



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
November 10, 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, Marion “Molly” Stone, Secretary; Allison Kelly, Assistant Secretary; 1st Vice Chairman; Philas “Phil” Matton, Treasurer; Marilyn Spall, Assistant Treasurer; Rodney “Rod” Lindsay, Trustee; Daniel “Dan” O’Connell,; ; all acknowledged their presence; Harald Albinus, 2nd Vice Chairman was absent. Cheryl Ennis, District Manager was present along with Jessica Saeger who was recording.

5. Announcements by Chairman

Joanne Gaughan recognized and introduced Sandy Brown who is the Districts CPA. Joanne Gaughan asked Molly Stone to read a letter the Board had received regarding Thomas Mahon who holds a degree in accounting and is interested in a position on the Board. Joanne Gaughan mentioned that there will be an opening on the Board and asked for letters of interest to be sent to the office. She also asked that everyone keep in mind Roberts Rules of Order and be recognized before speaking. Joanne Gaughan also noted an error on the attached “Budget Adjustment” saying the heading in column one should read Actual Oct ’13-Sep’14 and column two heading should read Approved Budget 06-10-2013.

6. Treasure’s Report – Presentation of the financial reports for the month of September 2014

The September 2014 financial reports were distributed to the Board and posted on the bulletin board and web site prior to the meeting. The Profit and Loss statements were distributed to residents along with the agenda. Phil Matton asked Sandy Brown, the Districts CPA, to review the Revenues & Expense reports and explain the Profit and Loss Report and its’ accounts to the Board and residents. Sandy explained a lot of terms and why they’re used and that it was decided that this document would be given to residents to review. Allison Kelly “made a motion to accept the report”. Becky Earnest seconded the motion. A vote was called. Motion carried.

7. Budget – Adjustments (2013-’14 fiscal year)

The year-end budget adjustments for 2013-’14 fiscal year were distributed to the Board and posted on the bulletin board and website prior to the meeting. The adjustments were also distributed to residents at the meeting. Sandy Brown explained the purpose of the budget adjustments saying that the District has 60 days to make budget adjustments so that it is adequate for the expense that the District had for the year.

Jean Beach, 1099 Moonlight, said that over the years there have been adjustments made several times over the years. She asked if it should be done over the year. Sandy Brown said that there is no rule regarding when to make adjustments.

John LaLima, 1055 Sunflower, asked if the funds had to go into contingency. Sandy Brown said that the funds would go into the Reserve account where the Board can allocate the funds, if needed, to be used on projects.

Joanne Gaughan asked if additional funds in the employee accounts were attributed to the loss of two employees. Cheryl Ennis explained that we had lost one grounds employee seven months into the fiscal year so there were additional funds in that account. However we did hire an additional Manpower employee as replacement so the funds were drawn from temporary services account. The custodial worker that was gone didn't create any additional funds other than the pay grade differences since that position is staffed full time. Cheryl noted that we did have extra funds from health insurances that were cancelled and employees that had not taken health insurance.

Marilyn Spall asked about the actuary that the auditor had recommended last year. Cheryl Ennis explained that Berman Hopkins was working on that.

Marilyn Spall "made a motion to accept the adjustments as submitted." Becky Earnest seconded the motion. With no further questions from the Board or residents, a vote was called. Motion carried.

8. Audit Engagement - Fiscal year ending September 30, 2014

Consideration of selecting Berman, Hopkins, Wright & LaHam to perform the required 2011-2012 financial audit for a fee and reimbursable costs not to exceed \$10,800. Allison Kelly "made a motion to accept the contract from Berman, Hopkins, Wright & LaHam". Becky Earnest seconded the motion. With no further questions from the Board or residents, a vote was called. Motion carried.

