



# PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

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## BOARD OF TRUSTEE: REGULAR MEETING MINUTES

January 11, 2016 at 7:00PM

**1. Meeting call to order**

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

**2. Invocation**

By: Rebecca "Becky" Earnest, Chairman

**3. Pledge of Allegiance**

By: Rebecca "Becky" Earnest, Chairman

**4. Roll Call**

By Joanne Gaughan, Secretary: Joanne Gaughan, Secretary; Marilyn Spall, Assistant Treasurer; Rebecca "Becky" Earnest, Chairman; Keith Rittscher, 1<sup>st</sup> Vice Chairman, Marion "Molly" Stone, Assistant Secretary; Cathleen "Cathi" Brennan, Treasurer; Rodney "Rod" Lindsay, Trustee; Harald Albinus, 2nd Vice Chairman, all acknowledged their presence. Absent: Gregory "Greg" Clifford, Trustee. Sharon Johnson, Administrative Assistant was present and Jessica Saeger, District Clerk recording.

**5. Announcements by Chairman:**

Becky Earnest requested cell phones be put on silent. She announced receiving a letter of resignation from Greg Clifford and stated that we should thank him for his time on the Board.

*Keith Rittscher made a motion to accept Greg Clifford's letter of resignation. Rod Lindsay seconded the motion. A vote was called, motion carried.*

Becky reminded everyone to be civil throughout all board meetings. She continued to explain that everyone will have different opinions but to remain courteous of one another.

**6. Consideration of Approving the Board Meeting Minutes of December 14, 2015, January 5, 2016 and January 6, 2016:**

*Molly Stone made a motion to approve the December 14, 2015 meeting minutes with corrections. Marilyn Spall seconded the motion. A vote was called, motion carried.*

*Molly Stone made a motion to approve the January 5, 2016 meeting minutes. Rod Lindsay seconded the motion. A vote was called, motion carried.*

*Cathi Brennan made a motion to approve the January 6, 2016 meeting minutes with corrections. Keith Rittscher seconded the motion. A vote was called, motion carried.*

**7. Approval for Special Meeting:**

The Board approved a Special Meeting on January 21, 2016 at 3:00PM for reviewing the Holiday Park Employee Personnel Policy Manual.



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## 8. Treasurer's Report- Presentation of the Financial Reports for the Month of November 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 November 2015 was made by Cathi Brennan.

*Marilyn Spall made a motion to accept the Treasurer's report. Keith Rittscher seconded the motion. A vote was called, motion carried.*

## 9. Treasurer- Audit Update and Accounting Services:

Becky Earnest explained that no recommendations were requested by the auditors so the audit went well. Becky stated our accountant gave her letter of engagement requesting an increase in pay. She continued to explain that the accountant has not had an increase in salary for three (3) years. The Board discussed various questions relating to the letter of engagement. It was mentioned the accountant should provide a new letter of engagement each year to avoid any lapses.

*Cathi Brennan made a motion to increase the accountants pay five percent (5%) for 2016 bringing the monthly total to eight hundred sixty-six dollars (\$866.00). Keith Rittscher seconded the motion.*

Becky asked Cathi to write a letter back to the accountant, present the Board's questions (ie., current month ends, and statement received online ) and define the increase in pay.

Joanne Gaughan mentioned having a backup accountant. She gave the name of the Park's former accountant to the office but explained that someone will need to contact this person.

Public comments were made regarding clarifications of the accountant's role.

*A vote was called to approve an increase of five percent (5%), motion passed.*

## 10. District Manager Recruitment, [DM Recruitment, 01-06-16, Agenda Item #6]:

Keith Rittscher, 1<sup>st</sup> Vice Chairman, gave an update on the top three candidates. Michael Scott (skype) declined based on the salary offered. Jody Storozuk is willing to negotiate with increasing the salary to forty- five thousand dollars (\$45,000.00). Lydia Colon stated that forty thousand dollars (\$40,000.00) would be an acceptable salary.

The Board decided to add a Special Meeting on January 21, 2016 at 2:00PM for a second interview with both candidates.

## 11. District Manager Recruitment:

The Board discussed the email received for the District's attorney.

*Joanne Gaughan made a motion to offer benefits to include: shared health insurance, five (5) sick days, nine (9) paid holidays, two (2) personal days, and one (1) week of paid*



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*vacation given at six (6) months and one (1) additional week of paid vacation at the end of one (1) year. Marilyn Spall seconded the motion.*

Public comments were made on various ideas and concerns.

*A vote was made for the benefit package, motion carried.*

## **12. Owners Not in "Good Standing"**

Becky Earnest asked the entire Board to give some thought towards establishing a fine system for owners not in "good standing". She asked for this topic to be added to an upcoming agenda.

## **13. Purchase Order Approval- Windows 7:**

*Cathi Brennan made a motion to explore purchasing a new desktop computer not to exceed six hundred dollars (\$600.00) with Windows 10 already installed. Molly Stone seconded the motion.*

The Board asked Harald Albinus to provide the research for the new computer.

*A vote was called, motion passed.*

## **14. Purchase Order Approval- Network Backup:**

*Harald Albinus made a motion to approve the backup system. Cathi Brennan seconded the motion. A vote was called, motion passed.*

## **15. Public Comments:**

Bob Shearer, 382 Holiday Park Boulevard, asked the Board to provide him with the information from past grants (ie, amounts).

Sharon Johnson, Administrative Assistant, thanked everyone who helped with decals and reminded everyone that decals will be issued again tomorrow, January 12<sup>th</sup> between 9-11AM.

## **16. Trustees remarks:**

Rod Lindsay thanked all residents for their participation.

Molly Stone agreed with Rod's statement.

Cathi Brennan thanked everyone for coming this evening.

Harald Albinus made no comment.

Joanne Gaughan stated that she and Sharon will be meeting with the lawn crew to discuss complaints received by the office. She also reminded residents that they must take responsibility for the upkeep of property they own.

Becky Earnest reminded everyone of the fundraiser at Fire Up Grill. She also reminded everyone about the Flea Market on January 16, 2016.



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**17. Adjournment:**

*There being no further business, a motion to adjourn was made by Joanne Gaughan and seconded by Marilyn Spall. A vote was called, motion carried. The meeting adjourned at 8:35 PM.*

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Joanne Gaughan, Secretary, Board of Trustee

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Date