



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

November 14, 2016 - 7:00 PM

William "Bud" Getz
Chairman

Keith Rittscher
1st Vice-Chairman

Gerald "Russ" Livermore
2nd Vice-Chairman

Marion "Molly" Stone
Trustee

Allison Kelly
Assistant Secretary

Cathleen "Cathi" Brennan
Treasurer

Marilyn Spall
Assistant Treasurer

Philias "Phil" Matton
Trustee

Rodney "Rod" Lindsay
Trustee

Karl Bohne, Jr.
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
 1. Golf carts cannot park in handicap without a handicap designation. The office can provide a handicap decal; your handicap designation will need to be provided.
6. Consideration of Approving the Regular Board Meeting Minutes of September 26, 2016 and October 17, 2016
 - Attachment: September 26, 2016 and October 17, 2016 meeting minutes
 - Action: Motion to approve minutes
 - Trustee comment
 - Public comment*
 - Call for vote
7. Treasurer's Report
 - Attachment: September & October 2016, Revenues & Expense Report: Budget Performance, Balance Sheet and Loan Balances
 - Action: Motion to Approve
 - Trustee Comment
 - Public Comment
 - Call for vote
8. Third pool table for billiards room
 - Attachment: Pool information as provided by Jim Ferris
 - Action: Motion to Approve
 - Trustee Comment
 - Public Comment
 - Call for vote
9. Cold pool pump repair/replace
 - Action: Motion to approve
 - Trustee comment
 - Public comment
 - Call for vote
10. Discussion on who can contact the District Attorney
 - Action: Motion to approve
 - Trustee comment
 - Public comment
 - Call for vote



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11. Discussion to allow non-HPPOA authorized activities

Attachment: Email between Chairman and Attorney, copy of HPPOA activity request
Action: Motion to approve
Trustee comment
Public comment
Call for vote

12. Gifts to Special District Officials and Special District's Chief Administrative Employee

(SOLICITATION OR ACCEPTANCE OF GIFTS: No Trustee, officer or employee of the District shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service.

DOING BUSINESS WITH THE DISTRICT: No employee of the District acting in his or her official capacity as a purchasing agent, or public office acting in his or her official capacity, shall either directly or indirectly purchase, rent or lease any realty, goods or services for the District from any business entity of which the officer or employee or the officer's or employee's spouse or child, has a material interest.

UNAUTHORIZED COMPENSATION: No Trustee, officer or employee of the District or his or her spouse or minor child shall accept any compensation, payment, or thing of value when such person knows or should know that it was given to influence a vote or other action.)

Action: Motion to approve
Trustee comment
Public comment
Call for vote

13. Required pool safety signs

Action: Motion to approve
Trustee comment
Public comment
Call for vote

14. Trustees providing residents information from office

Action: Motion to approve
Trustee comment
Public comment
Call for vote

15. Dane Stenson- tree for front yard

Action: Motion to approve
Trustee comment
Public comment
Call for vote



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16. Guest extension request from Flora Lape

Attachment: Guest extension request form

Action: Motion to approve
Trustee comment
Public comment
Call for vote

17. The Board Doctor proposal

Attachment: The Board Doctor Proposal

Action: Motion to approve
Trustee comment
Public comment
Call for vote

18. Discussion on what to do for employees for Christmas

Action: Motion to approve
Trustee comment
Public comment
Call for vote

19. Letters of resignation for Donna Matton and Molly Stone

Attachment: Letter of resignation-Donna Matton and Molly Stone

Action: Motion to approve
Trustee comment
Public comment
Call for vote

20. Storage Compound-limit one space per residence

Vehicle/vessel must be registered to owner/tenant of address

Attachment: Copy of current storage compound policies and procedures

Action: Motion to approve
Trustee comment
Public comment
Call for vote

20. Public Comment

21. Trustee Comment

22. Adjournment



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BOARD OF TRUSTEES

WORKSHOP MEETING MINUTES

September 26, 2016

1. Meeting call to order by Bud Getz at 7:03 PM
2. Invocation by Molly Stone
3. Pledge of Allegiance by Molly Stone
4. Roll Call by Molly Stone. Bud Getz, Russ Livermore, Molly Stone, Cathi Brennan, Marilyn Spall, Phil Matton and Rod Lindsay present. Keith Rittscher and Allison Kelly absent.
5. Announcements by Chairman
 1. There have been verbal attacks on one of the park maintenance crew. The board will back anyone in pressing charges. The maintenance shop is restricted; you can ask the district manager or trustees for access to the maintenance compound. Trustee Rod Lindsay oversees the maintenance equipment area.
 2. Bud read letters of residents regarding the events of the park that had been posted on Facebook. The park does not run on Facebook or any other internet site. The only internet site with posted park information is the park site.
 3. At a prior meeting there was a comment made in error. I said that Sharon Johnson was probably released incorrectly. The attorney didn't know that every employee is "at-will". I sent Sharon four (4) documents that she signed showing she was an "at-will" employee. This case is closed.
 4. Bud Getz announced that he would be out of the park for the month of October. Russ Livermore will be acting Chairman in Bud's absence. 1st Vice Chairman Keith Rittscher had previously advised Bud that he too would be absent for the month of October.
- 5A. Resignation letter of District Manager Jody Storozuk

Bud Getz read the resignation letter. Bud advised that Jody signed the letter on 9/22/16. This is a voluntary termination of employment on the condition he receive two (2) months' severance pay. At no time was he asked to sign a resignation letter.

Bud called for a vote from the trustees. The vote was 7-0 to accept Jody's letter of resignation. We don't normally offer severance pay but in his case we made an exception. Bud stated that no one on the board had seen the letter prior to tonight's meeting. It was kept locked up to keep the information off the internet.

The process to find a new District Manager will start immediately.

Marilyn Spall requested that the audience in attendance refrain from getting on the telephone, the internet, texting, etc. until Jody was informed. Bud Getz sent Jody a text while at the table to advise him of the decision.

Phil Matton suggested that Traci be made interim District Manager until we get one.



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Bud Getz advised that Russ Livermore will be acting in his place in his absence for the month of October. The accountant has turned in her 30 day notice. She has said she will assist on an hourly basis if needed for the audit. The treasurers will be in the office with the accountant on Mondays. Rod Lindsay will be overseeing Park Maintenance. The Trustees will be taking turns being the office until we get a new District Manager. We will be looking for a part-time assistant to the Office Administrator, Traci.

Bruce Crabb, 442 Neighborly Ct, I spoke with Sandy; part of the problem was the problems within the office and the way they were handled. I feel that in the future if our accountant has a concern with the books those concerns need to go before 9 board members and not just 1.

Molly Stone stated she felt if the accountant was offered the 5% raise she asked for she may stay. Bud stated the accountant asked for 10% we offered her 5%, she has not accepted that.

Cathi Brennan stated she spoke with Sandy that advised her that if she considered coming back she would want the 10% that she asked for. I have spoken with another CPA that has someone he can recommend and he said he felt her salary was rather high. I will get the name of his recommendation when I meet with him.

6. **Consideration of Approving the Board Meeting Minutes of September 12 and 14, 2016**

Molly Stone stated that she used the notes of two people and listened to the recording of the 14th. She spoke with the lawyer to make sure that what I did was correct and was advised that the Board Secretary notes are the legal notes of the meeting. The clerks' notes and the recording are back-ups for history.

Bud Getz stated that should be a hint we need the Board of Trustee Secretary to do the minutes so we don't have any errors.

Rod Lindsay made a correction to the minutes from September 14, 2016. On Page two after the header, item number 5, the Ford F110 should be a Ford F150.

Bud Getz called for a motion to approve the minutes from September 12th and 14th as corrected. Rod Lindsay made the motion; Russ Livermore seconded.

Bud Getz asked for trustee comments, there were none. He asked for public comments, there were none. Bud called for a vote. Motion passed.

7. **Budget Report**

Cathi Brennan stated that the budget is fine for what's there. She has August. When I spoke with Sandy today she will not have the financial figures for September at our first October meeting because it is the end of the year she has to get everything together before she can get any financials. A lot of things she is estimating but she cannot estimate for the year end.

Marilyn Spall asked if there needed to be a motion that the September financials will be presented at the second meeting in October instead of the first. Cathi answered correct. Marilyn made the motion, Russ Livermore seconded. Bud Getz called for a vote of the treasurer's report as read. The vote passed.

7A. **A letter from a resident**

Bud Getz received a letter on the 23rd from a resident asking that a Trustee be required to be a property owner as well as a Florida resident to serve as a Trustee for the Association. It is the opinion of the resident that property owners have a vested interest in this facility and others may not. The document is signed.



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Someone had stated that somewhere it stated that to serve on the board you had to be a property owner and Florida resident. Bud asked for someone to look into this and provide the documentation that was needed to confirm this.
Subject tabled.

