



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

March 14, 2016 at 7:00PM

1. Meeting call to order

By: Harald Albinus, 2nd Vice Chairman at 7:00PM

2. Invocation

By: Harald Albinus, 2nd Vice Chairman

3. Pledge of Allegiance

By: Harald Albinus, 2nd Vice Chairman

4. Roll Call

By Joanne Gaughan, Secretary: Joanne Gaughan, Secretary; Marilyn Spall, Assistant Treasurer; Marion "Molly" Stone, Assistant Secretary; Rodney "Rod" Lindsay, Trustee; Harald Albinus, 2nd Vice Chairman; Cathleen "Cathi" Brennan, Treasurer, all acknowledged their presence. Absent: Rebecca "Becky" Earnest, Chairman; Keith Rittscher, 1st Vice Chairman. Vacant: Trustee. Jody Storozuk, District Manager was present with Jessica Saeger recording.

5. Announcements by Chairman:

Joanne Gaughan noted the reasons for the absences of Becky and Keith this evening.

Harald Albinus read the letter of intent from Gerald "Russ" Livermore and explained the appointment to fill the position will be held at the next meeting.

Jody Storozuk, District Manager, gave a brief report on his first couple of weeks of employment. He stated that he enjoys working in the Park and asks for all suggestions and/or complaints be directed to him. He touched on agenda topics 12 and 13 and explained that he discharged an employee.

Sandra Page, 203 Holiday Park Boulevard, commented on how the employee was discharged. Jody stated that this employee will be receiving his last pay and any money owed to him.

6. Consideration of Approving the Board Meeting Minutes of February 8, 18, and 22, 2016:

The Board meeting minutes were posted on the bulletin board, District website, and distributed to the Board prior to the meeting.

Marilyn Spall made a motion to approve the Board meeting minutes for February 8. Molly Stone seconded the motion but with corrections. A vote was called, motion carried.

Molly Stone made a motion to approve the February 18 meeting minutes. Marilyn Spall seconded the motion. A vote was called, motion carried.

Marilyn Spall made a motion to approve the Board meeting minutes for February 22. Cathi



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

Allison Kelly, 1054 Sunflower Lane, questioned the minutes being approved. She was told the minutes in question were already approved.

7. Treasurer's Report- Presentation of the Financial Reports for the Month of January 2016:

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 January and February 2016 financial report was made by Cathi Brennan. She also mentioned that the February financial report will be posted on the bulletin board outside the District office tomorrow.

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

Bob Shearer, 382 Holiday Park Boulevard, asked for clarification on the amount of our capital funds. It was stated that the Park has 1.3 million in reserves.

Bruce Crabb, 442 Neighborly Court, requested the loan balance sheet to be included in all residents agenda packets.

8. Holiday Park Employee Personnel Policy Manual:

Cathi Brennan made a motion to approve the Employee Personnel Manual with corrections as noted. Molly Stone seconded the motion. A vote was called, motion carried.

9. Consideration for a Proposed By-Law Change:

The secretary posted a notice for a by-law change for the treasurer's report to be presented at the "workshop" meeting rather than the "regular" meeting.

Bruce Crabb, 442 Neighborly Court, requested the by-laws pronounce all meetings as "regular" meetings.

Salvatore "Sam" Aloisio, 112 Holiday Park Boulevard, commented on the outline of a workshop meeting.

Jean Beach, 1090 Moonlight Court, stated that we our getting off topic, focus on the proposed by-law change, and add the topic about regular versus workshop meetings to the next agenda.

Molly Stone made a motion to make no by-law change. Marilyn Spall seconded the motion. A vote was called, motion carried.



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10. Consideration for employee wage adjustment:

While reviewing the upcoming budget, it was brought to attention that a gate employee was not being paid the minimum wage voted on by the Trustees. The Board discussed this particular employee's current wage and the adjusted wage. It was explained that are other adjustments with employee's wages to make current. The Board discussed this information and afterwards the following motion was made:

Joanne Gaughan made a motion to adjust the employees' wages. Molly Stone seconded the motion. A vote was called, motion carried.

