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

WORKSHOP MEETING MINUTES

May 22, 2017 - 7:00 PM

1. **Meeting call to order**
   By Bud Getz at 7:02 PM

2. **Invocation**
   By Keith Rittscher

3. **Pledge of Allegiance**

4. **Roll Call**
   By Administrative Assistant Traci DelGaudio: Present were Bud Getz, Chairman; Allison Kelly, 1st Vice-chairman; Marilyn Spall, 2nd Vice-chairman; Cathi Brennan, Treasurer; Kendra Bender, Assistant Treasurer; Keith Rittscher, Trustee. Absent was Molly Stone, Assistant Secretary; Rod Lindsay, Trustee.

5. **Announcements by Chairman**
   1. We are coming on deadlines to run for the Board in this year's elections. If you are interested, the paperwork will need to be submitted for you to be placed on the ballot.

6. **Approval of meeting minutes**
   Action: Motion to Approve made by Kendra Bender, Marilyn Spall seconded.
   Trustee Comment
   Public Comment made by Becky Earnest stating she felt more detail should be provided on public comments in the minutes
   Call for vote, motion passed

7. **District Manager Report**
   Powerpoint presentation [attached]

8. **Accepting of Molly Stone's resignation from the Assistant Secretary position on the Board of Trustees**
   Bud Getz read information on the requirements of the Board of Trustees, 5 officers and 4 Trustees. Holiday Park North Port runs on the 5 statutory officers and 4 Trustees. Molly's resignation will be accepted and the position of Assistant Secretary will be eliminated. We will now need to appoint an interim Secretary.
   Allison Kelly read from a prepared statement regarding her thoughts on what it means to be on the Board of Trustees, Molly Stone and her performance as a member of the Board of Trustees. Allison stated she does not support Molly continuing on the Board and asked for her resignation from the Board of Trustees.
   Bud Getz stated this is Allison's opinion. There is a process that needs to be followed.

Marilyn asked to table accepting Molly's resignation; Bud advised will be accepting her resignation from the Assistant Secretary position to be able to appoint an interim Secretary to sign documents, she will remain on the Board in a Trustee position at this time.

9. Appointing of an interim Secretary to the Board of Trustees

Bud Getz stated the interim Secretary will be Kendra Bender. Once a new Secretary is appointed Kendra will return to her duties as Assistant Treasurer. At this time, we are eliminating the Assistant Secretary position.

Joanne Gaughan, 241 Berry Ct.: asked sine you are eliminating the Asst. Secretary, can you still have an Asst. Treasurer? Bud explained that only 5 Officers is required on the Board. There has been a lot of talk at the County and State levels of eliminating Special Districts. I don't want this to happen simply because we don't have enough people to fulfill the requirements.

Bud Getz asked Kendra, as the interim Secretary, to sign Resolution 2017-02, he provided the final ballot results; 61.5% yes and 38.5% no.

Bud Getz, Kendra Bender and Traci DelGaudio, Administrative Assistant signed Resolution 2017-02.

Bud Getz advised that we will be working with Brevard County to restrict the transfer of deeds until our Board of Trustee approves it.

Keith Rittscher asked if by stating they will be a resident that means they have to move into the property prior to making it available to rent? Bud stated we are working on the verbiage. An applicant will need to be approved as a resident and register as the owner before the property can be made available to rent. The renter will then need to go through the approval process.

10. Discussion on Fine Fee Schedule

Limit of 30 minutes on this topic

Attachment: updated draft fine fee schedule

The pages covered at this meeting were regarding parking of vehicles and pets.

It was decided that the fines for parking violations would go into effect forty-eight (48) hours from the time they are notified by the District Office. This will be outline in the final Fine Fee Schedule.

Phil Matton, 265 Holiday Park Blvd.: stated residents will catch on and park on the weekends, you will see it on Monday and give an additional forty-eight (48) hours. Marilyn suggested taking a picture that would be timestamped providing proof of how long the vehicle has been parked.

Leanne Johnson, 309 Holiday Park Blvd.: suggested allowing for caged birds. Mike advised that caged birds are currently allowed.

Donna Matton, 265 Holiday Park Blvd.: spoke of not leaving pets out on porches or carports when not at home.