7B. Entry by non-owner golf carts

Bud Getz stated there is a resident that would be visited by a former employee that would enter the park in a golf cart. At some point this person was told he could no longer bring his golf cart into the park. Bud asked for the Board's opinion on continuing to not allow outside golf carts to enter the park. Marilyn Spall made comments in reference to the particular person in question. She had concerns with non-registered vehicles having access into the park. If he was called in that may be different. Sal Cursi, 1107 Keystone Ct, stated he had problems with this person, feels he should just be banned. Rod Lindsay stated that he felt it was being made into a personal issue, it's not. Our regulations are either you live in the park and have a sticker or you have to be called in. Marilyn Spall read the Golf Cart, Scooters and Personal Mobility Vehicles Rules and Regulations aloud. Bud Getz stated we need to add a line in the Rules and Regulations that says "No outside golf carts, non-registered vehicles will be allowed in the park." Annette Ragas, 409 Holiday Park, a golf cart is not a road worthy vehicle. Feel that these golf carts should not be allowed in to the park.

Bob Silipigni, 420 Holiday Park, all golf carts need to have lights.

John Bonasera, 370 Holiday Park, you can't just change the deed restrictions. He doesn't think that any vehicles without a sticker should be allowed in the park.

Rod Lindsay made a motion to add the line "no outside golf carts or other unregistered vehicles are allowed in the park".

Bud Getz asked that to check into the current rules and have something ready to present at the next meeting. In the meantime, this gentleman will not be allowed into the park by golf cart. We will table this until it's written up and we can agree on the wording.

8. Park signs

Bud Getz stated that he wanted to allow all residents of the park that opportunity to vote on the signs for their park. We will make a ballot with pictures to be available in the office. Ballots will be needed to be signed and returned by December 1, 2016. There will be one ballot per household.

Cathi Brennan voiced a concern about whether there will be funds available for new signs given that there is an overrun for the construction. Bud stated he wanted to get a vote so a decision has been made.

Ginnie Getz, 1142 Keystone Ct., stated that HPPOA has a fund of \$2000 reserved for this.

Marilyn Spall made the motion to table until December after collecting ballots, Phil Matton seconded. Motion passed

8A. Gifts

Bud Getz stated that at the last meeting he read a document from the attorney regarding gifts. He felt it very important to get this into our rules. Someone was supposed to find the whole document so that it could be reviewed, we don't have it. Bud asked for a volunteer from the Board to look for that document. When I got it from the attorney the top line reads according to the Florida Department of Economic Opportunity. It's about gifts, what you can accept and what you can't and what needs to be



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reported. It talks about forms that need to be filled out in case you have a gift, what you can have and all that. At the end of it talks about prohibited actions or conduct. Bud asked that Allison research this in my absence and come back with a comment on it. In the future, we need this included in our documents.

9. Term Limits- carried over from 9/12/16

At the last meeting we talked about term limits. That after you had served six years on the Board and its retro-active, you would not be eligible to be on the Board again in order to allow new people on the board. When this came up, someone suggested that may be we change the wording to say that if you've been on for 6 years or more you must stay off for one full term being eligible to be elected to the Board again.

Phil Matton stated there is one woman that wants to come back on the Board in addition to several other people that want to sit on the Board. Feel that the people that have not be on the Board should have preference over those that have previously served.

Becky Earnest, 205 Borel Cir., stated she thinks that something should be written in the agreement stating that a former Trustee can be appointed without being elected.

Bud Getz read from the suggested term limit amendment. There is a clause that allows for the appointment of a Trustee to the Board regardless of previous terms served.

Ron Jacobs, 298 Holiday Park, suggested leaving the terms alone. He stated it was written at two terms to leave it at two terms. Bud asked for documentation on the two terms limit. Marilyn Spall stated there is not currently any limits in place.

Russ Livermore said that under the old rules, anyone serving on the Board in a position such as Chairman, Vice- Chairman, 2nd Vice-chairman could only serve two terms. After two terms you have to be unanimously elected to serve again. The only stipulation was the office that was held.

Marilyn Spall stated she agrees with the term limits as discussed. She thinks that term limits are good for all the Boards that we have.

Marilyn Spall made a motion to accept the document with the addition of verbiage stating a former Trustee would be eligible to be elected to the Board after not serving for a period of one term (two years).

Bud Getz decided to carry over to October.

10. Change order for construction

Bud Getz said he had the construction contract; we're not finished because we're still working on the outside restrooms. The original construction plans did not include redoing the interior restrooms or tiling the floors, so that increased our costs. There are cost overruns due to ADA requirements. The interior restrooms were not done to ADA compliance. It was decided that since there would be extensive work on the outside restrooms to put the laundry facility there as well as a unisex handicap accessible restroom. The drawings for this work were changed to show a handicap accessible stall in each restroom. There were several other changes and additions made, these lead to a cost overrun. We have gotten a new bill from the contractor in the amount of \$32,424 to complete the project with ADA restrooms outside. We need a vote to approve this or get left with what is outside.

Bruce Crabb, 442 Neighborly Ct, the new amount includes capping off the roof vents also.

Ceilia Fitzner, 1121 Seminole Ct, can there be a one- time increase in the assessment to cover the increase? Bud advised there is money available that would take care of it without assessing residents more money



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Bud Getz stated he was hesitant to pay this upfront before the work was done. He wants the project finished before paying more money. Would like the board to make a motion to approve the additional for this project and then we can discuss how we are going to pay it
Sal Cursi, 1107 Keystone Ct., this contractor should have known what was going to be needed here. we have some responsibility for things as well. Is this negotiable?
Bud Getz stated that the terms are payment is due upon the signing of the change order.
John Ragas, 409 Holiday Park, did he sign a contract? If so, he would be liable for honoring the contract.

Bud Getz explained that the contract was based on the drawings that were submitted to the architect and those plans were changed over the summer.

Meredith Prisco, 1256 Shell Ct, read the job description of the District Manager. She stated that none of the changes that were made by Jody should not have been done without the approval of the board. Bud responded by saying the board made a mistake by giving too much authority to the District Manager.

Cathi Brennan asked how much additional will the acoustic tiles in the card room be? Bud advised that has not been discussed yet.

Donald Wink, 1029 Maple Ct, said if the contractor has walked off the job we need to do an audit of what has been paid. Bud corrected saying that the contractor has not walked off the job but could.

Donald stated he felt the contractor should have known we needed to be ADA compliant.

David Peck, 1014 Willow Ct, stated he doesn't know if there were ever specs for the job. At the beginning when then contract was signed, we talked about as built drawings. Jody said we don't need as built drawings that would have been about \$4000. I think we should have milestones to make payments as things are completed rather than just paying him.

Bud Getz explained again that the change order terms say that payment is due upon signing and read the scope of work outlined on the change order. He stated that he felt the things that are on the new order are all things that should have been on and are all the ADA compliant things.

11. Discussion to approve alcoholic beverages in the billiards room

Bud Getz stated that there has been a request to allow alcoholic beverages in the pool room.
Patty Peck, 1014 Willow, says it was the pool man's decision to not have alcoholic beverages due to adverse behavior of participants. Bud got a motion to keep the rules in place. Motion passed

12. Discussion regarding sound system

Phil Matton asked permission to investigate a new sound system for the recreation hall.
Decision was made to table until next meeting in order to research equipment available and costs to update the sound system.

13. Public Comment

Patty Peck, 1014 Willow Ct, no choir tomorrow, 9/27/16.

Cecelia Fitzner, Seminole Ct, thanks the board for work that has been done on issues for the past 6 months. She stated a Board member quit and left meeting. Cecelia asked for an apology or resignation.

Bud Getz says board member resolved in good standing after last meeting. She stays

Dave Peck - 1014 Willow Ct, suggested hiring a head hunter to find a new park manager. Bud asked to start this at next meeting after thought and research is done.



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Bruce Crabb-442 Neighborly Ct., asks to look over last 20 applications taken for park manager from last monies spent six months ago on state site-Marilyn says its old information and better to start with new applications.

Mary Prisco- 1256 Shell Ct suggests using temp agency. Bud will take it under consideration.

14. Trustee Comment

Russ Livermore is glad to have Kathy back. Ask for help as chairman to make things better.

Bud says: Tension in park, it is Important there be no attacking of our employee's; come to office if there are any questions. Any changes to the hall has to be approved by board of trustees.

Molly Stone stated we need to get more office help immediately board.

Marilyn Spall says its' important everyone is working together.

Bud Getz announces that he was going to resign but will continue to stay on as Chairman seeing the board cooperating together.

Russ will look over the new people applying for board membership.

15. Adjournment

Bud called for a motion to adjourn the meeting.

Meeting adjourned.



