



PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT

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

## BOARD OF TRUSTEES

### MEETING AGENDA

March 24, 2014 - 7:00 PM

Joanne Gaughan  
Chairman

Rebecca "Becky" Earnest  
1<sup>st</sup> Vice-Chairman

Harald Albinus  
2<sup>nd</sup> 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. **District Manager's Report for March 2014**
  - Attachment: District Managers Report March 2014
  - Trustee comments
  - Resident comments
  - Motion to approve
  - Call for vote
7. **Consideration of approving quote from A.L. Phoenix for \$900.00 for drawing and engineering for renovations to pool electrical/plumbing building**
  - Attachment: Quote from A.L. Phoenix
  - Trustee comments
  - Public comments
  - Motion to approve
  - Call for vote
8. **Consideration of approving quote from A.L. Phoenix for solid core door and new electronic lockset for split door in District office.**
  - Attachment: Quote from A.L. Phoenix
  - Motion to approve
  - Public comment
  - Trustee comment
  - Call for vote
9. **District Managers Annual Contract Review**
  - Trustee comments
10. **Trustee project updates**
11. **Public Comment**
12. **Trustees remarks**
13. **Adjournment**



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**Manager's Report – March 2014**

1. The contractor has completed valves replacement for irrigation at the Recreation Center. Grounds staff has worked on getting all the sprinkler heads operational. There is irrigation on the island/car rotary and lines will need to be installed after the hedges are removed.
2. A.L. Phoenix has given us a quote for preparing drawings and engineering for renovations on the pool plumbing/electrical building. That is on the agenda for discussion tonight.
3. Harald Albinus recommended an Alert system to be used at night for out going vehicles has been ordered. Expect delivery over the ~7-10 days. Office Rodgers from the Palm Bay Police department will hold a meeting with our gate and grounds staff to discuss safety awareness. Please keep bikes, cars, homes locked.
4. Recycle bin for electronics has been filled and emptied however, this past week the custodial staff had to remove everything and wash the container because someone is disposed of wine bottles & cups.
5. The John Deere gator was delivered. We received an additional \$248.00 discount on the equipment.
6. The computer was received for the Bright house station. We purchased it on sale with ~ \$300.00 savings.
7. Ken with Impressive Pavers was contacted about the improvements to the recreation entrance. He is about 3 weeks out for beginning work. I have asked him to provide us some additional graphics showing us views of the improvements, which will include the pavers. Gail Hoit propagated Hibiscus for us that the grounds crew planted at the front of the park.
8. The District is receiving ballots daily both in the mail and from residents dropping them at the office. At the last DOR meeting on a resident expressed concern over the 60 days given for installation of new homes. Review of current ACC Policy "Installation of Home in Holiday Park".
9. Phil Matton and I will be discussing the 2014-2015 budget over the next few weeks. I have received a "list of items to be considered" from two Trustees. If anyone has any items to consider, we would like to get that as soon as possible so we can prepare a plan for discussion over the next few Board meetings.
10. The 2013-2014 Audit draft has been received. We will review it over the next week and meet with Auditors on Monday, March 31, and have that for distribution to the Board shortly.



## Cheryl Ennis

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**From:** depheoenix@aol.com  
**Sent:** Tuesday, March 18, 2014 3:51 PM  
**To:** cennis@holidayparkfl.com  
**Subject:** Pump House Conversion

Hi Cheryl

The cost to provide the drawings and engineering to complete the renovations to the pump house is \$900.00 Let me know and I will have the engineer start on the plans.

Thanks  
David

# ESTIMATE

A.L. Phoenix Construction Inc.  
5545 Mulberry Lane.  
Grant, Fl. 32949  
Lic # CBC1251529  
321 984 1233

February 28, 2014

To;  
Holliday Park  
215 Holliday Park Blvd. NE  
Palm Bay, FL 32907

Job Location;  
Club House Office  
215 Holliday Park Blvd. NE  
Palm Bay, FL 32907

**Job Description**  
Replace Office Dutch door.

## Scope of work

1. Remove door hardware.
2. Remove existing hollow core 28-68 wood Dutch door.
3. Mill new smooth solid core 28-68 wood door slab to match existing door jamb.
4. Repair existing door jamb.
5. Hang new door.
6. Bore door for new lockset & electronic key pad deadbolt (brushed chrome finish).
7. Remove door hardware from second office door, install new lockset and electronic key pad deadbolt.
8. Staining and finishing of new door by others.

A.L. Phoenix Construction, Inc. is not responsible for delays due to back ordered materials or circumstances beyond our control. The attached proposal is based on estimated time and material costs, of which may result in an increase or reduction in the final cost. We propose to furnish and install the above complete in accordance with the enclosed specifications for the estimated sum below. Any alteration or deviation from above specifications involving extra labor and/or material costs will become an extra charge over the agreed amount. Agreements made with mechanics or subcontractors on the job are not recognized. No statement, arrangement or understanding, expressed or implied not contained herein will be recognized.

Payments to be made as follows; 25% down upon execution of the contract and change orders. Balance upon substantial completion, plus any agreed upon extras. The foregoing terms, specifications and conditions are satisfactory and are hereby agreed to. You are authorized to do the work as specified and payment will be as outlined above. The owner upon signing this agreement represents and warrants that he/she is the owner of the premises, and that he/she has read this agreement and agrees also to pay, within thirty (30) days of completion, a 1-1/2% service charge per month on any unpaid balance. Any changes or additions to this estimate will require a signed change before work begins. Our labor carries a one (1) year warranty

Material	\$ 533.00
Labor	\$ 425.00
<b>Total</b>	<b>\$ 958.00</b>

President

Date

Owner/Agent

Date