



## BOARD OF TRUSTEE: REGULAR MEETING MINUTES

November 9, 2015 at 7:00 PM

**1. Call to order**

By: Philias "Phil" Matton, Chairman at 7:02 PM

**2. Invocation**

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

**3. Pledge of Allegiance**

By: Philias "Phil" Matton, Chairman

**4. Roll Call**

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

**5. Announcements by Chairman:**

Phil Matton reminded everyone to remember our Veterans.

He mentioned to all trustees that the District Manager's evaluations are due this evening. Phil Matton briefly explained a Park resident suggested the possibility of creating a Residency Advisement Group. He continued to explain that this committee would be the eyes and ears for the trustees and that it would be discussed in greater length at a future meeting.

Phil asked if all trustees would be present on December 28, 2015 for a regular scheduled board meeting. It was decided not to reschedule the meeting.

**6. Consideration of Approving the Board Meeting Minutes of October 26, 2015:**

*Becky Earnest made a motion to approve the October 26, 2015 meeting minutes. Marilyn Spall seconded the motion. A vote was called, motion carried.*

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

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

**8. Mansard Roof Replacement Color--All Pro Florida Roofing approved [Continued 10-26-15]:**

The Board discussed approving the Permatile roofing color (ie., terra cotta and colonial red) for the mansard roof on the recreation building.



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*Rod Lindsay made a motion to approve the darker color (ie., colonial red). Becky Earnest seconded the motion. A vote was called, motion carried.*

**9. Exterior Building Paint Color – Customers 1<sup>st</sup> Choice approved [Continued 9-28-15]:**

The Board discussed the paint color combinations for the recreation building and trim color for the windows.

Marilyn Spall suggested in the future adding the name of the paint colors to help distinguish between the color combinations.

*Molly Stone made a motion for color combination number one (1) (eg., 0377 Montezuma). Rod Lindsay seconded the motion. A vote was called, motion carried.*

**10. Hiring Policy [continued from October 26<sup>th</sup> meeting]:**

The Board continued the previous discussion on the hiring policy and if the District should give residents preference over potential candidates outside the park.

Joanne Gaughan stated it was never suggested that a resident receive preferential employment treatment just be allowed to apply.

Molly Stone asked for clarification on what information employees can view about residents by accessing the District's computer system. It was explained.

*Rod Lindsay made a motion that preference should be given to the most qualified applicant. Molly Stone seconded the motion. A vote was called, motion carried.*

**11. Employee Luncheon:**

The Board considered December 18, 2015 at 12:30 PM as a tentative date and time for the employee holiday luncheon. Joanne Gaughan explained that HPPOA has always participated and contributed with the employee holiday luncheon and has agreed to again.

Joanne Gaughan suggested to all trustees, if approved, to donate desserts for the luncheon. Rod Lindsay asked how many attendees. Joanne stated under forty (40) people between employees, HPPOA, and Trustee Board members.

*Harald Albinus made a motion for the employee holiday luncheon to be held on December 18 at 12:30 PM. Becky Earnest seconded the motion. A vote was called, motion carried.*

**12. Review of Advertisement for District Manager Position:**

Phil Matton announced a resident of the Park, Cathi Brennan, meets all the requirements as a District Manager.

Joanne Gaughan mentioned that she revised a Holiday Park earlier advertisement. She gave a copy to all trustees prior to the meeting and asked for their input during the meeting. All Board members commented and gave their input.

Cathi Brennan suggested making a separate email account (ie., gmail) strictly for the trustees to receive



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resumes for this position.

Allison Kelly, 1054 Sunflower Lane, reminded everyone the goal for the advertisement is to eliminate people who are not qualified for the position.

Bob Shearer, 382 Holiday Park Boulevard, mentioned using the talent of the Park to revise the ad. He suggested using two (2) residents and a trustee to come up with the advertisement.

Phil Matton asked Allison Kelly if she would help revise the advertisement.

*Becky Earnest made a motion for Joanne Gaughan, Allison Kelly, and Bob Shearer to give the go ahead on revising the advertisement and submit it to the Florida Today paper, Monster, Craigslist, and Employ Florida. Marilyn Spall seconded the motion.*

Greg Clifford asked for clarification on the interviewing process. Phil Matton explained.

