



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
December 8, 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 Molly Stone, Secretary; Joanne Gaughan, Chairman; Rebecca "Becky" Earnest, 1st Vice Chairman
Marion "Molly" Stone, Secretary; Allison Kelly, Assistant Secretary Harald Albinus, 2nd Vice Chairman;
Philas "Phil" Matton, Treasurer; Marilyn Spall, Assistant Treasurer; Rodney "Rod" Lindsay, Trustee;
Daniel "Dan" O'Connell, all acknowledged their presence; was absent. Cheryl Ennis, District Manager was
present along with Sharon Johnson who was recording.

5. Announcements by Chairperson

Joanne Gaughan informed residents that there were two Special Deed Restriction meetings scheduled one
on December 9th at 11:00 and one on December 15th at 9:30. She asked residents to come and give some
input. Joanne Gaughan also reminded residents that no children under 18 years of age were allowed to drive
golf carts in the Park and that there should be absolutely no one standing on the back while the carts are in
motion. Joanne also mentioned that Marilyn Spall, Assistant Treasurer, had come up with a spreadsheet for
the office to use showing projects pending and complete and the costs of the projects. The spreadsheet is
posted on the bulletin board. Our Insurance Company FMIT has issued a refund check to us in the amount
of \$1,743.00.

6. Treasure's Report – Presentation of the financial reports for the month of October 2014

The Treasurer's Report was posted on the bulletin board, district website and distributed to the Board prior
to the meeting. Residents were also given copies of the Budget Performance along with their agendas for
the evening. Phil Matton reviewed the October 31, 2014 report income and expenses saying that for the
month of October no funds were received and expenses were \$83,319.27 or 7.1% of the Budget used.
Expenses included the sound system and the burnisher. Marlyn Spall made a "motion to approve the
Treasurer's report for audit". Becky Earnest seconded the motion. A vote was called. Motion carried.

7. Project Update - Status of Current Pending Projects

Cheryl Ennis, District Manager, reviewed the status of pending projects saying that the Shuffleboard courts
were scheduled and expected to be completed by the end of the week. The Palm House was still looking for
Potocarpus they liked and needed to visit several other nurseries. Atlantic Demolition had asked about
scheduling. They had time available the week of December 15th or after the first of January. The decision

was to wait until January. Cheryl also discussed the pool electrical/plumbing room. The Board had asked for apples to apples quotes on a new roof only for the project which would have required hiring a civil engineer to design and give the Board drawings and specifications for the project. However, since the room will serve no purpose other than to house electrical and pipes, Cheryl was looking for quotes to remove the electrical to a weatherproof box outside of the pool bathrooms and move the plumbing. Quotes had been received for the electrical and two more contactors had appointments for quotes also a pool company had been called to look at the project. Additional quotes for cutting off the roof, punching holes in the floor, and filling in the hole will be solicited. The replacement door project in the recreation hall was discussed and it was suggested by the Manager that it be placed on hold for the time being and recommended that a whole building rehabilitation plan be looked at including a wish list for the building so that a plan could be made for the interior of the building to include additional space for pool tables, moving the library, increasing storage space, etc.

Joanne Gaughan had several residents that had spoken to her about working on such a project. Bob Shearer, Bud Getz and Dave Peck have all offered their input to go over and start planning for projects that need to be done.

Finally the walk gate at the entrance was discussed and questions asked about what was the desired purpose of the gate. How it would be closed or locked and opened. The Board asked for a study of traffic on the sidewalk to determine it's usage at night. The office will come up with a plan to be used to determine a long range plan. There are many different kinds of gate operators. Cheryl did get a rough estimate for about \$650.00 just to open and close the gate.

Rod Lindsay suggested that we have the gate open during the day and locked at night, but the people would have to walk into the street to get around the gate.

Marilyn Spall thinks that we should not rush into anything and get more facts before we buy something.

Tom Mahon 281 Cheswick Circle, has anyone ever checked into the type that you have at hotels garages that you use a type of credit card to unlock then you would have a record of who comes in and out.

