



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

BOARD OF TRUSTEES: REGULAR MEETING MINUTES

December 14, 2015 at 7:00PM

1. Call to order

By: Rebecca "Becky" Earnest, 1st Vice Chairman at 7:00 PM

2. Invocation

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

3. Pledge of Allegiance

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

4. Roll Call

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

5. Announcements by Chairman:

Becky Earnest, 1st Vice Chairman, mentioned the employee manual will be discussed during our meeting held on January 11th, 2016. She reminded the Board that the employee appreciation luncheon will be held on December 18th at 12:30PM.

Becky mentioned if anyone is interested in becoming a trustee to submit their new letters of intent. She stated Sharon Johnson will take some vacation time beginning the 22nd of December and would like Trustees to volunteer and help cover Jessica's lunch on those days.

Becky inquired from all Trustees about their attendance for the December 28th, 2015 workshop meeting.

6. Resignation Letter -- Philius "Phil" Matton Chairman Board of Trustees (District 8):

Becky Earnest announced receiving a letter of resignation from Philius "Phil" Matton.

Greg Clifford made a motion to accept Philius "Phil" Matton letter of resignation. Harald Albinus seconded the motion.

Molly Stone mentioned writing a letter of recognition, thanking him for his service. It was agreed and assigned to the secretary.

A vote was called to approve the resignation letter, motion carried.

7. Consideration of Approving the Board Meeting Minutes of November 23, 2015:

Harald Albinus made a motion to approve the minutes for November 23, 2015. Greg



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

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

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

Cathi Brennan asked for clarification on the loan balance sheets. She was directed to bring that question to our accountant for the explanation.

Joanne Gaughan made a motion to file for audit. Molly Stone seconded the motion. A vote was called, motion carried.

Marilyn Spall explained that the auditors were on site today. Marilyn further explained Brevard County will auction off more properties in the Park and continued stating that the District office will provide any information received about the auction to the Trustees.

Sharon Johnson and Jessica Saeger were asked to leave the room. Marilyn Spall mentioned consideration towards giving all employees a one-time bonus due to the rough year. The Board did not all agree. Becky Earnest interjected and mentioned accepting an Acting District Manager and how previous procedures were handled in 2013. It was not encouraged. The Board continued discussion on the office staff's additional responsibilities and a potential temporary monetary supplement.

Allison Kelly, 1054 Sunflower, commented on the topic.

Leanne Johnson, 309 Holiday Park, commented on the topic.

Bruce Crabb, 442 Neighborly Court, mentioned that all Trustees should work in the office part-time.

Harald Albinus made a motion to consider a bonus for Sharon and Jessica after we have a new manager and no year-end bonus. Joanne Gaughan seconded the motion.

A vote was called to give Sharon and Jessica a stipend in an undetermined amount after a new District Manager is hired, motion carried.

Sharon Johnson and Jessica Saeger were asked to re-enter the meeting.

9. **Discussion on ADA Replacement Door with Opener for Recreation Hall Back Door:**
Joanne Gaughan explained the reasoning behind adding this item to the agenda. The HPPOA allotted twenty-five hundred dollars (\$2500.00) for the handicap accessibility. Joanne Gaughan stated our existing doors do not meet the current building code. We will need an engineer's drawing and concrete work done.

Becky Earnest asked Marilyn Spall if we have money in the budget for the door repair. Marilyn explained there is money in the reserves to cover the expenses. The Board reviewed and discussed the



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

quote given by CDA Solutions for the ADA Replacement Door with opener. Harald Albinus suggested getting other quotes. Joanne stated using the same specs from the current proposal. Bruce Crabb, 442 Neighborly Court, asked for clarification on the topic.

Steve Ambrose, 241 Blossom Lane, suggested adding more handicap parking spots near the back door. Becky Earnest explained it is done by a ratio and we will look into it.

