



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEE: WORKSHOP MEETING MINUTES

May 23, 2016 at 7:00PM

1. Meeting call to order

Led by: William "Bud" Getz, Chairman at 7:10PM

2. Invocation

Led by: Keith Rittscher, 1st Vice Chairman

3. Pledge of Allegiance

Led by: William "Bud" Getz, Chairman

4. Roll Call

Led by Marion "Molly" Stone, Secretary: William "Bud" Getz, Chairman; Keith Rittscher, 1st Vice Chairman; Gerald "Russ" Livermore, 2nd Vice Chairman; Marion "Molly" Stone; Cathleen "Cathi" Brennan, Treasurer; Marilyn Spall, Assistant Treasurer; Philiias "Phil" Matton, Trustee; Rodney "Rod" Lindsay, Trustee, all acknowledged their presence. Absent: Allison Kelly, Assistant Secretary. William "Bud" Getz stated that we have a quorum. Jessica Saeger recording.

5. Announcements by Chairman:

Bud Getz, Chairman, announced the last four (4) to five (5) meetings the head count was larger than he ever witnessed. He was concerned that many people who attended those meetings were either newcomers or returning and he felt that some of the things taking place were rather embarrassing. He would like to start this evening that we all start to work together for the good of the community.

Bud stated that we will hold people accountable to comment for only three (3) minutes, one time per agenda item.

He continued to state that he needs to add a few things to the agenda that came in late and could not be included to the agenda. Bud requested a special meeting for May 31st for Jody Storozuk's probation period ending and any information on his salary (5A), information on credit cards (9A), and volunteer for a liaison for ACC (10A).

Bud Getz asked the Board for a head count on the special meeting. Bud clarified that there would be a quorum. Molly Stone asked Bud if the Board would receive an evaluation form. Bud agreed.

6. Consideration of Approving the Board Meeting Minutes of May 3 and 9, 2016:

Keith Rittscher made a motion to approve the minutes for May 3, 2016. Rod Lindsay seconded the motion. A vote was called, motion carried.

Keith Rittscher made a motion to approve the minutes for May 9, 2016. Russ Livermore seconded the motion. A vote was called, motion carried.

No public comments were made.



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

7. Acceptance of Bud Getz's Letter of Resignation from the ACC Board:

Bud Getz, Chairman, stated that it is a conflict of interest serving on two Boards. So he asked for an acceptance of his resignation from the ACC Board.

Rod Lindsay made a motion to accept the letter of resignation. Marilyn Spall seconded the motion.

Donna Matton, 265 Holiday Park Boulevard, ACC Board Chairman, thanked Bud for his service on the Board. She continued while he will be missed by the ACC Board, he will do great on the Board of Trustees.

A vote was called to accept the resignation, motion carried.

8. District Manager's Report:

Bud Getz, Chairman, presented the District Manager's report in Jody Storozuk's absence.

The following is the District Manager's report dictated at the meeting:

1. The bamboo is gone and the hole is filled in.
2. Several drainage issues are fixed, and the backhoe was returned this morning. When the hurricane season happens we don't have a problem with water backing up.
3. Jody was requesting an extra employee for the yard for a total of seven (7) workers. He currently has six (6) workers. Bud explained that he doesn't have information on the allowance for the department.

Trustee Comments:

Phil asked if an additional worker would be factored into the budget, was advised it isn't Cathi advised she would like to table the additional worker until she is able to review the budget for this year, there is an allotment for next year but will need to see if there is for this year. Marilyn advised she believes we are up to full staff on the grounds crew at this point at least we are at the same amount of people we had prior. I agree with Cathi, don't know if there are enough monies there.

Public Comments:

Bruce Crabb 442 Neighborly Ct; normally we have 6 people on the yard crew and use temporary services for the summer. I have spoken with Jody, when doing the budget committee, about hiring one more worker for the grounds crew, keeping 7 people year round, saving the \$65,000 we spend on temp service.

A vote was called to table the discussion to the next regular board meeting, motion carried

4. Jody has requested the grounds crew be renamed Park Maintenance.

Trustee Phil Matton made the motion to change the name from grounds crew to Park Maintenance, Trustee 2nd Vice-Chairman Russ Livermore seconded motion.



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

Trustee Comments:

Assistant Treasurer Marilyn Spall advised she agrees with this change of name since they are no longer responsible for grounds and lawn only but have expanded to include overall maintenance of the park.

Trustee Phil Matton asked if the charter for park would need to be revised as a result of the name change.

Molly Stone advised deed restrictions will need to be revised with the name change.

Bud Getz advised the name of maintenance is more in line with what they do, is a more accurate description of what they do.

No public comments

Called for a vote on the name change to Park Maintenance, motion carried.

5. Several homes have been sold in the park and new residents are moving in, staying on top of those changes.

6. The building is almost complete; believe the only thing left is the paint on the columns. Jose has been painting and has been doing it all on company time.

7. The gate house has also been painted.

8. Many empty houses are also being worked on. He is contacting family members regarding the units and hopefully will be able to put those up for sale soon.

