



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 TRUSTEES

### MEETING AGENDA

September 29, 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. **Board Meeting Minutes – Approval of the June 9 Board Meeting minutes**
  - Attachment: June 9, 2014 meeting minutes
  - Motion to approve minutes
  - Trustee comment
  - Call for vote
7. **Managers Report – Review of summer activities by the employees and projects**
  - Attachment: Managers report dated September 2014
  - Motion to accept Managers report
  - Public comment
  - Trustee comment
  - Call for vote
8. **Review of Slab Removal (recently passed Deed of Restriction) status report**
  - Attachment: List of address and status report- recommendations to staff
9. **Paint interior of recreation hall, custodians [continued from 9/8/14 meeting]**

Purchase paint from local vendor and paint in house approx. \$600.00 for paint additional for incidental supplies
10. **Sound System Recreation Hall – Harald Albinus** –Discuss purchase of new amplifier and mixer
11. **Channel 723 – Marilyn Spall** – Answer questions regarding the TV station
12. **Trustee Shirts – Becky Earnest** -Recommend purchase the “HPPOA” shirts for Board members
13. **Bocce Court - Rod Lindsay** -Resurfacing bocce court funded in the 2014-2015 budget yr.– oyster shell surface estimates to be presented at October meeting
14. **Benches Bocce and Shuffleboard Courts – Rod Lindsay Lowes - \$149.00**

Funds available for purchase 2013-2014 budget yr. (5) requested
15. **Landscaping at Compound – Purchase of palm trees and railroad ties at compound** -Funds available for purchase in the 2013-2014 budget yr.



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16. **Public Comment**

17. **Trustee Remarks**

18. **Adjournment**



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215 Holiday Park Boulevard NE  
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**BOARD OF TRUSTEE  
REGULAR MEETING MINUTES  
September 8, 2014 - 7:00 PM**

**1. Call to order**

By Joanne Gaughan, Chairman at 7pm

**2. Invocation**

By Becky Earnest, 1<sup>st</sup> Vice Chairman

**3. Pledge of Allegiance**

Led by: Joanne Gaughan, Chairman

**4. Roll Call**

By Becky Earnest, 1<sup>st</sup> Vice Chairman; Joanne Gaughan, Chairman; Rebecca “Becky” Earnest, 1<sup>st</sup> Vice Chairman; Philas “Phil” Matton, Treasurer; Marilyn Spall, Assistant Treasurer; Rodney “Rod” Lindsay. All acknowledged their presence. Harald Albinus, 2<sup>nd</sup> Vice Chairman; Marion “Molly” Stone, Secretary; Allison Kelly, Assistant Secretary; Trustee; Daniel “Dan” O’Connell, Trustee, were absent. Cheryl Ennis, District Manager was present along with Sharon Johnson recording.

**5. Announcements by Chairman**

Joanne Gaughan reminded everyone that there will be one seat available on the Board in January, as Dan O’Connell will not be running and asked anyone interested to send a letter to the Trustees; someone will need to be appointed by the Board in January.

Joanne let everyone know that Channel 732 is now up and running and asked everyone to get used to using it and said that paper copies of the monthly calendars of the activities will be available in the Rec Hall. Joanne Gaughan also mentioned that Cheryl Ennis provided the Board with weekly emails on District activities and asked for that to continue.

**6. Board Meeting Minutes – Approval of the June 9 Board Meeting minutes**

Becky Earnest made a motion to approve the minutes as typed. Phil Matton seconded the motion. With no questions by the Board or residents, a vote was called. Motion carried.

**7. Treasure’s Report – Presentation of the financial reports for the month of June, July, August 2014**

The financial reports for the months of June, July, and August 2014 were posted on the District’s website and distributed to the Board prior to the meeting.

Marilyn Spall said some of the surplus funds were from monies that were due and we finally got paid some of it, and other things came about that did not cost as much. So things did work out well. With no other questions regarding any of the financial reports, Marilyn Spall made a motion to accept the financial reports for June, July, and August 2014 for audit. Becky Earnest seconded the motion. A vote was called. Motion carried.