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BOARD OF TRUSTEES

REGULAR MEETING MINUTES

October 17, 2016

1. Meeting of October 17, 2016 called to order by Chairman, William "Bud" Getz at 7:00 p.m.
2. Invocation by Keith Rittschner First Vice President
3. Pledge of Allegiance led by Keith Rittschner.
4. Roll call by Secretary, Marion "Molly" Stone:
Present William "Bud" Getz, Keith Rittschner, Russell Livermore, Marion "Molly" Stone, Cathleen "Cathi" Brennan, Marilyn Spall, Rodney "Rod" Lindsay. Absent was Allison Kelly
5. Announcement by Chairman, Bud Getz: One announcement will be made at this time and further announcements will be made during time of Trustee comments.
"It is the responsibility of the property owner(s) to maintain their residence as well as their surrounding property at all times including, but not limited to hurricane damage. The Park Maintenance crew's primary responsibility is to maintain the common grounds, buildings and road ways. Included in their responsibilities is the cutting, trimming and edging of the grass on your property. They cannot properly care for your ground maintenance if you do not accept responsibility to remove storm debris as soon as possible after it occurs. All debris must be moved "curb side" for pickup by Waste Management. When possible, please assist your neighbors who are physically unable to perform this task. When the Park Maintenance crew completes their primary tasks, they will try to assist in the maintenance of your property.
It is the responsibility of all property owners to have an emergency contact on file with the office for your property."
6. Approval of minutes of meeting of September 26, 2016 was tabled due to these minutes being incomplete.
7. Financials unavailable for Treasurer's report due to resignation of accountant and year-end. Prior to meeting, Treasurer compared budget numbers to actual and accounts are within budget.
8. Amendment to Board of Trustee By-Laws regarding "Term Limits":



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Keith Rittschner made a motion not to approve the proposed By-Law addition. Motion was seconded by Molly Stone.

Discussion followed:

Molly Stone, Trustee stated that version presented has changed greatly from previous versions. She also stated that when a person is appointed to complete another person's "term limit" that is less than two years remaining, it should not be counted as a full "term limit" in the calculation of maximum of three "term Limits".

Keith Rittschner, Trustee stated that "term limits" restricts people who may want to come on the board.

Bruce Crabb presented a proposal consisting of three sentences that will cover "term limits".

Bud Getz advised that By-Law changes need legalese in case charges are brought against the board.

Charlotte Gladstone stated she has put in for Trustee position and we should have "term limits". Fussing and feuding has nothing to do with Trustees but has to do with the people.

John Lalima questioned if "term limits" had been approved by the attorney. Bud Getz advised that the attorney wrote them.

*Vote was called for motion not to approve adding term limits" to By-Laws.
Motion was defeated with three Trustees voting yes and five no.*

Marilyn Spall made a motion to change By-Laws to add "term limits" as stated in version six. Phil Matton seconded the motion.

No Trustee or resident comments.

*Vote taken to approve motion to change By-Laws adding "term limits" as stated in version six written by the attorney (copy attached).
Motion passed, five voting yes, three no.*

9. Discussion of the cold pool pump repair/replace.

Tabled until first meeting in November when Ron Lindsay, Trustee will present additional information.

10. Motion to approve or deny a one month leave of absence for Allison Kelly.

Keith Rittschner made motion to approve requested leave of absence.

Marilyn Spall seconded the motion. Motion passed.

11. Approval to add to golf cart rules and regulations.

Discussion on change

Motion made by Keith Rittschner, Trustee to amend Rules and Regulations by adding to page 8 the following:



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*Rules and Regulations # 7: No outside (non-resident) Golf Carts, Scooters, Mini-bikes or personal mobility vehicles will not be allowed to drive into the park.
Motion seconded. Motion passed.*

12. Chairman asked for Public Comment, to be followed by Trustee Comments.

Elloise Raffo mentioned activities going on in the park. Check channel 732.

Becky Earnest reported that office personnel were supposed to know how to reset Channel 732. Duffy's fundraiser is Thursday. There are a lot of new residents in the park and violations are occurring.

Bud stated that realtors have been requested to give prospective new residents a copy of the Deed Restriction Booklet. Tracie, Office Clerk, reported that each new resident is given a booklet when they register at the District office.

Barbara Hoffman is heartbroken to see the strife between two factions in the park. Much of it coming from frustration over not getting more information. Minutes should be posted to give an understanding of what is taking place. Example: I asked two trustees about Jessie and Sharon and got two completely different answers. This is a problem when not getting correct answers to questions. Explanations do not have to be detailed.

Bud, we are not going to give out personal information. If a person quits or is terminated, the reasons are not going to be posted on the website. Would you want your personal information posted for everyone to see? We, you and I, discussed this situation. Glad you are back and please continue to participate. Donna Matton, Chairperson of ACC: If there is a leak in your roof – get it fixed, however, you still need to go before the ACC Board to have your contractor recorded as legitimate and with insurance.

Mary Alice is Welcome Committee Chairperson. When she visits new residents she makes sure they have received the booklet. Have new residents call her.

Eileen Krause made an announcement about Ladies Luncheon.

Jean Beach spoke regarding the posting of the agenda and minutes on the website.

Russ Livermore, Trustee, had anticipated having the minutes of September 26, 2016 completed, however, due to office personnel being very busy they were not complete. Trustees are working everyday assisting in the District office.

John Lalima requested clarification for not having a meeting at the end of the month. Bud Getz, Chairperson explained that the Regular and Workshop meetings will be held on regular dates in November.

Mr. Lalima stated we need to start the search for a new park manager. Bud has received information through the mail and has had people volunteer to work for \$1.00 until the Board is able to get a Manager. More information will follow.

13. Trustee comments:

Russ Livermore is extremely glad to have Chairman Getz here this evening. Commented on how helpful the Grounds Crew was prior to the hurricane when they assisted everyone who called the office requesting help. They did an outstanding job. Jody Jr. has been an outstanding individual. During the storm



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and for several days following, the park was closed. After the storm, I was in the park and a couple of the Grounds Crew came into the park Thursday, Friday and Saturday (overtime approved by me) to begin clean up. Sunday they were to take the day off, but no, they came in and worked to get the roads cleared.

- 11 A. *Keith Rittschner made a motion to add an item to the agenda. Russ Livermore seconded the motion. Motion passed.*

Trustee Russ Livermore: He presented a review of the typical long proposal received from Berman & Hawkins to provide auditing service for the year ended September 2016. The fee will not exceed \$16,000. Cathi Brennan had discussed with a partner the possibility of reducing the fee and was told that the fee was firm. Bud stated that normally he would suggest finding another auditing firm for a cheaper price. However, given the condition of things having to do with the financials, we need to have someone who knows our park. Last year the fee charged was \$12,000 with a credit from previous year. Also, today is Sandy's last day as the accountant for the park. If needed, Sandy has offered to assist with the audit at a fee of \$65.00 per hour.

Motion made by Marilyn Spall to accept proposal from Berman & Hawkins. Molly Stone seconded the motion. Motion passed.

14. Trustee comments continued:

Trustee Keith Rittschner: He stated that if we (meaning Trustees) always agree, then we only need one person on the Board. We need to respect each other. He complemented Russ Livermore and other Trustees for stepping up to assist.

Trustee Rod Lindsay: He reported receiving one favorable letter in the office regarding the Grounds Crew. People are quick to complain. If you see something that they are doing wrong, don't harass them. Get in touch with me. Today, I have reviewed a total of five complains. The Grounds Crew is doing a good job. Please when you see that they are doing good job, say thank you.

Trustee Molly Stone: She asked what we are doing to find someone to work in the office.

Bud Getz advised that AARP Temp Agency is providing a person for a two week trial to see if they will work out for our situation. It is the least expensive way to see what they are capable of.

Molly Stone responded that she likes the temp agency because they do the drug and skills testing, and, she wanted to know when the search for Park Manager will begin. What happened to the furniture in the lobby, settee, lamps etc.?

Bud Getz advised furniture disappeared, gave away by someone who had no authority to give away. Do not know who has it.

Molly discussed the ethics complaint received 10/14 against Jody dated 7/6. At the request of the attorney the District Clerk distributed copy of the complaint to each Trustee prior to the meeting. Why weren't we notified sooner? Receiving



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

this late, makes me wonder what else is being withheld. July complaint is in regard to nepotism laws, hiring son Raymond who has left forthwith but Jody Jr. is still with us.

Lastly, do we have word when debris from hurricane will be collected?

Bud Getz responded "no", we have to wait until Waste Management gets around to us.

Molly Stone states that many Board members do not know everything that is going on.

Bud Getz responds let me explain, we can only discuss at a meeting. Things that come up in the park come to me first. I don't necessarily disseminate it until I know what is going on, then and only then do all Board members get it and that's the way it's going to stay until you kick me out.

Molly Stone relays that she has a problem with this happening in July and not knowing until October.

Bud Getz responds I'm sorry, I don't bring up names but they are sitting over there. This has been going on all summer. Both of these documents are for the same thing that I have given to the attorney from two different people in the same household. It costs us money when things go to the attorney. If you don't like our park, GET OUT.

Keith Rittschner mentioned that if things are not right and being done by the rules people have to do something.

