



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

September 25, 2017 - 7:00 PM

1. **Meeting call to order**
By Bud Getz at 7:03 PM

2. **Invocation**
By Keith Rittscher

3. **Pledge of Allegiance**

4. **Roll Call**

By Kendra Bender : Present were Bud Getz, Chairman; Marilyn Spall, 2nd Vice-chairman; Cathi Brennan, Treasurer; Kendra Bender, Secretary; Keith Rittscher, Trustee. Absent were Allison Kelly, 1st Vice-chairman and Rod Lindsay, Trustee

4. **Announcements by Chairman**

1. The District Manager report will not be attending the meeting tonight, he is ill.
2. For those of you that saw Palm Bay Police in the park on Friday, someone was tailgating coming through the gate. They did not realize the gate came down, the rack on the truck took the gate lift off. We have the information on the driver, he was very apologetic and will be in contact on repairing the gate.
3. A pickup truck came in the other day. Passengers in the truck were picking up aluminum from residents yards. When a resident questioned them that resident was threatened. Another resident came out also, shortly after the truck left the park. Please do not call people in to come and pick up aluminum. Some residents may need to leave it for the insurance adjuster.
4. For those of you that may not know Mike, the District Manager, had a stroke on 6/21/17. He spent time in the hospital and is still recovering from what termed a minor stroke. He has been coming in to the office as he is able and also working from home. He has not been up to doing what he can regularly do yet.
5. We got the paperwork for stormwater assessments for the common areas in the park. Mike worked from home on getting an exemption for these properties. I had to go to 3 different departments to get information. When I got to the correct department I was informed the paperwork had been changed. The City of Palm Bay was going to charge us \$9,634.09. All of these properties were in unit 1. We found out the properties were coded differently in unit 2, we were not being charged for the properties in unit 2.

6. **Approval of Meeting Minutes**

Attachment: 6/12/17 minutes

Action: Motion to Approve made by Keith Rittscher, seconded by Kendra Bender



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Trustee Comment-none
Public Comment-none
Call for vote, motion passed

7. Treasurer's Report

Attachment: Revenues & Expense Report: Budget
Performance, Balance Sheet and Loan Balances
Action: Motion to Approve made by Keith Rittscher, seconded by Marilyn Spall
Trustee Comment: Keith Rittscher like the simplicity of the report
Public Comment-none
Call for vote, motion passed

8. District Manager Report

The District Manager Report was omitted since the District Manager was not in attendance.
A District Manager report will be given on Oct. 9, 2017

8A. Turnkey Bookkeeping Contract

The new bookkeeper is Cindy Campbell was offered \$700 per month with the intention of raising it to \$750.

Action: Motion to Approve with addendums added and give a raise to \$750 made by Cathi Brennan, seconded by Kendra Bender

Trustee Comment-

Marilyn Spall advised the bookkeeper prior to Sharon was making \$950 per Month. I have questions on the contract. This was a temporary contract, any future contracts need to be signed by the Board, not the District Manager. The bookkeeper reports to the Board of Trustees, it would be a conflict of interest for them to report to the District Manager. Reports need to be given directly to the office staff by the bookkeeper. Original reports need to be placed in the book. Just trying to get the process back in place, as we're not always getting the correct reports.

Cathi Brennan feels that things need to be revised to say that any questions or request need to be addressed to the Board, not the account. Information needs to be given to the Board.

Public Comment-None

Call for vote, motion passed

9. Annual Auditor Discussion

Cathi Brennan advised she received an engagement letter from Berman & Hopkins, our auditor. The engagement letter is an outline of the service they will provide and the cost. We need to have an annual audit done. The audit is sent to the City of Palm Bay and to Tallahassee. The bottom line is they were charging \$23,000.00, we were told \$16,000.00 which is what we were charged last year. I spoke with the auditor and they said it would be the \$16,000.00. I talked to another auditing firm, McDonough, I explained our needs. They are going to charge \$13,000.00. We were very comfortable with these people and would like to request to change the firm does the audit for this year.

Action: Motion to Approve made by Cathi Brennan, seconded by Keith Rittscher



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Trustee Comments:

Marilyn Spall advised the auditor we normally used was very good but last year they sent a different person from the firm that didn't seem to be as knowledgeable. There were many requests for information that had previously been requested and submitted.

Bud Getz asked when the contract with Berman Hopkins expires. Cathi advised there is no contract is an agreement made annually through the engagement letter. Marilyn stated we should have received the engagement letter from Berman Hopkins in April, prior to the budget. We didn't receive until this summer.

Keith Rittscher stated he understands that since we are a government we need a special auditor. Cathi confirmed that is true adding the new company will have no issue doing a government audit.

Public Comment-none

Call for vote, motion passed

Bud Getz stated that Cathi had submitted her resignation to the Board earlier this summer [attached]. There was no breach of the Sunshine Law for she and Kendra to meet this other firm together and discuss it. I requested Cathi to attend tonights meeting so that we had a quorum. I am now accepting her resignation as of 9/25/17 and appointing Kendra as the Treasurer.

