



**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 TRUSTEES

REGULAR MEETING MINUTES

April 9, 2018 – 7:00PM

Keith Rittscher
Chairman

Bob Shortlidge
1st Vice-Chairman

2nd Vice-Chairman

Ellouise Raffo
Secretary

Assistant Secretary

Kendra Bender
Treasurer

Helen Ferguson
Assistant Treasurer

Trustee

Barbara Whitneck
Trustee

District Manager

Ryan Poliakoff
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.

*Silence ALL cellphones during public meetings

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** by Keith Rittscher

2. **Invocation**

3. **Pledge of Allegiance**

4. **Roll Call** by Ellouise Raffo

Present were Keith Rittscher, Chairman; Bob Shortlidge, 1st Vice Chairman; Kendra Bender, Treasurer; Helen Ferguson, Assistant Treasurer; Ellouise Raffo, Secretary; Barbara Whitneck, Trustee.

4a. **Chairman Announcements**

Keith Rittscher; I am moving the Chairman Announcements as line 4a. so we can get these out of the way. I have put the bocce court project on hold because there is some concrete work that needs to be done before we proceed. I am looking at that but it will be done in the next month or 2. Our new consultant Kate came in Saturday started several projects, and put them in the Trustee's boxes. Make sure you take them so we can discuss them at the next meeting. Kate is looking through applications for District Manager. If you would like to volunteer to help please come to the office. Leave your name and number and she will contact you. Allison is doing better but she did send me a letter that she wanted me to read. Keith reads Allison Kelly's letter (attached). We will gladly take anyone that you think will do well as a Trustee. I was told many years ago though that when you are going to serve on any Board or committee your most important job on that Board, this is for you Trustees, if you were to retire you need to find someone that will take your place.

5. **Employee Health Insurance Presentation by Diane Langford**

Keith Rittscher; We have a guest here to discuss employee health insurance. **Kendra Bender;** Maggie Robinson is going to take Diane Langford's place presenting the health insurance. A little background first though, I was very fortunate Marilyn Spall spent a lot of time prior to our meeting working with Diane. She's given me all the background about health insurance and how it comes out of the budget. The Board has a spreadsheet of all our options and Maggie will be explaining them. **Maggie Robinson;** Right now the company has the employee health insurance through Health First. When we are handling renewals we shop with all the different companies. United Health Care, Florida Blue and Health First. Right now I am going to leave Health First for last because that's the one you're with. If you were to go with Florida Blue to get the benefits you're close to now it be a 76% increase. You could go cheaper but it would still be a 10% increase and the benefits would be off. They would get a huge deductible increase. If we went to United Healthcare it would be a 60% increase. If you decided to go with the least expensive plan but the one with the worst benefits, it would be a 7% increase. If you keep exactly what you have now with Health First it is a 6% increase over all. They offer 2 plans, a platinum and silver so people have options. On the dental plan, the rates are staying the same for the next year. There is no increase so it will cost the same. Any questions for me?



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Action: Motion to Approve the existing employee health insurance plan made by Kendra Bender, Helen Ferguson seconds.
Trustee Comment; **Keith Rittscher**; asks if there's any questions from the Board. **Barbara Whitneck**; couldn't hear what the last plan was. **Maggie Robinson**; Health First. **Kendra Bender**; Based on the time we spent reviewing the plans and just to give you an idea how much money we are talking about, what we are spending right now is \$48,000. Of that \$48,000 we pay 60% and the employees pay 40%. So we are looking at \$30,000. When I looked at the cheapest Health First increase because the other 2 companies were way too expensive. Health First has a plan that would only give us a 3.7% increase but the copay would go up from \$20 to \$60 and a specialist went up from \$40 to \$100. Based on everything I've seen our current plan is the most fair for everyone. I recommend to the Board we stay with the same plan. In addition, both the dental and vision have not increased. The most we pay out of pocket for that is \$6,000 for the whole year. Maggie Robinson; It will be \$250 more a month so it will cost the company \$150 and the difference the employees pay.
Public Comment; **Bob Silipigni, 420 Holiday Park**; asks if the price includes the District Managers health insurance too. **Kendra Bender**; Not in this current plan, this one just has our current employees. She is going to give me a quote when we do the budget that will include a District Manager. I can tell you for Mike it was \$628 a month. **Bob Silipigni**; asks if we have a District Manager. **Kendra Bender**; No, right now we have a consultant but we do not pay for benefits. We just pay her hourly rate. **Bob Silipigni**; asks if she has access to our accounts. **Keith Rittscher**; Yes, she will have access. **Kendra**; She will not have access to any accounting information or any banking information. **Resident did not identify themselves**; wants to clarify we do not have a District Manager. **Kendra**; No we just have a consultant.
Call for vote; motion passed

