



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Boulevard NE
Palm Bay, Florida 32907-2196

**BOARD OF TRUSTEE
WORKSHOP MEETING MINUTES
April 28, 2014 - 7:00 PM**

1. Call to order

By Joanne Gaughan, Chairman at 7pm

2. Invocation

By Becky Earnest, 1st Vice Chairman

3. Pledge of Allegiance

Led by: Joanne Gaughan, Chairman

4. Roll Call

By Marion “Molly” Stone, Secretary; Joanne Gaughan, Chairman; Rebecca “Becky” Earnest, 1st Vice Chairman; Marion “Molly” Stone, Secretary; Allison Kelly, Assistant Secretary; Philas “Phil” Matton, Treasurer; Marilyn Spall, Assistant Treasurer; Daniel “Dan” O’Connell, Trustee. All acknowledged their presence. Harald Albinus, 2nd Vice Chairman; Rodney “Rod” Lindsay; Trustee; and Cheryl Ennis, District Manager; were absent. Also, present was Sharon Johnson recording.

5. Announcements by Chairman

Joanne Gaughan mentioned that David Hildebrant and Jerry Loker installed the solid door at the entrance to the office on Sharon’s side, she stated that we did send letters of “Thank You”, to them for the wonderful job. Joanne also recognized Pat for doing the staining of the door which turned out great. Also she would like to recognize Jessica, our part time employee who is here tonight observing for many reasons. We will not be approving the minutes for April 17, 2014 tonight as listed on the agenda.

6. Board Meeting Minutes – Approval of the April 14 and April 17, 2014 Board Meeting minutes

The minutes from the April 14, 2014, Board meeting were posted on the District website and bulletin board for review as well as distributed to the Board prior to the meeting.

Molly Stone “made a motion to approve the minutes with corrections” from the April 14, 2014 Board meeting. Phil Matton seconded the motion. The changes were noted. With no other comments, a vote was called. Motion carried.

7. Audit - Financial Audit for Year Ending September 2013 Presentation by:

Ross Whitley, from Berman Hopkins Wright & LaHam CPA's and Associates presented an overview of the financial audit for year ending September 30, 2013. The Board received the completed Financial Audit for review prior to the meeting. Ross Whitley indicated there were several "tests" performed on the District's financial system, all which passed with no issues. He stated that the audit went really well this year.

Mr. Whitley suggested the management hire an Actuary to determine the liability for Gasby "45". He recommended calling Florida League of Cities to assist with that process and determine liability if any for retired employees.

Allison Kelly asked a question regarding the Health Care whether it is similar to a Cobra. Mr. Whitley explained that basically it mandates what can be charged. It's a premium as to what the retiree will be charged if we were to offer insurance to them.

Marilyn Spall asked how many retiree's we have. The only one that is eligible for retirement and is 65 is Pat, and he is under medicare. The other question from Marilyn was, "Has anyone previously retired from here that is still employed?" The answer to that was NO.

Mr. Whitley explained that the Actuary will take the employee census, their age, years of service, and do their calculations to determine history. We need to do from an auditing stand point.

Becky Earnest made a motion to accept the audit as presented by Ross Whitney. Allison Kelly seconded the motion. A vote was called. Motion carried.

8. Review of proposed sign designs for entrance to recreation center and community entrance

Joanne Gaughan made mention that we received a \$3,000.00 grant from FMIT and stated that this money will be used toward the signs as discussed in a prior meeting.

Joanne Gaughan contacted each of the 3 vendors as she had several questions.

She asked Danny at Kendall Signs about doing a different type of design with what looks like brick but is not. It is really made from Styrofoam. In particular, she was interested in getting a quote on this type and was told that he would get another quote out to her.

On the quote from Max-R – it has a shipping charge of \$252.00 for both signs. It does have a 5 year warranty and a life expectancy of 20-30 yrs.

Allison Kelly questioned the post (Kendal) as to whether we want to put a new sign onto old posts.

Molly Stone likes the design of an oval sign but does not like a palm tree in the center of the sign.

Joanne Gaughan asked about wording on the signs.

Becky Earnest stated that the sign out front should say "Deed Restricted Community". The sign should also read just "Holiday Park" at the front of the park.

Marilyn Spall agrees with that, stating “Deed Restricted” be on the sign outside the park, so people will know up front the rules and regulations and enforces that.

John LaLima, 1055 Sunflower Lane, asked about the dimensions and cost of the different signs.

Marilyn Spall would like to see both Kendall and Max-R come back with what we are really looking for with more detail in order to make a good decision.

Trustees agreed that this should be tabled until the next meeting to get more information.

A motion was made to table the sign discussion until the next meeting by Phil Matton. Dan O’Connell seconded the motion. A vote was called. Motion carried.

9. Consideration of approving painting of the recreation hall walls and stucco pillars

Joanne Gaughan explained that we would like to get this project done over the summer months when we do not have all the activities. We would like to get this approved prior to the last meeting in June.

Phil Matton explained that it is only the white part of the walls, not the ceiling.

Joanne Gaughan called all three contractors as well on these quotes, as she had several questions. All three contractors quoted different type of paints.

All of the contractors stated that they would come with color palets if they received the contract.

Jack Nelson when quoting gave us a price for both inside and out. Joanne Gaughan asked if he would split the estimate and asked it to be provided in writing. We are waiting for an estimate for the interior in the amount of \$3,800.00.

Marilyn Spall asked if there is a time frame in which this project would take place.

