



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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Board of Trustees
Workshop Meeting Minutes
February 23, 2015

1. Call to order

By: Philiias "Phil" Matton, Chairman at 7:01 PM

2. Invocation

By: Rebecca "Becky" Earnest, Secretary

3. Pledge of Allegiance

By: Joanne Gaughan, 2st Vice Chairman

4. Roll Call

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

5. Announcements by Chairman

Phil Matton had spoken with Tom Mahon and he is coming along well and making progress. As Phil stated he has a lot of good ideas. We wish him a speedy recovery.

Almost half the ballots have been given out. We are trying to cut down on mailing by handing out as many as possible, before we have to mail out the balance.

Phil had asked Cheryl to work with Marilyn Spall on moving funds around to hire Jessica as a full time employee. Jessica has agreed to work full time so we are going to see what we can do.

There are some problems with the back pond with debris around that needs to be picked up. At the moment there is only one bridge left and there used to be three. Jack Arling from Holiday Park who is a carpenter stated that the bridges need to be 6 feet wide and materials to fix and repair these bridges will probably run between \$800 and \$1000.00 per bridge.

6. Financial Audit (2013-'14)

Independent financial audit report for fiscal year ending September 30, 2014

Ross Whitley, from Berman Hopkins Wright & LaHam CPA's and Associates presented an overview of the financial audit for year ending September 30, 2014. The Board received the completed Financial Audit for review prior to the meeting. Ross Whitley indicated there were several "tests" performed on the District's financial system, all which passed with no issues. He stated that the audit went really well this year.

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David Peck 1014 Willow CT stated in a prior meeting we were able to contribute more into our reserves and asked where our reserves are presently? Also do you audit other districts such as Holiday Park and finally what would you consider an adequate number to put into reserves?

Mr. Whitley stated that as far as the reserves Holiday Park added \$220,000 into reserves at the end of the year.

There really isn't any hard fast rule but most places try to keep 3-6 months in reserves that aren't dedicated but after that you can set aside other moneys for designated purpose.

Barbara Hoffman 1021 Little CT. stated that as there are many lots in the park that have tax certificates that haven't been paid in the last 5 years. What would be your recommendation?

As Mr. Whitley, stated that Holiday Park is not alone in this. Currently there are not as many as it has been in the past years.

Bob Shearer 382 Holiday Park wanted to congratulate Cheryl on a job well done. Usually I come to the microphone and complain, he wanted to be the first to say excellent job.

Becky Earnest made a motion to accept the audit as presented by Ross Whitney. Marilyn Spall seconded the motion. A vote was called. Motion carried.

7. Managers Report

The District Manager's Report for February 2015 was posted on the District website and bulletin board for review as well as distributed to the Board prior to the meeting.

Cheryl Ennis reviewed the District Manager's report.

Phil Matton asked for a motion to accept the Manager's Report. Marilyn Spall made the motion to accept the Manager's Report for February 2015. Becky Earnest seconded the motion.

With no questions or comments from the Board or audience, a vote was called, motion carried.

8. Department Heads - Review of Responsibilities

Phil Matton had asked for the supervisor of each department to come and give the people a little synopsis

Gate Supervisor – Bruce Gilbert – has been here for 14 years, he has 7 employees under him, all scheduling is done by him. He feels that it works best with retiree's looking for only part time work.

John LaLima 1055 Sunflower asked why when there is a backup does some of the attendants leave the gate open to let people in. Bruce explained that the gate should be closed after every vehicle enters and will remind his staff.

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Marilyn Spall asked Bruce for a brief statement as to the procedure of calling people in. Bruce explained that there is List for people that have been called in by the resident. If they are not on the list they have to go over to the side and get in touch with the resident that they are visiting to have them call the gate so that they will be able to enter the park.

Rene St Pierre 222 Fantasy Ct asked about decals that are faded and how they are handling it. As Bruce explained, we are sending the people to the office to replace the decals, we are aware that there was a problem with the decals fading.

Joanne Gaughan asked about handling people walking in. Bruce explained that there is a list for people walking or on bicycles.

Bob Shearer 382 Holiday Park asked if Bruce feels that it is a safety issue when crossing over from the gate house. Bruce stated that it can be a real problem as it is a bad set up with having to cross over to go over to the vehicles coming in. Many people just do not stop when going out.

Marilyn Spall asked about the bell system that the grounds crew put across the road. Bruce explained that it is used all the time and feels that it was a very good idea.

Rod Lindsay asked about UPS / Fed Ex or BrightHouse, as to whether or not they have to be called in. As Bruce explained certain vehicles are allowed in at all times.

As Marilyn stated unless it is an emergency vehicle all vehicles should be called in.

