



PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT

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

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BOARD OF TRUSTEE – WORKSHOP MEETING  
MARCH 25, 2013 - 7:00 PM

**1. Call to order**

By: Joanne Gaughan, Chairman, at 7:01 P.M.

**2. Invocation**

By: Becky Earnest

**3. Pledge of Allegiance**

Led by: Joanne Gaughan, Chairman

**4. Roll Call**

By: Marion "Molly" Stone, Secretary; Joanne Gaughan, Chairman; Rebecca "Becky" Earnest, 1<sup>st</sup> Vice Chairman; Philius "Phil" Matton, 2<sup>nd</sup> Vice Chairman; Marion "Molly" Stone, Secretary; Allison Kelly, Assistant Secretary; Richard Kissinger, Treasurer; Donald Wink, Assistant Treasurer; Rodney "Rod" Lindsay, Trustee; and Harald Albinus, Trustee. All acknowledged their presence. Cheryl Ennis, District Manager was present with Sharon Johnson recording.

**5. Announcements by Chairman**

Joanne Gaughan asked residents to use the "Suggestions, Problems, Complaints, and Comments" form in the office. She said that residents must include their name and phone number on the form and added that a copy will be given to Molly Stone who will act as liaison, between the office and the person who fills out form until complaint, suggestion, or comment has been satisfied. She said Molly would contact the resident and keep them updated as to what is going on until it is taken care of.

Joanne Gaughan commented on several incidents that happened over the past weekend and said, in regards to pool rules, the ordinance states that children under the age of 16 must be accompanied by an adult and that the only floatation devices allowed in the pools are "Noodles" and "water wings". In addition, she said that when the gate is closed and the pool cover on, NO ONE is allowed in the pool area per order of the Board of Health and pointed out that there is a sign on the gate with this information.

**6. Approval of the District Manager's contract**

Joanne Gaughan announced that the Board had just received the District Manager's contract and said they had not had enough time to review it. Harald Albinus made a "motion to continue the item to the next meeting in order to give the Board adequate time to review the contract". Becky Earnest seconded the motion. A vote was called. Motion carried.

**7. Board Meeting Minutes**

Approval of the February 25 and March 11, 2013 Board Meeting minutes.

Becky Earnest made "a motion to approve the February 25, 2013 Board Meeting minutes with corrections". The motion was seconded by Allison Kelly, and corrections noted. A vote was called. Motion carried.

Becky Earnest made "a motion to approve the March 11, 2013 Board Meeting minutes with corrections". The motion was seconded by Harald Albinus, and corrections noted. A vote was called. Motion carried.

**8. District Manager's Report**

The District Manager's report for the month of March was reviewed by Cheryl Ennis.

Becky Earnest commented on the Deed Restriction notices and said she thinks that the Board should review and see what the issues are before placing liens on the property's.

John LaLima, 1055 Sunflower Lane, questioned the care and maintenance of the grounds equipment.

Carol Helton, 342 Holiday Park Blvd, questioned the Debris Removal Contract. It was explained that it is the Emergency Management Contract for storm debris and emergency management which would be used in the event of a disaster.

Becky Earnest made "a motion to approve the District Manager's report". The motion was seconded by Rod Lindsay. A vote was called. Motion Carried.

**9. Pool Cover – Consideration of purchasing a new pool cover and winder system,**

The board reviewed the quote for replacing the pool cover and winder by CES. Both Trustees and residents discussed the options. The Board requested that additional quotes be solicited and submitted to the Board for review at the next meeting. Harald Albinus made "a motion to table until the next meeting to try and get other bids". The motion was seconded by Becky Earnest. A vote was called. Motion Carried.

**10. Fountain Repair/Replacement**

The Board and residents discussed the quote and options for replacing/repairing the fountain. Becky Earnest made "a motion to approve the quote by The Lake Doctors for \$1581.68 which included a 1hp motor". The motion was seconded by Allison Kelly.