Chuck Roan, 220 Borel Ct.: commented on feeding the feral cats, asked if we wanted them to starve. Bud Getz advised these are wild animals if you stop feeding them they will go somewhere else to find food.

There was discussion on the restriction to three (3) pets. There are current residents that have more than two (2) pets; we can't just ask someone to give up their pet. It was decided those that have more than two (2) pets currently will be allowed to keep the additional pets. At which time the additional pet passes it will not be allowed to be replaced.

Jamy Welch, 1003 Moonlight: stated she has an issue with service dogs, she thinks the park is working on clarifying what a service dog is. She asked if a guest can bring in an animal that is over 25 lbs. Bud Getz advised that no animal over 25 lbs. is permitted in the park regardless of it's a

resident or guest.
There was discussion on how far a dog is permitted to come onto a residents private property. A few residents voiced concerns that dogs were being allowed to wander the length of a retractable leash onto the lawns and up into their carports. Mike reminded that the length of a leash should be six (6) feet maximum.
Mike Lawler will add verbiage to Rules and Regulations about allowing pets to wander onto other residents' property. No pets are allowed to be left on carports or screened porches when residents are not home. We will arrange to have someone come in to talk about service animals.

11. 2017-2018 Draft Budget Review

Attachment: Wish list, budget attachments
Mike Lawler summarized the budget for the 2017/2018 fiscal year.
Cathi Brennan made the motion to approve the proposed budget, Marilyn Spall seconded.
Public comment made by Becky Earnest, 205 Borel Cir: Asking if this means the special assessment fees will stay the same and if we can go over the budget and approve it in the same meeting.
Mike Lawler advised that yes the assessment would stay the same. The legal obligation is to post two public hearings on the budget, we have met that obligation as we presented it last meeting and then again this meeting.
Trustee comment made by Kendra Bender; advised it's a good budget. We may find some additional funds since there are some overages in some areas.
Call to vote, motion passed.
Mike Lawler presented the wish list with suggested prioritization by year.

11A. Approving paint colors

Bud Getz stated that the starting color palette was given out at a previous meeting, since he received no feedback he wanted to vote on these colors as the starting color palette.
Marilyn Spall made the motion to approve the color palette, Cathi Brennan seconded.
Kendra Bender suggested using the first two columns as unit colors and the third column as the trim colors. Bud Getz asked for a hand count vote on this. By majority hand count it was agreed that the colors in the first two columns be used a unit colors and the colors in the third column be used as trim colors.
Mike Lawler cautioned we are moving too quickly on this, stated he felt this needed more thought and planning. Bud Getz advised they just took a vote and this is a starting point.
Public Comments were made by Dave Peck, Patti Peck, Gloria Walsh and Donna Matton.
Comments consisted of concerns over limited color choices and how to inform residents of the need for approval of color choices
Bud Getz advised this is a starting point, we have to have a base to start from and can add to it as needed. If the color is not on this chart, you can go to the District Office or ACC Board for approval.
Call to vote, motion passed
Joanne Gaughan, 241 Berry Ct.: suggested that since we have to send the mailer for the budget we can include a synopsis of changes and fines in a letter with the budget.

12. Public comments

Joanne Gaughan, 241 Berry Ct.: stated there are 5 Trustees whose terms are ending this year. How many are eligible to run? Bud Getz advised he was unsure. Mike Lawler advised that Rod Lindsay is

not eligible to run.
Leanne Johnson, 309 Holiday Park Blvd.: voiced concerns that parking hot vehicles on the grass during the drought can start fires.

13. Trustee comments

Keith Rittscher thanked everyone for coming, their opinions and patience
Allison Kelly stated that she had shared some personal feelings, many of them were feelings that had been shared with her from fellow residents. She advised her door is always open.
Marilyn Spall thanked everyone for coming, advised it was a tough meeting, being a Trustee is not easy.
Kendra Bender said a big thank you to Mike and the crew for fixing the pond, stated that Mike and Cathi did an excellent job on the budget.
Cathi Brennan thanked everyone for coming and wished them a good evening.
Bud Getz asked for hand count of the Trustees that would attend the next meeting and then advised should have a quorum for 6/12/17.

