



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEE – WORKSHOP MEETING
May 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: Marion “Molly” Stone, Secretary; Joanne Gaughan, Chairman; Rebecca “Becky” Earnest, 1st Vice Chairman; Philius “Phil” Matton, 2nd Vice Chairman; Marion “Molly” Stone, Secretary; Donald Wink, Assistant Treasurer and Harald Albinus, Trustee. All acknowledged their presence. Allison Kelly, Assistant Secretary; Richard Kissinger, Treasurer; Rodney “Rod” Lindsay, Trustee were absent. Cheryl Ennis, District Manager was present with Sharon Johnson recording.

5. Announcements by Chairman

Joanne Gaughan announced that there is an open seat on the ACC Board, as a resignation has been received. If anyone wishes to serve, please send a letter of interest, and at the next meeting we will make an appointment.

Joanne Gaughan addressed a letter received from Bruce Crabb where he questioned the partial reimbursement for two full time employees of their Medicare payment. Joanne Gaughan said the two employees are on Medicare, which saves approximately \$1200.00 per employee per month. She said that health insurance is a benefit and that years ago it was decided the reimbursement of the Medicare payment would be given to those who were on Medicare as they were an entitled employee benefit. Joanne Gaughan also said that the amount reimbursed went back to 1990 and was never updated and that when the Board voted that the employees would pay 10% of their medical benefits, Mr. Anderson deducted 10% of their reimbursement, therefore they were given 90%, but it still wasn't the correct amount. She said the office was advised to make the correction in the amount at 90% reimbursement. This is a benefit for the 2 employees on Medicare. It costs about \$1200.00 a year rather than \$1,200.00 for each per month.

6. Board Meeting Minutes - Approval of the May 8, and May 13, 2013 Board Meeting minutes

Becky Earnest made “a motion to approve the May 8th, 2013 meeting minutes with the corrections” Harald Albinus seconded the motion. The Board noted the changes. A vote was called. Motion carried.

Becky Earnest made “a motion to approve the May 13th, 2013 meeting minutes with corrections” Harald Albinus seconded the motion. The Board noted the changes. A vote was called. Motion carried.

7. District Manager’s Report

Cheryl Ennis reviewed the District Manager’s report which was previously distributed to the Board and posted on the District website and bulletin board prior to the meeting. Cheryl added to the report that the 3 Storm drains were flushed and vacuumed by Safety Environmental (picture shown) and said the price was a little less than originally quoted of \$1,440.00.

Becky questioned the mold on the umbrellas around the pool, asked that it be looked into and taken care of.

Phil Matton made a motion to accept the Managers Report. Harald Albinus seconded the motion. A vote was called. Motion carried.

8. Consideration of accepting the donation made by the HPPOA of six white tables for the Recreation Center

Becky Earnest made “a motion to accept the six white tables (\$419.64) donated by the HPPOA”. Harald Albinus seconded the motion. A vote was called. Motion carried.

9. Consideration of awarding Tony’s House Painting Inc. contract to paint inside wall @ CVS, Gattos’s, IHOP, Verizon pending approval from owners

Joanne Gaughan explained that the wall does not belong to us, but the back of the wall faces the residents.

Becky Earnest stated that the last time it was done, CVS paid for the paint, and the grounds crew painted it about 7 years ago.

Harald Albinus asked whether or not we could pressure wash the wall ourselves and then rent a paint sprayer and paint the wall.

Cheryl explained that the Grounds Crew did this job a long time ago and rolled the wall.

Phil Matton, thinks that we should pay extra to the grounds crew for them to do it on their own time.

Public Comment:

Bruce Crabb, 442 Neighborly Court, stated that the grounds crew did a fabulous job on the gatehouse. They cleaned it all up and questioned why they could not do this job in the fall?

Becky Earnest made “a motion to table this item until the fall and at the time buy the paint and have the grounds staff paint on our time after Hurricane Season”. Harald Albinus seconded the motion. A vote was called. Motion carried.

9. Consideration of awarding A.L. Phoenix Construction Inc. contract to repair compound building

Pictures were shown of the condition of the building. Harald Albinus questioned whether it has been treated for termites and when?

Becky Earnest made a "motion to hire A.L. Phoenix Construction to do the repairs to the building down at the compound". Phil Matton seconded the motion. A vote was called. Motion carried

Harald Albinus asked whether they will be replacing all the damaged wood and suggests spraying for termites and treat the ground around before the project begins.

Cheryl Ennis stated that the wood is being replaced, the headers, the uprights and 3 sides of the garage (24 inches up).

Becky Earnest asked if they periodically spray for termites.

Joanne Gaughan suggested preventative maintenance, and spraying for insects.

Donald Wink questioned why we needed a permit if we were repairing or replacing bad wood that is already there.

Cheryl explained that we are taking out a header which is a major structural repair on the building. The contractor will need to get a permit.

10. Consideration of awarding Lincoln Equipment Inc. contract to fabricate pool cover

Donald Wink made "a motion to award Lincoln Equipment the contract with 5 years warrantee (\$3419.20) to fabricate the pool cover". Becky Earnest seconded the motion. A vote was called. Motion carried.

11. Roads Project

Joanne Gaughan explained that representatives from the three companies came in and made their presentations. After having listened to the three presentations, the Trustees decided that there were two things they wanted; pricing on concrete curbing for the "islands" and pricing on a 2"- "SP" asphalt mix. The three companies came back with their new pricing.

