



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEES

MEETING AGENDA

January 27, 2014 - 7:00 PM

Joanne Gaughan
Chairman

Rebecca "Becky" Earnest
1st Vice-Chairman

Harald Albinus
2nd Vice-Chairman

Marion "Molly" Stone
Secretary

Allison Kelly
Assistant Secretary

Philius Matton
Treasurer

Marilyn Spall
Assistant Treasurer

Rodney "Rod" Lindsay
Trustee

Daniel "Dan" O'Connell
Trustee

Cheryl Ennis
District Manager

Karl Bohne, Jr.
District's Attorney

* To comment on an item, after you have been recognized by the Chair, please go to the microphone and clearly give your name and address for the record. You may speak for up to three minutes. Note: If formal action is to be taken on an item by the Board, public comment will be requested prior to the vote.

NOTE: MINUTES OF BOARD MEETING ARE PREPARED IN SUMMARY FORM ONLY. PER CHAPTER 286.0105 FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL A DECISION OF THE BOARD HE/SHE SHOULD ARRANGE FOR A VERBATIM RECORD OF THE PROCEEDINGS WHICH INCLUDES THE TESTIMONY IN EVIDENCE ON WHICH THE APPEAL IS MADE.

"A community intended and operated for persons 55 and older"

1. **Call to order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Announcements by Chairman**
6. **Board Meeting Minutes - Approval of the January 13, 2014 Board Meeting minutes**
 - Attachment: January 13, 2014 meeting minutes
 - Motion to approve minutes
 - Trustee comment
 - Call for vote
7. **Manager's Report**
 - Attachment: December/January Managers Report
 - Motion to accept report
 - Public comment
 - Trustee comment
 - Call for vote
8. **Consideration of appointing new member to the Architectural Control Committee to replace Keith Rittscher who has resigned from the Committee**
 - Nominations to the Committee
 - Motion to approve
 - Public comment
 - Trustee comment
 - Call for vote
9. **Committee to Review the Deed of Restrictions – Moving Forward**
10. **Consideration of approving contractor to abandon well at Recreation building**
 - Attachment: Quote summary
 - Motion to approve contractor
 - Public comment
 - Trustee comment
 - Call for vote
11. **Consideration of approving contractor to drill new deep well for irrigation at Recreation building**
 - Attachment: Quote summary
 - Motion to approve contractor
 - Public comment
 - Trustee comment
 - Call for vote

- 12. Consideration of purchasing a John Deere Gator TS off the State Contract less \$500 trade in \$5347.14. (\$5000.00 in capital outlay grounds equipment) Gator was picked up by Everglades Farm Equipment for repair and it was determined that the motor had no compression the transmission is leaking. Cost to repair unknown. New motor with labor ~\$3000.00.**

Attachment: Quote from John Deere
Motion to approve
Public comment
Trustee comment

13. Projects - Building Improvements & Beautification

Bldg. Improvements: Pool Valves / Electrical Room & Storage Area
Pool Restroom and Laundry
Beautification: Entrance to Recreation Building
Recreation Vehicle Storage Area

14. Public Comment

15. Trustees remarks

16. Adjournment



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

**BOARD OF TRUSTEE
REGULAR MEETING**
January 13, 2014 -7:00 PM

1. Call to order

By: Joanne Gaughan, Chairman, at 6:59 P.M.

2. Invocation

By: Molly Stone

3. Pledge of Allegiance

Led by: Joanne Gaughan, Chairman

4. Roll Call

By: Marion "Molly" Stone, Secretary; Joanne Gaughan, Chairman; Harald Albinus, 2nd Vice Chairman; Marion "Molly" Stone, Secretary; Allison Kelly, Assistant Secretary, Philias "Phil" Matton, Treasurer; Marilyn Spall, Assistant Treasurer; and Rodney "Rod" Lindsay, Trustee all acknowledged their presence. Rebecca "Becky" Earnest, 1st Vice Chairman was absent. Cheryl Ennis, District Manager was present with Sharon Johnson recording.