6. Letters of interest from Charlie Roderick & Steve Ambrose to be on the ACC

Keith Rittscher; reads Charlie's letter of interest. Reads Steve Ambrose's letter of interest. Steve Ambrose was not present Keith Rittscher asks if anyone can speak on his qualities.

Attachment: Letters of interest from Charlie Roderick and Steve Ambrose

Action: Motion to approve Charlie Roderick on the ACC made by Keith Rittscher, Barbara Whitneck seconds. Motion to approve Steve Ambrose for the ACC Board made by Barbara Whitneck, Ellouise Raffo seconds.

Trustee Comment;

Public Comment; **Colin Fleet, 1157**; I'm sure a lot of you know Steve and Brenda Ambrose. I've known Steve since high school. If you want something straightened out you go to Steve. **Keith Rittscher**; Does he have knowledge on buildings? **Ellouise Raffo**; Steve is very knowledgeable on electrical work. **Bob Shortlidge**; Steve Ambrose has been helping me at the compound. He has organized the inventory in the computer which he suggested. He has



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already been working with us.
Call for vote; motion passed
Swearing in of Charlie Roderick

7. Letters of interest to be on the Board of Trustees from Joanne Gaughan & Bob Eldridge

Keith Rittscher; Reads Joanne Gaughan's letter of interest. **Joanne Gaughan;** I was a Trustee for a number of years and I helped get projects started. **Keith Rittscher;** So you're willing to work on projects and you have experience. What business skills do you have that you could bring to this Board? **Joanne Gaughan;** I was an executive secretary. **Keith Rittscher;** Reads Bob Eldridge's letter of interest. So you're willing to help? You have no problem working on special projects? **Bob Eldridge;** No. **Keith Rittscher;** Do you have any skills you would like to talk about? **Bob Eldridge;** Only the ones that I had the first time. I don't mind taking tasks. **Keith Rittscher;** You're looking for more hands on projects? **Bob Eldridge;** I have no problem doing that. **Keith Rittscher;** Asks about business skills. **Bob Eldridge;** I was a police officer for 23 years and a police chief for 17.

Attachment: Letters of interest from Joanne Gaughan and Bob Eldridge

Action: Motion to Approve Joanne Gaughan on the Board of Trustees made by Ellouise Raffo, Kendra Bender seconds.

Trustee Comment on Joanne Gaughan;

Public Comment on Joanne Gaughan; **Sal Cursi, 1107 Keystone;** You were on the Board before and you resigned. Why did you resign? What can you do to help this park? **Keith Rittscher;** I will address that. We are not looking back all we are asking is what can you do now. I will not require her to address that.

Trustee Comment on Bob Eldridge; Ellouise Raffo; Your letter says "circumstances have now changed". What has changed that makes you want to serve on the Board now? **Bob Eldridge;** Well I can tell you why I did it. **Keith Rittscher;** I really don't need you to go back but tell us why it would work now? **Bob Eldridge;** The problem has left. I had a problem working with the past Chairman.