11. Holiday Park Credit Cards SunTrust Accounts:

Marilyn Spall presented information regarding the Park's current Sun Trust accounts. She explained that the Park holds two credit cards with different amounts on them. The District office has a ten thousand dollars and no cents (\$10,000.00) on one card and the grounds maintenance has a one thousand dollars and no cents (\$1,000.00) on another card. Marilyn suggested closing our current accounts and moving over to TD Bank since we have our bank accounts with them. She continued by asking the Board about their input.

The Board decided to cancel the existing SunTrust cards and open up credit card accounts with TD Bank. The District office card will have a limit of ten thousand dollars and no cents (\$10,000.00) and the other card (grounds) will have a limit of five hundred dollars and no cents (\$500.00).

Bruce Crabb, 442 Neighborly Court, suggested using a Chase business account.

Robert "Bob" Shearer, 382 Holiday Park Boulevard, suggested the Board use P.O. numbers for all purchases to help follow the transactions.

Steve Ambrose, 241 Blossom Lane, asked if the Park's credit cards carry points. It was explained the cards do have points but it is set up as an authorization access only.

12. Approving Robinson Equipment Bill:

This topic was added on the agenda to bring awareness to all Board members of a prior repair made by Robinson Equipment that did not have approval. Jody is now requesting approval on the bill. It was also clarified that weed whipping equipment was purchased prior to Jody beginning employment with the District.

Joanne Gaughan made a motion to approve Robinson Equipment and weed whipping equipment. Marilyn Spall seconded the motion. A vote was called, motion carried.

13. Discussion on Weed Whipping Equipment:

This topic was included in the previous motion.

13A. Consideration of Purchasing New Lawn Equipment:

Information was posted on the bulletin board, District website, and distributed to the Board prior to the meeting about requested and needed lawn equipment in the amount of roughly six



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thousand dollars (\$6,000.00) and two thousand dollars (\$2,000.00) for the vacuum attachment. There was discussion between the Board and Jody, District Manager, on the current upkeep and maintenance of the lawn equipment.

Marilyn Spall made a motion to move forward and purchase the lawn mower with bag to vacuum leaves. Joanne Gaughan seconded the motion. A vote was called, motion carried.

13B. Facility Improvement "Possibilities" [Facility Improvement "Possibilities", 03/23/15, Agenda Item #13]:

The facility improvement drawings, along with additional drawings, were distributed to the Board prior to the meeting. The presentation was made by Bud Getz on potential physical layouts of the Recreation building for all indoor activities. After the presentation, Bud explained the Park should begin thinking about obtaining structural drawings from an engineer before proceeding with the improvements.

Harald Albinus/Marilyn Spall made a motion to have the District Manager get bids from 3 structural engineer for the project. Molly Stone seconded the motion. A vote was called, motion carried.

14. Public Comment:

Gloria Walsh, 403 Holiday Park Boulevard, is happy with the way that everything is going in the Park.

Patti Peck, 1014 Willow Court, reminded everyone about the primary elections going on in the Hall tomorrow. She continued to explain that the Architecture Control Committee (A.C.C.) meeting will be held in the card room tomorrow morning.

Robert "Bob" Silipigni, 420 Holiday Park Boulevard, welcomed the new District Manager, Jody Storozuk, to the Park.

15. Trustee Comment:

Rod Lindsay stated it was nice to see so many people at the meeting and hopes to see everyone back.

Molly Stone thanked everyone for coming this evening.

Marilyn Spall thanked everyone for their patience and supporting us.

Cathi Brennan made no comment.

Harald Albinus made no comment.

Joanne Gaughan made no comment.



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16. Adjournment:

There being no further business to bring before the Board, a motion to adjourn was made by Cathi Brennan and seconded by Rod Lindsay. A vote was called, motion carried. The meeting adjourned at 8:50PM.

Molly Stone
Molly Stone, Assistant Secretary, Board of Trustee

3-28-2016
Date