



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEES

WORKSHOP MEETING

November 24, 2014

1. **Call to order**

By: Joanne Gaughan, Chairman at 7:00 PM

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; Philius “Phil” Matton, Treasurer; Marilyn Spall, Assistant Treasurer; Allison Kelly, Assistant Secretary; Rodney “Rod” Lindsay, Trustee; Daniel “Dan” O’Connell, Trustee. All acknowledged their presence. Marion “Molly” Stone, Secretary; was absent. Cheryl Ennis, District Manager was present with Sharon Johnson recording.

5. **Announcements by Chairman**

Joanne Gaughan announced that we now have a new sound system and a demonstration was made by Harald Albinus. The meeting originally scheduled for November 25th has been cancelled and will have to be rescheduled. Joanne would like to add to the agenda 7(a) rescheduling the DR Policy Rules and Regulations Meeting. She asked for a motion, Allison Kelly made a motion to add 7a to the agenda, Becky Earnest seconded the motion. A vote was called, motion carried. Joanne Gaughan would also like to add 7(b) to the agenda – Discussion of Grounds Maintenance Report. A motion was made by Becky Earnest to add 7b to the agenda, Allison Kelly seconded the motion. A vote was called, motion carried.

6. **Board Meeting Minutes – Consideration of Approving the Board Meeting Minutes of October 27, 2014, November 10, 2014, and November 13, 2014**

The minutes from the October 27, 2014 Workshop Meeting, November 10, 2014 Regular Meeting Minutes and Special DR Meeting minutes from November 13, 2014, 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 October 27, 2014, Workshop Meeting Minutes. Allison Kelly seconded the motion. A vote was called, motion carried.

Phil Matton made a motion to approve the minutes of November 10, 2014, Regular Meeting Minutes. Becky Earnest seconded the motion. A vote was called, motion carried.

Becky Earnest made a motion to approve the minutes of November 13, 2014, Special DR Meeting Minutes. Allison Kelly seconded the motion. A vote was called, motion carried.

7. Managers Report – Review of activities for the month of November

The Districts Manager Report for November 2014 was posted on the District website and bulletin board for review as well as distributed to the Board prior to the meeting.

Cheryl Ennis reviewed the District Managers report.

Cheryl Ennis explained that she would like to comment on the budget adjustments for 2013 – 2014 year, as it was made mention at the last board meeting. People did not realize to what extent that the taxes were not being paid. She decided to pull some documents for the last few years to go over with everyone. In 2011 tax year there were 18 properties where the taxes were not paid, tax certificates were sold on all but 4 properties. In 2012 there were 26 homes go up for tax sale, 12 of those are still held by the county, so those taxes have not been paid. In 2013 tax year there were 46 homes. There are only 2 left that the county holds, so the tax certificates were purchased on 44 of the properties. We were out \$100,000.00 until we received the money at the end of June. There were comments made stating that we should have adjusted the budget and done more projects but we really could not adjust the budget until we received the money. On June 11 we received a statement from the county for almost \$6,500.00 and again on June 20th for \$91,600.00. By the time we received the money, the Board was off for the summer, and did not meet again until September. When the Board did meet again they were given the adjusted budget based on the money that had come in at the end of June. Over the summer we did do some projects that were approved. We put on the ADA door opener; the cap repair on the building was done as well. Once the Board did come back we bought some benches for the front of the building, we did landscaping around the building, along with trimming of the trees. If we had planned on doing more projects, and we didn't get the money, we would have been in serious trouble. It was unfortunate and hopefully with some of the changes the Board is going to be making, it will help out with penalizing the people who don't pay their taxes.

Joanne Gaughan asked if there were any questions.

Allison Kelly asked, "On properties where people are deceased, is there any way that we could ask the families to sign over the deed to the park, or is there any way to get that property under the park ownership?" Cheryl explained that most of them are in tax certificate and tax sale. We have tried several times to contact family members in different ways, but they do not respond. We can only hope that at some point people will buy the property and come in and clean up the property. When a person holds a tax certificate it is just an investment in the taxes, and they own a percentage, it is not ownership of the property

As Cheryl explained, once a property is sold, they would first have to satisfy the tax certificates.

Joanne Gaughan asked Cheryl to explain the personnel changes that we have. As Cheryl explained Dontrace Rowles has worked for Manpower for the last couple of years, he has been hired to replace one of the grounds person who left. Chris Brush, also a Manpower employee is being trained for a part time custodial position. We are training him now to see how he works out. The new man at the gate is Jimmy Richie who is working the 3rd shift, so unless you go out in the middle of the night you will probably never see him. We lost 2 gate attendants, and hired one. Since the person that had been out on medical is now back now we are fully staffed again at the gate.

