



PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT

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

## BOARD OF TRUSTEES

### MEETING AGENDA

February 25, 2013 - 7:00 PM

**Joanne Gaughan**  
Chairman

**Rebecca "Becky" Earnest**  
1<sup>st</sup> Vice-Chairman

**Philias "Phil" Matton**  
2<sup>nd</sup> Vice-Chairman

**Vacant**  
Secretary

**Allison Kelly**  
Assistant Secretary

**Richard Kissinger**  
Treasurer

**Donald R. Wink**  
Assistant Treasurer

**Rodney Lindsay**  
Trustee

**Harald Albinus**  
Trustee

Vacant  
District Manager

Karl Bohne, Jr.  
District's Attorney

*NOTE: MINUTES OF BOARD MEETING ARE PREPARED IN SUMMARY FORM ONLY. PER CHAPTER 286.0105 FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL A DECISION OF THE BOARD HE/SHE SHOULD ARRANGE FOR A VERBATIM RECORD OF THE PROCEEDINGS WHICH INCLUDES THE TESTIMONY IN EVIDENCE ON WHICH THE APPEAL IS TO BE MADE.*

"A community intended and operated for persons 55 and older"

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
3. **Announcements by Chairman**
4. **Board Meeting Minutes**
  - Presentation of minutes of the Regular Board meeting - Attachment: Draft of February 11, 2013 meeting minutes  

Action: Motion to approve
5. **Presentations Security Recommendations:**
  - ndt Artemis and DSI who will review their proposals for cameras.  

Action: Discussion on the two systems by Board and Residents  
Motion to approve a proposal
  - Presentation of the proposals for fencing and security – District Office  

Action: Discussion on the options  
Motion to approve a proposal
6. **Presentation by Theresa Grimes a resident and local real estate agent.**
7. **District Manager Recruitment**
  - Results of the interviews for District Manager
  - Directions to Staff
8. **Trustee Reports**
9. **Public Comment\***

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\* To comment on an item, after you have been recognized by the Chair, please go to the microphone and clearly give your name and address for the record. You may speak for up to three minutes. Note: If formal action is to be taken on an item by the Board, public comment will be requested prior to the vote.

**10. Trustees remarks and announcements**

**11. Adjournment**

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PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEE – REGULAR MEETING  
FEBRUARY 11, 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: Mary Anne Palmer, Secretary: Joanne Gaughan, Chairman, Rebecca “Becky” Earnest, 1<sup>st</sup> Vice Chairman, Philias “Phil” Matton, 2<sup>nd</sup> Vice Chairman, Richard Kissinger, Treasurer, Donald Wink, Assistant Treasurer, Rodney “Rod” Lindsay, Trustee, and Harald Albinus, Trustee, all acknowledged their presence. Allison Kelly, Assistant Secretary was absent. Richard Anderson, District Manager was present with Cheryl Ennis recording.

**5. Announcements by Chairman**

Joanne Gaughan said that she had received a letter of resignation from Mary Anne Palmer. She said Mary Anne had served on the Board for five years and thanked her for her service to the community. Joanne Gaughan informed the Board and residents that she had visited Holiday Park, North Port, where she met with the manager and chairperson who gave her a 2-hour tour of the facility and discussed their operation. She said they had 865 units and went without a Park manager for 9 months while they waited to find the right person. They told her that the Trustees and the two office employees ran the Park in the interim. Joanne Gaughan added that the Board takes this very seriously.

**6. Board Meeting Minutes**

Minutes from the January 28, Board meeting were presented to the Board for approval. The minutes were distributed to the Board, posted on the District website and bulletin board for review. Becky Earnest made a “motion to approve the minutes with corrections”. Harald Albinus seconded the motion and Becky Earnest noted corrections. A vote was called on the motion. Motion carried.

**7. Audit – Fiscal year ending September 30, 2012**

Ross Whitley, from Berman Hopkins Wright & Laham, CPAs & Associates, LLP, presented an overview of the financial audit for year ending September 30, 2012. The Board received the completed Financial Audit for review prior to the meeting. Ross Whitley indicated there were several “tests” performed on the District’s financial system, all which passed with no issues. Richard Kissinger made “a motion to approve the financial audit.” Becky Earnest seconded the motion. A vote was called. Motion carried.