10. ACC Post-Hurricane Process

By Dave Peck presented information on the ACC Board
[See attached]

Started getting calls about what to do for hurricane; we decided to pre-approve applications without waiting for a meeting, we waived the application fee for hurricane damage repairs. We will be voting on some permanent processes for disasters.

We developed a process for pre-approval. How long do we want to allow for pre-approvals? Pre-approvals are for storm damage not new construction.

The other question is carpports. There is information on new units requiring a carpport but nothing that states they have to replace it. The attorney says he could argue it either way.

Keith Rittscher stated if replacing a carpport it will need to be up to new codes.

Barbara Whitneck, 1215 Shell; asked about her specific scenario. Dave advised her she needed to come before the ACC Board and then her contractor will need to go to the city for permit.

John LaLima, 1055 Sunflower; in 2004 the ACC and Board of Trustees agreed that carpports needed to be replaced within 1 year.

Mark Bodoh, 121 Holiday Park; asked about his specific scenario, was advised the contractor would not take out the existing carpport when building an extension on it. Charlotte Gladstone, 274 Charm; spoke about having compassion for your neighbors and helping with cleaning up.

Bud Getz advised there was a group of volunteers that was going to come in, the park would be liable for any damages etc that may be caused by volunteers coming into the park. Charlotte stated she was just talking about neighbors helping neighbors that cannot



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do for themselves.

Keith Rittscher advised organizing of that type of activity would have to through the HPPOA
Kendra Bender stated that is already happening informally.

12. Public comments:

Sal Cursi, 1107 Keystone Ct; I agree we should help our neighbors but we are responsible for our own properties. There are people that feel it's the parks job to clean up the debris. They are supposed to have someone assigned to check on their homes and clean up. I say we should have fines. If someone needs the yard cleaned up it will be done but then asses the property owner at a very high rate.

Annette Ragas, 409 Holiday Park Blvd; during the period of time prior to being evacuated we were told the gate would be open, the gate lift removed. After the storm, the gate was still open. Can we make sure that we have someone at the gate? Bud responded saying all employees left the park at the time of the evacuation and returned to work on Tuesday following the storm, including the gate staff. Marilyn responded that the safety of the employees are a priority. The gate was back on and functioning as soon as was safe. There was no power in the park until late Monday afternoon, the gate cannot function without power.

Barbara Dufault, 270 Borel Ct; the gates in Bayside Lakes were open from at least Saturday until Tuesday. I watch 10 homes, I cleaned my own and 5 other yards. Help your neighbors but they have to be responsible. Most of us are pretty compassionate. Bette Snyder, 1165 Parkview; I noticed the compound is half empty and I've been told there's not a spot for me. Where am I supposed to put my vehicle? I don't understand why I can't use a space if no one is in it. Bud responded that all of the spaces are assigned and you are not able to share a space.

13. Trustee comments:

Marilyn Spall stated thank you to everyone for being here. I agree with helping neighbors if you are able.

Cathi Brennan stated thank you, this is my last meeting. My personal business has taken off so I no longer have time to participate on the Board.

Kendra Bender stated she is very happy that no one and no pets were hurt and everyone is safe. Kendra expressed thanks to Cathi for working with her.

Keith Rittscher stated thank you. He stated that Bud does a great job, he's been in the Office etc. He stated the board is here to run the park not take care your personal Problems.

Bud Getz stated the rule is everyone is supposed to have an emergency contact on record in the office when they are out of the park.

14. Adjournment

Bud Getz called for adjournment. Keith Rittscher made the motion to adjourn, seconded by Marilyn Spall. Meeting adjourned at 8:36 PM

September 3, 2017

Please accept this as my resignation from the Port Malabar Holiday Park Board of Trustees effective immediately.

It has definitely been a challenge and one that I was up for. However, a new challenge has been presented to me and there is not room for both at this time.

Sincerely,

Cathleen (Cathi) Brennan

ACCEPTED BY
William E. Hoff
CHAIRMAN, BOARD OF TRUSTEES
AT THE TRUSTEE MEET ON
SEPT. 25TH 2017

Presentation by Dave Peck of the ACC Board

Thank the ACC member for allowing this committee to have meetings during the summer months.

John Ragas

Bill Parry

Laverne Fisher

Donna Matton

ACC is committee appointed by the Board of Trustee whose purpose to assist home owners understanding the Deed Restrictions, Rules and Regulations, policies and Palm Bay requirements as they relate to home and property improvements.

As soon as we came back to the Park and saw the damage to our community I went to Bud and talked about temporary procedures to be able to help people immediately instead of 2 weeks from now. We determined that we should pre-approve ACC applications so the homeowner could start the process of permits required by the City of Palm Bay. We also decided to waive the \$10 application fee for hurricane related repairs.

We hope that we can all continue to work together as a community and help the residents during this difficult time.