



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

August 27, 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

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



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

1. Meeting called to order by Keith Rittscher at 6:59pm

Keith Rittscher stated that the only thing being voted on and discussed tonight were things that needed to be done in/for the Park. Said the meeting needed to be over by 8pm in order for Betty Reynolds to setup Tuesday's election. **Bob Shortlidge** disagreed and said it should be a Board decision.

2. Invocation

3. Pledge of Allegiance

4. Roll Call by Joanne Gaughan

Present were **Keith Rittscher, Chairman; Bob Shortlidge, 1st Vice-Chairman; Ellouise Raffo, 2nd Vice-Chairman; Joanne Gaughan, Secretary; Kendra Bender, Treasurer; Barbara Whitneck, Assistant Treasurer; Helen Ferguson, Trustee; Jack Emerich, Trustee; Sheree Morris, District Manager.**

5. Announcements by Chairman

The Chairman's announcements were as follows:

Keith Rittscher went over 5 ACC applications. 336 Holiday Park Blvd. would like to replace their roof. 1131 Parkview Ct. would like their application to replace their roof reapproved as they have passed the 6 month approval period. 1056 Willow Ct. would like to replace the roof and repair their carport. 1210 Joy Ct. would like to make a concrete walkway where they currently have pavers. 303 Holiday Park Blvd. would like to replace their roof. **Kendra Bender** made a **motion** to approve the 4 ACC applications, **Helen Ferguson** seconded. Call for vote; **motion** passed. **Keith Rittscher** brought up the application for 248 Holiday Park Blvd. He stated he would like it approved so they can bring the mobile in and get it set but no work was to begin until the Park is sure it's within the setbacks and the concrete in the front of the property is removed. **Kendra Bender** made a **motion** to allow 248 Holiday Park Blvd. to bring the new mobile in and set it, **Barbara Whitneck** seconded. Call for vote; **motion** passed.

6. Approval of 6/25/18, 7/10/18 and 7/30/18 Meeting Minutes

Keith Rittscher asked the approval of the minutes be tabled as there is a discussion that needs to be held and the discussion needs time.

Action: Motion to follow the agenda as printed is made by **Bob Shortlidge, Helen Ferguson** seconded.

Trustee Comment

Public Comment

Call for vote; motion not passed. **Joanne Gaughan, Jack Emerich, Keith Rittscher, Kendra Bender, Ellouise Raffo and Barbara Whitneck; nay**

7. Manager's Report

Sheree Morris gave her manager's report (attached). **Kendra Bender** made a **motion** to approve the bid from Commercial Electric in the amount of \$3,510 to replace the parking lot lights with LEDs, **Helen Ferguson** seconded. Call for vote; **motion** passed. **Ellouise Raffo** made a **motion** to accept the bid from Space Coast AV in the amount of \$3,710.22 to finish the security camera system, **Barbara**



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

Whitneck seconded. Call for vote; **motion** passed. A resident commented from the audience regarding registering the Grounds Crew's trailer. Barbara Whitneck made a **motion** to approve the purchase of a new John Deere Gator in the amount of \$8,699.96, Helen Ferguson seconded. Call for vote; **motion** passed. Discussion on the new office hours took place with Sheree Morris, Joanne Gaughan, Keith Rittscher, and Kendra Bender contributing to the conversation. Kendra Bender made a **motion** to approve 8 hours a day and a paid half hour lunch for Breanna, Helen Ferguson seconded. Call for vote; **motion** passed. **Sheree Morris** said there is a seminar in October that she and Breanna should attend at the cost of \$99 per person. She asked if seminars are covered as a business expense. The Board agreed they are and **Kendra Bender** stated there is money in the budget for such things. **Sheree Morris** asked if renewing notary and CAM licenses are covered as a business expense. **Kendra Bender** said yes. **Keith Rittscher** said there would be no discussion on a business phone for the District Manager.

8. Trustee Reports

9. Old Business

a. Sidewalk Bids

Sheree Morris reviewed the bids for the sidewalks (**attached**). Stated Doug's Concrete is a company she has worked with before and feels they are very reasonable and professional.

Action: Motion to accept Doug's Concrete bid in the amount of \$20,545 made by Kendra Bender, Ellouise Raffo seconded.

Trustee Comment;

Public Comment; **Chuck Roane, 220 Borel Cir.** stated the acoustics are not good and he cannot hear.

Call for vote; motion passed

b. Discussion on voting Allison Kelly on the Board and Term Limits

Keith Rittscher stated all votes need to be public according to the Sunshine Law and would like to have a revote for Jack Emerich with a show of hands.

Action: Motion to accept Jack Emerich on the Board of Trustees made by Kendra Bender, Joanne Gaughan seconded.

Trustee Comment; none

Public Comment; none

Call for vote; unanimous

Keith Rittscher brought up Allison Kelly already serving 3 terms on the Board. He stated according to the By-Laws there needs to be a super majority vote from 6 Trustees. **Bob Shortlidge** did not agree and stated he called the Florida Department State Divisions in Tallahassee. They told him it is none of their concern and needs to go to the Board for discussion. **Bob Shortlidge** went on to read the term limits in the By-Laws. He said it should be a majority vote and not a super majority vote. **Bob Shortlidge** made a **motion** to hold a majority vote for Allison Kelly's appointment to the Board, Helen Ferguson seconded. **Joanne Gaughan** asked for clarification and said she already thought they accepted Allison Kelly's letter. **Keith Rittscher** said they did but because Allison Kelly has already served 3 terms he wanted to follow the By-Laws. **Bob Shortlidge** said they are voting again to follow the Sunshine Law. **Bob Shortlidge** stated Keith Rittscher broke the Sunshine Law when he asked for a yay or nay vote



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

regarding Jack Emerich and Allison Kelly. **Bob Shortlidge** claimed Keith and Joanne broke the Sunshine Law when they abstained from the vote. **Joanne Gaughan** asked which vote she abstained from. **Bob Shortlidge** said the vote for Allison Kelly. Kendra Bender explained to the audience what the situation was. **Keith Rittscher** said having just a majority vote would go against the By-Laws. **Joanne Gaughan** gave her opinion on voting a member onto the Board when they are not here. **Helen Ferguson** disagreed. **Bruce Crabb 442 Neighborly Ct.** stated in his 23 years living in the park, appointing an absentee resident to the Board has never been done. A discussion regarding meetings that have been missed by Allison Kelly took place with **Joanne Gaughan** and **Bob Shortlidge** commenting. **Keith Rittscher** clarified the motion and that they are voting to put Allison Kelly on the Board now. Call for vote; 5 yay. 3 nay, Joanne Gaughan, Jack Emerich and Keith Rittscher.

10. New Business

a. Discussion on a business phone for the District Manager

Action: Motion to Approve
Trustee Comment
Public Comment
Call for vote

b. Discussion on replacing the Rec Center parking lot lights with LED

Action: Motion to Approve
Trustee Comment
Public Comment
Call for vote

c. Discussion on using Space Coast AV Consultants to finish and complete security cameras

Action: Motion to Approve
Trustee Comment
Public Comment
Call for vote

11. Public Comment; none

12. Trustee Comments;

Bob Shortlidge apologized for walking out of the meeting. He said he doesn't have a temper but said he's just passionate about serving as a trustee. **Kendra Bender** would like the Board to think about a business phone for Sheree. **Barbara Whitneck** went over upcoming HPPOA events happening in the park.

13. Adjournment; Motion to adjourn made by Ellouise Raffo, Kendra Bender seconded. Meeting adjourned at 8:05pm.