would be PVC. John Corton asked where the well would be. He was told close to the same area as the old well, adjacent to the Guard House. John Bonasera made a motion to add the item to the workshop agenda for consideration of a contract award. A vote was called and passed unanimously. John Bonasera made a motion for Aqua Source to install a well.

Marty Peterson, 1020 Moonlight, asked for clarification on the payment schedule. He was told the terms would be upon completion of the well.

Rod Lindsay, 1291 Joy, asked if we had the pump from the previous well. He was told the pump needed repairs but would be used with the new well.

A vote was called to accept the motion and passed unanimously.

9. Study Committee - 2012-13 budget

[11/14/11-01]

Consideration of creating an ad hoc 2012-13 budget committee Attachment: Memo from John Corton

John Corton read his memo recommending the Committee, which was submitted to the Board and posted on the bulletin board. John Corton asked for 6 residents to be appointed to this committee with the Treasurer being Chairman. John Corton made the following motion to move: "That the results of the Ad Hock budget committee be presented to the trustees the first meeting in March and that it be put on the Trustees agenda for discussion in March and April and that a tentative assessment rate be announced with the understanding that the final budget

assessment rate will be finalized following the schedule as set forth in the By-Laws of Holiday Park". John Corton noted that the Chairman would appoint the committee members. The recommendations of the committee would be submitted to the Board who would have final say. Richard Anderson said no decisions would need to be made during the current meeting and consideration of appointments would be scheduled during the next Board meeting.

Marty Peterson, 1050 Moonlight, said the meetings would need to be public. John Corton said that is would follow the Sunshine Laws.

Larry Densmore, 1107 Parkview, asked what background the members would have and if a financial background would be required. John Corton said that would be ideal but anyone can submit their request to be part of the committee and he would talk to the perspective members. Joanne Gaughan said the recommended members would be announced at the next meeting.

Bruce Crabb, 442 Neighborly, thought the By-Laws needed to be changed to incorporate Workshop Meetings. Bruce Crabb said he had requested the budget be made and passed by April 30th and asked for the By-Laws to be changed saying that is was what the residents want. John Corton said that it was important to consider the process and think of all the residents when working on and approving the budget.

10. Golf Cart

[11/28/11-01]

Consideration of purchasing a used golf cart for staff inspections of the Park Attachment: District Manager's November 22, 2011 Memo Number 11-67

Larry Steele asked about the golf cart that was used by the grounds and asked how many gators and carts there were. He was told there are (3) gators and (1) golf cart for the lawn crew and (1) additional gator for the gardener. Richard Anderson said that he uses his car to review the homes in the park, and that some Board members had inquired about the cost. The golf cart is used daily during the growing season for transporting grounds staff and is usually not available for the office staff.

John Bonasera thought there were 2 golf carts.

John Corton thought Richard Anderson would be more visible to the residents and could more easily access the rear of homes, and the advantages would justify be cost.

Larry Densmore, 1107 Parkview, asked why the cart that was purchased for Meredith was transferred to grounds. Richard Anderson said that happened before he got here.

Les Vaughan, 133 Holiday Park, said there are 5 dead trees in his neighborhood located behind homes, and said he was for the staff having a cart.

Kay Vaughan, 133 Holiday Park, thought there were enough "Gators" for grounds staff and the cart could be used for the staff.

Bruce Crabb, 442 Neighborly, said in 1995 there was a cart used by the manager and a 4 person cart used by the grounds crew, and asked if it was stolen. Bruce Crabb said he took Joanne Gaughan out and showed her where grass had grown over 12" and needs edging. Richard Anderson agreed that we could have scheduled additional edging by retaining additional temporary personal, noting that the budget reflects a savings of \$45,000 for Grounds Services.

Rene St. Pierre, 222 Fantasy, asked how many employees are on staff during the winter season and commented on the grounds staff putting up lights and repairing vinyl siding and thought that it should be contracted out. Richard Anderson said there was a total of 5, plus the supervisor.

11. Public Comment*

Jean Beach, 1090 Moonlight, commented on the amount of people putting up Christmas lights. Jean Beach also commented on new shrubs [which could be damaged by cold weather] and said that there were coverings donated years ago.

Tony Calore, 353 Holiday Park, said he felt that eighty percent of the residents don't know we have Deed Restrictions and just do what they want. The other 20 percent follow the rules and get permits as required. He would like to see the Board appoint [someone] who would inform residents of what the Deed Restrictions are before property is purchased.

12. Trustees remarks and announcements

Larry Steele said he had received a positive report from Leanne Johnson on the new shuffleboard.

Phil Matton asked about the gatehouse roof. He was told it was scheduled to be done after the Thanksgiving holiday.

John Corton said he was still looking for residents to submit additional names for the ad hoc committee.

Becky Earnest reminded residents to get their decals for golf carts after December 1 and also said dates are set aside on December 14th and 15th for those owners who have still not gotten their vehicle decals. Mrs. Earnest reminded the Board that she would still like to continue the discussion on limiting the number of homes in the Park that an owner can rent.

13. Adjournment

A motion to adjourn the meeting was made by John Corton. The meeting was adjourned at 8:10 P.M.

**Joanne Gaughan, Trustee
Board Secretary**

Date