Phil Matton made a motion to hire Miller Group from Georgia to do the road project with 2 inches of SP mix. Price for this would be \$369,185.00 Molly Stone seconded the motion. A vote was called. 1 opposed Motion carried.

Cheryl Ennis explained that the total bid did not include any concrete work. Some of the islands have a concrete border or a valley gutter. The concrete work will be sub-contracted out.

Molly Stone has a concern about tree roots pushing the blacktop up. Cheryl Ennis explained that when the company does the reclamation work they go down 8 inches and 2 inches for the asphalt.

Harald Albinus asked whether we were being charged extra for the Full Time Project Manager from Miller Group.

Joanne Gaughan explained that with a Project Manager on site we will have someone there daily to inspect the project and before asphalt is laid down, we will make sure that temperatures are correct. All of these companies have very good reputations. All companies have done work for the City of Palm Bay in the past. A crew of 12 will be working at least 8 hours daily, a supervisor will be on the job daily. Joanne also said that at the original meeting with the Miller Group they had stated the project would take around 2 weeks.

Public Comment

Bruce Crabb, 442 Neighborly CT. asked about concrete curbs stating that you can do blacktop curbs for a lot less than concrete and really thinks that we should concrete the curbs around the cul-da-sac. And added that all construction crews always have a supervisor on the job.

Eileen Kraus, 1121 Lindsay CT. asked about the dip in the street as to whether they will bring it up to grade and also asked about concrete down the middle of the roads.

Trustee Comments

Joanne Gaughan suggested that we add to the contract all the curbs be done with the cement border, which would mean an additional \$1400.00 each for six island borders for a total of \$8,400.00.

Molly Stone feels that we should be addressing sidewalks instead of cement curbs.

Donald Wink made a motion to approve an additional \$8,400.00 - 5 island borders and 1 with the valley gutter. Phil Matton seconded the motion. A vote was called. Motion carried

12. Removal of Gazebo

Donald Wink stated that all plaques have been removed and put in a safe place, and will be mounted somewhere special, and will be preserved. The gazebo itself needs to come down and has discussed a plan for the grounds employees to do the job of removing it. He also said there are plans in the making for another Gazebo. The cost would be around \$2,200.00. The Gazebo would be constructed out of a vinyl type material similar to the good parts on the dock, with a tin roof like what is on the gatehouse.

Harald Albinus asked as to who owns the property that the Gazebo is on.

Becky Earnest and Donald Wink stated that this will be one of the questions to ask the Attorney, as to whether or not we can replace it with something else.

Bruce Crabb – 442 Neighborly CT, recommends that we put a concrete pad under the new Gazebo and said a question for lawyer should be how can we take property by eminent domain.

Joanne Gaughan stated that this item is only for the removal of the Gazebo. The idea was to get the compound done and have the debris from the Gazebo put into a dumpster stationed down at the grounds compound.

Harald Albinus made "a motion to approve the removal of the Gazebo by our grounds crew". Becky Earnest seconded the motion. A vote was called. Motion carried.

13. Decorative Fence at Canals Holiday Park and Blossom

Donald Wink brought to the Board two estimates for decorative fencing for the canal on Blossom and the Melbourne Tillman canal on Holiday Park. The board discussed the requirement needed to put the fences up including permits and the need to discuss the project on Holiday Park with Melbourne Tillman.

Donald Wink stated that the monies were approved for the project back in April.

Becky Earnest made "a motion to approve the fence on Blossom Lane with K & B Fence in the amount of \$900.00 pending permits and to table the fence on Holiday Park until Melbourne Tillman issue is resolved". Harald Albinus seconded the motion. A vote was called. Motion carried.

Bruce Crabb, 442 Neighborly CT. stated that he felt we could do anything we want since we own the road on each side.

Donna Matton, 265 Holiday Park, recommended that the project be discussed with Melbourne Tillman.

Molly Stone questioned whether or not we were also going to do the other end of the Blossom canal which ends on Holiday Park by the compound.

14. Painting of Dock

Donald Wink stated that the crew went and pressure washed the dock which improved the appearance of the handrails and kick rail. Donald Wink said the treated lumber will split and crack which is now happening. The posts are also splitting. The deck does need attention. Estimates, were given to the Board at the meeting. There are two different types of wood on the dock. Mr. Wink would like to stain all wood to be alike. Preservative stain estimate for \$565.00.

Becky Earnest questioned the wording on the estimate from Handy Man Services.

Joanne Gaughan tabled until the next meeting so that we could get a clarification of the estimates.

15. Trustee Reports - none

16. Public Comment*- none

17. Trustees remarks

Joanne Gaughan suggested "Naming the Ponds."

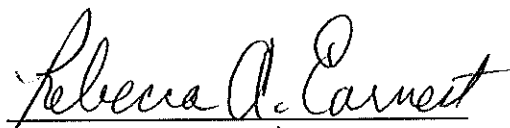
Becky Earnest reminded everyone about the "TGIF" on Friday – weather permitting.

Molly Stone said she had received four compliments regarding the grounds crew all of which stated that the grounds were looking great.

Harald Albinus said he had changed settings in the sound system that voices are clearer

18. Adjournment

Becky Earnest made a motion to adjourn the meeting. Phil Matton seconded the motion. A vote was called. Motion carried. The meeting was adjourned at 9pm.



Rebecca Earnest – 1st Vice Chairman
Board of Trustees

6-12-13
Date