



**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

WORKSHOP MEETING MINUTES

September 24, 2018 – 7:00PM

Keith Rittscher
Chairman

Bob Shortlidge
1st Vice-Chairman

Ellouise Raffo
2nd Vice-Chairman

Joanne Gaughan
Secretary

Assistant Secretary

Kendra Bender
Treasurer

Barbara Whitneck
Assistant Treasurer

Helen Ferguson
Trustee

Jack Emerich
Trustee

Sheree Morris
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.

*Silence ALL cellphones during public meetings

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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The Workshop Meeting of the Port Malabar Holiday Park Mobile Home Park Recreation District of September 24, 2018 was called to order by Chairman Keith Rittscher at 7:02 pm. The Chairman then led the invocation and Pledge of Allegiance. The Secretary called the roll: present were Keith Rittscher, Ellouise Raffo, Joanne Gaughan, Kendra Bender, Barbara Whitneck, Helen Ferguson and Jack Emerich. Absent was Bob Shortlidge. Also in attendance was District Manager, Sheree Morris.

A motion was made by Jack Emerich to approve the minutes of September 10th, with correction, second by Elloise Raffo. Motion carried.

Kendra Bender reviewed the Treasurer’s Report, noting our loans will soon be under \$500,000 and that we are financially sound. A motion to accept the Treasurer’s Report was made by Helen Ferguson, second by Barbara Whitneck; motion carried. (Copy attached)

Sheree Morris read her District Manager’s report outlining projects completed, in progress and those to be done or wished to be done. She asked the Board to approve the purchase of a trailer in the amount of \$1,410.32. Kendra Bender made that motion, second by Barbara Whitneck. Motion carried. Kendra Bender made a motion to accept the Manager’s report, second by Jack Emerich. Motion carried. (Copy attached)

Keith Rittscher, having reviewed the evaluation sheets prepared by each Trustee with regard to the 90 day evaluation review of the Manager, Sheree Morris, said the reviews were favorable. Ellouise Raffo made a motion to have the Manager continue her employment at Holiday Park, Barbara Whitneck second; motion carried.

Discussion regarding whether the approval of Holiday Park residents could continue to be considered for employment in Holiday Park took place and no change was recommended.

Sal Cursi, 1107 Keystone Ct., expressed concern regarding the pitch of newly installed sidewalks.

Bruce Crabb, 442 Neighborly Ct., requested the Board consider a salary increase for the Manager. Kendra Bender reminded him that the Manager’s current salary was based upon no increase after 90 days. However, future increases will, of course, be discussed.

There being no further business or Trustee comments, a motion to adjourn was made by Ellouise Raffo, second by Jack Emerich; motion carried. Approximate time of adjournment 8:10 p.m.

Joanne Gaughan, Secretary

Date Approved

PLEASE NOTE: AUDIO OF ALL HOLIDAY PARK BOARD OF TRUSTEE MEETINGS IS AVAILABLE ONLINE. RECORDED TAPES ARE AVAILABLE FOR REVIEW BY ALL RESIDENTS, UPON REQUEST AND UPON CONTACTING HOLIDAY PARK PERSONNEL AT 321-724-2240.

Trustee
+
Public

11:40 AM
09/20/18
Accrual Basis

Port Malabar Holiday Park
Balance Sheet
As of August 31, 2018

	Aug 31, 18
ASSETS	
Current Assets	
Checking/Savings	
0101000 · TD Operating	82,865.41
0101500 · TD Fixed Rate Account	1,132,512.41
0102100 · Petty Cash	410.00
0104100 · SBA Savings Account	84,162.28
Total Checking/Savings	1,299,950.10
Accounts Receivable	
0115100 · Accounts Receivable	1,010.00
Total Accounts Receivable	1,010.00
Total Current Assets	1,300,960.10
Other Assets	
0155000 · Prepaid Expenses	22,392.99
Total Other Assets	22,392.99
TOTAL ASSETS	1,323,353.09
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0202000 · Accounts Payable	22,207.96
Total Accounts Payable	22,207.96
Other Current Liabilities	
0203010 · Loan 1 Curr Portion - TD 5455	90,362.20
0203020 · Loan 2 Curr Portion - TD 2055	92,451.93
0203030 · Loan 3 Curr Portion - TD 9155	56,287.40
0204000 · Due to Other Funds	1,010.00
0216000 · Accrued Wages Payable	6,178.31
0217000 · Accrued Taxes Payable	503.71
0220000 · Customer Deposits	985.28
2215000 · Accrued Interest Payable	1,010.26
Total Other Current Liabilities	248,789.09
Total Current Liabilities	270,997.05
Long Term Liabilities	
0203910 · Loan 1- TD 5455	51,842.02
0203920 · Loan 2- TD 2055	251,231.67
0203930 · Loan 3- TD 9155	171,317.94
Total Long Term Liabilities	474,391.63
Total Liabilities	745,388.68
Equity	
0271000 · Fund Balance- Unreserved	914,052.00
0274000 · Invested in capital assets	-976,715.30
0281100 · Appropriated Funds	-147,000.00
8007 · Retained Earnings	557,991.01
Net Income	229,636.70
Total Equity	577,964.41
TOTAL LIABILITIES & EQUITY	1,323,353.09