10. Approval of the maintenance on the exhaust hood repair:

Joanne Gaughan made a motion to approve the invoice in the amount of five hundred sixty-eight dollars (\$568.00) to Southern Fire System for the maintenance and upkeep of the hooded exhaust fans in the kitchen. Marilyn Spall seconded the motion. A vote was called, motion carried.

11. District Manager- Recruitment:

The Board discussed different interviewing techniques.

Harald Albinus suggested having each candidate individually interviewed with the entire Board present.

Molly Stone suggested setting a special meeting for interviews.

Harald Albinus made a motion to bring in each candidate individually in front of the entire Board on January 6, 2016 at 1PM to ask questions and by using a score sheet.

The Board decided that skype is an option for an initial interview with the candidate from Philadelphia. All other applicants will be asked to come to the Park for interviews.

The Board determined that Harald Albinus will be in charge of the time during the interviews. The Board set interviews for the 6th of January at 1:00PM and this meeting is open to the public.

Leanne Johnson, 309 Holiday Park Boulevard, commented on the topic.

Allison Kelly, 1054 Sunflower Lane, commented on the interview techniques.

12. District Manager- Recruitment:

Becky Earnest mentioned the Board should set a salary for District Manager's position. The Board debated on a base salary.

Bruce Crabb, 442 Neighborly Court, gave his recommendations on setting a salary.

Allison Kelly, 1054 Sunflower Lane, gave her recommendations to the Board. District Manager's qualifications should be managing, budgeting, grant writing and knowledge of the Sunshine Laws.

Brenda Ambrose, 241 Blossom Court, gave her recommendations for a starting salary.



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

Harald Albinus made a motion for starting salary of forty-five thousand dollars (\$45,000.00). Cathi Brennan seconded the motion. A vote was called. A roll call was taken.

Roll call:
Rod Lindsay- no
Molly Stone- no
Cathi Brennan- yes
Marilyn Spall- no
Joanne Gaughan- yes
Greg Clifford- no
Harald Albinus- yes

Rod Lindsay made a motion for starting salary to begin at forty thousand dollars (\$40,000.00). Molly Stone seconded the motion. A vote was called. A roll call was taken.

Roll call:
Rod Lindsay- yes
Molly Stone- yes
Cathi Brennan-yes
Marilyn Spall-yes
Joanne Gaughan-yes
Greg Clifford-yes
Harald Albinus-no

A vote was called for starting salary to begin at forty thousand dollars (\$40,000.00), motion carried.

13. Appointment for Acting District Manager:

The Board decided against appointing an Acting District Manager. Rod Lindsay suggested designating Sharon Johnson as a senior office representative.

14. Public Comments:

David Peck, 1041 Willow Court, announced Leanne Johnson resigned from ACC Board and mentioned that she was very instrumental to the Board and wanted to thank her for her time. The secretary was asked to send a letter of thanks to Leanne.

Brenda Ambrose, 241 Blossom Lane, reminded everyone about the Christmas Eve Open House from 2-4PM. We will have music including sing-a-longs, BYOD and bring a snack to share.

15. Trustees remarks:

Rod Lindsay made no comment.
Molly Stone wished everyone a Merry Christmas.
Cathi Brennan made no comment.
Marilyn Spall wished everyone a Merry Christmas.
Harald Albinus made no comment.



**PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT**

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

Greg Clifford made no comment.

Joanne Gaughan reminded the Trustees about the employee's appreciation luncheon and to bring a dessert to share.

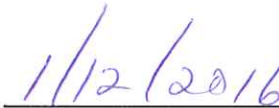
Becky Earnest asked if we will have a quorum for December 28, 2015. She reminded everyone about TGIF on December 18th from 4-6PM.

16. Adjournment:

There being no further business, a motion to adjourn was made by Joanne Gaughan and seconded by Harald Albinus. A vote was called, motion carried. The meeting adjourned at 8:30 PM.



Joanne Gaughan, Secretary, Board of Trustee



Date