



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEE – WORKSHOP MEETING
JANUARY 28, 2013 - 7:00 PM

1. Call to order

By: Joanne Gaughan, Chairman, at 7:00 P.M.

2. Invocation

By: Becky Earnest

3. Pledge of Allegiance

Led by: Joanne Gaughan, Chairman

4. Roll Call

By: Rebecca Earnest, 1st Vice Chairman: Joanne Gaughan, Chairman, Rebecca “Becky” Earnest, 1st Vice Chairman, Philias “Phil” Matton, 2nd Vice Chairman, , Richard Kissinger Treasurer, Donald Wink, Assistant Treasurer, Rodney “Rod” Lindsay, Trustee, and Harald Albinus, Trustee, all acknowledged their presence Mary Anne Palmer, Secretary & Allison Kelly, Assistant Secretary were absent. Richard Anderson, District Manager was present with Cheryl Ennis, District Clerk recording.

5. Announcements by Chairman

None

6. Board Meeting Minutes

Presentation of minutes from the January 8, 2013, and January 14, 2013 Board meetings were made. The minutes were posted on the bulletin board, District website and distributed to the Board for review. Harald Albinus made a “motion to approve the minutes.” Becky Earnest noted the corrections for the January 8, 2013 minutes. Becky Earnest seconded the motion. A vote was called. Motion carried. Becky Earnest made a motion “that we approve the January 14th minutes with the following corrections - (paragraph 5 the last line) “golf carts and informed residents they arrested juveniles” delete the word “were” (on the next page 3rd line down) twice it says who had. It says “Phil Matton who had who had” take one of them out. (Down third paragraph from bottom) “Leonard Briske he was told that they were discussing golf carts.” (Page 3 is ok, page 4 next to last paragraph) “Allison Kelly thought that a safety committee should address the issue Russ Livermore discussed” add the word “the”. (Last paragraph) “Marsha Pierce asked about how much the staff pays for insurance” you should add the words pay for “their health insurance” so it is very clear what they’re talking about. (The last page 3rd paragraph up) my name is Becky Earnest not Earnests.” A vote was called on the motion. Motion carried.

5. District Manager Recruitment

Review of short-listed applicants and scheduling initial interviews with five highest rated candidates. Joanne Gaughan reviewed the Manager Recruitment process saying over 300 resumes were received. Four Trustees reviewed them all. Of those, 14 were sent applications, 9 were returned and are being evaluated and rated. Five candidates will be asked to interview. They will again be

rated and the top three will be asked to return for a second interview where they will attend a Board meeting where they are interviewed again by the Board and residents.

Richard Kissinger said as Treasurer part of his job is to cut costs. He said he had reviewed the applications and then made a cost-cutting proposal to the Board where he suggested that the office operate with the current staff and hire temporary help if needed. Richard Kissinger suggested offering the position to Cheryl Ennis (see attached memo).

Phil Matton said he spent hours going through the applications and said they are not as good as the girls in the office and agreed with Richard Kissinger's recommendation.

Donald Wink said he agreed with Richard Kissinger and Phil Matton and thought that, on a trial basis, it was a good idea.

Rod Lindsay asked what would be done with the applications received. He thought the Board should consider looking at all the applicants along with Cheryl Ennis.

Harald Albinus thought putting Cheryl Ennis in the application process was a good idea.

Becky Earnest thought it was a good idea, but questioned putting a dollar amount on a temporary position.

Joanne Gaughan asked Richard Kissinger what the annual salary totaled. Richard Kissinger said \$54,000.

David Peck, 1014 Willow, discussed the wage for the Manager felt it should be spelled out to the candidates ahead of time so it is not a surprise.

Becky Earnest made a motion "that we take action on Mr. Kissinger's proposal that he had and ask Cheryl Ennis to fill out an application. Continue with the process and not touch the issue of salary at this point and to include four applicants in the interview process plus Cheryl Ennis". Richard Kissinger seconded the motion.

John LaLima, 1055 Sunflower, suggested that Cheryl Ennis be included in the review process and not be added as one of the five candidates automatically. He felt that the candidates brought in for interviews should be qualified and within budget since Mr. Anderson was leaving in a couple weeks.