14. Adjournment

Marilyn Spall made the motion to adjourn, Allison Kelly seconded. Meeting adjourned at 9:51 PM

	2015-2016		2017-2018	Variance
	Actuals Oct '15 – Sep'16	Budget	Budget Left	Proposed Budget	2015/16 Budget Compared to 2017/2018 Proposed
Total Budgeted Income (General Fund)	$1,189,130.73	$1,309,300.00	$15,742.63	$1,132,288.00	**-$177,012.00**
Expense					
511 · Gen Govt- Legislative					
0511451 · Board Bond Ins	$800.03	$700.00	-$100.03	$800.00	$100.00
0511491 · Election Fees	$303.19	$1,600.00	$1,296.81	$1,600.00	$0.00
0511522 · Uniforms- Board	$58.65	$200.00	$141.35	$200.00	$0.00
Total 511 · Gen Govt- Legislative	**$1,261.87**	**$2,500.00**	**$1,238.13**	**$2,600.00**	**$100.00**
512-513 · Gen Govt- Exec, Fin & Admin					
0512130 · Payroll - Executive	$53,825.87	$49,250.00	-$4,575.87	$60,375.00	$11,125.00
0512210 · Payroll Taxes - Executive	$4,509.57	$4,200.00	-$309.57	$3,924.38	-$275.63
0512230 · Health Insurance - Executive	$1,424.23	$8,000.00	$6,575.77	$10,800.00	$2,800.00
0512240 · Workers Comp Ins- Executive	$3,108.26	$2,800.00	-$308.26	$2,000.00	-$800.00
0512400 · Travel Reimb - Executive		$200.00	$200.00	$200.00	$0.00
0512551 · Education/Training- Exec	$454.05	$1,000.00	$545.95	$1,000.00	$0.00
0513130 · Payroll - Admin	$63,224.82	$56,550.00	-$6,674.82	$47,143.20	-$9,406.80
0513210 · Payroll Taxes - Admin	$5,085.32	$4,455.00	-$630.32	$3,064.31	-$1,390.69
0513230 · Health Insurance - Admin	$10,894.79	$10,200.00	-$694.79	$6,757.00	-$3,443.00
0513240 · Workers Comp Ins - Admin	$2,870.53	$2,170.00	-$700.53	$2,871.00	$701.00
0513321 · Professional Fees - Auditing	$11,100.00	$11,500.00	$400.00	$16,000.00	$4,500.00
0513322 · Contract Accounting Services	$10,395.00	$10,200.00	-$195.00	$11,250.00	$1,050.00
0513340 · Payroll-related Services	$3,334.78	$2,200.00	-$1,134.78	$2,750.00	$550.00
0513341 · Temporary Office Services	$0.00	$500.00	$500.00	$500.00	$0.00
0513400 · Travel Reimb- Admin		$200.00	$200.00	$0.00	-$200.00
0513421 · Postage	$696.66	$1,400.00	$703.34	$1,000.00	-$400.00
0513441 · Equipment Lease- Office	$1,951.48	$2,000.00	$48.52	$2,100.00	$100.00

