



# 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 AGENDA

March 13, 2017 - 7:00 PM

William "Bud" Getz  
Chairman

Allison Kelly  
1<sup>st</sup> Vice-Chairman

Marilyn Spall  
2<sup>nd</sup> Vice-Chairman

Carol Helton  
Secretary

Marion "Molly" Stone  
Assistant Secretary

Cathleen "Cathi" Brennan  
Treasurer

Kendra Bender  
Assistant Treasurer

Keith Rittscher  
Trustee

Rodney "Rod" Lindsay  
Trustee

Mike Lawler  
District Manager

Karl Bohne, Jr.  
District's Attorney

\* To comment on an item, after you have been recognized by the Chair, please go to the microphone and clearly give your name and address for the record. You may speak for up to three minutes. Note: If formal action is to be taken on an item by the Board, public comment will be requested prior to the vote.

**NOTE: MINUTES OF BOARD MEETINGS ARE PREPARED IN SUMMARY FORM ONLY. PER CHAPTER 286.0105 FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL A DECISION OF THE BOARD HE/SHE SHOULD ARRANGE FOR A VERBATIM RECORD OF THE PROCEEDINGS WHICH INCLUDES THE TESTIMONY IN EVIDENCE ON WHICH THE APPEAL IS MADE.**

**"A community intended and operated for persons 55 and older"**



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1. **Meeting call to order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Announcements by Chairman**
6. **Approval of Meeting Minutes**
  - Attachment: 2/27/17 minutes
  - Action: Motion to Approve
  - Trustee Comment
  - Public Comment
  - Call for vote
7. **Treasurer's Report**
  - Attachment: Revenues & Expense Report: Budget  
Performance, Balance Sheet and Loan Balances
  - Action: Motion to Approve
  - Trustee Comment
  - Public Comment
  - Call for vote
8. **Discussion on Service Animals and Fences**
  - Attachment: Request to allow Service or Emotional Support animal
9. **Apex Security**
  - Attachment: Quote for security cameras
  - Action: Motion to Approve
  - Trustee Comment
  - Public Comment
  - Call for vote
10. **Violations Inventory Committee**
  - Presentation by Jean Beach
11. **Update on the Fine System**
  - Presentation by Allison Kelly
12. **Invitation to bid on 248 Holiday Park Blvd.**
  - Attachment: Invitation to bid letter



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13. **District Manager Report**  
Powerpoint presentation
14. **Public comments**
15. **Trustee comments**
16. **Adjournment**



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## BOARD OF TRUSTEES

### WORKSHOP MEETING MINUTES

February 27, 2017 - 7:00 PM

1. Meeting call to order by Bud Getz at 7:04
2. Invocation by Keith Rittscher
3. Pledge of Allegiance by Molly Stone
4. Roll Call by Molly Stone,  
Present were Bud Getz, Chairman; Allison Kelly, 1<sup>st</sup> Vice Chairman; Marilyn Spall, 2<sup>nd</sup> Vice Chairman; Molly Stone, Assistant Secretary; Kendra Bender, Assistant Treasurer; Keith Rittscher, Trustee; Rod Lindsay, Trustee. Absent were Carol Helton, Secretary and Cathi Brennan, Treasurer.
5. Announcements by Chairman:
  - Office Record book with meeting minutes for 2015 and 2016 is missing. Whoever has it, please return it.
  - A vehicle was broken into near the canal. If anything like this happens to you, you need to call the police, as they are the proper authority who can handle your concerns, we can NOT. We plan to put a security camera in that area.
  - Bud talked with the bingo people about a new electronic bingo board working on the new multi-screen television in its place.
  - There have been problems with unsupervised children in the park jumping into the pool, rollerblading, roller skating, driving a mini golf cart, all of which are not allowed in the park because it's dangerous. Kids need to be supervised by parents and grandparents.
  - The new umbrellas are in.
6. Auditors Report – Bud noted this is an error, a carryover from an earlier agenda
7. Approval of meeting minutes also a discussion on timeline for preparation and approval of summarized minutes
  - Attachment: 2/13/17 minutes and proposed timeline
  - Action: Motion to Approve by Keith Rittscher, 2<sup>nd</sup> by Allison Kelly
  - Trustee Comments:  
Mike presented a timeline to have meeting minutes posted online [see attachment]. He said we may be able to get a voice file that transcribes minutes.



