



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEES

REGULAR MEETING MINUTES

APRIL 14, 2014

1. Call to order

By: Joanne Gaughan at 7:00 PM

2. Invocation

By: Beck Earnest

3. Pledge of Allegiance

Led By: Joanne Gaughan

4. Roll Call

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

5. Announcements by Chairman

Joanne Gaughan wanted to let everyone know that Lewis Elliot who had been a custodian for the last 13 ½ years passed away on April 4th. He leaves behind a wife, 6 children and several grandchildren.

6. Board Meeting Minutes – Approval of the March 10, 19, & 24, April 3, 2014 Board Meeting minutes

The minutes from the March 10, 2014, March 19, 2014, March 24, 2014 and April 3, 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.

Becky Earnest "made a motion to approve the minutes with changes" from the March 10, 2014 Board meeting. Marilyn Spall seconded the motion. The changes were noted. With no other comments, a vote was called. Motion carried.

Becky Earnest made a motion to approve the minutes from March 19, 2014 Deed of Restrictions Special Meeting. Allison Kelly seconded the motion. A vote was called. Motion carried.

Becky Earnest made a motion to approve the minutes from March 24, 2104 Board Meeting. Harald Albinus seconded the motion. A vote was called. Motion carried.

Dan O'Connell made a motion to approve the minutes from April 3, 2014 Deed of Restrictions Special Meeting. Phil Matton seconded the motion. A vote was called. Motion carried.

- 7. Treasure's Report – Presentation of the financial reports for the month of February 2014**
Presentation of the financial reports for February 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. With no questions or comments from the Trustees or residents, Marilyn Spall "made a motion to accept the Treasurer's Report". Allison Kelly seconded the motion. A vote was called, motion carried. Report will be filed for audit.
- 8. Audit - Financial Audit for Year Ending September 2013**
Ross Whitley, Berman Hopkins Wright & LaHam CPA's and Associates did not attend the meeting therefore the Financial Audit is rescheduled for April 28, 2014.
- 9. Certification of Results for the Addition to the Deed of Restrictions and Approval of Resolution 2014-01**
Joanne Gaughan told the Board and residents that (451) ballots were received (*64% of the residents cast a ballot*) Out of those (438) ballots were validated and (13) ballots were un-validated resulting in (254) YES and (184) NO votes.

Becky Earnest made a motion to approve the Resolution 2014-01. Dan O'Connell seconded the motion.

Joanne Gaughan asked if any trustees had any comments at this time.
Phil Matton stated that there were questions regarding as to how long people would have to clean their lots, but he assures everyone that they will have plenty of time.

Allison Kelly explained that the 60 days is a guideline, if you need an extension all you have to do is go through the ACC to obtain one.

Joanne Gaughan then explained that really nothing was changed in the ruling. It has always been written in the ACC bylaws.

Harry Turcotte, 114 Holiday Park Blvd asked if there was any way to enforce this ruling in the Deed of Restrictions, is there any action that can be taken?

Joanne Gaughan explained that there are certain lots that will be receiving certified letters stating that they have to remove concrete slabs / porches within 6 months, after that another letter will be sent another letter, after that we have the right to go on the property and remove and bill back to the owner of said property. If they do not reimburse we have the right to put a lien on the property. All we are really asking is to make empty lots more pleasing.

Joanne Gaughan stated that there is a motion and a second to approve Resolution 2014-01, a vote was called. Motion carried.
- 10. Security Improvements – Installation of walk gate at entrance, lighting, cameras**
The Board and residents discussed the installation of a walk gate at the entrance to the Park. A concern was made about the legality of going from the gate onto the road with golf carts. A decision was made that bids for a gate with latch only would be obtained.



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Improvements to security were discussed. Cameras were recommended at the gate and costs will be looked into. LED “daylight” bulbs were installed along with an additional spotlight with LED “daylight” bulbs to the front of the gatehouse improving the nighttime lighting and visibility. Additional LED motion sensor lights were looked into for the Americana gate. Costs for 2 lights were \$300 plus the costs of posts and concrete to install.

Phil Matton explained that he had contacted the Palm Bay Police, they stated a couple of years ago that the residents can use there golf carts to go up to CVS. But he also suggested that someone call for updated information.

11. Fine system for Deed of Restriction

The Board and residents discussed whether to include a fine system into the Deed of Restrictions for non-compliance. It was decided that a fine system would be added to the Deed of Restrictions, and this will discussed at the Special Deed of Restriction Meetings.

12. Approval of invoice from Durham & Sons for AC work

The A/C in the back of the Rec Hall froze, lost refrigerant, and created water to leak on the floor in the HPPOA closet. It was the HPPOA stating we needed to have someone come in for an emergency repair before any more damage was done in the area. Joanne Gaughan asked for a motion to approve the invoice from Durham & Sons in the amount of \$658.50 for the emergency repair.