				0513462 · R&M Office Equipment	$250.00	$1,000.00	$750.00	$250.00	-$750.00
				0513471 · Deed Restriction Revision Exp			$0.00	$500.00	$500.00
				0513495 · Advertising Legal		$1,800.00	$1,800.00	$500.00	-$1,300.00
				0513496 · Bank Charges	$30.00	$300.00	$270.00	$0.00	-$300.00
				0513497 · Advertising - Office	$910.69		-$910.69	$0.00	$0.00
				0513499 · Non Capitalized Equip- Office	$2,061.35	$1,500.00	-$561.35	$500.00	-$1,000.00
				0513510 · Office Expense	$3,634.70	$5,000.00	$1,365.30	$4,150.00	-$850.00
				0513551 - Education/Training Admin	$128.00	$0.00	-$128.00	$500.00	$500.00
			Total 512-513 · Gen Govt- Exec, Fin & Admin		$179,890.10	$176,425.00	-$3,465.10	$178,134.88	**$1,709.88**
			514 · Gen Govt- Legal Counsel						
				0514311 · Professional Fees - Legal	$4,691.50	$4,000.00	-$691.50	$10,000.00	$6,000.00
				0514312 · Legal - Deed Rest. Enf.	$1,086.00	$4,000.00	$2,914.00	$2,000.00	-$2,000.00
			Total 514 · Gen Govt- Legal Counsel		$5,777.50	$8,000.00	$2,222.50	$12,000.00	**$4,000.00**
			519 · Gen Govt- Other Gen Govt						
				0519411 · Telephone & Communications	$7,220.04	$6,500.00	-$720.04	$5,000.00	-$1,500.00
				0519431 · Utilities - Electric	$60,194.46	$60,000.00	-$194.46	$60,000.00	$0.00
				0519432 · Utilities - Gas	$1,451.56	$2,000.00	$548.44	$2,000.00	$0.00
				0519433 · Utilities - Water & Sewer	$2,811.65	$5,000.00	$2,188.35	$4,000.00	-$1,000.00
				0519434 · Storm Water Management	$3,047.12	$3,100.00	$52.88	$3,100.00	$0.00
				0519442 · Equipment Lease- General	$1,045.00	$1,200.00	$155.00	$1,200.00	$0.00
				0519451 · Insurance - Liability	$8,889.00	$10,000.00	$1,111.00	$10,500.00	$500.00
				0519452 · Insurance - Property	$10,585.34	$14,700.00	$4,114.66	$11,000.00	-$3,700.00
				0519462 · Property Maintenance Expense	$0.00	$4,500.00	$4,500.00	$2,000.00	-$2,500.00
				0519491 · Cable - TV	$176,143.68	$176,200.00	$56.32	$194,127.15	$17,927.15
				0519497 · Other Expense	$193.46	$100.00	-$93.46	$0.00	-$100.00
				0519499 · Non-Cap Equipment- Gen Govt	$0.00	$500.00	$500.00		-$500.00
				0519521 · Supplies Decals & Badges	$218.88	$800.00	$581.12	$500.00	-$300.00
				0519541 · Taxes, Fees & Licenses	$31,191.01	$30,500.00	-$691.01	$31,500.00	$1,000.00
			Total 519 · Gen Govt- Other Gen Govt		$302,991.20	$315,100.00	$12,108.80	$324,927.15	**$9,827.15**
			529 · Public Safety- Other Public Saf						

				0529130 · Payroll - Gate	$88,610.19	$91,135.00	$2,524.81	$96,943.60	$5,808.60
				0529210 · Payroll Taxes - Gate	$7,453.30	$8,100.00	$646.70	$6,301.33	-$1,798.67
				0529230 · Health Insurance - Gate			$0.00		$0.00
				0529240 · Workers Comp Ins- Gate	$5,637.14	$5,000.00	-$637.14	$5,637.00	$637.00
				0529460 · R&M Gate	$919.57	$1,700.00	$780.43	$1,000.00	-$700.00
				0529490 · Flags	$57.35	$300.00	$242.65	$150.00	-$150.00
				0529499 · Non Capitalize Equip- Gate	$544.15	$300.00	-$244.15	$150.00	-$150.00
				0529520 · Supplies - Gate	$408.00	$1,000.00	$592.00	$550.00	-$450.00
				0529521 · Uniforms- Gate	$346.26	$200.00	-$146.26	$300.00	$100.00
			Total 529 · Public Safety- Other Public Saf		$103,975.96	$107,735.00	$3,759.04	$111,031.93	**$3,296.93**
			539 · Physical Env- Other Phys Env						
				0539130 · Payroll - Custodians	$67,315.41	$80,000.00	$12,684.59	$76,805.04	-$3,194.96
				0539210 · Payroll Taxes - Custodial	$5,456.41	$6,600.00	$1,143.59	$4,992.33	-$1,607.67
				0539230 · Health Ins- Custodial	$12,742.77	$12,400.00	-$342.77	$16,090.00	$3,690.00
				0539240 · Workers Comp Ins-Custodial	$4,188.10	$4,375.00	$186.90	$4,188.00	-$187.00
				0539400 · Travel Reimbursement Custodial	$8.90	$100.00	$91.10	$0.00	-$100.00
				0539461 · R&M Buildings	$16,592.09	$4,000.00	-$12,592.09	$5,000.00	$1,000.00
				0539462 · R&M Lighting- Rec Center	$1,289.13	$1,500.00	$210.87	$500.00	-$1,000.00
				0539463 · R&M Equipment	$2,521.16	$3,000.00	$478.84	$3,000.00	$0.00
				0539499 · Non Capitalized Equip-Custodial	$1,201.23	$800.00	-$401.23	$500.00	-$300.00
				0539520 · Custodial Supplies	$4,355.12	$4,000.00	-$355.12	$4,150.00	$150.00
				0539521 · Uniforms- Custodial	$152.50	$200.00	$47.50	$200.00	$0.00
			Total 539 · Physical Env- Other Phys Env		$115,822.82	$116,975.00	$1,152.18	$115,425.37	**-$1,549.63**
			541 · Transportation- Road & Street						
				0541461 · R&M Streets	$78.68	$1,000.00	$921.32	$5,000.00	$4,000.00
				0541463 · R&M Signage	$233.98	$900.00	$666.02	$900.00	$0.00
				0541464 · R&M Drainage	$2,580.00	$2,600.00	$20.00	$4,600.00	$2,000.00
				0541499 – Non-cap Equip-Road and Streets	$794.64		-$794.64		$0.00
			Total 541 · Transportation- Road & Street		$3,687.30	$4,500.00	$812.70	$10,500.00	**$6,000.00**
			572 · Culture/Rec- Parks & Recreation						
				0572130 · Payroll - Grounds Crew	$146,377.73	$151,135.00	$4,757.27	$165,130.48	$13,995.48

