



## BOARD OF TRUSTEES: REGULAR MEETING MINUTES

March 9, 2015 at 7:00 PM

1. **Call to order**  
By: Philias "Phil" Matton, Chairman
2. **Invocation**  
By: Rebecca "Becky" Earnest, Secretary
3. **Pledge of Allegiance**  
By: Philias "Phil" Matton, Chairman
4. **Roll Call**  
By Rebecca "Becky" Earnest: Philias "Phil" Matton, Chairman; Joanne Gaughan, 2<sup>nd</sup> Vice Chairman; Marilyn Spall, Assistant Treasurer; Rebecca "Becky" Earnest, Secretary; Marion "Molly" Stone, Assistant Secretary; Harald Albinus, Trustee; Rodney "Rod" Lindsay, Trustee; Allison Kelly, 1<sup>st</sup> Vice Chairman, all acknowledged their presence. Absent: Thomas "Tom" Mahon, Treasurer. Cheryl Ennis, District Manager was present with Sharon Johnson recording.
5. **Announcements by Chairman:**  
Phil Matton, Chairman, gave an update on Tom Mahon condition. Phil gave an update on Donna Matton's surgery and she is doing well.
6. **Consideration of Approving the Board Meeting Minutes of January 26, 2015:**  
Becky Earnest made a motion to approve the Board meeting minutes for January 26. Allison Kelly seconded the motion. A vote was called to approve the minutes with corrections, motion carried.
7. **Treasurer's Report – Presentation of the financial reports for the month of January 2015:**  
The Treasurer's report was posted on the bulletin board, District website, and distributed to the Board prior to the meeting. Presentation of the financial report for the month of January 2015 was made by Marilyn Spall.  
  
Jean Beach, 1090 Moonlight Court, asked for clarifications on the total figures. Marilyn explained.  
  
Becky Earnest made a motion to accept the Treasurer's report to be filed for audit. Molly Stone seconded the motion. A vote was called, motion carried.
8. **Consideration of disposing of old unpaid debt from the AR Aging Report:**  
The Board discussed approving writing off the old unpaid debt. Joanne Gaughan mentioned the amount needs to be corrected to match the AR Aging Summary Report. Cheryl Ennis presented the information on behalf of the accountant's recommendation.  
  
Becky Earnest asked Cheryl if all properties listed are abandoned. Cheryl said the properties we would like to write off are abandoned.

Marilyn Spall asked Cheryl about the cost involved to file a lien. Cheryl stated it's a small fee of seventy-five



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dollars (\$75.00) per property.

Kay Barclay, 385 Holiday Park Boulevard, mentioned her concerns for writing off the debit.

Bruce Crabb, 442 Neighborly Court, asked to attach this additional information to the agendas for the public. This way we can follow along.

Harald Albinus made a motion to put liens on the property regardless of how much is owed.

John LaLima, 1055 Sunflower Lane, asked how many of these properties have tax certificates already. Joanne Gaughan cleared up his concerns.

Allison Kelly voiced her concerns on the report. The community needs a better understanding.

Harald Albinus made a motion to put liens on the property regardless of how much is owed. Molly Stone seconded the motion.

Becky Earnest explained her concerns regarding liens and the possibility for additional liens.

Bob Sheaerer, 382 Holiday Park Boulevard, expressed his concerns in this matter.

Rene St.Pierre, 222 Fantasy Court, explained regardless of the cost, we should enforce it.

A vote was called to put a lien on all the properties, motion carried with three (3) opposed. A roll call was taken by Becky Earnest, Secretary

Allison Kelly- For  
Joanne Gaughan- Against  
Becky Earnest- For  
Molly Stone- For  
Marilyn Spall- Against  
Rod Lindsay- Against  
Harald Albinus- For

Marilyn Spall made a motion to file liens on all properties on the list. Holiday Park will not write off the debt. Becky Earnest seconded the motion. A vote was called, motion carried with three (3) opposed.

**9. Consideration of setting "wage scales" for staff [tabled from 2-9-15]:**

Joanne Gaughan explained the District office asked for a guideline in setting minimum wages. She suggested no matter the decision this evening, it shouldn't go into effect until the next fiscal year. All we are doing is setting a guideline and in no way effects present employees and their current salaries. The Board previously concluded all future raises would be merit based only.