Allison Kelly suggested that instead of repairing we should buy a new fountain.

Richard Kissinger said that there is now enough money in the budget for the fountain, due to the changes in District Manager and cutting the staff in the office with a savings of \$27,700, and another \$12,000 from the grounds Health Insurance.

John LaLima, 1055 Sunflower Lane, said that the pond needs a completely new fountain, and that the people in the back deserve a new fountain with lights to beautify the park.

Michael DePrete, 1041 Laurel Ct, said he was confused about whether we are getting a new fountain or motor for the old fountain.

Robert Shearer, 382 Holiday Park Blvd, asked if the Board was voting on a ¾ horsepower or 1 horsepower motor and questioned whether putting the 1 horsepower will do 300 gals.

A vote was called on the motion made by Becky Earnest. Motion carried.

**11. Laundry Equipment – Type of Washer/Dryer – Front and/or Top Loading**

The quote for laundry equipment was discussed by the Board along with the size washers and dryers and whether or not to go with electric or gas. Joanne Gaughan asked Mr. Kissinger if this equipment was budgeted for the year. The answer was No.

Cheryl Ennis stated that the contract expires May 1st but said after contacting Mac-Gray they had said they would extend contract for 1 year, if the Board wanted that option. Currently the District pays \$229.50 per month, \$2754.00 for the year.

Allison Kelly, stated that by looking at the quote she thought we could get two top load washers and two dryers for \$3221.00, and by going with these we can save \$1300.00, instead of purchasing the front load machines.

Molly Stone stated that the front load washing machine is more efficient on water and has a larger capacity. She said she was afraid that people might try to use the smaller machines for the larger items, ending-up with a bigger issue.

Harald Albinus asked why we are paying for a yearly contract, thought we should get rid of the contract, and buy the machines.

Molly Stone questioned why the board would go to electric if we have existing gas service.

Rod Lindsay wants quotes on gas dryers in order to save on electrical installation. Cheryl acknowledged that she has prices on both and that they are very similar.

Allison Kelly asked Mr. Kissinger what account the money would come from. He stated that it would be coming out of the Contingency Fund and that the Board would just have to move money around.

Donna Matton, 265 Holiday Park, said front load washers need a special soap, and said that you do not use regular soap, as it can disturb the washer.

Rod Lindsay made “a motion to approve the purchase of one front load and one top load washer and the purchase of two gas dryers appropriately sized for each washer”. Phil Matton seconded the motion. A vote was called. Motion carried.

**12. Reschedule meeting of May 27<sup>th</sup> Memorial Day.**

A motion was made by Becky Earnest to “reschedule the May 27<sup>th</sup> Board Meeting to Tuesday May 28<sup>th</sup>”. Allison Kelly seconded the motion. A vote was called. Motion carried.

**13. Discussion on items to be included in the 2013 – 2014 Budget**

Joanne Gaughan said that several Trustees had already given to Mr. Kissinger their wish lists.

Mr. Kissinger stated that he will have a budget for discussion at the next meeting and had to wait for the recommended items to be submitted for budget consideration.

Donna Matton, 265 Holiday Park, said, as the ACC Chairman, that the ACC Board was recommending fee changes from the \$25.00 fee for applications, to a \$10.00 across the board fee for applications requiring a building permit. She said the Board is working to make a single simplified application for everyone to use. Donna Matton said she would like the \$10.00 fee to go to the beautification committee.

Carol Helton, 342 Holiday Park, said she wanted to see some consideration, when making the budget, on cleaning the canal that runs thru the park and down to Americana.

Russell Livermore, 399 Holiday Park, thought that the retention pond's pumps should be turned on.

Howard Sprague, 126 Holiday Park, had concerns about the pump for the fountain at Laurel CT.

John LaLima, 1055 Sunflower Lane, had concerns about those maintenance fees that are delinquent, and asked if there were figures as to how many fees went uncollected.