Becky Earnest asked to have the office let the Trustee's know if there are changes in personnel to keep them informed. Cheryl stated that she would send an email out with any changes in personnel.

John LaLima 1055 Sunflower Lane, asked if any of the people who have not paid their taxes are they occupying the residence or renting it out. We should be able to take their privileges away. As Cheryl explained we do not have the right at this time to do that. Joanne Gaughan then explained that issue is being addressed in the new deed restrictions and hopefully by January we will be having a meeting, explaining this to all residents.

Mary Evans 134 Holiday Park Blvd, stated that strictly through here say there is a house on Cheswick where the man who owned it passed away. His family came and told the park that they wanted nothing to do with it and offered to give it to the park. Cheryl stated the park does not own any property. Mary Evans also stated that there is another home in that area that has not paid their taxes, and the property is renting out

Bruce Crabb 442 Neighborly CT stated that when John Corton was our Treasurer 3 years ago, at that time we had been running \$80,000.00 short with non payment of taxes. We went from 18 certificates to 26 certificates to 46 certificates. Of all these people that own these certificates a lot of them are past the 7 year mark, and now they will lose their money completely. It is going to be a bad situation in this park.

Gloria Walsh 403 Holiday Park Blvd asked when we hire someone do we do background checks on employees coming to work. Cheryl explained that we do a background check and drug screen new employees.

Joanne Gaughan asked for a motion to accept the Managers Report. Becky Earnest made a motion to accept the report. Marilyn Spall seconded the motion. A vote was called, report accepted.

7a. Added to the Agenda – Rescheduling of Meeting from November 25, 2014 and adding an additional meeting for Rules and Regulations.

Joanne Gaughan asked for 2 meetings to be scheduled. The first meeting will be on Tuesday, December 9, 2014 at 11am, and second meeting will be on Monday December 15, 2014 at 9:30am, to go over Rules, Regulations and Policies. All Trustees were in agreement.

7b. Added to the Agenda – Grounds Maintenance Report

Joanne Gaughan had many questions regarding the report that was given to the Board of Trustees. Joanne wants to revamp the report that has been given out. She thinks that several changes need to be made. Maybe when we get a manual for grounds we can have better information on the reports.

Daniel O'Connell thinks that it is up to the District Manager to take charge and it is not up to the Trustees to get involved. He has utmost confidence that the Manager has it under control.

Marilyn Spall thinks that maybe what we should add to the report, which is out of a manual, either engine hours or miles to next tune up, that way you will know when it needs to be done.

Harald Albinus thinks we really do not need to know, but if something major happens we can go to the maintenance records to see when and if the piece of equipment had been maintained properly.

Kay Barclay 385 Holiday Park Blvd is concerned about the fact when you own a car there is usually a sticker on your vehicle to say when it's time to change the oil. Why can't these machines be maintained with stickers put on so you know when the next oil change is due.

Marilyn Spall commented on the fact that we as a Board do not need to know every time they change the oil.

Robert Shearer 382 Holiday Park Blvd asked if there was a Trustee in charge of Grounds. Do they go and see if the maintenance is being done on these machines properly? There is a lot of money in this equipment and we need to make sure that someone follows up on the maintenance program periodically to make sure it is being done. Blades on these lawn mowers are not being sharpened very often. I really think that we need a watch dog to check on this.

Allison Kelly thinks the record could be a little more explicit, so that it would help know who did it and when they did it, and put the mileage down with date. As she stated, anyone can draw an "X" and a line thru a maintenance report. I think what we are trying to do is to make sure that the equipment is being serviced properly.

Harald Albinus said that after an employee performs maintenance, the supervisor should check and initial it as well, stating that it has been checked.

Joanne Gaughan spoke again about the manual that the office had done for Custodial Staff and stated that Jessica is now in the process of doing a manual for the Grounds, Gate and Office. It's a great manual. It is a great piece of information.

Marilyn Spall asked about the mower that was just replaced how old it was? Cheryl explained that the mower was 7 years old. Making a mower last 7 years that gets that kind of use is pretty good.

Cheryl explained that Pat also does more during the summer because of the use it gets. Joanne Gaughan asked who the backup for Pat was. Cheryl stated that Felix has been training with Pat and knows a lot of the things that are going on. Each person is responsible for the mower that they use and does their own maintenance.