Rod Lindsay asked Joanne Gaughan if there is a copy available of questions used in prior interviews.

*A vote was called and the motion carried.*

**13. Consideration of extending hours for District Clerk to a full time:**

Under the current circumstances, Phil wanted to consider extending hours for the District Clerk. He asked for all trustee comments.

Harald Albinus agreed to extended hours.

Joanne Gaughan agreed to extended hours, but would like the hours utilized between sharing information between District Manager, Administrative Assistant, and District Clerk.

Becky Earnest suggested closing the office for an hour a day, on a temporary basis to allow the office personnel to prepare for the transition.

Rod Lindsay asked if she would be permanent full-time.

Molly Stone asked if there is enough money in the budget. Marilyn Spall explained the budget allows it.

Marilyn Spall asked if we need two full-time positions in the office. Joanne explained our sister park has a District Manager and two full-time employees. She continued explaining the hours and responsibilities of the positions held at our sister park.

*Harald Albinus made a motion to approve the extended the District Clerk's hours to full-time. Becky Earnest seconded the motion.*

Allison Kelly, 1054 Sunflower Lane, stated having a second full-time employee is an excellent idea due to our tier level management.



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Barbara Hoffman, 1021 Little Court, mentioned bringing office hours down to thirty-five (35) hours could help with our budget.

Bob Shearer, 382 Holiday Park Boulevard, commented on the business world today.

*A vote was called to extend the District Clerk's hours, motion carried.*

**14. Resignation Letter, District Manager:**

Phil Matton explained that the District Manager gave her thirty (30) day notice to resign from her position. The Board discussed the options to either allow her to continue working the thirty (30) days or to release her immediately.

Becky Earnest stated Cheryl Ennis gave a thirty (30) day notice and we should utilize it.

Rod Lindsay agreed as we need Cheryl's expertise.

Molly Stone reminded everyone about the upcoming projects on the Recreation Center.

Phil Matton stated he spoke with the Park's attorney and the Park has a choice whether or not to remove her immediately.

*Harald Albinus made a motion for Cheryl Ennis to stay for the thirty (30) days. Joanne Gaughan and Rod Lindsay seconded the motion.*

Bob Shearer, 382 Holiday Park Boulevard, commented on the topic.

Jon Bonasera, 370 Holiday Park Boulevard, commented on the topic.

Steve Ambrose, 241 Blossom Lane, commented on the topic.

Barbara Kirsch, 349 Holiday Park Boulevard, commented on the topic

Allison Kelly, 1054 Sunflower Lane, mentioned asking Cheryl her thoughts.

Harald Albinus stated on no account a District Manager should be belittled or attacked during any public meeting.

*A vote was called and the motion carried.*

**15. Public Comments:**

Jean Beach, 1090 Moonlight Court, mentioned she was working with Cheryl on Holiday Park's Employee Manual. Jean suggested not pushing this project to the backburner. Phil explained it will be put on the next agenda.

**16. Trustees remarks:**

Rod Lindsay had no comment.



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Molly Stone asked about our lawn mower because oil is leaking on our roads.

Cathi Brennan had no comment.

Marilyn Spall thanked everyone for coming.

Joanne Gaughan had no comment.

Becky Earnest wanted to update everyone on store hours at CVS. They will no longer be open twenty-four (24) hours, beginning December 6, 2015, store hours will start at 9AM through 10PM and the pharmacy hours will start at 9 AM through 9PM. AARP safe driving course will be February 2, 2015. If anyone is interested, please contact her. She reminded everyone of the HPPOA fundraiser at Texas Roadhouse this Thursday, November 12, 2015.

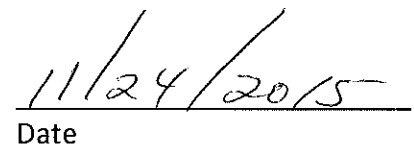
Greg Clifford had no comment.

Harald Albinus had no comment.

**17. 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 8:02 PM.*

  
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Joanne Gaughan, Secretary Board of Trustee

  
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Date