**Draft  
Subject to changes  
until approved by the  
Board of Trustees**

**8. Deed of Restriction – Date to resume DOR meetings**

Cheryl Ennis said the Deed of Restrictions that had been reviewed by the Board were submitted to Karl Bohne, the Districts' Attorney. He recommended that all new DOR's be underlined so that when they go out for a vote residents could easily review new Deed recommendations. Date and times were discussed and the Board decided that it would resume its review on Tuesday, September 16, 2014, at 1:00 pm.

**9. Approval of repair by Callagy Tires on District truck per attached invoice for \$750.56**

Rod Lindsay made a "Motion to approve Callagy Tire invoice of \$750.56 for the repair of the District's 1991 Dodge Dakota Pickup". Becky Earnest seconded the motion. With no questions from residents a vote was called. Motion carried.

**10. Approval of repair by West Melbourne Pump on main circulating pump for cold pool for \$1085.00**

Becky Earnest made a "Motion to approve West Melbourne Pump invoice of \$1085.00 to repair the circulating pump for the cold pool". Marilyn Spall seconded the motion. With no questions by residents, a vote was called. Motion carried.

**11. Approval of Pump replacement/repair by Lake Doctors to fountain for \$995.74**

Phil Matton made a "Motion to approve Lake Doctor's invoice of \$995.74 for the pump replacement / repair to the fountain coming into the park". Marilyn Spall seconded the motion. With no questions by residents, a vote was called. Motion carried.

**12. Budget – Adjustments (2013-14 fiscal year) Review of line item account adjustments to reflect revised expenditures projections [no change in total budgeted expenses]**

The revised Budget adjustments were distributed to the Board and residents attending the meeting and posted on the District's bulletin board and website for review.

Cheryl Ennis stated that there were a lot of questions at the last board meeting if we would have funds to do some projects at the end of this year. One of them was to replace the cap on the building and another was to put an ADA door opener on the front. She stated that she thought that it would be a good idea to show the community and the Board where these funds were coming from and how we looked going into the end of our fiscal year. There were adjustments made to the budget to show how well we actually did. Cheryl Ennis said that the District did collect all but one (1) fee of \$2,097.00. We do have a significant amount of funds in surplus due to a \$3,800.00 grant, donations thru the HPPOA, and through loss of employees and their health insurance premiums.

Joanne Gaughan, stated that she has a couple of questions, regarding the budget adjustments – first item page 1 on line #42 – Education & Training – that is money that has been set aside for Cheryl to take classes which she has done. Both Cheryl and Joanne have spoken about the CAM class which Cheryl has already taken but has a fee of \$100 for the test and licensing which has been approved, anything that benefits her also benefits this community. Page 3 line #124 – Contract Services – Temp Lawn Crew that we hire from Manpower - there is a surplus of \$3,000.00 – there is a concern about the weed whipping in the common areas around the trees. This is not being done along with regular mowing. Joanne asked about hiring someone to do this, as the people are concerned and upset. Cheryl explained that right at the moment, thru the summer season the grounds crews are concentrating on getting the park mowed in a week and it is a real

task. At some point they will get to it as things are starting to slow down they should be able to get things done now. Becky Earnest and Phil Matton both thought that it should be left up to her to get this accomplished now that the lawns are slowing down. Phil stated that this should be brought up again at the next meeting if it doesn't take place then we can talk about doing something. Rod Lindsay asked about our responsibility of mowing in the main canal. Cheryl explained that Tillman Canal mows the canals is supposed to be mowing the top 20 feet as well.

John Bonasera 370 Holiday Park does not think that we should have to hire someone else to weed whip. He suggested that we should show some of these people how to do it correctly. Cheryl asked John for a list of properties where he felt there were problems. Marilyn Spall also asked John Bonasera for a listing to pinpoint some of what people are talking about.

Marilyn Spall stated a lot of the people are suggesting that the weed whipping isn't being done properly or when they blow off the clippings they are not doing it correctly. Maybe we should get a little more input from the community as to what they are seeing, then we can actually start looking at it and decide whether it is up to us to do or is it something that the community is supposed to take care of themselves, or are the people that we are hiring not doing it correctly or maybe they should have some training. Joanne Gaughan asked Marilyn who she would propose to train them, should it be their supervisor, Pat.

Rod Lindsay feels that Cheryl has done a very good job of telling Pat of what needs to be done and how she wants it done, it's not a matter of training someone. If there is a problem all you have to do is speak to Cheryl and she will take care of it.