Joanne Gaughan recommends all figures should be rounded.

Joanne Gaughan made a motion as of October that Gate Attendant's starting pay to begin at \$8.50/hour.



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Marilyn Spall seconded the motion. A vote was called, motion carried.

Bob Shearer, 382 Holiday Park Boulevard, asked for Florida's minimum wage. Cheryl Ennis stated the minimum salary is \$8.37/hour.

Rene St. Pierre, 222 Fantasy Court, mentioned all grounds crew should not get the same pay, running a lawn mower takes more experience.

John LaLima, 1055 Sunflower Lane, feels residents should be able to obtain information on employee's salary.

Harald Albinus made a motion for Grounds Maintenance to start at \$9.00/hour. Marilyn Spall seconded the motion. A vote was called, motion carried.

Bob Shearer, 382 Holiday Park, suggested upgrading our hiring process standards.

Becky Earnest made a motion for a Mower Operator starting pay to begin at \$9.75/hour for a new employee. Harald Albinus seconded the motion. A vote was called, motion carried with one (1) opposed.

Becky Earnest made a motion for the starting pay of Janitorial/General Maintenance to start at \$9.60/hour and Head Janitorial/General Maintenance to start at \$10.35/hour. Marilyn Spall seconded the motion. A vote was called and roll call was taken by Becky Earnest, Secretary.

Allison Kelly- Against  
Joanne Gaughan- For  
Becky Earnest- For  
Molly Stone- Against  
Marilyn-For  
Harald Albinus- Against  
Rod Lindsay- Against  
Vote was 3-4

Marilyn Spall made a motion for Janitorial/Building Maintenance pay to begin at \$9.50/hour and Head Janitorial/Building Maintenance starting pay at \$10.25/hour. Harald Albinus seconded the motion. A vote was called, motion carried with one (1) opposed.

Joanne Gaughan made a motion for the Administrative Assistant pay to start at \$11.50/hour and the District Clerk starting pay at \$10.00/hour. A vote was called, motion carried.

Becky Earnest made a motion allowing the Gate Attendant Supervisor position to begin at \$9.50/hour. Rod Lindsay seconded the motion. A vote was called, motion carried.

**10. Review –updated job descriptions, review vacation, & sick day policy [tabled from 2-9-15]:**

Joanne Gaughan made a motion to table job descriptions, review vacation, and sick day policy for a workshop meeting. Harald Albinus seconded the motion. A vote was called, motion carried.



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**11. Office Staffing:**

The Board discussed offering Jessica Saeger a full-time position. Based on the input from Cheryl Ennis, District Manager and the Board's recommendations, Harald Albinus made a motion to allow up to twenty-five (25) hours. Marilyn Spall seconded the motion.

Bob Shearer, 382 Holiday Park Boulevard, asked if fringe benefits were taken into factor. It was explained she declined benefits and that is not an issue.

A vote was called to bring Jessica's hours up to 25 a week, motion carried.

**12. Budget 2015-2016:**

Phil Matton, Chairman, asked the Board members to come up with some ideas and make a wish list for the 2015-2016 budget.

**13. Public Comment:**

Steve Ambrose, 241 Blossom Lane, gave a suggestion for keeping mileage lower on the lawn mowers.

**14. Trustees remarks:**

Rod Lindsay had no comments.

Molly Stone had no comments.

Harald Albinus announced that Cheryl purchased four (4) new cordless microphones.

Joanne Gaughan reminded all dog owners not to trespass on someone else's property.

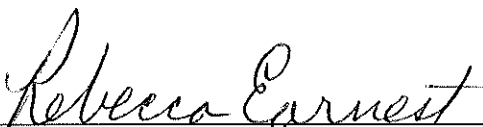
Becky Earnest reminded everyone about the fundraiser on March 19<sup>th</sup> at Chili's. She is concerned with having a vacant Treasurer's position.

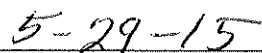
Allison Kelly had no comments.

Phil Matton mentioned there is a vacant position on the Board for anyone interested.

**15. Adjournment:**

There being no further business, a motion to adjourn was made by Harald Albinus and seconded by Becky Earnest. A vote was called, motion carried. The meeting adjourned at 9:10 PM.

  
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Rebecca "Becky" Earnest, Secretary

  
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Date