Bud Getz explained that when Cheryl was here and she hired two relatives, not one person took offense to it at all. So if they took no offense at that time then they have no right to come into the park and start this crap.

Keith Rittschner responded, but if they did not know about it. If we handle complains as they come up we don't have a problem.

Bud Getz stated that most people come to the park when they have a problem however; these people go to the attorney.

Keith Rittschner only when they don't get results.

Trustee Marilyn Spall: Commented not necessarily to statement made by Keith. She reported that along with Russ, she was in the park the afternoon after the storm. Boys were in and out doing everything they possibly could to help. She saw neighbors helping neighbors. Thanks, work is hard; they are under stress with never ending job.

In relation to complaint, perhaps we should look at old Board minutes about being unethical to hire relatives. It was brought up when Cheryl hired relatives. Let's think about this, let's go back and try to work together, try to be nice instead of picking each other apart. There are people who go to the attorney and they have cost the park a lot of money and maybe we should be going back to them for the attorney fees.

I know that other board members and I have been going out of our way to help whenever possible, not all agree it's helpful but we do try our best. Thank you to all residents for coming and your support. I understand when you are up north you are not getting as much information. We are doing the best we can because



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as Bud explained, much of what has to be done must be done in front of everyone so that the facts are brought forth under the Sunshine Law that most of us respect. Thank you for coming and your support.

Resident: Meredith Prisco at 1256 Shell Court commented that she is new to the park, if there are legitimate grievances. We've seen some things; we can all work together because everyone has a stake in the park.

Trustee Cathi Brennan: She stated that today was Sandy's, the accountant, last day. Another person came to watch and learn what she could from Sandy. It took them all day. Since the new accountant will be a contracted person, I have asked her to give us an engagement letter. Auditing firm will send person named Venus to do the audit.

Chairman Bud Getz: First Resident Letter: He received a letter from a resident who is concerned about how things are going. Resident's daughter owns a company named "The Board Doctor". This company comes in and looks at how you are doing things and gives hints and suggestions for changing and things like that. This lady has volunteered to come in as a temporary District Manager, Come in and run it at the same time help find someone to take the job. This lady asked "Would it be helpful if I submitted a proposal for the Board to review showing what help I can provide?" I recommend that Tracie respond by letter and make arrangement for the lady to come to the Board.

Second Wolf property: Bud has been in contact with Roger Reese who is the legal person for property and Mr. Reese has offered to give us the Wolf property. Jody was having a hard time finding paperwork for the property that was needed to go to the county and change the registration. Discussion with Motor Vehicle of Brevard revealed that no one can give a gift. How about if we pay \$1.00? Lady responded, I don't know an answer to that.

Talked to our attorney about which way we should handle this to keep the cost down, and, he gave me information to give to Mr. Reese. Next day Mr. Reese called to say he was on his way to see his attorney to see what we can work out but I still want to give the property to the park.

We'll bring you up to date at the next meeting.

Keith Rittschner asked, if we get the property, have we thought about what we will do.

Bud Getz answered, take the property, clear and put it up for sale. This is subject to change.

Third invoice from Unique Turf: He received an invoice from Unique Turf. My understanding from Jody was that money received from sale of scrap metal he purchased weed eaters. It was mentioned that a stripped down gator was also included in the trade. Bruce Crabb gave some additional information. Rod Lindsey stated that what is listed on the receipt and what is on a statement that he has, does not match. Rod will research further and report next meeting.

Bud Getz asked about the pool signs destroyed during the hurricane and asked that quotes be obtained. Cathi requested rules be matched for both signs.



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Fourth: Bud spoke about an incident report where a lady on Greenview Court had two young people residing with her. They are allowed to stay 21 days as a guest. Marilyn Spall mentioned a problem that occurred during the summer when homeless people were brought into the park to live. One of them was wanted by police as either the second or third most wanted in Brevard County.

Fifth: Bud read a complaint regarding mail boxes in District Office. Trustees have a key to open box in the front. Back of box is open for ease of office personnel to insert information. Traci was asked to keep an eye on the mail boxes.

Sixth: Complaint received about the constant noise from the air pump. Mr. Matton reported that a 20 minute timer will be installed on the air pump to reduce the amount of time compressor runs.

Seventh: Chairman Getz read a letter from Bruce Crabb regarding fiduciary responsibilities as Trustees and Officers of the District.

Eighth: Bud had received questions again regarding the severance paid to Jody. He explained per the attorney it was deemed to be cheaper to pay the severance.

Ninth: Questions about signing a check to the contractor in the amount of \$32,464 to get them back on the job. We are still holding \$19K until the work is completed to our satisfaction. Our original contract did not include renovation to interior bathrooms or tile in hallways. Plus some of the construction did not conform to the drawings. The contract was signed by Jody alone.

Workshop meeting for Monday, October 24th is cancelled.

Keith Rittschner made motion, Russ Livermore seconded. Motion passed.

Bud announced that November Regular and Workshop Meeting will be held as scheduled. There will be a special meeting early in November to cover some of the necessary items. I will schedule the time and you will be notified.

Motion to adjourn.

12:48 PM
11/11/16
Accrual Basis

Port Malabar Holiday Park
Balance Sheet
As of October 31, 2016

	Oct 31, 16
ASSETS	
Current Assets	
Checking/Savings	102,599.48
0101000 · TD Operating	648,064.41
0101500 · TD Fixed Rate Account	150.40
0102100 · Petty Cash	81,950.62
0104100 · SBA Savings Account	
	<u>832,764.91</u>
Total Checking/Savings	
Accounts Receivable	7,236.62
0115100 · Accounts Receivable	
	<u>7,236.62</u>
Total Accounts Receivable	
	<u>840,001.53</u>
Total Current Assets	
Fixed Assets	223,836.00
0161900 · Land	1,044,659.39
0162900 · Buildings & Improvements	-728,169.00
0163900 · AD - Buildings & Improvements	3,311,871.73
0164900 · Infrastructure	-743,085.84
0165900 · AD - Infrastructure	97,091.72
0166910 · Furn, Fixtures & Equipment	65,727.21
0166920 · Grounds Equipment	2,187.85
0166930 · Computer Software	-83,056.70
0167910 · AD - Furn, Fixtures & Equipment	-39,839.65
0167920 · AD - Grounds Equipment	-2,187.85
0167930 · AD - Computer Software	
	<u>3,149,034.86</u>
Total Fixed Assets	
Other Assets	34,992.07
0155000 · Prepaid Expenses	
	<u>34,992.07</u>
Total Other Assets	
	<u><u>4,024,028.46</u></u>
TOTAL ASSETS	
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	6,682.36
0202000 · Accounts Payable	
	<u>6,682.36</u>
Total Accounts Payable	
Credit Cards	1,009.65
0202600 · Home Depot Acct	656.39
0202700 · Sunoco CC	-51.14
0202940 · SunTrust CC 2324	-572.61
0202950 · FCB CC- 1881	
	<u>1,042.29</u>
Total Credit Cards	
Other Current Liabilities	175,562.77
0203010 · Loan 1 Curr Portion - TD 5455	165,535.71
0203020 · Loan 2 Curr Portion - TD 2055	109,910.44
0203030 · Loan 3 Curr Portion - TD 9155	-10,714.60
0216000 · Accrued Wages Payable	-856.87
0217000 · Accrued Taxes Payable	985.28
0220000 · Customer Deposits	1,010.26
2215000 · Accrued Interest Payable	
	<u>441,432.99</u>
Total Other Current Liabilities	
	<u>449,157.64</u>
Total Current Liabilities	

12:48 PM

11/11/16

Accrual Basis

Port Malabar Holiday Park
Balance Sheet
As of October 31, 2016

	Oct 31, 16
Long Term Liabilities	
0203910 · Loan 1- TD 5455	58,826.16
0203920 · Loan 2- TD 2055	282,099.22
0203930 · Loan 3- TD 9155	173,026.46
Total Long Term Liabilities	513,951.84
Total Liabilities	963,109.48
Equity	
0271000 · Fund Balance- Unreserved	939,708.00
0274000 · Invested in capital assets	1,941,202.00
0281100 · Appropriated Funds	-147,000.00
8007 · Retained Earnings	405,428.50
Net Income	-78,419.52
Total Equity	3,060,918.98
TOTAL LIABILITIES & EQUITY	4,024,028.46

	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 09/30/2016	234,388.93	447,634.93	282,936.90
Less Principal Pymt in Debt Service Fund Acct 00100002010000	For Month		
	Oct-16	-7,321.78	-8,562.94
	Nov-16		-4,582.46
	Dec-16		
	Jan-17		
	Feb-17		
	Mar-17		
	Apr-17		
	May-17		
	Jun-17		
	Jul-17		
	Aug-17		
	Sep-17		
Calculated Loan Balances for QuickBooks	227,067.15	439,071.99	278,354.44
ME Loan Balances Per Bank Statements	234,388.93	447,634.93	282,936.90
Difference	-7,321.78	-8,562.94	-4,582.46

