



**PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT**

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

BOARD OF TRUSTEES

REGULAR MEETING AGENDA

February 12, 2018 - 7:00 PM

Allison Kelly
Chairman

Donna Matton
1st Vice-Chairman

Bob Shortlidge
2nd Vice-Chairman

Keith Rittscher
Secretary

Assistant Secretary

Kendra Bender
Treasurer

Helen Ferguson
Assistant Treasurer

Bob Eldridge
Trustee

Trustee

Traci DelGaudio
District Manager

Ryan Poliakoff
District's Attorney

* To comment on an item, after you have been recognized by the Chair, please go to the microphone and clearly give your name and address for the record. You may speak for up to three minutes. Note: If formal action is to be taken on an item by the Board, public comment will be requested prior to the vote.

NOTE: MINUTES OF BOARD MEETINGS ARE PREPARED IN SUMMARY FORM ONLY. PER CHAPTER 286.0105 FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL A DECISION OF THE BOARD HE/SHE SHOULD ARRANGE FOR A VERBATIM RECORD OF THE PROCEEDINGS WHICH INCLUDES THE TESTIMONY IN EVIDENCE ON WHICH THE APPEAL IS MADE.

"A community intended and operated for persons 55 and older"



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1. Meeting call to order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Announcements by Chairman
6. Approval of meeting minutes
 - Attachment: 1/22/18 Minutes
 - Action: Motion to Approve
 - Trustee Comment
 - Public Comment
 - Call for vote
7. Treasurer's Report
 - Attachment: Revenues & Expense Report: Budget
Performance, Balance Sheet and Loan Balances
 - Action: Motion to Approve
 - Trustee Comment
 - Public Comment
 - Call for vote
8. Letters of interest to be on Board of Trustees
 - Attachment: Letters of interest from Barbara Whitneck and Elloise Raffa
 - Action: Motion to Approve
 - Trustee Comment
 - Public Comment
 - Call for vote
 - Swearing in of new members
9. Presentation on proposed signs for the park
By Jean Beach
 - Powerpoint presentation**
 - Attachment: Quote comparison
 - Action: Motion to Approve
 - Trustee Comment
 - Public Comment
 - Call for vote



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10. Discussion on adding the position of Grounds Maintenance Foreman

Attachment: Proposed Grounds Maintenance Foreman Supervisor

Action: Motion to Approve

Trustee Comment

Public Comment

Call for vote

11. Trustee Project Updates

12. Old Business

13. Public comments

14. Trustee comments

15. Adjournment

Ellouise S. Raffo
176 Holiday Park Blvd NE
Palm Bay, Fl.32907

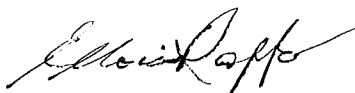
February 4, 2018

Allison Kelly, Chairman
Board of Trustees
Port Malabar Holiday Park

Dear Allison,

I am a registered voter in the State of Florida and I would like to be appointed by the Board to fill one of the seats now vacant.

Yours truly,



Ellouise S Raffo

January 30, 2018

To the board of trustees,

I would like to be considered for a position on the Board of Trustees. I am not sure of the positions that are open but I feel that I could be an asset to your board of trustees.

I have over 30 years of customer service. I also have over 30 years of finance and filing and office experience. Although my computer skills are not that advanced I feel that if I was taught I could still learn anything.

I feel that I have an open mind and have the ability to access any situation that may arise. I am a great listener and I feel that I will have the best interest for the residents of Holiday Park. I am able to place my personal opinions to the side and do what is best for everyone.

Thank you for taking me into consideration.

