



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEE – REGULAR MEETING
April 8, 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: Marion “Molly” Stone, Secretary; Joanne Gaughan, Chairman; Rebecca “Becky” Earnest, 1st Vice Chairman; Philius “Phil” Matton, 2nd Vice Chairman; Marion “Molly” Stone, Secretary; 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. Cheryl Ennis, District Manager was present.

5. Announcements by Chairman

Joanne Gaughan commented on the April 3, 2013 meeting with Palm Bay Planning and Zoning Board saying that she, Barbara Kirsch, and Cheryl Ennis had attended the meeting representing Holiday Park and that the application for variance had been approved and will go to the City Council in May. She also commented on the presentation of the meeting agenda, by Palm Bay Planning and Zoning, which was on an overhead projector and asked that a similar system be looked into for the Park. Joanne Gaughan said that she had gone down to the grounds compound for the first time. She told the residents about the buildings and contents of each and that one building needs maintenance.

6. Board Meeting Minutes - Approval of the March 25, 2013 Board Meeting minutes

The meeting minutes of March 25, 2013 were distributed to the Board, posted on the bulletin board and on the District website for review prior to the meeting. Becky Earnest made a “motion to approve the minutes with corrections”. The corrections were noted and the motion to approve the minutes seconded by Harald Albinus. A vote was called. Motion carried.

7. Treasurer’s Report - Presentation of financial reports for the month of February 2013

The February 2013 Revenue, Expenditure, and Budget Allocation Report and February 28, 2013 Balance Sheet was distributed to the Board, posted on the bulletin board and on the District website for review prior to the meeting. Richard Kissinger explained that Brevard County collects the Districts fees and said that when a property owner does not pay their taxes the County sells tax certificates and the fees are then paid to the District. Richard Kissinger then gave an overview of the revenue and expenditure report. Becky Earnest made “a motion to approve the Treasurer’s report”. Rod Lindsay seconded the motion. A vote was called. Motion carried.

8. Approval of the District Manager's contract

Questions regarding the District Manager's contract were discussed by the Board and residents that included health insurance, termination, life insurance, retirement benefits and length of contract, vacation, and sick time. It was discussed that, in the past, the contract was an open-ended contract, and it was suggested that the current contract be a one-year contract. The Board recommended that the attorney review the contract again with the added changes that were discussed. Harald Albinus made "a motion to make the contract length one year starting after the 90 days with review two months prior to the expiration date". Molly Stone seconded the motion. A vote was called motion carried.

9. Emergency Management –Consideration of approving Resolution 2013-01, 2013-02, and 2013-03, – authorizing utilization of City of Palm Bay contracts for management, removal, and disposal of storm debris and related services if/when-needed basis. (1-year extension on existing contract).

Rod Lindsay made "a motion to approve Resolution 2013-01, 2013-02, and 2013-03". Harald Albinus seconded the motion. A vote was called. Motion carried.

10. Pool Cover-Consideration of purchasing a new pool cover and winder system (continued from 3/25). The Board recommended that multiple quotes be obtained for the same product and the item was tabled until quotes were received.

11. Adjustments in ACC fees – Consideration of the ACC Board recommendation to change the ACC fee to \$10.00 across the board for any ACC application that requires a permit by the City of Palm Bay with fees received going to Park beautification.

Item was tabled until the ACC had the opportunity to review and make necessary changes to the applications.

12. Mowers – Consideration of purchasing new mowing equipment with optional financing (48" or 60" deck) Joanne Gaughan said that she was in the office at the time Mr. Cox from Robinson Equipment spoke about a financing option for mowers. Donald Wink recommended outsourcing the mowing because he felt that \$25,000 for mowers was excessive. Harald Albinus said that outsourcing was looked at last year, and it was decided that keeping the grounds staff was the best for the Park.

Jean Beach, 1090 Moonlight, said that, based on Ad-Hoc Budget numbers, it was agreed that staying in house was best but based on the actual budget numbers that were passed by the Board it would have been less to outsource.

Kate Barclay, 385 Holiday Park, claimed that one of the mower operators was sleeping behind her home. (note: continued electrical problems with the old mower, which shuts off at random, may be the issue as the operator waits for the mower, sometimes 20 minutes, to cool before it starts again).

Harald Albinus recommended that residents take pictures if they see problems with grounds staff.

Joanne Gaughan mentioned that the grounds crew had cleaned a culvert, where there was a recent complaint of debris that had gathered at one end, and said immediately after it was cleaned a resident was spotted raking leaves into the same canal. Joanne recommended that pictures be taken of that as well.

Barbara Hoffman, 1021 Little, suggested that we would eventually have similar problems with outsourcing.

John LaLima, 1055 Sunflower, said that if a contractor did not do their job pay could be held back where we pay the grounds crew whether or not they are doing their job.

Harald Albinus said he would like to have Pat Hartwell come to a meeting so the Board could ask him questions. Rod Lindsay said that contracting outside was already done and did not work out. It was recommended that government contract be looked at. Harald Albinus made "a motion to procure mowers through a government contract". Rod Lindsay seconded the motion. Phil Matton said that the grounds crew needs working equipment in order to do their job. A vote was called on the motion. Motion carried.