Joanne Gaughan then continued with the other questions on the adjustments - same page Line #135 – Fertilizer – Joanne asked if we ever buy fertilizer – Cheryl explained that Line #133 – Supplies Grounds and Line #135 Fertilizer are now combined. The grass around the building, and the front entrance has been fertilized, plant spikes have been bought for the trees in the front as well.

Joanne Gaughan decided that the last item she wanted to talk about, she would leave until later. She stated that this is just informational and nothing we have to approve, it shows where monies are in excess and where it was spent down. Becky Earnest asked if we were voting on this. Joanne Gaughan stated that this was just informational.

**13. Consideration of purchasing three (3) new benches for the carport/patio area at the entrance to the Recreation Building**

Joanne Gaughan explained that with the excess money from the budget adjustments, we are able to buy three (3) new benches for the carport patio area in front of the Recreation Building that all look alike. Two (2) of them would go on the paver area and the 3<sup>rd</sup> would go where there is a bench already in place under the carport. The existing one will be moved to another location. Cheryl explained that these benches are recycled material so there will be no maintenance. All benches are five (5) feet long, but does not have a cross piece for support on the bottom on the bench as shown in one of the pictures as that is for an 8' bench. The pictures and quotes were posted on the District's Bulletin Board and web site for review. Joanne Gaughan asked for input from the Trustee's:

Phil Matton stated that he liked the bench with the straight back.

Rod Lindsay prefers the 2 tone bench with the straight back.

Marilyn Spall asked if bench was recycled and does not really have a preference.

Becky Earnest really liked the curved back but the 2 tone with the straight back would be better.

Becky Earnest made a "Motion to approve the purchase of the 3 benches with the two (2) tone Black and Tan in color from Max R for a price of \$1670.00 which includes \$200.00 for shipping". Marilyn Spall seconded the motion. A vote was called, motion carried.

Leanne Johnson 309 Holiday Park Blvd asked as to where the bench was going to go that is being replaced from the carport area. Cheryl explained that it will be going to the shuffleboard court area.

With no other questions, a vote was called on the benches. Motion carried.

**14. Consideration of approving palm tree trimming (135 palm trees on district property) for \$2025.00.**

Joanne Gaughan, Chairman explained that Alpine had agreed to trim the palm trees on District property for the same cost as approved last year. She also explained that Alpine does other work for us without charge such as changing light bulbs in the tall parking lot light poles while he is in the Park working, and has done this without charge to the District. Joanne did ask Cheryl if this was going to be annually. Cheryl explained that it really should be.

Marilyn Spall made a "Motion to approve Alpine Tree Service Estimate of \$2,025.00 to trim 135 palm trees on district property". Rod Lindsay seconded the motion. With no question by residents a vote was called. Motion carried.

**15. Consideration of asphalt repair on Pleasant Ct to repair drainage complaint at 1150 & 1149 also included is a quote to improve drainage on remaining areas of Pleasant**

Cheryl Ennis explained that the Miller Group will be in the park in November to do warrantee work on Floral CT. She did ask him for a price to repair Pleasant CT as there has been several complaints regarding standing water at the above 2 addresses.

Motion to approve Item # 1 and Item #2 - the repair of the low areas holding water in front of the driveways at 1149 and 1150 Pleasant CT in the amount of \$1850.00 from Miller Group was made by Phil Matton. Rod Lindsay seconded the motion. With no questions by residents, a vote was called. Motion carried.

**16. Review of "Cap Repair" Quotes and Repair/Enclosure of vents**

Cheryl Ennis explained that at the last meeting in June it was approved for the cap repair based on having enough funds. There are 6 wooden vents in the front of the building and 4 wooden vents in the back of the building. In checking with the City of Palm Bay we find that we do need a permit for closing in the vents and they also want certified drawings from an engineer for that kind of repair. According to Palm Bay, older buildings were built with a venting system for the humidity. At the moment they are already closed in with plywood but are rotting. There is really no ventilation now.

Phil Matton asked if this was already approved. Cheryl explained that it was originally included in the bid but when we called the City we were told we needed permits and engineered drawings.