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Keith questioned the blue square; Bud replied we will try it for a few weeks.

Molly reminded that we voted to post unapproved minutes two days after meeting that would need to be rescinded. She noted that the extra columns still needs to be added to the website for approved minutes as residents think approved minutes are not being posted by the office secretary. She added, this can work as we are now fully staffed so the office can again transcribe the minutes. Otherwise this schedule is too tight to expect the Board Secretary to do. She asked Mike if he consulted Carol Helton, Secretary. Mike advised he had emailed her but had no response at this time.

Bud, we won't rescind the former vote until we adopt this schedule. End discussion.

Public Comment:

Call for vote approved

8. Discussion on golf cart usage

Bud noted that because someone returned with a golf cart that had been on the sidewalk outside the park, the police were here. Per the Palm Bay Police you cannot take a golf cart past the gate. If you do you will get a ticket.

9. Discussion on Holiday Parks signs

Attachment: Picture of latest sign choice

Patti Peck, 1014 Willow, asked what the materials are. Bud, they are resin or plastic.

Keith Rittscher asked about warranties. Bud will get more information; all are the same material.

Barb Dufault, 270 Borel, asked if the sign is the original Holiday Park sign, and asked when the original sign was put in. Bud replied it was in the 1980s when the residents took over the park.

10. Landscape Plans

PowerPoint presentation by Kendra Bender

Allison Kelly and Kendra Bender reported they had discussed the ugliness of the front of the park and would propose a plan for plantings in several areas. Kendra showed the area they already planted in the island at the entrance of the park. They identified seven areas needing beautification. Mike provided the lawn crew to do the work with them.

Mike, said he checked with Cathi and there is \$3,900.00 budgeted. Kendra continued discussing the process, color, design, plants hardy in Florida.



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Marilyn asked about Florida laws that were passed, about putting in more areas that don't require as much water, and suggested possibly looking into this further to see if there are grants available.

11. Change to Garbage & Recycling Rules and Regulations

Attachment: Page 7 of Rules and Regulations; Garbage & Recycling [attached] Mike read proposed change allowing garbage carts to be put out any time the day before pick-up and taken in any time the day of pick-up.

Action: Motion to approve by Kendra Bender, 2<sup>nd</sup> by Allison Kelly

Trustee comment

Public comment

Call for vote: approved

12. Change to Personnel Manual regarding Holiday Pay

Attachment: Page 12 of Personnel Manual; Holiday Pay:

Mike read the proposed change: "Nonexempt employees working on a District-observed holiday will be paid at the rate of time and a half for all hours actually worked on the holiday and will receive 8 hours Holiday Pay. Employees must work the scheduled work day prior to the holiday and the scheduled workday after the holiday to qualify for holiday pay."

Action: Motion to approve: by Keith Rittscher, 2<sup>nd</sup> by Kendra Bender

Trustee comment: Rod asked for clarification

Public comment: none

Call for vote: approved

13. Discussion on speeding in the park

Bud: Palm Bay won't do anything as we own the roads. Your impression of speeding is not enforceable.

Andrea Ortiz, 276 Fantasy, said when she is in her mobility chair she yells, "SLOW DOWN!"

Allison Kelly suggested using the draft form for written complaints, then if multiple complaints of the same person offending, Mike will address it.

Jean Beach, 1090 Moonlight, suggested speed bumps. Bud replied they are no help and there will be no more speed bumps.

Chuck Roan, 220 Borel, stated what's wrong, speed bumps don't really slow people down. Another problem is no lights and dark clothing at night makes it difficult to see people. Bud added wear light clothing carry lights and walk on sidewalks or facing traffic. We can send letters to speeders.