				0572210 · Payroll Taxes - Grounds	$12,101.61	$14,785.00	$2,683.39	$10,733.48	-$4,051.52
				0572230 · Health Insurance-Grounds	$18,424.07	$23,200.00	$4,775.93	$24,750.00	$1,550.00
				0572240 · Workers Comp Ins-Grounds	$8,867.04	$8,200.00	-$667.04	$8,866.00	$666.00
				0572341 · Contract Svcs - Lawn Crew	$13,104.87	$63,000.00	$49,895.13		-$63,000.00
				0572342 · Landscape Management	$10,176.34	$8,000.00	-$2,176.34	$12,000.00	$4,000.00
				0572431 · Landscape Trash Removal	$1,740.00	$2,200.00	$460.00	$8,000.00	$5,800.00
				0572461 · R&M Grounds Equipment	$12,558.90	$7,000.00	-$5,558.90	$10,000.00	$3,000.00
				0572462 · R&M Pools & Rec Facilities	$20,038.23	$18,000.00	-$2,038.23	$18,000.00	$0.00
				0572463 · R&M Irrigation System	$215.91	$2,500.00	$2,284.09	$2,000.00	-$500.00
				0572464 · Sound Wall Maintenance	$0.00	$1,000.00	$1,000.00	$1,000.00	$0.00
				0572468 · Vehicle Repair	$5,707.15	$2,000.00	-$3,707.15	$1,000.00	-$1,000.00
				0572499 · Non Capitalized Equip-Grounds	$5,749.79	$2,500.00	-$3,249.79		-$2,500.00
				0572521 · Supplies - Grounds	$5,756.43	$4,500.00	-$1,256.43	$4,850.00	$350.00
				0572522 · Fuel	$9,271.73	$15,000.00	$5,728.27	$10,000.00	-$5,000.00
				0572524 · Supplies Recreational	$667.09	$1,800.00	$1,132.91	$1,800.00	$0.00
				0572525 · Uniforms- Grounds	$1,320.95	$450.00	-$870.95	$700.00	$250.00
				0572526 · Landscape Supplies	$1,092.00	$3,300.00	$2,208.00	$3,000.00	-$300.00
				0572551 · Education/Training- Parks & Rec		$300.00	$300.00	$800.00	$500.00
			Total 572 · Culture/Rec- Parks & Recreation		$273,279.12	$328,870.00	$55,590.88	$282,629.96	**-$46,240.04**
			701 · Capital Outlay						
				0519621 · Cap Outlay-Buildings & Imp	$163,931.66	$192,965.00	$29,033.34	$10,000.00	-$182,965.00
				0519631 · Cap Outlay-Infrastructure	$6,876.00	$32,000.00	$25,124.00	$15,000.00	-$17,000.00
				0519641 · Cap Outlay-Grounds Equipment	$16,279.58	$18,000.00	$1,720.42	$12,000.00	-$6,000.00
				0519642 · Cap Outlay-Furn, Fixt & Eq	$0.00	$2,000.00	$2,000.00	$2,000.00	$0.00
			Total 701 · Capital Outlay		$187,087.24	$244,965.00	$57,877.76	$39,000.00	-$205,965.00
			8000099 · Contingency Expense		$0.00	$15,000.00	$15,000.00	$56,038.70	$41,038.70
			8581100 · Budgeted Return to Reserves						$0.00
		Total Expense + Contingency + Return (General Fund)			$1,173,773.11	$1,320,070.00	$146,296.89	$1,132,288.00	**-$187,782.00**
2 Debt Service Fund									
	Income								

