



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

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**BOARD OF TRUSTEES: WORKSHOP MEETING MINUTES**

May 26, 2015 at 6:00 PM

**1. Call to order**

By: Philias "Phil" Matton, Chairman at 6:00 PM

**2. Invocation**

By: Rebecca "Becky" Earnest, Secretary

**3. Pledge of Allegiance**

By: Philias "Phil" Matton, Chairman

**4. Roll Call**

By Rebecca "Becky" Earnest, Secretary: 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, all acknowledged their presence. Absent: Harald Albinus, Trustee; Rodney "Rod" Lindsay, Trustee, 1<sup>st</sup> Vice Chairman, Vacant; Treasurer, Vacant. Cheryl Ennis, District Manager was present with Jessica Saeger recording.

**5. Announcements by Chairman:**

Phil Matton announced receiving a letter of intent from Charlotte Gladstone. Charlotte is interested in becoming a trustee member.

**6. Recreation Hall Doors:**

David Eckert represented A.L. Phoenix Construction Incorporated and presented his recommendations to the Board for recreation hall doors. He passed out catalogs for the Board to look at the construction of the fiberglass doors.

Joanne Gaughan inquired about the Therma-tru doors. David explained that it is a fiberglass door with a foam core, stainless hinges, and brush nickel panic hardware.

Becky Earnest asked if hurricane shutters were needed to meet code. David said that would be a question for the City of Palm Bay, but he will find out. He suggested possibly going with impact glass.

Marilyn Spall asked if the quotes covered impact glass. David said the quotes only cover thermal pane glass which is a safety glass, but not impact glass.

Marilyn Spall asked for clarification on the wording for "balance upon substantial completion". David said completion would be established when the City of Palm Bay sign-offs stating the job is satisfied.

David Eckert will price out the doors with impact glass to show the price comparison between safety and impact glass. Phil Matton, Chairman, thanked David Eckert for his time.

**7. Board Meeting Minutes:**

Becky Earnest made a motion to accept the minutes for March 9, 2015 with corrections. Marilyn



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

Becky Earnest made a motion to accept the minutes for May 6, 2015. Joanne Gaughan seconded the motion. A vote was called, motion carried.

Becky Earnest made a motion to accept the minutes for May 11, 2015 with corrections. Marilyn Spall seconded the motion. A vote was called, motion carried.

Becky Earnest made a motion to accept the minutes for May 12, 2015. Marilyn Spall seconded the motion. A vote was called, motion carried.

**8. Treasurer's Report - Presentation of the financial reports for the month of March 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 March 2015 was made by Marilyn Spall.

Joanne Gaughan made a motion to accept the Treasurer's report to file for audit. Becky Earnest seconded the motion. A vote was called, motion carried.

**9. Recreation Building Renovation:**

Marcos Mozden represented Caribeno Architectural Group and presented his recommendations to the Board. Joanne Gaughan briefly explained the reason behind the renovation is to increase space/storage due to the rise in social activities.

Marilyn Spall asked Marcos if we decided to make a change would it effect the cost. He explained if we made more than three changes; it would effect cost.

Joanne Gaughan asked if the drawings should be done in phases. Marcos stated it would be a good idea.

Marilyn Spall reiterated that we would own the drawings, the project can be done in phases, and anyone could work on it. Marcos agreed.

Molly Stone stated permits are usually good for up to six (6) months; each phase would need a current permit.

Marcos Mozden will develop a ball park figure and send it to Cheryl within the week. Cheryl will distribute the findings to the Board. The Board thanked Marcos Mozden for his time.

**10. Vacation and Medical Accrual:**

The Board considered amending the policy for the 90-day probationary period to allow accrual of hours for medical and vacation during the probationary period. The current policy does not allow accrual until after 90-day probationary period.

Becky Earnest made a motion that during the 1<sup>st</sup> 90-days that a new hire begins he/she can start accruing vacation/medical, and if a new hire stays after the 90-day probation period we will



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retroactive vacation/medical to the start date. Marilyn Spall seconded the motion. A vote was called, motion carried.

Becky Earnest made a motion that the 90-day probation would not effect current employees' only new hires. Marilyn Spall seconded the motion.

A vote was called to change the current probation policy for new hires, motion carried. A vote was called to not effect current employees, motion carried.

**11. Dog size allowed in District [continued from 4/27/2015 Board Meeting]:**

The Board discussed reviewing the dog size restriction and size of visiting dogs allowed into the District.

Becky Earnest made a motion to table this discussion until the fall. Molly Stone seconded the motion.

