



BOARD OF TRUSTEES: WORKSHOP MEETING MINUTES

September 28, 2015 at 7:00PM

1. Call to order

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

2. Invocation

By: Rebecca "Becky" Earnest, 1st Vice Chairman

3. Pledge of Allegiance

By: Philius "Phil" Matton, Chairman

4. Roll Call

By Joanne Gaughan, Secretary: Philius "Phil" Matton, Chairman; Joanne Gaughan, Secretary; Marilyn Spall, Treasurer; Rebecca "Becky" Earnest, 1st Vice Chairman; Marion "Molly" Stone, Assistant Secretary; Rodney "Rod" Lindsay, Trustee; Harald Albinus, 2nd Vice Chairman; Cathleen "Cathi" Brennan, Assistant Treasurer; Gregory "Greg" Clifford, Trustee, all acknowledged their presence. Cheryl Ennis, District Manager was present with Jessica Saeger recording.

5. Announcements by Chairman:

Phil Matton read his letter to the Board of Trustees, expressing his displeasure with their conduct and announced that Robert's Rules of Order will be adhered to during all future meetings. Phil mentioned that Ellouise Raffo was asked to help facilitate during future meetings, should the need arise. He will make copies of his letter and give to all Board members. (See: Attached)

Phil welcomed new Board members Cathi Brennan and Greg Clifford.

6. Consideration of Approving the Board Meeting Minutes of September 14, 2015:

Joanne Gaughan mentioned all motions will be italicized to bring out its prevalence.

Becky Earnest made a motion to approve the September 14, 2015 meeting minutes. Molly Stone seconded the motion. A vote was called, motion carried.

7. Commitment of Funds

The Board reviewed the 2014-2015 projects (ie. sealcoat in parking lot and actuarial services) in process to be completed in the 2015-2016 budget year. Cheryl Ennis, District Manager, stated our accountant recommended committing these funds into the next budget.

Bruce Crabb, 442 Neighborly Court, asked for clarification. Marilyn Spall explained.

Becky Earnest made a motion to approve the six thousand eight hundred seventy-six and ten cents (\$6,876.10) to the committed fund balance. Greg Clifford seconded the motion. A vote was called, motion carried.



8. Engagement of Berman Hopkins Wright & LaHam:

Becky Earnest made a motion to engage Berman Hopkins Wright & LaHam to perform the 2014-2015 financial audit for a fee not to exceed eleven thousand one hundred dollars (\$11,100.00). Harald Albinus seconded the motion.

Joanne Gaughan asked Cheryl if it is comparable to what we previously paid. Cheryl stated it is one hundred dollars (\$100.00) more than last year.

Greg Clifford asked if we used this firm in prior years. Cheryl explained the auditors have been used for at least the last five years.

A vote was called to engage Berman Hopkins Wright & LaHam to perform the 2014-2015 audit not to exceed eleven thousand one hundred dollars (\$11,100.00), motion carried.

9. Flood Insurance Policy Renewal:

The Board reviewed the flood insurance policies from Wright National Flood Insurance Company for the properties at 215 Holiday Park Boulevard and 162 Holiday Park Boulevard in the amount of six thousand three hundred seventy-five dollars (\$6375.00). The Board asked if flood insurance is necessary. Cheryl stated that Holiday Park is in a hundred year flood plan according to the maps. The Board would prefer more information and whether the Federal Government mandated the increase.

Harald Albinus made a motion to table the discussion until we receive more information. Greg Clifford seconded the motion.

Becky Earnest asked Cheryl if the Board will have time to table this topic before payment is due. Cheryl stated there is time.

Rod Lindsay asked for clarification on the diagram given to the Board. Cheryl explained.

Robert Silipigni, 420 Holiday Park, commented on flood insurance based on his policy.

Bruce Crabb, 442 Neighborly Court, commented on rising water and flood insurance. He brought to the Board's attention of a possible reduction of cost that should have taken place.

A vote was called to table this discussion until more information is received, motion carried.

10. Debt Write-Off:

The Board discussed writing-off old debt.

Molly Stone asked if the two abandon homes were previous to placing liens. Cheryl explained they were and gave an explanation for the decision.



