



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

BOARD OF TRUSTEES

WORKSHOP MEETING AGENDA

February 23, 2015 - 7:00 PM

Philius "Phil" Matton
Chairperson

Allison Kelly
1st Vice-Chairman

Rebecca "Becky" Earnest
Secretary

Thomas "Tom" Mahon
Treasurer

Harald Albinus
Trustee

Cheryl Ennis
District Manager

Joanne Gaughan
2nd Vice-Chairman

Marion "Molly" Stone
Assistant Secretary

Marilyn Spall
Assistant Treasurer

Rodney "Rod" Lindsay
Trustee

Karl Bohne, Jr.
District's Attorney

* To comment on an item, after you have been recognized by the Chair, please go to the microphone and clearly give your name and address for the record. You may speak for up to three minutes. Note: If formal action is to be taken on an item by the Board, public comment will be requested prior to the vote.

NOTE: MINUTES OF BOARD MEETING ARE PREPARED IN SUMMARY FORM ONLY. PER CHAPTER 286.0105 FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL A DECISION OF THE BOARD HE/SHE SHOULD ARRANGE FOR A VERBATIM RECORD OF THE PROCEEDINGS WHICH INCLUDES THE TESTIMONY IN EVIDENCE ON WHICH THE APPEAL IS MADE.

"A community intended and operated for persons 55 and older"

1. **Call to order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Announcements by Chairman**
6. **Financial Audit (2013-'14)**
 - Independent financial audit report for fiscal year ending September 30, 2011
 - Attachment: 2013-'14 Audit report
 - Presentation: Ross Whitley, CPA - Berman, Hopkins, Wright & Laham
 - Motion - to accept Audit Report authorize advertising and filing with Florida Auditor General and Department of Financial Services
 - Trustee comment
 - Public comment
 - Call for vote
8. **Managers Report**
 - Review of current projects
 - Attachment: Managers Report for February
 - Motion to accept report
 - Trustee comment
 - Public comment
7. **Department Heads - Review of Responsibilities**
 - Gate Attendants – Bruce Gilbert
 - Custodial Staff - Jose Rivera
 - Grounds Staff - Pat Hartwell
8. **Trustee project updates**
9. **Public Comment**
10. **Trustee Remarks**
11. **Adjournment**



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2/20/15

Manager's Report – February 2015

1. The electrical for the pool utilities has been moved out of the old utility room and reinstalled on the outside of the building for the pool-restrooms. The inspector has reviewed the project and signed off on the permit. The demo is expected to start the first week in March. The contractor has scheduled for one week for the project. The pool will closed during that time.
2. Grounds Staff continues trimming debris off fence along the Palm Bay canal. Finished work on the horseshoe pits.
3. The new parts for the marquee arrived this past week and will be installed this week. Ceiling in kitchen was repaired by Bob Shearer and painted by custodial staff.
4. The Office has completed the ballots for the Restated Deed Restrictions and they are ready for pick-up. We will hold them until Wednesday any remaining will be mailed.