5. Announcements by Chairman

Joanne Gaughan wanted to let the residents know that the Employee Luncheon went very well and was very much appreciated. Joanne Gaughan also thanked the HPPOA office for helping the Trustee's make the Luncheon a success.

Joanne Gaughan also stated that people did not adhere to the schedule that was set to put decals on vehicles. She said that there were 4 days set aside and volunteers as well as employees waiting to put decals on vehicles and at the end of that time only about 200 decals were issued. When people did decide to come to the office for the decals, it took time away from the office. Joanne Gaughan asked for suggestions as to what we can do in the future because this didn't work out very well.

Joanne Gaughan recognized Marilyn Spall, a new member of our Board saying she is a full time resident, recently retired and volunteered to come on as a Board member.

**6. Oaths of Office – Trustees (Term expiring January 5, 2016) Group 7 - Rodney Lindsay
[Unopposed, and was therefore elected]**

Cheryl Ennis administered the oath of office to Rod Lindsay.

7. Letter of Resignation

The Board Secretary, Molly Stone, read Donald Wink’s letter of resignation. Rod Lindsay made “a motion to accept Donald Wink’s letter of resignation”. Allison Kelly seconded the motion. A vote called. Motion carried.

8. Appointment to fill Vacant Trustee Position

The Board of Trustees received a letter of interest from Dan O’Connell, which was summarized by the Chairman, Joanne Gaughan. Joanne Gaughan asked for nominations to fill the vacant seat left by Donald Wink’s resignation. Allison Kelly made a “motion to appoint Dan O’Connell to fill the District seat 4 for the term ending January 6, 2015”. Harald Albinus seconded the motion. With no other nominations, the nominations were closed. A vote was called. Motion carried. Cheryl Ennis administered the oath of office to Dan O’Connell who then took his seat at the dais.

9. Board Meeting Minutes - Approval of the December 9, 2013 and January 7, 2014 Board Meeting minutes

The minutes of the December 9, 2013 Board meeting were distributed to the Board, posted on the District’s bulletin board and website for review. Harald Albinus made a “motion to approve the December 9th meeting minutes”. Molly Stone seconded the motion. A vote was called. Motion carried.

The minutes of the January 7, 2014 board meeting were distributed to the Board, posted on the District’s bulletin board and website for review. Allison Kelly made a “motion to approve the January 7th meeting minutes”. Phil Matton seconded the motion. A vote was called. Motion carried.

10. Treasurers Report - Presentation of financial reports for the month of November 2013

The November financials were distributed to the Board prior to the meeting, posted on the District’s bulletin board and web site for review. Phil Matton mentioned first that a grant in the amount of \$813.00 was applied for and received by Cheryl Ennis, the District Manager. The grant was for miscellaneous safety improvements. Phil Matton then reviewed the Districts income and expenses for November. With no questions from the Trustee or residents, Marilyn Spall made “a motion to accept the Treasurers report”. Allison Kelly seconded the motion. A vote was called. Motion carried and the report will be filed for audit.

11. Consideration of approving painting of white lines around main roadways in Holiday Park– Continuation from 12/9/2013 meeting

A map and updated bid summary which included estimated cost for the grounds employees to provide the roadway lining was distributed to the Board, posted on the bulletin board and on the District’s website prior to the meeting.

Joanne Gaughan explained that this project was brought up at the meeting of 12/9/13 and it was asked that the bids include the costs for our employees to perform the service.

Cheryl Ennis stated that was difficult to estimate length of time as to how long it would take compared to hiring out but the best guess was that the project could be completed in a week depending on the weather and the costs for hiring three temporary employees to fill in was

included. With materials, rental equipment, Fort Pierce with a price of \$75.00 each way, it came to about \$4600.00.

Burton gave us a price of \$4767.00 with additional \$1250.00 for reflective beading (which they are the only one who gave us a bid with reflective beading).