**Draft -Pending  
approval by the  
Board of Trustees**

## **8. Treasurer's Report**

Richard Kissinger reviewed the financial report for the month of December 2012. The financial report was distributed to the Board, posted on the District website and bulletin board for review. Harald Albinus made "a motion to approve the Treasurer's report." Phil Matton seconded the motion. A vote was called. Motion carried.

## **9. Accountable Bookkeeping and Consulting, LLC**

Consideration of approving Accountable Bookkeeping and Consulting, LLC's engagement for accounting, pre-audit and related service at \$825.00 per month (budgeted in Contract Accounting Services #0513322). Attached to the agenda was the District Manager's February 5, memo number 13-07 with the proposed engagement letter. Becky Earnest made "a motion that we accept Accountable Bookkeeping and Consulting, LLC at \$825.00 per month." Mary Ann Palmer seconded the motion. A vote was called. Motion carried.

## **10. Security Upgrade - Status**

Review and consideration of alternate security system implementations.

Harald Albinus indicated that he had, along with Cheryl Ennis, taken DSI (a security camera and installation company), around the Park and discussed the areas of concern. Richard Anderson said the primary concern is addressing the issues at the Americana gate. Multiple options for upgrading the fence and gate area, installing guardrail, wood fence, bollards or "Jersey" barrier in front of the fence and adding security cameras was discussed along with costs and funds available for the project. Changing the configuration of the gatehouse so that the staff is facing out was suggested at the last meeting and it was determined that, because of the configuration of the office, it is not possible. Becky Earnest made a "motion to table the discussion to the next meeting". Joanne Gaughan asked the Board and residents to review the proposals so that a decision could be made at the next meeting. A vote was called. Motion carried.

## **11. District Manager's Report**

Summary of staff activities and status of ongoing programs and projects was reviewed by Richard Anderson. The summary was distributed to the Board and posted on the District bulletin board and website for review. Rod Lindsay made a "motion to approve the District manager's Report as written". Becky Earnest seconded the motion. A vote was called. Motion carried.

## **12. District Manager Recruitment**

Consideration of applicant interview scheduling (attachment: District Managers - February 8, 2013 Memo Number 13-09). Joanne Gaughan reviewed the process as described in the District manager's memo asking the Board to choose two dates for interviewing. Richard Anderson explained the interview process that was used when he was hired.

Richard Kissinger suggested setting a base salary and discussing the proposed salary with each candidate before they come for an interview. Each Trustee was asked for their input. Harald Albinus made "a motion to offer between \$45,000 to \$50,000 plus health benefits". Becky Earnest seconded the motion.

Maryann Livermore, 399 Holiday Park, asked why the Trustees would offer \$45,000 as a starting pay when it was just said that the sister park offered \$40,000 as a starting pay.

John Bonasera, 370 Holiday Park, said that he agreed with Richard Kissinger's recommendation made at the last meeting where he proposed hiring from within.

Cynthia Burko, 117 Holiday Park, asked what educational requirements were required. Joanne Gaughan said no educational requirements were specified and did not think it was required. Cynthia Burko said she could not believe that it was not required that the person have a masters degree.

Mary Evans, 134 Holiday Park, asked what the size of our "Sister Park" was. Joanne Gaughan said 865 homes and a larger area of green space. Mary Evans said this was a smaller park and less work.

A vote was called on the motion made by Harald Albinus. Motion carried.

### **13. Architectural Control Committee**

Consideration of appointments to increase the ACC board to a five member Committee, and designate an ACC Board member as Chairman.

Joanne Gaughan recommended that Bill Perron serve on the Board and Donna Matton, who was an alternate, serve on the Board. Joanne Gaughan recommended John LaLima remain as an alternate and that David Peck serve as an alternate. Joanne Gaughan asked the residents and Trustees if they had any other recommendations or comments. With no comments or other recommendations a motion by Richard Kissinger was made to "approve those recommended by Joanne Gaughan". Phil Matton seconded the motion. A vote was called. Motion carried. The Board will hold a meeting to determine who will chair the committee and report back to the Trustees at the next meeting.

