



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT
215 Holiday Park Boulevard Northeast Palm Bay, Florida 32907-2196

BOARD OF TRUSTEES: WORKSHOP MEETING MINUTES

April 27, 2015 at 7:00PM

1. **Call to order:**
By: Philiias "Phil" Matton, Chairman at 7:02 PM
2. **Invocation:**
By: Rebecca "Becky" Earnest, Secretary
3. **Pledge of Allegiance:**
By: Philiias "Phil" Matton, Chairman
4. **Roll Call:**
By Rebecca "Becky" Earnest, Secretary; Philiias "Phil" Matton, Chairman; Joanne Gaughan, 2nd Vice Chairman; Marilyn Spall, Assistant Treasurer; Rebecca "Becky" Earnest, Secretary; Marion "Molly" Stone, Assistant Secretary; Harald Albinus, Trustee; Rodney "Rod" Lindsay, Trustee, all acknowledged their presence. Absent: Allison Kelly, 1st Vice Chairman; Treasurer, Vacant. Cheryl Ennis, District Manager was present with Jessica Saeger recording.
5. **Announcements by Chairman:**
Phil Matton, Chairman, congratulated all Trustee members on their hard work.
6. **Employee Health Insurance Plan:**
Christopher Robinson, MBA, President, presented One Insurance Group Incorporated which is a health insurance agency. He explained Diane Langford, Agent would be the personal contact for employees throughout the year. Christopher Robinson discussed and presented information regarding Platinum HMO Select 80 5037 and Silver HMO Select 50 5334 plans.

Cheryl Ennis, District Manager, regardless of the plan the Board selects my recommendation is to change agencies.

Becky Earnest made a motion to switch to One Insurance Group as our health insurance company. Joanne Gaughan seconded the motion. A vote was called, motion carried.

Marilyn Spall made a motion to accept Option 4 dual plans of platinum and silver, and that Holiday Park pays eighty percent (80%) of the platinum plan and one hundred percent (100%) of the silver plan for one (1) year. After that if we decide to stay with the same plans, lower the percentage until we reach fifty percent (50%). Joanne Gaughan seconded the motion.

Becky Earnest disagrees with those percentages. Marilyn explained the incentive behind the silver plan.

A vote was called to allow employees to choose either the platinum or silver plan. The Park will pay eighty percent (80%) of platinum plan and one hundred (100%) of the silver plan, motion carried.



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7. **Consideration of Approving the Board Meeting Minutes of February 23, 2015, March 23, 2015, and April 10, 2015:**
Becky made a motion to accept the minutes for February 23, 2015. Harald Albinus seconded the motion. A vote was called, motion carried.
- Joanne Gaughan made a motion to accept the minutes March 23, 2015 with changes. Becky Earnest seconded the motion. A vote was called, motion carried.
- Becky Earnest made a motion to accept the minutes April 10, 2015. Joanne Gaughan seconded the motion. A vote was called, motion carried.
8. **Manager's Report:**
Presentation of March 2015 monthly report was made by Cheryl Ennis.
- Phil Matton commented on his concerns on fiberglass doors and its safety.
- Joanne Gaughan asked Cheryl about any possibilities for an enclosure or fencing around the specific area by the pool. Cheryl feels a better solution would be five foot (5') PVC fence around the entire pool.
- Marilyn Spall made a motion to accept the Manager's report. Becky Earnest seconded the motion. A vote was called, motion carried.
9. **Budget 2015-2016:**
Copies of the budget were distributed to the Board, posted on the District's bulletin board and website prior to the meeting for review. Marilyn Spall explained there would be an adjustment made to the budget due to the motion on the new insurance plans. Marilyn stated the budget should be finalized by the next meeting.
- Joanne Gaughan mentioned the Board's policy towards paying Medicare could be revisited and discussed.
- Molly Stone asked about the five (5) year plan.
- Jean Beach, 1090 Moonlight Court, explained the five (5) year plan is a project/wish list. It was compiled by past meeting minutes and can be used as a tool for the Board to determine a project timeline.
- Rod Lindsay asked if roads were included in the wish list.
10. **Review of Door Material for Recreation Hall:**
Phil Matton asked John LaLima to come forward and give his recommendation on the fiberglass doors. John LaLima, 1055 Sunflower Lane, fiberglass could outlast metal depending on the manufacture and the specifications.
- Joanne Gaughan suggested having a representative from different companies' to present product material. Molly Stone agreed.



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Phil Matton stated we are looking for both quality and price.