Port Malabar Holiday Park Profit & Loss Budget Performance October 2016

Ordinary Income/Expense

	Oct 16	Oct 16	Annual Budget	\$ budget left	% budget used
Income					
325 · Special Assessments					
0325200 · Gross Assessments	4,194.00	4,194.00	1,476,288.00	1,472,094.00	0.28%
0325290 · Assessment Adjustments	3,762.76	3,762.76	-51,788.00	-55,550.76	-7.27%
0325295 · Transferred to Debt Service Fund	-21,849.25	-21,849.25	-262,200.00	-240,350.75	8.33%
Total 325 · Special Assessments	-13,892.49	-13,892.49	1,162,300.00	1,176,192.49	-1.20%
334-389 · Other Revenue Sources					
0341900 · Service Charges	0.00	0.00	5,000.00	5,000.00	0.00%
0361100 · Interest Income	409.43	409.43	2,500.00	2,090.57	16.38%
0369900 · Other Income	476.30	476.30	2,000.00	1,523.70	23.82%
0369902 · Laundry Income	0.00	0.00	1,000.00	1,000.00	0.00%
0369903 · Property Maintenance Income	0.00	0.00	0.00	0.00	0.00%
0388000 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00%
0389400 · Proprietary- Grants & Donations	0.00	0.00	0.00	0.00	0.00%
0389800 · Proprietary- Private contr	0.00	0.00	0.00	0.00	0.00%
Total 334-389 · Other Revenue Sources	885.73	885.73	10,500.00	9,614.27	8.44%
8381100 · Appropriated PY Reserves	0.00	0.00	0.00	0.00	0.00%
Total Income	-13,006.76	-13,006.76	1,172,800.00	1,185,806.76	-1.11%
Gross Profit	-13,006.76	-13,006.76	1,172,800.00	1,185,806.76	-1.11%
Expense					
511 · Gen Govt- Legislative					
0511451 · Board Bond Ins	0.00	0.00	700.00	700.00	0.00%
0511491 · Election Fees	0.00	0.00	1,600.00	1,600.00	0.00%
0511522 · Uniforms- Board	0.00	0.00	200.00	200.00	0.00%
Total 511 · Gen Govt- Legislative	0.00	0.00	2,500.00	2,500.00	0.00%
512-513 · Gen Govt- Exec, Fin & Admin					
0512130 · Payroll - Executive	0.00	0.00	66,950.00	66,950.00	0.00%
0512210 · Payroll Taxes - Executive	0.00	0.00	4,686.50	4,686.50	0.00%
0512230 · Health Insurance - Executive	0.00	0.00	0.00	0.00	0.00%
0512240 · Workers Comp Ins- Executive	259.02	259.02	3,108.00	2,848.98	8.33%
0512400 · Travel Reimb - Executive	0.00	0.00	200.00	200.00	0.00%
0512551 · Education/Training- Exec	0.00	0.00	2,000.00	2,000.00	0.00%
0513130 · Payroll - Admin	1,024.58	1,024.58	62,598.00	61,573.42	1.64%
0513210 · Payroll Taxes - Admin	77.56	77.56	4,381.86	4,304.30	1.77%
0513230 · Health Insurance - Admin	275.35	275.35	6,143.00	5,867.65	4.48%
0513240 · Workers Comp Ins - Admin	239.21	239.21	2,871.00	2,631.79	8.33%
0513321 · Professional Fees - Auditing	0.00	0.00	12,000.00	12,000.00	0.00%
0513322 · Contract Accounting Services	732.25	732.25	10,800.00	10,067.75	6.78%
0513340 · Payroll-related Services	143.90	143.90	2,200.00	2,056.10	6.54%

Port Malabar Holiday Park
Profit & Loss Budget Performance
October 2016

	Oct 15	Oct 16	Annual Budget	\$ budget left	% budget used
0513341 · Temporary Office Services	0.00	0.00	500.00	500.00	0.00%
0513400 · Travel Reimb- Admin	0.00	0.00	0.00	0.00	0.00%
0513421 · Postage	0.00	0.00	1,000.00	1,000.00	0.00%
0513441 · Equipment Lease- Office	135.46	135.46	2,100.00	1,964.54	6.45%
0513462 · R&M Office Equipment	0.00	0.00	1,000.00	1,000.00	0.00%
0513471 · Deed Restriction Revision Exp	0.00	0.00	0.00	0.00	0.00%
0513495 · Advertising Legal	0.00	0.00	500.00	500.00	0.00%
0513496 · Bank Charges	0.00	0.00	150.00	150.00	0.00%
0513497 · Advertising - Office	0.00	0.00	0.00	0.00	0.00%
0513499 · Non Capitalized Equip- Office	0.00	0.00	2,000.00	2,000.00	0.00%
0513510 · Office Expense	203.85	203.85	4,000.00	3,796.15	5.10%
0513551 · Education/Training- Admin	0.00	0.00	0.00	0.00	0.00%
Total 512-513 · Gen Govt- Exec, Fin & Admin	3,091.18	3,091.18	189,188.36	186,097.18	1.63%
514 · Gen Govt- Legal Counsel					
0514311 · Professional Fees - Legal	4,904.00	4,904.00	4,000.00	-904.00	122.60%
0514312 · Legal - Deed Rest. Enf.	0.00	0.00	4,000.00	4,000.00	0.00%
Total 514 · Gen Govt- Legal Counsel	4,904.00	4,904.00	8,000.00	3,096.00	61.30%
519 · Gen Govt- Other Gen Govt					
0519411 · Telephone & Communications	549.61	549.61	6,500.00	5,950.39	8.46%
0519431 · Utilities - Electric	4,849.23	4,849.23	60,000.00	55,150.77	8.08%
0519432 · Utilities - Gas	0.00	0.00	2,000.00	2,000.00	0.00%
0519433 · Utilities - Water & Sewer	200.70	200.70	4,000.00	3,799.30	5.02%
0519434 · Storm Water Management	665.51	665.51	3,100.00	2,434.49	21.47%
0519442 · Equipment Lease- General	0.00	0.00	1,200.00	1,200.00	0.00%
0519451 · Insurance - Liability	740.75	740.75	10,500.00	9,759.25	7.05%
0519452 · Insurance - Property	846.07	846.07	15,500.00	14,653.93	5.46%
0519462 · Property Maintenance Expense	0.00	0.00	4,500.00	4,500.00	0.00%
0519491 · Cable - TV	14,854.39	14,854.39	184,791.55	169,937.16	8.04%
0519497 · Other Expense	-2.47	-2.47	0.00	2.47	0.00%
0519499 · Non-Cap Equipment- Gen Govt	0.00	0.00	500.00	500.00	0.00%
0519521 · Supplies Decals & Badges	0.00	0.00	500.00	500.00	0.00%
0519541 · Taxes, Fees & Licenses	0.00	0.00	31,500.00	31,500.00	0.00%
Total 519 · Gen Govt- Other Gen Govt	22,703.79	22,703.79	324,591.55	301,887.76	6.99%
529 · Public Safety- Other Public Saf					
0529130 · Payroll - Gate	2,385.23	2,385.23	90,143.19	87,757.96	2.65%
0529210 · Payroll Taxes - Gate	199.17	199.17	6,310.02	6,110.85	3.16%
0529230 · Health Insurance - Gate	0.00	0.00	0.00	0.00	0.00%
0529240 · Workers Comp Ins- Gate	469.75	469.75	5,637.00	5,167.25	8.33%
0529460 · R&M Gate	0.00	0.00	1,700.00	1,700.00	0.00%
0529490 · Flags	0.00	0.00	300.00	300.00	0.00%

