



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEE – REGULAR MEETING
June 10, 2013 - 7:00 PM

1. Call to order

By: Joanne Gaughan, Chairman, at 7:02 P.M.

2. Invocation

By: Becky Earnest

3. Pledge of Allegiance

Led by: Joanne Gaughan, Chairman

4. Roll Call

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

5. Announcements by Chairman

Joanne Gaughan asked the Board for a motion to add two items onto the agenda: 12 a. the fencing project on Holiday Park at the Tillman Canal and 12 b. the District Managers 1 year contract. Becky Earnest made a “motion to add items 12a and 12b to the agenda.” Richard Kissinger seconded the motion. A vote was called. Motion carried.

6. Board Meeting Minutes - Approval of the May 28, 2013 Board Meeting minutes

The minutes from the May 28, 2013 were distributed to the Board, posted on the Districts bulletin board and website prior to the meeting for review. Becky Earnest made “a motion to approve the May 28th, 2013 meeting minutes with one correction.” Phil Matton seconded the motion. The Board noted the changes. A vote was called. Motion carried.

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

The Treasurer’s Report for the month of April 2013 was distributed to the Board, posted on the District’s bulletin board and website prior to the meeting for review. Joanne Gaughan stated that a motion was not needed and that the report will be filed for audit.

8. Transfer of Funds from the Reserve Account (\$172,600) for Infrastructure (Roads Cul-da-sac Project) for to the 2012 - 2013 budget year.

A motion to approve the transfer of funds from the Reserve Account for the roadwork to Capital Outlay Infrastructure, was made by Becky Earnest and seconded by Phil Matton. A vote was called. Motion carried.

9. Fund Adjustments

The "2012-2013 Budget Revisions" report was distributed to the Board, posted on the Districts bulletin board and website prior to the meeting for review. Richard Kissinger reviewed the budget adjustments to the 2012 – 2013 budget. Becky Earnest made "a motion to approve the Budget." Donald Wink seconded the motion. A vote was called. Motion approved.

11. Adoption of Proposed 2012-13 Fiscal Year Budget and Non-Ad Valorem Special Assessment Fee

Resolution 2013-04 and Proposed Budget and Special Assessment Fee were posted on the Districts bulletin board and website prior to the meeting for review.

Motion to adopt Resolution 2013-04 approving the 2013-14 Fiscal year budget and the 2013 Non Ad-Valorem Special Assessment Fee and authorizing Brevard County Tax Collector to process collections was made by Becky Earnest and seconded by Donald Wink. A vote was called. Motion carried.

12. Board Meeting Schedule

Joanne Gaughan asked for a motion to cancel the balance of the Board meetings thru the summer where they would resume on September 9, 2013. Becky Earnest "so moved" the motion which was then seconded by Richard Kissinger. A vote was called. Motion carried.

12. a) Fencing Project on Holiday Park at Melbourne Tillman Canal and also on Blossom Lane . Joanne Gaughan stated that Board was waiting for a response from Melbourne Tillman, which had been discussed at length at last meeting.

Becky Earnest made a "motion to approve the fencing along Melbourne Tillman and Blossom Lane to be installed by K & B Fence in the amount of \$1400.00 as long as approval is granted from Melbourne Tillman Canal. Phil Matton seconded the motion. Motion was called and approved with one opposed.

Richard Kissinger asked whether we were opening ourselves up for liability. Since it is just for decorative purposes, Cheryl stated that she would contact the attorney and ask opinion.

Public Comment

Carol Helton, 342 Holiday Park Blvd, her observation is if a fence is put up and someone falls thru wouldn't that mean they are trespassing. If Tillman Canal approves fencing, our liability would become theirs.

Joanne Gaughan explained that if park resident fell we would be covered under the same parameters.

Donna Matton, 265 Holiday Park Blvd. if people think that the fence could be a

liability lets remove all chains or fences around the park.

12. b) Extending District Manager for one (1) year

Joanne Gaughan stated that the probationary period for the District Manager will be up tomorrow 6/11. We will need to vote on extending her contract for one (1) Year.

Becky Earnest made a motion to extend the District Manager's Cheryl Ennis's contract for one (1) year. Richard Kissinger seconded the motion. A vote was called with one opposed. Motion carried.

Trustee Comments:

Donald Wink asked about the paper that all trustees had filled out. Joanne Gaughan explained that it was an evaluation that all members filled out regarding the manager's performance in the following: technical skills, organizational skills, communication skills and people skills. The evaluations will also be put into her file and made public.

Phil Matton asked about the dates of this. Joanne Gaughan stated that the contract states, 1 year after probationary period, also stated in the contract that 2 months prior to that she will be given another review. So the review will probably be in April when we have a full board.

Public Comment:

John Bonasera, 370 Holiday Park, has never seen this park looking this good since Cheryl has taken over.

Joanne Gaughan and Harald Albinus would also like to compliment Cheryl on a job well done.

Becky Earnest would also like to congratulate Joanne Gaughan and the Board.

13. Painting of Dock

Donald Wink is still waiting for the paperwork to come back from the person who gave us an estimate defining what exactly he is going to be painting.

Item will be tabled until the Board of Trustee meeting on September 9th.

14. Roads Project – Remove and Replace Concrete (10' Minimum sections) Valley Gutters as Directed at \$10.00 per foot (Item not directly addressed at the May 28, 2013 Board Meeting)

Richard Kissinger made a motion for Cheryl Ennis to have permission where necessary to replace the Valley Gutters in the Cul-da-sac at her discretion so that the road project can move forward. Becky Earnest seconded the motion. A vote was called. Motion carried.

15. Appointment to fill ACC Board Vacancy

Joanne Gaughan has received only one letter from Keith Rittscher to fill the one open vacancy. Eileen Kraus would also like to submit her name for consideration. Joanne explained that it is up to the Board to approve.

Donna Matton said that the ACC Board needs to have a member who is here in the park during the summer months.

Joanne Gaughan has two people for consideration, Keith Rittscher and Eileen Kraus, we will need to have a motion to appoint either one to the ACC Board.

Donald Wink made a motion to appointment Keith Rittscher. Phil Matton seconded the motion. A vote was called. Motion carried.

16. Trustee Reports

None

17. Public Comment

None

18. Trustees remarks

Becky wants to remind everyone about the Picnic on July 6. Free tickets will be at the HPPOA office on June 25th and June 27th. Also next TGIF will be June 28. Please continue to check the Board for different things happening in the summer months

Harald Albinus would like to see the TGIF outside instead of inside. Becky explained that it all has to do with the weather.

Richard Kissinger would like to comment on next year's budget, wanted to thank Cheryl and Jack Corton for all the work that was put into it.

Phil Matton wanted to thank everyone and stated that it has been a pleasure to serve on the board.

Donald expressed his concerns regarding the District Manager.

Joanne Gaughan explained that there would be a lot going on over the summer months. The gate has been started over at Americana, the roads will be starting shortly, and when permits come, they will start the repairs at the compound. Also, there will be a lot of painting going on.

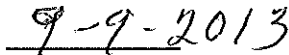
Thank you everyone for attending and hope to see you back in Sept.

19. Adjournment

Motion to adjourn was made by Becky Earnest, seconded by Richard Kissinger. A vote was called. Meeting adjourned at 7:45pm



Rebecca Earnest – 1st Vice Chairman
Board of Trustees



Date