Rod Lindsay suggested Joanne could contact two (2) agencies and see if any are willing to present the product material to the Board. Phil Matton agreed.

Cheryl Ennis explained that the Board should decide on the type of material. Afterward determine where to get the quotes. Phil Matton would like Cheryl to get a couple of suppliers that handle both types of materials.

Joanne Gaughan made a motion to table until we have representatives to explain the different structures of the doors. Marilyn Spall seconded the motion. A vote was called, motion carried.

11. Workers Compensation:

Phil Matton, Chairman, explained the incident where a worker fell on the job and got hurt; he would like to consider setting a policy for this type of incident. Cheryl Ennis made a correction to the agenda, workers compensation does not start until seven (7) days after injury, not five (5) days.

Marilyn Spall explained companies procedures vary and to be careful on setting precedence.

Harald Albinus made a motion to keep it the same. Joanne Gaughan seconded the motion. A vote was called, motion carried.

12. Dog size allowed in District:

Phil Matton, Chairman, feels the dog size needs a provision for visitors coming into the park. Phil asked the Board for feedback.

Harald Albinus stated the dog size should only apply to residents.

Molly Stone shared her personal experience and she feels the dog size should be kept the same.

Marilyn Spall said this topic is complicated.

Joanne Gaughan stated the residents should instruct their visitors on the policy.

Charlie Roderick, 1063 Sunflower Lane, explained his feelings on restricting visitors with dogs.

The Board discussed different situations around visitors with one day passes. They talked about revisiting the topic on one day passes and figuring out a solution to verify when a visitor leaves.

Marilyn Spall asked Cheryl Ennis about the gate attendant's direction on visitors with dogs. Cheryl explained the gate attendants direct visitors with a large dog to leave.

John LaLima, 1055 Sunflower Lane, would like the Board to make a decision that is good for everyone.

Gloria Walsh, 403 Holiday Park, explained her experience with this rule.



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Cheryl Ennis asked if the Board wants to follow the Deed Restriction or make an expectation.

Phil Matton explained the Board is split on this decision. He suggested revisiting the topic and expressed having compassion for people and their situations.

13. District Manager's Contract Renewal:

Phil Matton gave an overview to the Board member's reviews. He discussed the areas of concerns.

Marilyn Spall is concerned with a particular clause regarding COL raise, causing a violation to Cheryl's contract. We should correct our violation and to highly consider this clause if we determine to give her a raise. The raise would be based on the new figures not the old.

Phil Matton mentioned Cheryl brought the COL to his attention. She asked the accountant to come up with the figure.

Joanne Gaughan would like to see her receive the 2% COL increase that is owed to her.

Molly Stone would like to know how we can address our concerns.

Joanne Gaughan made a motion to pay the 2% COL that was due from October 1 to present. Marilyn Spall seconded the motion. A vote was called, motion carried.

Becky Earnest made a motion to remove the paragraph out of the contract regarding COL raise, merit increases only. Marilyn Spall seconded the motion. A vote was called, motion carried with one opposed.

The Board discussed approving the contract with a pending probation period.

John LaLima, 1055 Sunflower Lane, shared his hesitations.

Harald Albinus made a motion to renew her contract. Marilyn Spall seconded the motion.

Joanne Gaughan suggested the Chairman draft a letter for Cheryl to explain the Board's concerns regarding areas for improvement.

Harald Albinus restated the motion to renew her contract with six (6) month probation period. Becky Earnest seconded the motion. A vote was called, motion carried.

13. Public Comments:

Jean Beach, 1090 Moonlight Court, recited a prepared letter to the Board regarding job descriptions and distributed the letter with examples of job descriptions to the Board.

Barbara Hoffman, 1021 Little Court, gave suggestions to the Board regarding positive and negative feedback during the District Managers six month probation period.

David Peck, 1014 Willow Court, requested approval for two (2) more alternates for the ACC Board. David



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discussed the reasoning behind wanting approval of two alternates year round.

Harald Albinus made a motion to allow two additional members. Becky Earnest seconded the motion. A vote was called, motion carried.

14. Trustees remarks:

Phil Matton asked the Board how they felt about having a Board meeting on Memorial Day. The meeting was rescheduled for May 26, 2015 at 7:00 PM.

The rest of Board had no comments.

16. Adjournment:

There being no further business, a motion to adjourn was made by Becky Earnest and seconded by Harald Albinus. A vote was called and motion carried. The meeting adjourned at 9:30 PM.

Rebecca Earnest
Rebecca "Becky" Earnest, Secretary

5-12-15
Date