Port Malabar Holiday Park
Profit & Loss Budget vs. Actual
October 2017 through August 2018

	Oct '17 - Aug 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
325 · Special Assessments	1,186,814.34	1,121,788.00	65,026.34	105.8%
334-389 · Other Revenue Sources	17,021.13	10,500.00	6,521.13	162.1%
Total Income	1,203,835.47	1,132,288.00	71,547.47	106.3%
Gross Profit	1,203,835.47	1,132,288.00	71,547.47	106.3%
Expense				
511 · Gen Govt- Legislative	1,059.40	2,600.00	-1,540.60	40.7%
512-513 · Gen Govt- Exec, Fin & Admin	105,372.39	178,134.89	-72,762.50	59.2%
514 · Gen Govt- Legal Counsel	9,828.74	12,000.00	-2,171.26	81.9%
519 · Gen Govt- Other Gen Govt	289,292.62	324,927.15	-35,634.53	89.0%
529 · Public Safety- Other Public Saf	105,380.29	111,031.93	-5,651.64	94.9%
539 · Physical Env- Other Phys Env	108,772.04	115,425.37	-6,653.33	94.2%
541 · Transportation- Road & Street	7,605.06	10,500.00	-2,894.94	72.4%
572 · Culture/Rec- Parks & Recreation	246,882.16	282,629.96	-35,747.80	87.4%
701 · Capital Outlay	59,568.13	39,000.00	20,568.13	152.7%
8000099 · Contingency Expense	5,000.00	56,038.70	-51,038.70	8.9%
Total Expense	938,760.83	1,132,288.00	-193,527.17	82.9%
Net Ordinary Income	265,074.64	0.00	265,074.64	100.0%
Other Income/Expense				
Other Income				
2325200 · From Gross Assessments- DebtSvc	195,563.61	262,200.00	-66,636.39	74.6%
Total Other Income	195,563.61	262,200.00	-66,636.39	74.6%
Other Expense				
517 · Gen Govt Svcs- Debt Svc Payment	231,001.55	262,200.00	-31,198.45	88.1%
Total Other Expense	231,001.55	262,200.00	-31,198.45	88.1%
Net Other Income	-35,437.94	0.00	-35,437.94	100.0%
Net Income	229,636.70	0.00	229,636.70	100.0%

Trustee + Public

	Loan #1 Loan 5455	Loan #2 Loan 2055	Loan #3 Loan 9155	
Orig LOC/Loan Date	3/4/2005	11/9/2007	5/12/2008	
Orig Loan Amt	\$ 1,000,000	\$ 1,000,000	\$ 600,000	
Orig Loan Maturity	3/4/2020	11/9/2022	5/12/2023	
Orig Loan Int Rate	4.84	5.63	5.23	
Current Loan Int Rate	2.42	1.43	1.60	
Current Estimated Payoff Date	5/31/2019	12/31/2020	9/30/2021	
QB Loan Balances on 10/1/17	142,204.22	343,683.60	227,605.34 ^{713, L}	
Less Principal Pymt in Debt Service Fund Acct 00100002010000				
	<u>For Month</u>			
	Oct-17	-7,794.23	-8,686.19	-4,655.79
	Nov-17	-7,506.75	-8,682.14	-4,662.53
	Dec-17	-7,530.15	-6,752.27	-4,668.00
	Jan-18	-7,538.09	-6,742.19	-4,664.93
	Feb-18	-7,553.79	-6,759.30	-4,671.37
	Mar-18	-7,590.77	-6,846.22	-4,705.03
	Apr-18	-7,584.84	-7,506.92	-4,684.29
	May-18	-7,607.39	-6,824.25	-4,699.39
	Jun-18	-7,617.01	-6,860.98	-4,407.98
	Jul-18	-7,568.32	-7,506.92	-4,712.49
	Aug-18	-7,663.71	-6,873.25	-4,725.07
	Sep-18			
Calculated Loan Balances for QuickBooks	<u>58,649.17</u>	<u>263,642.97</u>	<u>176,348.47</u>	
ME Loan Balances Per Bank Statements	<u>62,139.13</u>	<u>265,659.17</u>	<u>181,421.20</u> ^{509, L}	
Difference	-3,489.96	-2,016.20	-5,072.73	