Allison Kelly thinks we should have a bell across the sidewalk to inform the gate house that someone is coming into the park.

Becky Earnest stated that at one point we had talked about revamping the entire area. Joanne Gaughan stated that she still has the original poster that Bob Shearer made regarding automatic gates when we were thinking about changing over.

John LaLima 1055 Sunflower seems to feel that we need a regular gate across the exit for the evening so the guard would have to open it for anyone to leave the park. A walking gate is a waste of money.

Tom Mahon 281 Cheswick Circle stated that he had been to gated communities in Florida where residents have a bar code on their vehicle, they can pull up to the gate and it opens for them, the guard would not be involved, but anyone who is a visitor would have to stop at the gate to be let into the park.

Barbara Hoffman 1021 Little CT, before jumping the gun, maybe we should have the guards do a survey for the next couple of months that way we know exactly how much traffic that you are really talking about going in and out during the hours in question before actually going crazy.

John LaLima 1055 Sunflower does not feel that an automatic gate is what we need security wise. These gates will open if pushed on hard enough. We need to stay with the gate people.

Joanne Gaughan asked for the opinion of the Board Members on having a walking gate:
Harald Albinus was approached by the person in charge of the Gate and he would like to have a walking gate.

Allison Kelly stated that Cheryl was in the middle of her report and was asking for guidance, so we are way off base discussing this. We should table this. We need to get more information before we make a discussion.

Cheryl asked Allison what other information she would like to see. Allison stated that she would like to have the residents come to the office to voice their opinion on a pedestrian gate, how much traffic is really out there, poll the guards as to how they feel about a gate, then bring it to the board meeting

Rod Lindsay stated we need to decide the purpose first, what do you really need it for. Is it for pedestrian traffic coming in and out at night.

Dan O'Connell agrees with Rod we need to decide what purpose it is intended to do, have the guards give us some numbers to see how many people come and go after a certain time in the evening.

Marilyn Spall does not feel that we need to do something at this time, this is under a long range plan, but would like to stay away from unmanned gates all together, as it wouldn't give us the security that we need.

Phil Matton agrees, but has concerns about the handicap people. They have a hard enough time now and to close walking gate would be a problem.

Becky Earnest we need to put more thought into it, and should go into the long range plans.

Molly Stone thinks that we really need to think very carefully about it.

Joanne Gaughan decided to table this and come up with a long range plan. We should really do a survey from the gate people and get some numbers so that there is something to work with.

8. **Consideration of approving the changes to the forms for ACC Rules and Regulations, Application for Home or Property improvements and Application for New Home Installation**

The updated ACC Rules and Regulations, Application for Home or Property Improvements and Application for New Home Installation were posted on the bulletin board and District website as well as distributed to the Board prior to the Board meeting for review. The changes to the forms were reviewed and additional recommendations were made to changes.

Phil Matton made a "motion to approve the A.C.C. forms. Becky Earnest seconded the motion.

Rod Lindsay asked about driveways on both sides of homes, is everything going to be grandfathered that already exists. Also skirting around the mobile homes it should be stated that the skirting should be completely enclosed around the home.

Molly Stone asked for clarification – it states that all new units must have a utility room/shed at the end of the carport. She was under the impression that it could be freestanding and 10 ft away.

Donna Matton stated that utility room/sheds are to be under the carport, attached to the mobile home or 10 feet back, or people have put on the back of the driveway.

Dave Peck 1014 Willow CT we have tried to differentiate between the two (utility and shed) on page 2.

Molly Stone stated on page 2 # item 4 on form Rules and Regulations it is redundant.

Leanne Johnson stated that the majority and quorum are not the same.

Allison Kelly stated that if there is a severe roof leak they still need to come to the office and fill out the application. It will automatically be approved at the next ACC meeting but non-emergency roof repairs need to be put into the rules and regulations.

Joanne Gaughan stated that we have 3 different corrections to the forms so we need to rescind the original motion. Phil Matton rescinded the original motion.