Public Comment on Bob Eldridge; **Elaine Wilde, 1181 Lindsey;** Mr. Eldridge was on the Board for 7 meetings. He was given an assignment by Allison the Chairman of the Board and he thought it was busy work. I don't think he should be on the Board again. I went to every meeting and watched the grumpiness. I felt like Allison was a team builder and got the illegal activities under control. She did a lot of hard work and she cares about the park. The only reason you want to get back on the Board is because Allison is gone. I don't think negativity has a place on the Board anymore. **Becky Earnest, 205 Borel;** asks if Bob Eldridge is willing to learn the Sunshine Laws and Deed Restrictions. **Keith Rittscher;** Would you like to comment on any of that? **Bob Eldridge;** I am not going to stand here and get into character assassination. There's some people I can work with and some I can't. **Keith Rittscher;** You're willing to work on projects and read the rules for the Board. **Bob Eldridge;** I have read that book. **Keith Rittscher;** You're willing to



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do those things. The attitude will be positive. **Bob Eldridge**; I never tried to not be positive. I did the tasks I was given before. **Bob Shortlidge**; If you felt you couldn't work with Allison what makes you feel you can work with us? **Bob Eldridge**; I never had a problem working with any of you. The only person I had a problem working with was Allison. **Bob Shortlidge**; Sometimes someone's good qualities can outweigh their bad. **Bob Eldridge**; Sometimes no it does not. **Bob Shortlidge**; Everyone on this Board does not always agree with everyone on the Board. If we were to let that bother us we would all be resigning. **Bob Eldridge**; That may be true. This Board was new to me and it was something that I felt would be good for me, the Board and Allison if I were to continue. **Rod Lindsay, 1291 Joy**; This Board has to work as a team. **Barbara Whitneck**; You were on the Board for 7 weeks and then you resigned and now you want to get back on. I think it's too short of a time frame. **Helen Ferguson**; You got mad at Allison for whatever reason. If someone on the Board now were to upset you, would you quit again? **Bob Eldridge**; She didn't make me mad. **Keith Rittscher**; Okay, you and Allison didn't get along but you respected her. **Bob Eldridge**; We did get along I just did not agree with a couple things. **Keith Rittscher**; I think we've exhausted every side. **Bob Eldridge**; I'll save you guys the trouble. I'm withdrawing my name. **Keith Rittscher**; I appreciate your work and honesty.

Call for vote; motion passed

Swearing in of Joanne Gaughan to the Board of Trustees

8. Filling Vacant Board Positions

Keith Rittscher; We have vacancies. I am Chairman now because Allison resigned and now I am back to 1st Chair and we will vote on the vacancies. I want a vote of confidence that this Board wants me as Chairman. **Ellouise Raffo**; I have a position as Secretary that I think someone else would be much better for. **Keith Rittscher**; I am going to ask for Chairman nominations right now. **Ellouise**; I nominate Keith Rittscher. **Kendra Bender**; I second it. **Bruce Crabb, 442 Neighborly**; explains that just like the President of the United States, when the Chairman resigns the 1st Vice takes their place. You are the Chairman now no vote required. **Keith Rittscher**; I would just feel better if we did this. Any more nominations? **Helen Ferguson**; nominates Bob Shortlidge for Chairman.

The vote for Keith Rittscher as Chairman was 4 to 1 with Helen Ferguson voting for Bob Shortlidge. Kendra Bender; nominates Bob Shortlidge for 1st Vice-Chairman. **Barbara Whitneck**; seconds. **No other candidates for 1st Vice-Chairman. Bob Shortlidge takes the place as 1st Vice-Chairman leaving the position of 2nd Vice-Chair open. Kendra Bender**; nominates Ellouise Raffo for 2nd Vice Chair. **Bob Shortlidge**; nominates Joanne Gaughan for 2nd Vice-Chairman. **Barbara Whitneck**; seconds. **Vote for Ellouise Raffo as 2nd Vice-Chair passes 5 to 1 with Bob Shortlidge voting for Joanne Gaughan. Keith Rittscher**; asks Helen Ferguson if she would like to remain Assistant Treasurer. **Helen Ferguson**; I would like to be a Trustee and I nominate Barbara Whitneck for Assistant Treasurer. **Kendra Bender**; seconds. **Barbara Whitneck is voted as Assistant Treasurer. Kendra Bender**; nominates Joanne Gaughan as Secretary. **Helen Ferguson**; seconds. **Joanne Gaughan is the new Secretary. Ellouise Raffo**; nominates Helen Ferguson for Assistant Secretary. **Helen Ferguson**; declines the position.