Dan O'Connell feels that we are Micro Managing and does not feel that it should be. Anyone can go over to the shack and look at their maintenance records, but he doesn't feel that he needs to know when the oil is being changed.

Bruce Crabb 442 Neighborly CT feels that a lot of these people do not realize that these mowers run all the time. He stated that in order to keep the 3 mowers running we have to buy one about every 2 ½ years. As far as the maintenance records, there is too much paperwork that is useless. We have a manager who is responsible for the day to day running of the park. It's her job to go down and check to make sure that the maintenance is done. It's simple, put the clipboard up, fill in the hours, the date when maintenance is done and then the supervisor signs it. All of these machines have hour meters on them.

Harald Albinus suggested that before all equipment goes out for the day tire pressure should be checked, fuel should be topped off; most important check to see if there are any oil leaks, and check the tire pressure.

Robert Silipigni 420 Holiday Park asked if we had looked into hiring an outside firm to do the lawn maintenance. Joanne Gaughan explained that it is on the agenda as Item #9

8. Employee Merit Raise vs. Cost of Living Raises [continued from October 27th Workshop]

Joanne Gaughan explained this is a continuation from the October 27th Workshop Meeting.

In October, the Trustees approved a 2% Cost of Living increase for all hourly employees. Mr. Crabb wrote a note to the Board stating that back in April of 2012 it was recommended to the Board at the time that there would be no Cost of Living increases and all raises would be based on merit. That was true, but there's no policy stating that it would continue from year to year. If there had been a policy issued, it would have had to come before the Board and we would have had to revise the policy. Each year a new Board comes on and they have the right to make changes. So a Cost of Living Increase was passed.

Rod Lindsay went back in the records looking to see about the merit raises but was unable to find the specific sentence. As Joanne Gaughan stated, all Board Members were given a copy of the minutes.

Joanne Gaughan wanted the Board to know when they get into Policies this could be decided as to whether to make a policy regarding raises.

Marilyn Spall wanted to make it clear that just because one Board decides to give one kind of a raise does not mean that every Board will do the same, unless it becomes policy.

Bruce Crabb 442 Neighborly CT, stated that it is his understanding that if a Board passes a motion it becomes a policy He then asked, what the difference was between a motion and policy. Previous Boards have voted on things in the park, such as roads, fixing sidewalks, etc. it is my understanding that those are policies that have been adopted. Unless that policy is changed or voted out by a new Board that policy is in effect. That's Robert's Rule.

Allison Kelly explained that when you establish a policy, it is a binding process. When we vote on something to spend money in a budget that is not a policy, we are voting on a particular item that is up for discussion, it's not a policy. A policy is a governing statement.

Bruce Crabb understands what a governing statement is. Also the Board has a set of By-Laws that have been voted on and passed. This Board has chosen not to follow them. What is the sense of having By-Laws if we do not follow them, anymore than if we have polices that are not followed.

Marilyn Spall explained to Mr. Crabb on this particular issue that the Cost of Living raise was only for hourly employees and was not damaging. The office staff went back and listened to the tapes again from 2012. I also understand that you can't hold future Boards to something that changes in the future.

Bruce Crabb stated that he does not think that we should give a Cost of Living Raise and a Merit Raise on top of it. One of the things that the Board should understand is that every dollar we spend on payroll we have to match. We also have to match FICA, and unemployment which brings it probably about up to 18% for every dollar.

As Joanne Gaughan explained that the entire thing has to be put into place, as far as Cost of Living, and Merit Raises. There will also be evaluation sheets made up for every employee from the District Manager filled out and bring her recommendations before the Board.

Robert Shearer 382 Holiday Park Blvd. agrees with the Board. Asked if a 2% Cost of Living Raise and a Merit raise was given as well. Joanne stated that they only received a 2% Cost of Living Raise.

9. Outsourcing of Lawn Service [continued from October 27th Workshop]

Joanne Gaughan explained that there has been several discussions in the past regarding this. It is a lot to undertake. Previous quotes have been given to all Board Members. Joanne asked for input from the Trustees.

Rod Lindsay stated that twice in the past the park has gone to contract lawn service and twice they had to go back. He has a list of additional things that the grounds crew do that people are unaware of. He feels that they should stay with what they have.

Daniel O'Connell stated that he is not in favor of getting outside lawn service to come in.

Marilyn Spall agrees with staying with our lawn crew, but she thinks that improvement could be made.