9. Consideration of Purchasing (30) Podocarpus for Entrance to District [continued from 10/27/14 meeting] Cost per 4'-5' bush (Discussion pending receipt of pricing)

Cheryl Ennis said that she did get pricing from the Palm House for \$55.00 each for 4 to 5' and had called several other landscape suppliers who were significantly higher including Emerald Island Nursery who's price quote was \$99.00 each plus 45% of the cost per plant for installation plus \$85.00 for delivery. Becky Earnest made a motion to purchase 30 Podocarpus at \$55.00 each from the Palm House". Dan O'Connell seconded the motion. A vote was called. Motion carried.

10. Consideration of Approving Concrete Fill for Valleys in Shuffleboard Courts.

Becky Earnest asked if the quotes were for the same thing. Cheryl Ennis said yes and also said that Singletary said they could be out the following week.

Phil Matton "made a motion to have Singletary to fill the areas on the shuffleboard courts". Rod Lindsay seconded the motion.

Leanne Johnson, 309 Holiday Park, said that several residents fell and broke bones and felt that it was important to have this done.

With no further comments. A vote was called. Motion carried.

11. Public Comment

Robert Silipigni, 420 Holiday Park, complained about the lawn crew saying that he felt they did not do a good job or keep up with maintenance on the equipment. He also said that he felt his complaints were not answered. Cheryl Ennis explained that his complaints were not specific so specific details could not be given as to maintenance of equipment however, the maintenance plan was reviewed. Cheryl also reviewed the plan for sharpening blades with is done every other day during the summer months with blade replacements as needed. During the winter months, the blades are sharpened as needed depending on mowing schedule, which varies.

Joanne Gaughan mentioned that the lawn service was on the last workshop agenda and was tabled until the next workshop.

John LaLima, 1055 Sunflower, requested the lawn-mowing schedule be put on channel 732. A Map and a schedule will be reviewed.

Bob Shearer, 382 Holiday Park, felt that a color coded chart should be able to be supplied so residents know where mowing is going to be done.

Marilyn Spall explained that the grounds crew mows in sections at a time and all the grass that is connected in that particular area.

Mike Earnest, 205 Borel, said in his opinion the lawns crew did a great job. He said that sometimes he sweeps, sometimes he needs to weed whip a little or blow a little bit and doesn't understand the people that think it's supposed to be perfect.

Jean Beach, 1099 Moonlight, asked about the loan adjustments. Cheryl Ennis explained that back in 2009 the accountant that was paying the bills at that time was paying the loans in the month the bill came in rather than the month it was due. Sandy Brown, the Districts current CPA, found the error and made the correction however, the auditor recommended making adjustment corrections so that the District would show 12 monthly payments. This was corrected this year. Jean Beach, also asked if the budget for 2014 – '15 would be adjusted now.

12. Trustees remarks

Allison Kelly asked that trustees bring their black book to the next meeting and said there were items missing from the job descriptions and would get with Cheryl and have the corrections made. In addition, Allison said she would like to discuss merit raises.

Molly Stone mentioned that sign-ups for the Holiday Park photo directory were Tuesday and Thursday 9:30 AM-11:30 AM.

Becky Earnest mentioned that the ACC was doing a great job and mentioned that the Texas Roadhouse fundraiser is November 20th.

Dan O'Connell said that Cheryl should be thanked for keeping the District within budget.

Marilyn Spall had no comment but agreed with Dan O'Connell.

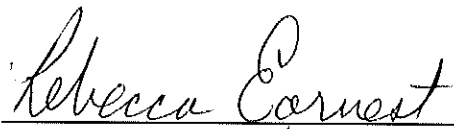
Phil Matton said that there are complaints year, after year, after year about the speed of the mowers and nothing is done about it.

Joanne Gaughan thought that a lap top and projector should be looked into and was worthwhile and will look into it further.

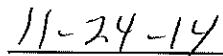
Rod Lindsay mentioned that residents need to be specific when filling out complaint forms so that the specific situation can be addressed.

13. Adjournment

Becky Earnest "made a motion to adjourn." Allison Kelly seconded the motion. A vote was called. Motion carried. The meeting was adjourned at 8:11 PM.



Rebecca Earnest – 1st Vice Chairman
Board of Trustees



Date