Resident did not identify themselves; says the only position he thought was up for a vote was Chairman. Says that it seems like a lot of changing around. **Keith Rittscher**; We had several vacancies that needed to be filled. **Kendra Bender**; Helen came to me tonight and said due to health reasons she cannot continue as Assistant Treasurer. It is a



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lot but now we can move forward. **Keith Rittscher**; We will leave the Assistant Secretary position open until the next meeting.

9. Announcements by Chairman

10. Approval of 2/12/18 Regular Meeting Minutes & 3/29/18 Special Meeting Minutes

Action: Motion to Approve 2/12/18 Meeting Minutes made by Barbara Whitneck, Helen Ferguson seconds.

Trustee Comment

Public Comment

Call for vote; motion passed

Barbara Whitneck makes a motion to approve the 3/29/18 minutes, Ellouise Raffo seconds.

Trustee Comment; **Bob Shortlidge**; There's some corrections she has to make. There were 2 people that were named Bob speaking at the meeting so I asked Breanna to clarify them with the last name.

Public Comment;

Call for vote; motion passed

11. Treasurer's Report and Rough Draft of the Budget

Kendra Bender; goes over the Treasurer's report (attached). Everything is going according to plan.

Attachment: Revenues & Expense Report: Budget Performance, Balance Sheet and Loan Balances
Budget Rough Draft

Action: Motion to Approve the Treasurer's Report made by Bob Shortlidge, Helen Ferguson seconds.

Trustee Comment;

Public Comment; **Carol Helton, 342 Holiday Park**; Asks what the yield is on the fixed rate

Account. **Kendra Bender**; It's very small, it's about 2% **Carol Helton**; Can that be broken up in short term CB'S? **Kendra Bender**; We have talked about this before. We need to have a liquid cash flow that is available. In order for me to invest this money I have to take a 20 to 40 hour class before I'm allowed by the state of Florida to invest. **Carol Helton**; If the operating account is earning more than the \$1.4 million can't we put some of that in the operating account?

Kendra; The \$1.4 million is the operating account. Yes, we could do that. **Carol Helton**; I'm sure these accounts are insured. What is the SBA account? **Kendra**; It's another checking account federally insured. **Carol Helton**; We are not yielding what we could by not being able to move money around. **Kendra**; I would welcome someone to explore that and make some proposals.

Keith Rittscher; I also think Kate is going to take a look at that too. **Bob Shearer**; I'm going to meet with Kendra I have paperwork from the attorney going over how we can invest our money. We have guidelines set up by the state that tell us where we can do it.

Call for vote; motion passed

Kendra Bender; Last year the Board voted on the final budget May 22nd. June 16th it was posted to Florida Today. Last week Keith asked me to come up with a rough draft of the budget for those of you that are getting ready to go back up north. **Kendra** goes over the rough draft of the budget (attached).