Howard Sprague, 126 Holiday Park, said he thinks Mr. Kissinger had a very good idea setting a salary of \$50,000 if Cheryl Ennis is willing to accept it on a trial basis and added if it doesn't work out to hire one of the other applicants.

Marsha Peirce, 1144 Center, asked about the job description and job qualifications. Richard Anderson said that the qualifications were left open to maximize the number of applicants. (The job description was posted on the bulletin board and District web site for review).

Joanne Gaughan called for a vote on the motion made by Becky Earnest. Motion carried.

6. **Security – Entrance and Boundary Fence Monitoring, and Pedestrian Access Gate at Entrance**
Consideration of installing remote monitoring cameras: Cheryl Ennis gave an overview of the memo the Board received on fence security saying that proposals on cameras and a power source for the Americana gate area are pending and will be forwarded to the Board when received. A suggestion putting a gate across the sidewalk was discussed. Price estimates for the proposed walk gate will be forwarded to the Board.

Steve Ambrose, 241 Blossom, suggested the gate attendant's desk be turned to face out.

7. **Board Member Assignments**

Consideration of assigning Trustees to review and report on various functions, needs, and services provided by the District was discussed. Joanne Gaughan recommended each Trustee have a designated area of responsibility and asked each if they would agree to accept the following assignments:

Rod Lindsay – Storage Compound and Maintenance.

Phil Matton – Sargent at Arms, Liaison to the ACC Committee and oversee Grounds.

Donald Wink - Beautification and Landscaping.

Richard Kissinger – Would like to have a Budget Committee again this year and will arrange to meet with John Corton.

Becky Earnest – Liaison with the HPPOA.

Mary Anne Palmer- Currently works and was not assigned an area.

Allison Kelly – Is already working on job descriptions for staff and will review the Deed of Restrictions.

Joanne Gaughan asked that anyone interested in assisting on the Deed of Restrictions contact Allison Kelly when she returns on February 12.

Harald Albinus – Security.

Each Trustee agreed to accept their assignment. Joanne Gaughan suggested that the Trustees solicit suggestions for improvements from residents and bring topics for discussion to the office where they can be included on a meeting agenda.

Becky Earnest made a "motion for each of the assignments to be approved." Rod Lindsay seconded the motion. A vote was called. Motion carried.

8. **Architectural Control Committee**

Consideration of increasing the number of ACC Board members from three to five with two alternates was made. Phil Matton made a "motion to increase ACC to five members with a quorum of three to have a meeting." Rod Lindsay seconded the motion. Phil Matton recommended a review process, which he said would need to be voted on to be included into the Deed Restrictions. Becky Earnest asked for a review of the ACC Rules by the Trustees. Joanne Gaughan said this would be a project for Phil Matton who is the ACC Liaison. A vote was called on the motion. Motion carried.

9. Public Comment*

Pat Shelp, 299 Charm, asked when the road construction project would continue and asked the Board to consider finishing the project.

John LaLima, 1055 Sunflower, suggested calling Waste Management to ask them to use smaller trucks or go slower when making turns on the cul-de-sacs.

10. Trustees remarks and announcements

Rod Lindsay said it was nice to see so many residents in attendance and said Mr. Anderson is working on an Engineer for the roads.

Phil Matton suggested that Trustees help in the office and suggested residents volunteer as well.

Donald Wink thought it was a good meeting and thanked everyone for coming.

Richard Kissinger thanked everyone for their input. He said that it is fun to listen to ideas and work them out together.

Becky Earnest agreed with Richard Kissinger and added that she counted 54 – 60 residents in attendance. She reminded residents about "55 Alive" saying there were three spots left.

Harald Albinus asked to be called when the appointment with DSI (a security company) is made.

Joanne Gaughan reminded everyone of Mr. Anderson's retirement party, which will be hosted by HPPOA and the Trustees, saying it will be held on Thursday, February 7, from 2-4 and all are welcome to attend. She also said that the roads would fall under Mr. Lindsay's committee and added that she will have a lot of information for everyone at the next meeting.

11. Adjournment

Becky Earnest made a "motion to adjourn the meeting." A vote was called. Motion carried. The meeting was adjourned at 7:55.


Becky Earnest, 1st Vice Chairman Date 2-21-13
Board of Trustees