Rod Lindsay asked if the permits we were asking for are to close them or replace them with the existing vents. Cheryl is suggesting close them with block and stucco instead of replacing the wood.

Joanne Gaughan advised that we need to approve the bid for the concrete cap, the other part we will have to address at a future meeting.

Phil Matton made a comment regarding Singletary Concrete with the different figures submitted with another bid.

Cheryl explained that the vents were deducted from the original quotes and said that the cap around the building needs to be repaired as it is falling apart.

Joanne Gaughan asked if we have ever done any business with the three Vendors. Cheryl stated that we have used A.L. Phoenix before, residents in the park have used Singletary and Done Right Contracting has given estimates but we have not used them yet. Done Right Contracting has been in business since 2009.

Rod Lindsay asked about how much will have to be replaced instead of repaired. Cheryl explained there are several different areas and she was not sure what could be repaired instead of replaced.

Joanne Gaughan asked what would happen if it comes out to more for the removal, would there be an additional bill involved. Cheryl said that the quotes state the number of linear feet to be removed and anticipates that if more is needed we would need to pay for it.

Becky Earnest made a motion to accept the quote from Done Right Contracting for the cap repair on the Recreation Center in the amount of \$2,000.00. Joanne Gaughan seconded the motion.

Phil Matton stated that he knows Singletary but is willing to give Done Right Contracting a chance as he is \$200.00 cheaper.

Jon Bottiglieri 239 Charm CT asked if these are quotes or estimates as they all came up with different feet when measuring. There is a difference. They take the hit if it goes over on the quote which is for that job.

Rod Lindsay explained the figures that were given to us are quotes. But if it goes over the 90 feet quoted we will probably get an additional bill.

There is a motion and a second is on the floor to accept Done Right Contractor in the amount of \$2,000.00 to repair the cap on the Recreation Center. A vote was called, motion carried with 1 opposed.

Joanne Gaughan asked for a roll call.

A roll call was taken by Becky Earnest, as the secretary was not present.

Rod Lindsay voted for Done-Right  
Marilyn Spall voted for Done-Right  
Phil Matton voted against Done-Right  
Becky Earnest voted for Done-Right  
Joanne Gaughan voted for Done-Right



With a vote of 4 – 1 for Done Right Contractors.

**17. Painting inside of recreation hall by custodial staff off-white/cream to be done in sections - estimate on paint from Sherwin Williams approx. \$600.00.**

Joanne Gaughan explained that this was originally voted on being done professionally at the May 12, 2014 meeting and then rescinded on June 9, 2014 because of the repair of the cap.

Phil Matton thinks by having the custodians do this will save quite a bit of money.

Becky Earnest asked whether the bottom part where it is stained now will be painted. Cheryl explained that only the white will be painted in the off-white cream color.

Joanne Gaughan asked that we table this until the “Workshop Meeting” as there is more discussion as to the color and other issues.

**18. Discussion and mowing recommendations for low-lying area properties during the rainy season on Holiday Park and Greenview [Directions to staff]**

Joanne Gaughan was very upset and brought in pictures as to what she saw on Greenview CT. There are some low lying areas that should not have been mowed, the ditches that the mowers caused by going into this area when it is so soft never should have been done.

Rod Lindsay stated that with a little guidance from Cheryl and the supervisor when working in extremely wet areas should be left and come back later.

Cheryl stated that this happens every year but with the weather being as it was, it was extremely wet this season.

Marilyn Spall stated that it has happened on her property as well, once you are committed sometimes it is not as easy to get out. Cheryl asked Marilyn how her property is since this happened and she stated that she waited a couple of days and was able to level it out on the whole. There are a few spots that she hasn't been able to smooth over.

**19. Public Comment**

Leanne Johnson 309 Holiday Park Blvd. asked about if there is fill somewhere in the park so that she can put some in a hole in front of her home. Every time it rains, she is experiencing lake front property.

Cheryl Ennis explained that there is some fill down by the compound from when they worked on the front of the Rec Building.