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12. Trustee Reports

Keith Rittscher; I have been working on the security cameras. We are waiting on FPL to finish putting the meters on. After that, we can get Apex and Spectrum in to make sure we have everything. I'm hoping by the end of the month we will have those up. **Elouise Raffo;** I have been working with Jean Beach and Joanne Gaughan on updating the Deed Restrictions. Those ladies have done amazing work. The intention was for me to sit with Bre and make the changes and print out new books. But, Jean has found 3 cases of books. To print that many new books would be astronomical so Jean is working on another alternative. **Barbara Whitneck;** I was not able to make it to the HPPOA meeting. I know that they swore in new members. **Joanne Gaughan;** I haven't had anything to work on but I would like to bring something up for consideration. I had the opportunity to go to the Eau Gallie Civic Center and someone mentioned they had their whole audio system revamped. I asked for the company's name. I called today and asked if they charge for coming out and looking at something and the answer was "no". They also indicated that they have done considerable amount of work at Barefoot Bay. If you want to go ahead with it, I'm not a techy person but I can get it started. **Keith;** I think we can take a look at that. **Barbara;** Does anyone remember when we had someone come in and they told us it was the acoustics of this hall? They recommended we put carpeting on the walls. **Joanne;** The Eau Gallie Civic Center is very similar to our hall and their ceilings are actually higher. **Keith;** Helen, do you have anything? **Helen;** No. **Bob Shortlidge;** I have been working up at the island for days. There's a short up there and I've been narrowing it down. I took over the roof project. It was an air duct that needed a cap. So I ordered a cap that was only \$80. Shawn and I went up there and in a half an hour we did what we needed to do. The blue tarp is off the roof and it's fixed. I have the name of the paint to fix the pool room. Keith and I talked about it, I have been doing a little bit of detective work on 206 Holiday Park. We are working with the lawyer. I have some ideas on what we can do and I want to see what he thinks. I had Shawn make me a list of things he's improved on since he's been supervisor. All the yards are being mowed in a more orderly fashion, the fences have been fixed in 4 different place, inside the fuel area he's cleaned the inside and outside, he's making sure the ponds are staying filled, he raked and cleaned all the algae on the back pond, he began removing unwanted concrete benches around the park, a lot of the hedges are being trimmed nice and straight, he vacuumed all the leaves in the green spaces. I think when we decided to make him the supervisor we did a good thing for the park. I have been working on the infrastructure in the park for the last month. So I have a quotes here for work that needs to be done. First is the sprinklers systems, the company is ASI. Their quote is for \$3,370.00 and once they're able to fix it the sprinkler system will work the way it's supposed to. Fuel tanks for up at the compound, what we propose is a double wall fuel cell that hold 300 gallons in an enclosed area. That would be \$2,615. We have a pool light that is out and several parking lot lights that are out. Champion Electric is going to fix those for \$550. Going back to the island, we have that marquee out there and it's very hard to read at night. It would be the best interest in the long run to turn it to LED. Commercial Electric can come in and do that for us for \$875.65. It will last longer and save us money. Then, I went around and looked at all the trees in Holiday Park. I called in Alpine and someone else, I got 2 different quotes on that. Alpine is going to take care of all the work for \$1,575. I have found 2 different places we can replace the tires for all the vehicles at the compound. It will be \$990 for all of them. The total for all of this is going to be \$9,960. I would like to get a motion so we can do this. Kendra Bender; Makes a motion to approve up to \$10,000 to fix the infrastructure of the park. **Barbara Whitneck;** seconds. Call for vote; motion passed.

13. Old Business



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Keith Rittscher; Goes over the changes (attached). **Ellouise Raffo;** would like to vote on all the changes requested by the ACC at once.

a. ACC Term Limits, suggested ACC Rule and Regulation Changes and Form Updates

Attachment: Proposed changes

Action: Motion to Approve the changes proposed by the ACC Board made by Ellouise Raffo, Bob Shortlidge seconds.

Trustee Comment;

Public Comment;

Call for vote; motion passed

b. Custodial and Gate Employee Raises

Keith Rittscher; I went through reviewing all Gate and Building Maintenance with the Supervisors. Everyone got 3's and 4's I think we need to give them all a 3% raise. We like everyone and we don't want to lose them. The new salaries will go up 35 to 40 cents each.

Action: Motion to Approve the proposed raises for the Building Maintenance and make it retroactive to the day the lawn Crew got their raises made by Kendra Bender, Barbara Whitneck seconds.

Trustee Comment; **Joanne Gaughan;** I think a 35 cent raise is embarrassing. **Keith Rittscher;** We voted a few years ago that 3% was the maximum raise we can give.

Public Comment

Call for vote; motion passed 2 nays: Joanne Gaughan and Ellouise Raffo

Keith Rittscher; The Gate is the same way. Steve Woolridge got a little extra because if something were to ever happen to Bruce I would like him to be trained to take over.

Action: Motion to Approve the Gate's proposed raises made by Barbara Whitneck, Kendra Bender seconds.

