



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

**BOARD OF TRUSTEE
REGULAR MEETING MINUTES
June 9, 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 Allison Kelly, Assistant Secretary : Joanne Gaughan, Chairman; Rebecca “Becky” Earnest, 1st Vice Chairman; Harald Albinus, 2nd Vice Chairman; Philas “Phil” Matton, Treasurer; Marilyn Spall, Assistant Treasurer; Allison Kelly, Assistant Secretary. All acknowledged their presence. Marion “Molly” Stone, Secretary; Rodney “Rod” Lindsay; Trustee; Daniel “Dan” O’Connell, Trustee, were absent. Cheryl Ennis, District Manager was present along with Sharon Johnson recording
5. **Announcements by Chairman**
Joanne Gaughan reminded everyone that there will be 4 seats on the Trustee Board available, with 3 of the 4 Trustees running again, one seat will be available as Dan O’Connell will not be running. If anyone has an interest, paperwork for filing may be obtained at the District office. Paperwork has to be in by June 20, 2014. If no one runs for the seat, someone may be appointed by the Board of Trustees in January.
6. **Board Meeting Minutes – Approval of Board Meeting minutes**
The minutes from the May 12, 2014, Regular Meeting, May 27, 2014 Workshop Meeting, and the May 29, 2014 Special DOR Meeting, were posted on the District website and bulletin board for review as well as distributed to the Board prior to the meeting.

Becky Earnest made a motion to approve the minutes of May 12, 2014 with corrections as previously submitted to the office. With no other comments, a vote was called. Motion Carried.

Becky Earnest made a motion to approve the minutes of May 27, 2014 with corrections as previously submitted to the office. Harald Albinus seconded the motion. With no other comments, a vote was called. Motion carried.

Becky Earnest made a motion to approve the minutes of May 29, 2014 with corrections as previously submitted to the office. Allison Kelly seconded the motion. With no other comments, a vote was called. Motion Carried.

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7. **Treasure's Report – Presentation of the financial reports for the month of April 30, 2014**

Presentation of the financial reports for April 2014 was made by Phil Matton. Copies of the reports were distributed to the Board, posted on the District's bulletin board and website prior to the meeting for review. Phil Matton reviewed the expenses and income for year to date adding that we were shy of fulfilling our revenue amount.

Joanne Gaughan asked Mr. Matton a question regarding other income and the amount we budgeted for \$2,000.00 which shows \$8,000.00. Cheryl Ennis explained that we received a rebate of \$6,000.00 from our Insurance Company FMIT. FMIT is a "not for profit" Insurance Company. They pool all the money and then distribute overages at the end of the physical year.

Allison Kelly asked about the net assessment income year to date figure of \$112,227 and if the number should be in parenthesis since that number is a difference not a positive number.

David Peck, 1014 Willow CT, asked about the Debt Service Fund saying that it seems like it is the same number year after year. Cheryl Ennis explained that the two line items represents the money that is taken out of one account and transferred into another account to pay the notes every month.

Marilyn Spall made a motion to "to accept the Treasurer's report for audit". Allison Kelly seconded the motion. With no other questions from the Board or residents, a vote was called. Motion carried. The report will be filed for audit.

8. **District Manager's update on recent DOR amendment and current projects**

Cheryl Ennis reviewed the DOR amendment regarding the concrete slabs that was just passed saying that Certified Letters were sent out to the nine owners in the park that have concrete slabs on their empty lots and noted that we are still waiting for three more to be returned. At this point everyone has been notified.

As of now we have 28 properties that will be going up for Tax Sale at the end of this month and into July. Last year we had 12 of these properties that did not sell, and we anticipate that the same 12 will probably not sell again. Cheryl will be giving the Board a list of the properties. Three of these properties have concrete slabs on them. Most likely they will not pull the concrete slab off of these properties.

Allison Kelly asked about jumping on a property and buying it at the Tax Sale and if we are going to look into that? Cheryl Ennis explained that we do have a homeowner in the park that is interested in buying some of the properties in the park and fixing them up. Joanne Gaughan asked if there are any properties at this time that are up for the first time.

Marilyn Spall asked if we have money in the budget for us to be able to buy properties in a Tax Sale, or is this something we have to start planning for.

Cheryl Ennis explained that the entrance into the Rec Facility is complete at this point but would like to add a couple of benches to the patio. We do have places for people to buy some memorial bricks in November. There is a spot for 160 – 180 bricks and added that the fountain is now working.

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Joanne Gaughan explained that the meetings on the Deed of Restrictions have ended for the summer. She said we are going to try and categorize them so that they are more understandable. Our Goal is for that by the end of this calendar year we will have it completed, ready to go to the lawyer and then out for a vote.

9. **Painting of the Recreation Hall Discussion on Color**

Joanne Gaughan asked if we are voting on a color today. Maybe it should stay white and paint the columns a color to go with the teal color of the chairs. Becky also agrees with keeping the walls white. Phil Matton thinks that maybe we should paint the walls and leave the columns white. Patti Peck thinks maybe leave 3 walls white and then have an accent wall, with the columns being the color of the accent wall.

Becky Earnest thinks that a committee should be made following the guidelines to come up with a color. The colors should be put on channel 732 to get a consensus from the residents, at the end the color should be left to the discretion of Cheryl.

Joanne Gaughan said she thought the doors should be painted as well. Becky Earnest thinks that the doors should be stained. Maybe our custodial crew could do this as we did not get an estimate for that project.