Charlotte Gladstone, 274 Charm Court, voiced her concerns about family members visiting with dogs.

A vote was called to table this discussion until the fall, motion carried.

**12. Recreation Building Renovation:**

Robert Carter, President, represented Engineering Design Concepts; his company is an engineer consulting firm. He presented his recommendations to the Board. Robert mentioned building codes will change as of July 1, 2015. In addition, he explained that building codes change about every three (3) years and to keep it in mind during your decision making process. Robert stated the City of Palm Bay would allow you to hold a permit indefinitely as long as an inspector sees progress every six (6) months.

Joanne Gaughan asked Robert for a rough cost on a new building per square foot. Robert said to budget one hundred fifty dollars (\$150.00) to two hundred (\$200) a square foot for a new construction.

The Board thanked Robert Carter for his time.

**13. Plantings Entrance at Marquee Island:**

The Board considered purchasing three (3) Bismarck palm trees or for our island entrance. After careful discussion the following motion was made:

Joanne Gaughan made a motion that we approve the purchase of three (3) Bismarck palm trees from The Palm House with the condition that no purchasing or planting of the same be done until completion of additional irrigation has been supplied to that area and the area where the podocarpus is to be replaced but not until the irrigation is provided. Becky Earnest seconded the motion.

Joanne Gaughan explained the irrigation system is critical.

Phil Matton asked if the irrigation would be done by the lawn crew. Cheryl stated she previously requested a quote from an outside source for irrigation. Becky Earnest asked if there is money allocated for the



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irrigation. Cheryl said there is money set aside.

Phil Matton mentioned Cheryl's idea for up-lighting near the trees. Phil thought it would be a good idea.

A vote was called for the purchase of three (3) Bismark trees after the irrigation system is provided, motion carried.

**14. Deed Restriction Resident Booklets:**

The Board considered approving a vendor for printing one thousand (1,000) Deed Restriction books including Deed Restrictions, Rules and Regulations, Policies, and the Architectural Control Committee information. This resident booklet is smaller than booklets in the past; it is only twenty-eight (28) pages double sided. Phil Matton, Chairman, commended his fellow Trustee members on their hard work on coming up with new booklet.

Molly Stone asked Cheryl Ennis for her preference for working with the different vendors. Cheryl stated Action Quick Print would be her choice.

Joanne Gaughan made a motion for Action Quick Print to print one thousand (1000) copies of the Deed Restrictions, Rules and Regulations, and Policies at the cost of two thousand forty dollars (\$2040.00). Becky Earnest seconded the motion. A vote was called for Action Quick Print to print thousand (1000) copies, motion carried.

**15. Doors for Recreation Hall:**

The Board discussed the differences between aluminum and fiberglass for new recreation hall doors.

Joanne Gaughan asked Cheryl Ennis for her recommendations. Cheryl prefers aluminum.

Phil Matton asked Cheryl if this could be finalized "getting several quotes" by June 8, 2015. Cheryl said that is her plan.

Becky Earnest made a motion for using aluminum as the material for the recreation hall doors. Joanne Gaughan seconded the motion. A vote was called, motion carried.

**16. Building Renovations:**

Molly Stone made a motion to table 16 building renovations consideration for approving a firm to provide engineering/drawing and related services for building improvements due to the lack of information. Becky Earnest seconded the motion. A vote was called, motion carried.

**17. Public Comment:**

No comments were made from the public.

**18. Trustees remarks:**

Phil Matton, Chairman, asked to discuss the potential nominee for the Board. Cheryl Ennis, District Manager, suggested distributing the letter of intent to all Trustees and wait until the fall to discuss.



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Becky Earnest made a motion to table any discussion for trustee nominations until September. Marilyn Spall seconded the motion. A vote was called, motion carried.

Becky Earnest made a motion if necessary to have a tentative special carry-over meeting for Tuesday the 9<sup>th</sup> of June 2015 at 7:00PM, if needed. Molly Stone seconded the motion. A vote was called, motion carried.

The Board discussed and agreed to wait until September to discuss anything further with the drawings.

Becky Earnest made a motion to table discussion on drawings until September 14 meeting. Marilyn Spall seconded the motion.

Molly Stone reminded the Board of the District Manager's contract needed to be addressed and added to an agenda, so we can completely wrap that up all job descriptions.

A vote was called to table discussion on drawings until September, motion carried.

**19. Adjournment:**

There being no further business, a motion to adjourn was made by Becky Earnest and seconded by Joanne Gaughan. A vote was called, motion carried. The meeting adjourned at 8:25 PM.



Rebecca "Becky" Earnest, Secretary



Date