



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 – REGULAR MEETING  
November 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: 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; Rodney “Rod” Lindsay, Trustee and Harald Albinus, Trustee; Marion “Molly” Stone, Secretary; Allison Kelly, Assistant Secretary all acknowledged their presence. Richard Kissinger, Treasurer; Donald Wink, Assistant Treasurer were absent. Cheryl Ennis, District Manager was present with Sharon Johnson recording.

**5. Announcements by Chairman**

Joanne Gaughan, noted that an item was left off the agenda and asked for item 10a to be added onto the agenda for Appointment of Committee Members for the DOR.

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

The minutes of the October 28, 2013, board meeting were distributed to the Board, posted on the District’s bulletin board and website for review. Becky Earnest made a “motion to approve the October 28th meeting minutes” with corrections. Allison Kelly seconded the motion. The corrections were noted and a vote was called. Motion carried.

Becky Earnest made a statement regarding the minutes; transcribing the minutes of this meeting with the attorney was extremely tough and very difficult to do.

**7. Treasurers Report - Presentation of financial reports for the month of September 2013**

With Richard Kissinger, Treasurer absent, Cheryl Ennis presented the financial report. Copies of the Financial Reports were posted on the Bulletin Board and District Website, and distributed to the Board and residents for review. With no questions the Treasurers report will be filed for Audit.

**8. Fund Adjustments for the 2012 – 2013 Budget**

Joanne Gaughan explained the fund adjustments and the purpose.

Allison Kelly made a motion to approve the Fund Adjustments. Becky Earnest seconded the motion.

Molly Stone asked what the late presentations were in the Contingency Fund. Cheryl Ennis explained that there were 2 bank statements that had come into the office that had items from the 2012-2013 fiscal year so the accountant had to do some last minute fund adjustments.

Cheryl noted that the Contingency Fund increased from \$20,000 to \$79,400, and said that this will now go back into the reserve account.

A vote was called on the motion to approve the fund adjustments. Motion carried.

#### **9. Manager's Report for September and October**

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.

Phil Matton made a motion to accept the Manager's Report. Rod Lindsay seconded the motion. A vote was called. Motion carried.

Rod Lindsay wanted everyone to be aware that Cheryl is doing an excellent job, as some of these projects are self-initiated.

#### **10. Formation of "The Committee to Review the Deed Restrictions for Port Malabar Holiday Park Mobile Home Park Recreation District"**

The guidelines for the formation of the "Committee" were updated with the recommended changes from the previous meeting. Copies were distributed to the Board for review. Joanne Gaughan said that the Trustees may appoint a member to the Committee if they choose, but only one (1) Trustee will be allowed to be on the Committee. During the Organizational Meeting, the Committee may elect two more additional members. A quorum will be made up of four (4) members and written reports will be given to the Board of Trustees every 60 days.

Molly Stone noted that if the committee were nine (9) members that five (5) members would be a quorum. Joanne Gaughan said she would make that correction in the guidelines.

Becky Earnest asked, what would happen if we do not get seven (7) members?

Rod Lindsay asked if it was designed that the Chairman is a non-voting member and votes only in case of a tie like with the Board of Trustees. Joanne Gaughan noted that the Chairman is required to vote.

Phil Matton expressed his displeasure with this new committee; he felt that it is unnecessary saying that we already had a committee of four (4) people who were doing a great job clarifying the DOR's and doesn't know why we have to have all these new rules.

Joanne Gaughan explained again that when the lawyer was at the meeting, he was specific in saying that when asking people to come back and make recommendations to the Board of Trustee; that it must be a public meeting. Joanne Gaughan said that it has to be done this way and it has to be recorded. She added that the Board of Trustees will ultimately decide whether or not to put their findings on a ballot for a vote.

Molly Stone commented there are many ordinances and documents that need sorting out and said it really sounds like a very huge job.

Cheryl explained that the attorney has sent over everything that he has and said that copies will be distributed to the committee.

Joanne Gaughan will make the changes on the quorum to either four (4) or five (5) depending on how many are actually on the committee.

Becky Earnest made a motion to accept the guidelines for the Formation of “The Committee to Review the Deed Restrictions for Port Malabar Holiday Park Mobile Home Park Recreation District”. Harald Albinus seconded the motion. A vote was called. Motion carried.

Allison Kelly asked if the committee would have access to the attorney to get specific questions answered? Joanne Gaughan explained that everything would go through him and added that all meetings are open to the public and will be posted.

There was a question as to whether Board Members can attend the DOR public meetings and voice their opinion. Harald Albinus asked for clarification on this. The attorney will be asked for his opinion on this matter.

10a. *Added to the agenda* – **Appointment of Committee Members for “The Committee to Review the Deed Restrictions for Port Malabar Holiday Park Mobile Home Park Recreation District”**

Joanne Gaughan said that she will appoint the one (1) Trustee for the DOR committee and then the remainder of the Trustees, should they choose, could appoint a committee member then the Board will approve the committee. Once the committee is selected, the committees will have an organizational meeting where they will choose their Chairman, Secretary, etc.

Joanne Gaughan appointed Allison Kelly as the Trustee on the Committee, Becky Earnest recommended Carol Helton, Rod Lindsay recommended Leo Dufault, Phil Matton recommended Leanne Johnson, Allison Kelly recommended Jean Beach, Molly Stone recommended Barbara Kirsch. With only six (6) recommendations Joanne Gaughan asked for volunteers, Dan O’Connell volunteered to be the seventh (7) member of the committee.

