



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEE – WORKSHOP MEETING
April 22, 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; all acknowledged their presence. Harald Albinus, Trustee, and Allison Kelly, Assistant Secretary, were absent. Cheryl Ennis, District Manager was present with Sharon Johnson recording.

5. Announcements by Chairman

None at this time.

6. Guest Speaker – Mowing Equipment, Ted Cox from Robinson Equipment, Kubota

There were several questions raised in regards to longevity and maintenance of the equipment. Ted Cox suggested that the typical lifespan is 25 hours a week, or 1300 hours a year and said in speaking with several contractors and Kubota 5500 to 6000 hours is the max life expediency, after that, it starts to cost money. Financing and leasing options were discussed.

Joanne Gaughan would like Mr. Cox to come in when the new mower arrives to give everyone a tutorial on mower operation and maintenance. She would like everyone to sign a paper acknowledging that the grounds employees were instructed on the mower's operation and maintenance.

Phil Matton asked Mr. Cox to make up a maintenance schedule for the grounds crew.

Both Rod Lindsay and Phil Matton agree that the mowers should be purchased outright.

Rene St. Pierre, 222 Fantasy, had two questions regarding the mowers and asked Mr. Cox if putting miles on every day running back and forth for breaks and lunches put excess on mowers and asked what should be the max cut of lawns 6 inches or 12 inches? Rene St. Pierre also suggested the grounds crew be assigned a unit and held accountable for all maintenance of the mower that they use.

John LaLima, 1055 Sunflower, asked if a lease on the mower was terminated after 1 year, who would be responsible for maintenance on equipment? Mr. Cox stated that Holiday Park would be responsible. Mr. Cox said that all mowers needed to be cleaned every day after each use and needed a Maintenance Program in place. Mr. LaLima thinks that the Board should wait on purchasing equipment until they get figures regarding the Lease Program.

7. Guest Speaker City of Palm Bay Building Department – Jason Mahaney

Many questions have come into the City of Palm Bay Building Department, and Mr. Mahaney has come to address some of the questions.

Phil Matton asked if a permit was needed to replace windows in a home and an existing accessory structure.

Mr. Mahaney said that all accessory structures need a building permit. Sheds, carports, screen rooms are considered accessory structures. The City of Palm Bay does not require a permit for work done on a mobile home itself unless it changes the structure of a mobile home such as a roof over. The City of Palm Bay does not issue any temporary permits.

Howard Sprague, 126 Holiday Park states that the City of Palm Bay requires an Architect drawing and it is pretty near to impossible to get someone to do smaller jobs.

Mr. Mahaney states that you need to have a Certified Engineer or Architect registered in the State of Florida to certify that the structure will be safe, before getting a permit.

John LaLima, 1055 Sunflower, gets conflicting reports in regards to installation of concrete. Mr. Mahaney states that concrete bigger than 2' x 2' requires a permit. John LaLima asked if pavers required a permit. Mr. Mahaney said no.

8. Approval of the District Manager's contract

Joanne Gaughan stated that a revised copy of the District Manager's contract was given to the Trustees based on suggestions from the last meeting.

Richard Kissinger made a motion to approve the "District Manager's Employment Agreement". Rod Lindsay seconded the motion. A vote was called. Motion carried.

9. Consideration of purchasing Mowers from Robinson Equipment

Phil Matton made a motion to approve the purchase of one Kubota, Model # F2680E based on the price of \$12,834. Richard Kissinger seconded the motion.

Joanne Gaughan stated that we have a motion to purchase one Kubota and wanted to add based on the price of \$12,834.00 less the \$1,200.00 trade in.

Donald Wink would rather wait for the price of a lease and said he would like to outsource mowing because he cannot see putting all that money out for mowers.

John LaLima, 1055 Sunflower, stated that he is in agreement with Donald Wink. We really should wait and see what the cost of the lease is going to be.

Joanne Gaughan called for the vote on the purchase. Motion carried with one opposed.

10. District Manager's Report

Cheryl Ennis reviewed the District Manager's report. The District Manager's report was distributed to the Board and posted on the District website and bulletin board prior to the meeting.

Joanne Gaughan reminded everyone that the bids for the road project are going to be opened at a Special Meeting on Wednesday April 24th at 2pm. Everyone is welcome

Molly Stone asked about the Grounds Temp Staffing – Cheryl Ennis explained that we had two temps from Manpower that had started.

Rod Lindsay asked about the Health Insurance and asked if the decrease of \$8300.00 was for the coming year. Cheryl explained that it is starting in June and the decrease includes adding the two employees who do not currently have health insurance in case the employees decide they want the health insurance at the June enrollment. Joanne Gaughan stated that it is a very nice savings for the Park.