Joanne Gaughan stated that the interior painting would take up to 3 days to do the job. She then asked if we should table until the next meeting.

Becky Earnest asked what kind of paint will be used.

John LaLima, 1055 Sunflower asked if they planned on spray painting or rolling the paint on the walls.

Becky Earnest made a motion to table this project until the next meeting pending more information. Marilyn Spall seconded the motion. A vote was called. Motion carried.

10. 2014 -2015 Budget Discussion

Phil Matton explained that he and Cheryl Ennis have had several meetings discussing items that needed to be addressed. A list has been put together that was felt to be most important. Unfortunately, not everything can be done this next fiscal year. The building is the most important thing and should be done first. Some of the items discussed were repairing the cap on the Rec Hall along with painting the building, the shuffleboard court has a safety issue which needs to be addressed, the pool boiler room needs a new roof and electrical work, a new mower, a high speed buffer, and some landscaping work both at the entrance and at the compound. There will still be some money left for allocation of other projects, such as a shed, lighting at the Americana gate, new benches on the island at the front of the building. Harald Albinus is working on a new sound system, Cheryl was working on getting

someone to volunteer to sew new curtains for the windows once the flame retardant material is purchased. There is still money left in the contingency fund.

Allison Kelly asked if we are planning on putting some shrubs and palms in the compound area, and if there is irrigation to take care of the plantings.

Joanne Gaughan questioned the Treasurer regarding payroll and raises for the employees in the budget, stating that she saw no increase in those line items and asked if that meant there would be zero raises for the employees. That question was never directly answered.

Phil Matton then spoke about the differences in the health insurance plans. Our plan that we have now went up 20% with Health First. Since we didn't want to charge more money to our employees there is another health plan but with a higher deductible that would cost the employees less money. Joanne questioned as to whether the District was going to pay more than the 90% that they pay now, the answer was no.

Joanne Gaughan wanted to advise everyone that all figures in Worker Compensation from last year were incorrect, that is why there is such a big difference now.

Allison Kelly asked why we deducted everything out of temporary office services, left nothing is something happens. Phil Matton explained that since Jessica is permanent part time, all monies have been put into the Admin payroll line item.

Joanne Gaughan questioned the legal fees on the budget, as there are no changes.

Allison Kelly stated that we have already spent a little over \$2,300.00 of the \$8,000.00 that was budgeted for this year and will be using the rest of that when we start sending to the attorney on the DOR's. She feels that we will need more as the DOR's progress.

Joanne Gaughan questioned Phil on property maintenance expense of \$500.00 under General Government Services. There is also a 5% increase in cable, standard on our contract which is another \$8,100.00.

Molly Stone asked what the individual cost is for basic cable based on 704 homes. Molly also asked for an explanation of taxes, fees and licenses, she would like a clarification of the \$30,000.00.

Phil Matton divided the cable bill for the 704 homes which equals \$248.62 per year.

Joanne Gaughan asked Phil Matton, since this budget was just the preliminary, if the changes will be inputted with the hope to vote on this at the next meeting if possible.

Allison Kelly asked about the truck for the grounds and stated that we should look for a used truck. If it needs repair and is not road worthy and safe. The grounds truck is in dire need of repair and is swe

John LaLima, 1055 Sunflower Lane asked Phil Matton if, the fact that the Ad Valorem fee was short by \$40,000 was taken into consideration when figuring the budget, because, as explained by the auditor, getting this money now is slim to none.

Molly Stone asked about the sound wall and who was in charge of cleaning it. It was explained that the wall is taken care of by Florida Dept. of Transportation and would have to be discussed with them before anything can be done.

Barbara Hoffman 1021 Little CT, suggested that the Board get a group of people together and work on getting a color wheel so that when picking out colors in regards to the fabric for curtains and the chairs it would be easier to do.

Joanne Gaughan explained that the Budget will come back for review again at the next meeting

11. Public Comment - None

12. Trustees remarks

Dan O'Connell – nothing at this time

Marilyn Spall thanked everyone for coming and being patient.

Allison Kelly questioned the Board regarding the yellow brick out front as to whether we are replacing the brick because of deterioration, or are we replacing because we want to start from scratch. The brick is in good condition. Joanne explained that it has been recommended that we leave the yellow brick alone.

Allison Kelly also wanted to remind everyone that the DOR meeting is tomorrow and would like to see more people there.

Phil Matton – nothing at this time

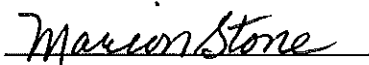
Molly Stone read a complaint regarding a resident having problems with his neighbor. Cheryl Ennis explained to the resident that if he feels threatened that he should call the police in regards to his property, or if the problem was with the District property he was to let us know as there is a record being kept on this property.

Becky Earnest stated neighbors are complaining about the Australian Pines in the orchard. They would like to have the branches trimmed away from the fences again which used to be done by the grounds crew, or if needed, would like a price of what it cost split between the owners to have it done. She would like to have no parking signs where the golf carts are parked to keep people off the grass where there are irrigation lines there.

Joanne asked if Becky had brought these issues up to the office yet. Becky stated that she would be bringing them up to the office.

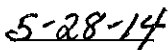
13. Adjournment

Becky Earnest made a motion to adjourn the meeting. Allison Kelly seconded the motion. A vote was called. Meeting adjourned at 8:50pm.



Marion Stone – Trustee

Board Secretary



Date