9. Confidentiality Agreement:

Bud Getz, Chairman, read the "Confidentiality Agreement" for the residents. Bud explained that his understanding is there is a back page to this document for employees' and District Manager's signature but he has not physically seen it. He also stated that the document was handed out to employees during a health insurance meeting.

Keith Rittscher made a motion to not approve the confidentiality agreement. Molly Stone seconded the motion.

Marilyn Spall explained that many companies have this type of document. She continued to state that refusal to sign the agreement should be deemed as an immediate dismissal.

Molly Stone stated that any employee should be able to come to a Board member. She asked who the confidentiality agreement is aimed at? She requested that the District's Attorney review the document.



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

Phil Matton stated that he sees it more as an ethical issue.

Keith Rittscher stated that "confidentiality" is covered by the Federal laws.

Bud Getz requested a copy of confidential agreement and "confidential" section covered in the employee manual get brought to the District Attorney. Bud asked for the motion to be revised.

Keith Rittscher revised his motion to table this discussion. Molly Stone seconded the motion.

Public Comments:

Harald Albinus, 427 Holiday Park Boulevard, suggests making a decision on this evening.

Sal Cursi, 1107 Keystone Court, suggested the Board should come to some type of agreement. This type of agreement is more for a large conglomerate.

Joanne Gaughan, 241 Berry Court, mentioned that this community has gone 50 years without a confidentiality agreement. She mentioned it is giving more power to the wrong person. She stated to the Board to be bold and make a decision.

Keith Rittscher made a motion to not accept the confidentiality agreement. Molly Stone seconded the motion. A vote was called, motion carried.

9A. Credit Cards:

Cathi Brennan stated that she found a bank to issue credit cards based on the Park's credit worthiness. She mentioned that the Park would receive three (3) cards, given to two Board members and the District Manager. She stated that we do not know our credit limits until we submit our documentation, two (2) years financials. She also explained it would take (3) three to (4) four weeks to receive the credit cards.

Molly Stone asked Cathi for the name of the bank. Cathi stated it is Florida Commerce Bank and FCB outsources to another company.

Marilyn Spall made a motion to allow Cathi to apply to Florida Commerce Bank (FCB) to apply for (3) three credit cards therefore, if changes happen, either by personnel or by Board members the Park could still operate normally. Russ Livermore seconded the motion.

Donald Wink, 1029 Maple Court, asked why the Park doesn't use the same bank as the Park's operating account. Cathi explained that the Park is a government entity thus the Park is unable to.

Harald Albinus, 427 Holiday Park Boulevard, questioned the limit on the credit cards. Cathi stated that the Park has not been approved.



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

Joanne Gaughan, 241 Berry Court, questioned the limits on the credit cards. Cathi stated the credit limit will be based on the value of the District.

Many people question the cap on the credit cards. Bud said that we will look closely on the limit caps.

Molly Stone suggested that we should vote again on a cap before we receive the credit cards.

A vote was called to allow Cathi to apply to FCB to apply, motion carried.

10. Volunteer for ACC Liaison:

Bud Getz explained that the ACC Board needs a liaison from the Board of Trustees. He continued to state that he will either need a volunteer or he will need to appoint someone. Cathi Brennan volunteered to be the ACC liaison.

10A. Budget 2016-2017:

Chairman Bud Getz explained the first regular meeting in June will be a vote on the final budget.

Treasurer Cathi Brennan: I have results of over or under budget for 2015-2016. I carried the same numbers over for 2016-2017. My question is this \$100,000 that we had already discussed pulling over for the remodel. Do we want to include the \$100,000 in the 2016 budget for the remodel?

Payroll:

I had Jean Beach help with this. This is the projected payroll for each category for the year. Custodial was really padded with \$13,000 left over. The administration had a deficient of \$18,000 believe this was due to bonuses and overtime. For this year, these are the wages for the 6 people that we now employ. This will be an annual pay rate with 6 hours of OT per week. Ground \$186,338.45 for 16-17 and the same works down for custodial \$98,475.42 and this includes a 3% raise for everybody. The same goes down for admin at \$90,143.19.

This needs to be discussed because we don't have the final numbers for the district manager. Workman's Comp has gone up. I asked about the workman's comp since he will be working with equipment. We still have travel \$200 and education \$1000 can drop that if we need to but it is there. This is what we had for this year for payroll and this is what I'm projecting for next year and again the payroll taxes. There is the health insurance for admin and their workman's comp insurance. There are also professional fees for auditing, last year was \$11,500. I am budgeting \$12,000 for this year in case it goes up. Contracting services for Sandy we had \$10,200 budgeted. If we approve a raise, I have \$10,800 budgeted for her. Payroll related services, what we pay the payroll company. Temporary office services, we've got \$500 in there. I don't think we'll ever use it but it's someplace we can pull from if we need it. Postage in 14-15 had \$2000 budgeted. There was \$1100 left over. In 15-16 there was \$1400 budgeted, I left it at \$1400. Out total expenses are actually going to drop. In 15-16 we had projected expenses of \$180,125, for 16-17 I have it dropped to \$177,000. Professional fee, legal were left the same as they were. The only big thing is the cable because that goes up 5% every year. Other expense is made up of what was left over after I was done. There is the Christmas luncheon and other luncheons; this would be a good place to pull from for these expenses. Last year expenses were \$315,000. This year it will go up to \$332,000. The payroll for the gate, their workman's comp went up



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

and everything else stayed the same \$107,000 last year to \$105,000 this year. The payroll for the custodians was \$80,000; next year will go up to \$98,475. That includes their taxes and health insurance for the year.