Harald Albinus made a motion to accept the seven (7) people to the Committee. Becky Earnest seconded the motion. A vote was called. Motion carried.

**11. Consideration of selecting and approving date to hold the organizational meeting for “The Committee to Review the Deed Restrictions for Port Malabar Holiday Park Mobile Home Park Recreation District”**

Joanne Gaughan stated the meeting needs to be posted 7 days in advance. Two dates suggested were either Thursday November 21, 2013 at 3pm or Friday November 22, 2013 at 11am.

Joanne Gaughan will preside over the meeting until they elect someone to be the Chairperson, then they will take over the meeting where a decision will be made by the committee as to what days, times and how often the committee will meet.

Becky Earnest made a motion to accept Thursday, November 21<sup>st</sup>, 2013, at 3pm for the Organizational Meeting. Allison Kelly seconded the motion. A vote was called. Motion carried.

**12. Consideration of approving the new application form and charges for Architectural Control Committee**

Joanne Gaughan explained that new ACC application forms and charges were drawn up for approval.

Harald Albinus disagreed with the word “planting” and the \$10.00 fee.

Jean Beach, 1090 Moonlight, recommended that it say, “The following information shall be required prior to start of construction / planting outside of flower beds and easement / alteration”

Donna Matton, Chairman of the ACC was agreeable with the changes that Jean Beach recommended.

Harald Albinus still has an issue with the fee of \$10.00 and does not feel that anyone should have to pay this fee.

Becky Earnest made a motion to accept the ACC application form with corrections, Phil Matton seconded the motion, A vote was called. Motion carried with one (1) opposed.

**13. Consideration of rescheduling the December 23, 2013, Workshop Meeting to January 7, 2014, to be held immediately after the completion of the reorganizational meeting**

Becky Earnest made a motion to reschedule the December 23, 2013 Workshop meeting until after the Re-organization Meeting on January 7, 2014. Harald Albinus seconded the motion. A vote was called. Motion carried.

**14. Approval of the purchase of a new 40-gallon water heater for the pool showers cost \$575.00 including installation**

Harald Albinus made a “motion to approve the invoice of \$575.00 for the purchase of a new hot water heater”. Phil Matton seconded the motion. A vote was called. Motion carried.

- 15. Approval of the purchase of a new multi-purpose Stihl Edger with multiple attachments**  
Cheryl Ennis explained this was purchased under a state bid and received 20% discount on the motor and 10% discount on the attachments.

Harald Albinus made a motion to approve the invoice for \$841.40 for the new multi- purpose Stihl Edger with attachments. Rod Lindsay seconded the motion. A vote was called. Motion carried.

- 16. Consideration of Approving an Employee Holiday Luncheon for December**  
Joanne Gaughan suggested giving the employee's a Holiday Luncheon, on a Friday afternoon, then giving them the rest of the afternoon off, and asking the HPPOA about contributing.

Harald Albinus made a motion to approve a Holiday Luncheon for the employees on Friday afternoon on December 20, 2013, at 1:00pm. Phil Matton seconded the motion. A vote was called. Motion carried.

- 17. Consideration of Approving Alpine Tree Service's quote for tree trimming around Holiday Park**

Becky Earnest made a motion to approve tree trimming around Holiday Park with Alpine Tree Service at a cost of \$1,895.00. Rod Lindsay seconded the motion. A vote was called. Motion carried.

- 18. Consideration of Approving electrical wire replacement for parking lot lights**  
Cheryl Ennis explained that the wiring in the parking lot on the posts are in very poor condition and needs to be replaced saying that the new boxes will be installed at ground level. Two quotes were received for 17 lights and a bid summary is attached to the agenda for review.

Allison Kelly made a motion to accept the bid from Commercial Electric for \$1075.00 for replacing electrical wiring and conjunction boxes. Phil Matton seconded the motion. A vote was called. Motion carried.

- 19. Public Comment**

Leanne Johnson, 309 Holiday Park just wanted to say that they had never received a Manager's Report like the one that was given this evening and that she had been in the park since 2000. She said the report was "awesome".

- 20. Trustees remarks**

Phil Matton thinks that Cheryl is doing a wonderful job, adding that she has an excellent rapport with the employees. "I think she is doing an excellent job"

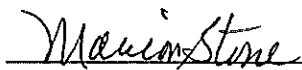
Allison Kelly asked what has happened on the Security light (Solar) over at Americana, and cameras in the front by the gate? She was told that the cameras would be ineffective and the costs for lights were high and was reminded that a 7' tall gate and fence had been installed in that area that appeared to be effective so far.

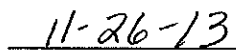
Becky Earnest reminded everyone about Rooney's Fundraiser on Tuesday.

Joanne Gaughan wanted to let everyone know that there will be an open seat in January on the Board, as Mr. Kissinger will not be running again; she asked that if you thought you could help serve and are a Florida Resident full time to please send a letter of interest to the District office.

**21. Adjournment**

Becky made a motion to adjourn the meeting at 8:20 pm. Harald Albinus seconded the motion. A vote was called and the meeting adjourned.

  
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Marion Stone - Secretary  
Board of Trustees

  
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Date