Port Malabar Holiday Park Profit & Loss Budget Performance October 2016

	Oct 16	Oct 16	Annual Budget	\$ budget left	% budget used
0529499 · Non Capitalize Equip- Gate	0.00	0.00	300.00	300.00	0.00%
0529520 · Supplies - Gate	0.00	0.00	1,000.00	1,000.00	0.00%
0529521 · Uniforms- Gate	0.00	0.00	300.00	300.00	0.00%
Total 529 · Public Safety- Other Public Saf	3,054.15	3,054.15	105,690.21	102,636.06	2.89%
539 · Physical Env- Other Phys Env					
0539130 · Payroll - Custodians	1,896.89	1,896.89	98,475.42	96,578.53	1.93%
0539210 · Payroll Taxes - Custodial	145.34	145.34	6,893.28	6,747.94	2.11%
0539230 · Health Ins- Custodial	1,039.25	1,039.25	14,628.00	13,588.75	7.10%
0539240 · Workers Comp Ins-Custodial	348.99	348.99	4,188.00	3,839.01	8.33%
0539340 · Contract Services - Custodial	0.00	0.00	0.00	0.00	0.00%
0539400 · Travel Reimbursement Custodial	0.00	0.00	0.00	0.00	0.00%
0539461 · R&M Buildings	170.00	170.00	4,000.00	-170.00	0.00%
461.1 · Exterior Painting	1,690.19	1,690.19	4,000.00	2,309.81	42.25%
0539461 · R&M Buildings - Other	1,860.19	1,860.19	4,000.00	2,139.81	46.50%
Total 0539461 · R&M Buildings	0.00	0.00	1,000.00	1,000.00	0.00%
0539462 · R&M Lighting- Rec Center	0.00	0.00	3,000.00	3,000.00	0.00%
0539463 · R&M Equipment	0.00	0.00	500.00	500.00	0.00%
0539499 · Non Capitalized Equip-Custodial	538.37	538.37	4,000.00	3,461.63	13.46%
0539520 · Custodial Supplies	0.00	0.00	200.00	200.00	0.00%
0539521 · Uniforms- Custodial	5,829.03	5,829.03	136,884.70	131,055.67	4.26%
Total 539 · Physical Env- Other Phys Env					
541 · Transportation- Road & Street					
0541461 · R&M Streets	0.00	0.00	5,000.00	5,000.00	0.00%
0541463 · R&M Signage	0.00	0.00	900.00	900.00	0.00%
0541464 · R&M Drainage	135.00	135.00	4,600.00	4,465.00	2.93%
Total 541 · Transportation- Road & Street	135.00	135.00	10,500.00	10,365.00	1.29%
572 · Culture/Rec- Parks & Recreation					
0572130 · Payroll - Grounds Crew	4,556.38	4,556.38	186,338.45	181,782.07	2.45%
0572210 · Payroll Taxes - Grounds	366.83	366.83	13,043.69	12,676.86	2.81%
0572230 · Health Insurance-Grounds	1,218.48	1,218.48	22,500.00	21,281.52	5.42%
0572240 · Workers Comp Ins-Grounds	738.89	738.89	8,866.00	8,127.11	8.33%
0572341 · Contract Svcs - Lawn Crew	0.00	0.00	0.00	0.00	0.00%
0572342 · Landscape Management	0.00	0.00	8,000.00	8,000.00	0.00%
0572431 · Landscape Trash Removal	145.00	145.00	2,200.00	2,055.00	6.59%
0572461 · R&M Grounds Equipment	1,179.65	1,179.65	15,000.00	13,820.35	7.86%
0572462 · R&M Pools & Rec Facilities	1,573.15	1,573.15	18,000.00	16,426.85	8.74%
0572463 · R&M Irrigation System	0.00	0.00	2,000.00	2,000.00	0.00%
0572464 · Sound Wall Maintenance	0.00	0.00	1,000.00	1,000.00	0.00%
0572468 · Vehicle Repair	0.00	0.00	1,000.00	1,000.00	0.00%
0572498 · Non-Capitalized Equip- Rec	0.00	0.00	0.00	0.00	0.00%

Port Malabar Holiday Park
Profit & Loss Budget Performance
October 2016

	Oct 16	Oct 16	Annual Budget	\$ budget left	% budget used
0572499 · Non Capitalized Equip-Grounds	0.00	0.00	2,500.00	2,500.00	0.00%
0572521 · Supplies - Grounds	130.97	130.97	4,500.00	4,369.03	2.91%
0572522 · Fuel	515.11	515.11	12,000.00	11,484.89	4.29%
0572524 · Supplies Recreational	41.98	41.98	1,800.00	1,758.02	2.33%
0572525 · Uniforms- Grounds	0.00	0.00	700.00	700.00	0.00%
0572526 · Landscape Supplies	0.00	0.00	3,000.00	3,000.00	0.00%
0572551 · Education/Training- Parks & Rec	0.00	0.00	800.00	800.00	0.00%
Total 572 · Culture/Rec- Parks & Recreation	10,466.44	10,466.44	303,248.14	292,781.70	3.45%
701 · Capital Outlay					
0519621 · Cap Outlay-Buildings & Imp	0.00	0.00	30,000.00	30,000.00	0.00%
0519631 · Cap Outlay-Infrastructure	0.00	0.00	25,000.00	25,000.00	0.00%
0519641 · Cap Outlay-Grounds Equipment	0.00	0.00	20,000.00	20,000.00	0.00%
0519642 · Cap Outlay-Furn, Fixt & Eq	0.00	0.00	2,000.00	2,000.00	0.00%
Total 701 · Capital Outlay	0.00	0.00	77,000.00	77,000.00	0.00%
8000099 · Contingency Expense	0.00	0.00	15,197.04	15,197.04	0.00%
8581100 · Budgeted Return to Reserves	0.00	0.00	0.00	0.00	0.00%
Total Expense	50,183.59	50,183.59	1,172,800.00	1,122,616.41	4.28%
Net Ordinary Income	-63,190.35	-63,190.35	0.00	63,190.35	
Other Income/Expense					
Other Income					
2325200 · From Gross Assessments- DebtSvc					
Total Other Income	21,849.25	21,849.25	262,200.00	240,350.75	8.33%
Other Expense	21,849.25	21,849.25	262,200.00	240,350.75	8.33%
517 · Gen Govt Svcs- Debt Svc Payment					
2517710 · Principal Expense	34,695.04	34,695.04	247,678.00	212,982.96	14.01%
2517720 · Interest Expense	2,383.38	2,383.38	14,522.00	12,138.62	16.41%
Total 517 · Gen Govt Svcs- Debt Svc Payment	37,078.42	37,078.42	262,200.00	225,121.58	14.14%
Total Other Expense	37,078.42	37,078.42	262,200.00	225,121.58	14.14%
Net Other Income	-15,229.17	-15,229.17	0.00	15,229.17	
Net Income	-78,419.52	-78,419.52	0.00	78,419.52	

Print

Date: Saturday, November 5, 2016 12:46 PM
From: bandbilliards@yahoo.com
To: emocat1@roadrunner.com <emocat1@roadrunner.com>
Subject: Holiday Park Pool Tables

B & L Billiards Price List:

1) Install a 9 foot pool table with felt color of choice - \$1200.00

2) Refelt play surfaces of 2 other tables - \$500.00

Total = \$1700.00 + tax

Thank you
Jered Cooper
863-397-1414

[CL](#) [space coast](#) > [for sale](#) > [sporting goods - by dealer](#)

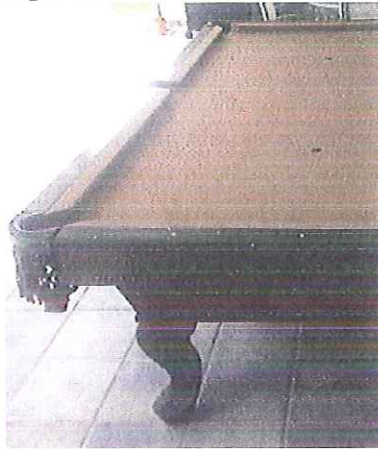
Posted 2 months ago on: 2016-09-06 3:54pm

Contact Information:

9 ft Pool Table in Excellent Condition! (inc. Installation and Felt) - \$1199

(Space Coast)

image 1 of 4



3143 South Lakeland Ave

I have an 9 ft pool table table in excellent condition for sale! The rubber cushions are in great shape and the felt will be replaced by Championship Brand Felt in a color of your choice.

** Championship Brand Felt is the leading brand for felt

**This an awesome 9 ft pool table that is ideal for both serious players and the people who want a beautiful pool table as an accent in your home!! Price includes:

- *Delivery
- *Installation by a licensed and insured local company
- *New felt in a color of your choice
- *Play Kit
- *One year warranty

B&L Billiards
3143 South Florida Ave
Lakeland, Fl 33803

QR Code Link to This Post



BRIAN
863-409-8594

Call today and you will be playing pool in your home this evening!



14801017

Subj: [REDACTED]
Date: 9/20/2016 12:01:17 P.M. Eastern Daylight Time
From: BudGetz45@aol.com
To: BudGetz45@aol.com

Karl,

This subject was discussed at the HPPOA board meeting on Monday 9/19 in the presence of the resident who originally requested such.

The HPPOA has put off the vote until a full board is present on November 7th. Also, the majority of the "snow birds" will be present to express their views.

My question is, may I copy your response (only the blue type) for distribution to all of the HPPOA board members?

Thanks,

Bud

In a message dated 9/16/2016 3:00:05 P.M. Eastern Daylight Time, BudGetz45@aol.com writes:

Thank you so much for your quick reply. I will forward this to the HPPOA rep immediately.

Have a great weekend !