YTD Reduction 204, 2

September 24, 2018

- 1.) We are still on track with the Bocci court over hang installation. Should be completed by the middle of October.
- 2.) All lights in the parking have been replaced with LED lighting. Let's start saving some \$\$
- 3.) All work on the security system to begin October 1st, 2018
- 4.) Removed all the bushes to the left of the showers at the pool. Will be adding a vapor barrier then some flowers and plants and add white stone, this will eliminate any problems with mulch blowing into the pool. All ropes to the lifesavers in both pool areas have been replaced. We are currently researching a more efficient system for the pool covers. (very expensive!)
- 5.) Sidewalk replacement has started. They have already poured concrete on Mystic looks great!!
- 6.) Unattended hole in the back of the club house has been filled in by Spectrum.
- 7.) On August 23rd while on inspection there was a downed tree limb on Keystone Court. When I returned to the golf cart, there was smoke coming up from behind the driver's seat, I noticed a small flame. I called Shawn and told him to meet me and bring a fire extinguisher ASAP. While waiting, the golf cart was totally engulfed in flames. I called 911, the cart was a total loss.

I contacted the insurance company, the park has a (blanket inland marina policy) this policy covers up to \$15,000.00 in replacement costs with a \$500.00 deductible. This will not affect our premiums for next year. I had no history of the golf cart, not even the year. The insurance company based the replacement allocation on a 2004 cart. We will be receiving replacement payment in the amount of \$3,864.67 after the \$500.00 deductible. We have a credit from Golf Cart Center for the gator which was unrepairable in the amount of \$1,000.00. We will have \$4,864.67 to replace the golf cart. I will be going to their center to look at their inventory. We have ordered small fire extinguishers for all Gators and Golf Carts. As soon as we replace the golf cart I will continue replacing the signs throughout the park.
- 8.) The City of Palm Bay had to replace some asphalt at the end of a driveway on HPB. After showing the workers some pictures of the blazing golf cart and the damage to the asphalt, they agreed to give us some of their extra asphalt they had on the back of their truck, they even delivered it!! Thanks Palm Bay!!!!
- 9.) The new home on 248 HPB has been delivered! The other new home on 142 HPB will be delivered on October 23rd upon approval of newly submitted application.
- 10.) The new Gator for the grounds dept. has been delivered, we had a canopy and windshield installed on the other Gator, will pick it up the first of next week.
- 11.) We have replaced two gate attendants with Darrell Brown and Ward Collins. Welcome to our Holiday Park family! We will be replacing the small poles by the gate house this year, painting the building, stripes, and landscaping.

12.)

a) Maintenance has installed a new faucet in the kitchen

b) Purchased a new water cooler in the lobby

c) HPPOA has purchased new dart boards; we will install carpet on the back boards on top of the styrofoam

d) Checking on carpeting the sound panels as well, in the Cards and Billiard Room

card and billiards room

13.) Working on the draft for the reminder letters to residents Re: pressure washing, weeding, skirting etc.

14.) Spoke to Donna Arseneaux account executive for property solutions for Spectrum regarding the (Bulk cable service and right of entry agreement) signed in 2013 for 10 years with Brighthouse. I asked if the agreement was still valid. She explained that it still is Brighthouse. She is checking on the cost to add bulk internet to the agreement.

15.) There is an online class available through (Sunshine Certificate- First Amendment Foundation). It is a certifiable course and available to Attorneys, Public Officials, Journalists and managers. I will be signing up for three certifications. Cost: \$75 for all 3 certificate courses. Will be attending a one day seminar in Melbourne, October 3rd, (Developing Emotional Intelligence) Cost: \$99.00

Next Major Projects:

Sand blast and paint gate to pool

Replace Bridges

Renovate library and lobby

Replace doors in club house, lobby, rec hall and billiards entrance

Restripe parking lot

Continue to replace and update signage throughout the park

Continue research on acoustics in the rec room.

Upgrade computer programs and computers office & gate house

Working continually with the Attorney regarding the litigation with 206 Holiday Park Blvd.

Sincerely, Sheree