



# 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 TRUSTEES: REGULAR MEETING MINUTES

January 25, 2016 at 7:00PM

**1. Meeting call to order**

By: Rebecca "Becky" Earnest, Chairman at 7:03 PM

**2. Invocation**

By: Keith Rittscher, 1st Vice 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, all acknowledged their presence. Absent: Harald Albinus, 2<sup>nd</sup> Vice Chairman. Vacant: Trustee. Sharon Johnson, Administrative Assistant was present with Jessica Saeger recording.

**5. Announcements by Chairman:**

Becky Earnest announced that Ross Whitley, CPA will be attending the meeting this evening. When he arrives we will allow for his presentation before moving forward with our agenda.

Becky stated she was given the information requested about past grants. She continued to explain that if anyone is interested in reviewing the paperwork to come and see her. Becky also asked all board members to bring their handbooks to the office for necessary updates.

**6. Consideration of Approving the Board Meeting Minutes of December 28, 2015 and January 11, 2016:**

*Keith Rittscher made a motion to approve the December 28, 2015 meeting minutes. Marilyn Spall seconded the motion. A vote was called, motion carried.*

*Cathi Brennan made a motion to approve the January 11, 2016 meeting minutes with corrections. Keith Rittscher seconded the motion. A vote was called, motion carried.*

**7. Purchase Order Approval (continued from 01/11/16, Agenda Item# 13):**

Prior to the meeting, Harald Albinus gave specifications on two different computers. The Board concluded more information on the computers is needed. It was determined that the Park's IT guy and Dell should be contacted for feedback.

*Molly Stone made a motion to table until next meeting. Rod Lindsay seconded the motion. A vote was called, motion passed.*



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**8. Accounting Services (continued from 01/11/16, Agenda Item #9):**

Joanne Gaughan summarized the events leading to the continued discussion on the accountant's cost review.

*Rod Lindsay made a motion to send the original letter (written by Cathi) and have our secretary write another letter stating our counter offer to the accountant's verbal response including the five percent (5%) retroact to October 1st. Also, the letter will propose that the accountant will submit her engagement letter prior to the new budget and that timely statements will be submitted to the Board. Keith Rittscher seconded the motion.*

Public comments were made.

*A vote was called, motion passed.*

**9A. Owner not in "Good Standing":**

Sharon Johnson explained the situation behind needing the Board's decision. The resident at 201 Cheswick asked for permission to allow a renter to live with her. She is behind in her taxes and the current Deed Restrictions state that you may not rent out your property when in arrears. The resident brought in paperwork from her doctor and pastor about her physician condition. Sharon continued to state that the resident had done everything asked of her. The Board discussed several ideas and concerns on this topic.

*Keith Rittscher made a motion to allow the variance of a caregiver for up to one (1) year and re-evaluate after the year. Joanne Gaughan seconded the motion.*

Public comments and concerns were made on this topic.

*A vote was called, motion passed with two opposed.*

**9B. Owners not in "Good Standing":**

Joanne Gaughan mentioned that the District's violation letters are in the process of being revised and revamped.

Becky Earnest asked that this subject be put on February 8 agenda.

Marilyn Spall asked if we have a list of violations or if a list of violations could be provided. Joanne explained information is in our Deed Restrictions, Rules and Regulations, and Architecture Control Committee's (A.C.C.) Rules and Regulations.

**10. District Office Report- Project Updates:**

Sharon Johnson, Administrative Assistant, gave the Board an update on all pending projects throughout the Park including distribution of owner decals. Becky thanked Sharon for presenting the project report.



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**11. Financial Audit (2014-'15):**

Ross Whitley, CPA from Berman Hopkins Wright & LaHam presented an overview of the financial audit for year ending September 30, 2015. The Board received the completed Financial Audit for review during the meeting. Ross explained the Park made a positive change in position. He continued to state that the audit went really well this year considering the District was without a Manager during the audit.

*Joanne Gaughan made a motion to accept the audit report. Rod Lindsay seconded the motion. A vote was called, motion passed.*

**12. Public Comment:**

Jim Gahan, 464 Holiday Park Boulevard, reminded the Board to accept the audit.

Robert Silipigni, 420 Holiday Park Boulevard, asked about the status on a decision for a District Manager. Becky explained.

**13. Trustee Comment:**

Rod Lindsay made no comment.

Molly Stone made no comment.

Marilyn Spall reminded everyone that the Recreation Hall parking lot is only to be used as a short-term parking. It can be arranged with the office but not more than forty-eight (48) hour time frame. She thanked everyone for attending.

Joanne Gaughan gave a synopsis of the meeting she had with the grounds crew.

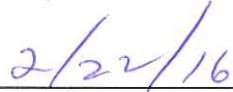
Keith Rittscher thanked everyone for coming and bringing their ideas.

Becky reminded everyone about the upcoming fundraiser at Texas Roadhouse. Come out and support us.

**14. Adjournment:**

*There being no further business, a motion to adjourn was made by Joanne Gaughan and seconded by Keith Rittscher. A vote was called, motion carried. The meeting adjourned at 8:59PM.*

  
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Joanne Gaughan, Secretary, Board of Trustees

  
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Date