Regards,

Barbara Whitneck

1215 Shell Court, N.E.

Palm Bay, Fl. 32907

321-501-5648

Port Malabar Holiday Park Mobile Home Park Recreation District
Quote Comparison

3/14

Project Name: Entrance Sign – Recreation Sign

Entrance Sign

Vendor:	Description	Warranty	Price
Kendal Signs 446 Gus Hipp Blvd. Rockledge, FL 32955 321-636-5116	4'x10'x2" HDU (High Density Urethane) sign installed on existing Posts 6x6" Sign is Routed 2" deep with raised border and Decoration Painted acrylic enamel	1 year material, finishes, workmanship	\$2470.00
Max-R @248 N 5499 Executive Dr. Sussex, WI 53089 888-868-6297	4' x 8' 100% Recycled Milk Jugs- UV protected plastic resin Low Maintenance Never requires painting. Design is routed and colored resin filled. This is designed for Triple post.	A full 5-year warranty on all of our products. However, the sign itself has a life expectancy of 20-30 years.	*\$1885.00
Art Kraft Sign Company 2675 Kirby Circle Palm Bay, FL 321 727-7324	1/8" Thick Aluminum Plate with LT. spray stucco and applied Vinyl Decoration. Tapered base fabricated out of aluminum with LT. spray stucco enamel finish installed over (2) 4" square aluminum support posts set in concrete	One year full warranty on Vinyl has its own warranty against fading I believe, it's about 5-6 years that is from 3M We stand behind our signs	**\$3550.00

*Shipping Charges are \$252.00 for both signs
**This sign may require a permit from the City \$213.00

Port Malabar Holiday Park Mobile Home Park Recreation District
 Quote Comparison

Project Name: Signs

*Add On
 Item # 13*

Vendor:	Description	Warranty	Price
Kendall Signs 446 Gus Hipp Blvd. Rockledge, FL 32955 321-636-5116	Manufacture and Install 1 Single-Faced Non Illuminated monument sign mounted on double pole supports		\$6729.00
	Manufacture and Install 1 Double Faced Non Illuminated monument sign mounted on double Pole supports		\$5761.46
	Price does not include removal of any existing signs		

Total Image Signs & Graphics			
1400 San Carlos Ave Deltona, FL 32738 386-668-5533	Monument Sign Double Signed HDU Approx. 12' x 4.5' installed		
	Monument Sign Single Signed HDU Approx. 9.5.5 installed		
	Full specs and drawings will be done upon 50% deposit and removal of old signs will be billed separately. Customer to supply any permits if required	Total	\$11,000.00

Art-Kraft Sign Company	One single face sign		\$3080.00
265 Kirby Circle	One Double face sign		\$3350.00
Palm Bay, FL 32905	One sign showing the Sun – single face sign		\$3750.00
321-727-7324	Any color would be the same price		

Port Malabar Holiday Park Mobile Home Park Recreation District

Holiday Park expects all employees to conduct themselves in a positive and professional manner. All employees shall be neat and clean in appearance.

JOB DESCRIPTION: Foreman

SUPERVISOR: Grounds Maintenance Supervisor
District Manager

WORKING HOURS: 40 hour work week, Monday through Friday from 7:00 AM -4:00 PM,
(2) 15 minute breaks (morning/afternoon) and one hour for lunch to meet Federal guidelines.

JOB RESPONSIBILITIES:

Assist Supervisor in training employees, and retrain when necessary, in proper use of equipment

Report to Supervisor the plan for the day and coordinate a work schedule

Train, schedule and direct employees in the following areas:

- proper use of equipment provided

- landscaping and grounds keeping activities

- proper use of fertilizers, pesticides and other chemicals according to specifications

- proper repair and maintenance of grounds equipment, buildings, roads, storm drains, signs,

- striping roads, painting, retention ponds and other activities as assigned by the Manager

Trim trees, shrubbery, weed flower beds

Spread mulch in all flower beds, around trees, shrubbery, and under benches

Plan the plantings for flower beds

Use hand and power tools when necessary

Use ladders, chainsaws and other tree care equipment

Provide cleaning and basic preventative maintenance to equipment

Apply pesticides when necessary

Maintain clean work area

Support and enforce all policies, OSHA rules, safety regulations & guidelines

Ability to work effectively with others

Ability to take directions from Supervisor

Other duties as assigned

SPECIFIC DUTIES:

Oversee maintenance personnel in all aspects of their duties

Use and maintain assigned power equipment and hand tools

Perform assigned tasks thoroughly and efficiently

Use all equipment in a safe manner

Move equipment, supplies, and tools as required

Operate all job related equipment safely

Immediately report unsafe working conditions to Supervisor

Knowledge of ACC Rules & Regulations relating to planting trees, shrubbery, and flower beds

Perform related duties as required