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Molly Stone noted most streets have corners and people don't seem to expect people will be on the other side.

Anette Ragas, 409 Holiday Park Blvd., said watch out for people living on corners as they back out into the street, she was nearly hit, and don't stop in the middle of the street to chat, making people walk around you into traffic. Have workers and visitors park off street as she was almost hit walking around a vehicle when a vehicle whipped around the corner. The life you save may be yours.

#### 14. Lawn mower cost proposals

Attachment: Mower proposals

Action: Motion to approve purchase of two Ferris mowers at  
\$19,136.00 made by Keith Rittscher, 2<sup>nd</sup> by Allison Kelly

Trustee comments:

Mike Lawler: we have one mower out of commission and the other needs \$3,000 repair; these are commercial, not residential mowers; he recommends Keepem Runnin, Titusville as they are preferred by lawn maintenance for comfort and performance; he doesn't know the brand Ferris, but thinks they are good quality with the best warranty; he pointed out there is \$20,000.00 in the budget, so these two would be within budget at \$9,568.00 for each with a mulch kit for a total of \$19,136.00;

Kendra Bender: it's cheaper to buy two mowers;

Bud Getz: keep the Kubotas for parts, buy one new mower each year for five years, if we buy 2 now we might skip year 5;

Molly Stone: these two will be four new mowers purchased in less than one year;

Bud: the ones we have now are not commercial mowers; it's a better deal to buy two and keep what we have;

Marilyn Spall: we should buy them;

Keith Rittscher: questioned why the one in Titusville rather than Palm Bay and how long has this dealer been in business; workers liked them for comfort and performance;

Rod Lindsay: warranties on the two we have will expire at the same time

Public comments:

Bob Shearer, 382 Holiday Park Blvd.: two mowers are residential, get rid of Kubotas; we never use three mowers in the summertime, but if one goes down we still have three mowers, each week rotate mowers; he never heard of Ferris before, but the guys like it, life cycle is only 3-4 years;

Bruce Crabb, 442 Neighborly: in favor of buying two mowers; he noted that last summer all four mowers went down at the same time; Kubotas are not made for residential mowing, made for golf courses.

Call for vote: approved



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15. District Manager comments  
PowerPoint presentation [attached]
  
16. Public comments  
Jim Gahan, 464 Holiday Park Blvd: inaudible;  
Keith Snyder, 1165 Parkview discussed cost of Spectrum and suggested we renegotiate our contract for new customer prices for the big box in lieu of the small box;  
Bud Getz replied if you get the big box you pay more;  
Bruce Crabb, 440- Neighborly, confirmed the minimum bid on the Wolf property is \$10,000 and he noted Jody Storozuk's employee folder is at Bud Getz's house;  
Bud Getz confirmed that it is at his house;  
Rheta Boyles, 1270 Joy Ct, noted the sidewalks have bad spots that some residents have tried to repair and that have pavement on top of them;  
Bob Shearer, 382 Holiday Park Blvd., suggested Spectrum be contacted to see what they will do to upgrade service and put hotspots throughout the park;  
Mike Lawler would like to be brought up to speed.
  
17. Trustee comments  
Rod Lindsay, nothing;  
Marilyn Spall, a Meet and Greet Friday, March 3, to present Mike Lawler, the new District Manager;  
Kendra Bender, nothing;  
Keith Rittscher, thanked the crew for cleaning the park, Mike and grounds crew for cleaning up palm fronds, cleaner looks better;  
Molly Stone, there are dead trees and hanging branches in the green area at the end of Greenview that Jody had promised months ago would be taken care of; she asked if all mowers are down again as the odd side of Greenview was mowed more than two weeks ago, today the even side was weed whacked, but still not mowed, when will Greenview be mowed?  
Mike Lawler responded he is working with maintenance on specific areas, also rain makes it difficult, he is trying to understand their routine.
  