13. Laundry Equipment – Consideration of new lease proposal by Mac-Gray for two washers and dryers and changing out the existing large driers to smaller units

Joanne Gaughan reviewed the proposed changes to the Mac-Gray contract for a 3-year contract at \$912.00 per year for two washers one top load and one front load and two Dryers for an \$1800.00 saving. This proposal was suggested as an alternative to purchasing washers and dryers, which had previously been approved by the Board. Becky Earnest made "a motion that we continue with the new contract for \$912.00 per year for three years". Molly Stone seconded the motion.

John LaLima, 1055 Sunflower, said the Board had previously agreed to keep a large dryer.

Kate Barclay, 385 Holiday Park, asked if the equipment would be energy star rated and if Mac-Gray would give us new equipment after the three-year contract ran out.

A vote was called on the motion to lease the equipment from Mac-Gray. Motion carried. A motion was made by Becky Earnest "to rescind the motion to purchase washers and dryers". Rod Lindsay seconded the motion. A vote was called motion carried with one vote against.

14. Roads Project – Bid update

Joanne Gaughan updated the residents on the progress of the road bids and said that they would be opened at a special meeting on April 24 at 2:00 pm. Richard Kissinger proposed that money be taken, if needed, from the reserves to complete the road project in its entirety. Joanne Gaughan suggested the additional funding be addressed after the contracts are received and a decision is made on a contractor.

15. 2013 – 2014 Budget – Discussion

Richard Kissinger said that he put funds in the budget for all of the special projects that the board had proposed; for beautification, Donald Wink wanted the irrigation in the front of the building to be repaired, \$5000 was added for that purpose and \$5000 for landscaping; \$8,000 was added for tree trimming; an increase for uniforms was added; and \$65,000 line item was added to return the additional costs for the road project back to the reserves; temporary office services at \$10,000 was added. Becky Earnest asked that funds be included in the budget for a sound system and said she would get costs to the Board. Harald Albinus said he would look at the system and costs. Donald Wink asked where funds would come from for items other than landscaping and said he would like to start on projects.

Leanne Johnson, 309 Holiday Park, asked if there were funds for painting the rolling door.

Steve Ambros, 241 Blossom, asked if there were funds for security. Joanne Gaughan said she is working on a project, which uses the funds from the gate employee's salary and worker's compensation for a new security gate and still hire nighttime patrol to monitor the park as our "sister" park does.

John LaLima, 1055 Sunflower, asked if money allocated in the budget for repairing the building at the grounds compound. John LaLima asked that the concrete benches be cleaned.

Harold Paine, 398 Holiday Park, said he heard a discussion about yard work and said he has been coming down since 1995 and said the back green area behind his home looks the best it ever has. Joanne Gaughan commented on the new fountain and asked if everyone had gone up and looked at it.

Rod Lindsay made "a motion to approve the tentative budget proposal with the recommended changes". Becky Earnest seconded the motion. A vote was called. Motion carried.

16. Public Comment

Donna Matton, 265 Holiday Park, said the ACC Board had approved the \$10.00 fee change. She invited everyone to the meeting on Tuesday at 11:00 saying that they would discuss the changes in City permit requirements.

Mary DePrete, 1041 Laurel, said the fountain is fixed and it is beautiful. She invited everyone up to the pond for TGIF on April 19 at 4:00 to see the new fountain and said they will be cooking hotdogs.

17. Trustees remarks

Harald Albinus asked for copies of the job descriptions. Harald Albinus added that he had several people call him with ideas for security, which he will bring to the Board.

Molly Stone reviewed several comments that were submitted to the office by residents that had been addressed. Molly Stone added that if the forms are not signed with phone numbers included they will not be addressed.

Becky Earnest said that the HPPOA is working on a webpage for the Happenings. Becky Earnest asked that the trees at the entrance be trimmed. Joanne Gaughan said that work was already started.

Richard Kissinger said that on May 5th the American Legion is having a 5k benefit for Camp Boggy Creek, which is for terminally ill children started by Paul Newman. He said all residents are welcome. Richard Kissinger also said that if anyone knows of any veterans in the Park that are in need of help to let him know and he will forward the information to the American Legion who will get them some help.

Donald Wink said that Barbara Hoffman had donated geraniums to the beautification committee and he needed flowerpots that he would like to place by each of the front doors and asked for a budget for the project. He said they would like to do a few projects in May, including something around the drainage canals and proposed vinyl fence and plantings that would be nice to look at and said the costs are about \$2100.00. Richard Kissinger made "a motion to set aside \$2500.00 saying it is also a safety issue". He also asked for the podocarpus to be trimmed. Joanne said that trimming is already scheduled.

Phil Matton suggested hiring temporary help for the office.

Rod Lindsay thanked everyone for coming and giving his or her suggestions.

18. Adjournment

Becky Earnest made "a motion to adjourn the meeting". Richard Kissinger seconded the motion. A vote called. Motion carried. The meeting adjourned at 9:00.

<u>Marion Stone</u>	<u>5-14-13</u>
Marion Stone, Board of Trustees	Date
Secretary	