Mary Evans, 134 Holiday Park, would like to comment, on the fence that was laid down for feral cats. She said that when the fence was put down the fence was not being put down into the ground properly. The cats are digging underneath the fence and coming into the park. People are still feeding the feral cats. She has been told to go to the Police Department and give names of people feeding the cats, the police will send an officer out to speak to the people who are feeding them and get a written report. Mary Evans said it is against the law to feed the feral cats in the park. The feral cat colonies are in the trees behind CVS. There is a feeding station there; people should feed them there and not in the Park. At times, there are 15 cats waiting to be fed.

Becky Earnest made a motion to accept the Managers Report. Molly Stone seconded the motion. A vote was called. Motion carried

11. Proposed Budget 2013 – 2014

Richard Kissinger states that the Board has reviewed the budget and it has been posted on the bulletin board.

Jean Beach, 1090 Moonlight, said that last year's loan restructure reduced the interest to 1 ½% and the loan payment was left the same to decrease the length and pay it off earlier. She asked when the Board approved that. She said there is another loan coming due in June and asked if we have the option to reduce the payment amount. She recommends that if possible the amount be reduced saying it would be about \$17,000.00 over a period of a year, which puts money in our pocket that could be used for other things.

Richard Kissinger stated that there would be no raise in Park Fees.

Becky Earnest questioned why the W/C insurance for the gate and grounds crew, is double from before. The quote given by FMIT was \$8200.00 from \$5,100.00. Becky asked if we had many claims. Richard Kissinger explained that it is part of the industry not just in this Park; rates are based on rates for the state.

Richard Kissinger explained that every Board Member had given him a list of their projects and cost. All projects were included in budget for beautification, tree trimming, sound system, landscaping, management, etc.

Donald Wink said that the grounds maintenance went up \$14,000.00 over last year, and said again that we should check into outsourcing.

Donald Wink made "a motion to accept the Proposed Preliminary Budget". Becky Earnest seconded the motion. A vote was called. Motion carried.

12. Trustee Reports

Rod Lindsay said that estimates are in for getting rid of trees around the fence by the compound, also estimates are in on the fence and said the bid opening for roads is this Wednesday, April 24th.

Phil Matton said he can see that the grounds crew is out in full force and said he is still receiving complaints regarding not picking up branches. Joanne Gaughan, suggested that when Mr. Cox comes by to give instructions to grounds crew regarding mowers that he should sit in as well.

Donald Wink said the Beautification group has one more meeting next Monday and said they will continue to meet over the summer to continue with Beautification, hoping to have an impact when people come back next fall. Donald Wink said the planters are here along with the soil, and we have the person ready to plant these planters around the main doors at the clubhouse.

Richard Kissinger asked residents to check your neighbors property and make sure that they do not leave loose objects around. He said to the people who are leaving to have a safe trip home and back in the fall.

Becky Earnest said the ACC is still working on the new forms and charges, hoping to bring those back to the 1st meeting in September.

Molly Stone said the office had received a few suggestions, complaint forms which have been addressed.

13. Public Comment*

Bill Perron, 312 Holiday Park, has put in a suggestion about putting a dog park so that the dogs can get some exercise in a nice little area. He said a nice place would be at the south side of the Shuffleboard and would need fencing on three sides.

John LaLima, 1055 Sunflower, said a tree behind his house is loaded with bees for the third time, and he thinks, that the Board should look into taking the tree down suggesting it would be more cost effective than trying to get rid of the bees.

Jean Beach, 1090 Moonlight said the benches are here and Mr. Sprague and Pete Young spent the day putting them together. Ms. Beach wanted to thank Mr. Sprague and Mr. Young for their all their hard work. She also commended the District Office for being cooperative and getting this project up and running. The grounds crew has also moved a bench for her, and she wants to thank them as well. The last thing is the shingles around the Rec Hall building and asked them to be looked into.

14. Trustees remarks

Rod Lindsay thinks that the bees in the tree behind Sunflower, maybe should be plugged up again, instead of taking the tree down. Also, the people who have dogs and walk them at night tend not to clean up after them, and is afraid that they will do the same thing in a dog park.

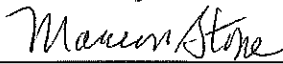
Phil Matton thought that office help should be looked into.

Becky Earnest said the HPPOA is having a fundraiser at the Texas Roadhouse on Thursday, May 9th. At the hostess station there will be a box to put your coupon along with your receipt and they will total it and give back 10% to the HPPOA that can be used toward beautification.

Joanne Gaughan made up a guideline with information for soliciting for bids. The office will be keeping a record of the names of the shrubs and how they will be cared for.

15. Adjournment

Becky Earnest made "a motion to adjourn". Richard Kissinger seconded the motion. A vote was called. Motion carried.

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