Call for vote; motion passed

14. New Business

a. Discussion on possible pool table repairs

Marvin Locke, 1190 Seminole; I am here to represent the pool hall. We need some repairs on the pool tables. There's 80 to 90 people that play pool every week. Vic Anderson and Bob Crabb said they would do the leg work to look up the leg work to get the bids. They are saying it would be \$400 to \$500 for every table so around \$1,500.

Kendra Bender; makes a motion to approve up to \$1,500 to repair the pool tables and if it's over that they will revisit. **Bob Shortlidge;** seconds. **Joanne Gaughan;** suggests instead of doing that approve them for up to \$2,000. **Colin Fleet, 1150 Seminole;** asks if \$2,500 would be ok. **Kendra;** We have the money. We want it to be reasonable. **Keith;** I would like to have the motion revised. **Kendra;** I revise the motion for the pool tables not to exceed \$2,000. **Ellouise Raffo;** seconds.

Call for vote; motion passed

b. HPPOA Addresses Concerns Regarding Residents Guests Participating in HPPOA Hosted Events

Becky Earnest, 205 Borel; The people that come into the park that are not residents should not be allowed to play the daily activities. We've had complaints all season about people that are taking the place of residents making it so that residents can't play. Everyone was of



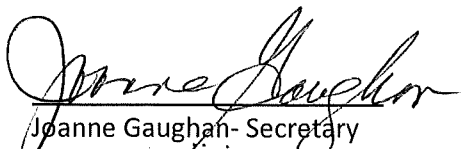
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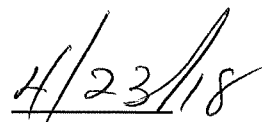
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the opinion the only people that should be allowed to participate in daily activities are residents and in house guests. If you have someone staying with you, those people will be allowed to play bingo, bocce and other daily activities. The people that are being called in on a daily basis should not be closing out the residents from being able to play. **Keith Rittscher**; We are getting some activities that are getting crowded. So they're asking if we can stipulate a person that comes in from outside the park.

Discussion on the issues follows. Clarification on the issue being daily activities not residents guests coming up and using the pool when they're visiting for an extended period of time. Questions on how we would be able to regulate something like this. This could lead to an issue where we are banning residents from having guests come in and visit. The main issue seems to be men's pool not all the other daily activities. The guests are accompanied by the resident and not being allowed to come up by themselves. Questions on if we should charge to play pool in the District. A suggestion is made that it should be left up to the person in charge of the daily activity. A resident states that this has become too big of an issue and that it really isn't that bad. This issue is going to be tabled.

15. **Public Comment; Bob Shearer 382 Holiday Park**; asks is we are allowed to feed wildlife in the park. **Keith**; No. We have a slide on 732 that asks people stop feeding wildlife. **Bob Shearer**; There's 4 people that are feeding wildlife on a regular basis. **Keith**; Give me residents numbers and we will talk to them. **Rod Lindsay, 1291 Joy**; asks about the 5 year plan and suggests a copy be available to the public so everyone can see what we're working on. **Kendra**; Yes, I have seen it. That's something I wanted to find. **Gary Valentine, 1057 Maple**; states that there are several people in the park who have expired extended passes and now they're being called in every day. **Keith**; Yes, we are aware and we are working on them.
16. **Trustee Comments; Kendra Bender**; We did write Kate Masi a contract last week. She has been asked to review the caregiver situation and she's doing a great job. **Keith** and I met with her Wednesday and Saturday. She already has a list. We are working on it. **Bob Shortlidge**; thanks the Board for approving all the quotes for the infrastructure. **Joanne Gaughan**; asks that residents put their complaints in writing. Directs resident to the form available at the office so we can know who made the complaint, when and what's being done to address it. **Keith**; Anytime you want a follow up call Bre and she can tell you what's going on with it.
17. **Adjournment; Barbara Whitneck** makes a motion to adjourn, **Ellouise Raffo** seconds. **Call for vote; meeting adjourned. 9:15pm**


Joanne Gaughan- Secretary
Board of Trustees


Date