



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 29, 2018 – 7:00PM

Keith Rittscher
Chairman

Bob Shortlidge
1st Vice-Chairman

Ellouise Raffo
2nd Vice-Chairman

Joanne Gaughan
Secretary

Assistant Secretary

Kendra Bender
Treasurer

Barbara Whitneck
Assistant Treasurer

Helen Ferguson
Trustee

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 Joanne Gaughan

Present were Keith Rittscher, Chairman; Bob Shortlidge, 1st Vice-Chairman; Ellouise Raffo, 2nd Vice-Chairman; Joanne Gaughan, Secretary; Kendra Bender, Treasurer; Barbara Whitneck, Assistant Treasurer; Helen Ferguson, Trustee.

5. Announcements by Chairman

The Chairman's announcements were as follows:

- DBI, the company that can pressure wash the wall, came out to give an estimate. We should have it sometime next week.
- We are working on cleaning up employee work space.
- There is a company coming to pick up the organ and TV for donation. They should be here June 4th.
- The lawn crew is doing the best they can and working very hard.
- Finalizing paperwork for Sheree Morris. She has verbally accepted the position and will hopefully be starting June 1st.
- The sign out front has been marked for underground utilities. We are just waiting on the sign company to install it.
- Under New Business adds cc., to discuss ACC applications because the ACC Board does not have enough member to hold meetings.

6. Approval of 5/14/18 Meeting Minutes

Action: Motion to Approve the 5/14/18 Meeting Minutes made by **Ellouise Raffo, Barbara Whitneck** seconded.

Trustee Comment

Public Comment

Call for vote; motion passed

7. Trustee Reports

Helen Ferguson, Barbara Whitneck and Kendra Bender have nothing to report at this time. **Joanne Gaughan**; stated she would be setting up appointments for 2 more audio companies to come in sometime in June when Don Washington is back in the park. **Keith Rittscher** updated everyone on the security cameras. **Bob Shortlidge** gave an update on all the infrastructure projects in the park. Advised Alpine would be in the park for a week starting June 4th. Went over the legal process for handling 206 Holiday Park. **Joanne Gaughan** asked if the same letter could be used for the 2nd notice. **Bob Shortlidge** said yes, I believe so. **Keith Rittscher** agreed.

8. Old Business

a. Bocce Court Bids

The Board of Trustees reviewed 3 bids from 3 separate companies; Andrew Dittenber, Helms



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Aluminum and Robert Scott Construction. **Keith Rittscher** went over and compared each quote.

Action: Motion to Approve Robert Scott Construction made by Kendra Bender, Barbara Whitneck seconded.

Trustee Comment; **Joanne Gaughan** asked where the company is located. **Keith Rittscher** responded, Palm Bay. **Bob Shortlidge** asked when the work would be started. **Keith Rittscher** stated 6 weeks.

Public Comment; **A resident** asks what the cost is. **Keith Rittscher** said for Robert Scott \$12,250 and clarified all bids include concrete as well as roofing. **Annette Ragas, 409 Holiday** asked if it would be able to withstand hurricane force winds. **Keith Rittscher** said yes.

Call for vote; motion passed

b. AC Unit Bids

The Board discussed the 3 AC bids. It was determined this would be tabled until all 3 companies could provide a price on a warranty.

Action: Motion to table made by Bob Shortlidge, Helen Ferguson seconded

Trustee Comment

Public Comment; **Allison Kelly, 1054 Sunflower**; requested they try to get a deal on the warranty. Bruce Crabb, 442 Neighborly; asked if the company that has maintained our current units gave a bid. **Joanne Gaughan** said yes, that is Platt's.

Call for vote; motion passed

c. Trustee Shirts

Joanne Gaughan got a good price from a local company, Magic Lion for Trustee shirts. Men's are \$18.50 and women's are \$16. **Bob Shortlidge** asked about a button down. **Joanne** stated she would look.

Action: Motion to Approve new Trustee shirts from Magic Lion made by Kendra Bender, Helen Ferguson seconded.

Trustee Comment

Public Comment

Call for vote; motion passed

d. Wish List

Kendra went over the wish list and money that can be spent. There is \$80,000 to spend. **Helen** clarified anything over \$5,000 needs 3 quotes.

Action: Motion to Approve up to \$15,000 for audio made by Kendra Bender, Ellouise Raffo seconded.

Trustee Comment

Public Comment; **Chuck Roan, 220 Borel**; wanted clarification on what was being discussed. **Joanne Gaughan** said they are trying to update the entire audio system. **Dave Peck, 1014 Willow**; requested they discuss the entire list at once. **Bruce Crabb, 442 Neighborly**; stated there is nothing wrong with the sound system it's just the acoustics. **Kendra Bender, Bob Shortlidge, Barbara Whitneck and Joanne Gaughan** discussed the acoustics and a solution to the problem but feel it's best to have a company come in.

Ellouise Raffo; clarified the amount of money and that's if for the entire audio system.

Kendra continued to go through the wish list. The total is \$90,000. **Bob Shortlidge** spoke about foot bridges. **Keith Rittscher** suggested they vote for the projects all together after they address the motion for the sound system.



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Call for vote; motion passed

Motion to move forward with all other wish list items made by Kendra Bender, Helen Ferguson seconded. **Connie Christley, 155 Holiday Park;** asked what's wrong with the library. **Joanne Gaughan;** said the library is not the way it was supposed to look. **Bruce Crabb, 442 Neighborly;** asked that the library have tile like the rest of the building. **Allison Kelly, 1054 Sunflower;** asked about the website being redesigned. **Kendra** said she will add it back on. Call for vote; **motion** passed.