Custodial Staff - Jose Rivera - has been here for almost four years, he has three people under him. We take care of the pool and the patio area, painting, and we do all minor maintenance repairs, along with cleaning and setting up for all functions in the hall.

Joanne Gaughan asked if the maintenance manual is useful to him. As he explained it is very useful.

Phil Matton explained that Jose has done an excellent job on the floor in the Rec Hall.

Grounds Staff – Pat Hartwell – has been here for 28 years, he has 4 people during the winter and spring but once the grass starts to grow we add on 3 – 4 temporary's from Manpower. Originally, he was hired just to mow grass, it has progressed over the years to a lot of different things in the park. We try to mow about 175 houses everyday in the summer as weather permits.

John LaLima 1055 Sunflower Lane asked if it was possible for the “weed eaters” to work from the carport out.

Bob Shearer thanked Pat for 28 years of continuing service. He then asked Pat if he was thrown into the job of supervisor. Pat explained that he does not mind being a supervisor and stated that he really feels that it is a nice park and if he really minded it he would not have been here 28 yrs.

David Peck 1014 Willow Ct. has heard that you are the mechanic and tries to keep everything in

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proper order, and wonders if you have enough equipment to do your job properly. Right now we do not have a backup mower. Life expectancy on a mower is 4 years with what we do. Major equipment problems we do send it out for repair.

Rene St.Pierre 222 Fantasy CT. weed eaters go from left to right and we disagree on that. We also disagree about using the equipment to run back and forth, is there anything we can do to cut down on the mileage.

Rod Lindsay stated regarding Mr. St Pierre concerns, if we buy another gator then we need another person, as far as what is being done with the park and how they maintain it, I can't think of another person that I would want beside Pat and he ends up taking a beating all the time.

Marilyn Spall stated that with the 704 lots plus the District property as well, we should be replacing mowers more than what we are. She knows that the grounds crew has done more than what was in the original deed restrictions. She wants to thank Pat, Jose and Bruce for all they do

Jean Roderick 1063 Sunflower Lane, stated nothing is even when they mow the lawn, why is that?

As Pat stated, most grounds are not even, every yard is different and they are not level and every type of grass mows differently.

Helen Ferguson 1127 Keystone CT. just wants to say that she thinks the grounds crew does a fantastic job and we really appreciate what they are doing.

Joanne Gaughan asked Pat who his backup was in case he was out. Pat explained, he has been training Felix Tanco and he feels that he is about the best of anyone he has trained and seems to pick things up quickly.

Howard Sprague 126 Holiday Park thinks that Pat should drive around instead of being on a mower working. He thinks that you should be supervising and if anything is needed then you can go get it.

As Pat explained, they work as a group and he sees what's going on. When Leo McManus was a Trustee, he had me on a golf cart and that only lasted a month before I was put on a mower.

Phil Matton stated that when a complaint comes into the office, Pat will go over and check it out, then get together with the office to have it recorded.

9. Trustee project updates

Rod Lindsay's project is Roads / Maintenance and Compound Area. There has been some problems with the roads, and Cheryl seems to know about them before I do. As far as the employees, we have a happy group and everyone works together, which means a lot when getting the job done. Compliments are very few and far between. Storage Compound will be coming up soon for decals.

Molly Stone – none

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Joanne Gaughan – Complaints are being taken care of – the majority is for 150 Holiday Park and at this time she is in a facility. If and when we receive updates the office will notify the Board.

Becky Earnest stated that the ACC has had a couple of members who have resigned so they will be looking for new members. If anyone is interested please come forward.

Allison Kelly - none

Phil Matton had a complaint about cigarette butts being dropped on the road and not being picked up.

10. Public Comment

John LaLima 1055 Sunflower Lane would like to see some of money in the surplus to be put into additional trimming trees especially in the back by the pond.

Bob Shearer 382 Holiday Park enjoyed all the supervisors coming up but has a problem with employees smoking. This is something that should be addressed.

Barbara Hoffman 1021 Little CT. commends everyone for the wonderful job that was done on the Deed Restrictions. But she is very upset with the people who are in constant violation and nothing is being done.

11. Trustee Remarks

Rod Lindsay asked that anyone who has not picked up their ballots to please do so. The cost of mailing out ballots is over \$4.00 for each property.

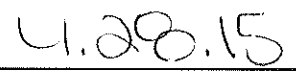
Becky Earnest wanted to let everyone know that the fund raiser at the Texas Road House raised \$350.00. She stated that the next fundraiser was going to be at Chili's on March 19th.

12. Adjournment

A motion to adjourn was made by Becky Earnest and seconded by Allison Kelly. A vote was called, motion carried. The meeting was adjourned at 8:45pm.



Rebecca "Becky" Earnest, Secretary



Date