Richard Kissinger said the City of Palm Bay auctions tax certificates, which includes Park fees. We will find out by the next meeting as to how many homes are delinquent.

**14. Trustee Reports**

Harald Albinus said he would like to put a wireless gadget before the guard shack, on the lane going out, so when a beam is broken an alarm would go off in the gatehouse, giving the staff a warning that someone is about to leave the park.

Allison Kelly said the Research Group for the By-Laws and Ordinances is putting together and updating the Ordinances, and that if any one has questions on Ordinances or By-Laws, a copy is in the office. Job descriptions for employees have been distributed for review by the Board. The only change she had was for each job description to say that three months before a person reaches 65 they must apply for Medicare as their Health Insurance. She said that there is now a Disciplinary Policy which all employees must sign along with their job description. A copy will go into all employees file. Harald Albinus made "a motion to approve all the job descriptions". The motion was seconded by Becky Earnest. A vote was called. Motion carried. Allison Kelly also discussed the possibilities of having Holiday Park fundraiser dinners at Texas Road House.

Molly Stone asked that residents filling out a suggestion form include their name and phone number or she said it will not be addressed. She said that after the two meetings she is very impressed with all the work that this Board is doing.

Becky Earnest said that the ACC board is working on new ACC application forms, and that they have an informational form which is to be included with the new owners packets.

Donald Wink said that the Beautification committee has started working on projects. He said that Pat had repaired the sign for the recreation center and put mulch down. He said if anyone has a suggestion to turn it in to the office, to Patti Peck or to Carol Lewis.

Phil Matton questioned the grounds staffs' activities.

Rod Lindsay said he is working on the roads maintenance committee and the areas he has been working on are the storage compound fence replacement, entrance gate to the maintenance compound replacement, removal of Australian pines near the grounds compound where they are pushing over the fence, scrap metal removal, mower replacement, drainage canal security at costs of \$20-\$30,000 dollars and the roads with costs projected around \$330,000. He said there is a lot going on and it will take time.

Joanne Gaughan said she is working on a future project and said that \$100,000 a year is spent on salaries and workers' compensation for gate staff. Joanne said she would like to see an automatic gate system put in and will bring the numbers back to the board. She also reminded everyone that the meeting for the fence variance is coming up on April 3<sup>rd</sup> and suggested those living in the area attend.

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

Anita Healy, 116 Holiday Park, asked about the HPPOA flag. She said she had someone ask her about what had happened to a bench that his or her parents had donated. Anita Healey also asked that numbers be placed on the carts used by grounds maintenance for identification purposes.

Carol Helton, 342 Holiday Park, questioned where the 7' fence was going.

Bob Shearer, 382 Holiday Park, said he was told that the reason we have grounds maintenance is to repair lawn equipment and questioned why we needed to purchase additional equipment. He also felt that his grass was being cut too short. He asked what could be worn at the pool and if goggles were allowed at the pool.

Howard Sprague, 126 Holiday Park, asked if anyone had seen the grate for the bocce court.

Jean Beach, 1090 Moonlight, said she put in an order for 8 benches. She asked that the bushes coming in to the park be trimmed.

Marsha Shearer, 382 Holiday Park, asked about the grounds crew smoking on the job.

#### **16. Trustees remarks**

Harald Albinus asked if the next maintenance supervisor could be a mechanic. Allison Kelly said that maintenance is included in the job description.

Allison Kelly said she thinks all Board members are taking their jobs seriously and thanked everyone for coming out.

Becky Earnest said that the plants at the entrance needed water. She also commented on people parking in non-designated parking area and said that it needs to be clear for emergency vehicles.

Richard Kissinger thanked everyone for coming out and said he will get answers to questions.

**17. Adjournment**

Becky Earnest made a motion to adjourn. Rod Lindsay seconded the motion. A vote was called. Motion carried. The meeting adjourned at 8:48PM.

Marion Stone

Marion Stone, Board of Trustees  
Secretary

4-15-13

Date