### **14. "Park" Benches**

Consideration of purchasing benches to be located throughout the Park. HPPOA's memorial/donation project will reimburse costs.

Jean Beach, 1090 Moonlight, presented a proposal to the Board, which replaces benches that have deteriorated throughout the Park. Jean Beach is requesting the District office to purchase benches with costs to be reimbursed by the "adopt a bench project". Jean Beach said the information has been in "The Happenings" and said there are already four people wanting to purchase benches. Donald Wink made "a motion to approve Jean Beach's proposal". A vote was called. Motion carried.

### **15. Public Comment\***

Brenda Ambros, 241 Blossom, said there have been problems for over a year with theft and asked why it takes so long to get progress.

Gloria Walsh, 403 Holiday Park, said she was not happy that the security issue was tabled and said she does not feel secure.

Howard Sprague, 126 Holiday Park, asked if we could get guardrail from the City and have the drains cleaned by the city.

Linda Brunke, 281 Berry, said anyone could drive a car out the front of the park without being stopped.

Barbara Haufman, 1021 Little, suggested securing the areas where there are known problems. She said that she had spoken with the Palm Bay police who told her that there are gangs of teenagers from Titusville that are hitting all areas of the county.

Anita Healey, 116 Holiday Park, said the guard checks everyone coming in and asked that they check everyone going out.

## 16. Trustees remarks and announcements

Phil Matton recommended a gate across the whole front of the park for cars coming in and out as well as a gate at the sidewalk. He thanked Richard Anderson for his service and said he would be missed.

Donald Wink said he would like to see what items tabled be addressed quickly.

Richard Kissinger said he started work on next year's budget and said he needs to know what projects the Board would like to have incorporated in the Budget.

Becky Earnest reminded everyone that the "Safe Driver Course" was 9-3 Tuesday. She thanked Richard Anderson for his service to the community. Becky Earnest mentioned complaints about being able to hear and said that, when the Board is discussing items on the agenda, people are talking and asked for those attending to be respectful.

Mary Anne Palmer thanked everyone for allowing her to serve the last five years. She also thanked Richard Anderson and said he would be missed.

Harald Albinus thanked Mary Anne for her service. He said that some decisions need to be made quickly regarding cameras.

Joanne Gaughan reminded the Trustees to turn in their "Trustee Books" to the office for update. She reminded the Board that Mr. Anderson was leaving and asked them to stop in the office and help. She thanked Mr. Anderson and asked him for his parting words.

Richard Anderson thanked the residents for letting him have the most fun he has ever had. He asked that someone be appointed in charge until the Board hires a manager. Rod Lindsay made a "motion to have Cheryl Ennis as acting manager until a manager is hired". Joanne Gaughan suggested that the office, as well as the rest of the services, need to be revamped. Richard Kissinger made a "motion to raise the pay to \$20.00 per hour". Donald Wink agreed with Richard Kissinger's recommendation along with Harald Albinus. A vote was called on the motion. Motion carried. Phil Matton made a "motion to increase Sharon Johnson's salary temporarily by \$2.00 per hour".

Keith Rittscher, 372 Holiday Park, discussed the manager's salary asked Richard Anderson if he thought \$40,000 would work. He agreed with the recommendation made by Joanne Gaughan of revamping and suggested residents volunteer to help.

Joanne Gaughan reviewed the areas of assignment for the Trustees and asked residents to give them a call to assist and make recommendations.

David Peck, 1014 Willow, recommended writing a contract for the office staff.

Marsha Pierce, 1144 Center, asked if the \$20.00 an hour was salary or hourly. It was said that the salaries will be based on a 40 hour week.

A vote was called on Phil Matton's motion. Motion carried.

Becky Earnest made a motion to adjourn. A vote called. Motion carried. The meeting adjourned at 8:55PM.