Marilyn Spall asked if any of our Courts were going to be done, and how much would it cost to have everything done. Cheryl explained that the price may double.

Phil Matton stated that he didn't see any point in putting the white line on the streets and thought it was truly a waste of money and that we should just let them fade out.

Cheryl Ennis explained that there had been residents who walk at dusk and dawn stating that they are not sure where the edge of the road is and where the sidewalks are. The lines would really help.

Molly Stone thought it was important to have the white lines and reflective beading for walkers and drivers who are in the park.

Allison Kelly agreed with the safety issues that Cheryl brought up. She said that we need to stay on top of safety and feels that the cost of the professional stripping company and reflective beading are well worth it.

Rod Lindsay asked if the estimate included 3 temporary employees and the beading? Cheryl explained the estimate did include 3 temporary employees but did not include the reflective beading as the rental equipment does not include a dispenser for beads.

Public Comment

Bob Adley, 473 Holiday Park, said he was a Civil Engineer for the past 48 years and suggested going with the reflective stripping adding that the National Transportation Safety Board has shown in tests that glass beads improve the sight factor at night especially in rain. He thinks that it is a good thing as he has seen people driving at night here.

John LaLima, 1055 Sunflower – agrees with Mr. Adey. He did ask what kind of warranty comes with it.

Joanne Gaughan stated that the stripping would be all of Holiday Park Blvd. and the cross streets Center Lane, Greenview, Sunflower, and Blossom.

Allison Kelly made a motion to accept Burton Stripping estimate of \$6017.00 including the beading. Marilyn Spall seconded the motion. A vote was called with one opposed. Motion carried.

12. Consideration of approving the continuation of Document Mall, the Districts current document storage system, for 2014 at a cost of \$1050.00 per year (same as last year)

Cheryl Ennis explained that it is a off site storage system used for the Districts documentation and that we can access whenever we want. Cheryl said that when hurricanes came thru we had documents lost and this would protect the Park as the information is stored offsite. This system has been in place for several years.

Rod Lindsay suggested backing up the documents on an external hard-drive and put into a water proof safe.

Cheryl explained that at this time, all we have to do now is put in search words to bring up information.

Allison stated that cost effect this is the way to go instead of going back and forth. Considering how many documents we do this is the way to go.

Harald Albinus thought that external hard drives are not fail safe.

Molly Stone stated that you are only as good as the last back up, and we need a constant easy backup of documents.

Marilyn Spall, asked how secure this system is and asked if we had ever lost information. Cheryl responded by saying that we have never lost anything.

Joanne Gaughan asked for a motion to accept the continuation of using the document storage system for \$1050.00.

Harald Albinus made a “motion to approve this storage system for \$1050.00”. Allison Kelly seconded the motion. A vote was called. Motion carried.

13. Office Security

Phil Matton discussed improvements to the security of the District office saying he has wanted to see improvements for sometime. Phil Matton said he was waiting for a call back from a vendor to discuss security doors and security for the window. He hopes to have more information available to discuss this at the next workshop meeting.

Harald Albinus asked about using plexiglass in the window.

Phil Matton said that plexiglass might prohibit air flow through the office but will check into it.

14. Public Comment

John LaLima, 1055 Sunflower, thinks it is the Board responsibility to authorize Cheryl to hire temporary help when we have conditions like this with abnormal amount of rain for this time of year and the grass is growing out of control so that we can get caught up. Grass has not been mowed in 3 weeks. We need to have a schedule done. The office should have some kind of schedule so that they can tell the people as to when there grass is going to be cut.

John Bonasera, 370 Holiday Park Blvd, has been in this park a lot of years and has never seen the park looking as good as it does now.

Harald Paine, 398 Holiday Park Blvd, just wanted to say that last week behind his place the grounds crew came in and trimmed bushes and now that area is looking the best, he has ever seen and he has been here since 1995.

