



**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 MINUTES

November 12, 2018 – 7:00PM

Keith Rittscher
Chairman

Bob Shortlidge
1st Vice-Chairman

Ellouise Raffo
2nd Vice-Chairman

Joanne Gaughan
Secretary

Allison Kelly
Trustee

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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Chairman, Keith Rittscher, called the Regular Meeting of November 12, 2018 of the Port Malabar Holiday Park Mobile Home Park Recreation District to order at 7:01 p.m. He then led an Invocation, a moment of silence in remembrance of all present and past veterans, and the Pledge of Allegiance.

The Secretary than called the roll; present were Keith Reittscher, Bob Shortlidge, Ellouise Raffo, Joanne Gaughan, Kendra Bender, Allison Kelly, Helen Ferguson and Jack Emerich. Absent was Barbara Whitneck. Also present was Sheree Morris, District Manager.

Sheree Morris introduced Lori Lyon, as the new Administrative Assistant. She comes to Holiday Park with years of accounting experience as well as overall office procedural experience.

A motion to approve the Workshop Meeting Minutes of October 22, 2018 was made by Ellouise Raffo, second by Bob Shortlidge. Motion carried.

Allison Kelly proceeded to give a power point presentation regarding the need for a duel pool reel. It explained the present problem – weight, the solution – duel reel, and the results – loss of work due to injury possibly resulting in payment of Workman’s Compensation, and happier employees. A motion to accept the purchase of a double reel in the amount of \$1716.98 with an additional cover in the amount of \$16.99 was made by Kendra Bender, second by Jack Emerich. Frank Umina asked if it could be tried out before purchasing and to make sure employees wear a support belt. It could not be tried without purchasing and a belt is worn by at least one staff member. Vote taken; motion carried.

Sheree Morris informed the residents that all necessary paperwork has been submitted to the District’s attorney to proceed with court action against the owner of 206 Holiday Park Blvd. and to do so as quickly as possible.

Resident Don Washington spoke about updating the present audio system. He is donating a new radio and professional wiring to be used in this updating. Professionals will be brought in to evaluate the entire system and a budget of \$5000 is requested for this project. A faulty amplifier has already been purchased. Kendra Bender made a motion to allow up to \$5000 for evaluation of present sound system second by Helen Ferguson. Motion carried.

Sheree Morris asked to approve T&C Coatings to proceed with power washing the sound wall. Elloise Raffo made a motion to approve T&C Coating to power wash the sound wall in the amount of \$15,455 with Palm Bay to hook up water to hydrants. Jack Emerich second. Bruce Crabb reminded power washing should be done from the top down; Don Washington said a solution with 10% bleach should be used to remove mold spores and that the job should be closely supervised; Gary Valentine asked if it was just the inside of the wall to be done (yes). Vote taken, motion carried.



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Discussion took place regarding replacing the library flooring as well as the baseboard trim in the foyer area. A motion to accept the proposal from Flooring Direct in the total amount of \$5423.77 was made by Kendra Bender, second by Bob Shortlidge. Allison Kelly asked that the motion include a warranty and guarantee clause as well as sealing of grout; Bob Shearer reminded that flooring is the last to be done when remodeling; Jim Gahan suggested moving the card room to where the library is; Bruce Crabb thought the same tile as is in the foyer should be placed in the library. Kendra Bender amended her motion to include wording of warranty and guarantee, second by Ellouise Raffo. Motion carried.

Sheree Morris said she is waiting for a third bid for the building of several new bridges around the Park. Allison Kelly asked her to look at the pilings at the dock for erosion; Bob Shearer said we would lose two parking spaces if a bridge is added near the rec hall. Presentation at next meeting.

Marlene George, chairman of HPPOA, asked for permission to purchase (at HPPOA expense) a used container to house furniture to be sold at HPPOA's annual flea market. The container would be painted and Annette Ragas suggested adding art work for enhancement purposes. Jim Gahan said a permit would be necessary and ACC should be consulted and suggested she do so at their next meeting.

Public Comments: Marty Peterson said the palm trees in the center entranceway were trimmed improperly. Sheree said the gardener was reprimanded for that. Jim Gahan said he made up picture passes for all the ACC board members; Moria Washington asked who knew how to operate the AED. Allison Kelly said she did and would get together with HPPOA to do a future class.

Trustee Comments: Allison Kelly asked that a military honor wall be installed with pictures of past and present military and asked for someone to volunteer to head up this project. Helen Ferguson asked about the silver palm that was supposed to be planted near the guard house. Ellouise Raffo thanked Allison for the military wall idea and Helen Ferguson and Sheree thanked Allison and Gayle for planting flowers and for the placing of a wreath for Veteran's Day.

A motion to adjourn was made by Jack Emerich, second by Kendra Bender. Motion carried and the meeting adjourned at 8:40 p.m.

Joanne Gaughan- Secretary
Board of Trustees

Date