325 Special Assessments					
2325200 · From Gross Assessments- DebtSvc	$261,911.75	$262,200.00	$288.25	$262,200.00	**$0.00**
Total Available Income (from General Fund)	$87,397.00	$262,200.00	$174,803.00	$262,200.00	**$0.00**
Expense					
517 · Gen Govt Svcs- Debt Svc Payment					
2517710 · Principal Expense	$242,870.88	$238,700.00	-$4,170.88	$247,678.00	**$8,978.00**
2517720 · Interest Expense	$19,040.87	$23,500.00	$4,459.13	$14,522.00	**-$8,978.00**
Total 517 · Gen Govt Svcs- Debt Svc Payment	$261,911.75	$262,200.00	$288.25	$262,200.00	**$0.00**
Total Expense (Debt Svc Fund)					
Total Income- All Funds	$1,276,527.73	$1,571,500.00	$294,972.27	$1,394,488.00	**-$177,012.00**
Total Expense- All Funds	$1,435,684.86	$1,582,270.00	$146,585.14	$1,394,488.00	**-$187,782.00**

Budget Wish List								
Agreed Upon Budget Year for Planning Purposes	Item	Details	Estimated Cost	Trustee Feedback 1	Trustee Feedback 2	Trustee Feedback 3	Trustee Feedback 4	District Manager Feedback 5
	Holiday Park Entrance Redesign	$15K - Install New Gate System. $15K - Pave New Road. $15K - Demo Guard House & Install Small Guard House. Residents would pay $15.25 for keyfob (704x$15.75) = $11,088	$60,000.00	2018	2025	2020	2018	2019
	Buying Property Certificates	Buy certificates on properties that have less than $10K in back taxes due and buy certificates on properties that did not pay their 2016 taxes	$71,000.00	2019	2019	spread over years	2021	2018 - $10,000
	Cost to collect our own Special Assessment	Cost to collect our own Special Assessment. Saves $80,000.00 from our annual budget. $52K for discounts applied by BC Tax Collector and approx. $28,000.00 in the 2% commission that BC Tax Collector charges us.	$40,000.00	2020	Never	Don't think we should do. Cant collect	2021	Long Term Project - Continue Feasibiltiy & Risk

Budget Wish List								
Agreed Upon Budget Year for Planning Purposes	Item	Details	Estimated Cost	Trustee Feedback 1	Trustee Feedback 2	Trustee Feedback 3	Trustee Feedback 4	District Manager Feedback 5
	Sidewalks	Sidewalks throughout the park are deteriorating causing a safety issue. Can replace sections on an as needed basis but longer term, need to remove the sidewalks and replace with black top.	Short term we can replace small sections if they pose a safety issue. Long term, the side walks really need to be removed and replace	No Feedback	2019	2018	2019	2019
	New Park Signs	Entrance, Club House and Small Signs with Street #'s	$4,000.00 - $6,000.00	2018	2018	2018	2018	2018
	Awnings	Purchase and install 2 new awnings over Bocee Ball Courts	$1,000.00	2018	2018	2018	2022	2018

Budget Wish List								
Agreed Upon Budget Year for Planning Purposes	Item	Details	Estimated Cost	Trustee Feedback 1	Trustee Feedback 2	Trustee Feedback 3	Trustee Feedback 4	District Manager Feedback 5
	Fountain Feature in pond behind on side of Club House. Would also need to dig a deep water well.	Replace, and activate, the fountain in the pond to rear of HP Office. This is to get the item on the list of future projects for the Park. This is an item that will needed to be budgeted for as a future project for possibly as a Park Beautification project. Estimated cost of $1500-2500. May need to dig an artecian well to keep the pond filled @ approx	$7,500.00	2020	2019	2018	2022	2018
	Rebuild bridges in rear pond	Rebuild bridges in rear pond- this has been on the radar for three years and this should be a priority to be completed. Light in the pond as it was originally	$500.00 each	2019	2019	2018	2018	2019
	Removing dead trees and trimming dead brances.	Tree trimming should be a BIG priority as there are dangerous areas throughout the park and a LOT. Of dead / rotted branches that need to be removed	$10,000.00	2018	2018-2019	2018	2018	2018-2019
	Leaf Vacuum	Need solution for picking up leaves in green spaces as well as picking up piles at Resident's	$2,500.00	2018	2019	2018	2019	2018