I called and spoke with the CPA office. She told me we cannot use the money for the capital outlay for this part of the remodel because it's not improving or extending the life of the building. This will need to go under repair and maintenance. Last week Jody advised we would be doing extensive electrical and plumbing work in this building. If we do electrical and plumbing in this building that would be adding to the value and life of the building, in which case we can take it out of the capital outlay account.

Chairman Bud Getz stated when we started working on repairs to the building we did not take into account the ADA. The ADA went into effect 20 years ago; there have been no improvements toward compliance in that time. We received credit for the two automatic doors. Now that we are remodeling we need to make sure that we are in compliance with the ADA. Right now we do not have room in this building to make a handicap compliant restroom. We can do an ADA complaint unisex restroom. We are also planning two water fountains, one high and one low. We can use the monies from the capital outlay account since this will be adding to the value and life of the building.

Everything else is pretty much the same as last year, the total numbers haven't changed. There is going to be 3% available per department, how that gets allocated will be up to that manager and the reviews that he gives the individual.

Chairman Bud Getz stated he had not planned on voting on the budget until the first meeting in June.

Assistant Treasurer Marilyn Spall stated she thinks we should still move some funds over to the budget. She suggested moving funds from the saving account.

Secretary Molly Stone asked what happens to the reserve fund. Treasurer Cathi Brennan advised that is a separate fund from the capital outlay.

Assistant Treasurer Marilyn Spall made a motion to transfer \$100,000 from savings. Trustee Phil Matton motion seconded.

Public comments:

Donald Wink, 1029 Maple Ct: I was told this building is not a public a public building and that's why we could get away with not having the ADA compliance.

Chairman Bud Getz advised when speaking with the architect that he advised this building is a public building and does need to be ADA compliant. The park allows people from outside the park to come in here making it a public building.

Secretary Molly Stone stated she feels we should do it anyway. We are an aging community with several residents that have wheelchairs and scooters. There are some people within the park that do not use the building because they are not able to. She feels we should bring the building up to ADA



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

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

compliance for the residents.

Chairman Bud Getz called for a vote to transfer \$100,000. Vote passed.

11. Public Comments:

Harald Albinus, 427 Holiday Park Boulevard, explained that there is nothing wrong with the sound system, leave the volume as it is and just turn it on. He suggested using a white curtain to hang on the wall when using the projector. He continued to state that you can watch movies with the projector and it would be able to view full size.

Joanne Gaughan, 241 Berry Court, reminded that the District Manager should be working on an inventory list for all the grounds equipment for police and insurance purposes. She recommended adding photographs to the inventory list. She suggested to the Chairman to see if it is completed or is in the process.

12. Trustee Comments:

Rod Lindsay felt we made headway at this meeting and thanked Cathi and Marilyn regarding the budget.

Molly Stone thanked everyone for coming and gave a head count of sixty-two (62) for the meeting.

Cathi Brennan thanked everyone for the opportunity to work on the budget.

Russ Livermore thanked everyone for coming to the meeting.

Phil Matton stated that the microphones for all Board members and one hardwire microphone with extra-long cords would run five hundred seventy dollars and no cents (\$570.00). Everything is ordered and we should probably have them by the next meeting.

Keith Rittscher thanked everyone for coming to the meeting. He continued by thanking Cathi for working on the budget and thanking Bud for conducting the meeting.

Marilyn Spall explained that Jody and Raymond are fixing up the Park's truck. Jody stated that the truck needed a new plate. Jody asked Sharon to handle the information for the plate. Marilyn decided to help Sharon and went the DMV to try to get the necessary forms. Marilyn explained that while she was there the DMV suggested her paying the \$33.10 for the replacement plate. She continued to explain the check was not signed by Keith Rittscher although the accountant signed off on it. After Marilyn explained her story she passed the check over to have him sign it. Marilyn showed the old plate and asked Phil to help her destroy it.

Bud Getz thanked everyone for coming this evening. For the people who will not be at the June meeting, Bud stated to have a good summer.

13. Adjournment:

There being no further business to come before the Board, a motion to adjourn was made by Phil Matton and seconded by Russ Livermore. A vote was called, motion carried. The meeting adjourned at 9:00 PM.

Marion "Molly" Stone
Marion "Molly" Stone, Secretary, Board of Trustee

6/14/16
Date
Approved: 6/13/16