15. Trustees remarks

Harald Albinus – none at this time

Allison Kelly – looking for a new committee member to join the Deed of Restrictions committee as there is a vacancy. Would also like to see the grounds crew start fixing the v drains in the roads as they are crumbling.

Cheryl explained that the grounds crew can not fix that as the concrete is about 8 inches thick and would need jack hammers to fix the problem, but will look into some alternatives such as concrete filler.

Allison reminded everyone that the next DOR meeting, which is an open meeting, would be at 3pm on January 23rd.

Rodney Lindsay reminded everyone about the Flea Market on Saturday and asked that the volunteers come to the building by 7:30 in the morning to set up. He also reminded everyone who has something in the Storage Compound that next Wed 1/22 and Friday 1/24 from 10 to noon we require that the vehicle be brought up to the Rec Center for the new decal to be put on.

Dan O'Connell said that it is an honor to be part of the Board of Trustees.

Marilyn Spall had no comment at this time

Phil Matton said that he thinks that all complaints should be satisfied not ignored and said that if you can't do it at the moment tell them as to when it will be taken care. As far as the DOR meetings, he thought Allison was doing a fantastic job.

Molly Stone thought that edging should be done before striping and thanked people for coming to the meeting.

Joanne Gaughan asked that when residents had a complaints or comments that the forms in the office be completed and returned to the office. The forms would then be given to Molly to address.

There is a suggestion from Shirley Ioanna regarding thermometers in the pool. We have tried that in the past but they were taken. We do have new thermometers, that are by the pool filters and the heaters are set for 82 degrees. There are 2 heaters that heat the pool which are both 9 years old Replacement heaters are about \$4500.00 each.

Phil Matton asked if there is still a pool monitor to test the water. Shirley stated again that the water still should be warmer and the temp in the pool is not correct. Cheryl will get a new thermometer and put in the pool somewhere.

Molly Stone stated that with the cold weather, the air temp might have something to do with it. The surface temp often is going to be cooler than the lower temp.

Rod Lindsay asked if it is an automatic system, can we jack the temp up a little.

Joanne Gaughan stated that the next workshop meeting is going to be filled with many ideas and plans. Please come and bring people with you. We have to start thinking about modernization and revamping. There will also be flyers up and she is hoping for a very productive meeting. We are looking for thoughts and ideas.

16. Adjournment

Motion to adjourn the meeting was made by Molly Stone and seconded by Allison Kelly. A vote was called. The meeting was adjourned at 8:05pm



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

Manager's Report – December/January 2014

1. Fence installation in the R.V. Compound is complete (Contractor is going to weld the hinges in place and weld the chain to the uprights on the gates for ease of locking) we put a new lock on the gate and are waiting for the new tumblers, which should arrive shortly
2. Fence contractor completed the install of one 8' gate leaf from the old R.V. compound at the fenced in area next to the Grounds Compound
3. Soffit on the Recreation Building repaired
4. Laundry room floor stripped, sealed and waxed, Staff is currently working on pool room
5. Tree Trimming work contracted was completed by Alpine Tree Service
6. Alpine Tree Service completed painting the 30' parking lot lights
7. Grounds crew completed painting 2nd garage at the compound
8. Grounds crew is clearing underbrush along the canal on the South side of Blossom and at the canal behind Little CT
9. Tree trimming along the chain link fence of the Parks South and East border of Holiday Park and Mystic was completed along with trees trimmed in the back of the RV compound
10. Owner vehicle decals are still being placed along with decals for RV's and Trailers in the compound
11. Calking on the pools between the deck and tile was completed (requested by Board of Health)
12. Roadway striping is scheduled for start on the 27th 28th and 29th
13. Bright House has started the process for laying cable for the Park's channel
I have gotten a couple quotes on computers and am waiting to hear back from Bright House with additional information.
14. Joe Vail from the Miller Group was in to look at the drainage on Floral CT we had sent him pictures last month after a heavy rain. Joe will check the grade and let us know what he can do to correct the drainage. We did drive and inspect the project and did not find any issues.
15. Grounds crew repaired a section of sidewalk around the 330 and 332 Holiday Park Blvd
16. Grounds crew made repairs to the irrigation system between the gate and CVS
17. We saw cut sections of speed bump at the gatehouse. The grounds crew will work on removing the asphalt.