Phil Matton made a “motion to approve the A.C.C. forms with the corrections noted”. Becky Earnest seconded the motion. A vote was called. Motion carried.

9. Consideration of removing slab from the old gazebo at a quoted price of \$300.00

The Board and residents discussed the removal of the concrete slab from the old gazebo. As Joanne Gaughan stated we do not own this piece of land. The concrete slab was not in the quote that was given for the removal of the slab.

Becky Earnest made “a motion to remove the concrete slab. Phil Matton seconded the motion.

Rod Lindsay would like to see the slab stay there, if we take out the slab we need to get permission as we do not own that slab. It was decided to leave the concrete slab as is.

Allison asked for the condition of the slab. If it is not crumbling and not in the way, why spend the money.

Rod Lindsay asked for a show of hands from the audience as to if they would like to have the slab removed. With a show of hands the people decided that they did not want to spend the money to have the concrete removed.

Robert Shearer asked for a show of hands from the residents if they would like to use the concrete for something constructive. The people do not want to spend the money to have the slab removed.

Molly Stone asked if we have a process to remove the slab and have the registered letters been sent. Can we put a lien on the property.

Joanne Gaughan stated there was a motion and a second. A vote was called. Joanne Gaughan then asked each board member their opinion in a poll taken by the Secretary.

Harald Albinus – do not remove	Allison Kelly – do not remove
Becky Earnest – remove	Phil Matton – remove
Marilyn Spall – do not remove	Dan O’Connell – do not remove
Rod Lindsay – do not remove	Molly Stone – do not remove
Joanne Gaughan – did not vote	

With a vote of 2 yes to (remove) and 6 no (not to remove) it was decided to keep the concrete on the property in question.

10. Discussion – 1128 Center La property, Consideration of approving the delay of slab removal on property per owner request

The District Manager explained to the Board the property owner’s request of an extension on slab removal saying that she was trying to resolve a possible utility easement issue with the City. The Board decided that the length of time that was given was over the 6 months and the costs that the contractor had given for doing all properties at once was about a \$400.00 savings. Therefore, the Board decided that they would move forward on the slab removal and that no vote to approve delay was needed. It was decided that the District Manager would be discussing it in January with the owner.

11. Consideration of Approving funds for the District’s Attorney, Karl Bohne, to create forms and provide documentation for the process of filing property liens and approving the filing of liens as necessary for slab removal

Joanne Gaughan explained to the Board that she had discussed with Karl Bohne the process for filling liens saying that he could create the forms needed for the District to complete the slab removal process, send bills, and file liens if necessary. Cheryl Ennis explained that some of the documents had already been done for liens on properties and they would just need to be reworked with costs under \$200.00. Becky Earnest made “a motion to have the attorney create forms for processing liens and everything needed to file at a cost of up to \$200.00. Molly Stone seconded the motion. A vote was called. Motion carried.

12. Public Comment

John LaLima 1055 Sunflower Lane regarding the house that the bank owns, before removing the home from the property they will need to go before the ACC Board and make sure that they abide by the rules and regulations.

Donna Matton explained that they do not need a permit to remove a home and usually when the company that is bringing the home out they bring another home in.

Donna Matton asked about approval of the paperwork with the ACC., does it need to come before the Board again. Joanne Gaughan explained that as long as nothing else is added it does not need to come before the Board again.

13. Trustees remarks

Rod Lindsay would like to thank the maintenance personnel for putting up the Christmas decorations.

Marilyn Spall thanked everyone for coming out especially with the weather, we all appreciate your support.

Phil Matton also appreciate everyone coming

Becky Earnest appreciated the email that was sent out by the District Manager, it's always very informative and Merry Christmas to everyone


Molly Stone seconded that

Allison Kelly would like to thank the Board for all the hard work that this Board puts in. We are all here to make the park look beautiful.

Joanne Gaughan please bring a neighbor or friend to our meetings. December 22nd will be a workshop meeting.

14. Adjournment

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


Rebecca Earnest – 1st Vice Chairman
Board of Trustees

12-23-14
Date