Bud

In a message dated 9/16/2016 2:45:12 P.M. Eastern Daylight Time, kbohne@fla-lawyers.com writes:

There is absolutely no case law dealing with the use of public facilities of a "Special District" for religious services that guides us here. In fact, most of the cases have dealt with the use of schools by religious organizations and they are instructive. It does not appear that either state or federal law prohibits such a municipality or in our case a Special District from allowing religious or religious based organizations to use its facilities for religious purposes as long as the use does not interfere with governmental functions and the governmental body does not favor certain religions over other religions in allowing the use and does not discriminate against religious activities by not offering the facilities to them while offering to other private type groups. A governmental body is under no obligation to make its facilities available to members of the public for non-government functions and activities. But once a body creates a public forum by allowing its facilities to be used by private groups for private purposes, it must satisfy constitutional rules regarding its inclusion and exclusion policies. When government creates such a forum by its policies, it is not required to allow people and groups to engage in every type of speech, and it may be justified in reserving its forum for certain groups or for the discussion of certain topics. But the restriction must not discriminate against speech on the basis of viewpoint, and must be reasonable in light of the purpose served by the forum. And the governmental body may not by its policies appear to be favoring one religion over another or all other religions.

The Supreme Court has found that it is constitutional for a school district to allow religious groups to use school property for meetings during non-instructional hours if the school district's policy allows other community groups to use its facilities. Both decisions involved rental of public schools by religious groups. Once a school district has adopted such a policy, it generally creates a "limited public forum." This means that the government may still regulate speech occurring on its property; however, the government's restrictions on speech in these types of forums must be made on a viewpoint neutral basis. It should also be noted, that school districts may restrict all outside groups from using school facilities. Certainly, the school district can restrict the use of its property to only school-sponsored events and/or activities.

The Supreme Court has held that religious worship and discussion are forms of speech and association protected by the First Amendment. Beginning with *Widmar v. Vincent*, 454 U.S. 263, 267 (1981) the Supreme Court has consistently held that once the government establishes a forum open generally to use by the public, it assumes an obligation to justify its discriminations and exclusions under applicable constitutional rulings. Under these rulings, the government must grant both religious and non-religious groups access to the forum on equal terms. In other words, the government can exclude religious speech only if (1) the content of that speech is not germane to the purposes of the forum, or (2) the expressive activity violates standard time, place, and manner restrictions on the forum's use. (see *Rosenberger v. Rector and Visitors of the Univ. of Virginia*, 515 U.S. 819, 830 (1995)). But the government cannot exclude religious speech simply because of its religious character.

In one leading case, the Court held that a school board's policy refusing to allow a church to show a religious film at a public school after school hours when other civic and social organizations could use the facilities favored non-religious over religious viewpoints (*Lamb's Chapel v. Center Moriches Union Free School*, 508 U.S. 385 (1993)). Thus, the court concluded the policy violated the First Amendment's Free Speech clause. The Court also concluded that the use of school property to show the film did not violate the First Amendment's Establishment Clause, because the film was open to the public and not scheduled during school hours or sponsored by the school.

In another leading case, the Court held that a public school's refusal to allow a club to meet in a school after hours because of the club's religious nature violated the First Amendment's freedom of speech and religion guarantees (*Good News Club v. Milford Central School*, 533 U.S. 98 (2001)). The Court concluded that the school's policies regarding school use by private organizations after hours created a limited public forum. When government creates such a forum by its policies, it is not required to allow people and groups to engage in every type of speech, and it may be justified in reserving its forum for certain groups or for the discussion of certain topics. But the restriction must not discriminate against speech on the basis of viewpoint, and must be reasonable in light of the purpose served by the forum.

The Court ruled that the school's exclusion of a Christian children's club from meeting after hours at the school based on its religious nature was unconstitutional viewpoint discrimination in violation of the First Amendment. It noted that the school had opened its limited public forum to activities that served a variety of purposes, including events "pertaining to the welfare of the community," and had interpreted its policy to permit discussions of subjects such as "the development of character and morals from a religious perspective." "But the school excluded the club because its activities, which included learning Bible verses, relating Bible stories to member's lives, and praying, were the equivalent of religious instruction itself."

The court decided that the county's prohibition against a religious organization conducting worship services in its public library meeting room, which was a limited public forum, was reasonable in light of the room's

purpose. The prohibition did not constitute a free speech violation in the court's view because it was viewpoint neutral. The county had a legitimate interest in excluding activities that might interfere with the library's primary function as a sanctuary for reading, writing, and quiet contemplation, and the county reasonably could conclude that controversy concerning, and distraction because of religious worship within the library might alienate patrons and undermine the library's purpose of making itself available to the entire community.

Although not directly on point, the Supreme Court has held invocations at the beginning of a public meeting is not a violation of the "Separation of Church and State".

The Supreme Court of the United States decided 30 years ago that state legislatures may begin sessions with an invocation by invited guests. However, in 2014 the supreme Court stated that city councils and other public boards are free to open their meetings with an explicitly Christian prayer, ruling that judges may not act as "censors of religious speech" simply because the prayers reflect the views of the dominant faith. However, a city would go too far if the prayers "denigrate non-believers or religious minorities, threaten damnation or preach conversion."

So this all means is that if the public facilities are open for use by the District to private organizations during not business hours or if they do not interfere with the business of the district, then the use by religious organizations in my opinion are permitted. Also, the mere use by a religious organization of the public facilities does not violate the Establishment Clause or put another way does not violate the Separation of Church and State. However, if you open it to one you must open it to all despite how people feel about a particular organization. This is a complex area of the law and is fact specific. My opinion is based on the limited facts you presented in the email you sent to me.

Karl W. Bohne, Jr.

Schillinger & Coleman, P.A.

1311 Bedford Drive

Melbourne, FL 32940

321-255-3737 Telephone

321-255-3141 Facsimile

Office Hours:

8:30 a.m. to 5:00 p.m. Monday thru Thursday

8:30 a.m. to 12 Noon on Friday

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From: BudGetz45@aol.com [mailto:BudGetz45@aol.com]

Sent: Friday, September 16, 2016 1:24 PM

To: kbohne@fla-lawyers.com

Subject: [REDACTED]

9/19/16 at 7 pm

In a message dated 9/16/2016 1:22:23 P.M. Eastern Daylight Time, kbohne@fla-lawyers.com writes:

When is the HOA meeting

Karl W. Bohne, Jr.

Schillinger & Coleman, P.A.

1311 Bedford Drive

Melbourne, FL 32940

321-255-3737 Telephone

321-255-3141 Facsimile

Office Hours:

8:30 a.m. to 5:00 p.m. Monday thru Thursday

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Scheduled until Nov.
HPPOA Meetings

HOLIDAY PARK PROPERTY OWNERS ASSOCIATION

NEW ACTIVITY REQUEST

ORGANIZER: Muriel Townsend DATE: June 16, 2016
OVERVIEW OF ACTIVITY: Bible Study Class with
Reverend. Doug McClain

TIME REQUESTED (Circle all that applies) one hour - one & one half hours
Daily Weekly Monthly Yearly Not Wednesday
Morning Afternoon Evening Specify Time 10:00 AM

AREA OF FACILITY REQUIRED: Hall

SUPPLIES REQUIRED: (Please list and estimate number) Chairs

All attendees bring bible

EQUIPMENT REQUIRED Chairs COST ESTIMATE 14 214

ESTIMATED FUNDING REQUIRED 0

FEE TO PARTICIPANTS: YES NO TICKETS: YES NO

(Ticket and/or fee to be determined by the Organizer with assistance of the Activity Director and approved by the Board)

Date 18 most in the summer

ACTIVITY DIRECTOR REVIEW

Date _____

HPPOA Board Approved

Date _____

District Office Review

RECEIVED
OCT 18 2016

BY: 12



PORT MALABAR HOLIDAY PARK

GUEST EXTENSION REQUEST FORM

215 Holiday Park Blvd. NE Palm Bay, Florida 32907-2196

Resident Information

Resident Name:	FLORA LAPE
Telephone Number:	321-303-7724
Address (In Park):	313 Holiday Park Blvd NE

Please use the space provided for your request (Briefly describe any unforeseen circumstances). The Board of Trustees may consider special circumstances for stays longer than twenty-one (21) days. The Board of Trustees has the authority to review and vote on the application in a public meeting. See: Deed Restriction Article III Section 6:

First of All I thought The 21 days Guess was under 55 my bad and I Apologizes! I care for my sister 74 yrs and her partner of 18 yrs both with alzheimers - Willie is 73 and weighs 225 lbs Phyllis weighs 214 - ON TOP OF alzheimers Phyllis has copd Willie Debates - I have Cared for Them 4 yrs NOW. It is getting hard for me, I will be 70 on wed The 19th. I have fallen and Fractured my 3 Vertebrae on my left side Plus injured an old injury on my right shoulder - See Attachment

NOTE: Florida has a very broad public records law applicable to governmental jurisdictions. All documents received by the District are retained and are made available to the public in compliance with, and as provided for by, Chapter 119 Florida Statutes.