**20. Trustees remarks**

Rod Lindsay – nothing at this time

Marilyn Spall – nothing at this time

Phil Matton – doors on the pool side of the hall need to be replaced, will be on an agenda soon

Becky Earnest – Oct 2<sup>nd</sup> Flu Shots in the Rec Hall – signup sheet is by the HPPOA office  
Oct 23<sup>rd</sup> – Fundraiser at Duffy's

Joanne Gaughan – if any Trustee would like anything on an agenda, please let Cheryl or myself know  
Also, on the next agenda we will discuss the letters that went out regarding the concrete slabs. Last thing, a call was received from out of state from someone on Maple CT in regards to playing games (corn hole) in the street.

### **21. Adjournment**

Becky Earnest made a motion to adjourn. Marilyn Spall seconded the motion. A vote was called, motion carried. Meeting adjourned at 8:25pm



PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT

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## Manager's Report – September 2014

1. Mowing – The Ground Staff worked to keep the homes mowed on a weekly basis. With temperatures reaching 105° with the heat index, they did a fine job. The Grounds staff has done some improvements to the irrigation at the entrance and made time to install new plantings at the entrance.
2. Lake Doctors has been in and repaired the pump; while testing it he discovered a problem with the motor and has sent it back for warrantee work or replacement.
3. We had problems with the heavy rain over the summer floating mulch over the patio. The custodial staff installed edging around the patio area and we put a 1' stone edge down. Some of the juniper died and is being replaced by the contractor. We have installed some new led lights at the flagpole at the entrance and are working on led lights at the rec center signs.
4. Michael Linden, come in to look at the sound system and make several recommendations. The Custodial staff made the adjustments to the speakers. Mr. Linden also recommended a new amplifier range between \$1400 to \$1900 and mixer (cost unknown at this time).
5. The benches for the front of the rec hall have been ordered. We are currently waiting for delivery confirmation.
6. Alpine Tree Service has been contacted and is starting the tree-trimming project this week. We have discussed cutting back some of the dead trees in the green space and trimming back some of the oaks. I will look at that with him while he is here. We will need to put that out to bid if it is something the Board decides to have done.
7. Done Right Contracting has been contacted about the cap repair and will start this week.
8. The Miller Group has been contact regarding the asphalt repairs and they are waiting for scheduling date.
9. The Custodial staff has worked on the opening needed for the ADA door operator. The parts are in and we have contacted CDA. Installation is scheduled for Tuesday.
10. The two double exit doors in the recreation hall that go to the pool have deteriorated past repair. We have contacted three area contractors for quotes. We have received one quote and are waiting for the two others. The Board will have them to consider at the next Board meeting.
11. I have had several conversations over the summer with the City of Palm Bay regarding their One Community Initiative, and they continue to tell me that they are still working toward our landscape project and there is nothing they need from us.

**DEED OF RESTRICTIONS: ALL LETTERS MAILED CERTIFIED JUNE 2, 2014.**

CONCRETE SLABS: ADDRESS	CERTIFIED MAIL: SENT	CERTIFIED MAIL: SIGNED FOR	STATUS
105 Holiday Park Boulevard (SAUTERNES)	YES	YES	NO RESPONSE- DO NOT EXPECT TO HEAR FROM OWNER. WILL SEND 30 DAY NOTICE.
140 Holiday Park Boulevard (BIRD)	YES	YES	NO RESPONSE- CALLED LEFT MESSAGE. WILL SEND 30 DAY NOTICE.
262 Holiday Park Boulevard (MASCAL)	YES	YES	NEW HOME- RECEIVED LETTER OF INTENT TO INSTALL NEW HOME (9/17/14)
1128 Center Lane (PARENT)	YES	YES	LOOKING FOR AGENT AS PER OWNER
1074 Moonlight Court (TARPON)	YES	YES	NO RESPONSE- DO NOT EXPECT TO HEAR FROM OWNER. WILL SEND 30 DAY NOTICE.
1071 Wood Court (BAHRAKIS)	YES	YES	NEW OWNER- NO PHONE NUMBER. WILL SEND 30 DAY NOTICE.
240 Berry Court (PESAVENTO)	YES	YES	CALLED OWNER- HE DOES NOT WANT ANYTHING TO DO WITH PROPERTY AND DOES NOT WANT TO TALK.
209 Holiday Park Boulevard (SHARRON)	YES	YES	COMPLETE
1256 Shell Court (RYCKMAN)	YES	YES	IN PROCESS- IMPRESSIVE PAVERS (~9/22/14)

AS OF SEPTEMBER 19, 2014