10. New Business

Bob Shortlidge quickly addressed an email from the lawyer regarding tenants that are 53 being granted permission to live in Holiday Park. **Motion** to not accept any exceptions made by Barbara Whitneck, Bob Shortlidge seconded. Call for vote; **motion** passed.

a. New Budget for the Fiscal Year

Kendra said changes were made to the budget after the meeting on 5/25/18. She went over the changes and spoke about the new budget. **Joanne Gaughan** commented it was discussed to give custodial and grounds supervisors a raise. **Kendra** said she would factor in those changes. **Keith Rittscher** said they will discuss employee raises now and then the budget. **Motion** to raise all current Grounds Crew wages to \$13 an hour, James Herrin to \$14.75 an hour, the Grounds Supervisor to \$16 an hour, and any new hire will start at \$12, Kendra Bender seconded. Call for vote; **motion** passed. **Bob Shortlidge, Keith Rittscher** and **Ellouise Raffo** discussed a raise for Jose. Bob Shortlidge doesn't feel it's warranted, **Ellouise Raffo** disagrees. **Joanne Gaughan** and **Ellouise Raffo** feel Chauneey Gant should go up to \$13 and Earls Simmons to \$11. **Motion** to raise custodial hourly wages made by Ellouise Raffo, Joanne Gaughan seconded. **Helen Ferguson** stated it might cause problems for Jose. **Keith Rittscher** said he already spoke to Jose and it's fine. Call for vote; motion passed 1 nay, Bob Shortlidge. The discussion on the budget continued. **Joanne Gaughan;** asked what the total budget is. **Kendra;** 1.132 million.

Action: Motion to Approve the budget with the changes made by Bob Shortlidge, Barbara Whitneck seconded
Trustee Comment
Public Comment
Call for vote; motion passed

b. Discussion on Employee Raises

Was addressed under New Business line item a.

Action: Motion to Approve
Trustee Comment
Public Comment
Call for vote;

c. Discussion on Pool Repairs

Keith Rittscher would like someone to come in and let us know what's going on with the pool. **Kendra** said she would talk to the auditors about having a reserve.

Action: Motion to table the pool repairs until it is known what needs to be done made by Bob Shortlidge, Helen Ferguson seconded
Trustee Comment



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Public Comment

Call for vote; motion passed

cc. Reviewing ACC Applications

Keith spoke about the 2 ACC Applications to remove trees. Alpine has looked at both and determined they're safety issues. Motion to approve the applications made by Kendra Bender, Bob Shortlidge seconded. Call for vote; motion passed

d. Discussion on the Purchase of a New Truck

The Board reviewed 5 trucks selected by Bob Shortlidge. Joanne Gaughan asked what is going to happen to the old truck. Bob Shortlidge suggested donating it to somewhere that can use it.

Action: Motion to purchase the 2008 Ford PK28 made by Kendra Bender, Helen Ferguson seconded

Trustee Comment

Public Comment; **Chuck Roan, 220 Borel;** made a joke.

Call for vote; motion passed

e. Reviewing Sheree Morris's Letter of Acceptance

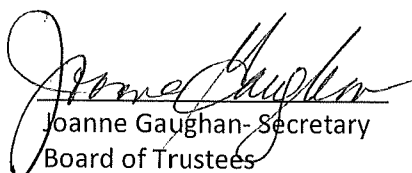
Keith Rittscher asked for suggestions regarding Sheree Morris's acceptance letter. The Board agreed it looked good.

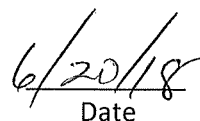
11. Public Comment; Carol Helton, 342 Holiday Park; asked what the new managers salary is and how 206 Holiday Park is able to get into the park. **Keith Rittscher** answered that Sheree's salary is \$60,000. **Bob Shortlidge** replied the unwanted guests at 206 uses the owner's car. **Dave Peck, 1014 Willow** asked about Kate Masi, the District consultant. **Keith Rittscher** said she no longer works here. **Dave Peck** suggested having another AC professional review the AC contracts. **Beverly Elias, 1066 Greenview;** said there is mold and broken tiles at the pool showers. **Keith** thanked her and asked her to please fill out a work order.

12. Trustee Comments

Joanne Gaughan announced she would not be present for the June 11th Trustee Meeting. **Bob Shortlidge** commented he is happy his projects are almost done. **Helen Ferguson** asked if there is a home inspection application before a new owner buys a property. **Keith Rittscher;** stated someone on the Board goes by to ensure it is in compliance with our Deed Restrictions. **Helen Ferguson** asked about the property with no carport. **Keith** asked Dave Peck for clarification. **Dave Peck, 1014 Willow;** said the carport needs to be replaced. **Allison Kelly, 1054 Sunflower;** would like to know who goes by and inspects homes going up for sale. **Keith Rittscher** said it is being worked on. **Allison Kelly** would like a spreadsheet made reflecting renters and owners. **Helen Ferguson** continued speaking about violations and suggested more signs to remind owners to pick up after their pets. Joanne Gaughan reminded evrryone golf carts are supposed to follow the rules of the road.

13. Adjournment; Motion to adjourn made by Bob Shortlidge, Helen Ferguson seconded. Adjourned at 8:48pm


Joanne Gaughan- Secretary
Board of Trustees


Date