Phil Matton stated that he thinks that an outside source would be better and would save us a bundle of money. Most of our problems are from the grounds crew. If we let them go, all the problems would go out the window and we wouldn't have a buy machinery, fuel etc. He stated that a company called M&M is an excellent company. We should just hire two maintenance people and if they can not do the work then we can out source it.

Becky Earnest stated that we have been through this so many times, our grounds crews does so much more than just mowing, not in favor of calling in an outside source.

Allison Kelly agrees with Phil, we should look into an outside source and would like to see some figures. There are a lot of problems we need to address. If we stay with the grounds crew we need to have a qualified and responsible supervisor to manage the crew.

Harald Albinus wants to see numbers first before making a decision. Cost verses Cost. Yes look into it

The vote tallied 4 to 3 in favor of keeping the grounds crew.

Barbara Kirsch 349 Holiday Park has been here since the park was bought by General Development. It was a nightmare. After a company came in to do the lawns, they left then another

was hired and they decided it was too much and left as well. That was when the grass got very tall and it became a very bad situation. It was decided to do the grounds maintenance on their own. Bob Shearer 382 Holiday Park requested that if you already have a price, please do not release the price out, just in case you decide to put it out for bid.

John LaLima would like to see all the figures. The salaries, FICA, the Insurance, the Equipment costs, fuel costs, get a total price. If you do away with the grounds crew how will that effect our liability insurance, should cut it back somewhat. We have been asking for a schedule for that last 5 years to be posted. If we keep our grounds crew lets not get them to do 14 other jobs and basically stick to lawn maintenance. Allison wanted to let Mr. LaLima know that the first mowing schedule was posted on channel 732 today.

Bruce Crabb stated that we go over this about every 3 years. When John Corton pulled out all the figures, at that time it was going to cost more to do a contract than doing it ourselves as we will still need to have a maintenance crew to do other things. The bids were up over \$300,000 plus to keep the lawn crew as well.

Barbara Kirsch stated that when we first started our lawn service we hired a manager for the lawn it worked out great but then he left to go work for someone else. From then on we have had a situation.

We need a strong manager for the lawn crew. Joanne asked if he mowed or just went around and checked on the crew. As Barbara went on she explained that he never mowed.

Bruce Crabb wanted to say that Cheryl goes out in the park and checks on things and wanted to compliment her on that. Mr Anderson never did that. It was 3 years ago when Mr. Anderson was here, we hired a man named Tom Shane, and he went around and supervised the lawn crew. At that time the lawns looked great. After a couple of months Mr. Shane stated he wanted at least \$46,000.00 plus insurance to stay on.

Gail Estoh 1054 Sunflower complained about the lawn crew with several issues that she has had There is dead fish in the back pond, gullies need to be cleaned out. I was told that it has been cleaned and no one has ever been there to clean it out. The crew rides the mower too fast. She has made several complaints and feels that she does not get any satisfaction from the office. We need more attention back in that area.

Bob Shearer 382 Holiday Park Blvd has looked over the first 20 items on this list of which 15 of them would go under the grounds crew and feels that some of the work is not done by the grounds crew, plumbing for old and new wells, concrete work, do not see our guys doing this, there are about 4 or 5 items on there we need to divide the list out and decide what we would sub contract out.

Harald Albinus thinks that we need to hire a supervisor for the lawn crew.

Joanne Gaughan asked for a show of hands in the audience about outsourcing the lawn service. 9 People raised their hands. The general consensus is that either the supervisor has to improve or we need to consider other options.

Joanne Gaughan asked Cheryl Ennis her thoughts on the entire matter regarding the grounds crews and hiring a supervisor. As Cheryl stated, we would have to do what the board really wants done.

Dan O'Connell asked what kinds of cost would be to hire another Supervisor for the Grounds Crew.

Phil Matton stated that we are working with apples and oranges and we don't have the proper figures to decide what to do. He thinks that we need to have a shake up when it comes to the lawn crew. He feels that if we can save over \$100,000 it would be a good idea to look into options.

Dan O'Connell stated that there are many contractors that would love to come into this park and take our money.

Marilyn Spall asked if we have ever contacted the county to see what their practices are when hiring grounds. They have to have some kind of standards that they go by, and categories such as grounds crew and supervision of grounds crew which they follow when hiring people.

John LaLima 1055 Sunflower Lane, asked that we take Pat off the lawnmower to do his job as a supervisor. He should be making schedules out, giving orders to the crew and go around and check on them during the day.

