



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

BOARD OF TRUSTEES: REGULAR MEETING MINUTES
June 8, 2015 at 7:00PM

1. **Call to order**
By: Philias "Phil" Matton, Chairman at 7:00 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, 2nd Vice Chairman; Marilyn Spall, Assistant Treasurer; Rebecca "Becky" Earnest, Secretary; Marion "Molly" Stone, Assistant Secretary; Harald Albinus, Trustee, all acknowledged their presence. Absent: Rodney "Rod" Lindsay, Trustee; 1st Vice Chairman, Vacant; Treasurer, Vacant. Cheryl Ennis, District Manager was present with Jessica Saeger recording.
5. **Announcements by Chairman:**
No announcements were made by Chairman.
6. **Consideration of Approving the Board Meeting Minutes of May 26, 2015:**
Becky Earnest made a motion to approve the minutes of May 26, 2015 with corrections. Joanne Gaughan seconded the motion. A vote was called, motion carried.
7. **Treasurer's Report - Presentation of the financial reports for the month of April 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 April 2015 was made by Marilyn Spall. Marilyn reported new funds received from unpaid taxes and that the amount will show on next report. After several questions were answered the following motion was made:

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.
8. **Budget Hearing 2015-2016 Budget:**
The Board discussed the 2015-2016 budget and after careful consideration the following motions were made:

Joanne Gaughan made a motion to accept the 2015-2016 budget in the amount of one million four hundred eighty-two thousand dollars (\$1,482,000.00) and the assessment to remain at two thousand ninety-seven dollars (\$2097) per year. Harald Albinus seconded the motion. A vote was called, motion carried.



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Becky Earnest made a motion to adopt Resolution 2015-07 approving the 2015-2016 fiscal year budget and the Non-Ad Valorum Special Assessment fee, and authorize Brevard County Tax Collector to process collections. Marilyn Spall seconded the motion. A vote was called, motion carried.

9. 2014-2015 Adjusted Budget:

Joanne Gaughan asked Cheryl Ennis, District Manager, to give an explanation for the adjusted budget for the record. Cheryl gave an overview of an adjusted budget. She explained how the bottom line figure is not adjusted, but line items can be moved around.

Joanne Gaughan made a motion to accept the 2014-2015 adjusted budget. Becky Earnest seconded the motion. A vote was called, motion carried.

10. Review of Proposals for Recreation Hall Door Replacement:

The Board discussed which contractor would be the better match to replace the two (2) sets of double doors, transom over door, and concrete and stucco, and ten (10) vents under windows.

Becky Earnest made a motion for concrete transom. Marilyn Spall seconded the motion. A vote as called, motion carried.

Becky Earnest asked Cheryl if she preferred one company over the other. Cheryl stated both contractors are licensed and insured. Joanne Gaughan stated that CDA Solutions installed the handi-cap door accessibility and they exceeded expectations.

Joanne Gaughan made a motion for CDA Solutions, Inc. to install the two (2) sets of double doors with the concrete and stucco transom in the amount of twenty-seven thousand six hundred sixty-nine dollars (\$27,669.00). Becky Earnest seconded the motion. A vote was called, motion carried.

11. Roadway - Patch Holiday Park Boulevard & Parking Lot where needed:

The Board discussed approving a contractor to perform needed roadway repairs to areas of Holiday Park Boulevard and the Recreation Hall parking lot. The Board discussed questions regarding terminology and other details concerning the quotes. After careful consideration the Board combined agenda number 11 and 12 into the following motions:

Marilyn Spall made a motion for Drive Way Maintenance to do the patch work for Holiday Park Boulevard and the parking lot area, and contingent upon approval of completion of this project, we will hire them to do the asphalt sealing and coating of the parking lot. Molly Stone seconded the motion. A vote was called, motion carried.

Marilyn Spall amended the above motion for Drive Way Maintenance to include the asphalt sealing coat of the parking lot Drive Way Maintenance will apply 2 coats of Premium Poly-Tar 7% Polymer and it will be added into the contract for an additional one thousand fifty dollars (\$1050.00). This cost is in addition to the regular cost of five thousand eight hundred twenty-six dollars and ten cents (\$5826.10). A vote was called, motion carried.



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Joanne Gaughan further suggested upon Cheryl's approval of the patch work, she would inform the Board if she is dissatisfied with their work. This way the Board could discuss an alternate contractor to finish the second part of the parking lot maintenance, if needed.

12. Parking Lot Maintenance:

The Board continued the discussion on the parking lot maintenance. Cheryl Ennis explained that it takes about thirty (30) days for the asphalt to cure prior to applying any sealant. She stated the recreation hall parking lot will be closed for forty-eight (48) hours during the sealant process. Cheryl would like to close the parking lot on a Friday until Sunday. We can set up a parking lot area on the green space for residents and guests to access the pool during this period.

13. Pressure Washing Abandoned Homes:

The Board discussed approving a contractor to pressure wash eight (8) abandoned homes in Holiday Park, and they concluded no driveways will be pressure washed during this project.

Harald Albinus made a motion for Jacob's Pressure Cleaning. Molly Stone seconded the motion.

Harald Albinus amended the motion with the understanding that the grounds maintenance will do the weeding prior to any pressure washing. Molly Stone seconded the motion.

Donna Matton, 265 Holiday Park Boulevard, asked when the homes would be pressure washed. She suggested in the month of August before residents return.

A vote was called to pressure wash homes, motion carried with one opposed.

14. Owner in "Good Standing Policy":

The Board discussed the approval for "Owner in Good Standing Policy". This policy explains the process for review and suspension of Park amenities, compound use, and property rentals should the owner not meet the definition per the Deed Restriction.

Harald Albinus made a motion to accept the "Owner in Good Standing Policy" as written. Marilyn Spall seconded the motion.

Molly Stone mentioned a discussion from an earlier date that we publish a list including all residents not in good standing.

Joanne Gaughan further suggested the office staff could compile and construct a form of owner's not in good standing and send out letters to these owners. She recommends the whole office to be vigilant.

15. Cancellation of Summer Board Meetings:

Becky Earnest made a motion to cancel summer Board meetings for June 22, July 13 & 27, and August 10 & 24, 2015 and will resume September 14, 2015. Harald Albinus seconded the motion. A vote was called, motion carried.



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16. **Public Comment:**
Eileen Kraus, 1121 Lindsey Court, mentioned the cracks in the sidewalks (near 400 Holiday Park Boulevard and Sunrise area).

17. **Trustees remarks:**
Harald Albinus had no comment.

Joanne Gaughan asked Phil Matton, Chairman, to give an update on the District Manager's contract. Phil stated the contract was signed. The Board had multiple questions regarding the validity of the contract. Phil stated he will contact the attorney. Phil asked Cheryl to give a copy of the signed contract to all Board members by morning. It was suggested the probation letter should be signed and dated by the District Manager. Another suggestion made from the Board is to establish a standard form for disciplinary actions.

Becky Earnest reminded everyone about the pre-planning seminar on Wednesday June 10, 2015.

Molly Stone asked when we will discuss the District Manager and the gardener job descriptions. It was explained the gardener position falls under the grounds maintenance description.

Marilyn Spall wanted to thank everyone for their support.

18. **Adjournment:**
There being no further business, a motion to adjourn was made by Becky Earnest and seconded by Harald Albinus. A vote was called, motion carried. The meeting adjourned at 8:27 PM.

Rebecca Earnest
Rebecca "Becky" Earnest, Secretary

9-17-2015
Date