18. Aquacal repaired a sensor on the pool heater (\$210.33). I asked him about the temperature and he did say that with the rain, low temperature, and large surface area that getting the temperature up higher than it is and maintaining it would be impossible. He said that when the temperatures dip in the 40's the system shuts down to prevent freezing and will not kick back on until it warms up. The good news, he thought the heaters should last a couple more years and I have scheduled a routine maintenance in the spring. New units are \$4260 each and we should plan on budgeting funds for that in a couple years.

19. Waste Management installed a new dumpster behind the shuffle courts

Port Malabar Holiday Park Mobile Home Park Recreation District
Quote Comparison

Project Name: Well and Irrigation at Recreation Building

Aqua Source Well Drilling & Sprinklers, Inc. inspected the well at the recreation building. A pump was hooked to the well to determine if the well would flow and to determine if the flow rate was acceptable for its intended use.

After running the water it was determined that, the 3" well was putting out only about 1/3 the water it should. After shutting down the pumps and closing the valves water began to leak from below ground indicating the steel pipes are deteriorated and the well unusable.

Below is the prices from 3 local companies first to abandoned the 3" well and second to drill a 2 ½ Inch irrigation Deep Well
(The abandonment of the well at the gatehouse was done by Florida Well for the same price which totaled \$1575.00)

All quotes are plus \$75.00 permit fees.

Abandonment of existing 3" well

Vendor:	Description:	Price:	Cement
Perry & Leighty Inc	Abandonment of existing 3" deep well	\$850.00	\$25.00 per bag
Aqua Source	Abandonment of existing 3" deep well	\$1,100.00	included
Florida Well Drilling	Abandonment of existing 3" deep well	\$500.00	\$20.00 per bag

New 2.5" Deep Well

Vendor:	Description	Price	Warranty	Additional casing
Perry & Leighty Inc	2 ½" deep well w/ up to 147' of casing	\$3200.00	??	13.00 per ft. (estimated Approx. 189') \$546.00
Aqua Source	2 ½" deep well drilled to aquifer	\$2400.00	10 year	N/A
Florida Well Drilling	2 ½" deep well w/ up to 147' of casing	\$2875.00	2 year against pulling sand	\$13.00 per ft. (estimated 21 additional) \$273.00



JOHN DEERE

Selling Equipment

Quote Id: 9135503

Customer Name: PORT MALABAR HOLIDAY PARK MOBILE HO

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

John Deere Company
2000 John Deere Run
Cary, NC 27513
FED ID: 38-2382680;
DUNS#: 60-7690988

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Everglades Farm Equip Co Inc
6150 Orange Avenue
Fort Pierce, FL 34947
772-461-6668
FORTPIERCE@EVERGLADESFARMEQUIPMENT.COM

JOHN DEERE Gator TS

Hours:

Stock Number:

Contract: Construction_Industrial_AG_L&G_760-000-10-1

Selling Price *

Price Effective Date: January 21, 2014

\$ 5,847.14

* Price per Item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
560KM	Gator TS	1	\$ 6,799.00	14.00	\$ 951.86	\$ 5,847.14	\$ 5,847.14
Standard Options - Per Unit							
0202	US/Canada	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
1001	Cayman Turf Tires	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
2000	Non Adjustable Seat	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
4010	Less Power Lift	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
5210	Less Protection Package	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
5310	Less Front Bumper & Brush Guard	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
6010	Less Rear Receiver Hitch	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Suggested Price							\$ 5,847.14
Total Selling Price			\$ 6,799.00		\$ 951.86	\$ 5,847.14	\$ 5,847.14

less Trade in \$ 500.00

\$ 5347.14

Confidential