Bruce Crabb asked the Board if they really wanted to spend \$40,000 - \$45,000 for a Supervisor, if so I think you could hire someone as a working supervisor. If Pat doesn't want to do it, get someone who will.

10. Review of proposals for slab removal

Joanne Gaughan stated that the office received 2 quotes for the removal of the concrete slabs. Notices were sent out to all the properties involved. To date only 2 owners have complied with the notice that had been sent out, there are 6 properties that still have concrete slabs on them. We will be eligible to remove the slabs legally in January. If they bring in the equipment and the slabs are removed all at one time the price will be a little cheaper instead of having to continually bring in equipment.

Joanne Gaughan read the quotes to the audience. The first bid was for \$11,425.00. If done all at the same time the price would be \$11,100.00. The second bid that came in was quite a bit lower. That bid came in with a price of \$5,744.00. The properties that are included in this bid are 105 Holiday Park Blvd., 140 Holiday Park Blvd., 1128 Center Lane, 1074 Moonlight CT., 1071 Wood CT., and 240 Berry CT.

Phil Matton stated the one is double the amount from the other. We have to go with the lower one. He also stated the properties would have to have a lien attached.

Joanne Gaughan explained you would send the owners a bill for the cost to remove the slab and seed the property, if they pay it fine, if not, you would have to file a lien on the property. The liens run anywhere from \$55.00 to \$300.00 depending on the cost. For example for a lien on a property that cost the District \$2500.00 we would have to pay \$175.00 to file a lien.

Becky Earnest asked if we were working on getting other proposals. Cheryl explained that Joanne asked her to put it on the agenda for information purposes, but we have time to get other proposals.

Rod Lindsay asked about the slab where the Gazebo was. Cheryl explained that she asked about the slab since they were going to be across the street anyways. We can remove the concrete but to put another Gazebo we would have to get a Building Permit we would have to get permission from the owner and he has never answered any of our mail.

Marilyn Spall asked if we knew why there is such a vast difference from the 2 bids.

Bob Shearer 382 Holiday Park, stated that being in business I would not drag my feet because once he realizes he made a mistake. I would sign that bid immediately. 6 properties at that price you will never get anything lower.

Bruce Crabb 442 Neighborly asked if we would be last on the totem pole once we file a lien.

Harald Albinus stated that he would like to make a motion to hire Atlantic Excavation to remove the 6 slabs in the amount of \$5,744.00. Becky Earnest seconded the motion, a vote was called, motion carried.

Phil Matton asked if Cheryl could negotiate the contract regarding the \$1,000.00 up front before the work is done. Cheryl stated that she would look into it.

11. Trustee project updates

Harald Albinus would like to set up a time for the custodial staff and anyone else that will be using the new sound system to be trained.

Allison Kelly stated that upon reviewing the job descriptions she noticed that there are a lot of policy items listed in the job description. An updated copy of the job description was given to everyone and you can see the requirements for each job description as well as go thru them. She would like to write a detailed policy manual for all employees so that we have rules, regulations and policies. That will separate a lot of questions. Also a copy of the disciplinary policy that was approved last year as well as Employee Evaluation Forms that Cheryl can use for her evaluation of her employees

Rod Lindsay stated that the new surface is now in the courts but there is still some work to do regarding the Bocci Courts to try and make it work for us. The drainage is good. The people will be back to check on it. Joanne asked if there was anything on the compound.

Phil Matton did state that the grounds crew far exceeds what is needed to do on the equipment but does question sharpening the blades, but they do change the oil properly.

Becky Earnest stated that the ACC is working on some guidelines to come back to the Board with. There are still some problems in the park please be cautious.

If anyone has any problem with the equipment, please call Harald.

12. Public Comment

Patti Peck 1014 Willow CT, several weeks ago we had the family from Laurel CT and asked where that problem stood. The office stated that the problem has been solved, the son and wife has moved out the park.

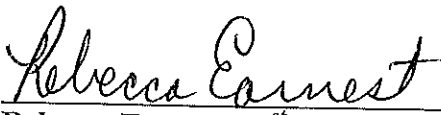
Jean Beach asked about the walking gate going outside the park, as to where it stands. Joanne stated that we will go back and check to see where that stands.

Becky Earnest asked the office to get quotes on the walking gate and bring it before the board at the next meeting.

13. Trustee Remarks - none

14. Adjournment

Motion to adjourn was made by Becky Earnest at 8:40pm. Harald Albinus seconded the motion. A vote was called. Motion carried.



Rebecca Earnest – 1st Vice Chairman
Board of Trustees

12-23-14
Date