Harald Albinus made a motion to write-off the debt for one hundred seventy-five dollars and eighty-two cents (\$175.82). Greg Clifford seconded the motion.

Marilyn Spall asked for clarification on the past employee's share of health insurance. Cheryl explained.

A vote was called to write-off the debt, motion carried.

11. Paint Exterior Recreation Building:

The Board discussed all three (3) quotes and considered the proposals for painting the recreation building. The Board had several questions regarding the quality of paint and the reason behind different contractor's pricing (ie. one coat versus two coats).

Becky Earnest made a motion to table this discussion until we receive more information on Painting by Frank Pasik with the estimate showing two coats of paint and the quality of paint used by all contractors. Harald Albinus seconded the motion. A vote was called, motion carried.

12. Recreation Hall Mansard Roof Replacement:

The Board discussed the different options of materials that could be used for the mansard roof replacement at the recreation building. The Board leaned toward the smooth finish aluminum with a barrel tile style.

Greg Clifford asked if the estimate included replacing the wood underneath. Cheryl explained price per foot is given, if replacement is necessary.

Bruce Crabb, 442 Neighborly Court, is concerned with water sitting on the roof. He suggested using the same roofing material as is on the gate house.

Marilyn Spall asked if the contractors could look at the roof regarding the drains. Cheryl said it is possible but a General Contractor should be the one to do it.

Joanne Gaughan asked if the contractors commented on drains. Cheryl explained they did not.

Greg Clifford asked if we ever hired consultants independently to the contractors. Phil stated that we did hire an independent contractor for the road work. Greg stated that he is uncomfortable without having an expert in the field. He was told it would be a costly expense.

Joanne Gaughan asked to receive from the contractors the following information: commercial references, timelines, and company backgrounds (ie. BBB).

Harald Albinus made a motion for the smooth finish aluminum with a barrel tile style. Becky Earnest seconded the motion. A vote was called, motion carried.



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

13. ADA Door Opener:

Cheryl explained the reason for presenting the quote for ADA Door Opener from CDA Solutions. Molly Stone strongly suggested the importance to having an ADA door opener installed in the recreation hall. The Board seemed split on the discussion.

Patti Peck, 1014 Willow Court, suggested the handicap accessible door opener be installed on the back door.

Marilyn Spall asked if the ADA door opener could be reinstalled to a potential future new door. She was told it is possible.

After careful discussion, the Board decided to table this topic for the next meeting.

*Becky Earnest made a motion to get a quote for an ADA door opener on the backdoor.
Harald Albinus seconded the motion. A vote was called, motion carried.*

14. Public Comments:

Robert Silipigni, 420 Holiday Park, asked the Board for clarification about a response he received from the District office regarding a complaint. The Board explained.

15. Trustees remarks:

Rod Lindsay had no comment.

Molly Stone stated the ditches need some care.

Cathi Brennan suggested defining commercial vehicle.

Marilyn Spall thanked everyone for coming.

Harald Albinus commented on commercial vehicles.

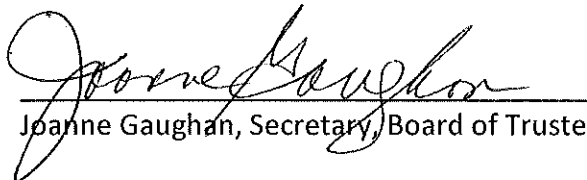
Greg Clifford had no comment.

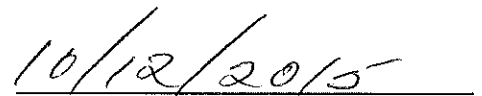
Joanne Gaughan gave a suggestion for future workshops agendas. She recommended the Board having an opportunity to discuss the budget at every workshop meeting. She stated Act or Agree.

Becky Earnest stated her concerns regarding the bamboo at a resident's home.

16. Adjournment:

There being no further business, a motion to adjourn was made by Becky Earnest and seconded by Phil Matton. A vote was called, motion carried. The meeting adjourned at 8:24 PM.


Joanne Gaughan, Secretary, Board of Trustee


Date