Budget Wish List								
Agreed Upon Budget Year for Planning Purposes	Item	Details	Estimated Cost	Trustee Feedback 1	Trustee Feedback 2	Trustee Feedback 3	Trustee Feedback 4	District Manager Feedback 5
	Wireless Microphones	Needed for Recreation Hall Sound System (10)	$1,000.00	2020	2018	2016	2019	2019
	Dump Vehicle	Needed to collect leaves, debris from trees and drainage ditches.	$5,000.00	2018	2019	2019	2020	2019
	Small Back Hoe, multi-purpose, can be used to clear ditches, move fallen trees, remove stumps and take care of other potential problems	Needed to clear ditches, move fallen trees, remove stumps and take care of other potential problems	$7,000.00 - $10,000.00	2019	2021	2020	2018	2019
	Larger/Longer Trailer Road Safe Trailer	Have been using Bud Getz's for scrap because it's street legal as well as large enough to haul larger equipment but still not big enough to transport the mowers	$3,000.00	2019	2018	2019	2020	2018
	Truck	1991 Truck is old and battered, the hitch is connected to the bumper, concerned that something being hauled will come loose causing a liability.	$20,000.00	2018	2019	2020	2018	2018

Budget Wish List								
Agreed Upon Budget Year for Planning Purposes	Item	Details	Estimated Cost	Trustee Feedback 1	Trustee Feedback 2	Trustee Feedback 3	Trustee Feedback 4	District Manager Feedback 5
	Holiday Park Website	Upgrade website software	From $1,200.00 per year to $2,400.00	2019	2018	2019	2019	2019

District Manager Report

Board of Trustees Meeting
Monday, May 22, 2017
Presented by: Mike Lawler

COMPLETED TASKS

- Facilitated the ballot counting for Resolution 2017-02
- The VakPaks on cold pool have been installed, tested and chemicals are balanced. Received CO on May 16, pool has reopened
- Old pumps from pools are being stored in the lawn compound and will be repurposed as irrigation pumps
- Poolsure has been contacted to return the chemical systems from the old Vak Paks. Contract is being revised to exclude maintenance charges on this system
- Fixed valves at front pond which is now being fed by the well pump
- Replace plywood cover over the well pump housing in front of the club house

COMPLETED TASKS(Cont)

- Dakota alert system has been fixed
- Consolidated the 5 year budget "wish list"
- Reinstalled fence around Bocce Ball Court
- Completed replacing lights in the main hallway and library
- Replaced 2 lights in cold pool and tightened 1 light
- Installed 1 quad outlet in HPPOA office
- Purchased covers for the chlorine tanks which were required by code
- Purchased and installed a mulch kit for the Huskavarner mower so it can now be used to mow around residential property ($210.00)

COMPLETED TASKS(Cont)

- Upgraded computer at the Gate House for extremely reasonable price of: $175.00
- Replaced the alternator on the Kubota lawn mower, need to replace the starter as well
- Washed the white fences over the drainage ditches at Center and Blossom
- New Maintenance Team Member (Richard) joined the team on Monday, May 15

Short Term (30 Day) Projects in Progress (Cont)

- Prepare draft 2017/2018 FY budget
  - Initial meeting with Cathi Brennan held Wed. April 19
  - A second meeting held Mon. April 24.
  - Advertise May 1 in Florida Today budget meetings – Complete
  - Present draft budget to the board on May 8
  - Advertise May 15 in Florida Today budget meetings – Complete
  - Present final budget for approval as soon as possible
  - Publish final budget in Florida Today by EOM June
- Finalize the development of the "fine system" and associated tracking system
  - Fine system and consolidated feedback discussions will start at the next board meeting scheduled for April 24 – In Progress

