



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 TRUSTEE: REGULAR MEETING MINUTES

February 8, 2016 at 7:00PM

1. Meeting call to order

By: Rebecca "Becky" Earnest, Chairman at 7:04 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, 1st Vice Chairman, Marion "Molly" Stone, Assistant Secretary; Cathleen "Cathi" Brennan, Treasurer; Rodney "Rod" Lindsay, Trustee; Harald Albinus, 2nd Vice Chairman, all acknowledged their presence. Vacant: Trustee. Sharon Johnson, Administrative Assistant was present and Jessica Saeger, District Clerk recording.

5. Announcements by Chairman:

Becky Earnest reminded everyone about the vacant seat on the Board. If anyone is interested, to contact a Trustee or the office and submit a letter of intent.

Becky stated receiving a response from our accountant on the engagement letter. Becky asked for the Board to make a motion to allow this topic to be added to the agenda.

Keith Rittscher made the motion to add discussion to the agenda (7A) about the response to the engagement letter. Cathi Brennan seconded the motion. A vote was called, motion passed.

Becky reminded everyone to silence their phones during the meeting.

Becky asked the Board to add another agenda topic to discuss background check companies.

Harald Albinus made a motion to add to the agenda (10A) discussion for background check companies. Joanne Gaughan seconded the motion. A vote was called, motion passed.

6. Consideration of Approving the Board Meeting Minutes of January 21, 2016:

The meeting minutes for January 21, 2016 was posted on the bulletin board, District website, and distributed to the Board prior to the meeting.

Molly Stone made a motion to approve the minutes for January 21, 2016. Keith Rittscher seconded the motion. A vote was called, motion carried.



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7. Treasurer's Report- Presentation of the Financial Reports for the Month of December 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 December 2015 was made by Cathi Brennan.

It was questioned why our financial reports do not fall on the current month. Becky Earnest explained one reason is due to our by-laws. She continued to state our workshop meetings do not include a treasurer's report item number.

Marilyn Spall made a motion to accept the treasurer's report. Joanne Gaughan seconded the motion. A vote was called, motion carried.

7A. Engagement Letter from Accountant:

The Board discussed different options for the accountant to possibly use to provide current monthly reports.

Joanne Gaughan made a motion to accept the engagement letter signed with a caveat (#4) from the Board's previous letter. Cathi Brennan seconded the motion. A vote was called, motion passed.

8. Renew Yearly Contract Heating Ventilation and Air Conditioner (HVAC) Service

Keith Rittscher made a motion to renew the yearly contract from Platt's Air & Heat. The second motion was not audible through written or audio record. A vote was called, motion passed.

John LaLima, 1055 Sunflower Lane, commented on how a proposal should read.

9. Computer update (continued from 1/11/16, Agenda #13):

Becky Earnest updated the Board on the computer upgrade. She explained the situation surrounding her decision to purchase the refurbished hard drive from our IT technician.

Keith Rittscher made a motion to gratify Becky's approval. Joanne Gaughan seconded the motion, A vote was called, motion passed.

Becky explained to everyone since we do not have a District Manager we are adding items such as this to the agendas for approval. She continued to state anything less than five hundred dollars (\$500.00) would be automatically approved by the District Manager.

10. Owners not in "Good Standing" (continued from 1/25/16, Agenda #9B):

Becky Earnest explained a fine system is currently not in place and would like discussion on it.

Leanne Johnson, 309 Holiday Park Boulevard, gave details on a local fining committee in another housing development.



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Joanne Gaughan suggested breaking down the fining system into three (3) categories: Deed Restriction, Rules and Regulations of the District, and the Rules and Regulations of the Architecture Control Committee (A.C.C.).

Richard Wilkinson, 1150 Center Lane, commented on the decal system.

Howie Sprague, 126 Holiday Park Boulevard, commented on the decal system.

Elaine Wilde, 1181 Lindsey Court, commented on members in good standing. She also stated that the Park has a number of properties that need to be cleaned.

Bob Shearer, 382 Holiday Park Boulevard, commented on the fine system.

John LaLima, 1055 Sunflower Lane, expressed his concerns with the fine systems.

Bruce Crabb, 442 Neighborly Court, suggested making a flyer that could be given out prior to decals to help eliminate any confusion on dates and times.

10A. Background Check Companies:

The Board was given information on different companies and pricing for background checks.

Keith Rittscher made a motion to use Justifacts and to accept the full background package quoted excluding the education. Harald Albinus seconded the motion.

Joanne Gaughan read the list of information for the background package.

A vote was called to use Justifacts, motion carried.

Harald Albinus made a motion to hold a Special meeting on February 18, 2016 at 2:00PM only if we have the background check back.

11. District Manager Job Description:

Becky Earnest asked Molly Stone to help with grammatical corrections on the District Manager job description.

Harald Albinus made a motion to accept the District Manager job description with corrections. Keith Rittscher seconded the motion. A vote was called, motion passed.

12. Public Comment:

Bruce Crabb, 442 Neighborly Court, voiced his concerns on "owner not in good standing" and not approving the minutes on January 25, 2016.

Shirley Cadieux, 100 Cheswick, voiced her concerns regarding feral cats and raccoons and asked the Board for assistance in solving this issue.



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Mary Evans, 134 Holiday Park Boulevard, explained that a feral cat colony is located behind Siggy's bar. Bob Shearer, 382 Holiday Park Boulevard, questioned the Board on when the District Manager's job description education qualifications would be completed.

Jean Beach, 1090 Moonlight Court, requested that the answer machine be changed. She also asked for clarification on Chairman voting in Robert's Rules of Order.

Allison Kelly, 1054 Sunflower Lane, suggested that the Board look into if they can legally override the Deed Restrictions that the community has voted on.


John LaLima, 1055 Sunflower Lane, suggested the office should contact the Department of Health about the vacant homes and the potential health risks.

13. Trustee Comment:

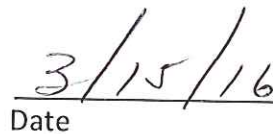
No comments were made by the trustees.

14. Adjournment:

There being no further business to come before the Board, a motion to adjourn was made by Keith Rittscher and seconded by Harald Albinus. A vote was called, motion carried. The meeting adjourned at 9:11 PM.



Joanne Gaughan, Secretary, Board of Trustee



Date