Becky Earnest made a motion that the hall be painted basically white with the columns and end walls in an abstract accent teal color and that colors be put on channel 732 so that the residents can vote and have feedback as to what color they would like to see it. Marilyn Spall seconded the motion. A vote was called. Motion carried.

10. **Installation of Automatic Door Opener on Main Front entrance Door not to exceed “specify dollar amount” based on availability of funds in August and receiving three quotes on the project. (One estimate received for \$2000.00 in 2012).**

Joanne Gaughan explained that we have received a request from a tenant in the park who is handicapped and can't open the main front door to come into the Rec Hall saying that it wasn't in the budget that we are working on it now. The thought is if by the end of July, Cheryl sees that there are enough funds in our present budget to accomplish the opener and/or installation that we can vote on it now for a certain amount of money and have this done over the summer. So far in 2012 we did get an estimate for \$2,000.00

Harald Albinus made a motion to approve up to \$2,500.00. Phil Matton seconded the motion.

Becky Earnest stated that we need to get a couple of more estimates.

David Peck, 1014 Willow CT, asked if this is the type of item that we might be able to search for a grant. It's a disability type issue, and is wondering whether we can get a grant toward that.

Cheryl Ennis stated that we can look into it, but not with our Insurance Company this year, as we have already exceeded our grant amount. We could put in for next year, but usually the grants that we get are based on their exposure to liability.

Marilyn Spall asked if maybe we could get a grant from other sources.

Joanne Gaughan stated that we have a motion and a second, a vote was called, motion carried.

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11. Repair of Cap Repair on Recreation Building not to exceed “specify dollar amount” based on availability of funds in August and receiving third quote on the project.

Joanne Gaughan stated that this desperately needs to be repaired, the money was not budgeted, nor do we know how much money we are going to have left. The cap is cracked around the entire building; a piece of concrete has already fallen off. We have received 2 quotes, one was for \$3,550.00, the other was for \$7,978.00 but we still need a third quote. If the money is available and Cheryl feels that we can get this accomplished over the summer after getting a third bid, we can have the project completed. There is some thought that there may be some funds available in August. This is something that has been talked about for 3 or 4 years now.

Phil Matton asked if we could vote on it if we do not get a third quote for less than \$3550.00

Donna Matton, 265 Holiday Park, stated that instead of using this money for painting inside the hall, why don't we put off painting and take this money and put it where it is really needed on the outside of this building.

Joanne Gaughan explained that the only time we can paint the inside Hall is in the summer. Donna Matton stated that there is always next summer; we need to save the outside of the building.

Becky Earnest asked what the price of the paint was for the hall. Cheryl said that the price for painting the hall was \$3,500.00.

Jean Beach, 1090 Moonlight CT. agrees that we need to repair the building to prevent it from crumbling and we need to take care of the structure before taking care of the aesthetics.

Phil Matton stated painting of the outside cannot be done until we take care of the structure. When the budget comes into effect in October maybe we can do it then. It's possible to get it done sometime in September.

Becky Earnest made a motion to rescind the approved motion for painting the interior of the Rec Hall. Harald Albinus seconded the motion. A vote was called. Motion carried.

Phil Matton made a motion to approve a quote of \$3550.00 from Singletary Concrete in the event that nothing comes in lower than that to do the work on the concrete cap on the outside of the building if we have the funds. Harald Albinus seconded the motion.

Allison Kelly wants to make sure that this money does not come out of the contingency funds. It has to be taken out of other places and not those funds.

Marilyn Spall asked about the 3rd quote being tied with the quote from Singletary. Phil Matton stated that since we know Singletary and know his work we should go with him.

Donna Matton, 265 Holiday Park, stated that if we do get Singletary we need to make sure that we get all permits before doing the job.

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Joanne Gaughan asked Cheryl what was required before using a contractor. Cheryl explained that we require an Insurance Certificate, License, and permit to be obtained and brought into the office. Joanne Gaughan called for a vote, motion carried.

12. Public Comment

Jean Beach, 1090 Moonlight CT. asked about the roof on the electrical/ pool plumbing (old boiler room) which has already been approved.

Phil Matton stated that it was approved for the October Budget.

Becky Earnest asked about putting something up in the back of the parking lot so that the Golf carts do not run over the sprinkler heads and asked if we had heard anything from the city and the grant for out front of the park.

Cheryl Ennis said the last she heard was that the city wanted to widen the sidewalk. She has called and is waiting for a return call.

13. Trustees remarks

Joanne Gaughan asked Cheryl about the area around where we took the Gazebo off. Cheryl stated that we never received anything after several letters we have sent but we will try and make contact again with them.

Harald Albinus – nothing at this time

Allison Kelly – nothing at this time

Marilyn Spall - thanked everyone for helping us get through all this saying that your input helps out


Phil Matton - thanked everyone and especially Joanne for everything she does

Becky Earnest – thanked everyone for their support during the year. Also, reminded everyone that there will be several new places for our Fundraiser's. The first one will be held in September at Rooney's, with the second one to be held in October at Duffy's.

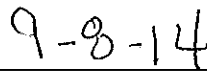
Joanne Gaughan thanked everyone for his or her support throughout the season and told everyone to have a great summer. Hopefully when we come back in September we are going to see some great changes.

14. Adjournment

Becky Earnest made a motion to adjourn. Marilyn Spall seconded the motion. A vote was called. Meeting adjourned at 8:00 pm.



Rebecca Earnest – 1st Vice Chairman
Board of Trustees



Date