Short Term (30 Day) Projects in Progress (Cont)

- Clean up the compost pile and implement a long term solution for disposing of leaves, branches and debris
  - WM has begun this project, approx. 2 weeks to complete
- Install Security Cameras at the Canal and Americanna
  - FPL will install Hand Holes at the 2 locations, waiting on schedule confirmation – Mailed pre-payment of $203.00 on Monday, May 15 – Hand Holes will be installed next week
  - Maintenance team will dig 18' trench at the Canal – Complete
  - Schedule electrician to lay conduct and run electrical wire
  - The power at Americana will tap into existing light pole so no trench required
  - Run electrical wire to Hand Holes, FPL will connect
  - Apex Security to install poles and camera's and associated equipment
  - Connect security camera's to electricity

Short Term (30 Day) Projects in Progress

- Pool Certification for Jose, Earl and Chris has been re-scheduled for June 24 and 25
- Research fuel perks programs to reduce our cost
- Recruit and Hire 1 Full Time Permanent Team Member
- Arrange for the wall along I95 to be cleaned
- Research voice to text technology for board meeting minutes
- Clean storm sewer drains
  - Purchased a Storm Drain Grate Lifter
  - Maintenance Team will begin cleaning the drains the week of April 24 – In Progress
- Prepare for the 2018 Board of Trustee Elections

Short Term (30 Day) Projects in Progress (Cont)

- Wayne Schofield from HP North Port will be visiting our Park in end of May or early June to assess our Operation and share best practices
- Remove desk from HPPOA office and install counter
- Order and install a new solid door and screen door in kitchen (Funded by HPPOA)
- Research the cost of running TV cable to the Billiard Room and monthly charges
- Resident hit the vehicle compound gate, he has agreed to pay for the repair – Obtaining quotes
- Install engraved Memorial pavers in front of club house
- Need to define the Buyer/Renter Application process
- Renew vehicle stickers on Renter's vehicles

Short Term (30 Day) Projects in Progress (Cont)

- Pressure wash the paved area on the club house side of the pool fence and down the breezeway – Estimated completion – May
- Install lockable latches on the gate leading to the pool equipment
- Work with Maintenance Team to develop a lawn maintenance approach that would provide for the mowing, edging and blowing in one pass
- Replace lighting in HPPOA office, HPPOA ticket area, inside/outside bathrooms, electrical panel room

Long Term (60-90 Day) Projects Planned or in Progress

- Continue researching the Pros and Cons of maintaining our Special District status vs. annexing into the City of Palm Bay
- Holiday Park Website software needs to be upgraded
  - Meet with InMotionHosting to talk about requirements and cost
- Conduct feasibility of redesigning road entrance into Holiday Park
- Obtain Holiday Park Sign designs and costs
- Move fence in the compound that runs along the I-95 wall. This will allow for larger spaces to accommodate motor homes
- Continue investigating abandoned properties, tax liens, purchasing certificates on properties so we can force a sale

Long Term (60-90 Day) Projects Planned or in Progress (Cont)

- Work with City of Palm Bay Code Enforcement and Chief Building Official to condemn abandoned mobile units
- Prepare recommendation on mobile units and property that certificates should be purchased
- Recreation Hall floor will be cleaned thoroughly, re-waxed and buffed. Late July/early August
- Prepare for 2018 Board Elections
  - Terms ending for: Molly Stone, Marilyn Spall, Bud Getz, Rod Lindsey, Allison Kelly
  - Petitions (Min 25 signatures @ 0.10 cents each) or $25.00 petition fee must be submitted by Noon on 7/31
  - Qualifying begins on 8/28 and ends 9/1
  - General election will be held 11/7
  - Term begins 1/2/2018

Need Your Help!!!

Reminder on Signs:
No signs are permitted on lots, except real estate signs or political signs in window, planter box or as approved by the District Manager. A small sign announcing a "yard sale" may be temporarily place on property for no longer than 24 hours.
CONTRACTOR SIGNS ARE STRICTLY PROHIBITED!!!

Golf Carts and Green Spaces:
Please be considerate of your neighbors and refrain from driving golf carts on other owner's property. Please don't use Green Spaces as a thoroughfare.

Parking
Residents are parking on grass when there is ample room on the driveway to park.

Property Address:
House numbers are required to be on both sides of the mailbox.