18. Adjournment: 9:14 pm, motion by Keith Rittscher, 2<sup>nd</sup> by Allison Kelly.

Respectfully Submitted,

Molly Stone, Assistant Secretary



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RE:** Inquiry regarding your request to allow you to have a Service or Emotional Support animal in Holiday Park

Dear \_\_\_\_\_

The Trustees for the District have received your request for reasonable accommodation. Additional information is required before the District can render a decision on your request. Such information includes expert evidence under oath of the nature of your impairment, the manner in which it substantially limits one or more of your major life functions or activities, how the requested pets are necessary to afford you an equal opportunity to use and enjoy your dwelling, and if there are other corrective measures which will permit such use and enjoyment. Additionally, your request for accommodation must be placed on an agenda for a district meeting.

Since the District has yet to grant you any accommodation, you must continue to comply with all of the District's pet policies.

Please contact me if you have any questions.

Respectfully,

\_\_\_\_\_



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**Invitation for Bids**

February 21, 2017

Invitation to submit bid for the purchase of 248 Holiday Park Blvd. NE

You are hereby invited to submit a sealed bid for the purchase of the property at 248 Holiday Park Blvd. NE Palm Bay, FL 32907. A survey of the property is enclosed for your review. A minimum bid of \$10,000 is required to be accepted. All bids must be in a sealed envelope addressed to Port Malabar Holiday Park 215 Holiday Park Blvd. NE Palm Bay, FL 32907, clearly indicate on the outside of the envelope that it contains a sealed bid. All offers must be submitted with a 10% deposit in a certified check and proof of funds for the submitted bid. All prospective bidders should familiarize themselves with the Port Malabar Holiday Park Deed Restrictions before placing a bid. Failure to review the Deed Restrictions does not exempt you from abiding by them. The Deed Restrictions are available to view at [www.holidayparkfl.com](http://www.holidayparkfl.com). If you wish to view this property, please contact our office at 321-724-2240 for scheduling.

The successful bidder will be required to remove the existing dwelling in its entirety and remove all concrete, returning the property to its original condition as required by the Port Malabar Holiday Park Deed Restrictions. A new mobile home will need to be placed on the property at 248 Holiday Park Blvd. NE within one (1) year of purchase unless given a special exception by the Holiday Park Board of Trustees.

Any buyer's agent commissions are to be paid by the buyer.

All bids must be received by March 31, 2017 no later than 3 PM EST to be considered. All unsuccessful bidders will have their bond or check returned within 14 days, no later than April 24, 2017.

## TIPS FOR CLOSING YOUR HOLIDAY PARK HOME

- Please advise the District Office at 321-724-2240 of your departure date and how you can be reached if there is a problem. Take this opportunity to check that all your personal information is up to date. Leave the office the name and telephone number of someone locally who can be contacted and has a key to your property should a problem arise.
- Trash containers and lawn furniture need to be properly secured and/or stowed away. Check and lock your shed door. Have someone locally who can check and maintain your property for overgrown shrubs and weeds. Please leave this person's name and phone number with the District Office. REMEMBER, EVEN THOUGH YOU ARE NOT HERE, YOU ARE STILL RESPONSIBLE FOR THE MAINTENANCE AND ANY UPKEEP OF YOUR PROPERTY.
- Turn off and unplug electrical devices and appliances. Clean and leave the doors slightly opened on your refrigerator and freezer. Disconnect and properly secure propane tanks.
- Reset the air conditioning temperature, if leaving the air conditioner on.
- Shut off the main water valve to your home.
- Remove all batteries from smoke alarms, clocks, and remote control devices.
- Check to insure that all doors and windows are closed and properly secured. If you have storm shutters, please close before leaving.
- Reroute mail delivery, stop paper delivery, and stop Waste Management pick-up. Make sure you are signed up for the online Happenings in order to receive Holiday Park information even while you are away.

Please send you email address to: [thehappenings@hotmail.com](mailto:thehappenings@hotmail.com)
- If you have fruit trees that you will be leaving unattended and they still have fruit. Please strip the tree of fruit so that the fruit will not drop on the ground, which will attract wild animals and rodents.

**WE LOOK FORWARD TO YOUR SAFE RETURN**