Dan O’Connell made a motion to accept and pay the invoice from Durham & Sons in the amount of \$658.50. The motion was seconded by Marilyn Spall.

Rene St. Pierre, 222 Fantasy CT, stated that the only way you lose refrigerant is if you have a leak. Unless you fix the leak you will keep on paying high prices for refrigerant.

Cheryl Ennis explained that the pipes are underground and they will be back to check and the line was pressure tested.

Without any further comment on the Durham invoice, a vote was called. Motion carried.

13. Consideration of change in May 26th Board Meeting to Tuesday May 27th

Since the original Workshop Meeting is scheduled for Memorial Day May 26, 2014, Joanne Gaughan would like to have a motion to move the meeting to Tuesday May 27, 2014.

Harald Albinus made a motion to change the date of the Workshop Meeting from Monday, May 26, 2014 to Tuesday, May 27, 2014. Dan O’Connell seconded the motion. A vote was called. Motion carried.

14. 2014 – 2015 Budget – Review of proposed projects

Copies of the Project Projection & Costs were distributed to the Board, posted on the District's bulletin board and website prior to the meeting for review.

Joanne Gaughan stated that most of the Trustee's put in a "wish list" of projects that they would like to see get done within the next physical year. Cheryl Ennis created that list along with pricing on what she was able to get so far.

Becky Earnest was concerned with a couple of her items that were not on the list. The things that she finds missing is re- doing the back end of the building, doing the card room over, and the shed.

Joanne Gaughan explained that to redo old is really difficult. Just to get started it's hard to figure out what to do first. It's incredible the work that has to be done within this building

Harald Albinus explained that we need to get a new audio sound system, not speakers, but haven't given the office any information as of yet on what he is looking to do. We need to have an expert come in and check.

Joanne Gaughan explained that he needs to come into the office with the information needed in order for the office to have a direction as to what is needed.

Joanne stated that it will be between Cheryl Ennis and Phil Matton, Treasurer to decide what will be done first, how much money it will cost and when will the different projects would begin.

One of the things if approved by the Board could be done over the summer months while its quiet would be painting of the interior in the Rec Hall, as the money is available in this year's budget.

Joanne Gaughan stated that the budget will be ready for review at the May Meeting.

15. Public Comment

Anita Healy, 116 Holiday Park Blvd. would like to have a speed bump put in on Mystic CT. as people are speeding.

Rene St. Pierre, 222 Fantasy CT, asked if we are spending all this money on Beautification, are we planning on fertilizing the lawns and how about putting palm trees in the center past the gate. We have weeds going all over.

Cheryl explained that they starting to fertilize since we now have a sprinkler system in place.

Harold Sprague, 126 Holiday Park, asked if we don't get three bids on everything that we do. The names of the companies are not read off only the prices. We are owners and we have the right to know who and what it is costing. Also wants to know about if we have people to take care of things after as a lot of these things should not be in the condition that they are in.

Joanne Gaughan explained that we have discussed in length with Cheryl Ennis regarding implementing a maintenance program, but the office has the right to spend up to \$500.00 on any emergency repairs. But all capital improvements will have three bids.



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16. Trustees remarks

Molly responded to Harold Sprague's comment regarding three bids and feels that Cheryl is consistent in getting them. Cheryl will also get references when needed on new contractors that will be used in the park. Molly Stone has questioned whether the fees for the park will be going up next season, as she has been asked by several people.

Dan O'Connell – none

Marilyn Spall – none

Phil Matton thanked everyone for coming

Becky Earnest wanted to let everyone know that the check for the last fundraiser at Texas Roadhouse was in the amount of \$367.00

Molly went over a complaint that was received by a resident regarding the gate. A person tried getting in without being called in by the owner. It is not the responsibility of the gate staff to call the owner to see if the person has an appointment.

There was an incident at the gate – someone hit the gate, and broke her windshield. Pat was able to repair the gate.

Molly also stated that there was a compliment sent into the office – this resident has lived in the park for over 5 years and wanted to thank the grounds crew for everything they do. It is not an easy job doing ground maintenance with 704 properties to take care of. They are very pleasant, and helpful.

Allison Kelly – none

Harald Albinus stated that he thinks that the guards on the lawnmowers are not adjusted properly. Cheryl explained that these mowers are mulching mowers and do not have shutes.

Joanne Gaughan reminded people who are leaving, please remember to secure everything, it is really important as we go into the hurricane season in June.

17. Adjournment

Motion to adjourn made by Becky Earnest, Harald Albinus seconded the motion. A vote was called. Motion carried. Meeting adjourned at 8:15pm.

Marion Stone
Marion Stone – Secretary
Board of Trustees

4-29-14
Date