Resident Signature:		Date:
Board of Trustee Approval		
<input type="checkbox"/>	Approved	
<input type="checkbox"/>	Rejected	
Comments:		
Chairman of the Board Signature:		Date:

I also have copd - it is hard for me
To Lift & Pull and reach - I do have
a nurse That comes moin, Weds & Fridays
To Shower my sister but The other days
is on me - I clean, cook, give meds, Take
Them To appts Etc. Their memory is
declining -

my brother Ronald Cranes is 59y old
Single and Came here from Texas
To help me. with our sister & Willie
For Lifting Pulling and reaching -
Phyllis is at the Point. She sleeps
most all the Time so her muscles
are weak She needs help just To get
off the dining chair - Mr Willie has
fallen & Thank The good Lord Ron was
here To get him up - Ron doesn't plan
on living here forever. He is looking for
work - he worked ~~at~~ in warehouse as forklift
driver for Sairs Trucking^{Tr} for 18 yrs Retired
Early ^{Thinking} ~~thought~~ his 401k would see him Through Til
Retirement - it did not - Ron is looking for
anything That would get him is own

place close to me or even in The park
Ron has done many things from ware
house to construction and even lawn
maintians - he even put appt in with
Jody But we understand Jody ^{isn't here} ~~isn't here~~
any more - he has appt in Lowes, Home depot
Walmart and even publics - for he doesn't
have a vehicle to travel far - I pray
you will consider an extension
I need his help!!!

Thanks all who is
- in this Decision -
Flora Lape



500 Palm Springs Blvd, #203
Indian Harbour Beach, FL 32937
321-848-7320
www.TheBoardDoctor.info

November 8, 2016

William "Bud" Getz, Chairman
Traci DelGaudio, District Clerk
Port Malabar Holiday Park Mobile Home Park Recreation District
215 Holiday Park Boulevard Northeast
Palm Bay, Florida 32907

RE: Professional Support for Management Transition

Dear Mr. Getz and Ms. DelGaudio,

As a regular visitor to Holiday Park, I have long admired the beauty of the community, the excellence of the facilities, and the efficiency and effectiveness of the security operation. When it came to my attention (through my mother, who is a resident) that the board of trustees had found it necessary to sanction its district manager and subsequently to accept his resignation, my heart immediately went out to the volunteer trustees who take on such tremendous responsibility. Since then, I have conducted additional research and I believe I can help the Special Taxing District through its transition and assist the board to build a foundation for long-lasting success and stability. Thank you for giving me an opportunity to describe how I might be able to help.

About The Board Doctor, LLC

Prior to moving Indian Harbour Beach in June of this year, I filed the legally-required paperwork to establish The Board Doctor, LLC in the State of Florida. This is an organizational development consulting firm which focuses on nonprofit board governance. Though nonprofit organizations are currently the largest portion of my work, I have experience with governmental boards of directors as well, albeit in Ohio. I am also a trained meeting facilitator experienced at designing and running meetings both large and small.

More information about me, my business, and my credentials can be found in the attached LinkedIn profile, as well as online at www.TheBoardDoctor.info. You can also find me on Facebook, Twitter and Pinterest.

Suggested Services/Deliverables

After reviewing the minutes of the last four trustee meetings, and based on my experience working with boards of trustees and their staff, I suggest the following potential action steps.

- Interview each member of the board of trustees and staff to assess:
 - How well the organization is functioning now (strengths and weaknesses).
 - What needs to be done to address existing issues.
 - What people see as goals for the future.
 - What the role and responsibilities of the district manager should be, especially with respect to the trustees, and what skills and other characteristics should be sought in the new district manager.
 - What the roles and responsibilities of the trustees should be, especially with respect to the district manager, and what trainings might be helpful to get everyone on the same page.
 - How well existing policies and procedures are functioning, what changes are sought, and what gaps may exist.
 - Others as suggested by trustees.
- Survey (on paper and/or online) Holiday Park residents to solicit their views on these or similar questions. Perhaps run “focus group” – type meetings of park residents.
- Prepare a report based on this assessment to deliver at an open trustee meeting, and facilitate discussion about the recommendations.
- Prepare and deliver any subsequent training as may be identified by the assessment. This could include developing the training myself (if related to board governance, financial accountability, or effective meetings) or recruiting others to deliver training (perhaps related to Sunshine or other state laws, etc.)
- Work with attorney, accountant, district clerk, and a designated trustee to review all written policies and procedures (bylaws, rules and regulations, Employee Manual, etc.) and prepare legally-compliant amendments designed to ensure they are as comprehensive and easy-to-use as possible.
- Prepare drafts of any additional policies or procedures as may be needed based on assessment.
- Circulate draft amendments or new policies/procedures to trustees and public for review and comment, incorporate changes as possible, and bring drafts to trustee meetings for discussion, amendment and adoption.
- Individually coach chairman, treasurer, secretary and other trustees about their roles and responsibilities, making suggestions for ways to approach or prioritize their various tasks.
- Prepare orientation materials for incoming trustees taking their positions in January.
- Review and revise the district manager position description, in accordance with law and with Holiday Park’s unique needs.
- Staff the Special District’s search for a new district manager: post opening, review resumes, schedule interviews for candidates with trustees, contract for background checks of top candidates, conduct communications with applicants, facilitate salary and benefit negotiations, complete any new hire paperwork required by state or county entities.
- Prepare orientation/onboarding process for new district manager.

-
- Work with HPPOA to organize "welcome" get together or event open to the community.
 - Facilitate any staff get-to-know you meetings or planning sessions as may be needed to help the new district manager begin to build his or her own foundation for success.
 - Throughout the project, meet regularly with board chairman or designee to review progress on the transition and provide monthly reports for review at trustee meetings.

Interim Services -- Monthly or Hourly

It seems that having an external consultant actually on site and visible daily would be more helpful than contracting for services performed offsite. I therefore propose a monthly arrangement, initially for four months with a possible month to month extension, wherein I would work from the Holiday Park office for approximately 20 hours each week for a monthly fee of \$5000. Should the board prefer an hourly arrangement, the fee would be \$75 per hour. A December 1 start date would give us time to finalize the deliverables/project description and submit a draft contract to the attorney for compliance review.

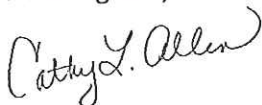
Conclusion

The troubles experienced by Holiday Park, while they may feel overwhelming to volunteer trustees and others, are actually not terribly unusual. By undertaking the steps described above, an external consultant such as myself can help the trustees pass safely through this transition period to achieve very positive outcomes that are likely to last. Because Florida Sunshine Laws make it so difficult for trustees to have simple discussions with each other, having various documents, reports, policy proposals, and plans created by a consultant and placed before the trustees as recommendations can help move decision-making along.

It is true that no person, even one trained in facilitation, can make people behave rationally and appropriately in public meetings, but by demonstrating respect for all points of view and moving forward in a clear direction, most public upset can be mitigated. I would certainly enjoy having any opportunity to help your community achieve the equilibrium you seek and the trustees have earned through your many hours of commitment and hard work.

Please feel free to contact me at the phone or email shown above if I can answer any questions for you. Though I have a pre-scheduled meeting set for November 15 and could not attend that trustee meeting if asked, I do have many other open dates and would be delighted to schedule a follow up discussion at your convenience.

Best regards,



Cathy Allen

Cathy Allen

The Board Doctor: Helping Nonprofit Boards Get Better

cathy@theboarddoctor.info

Summary

Nonprofit board members are volunteers. I am a professional who can help those volunteers organize their work for maximum effectiveness and minimum headache.

Volunteer board members bring a variety of skills, a passion for the work of the organization, and a willingness to commit time and effort. I bring a thorough working understanding of the ins and outs of governance and planning. You know how to achieve your mission. I know how to use tools like bylaws and policies and committee descriptions to help you improve your effectiveness and deliver on your mission. I can help your board get better. That's why I call my business The Board Doctor.

To help the nonprofit sector be as healthy as it can be, I offer specialized information through workshops and free online tools, facilitate all types of planning, and coach boards and their staff in the area of good governance. The Board Doctor is available to help organizations identify and implement the right infrastructure and governance procedures so board and staff can focus on their mission. When the board is ready for its checkup, call me! The Board Doctor is in!

Skills & Expertise

Nonprofits

Organizational Development

Strategic Planning

Fundraising

Leadership

Board Development

Public Speaking

Program Development

Governance

Workshop Facilitation

Community Outreach

Strategic Communications

Policy

Management

Event Planning

Grant Writing

Leadership Development

Community Development

Project Management

Grants
Consulting
Public Policy
Volunteer Management
Government
Communication Skills
Public Relations
Policy Analysis
Stakeholder Analysis
Program Management
Retreat Facilitation
Proposal Writing
Human Resources
Program Evaluation
Non-profit Board Development
Consensus Building
Developmental Disabilities
Training
Board Governance
Philanthropy
Nonprofit Organizations
Facilitation
Grassroots Organizing
Non-profit Board Leadership
Board Leadership
Environmental Advocacy
Communication

Publications

The Board Doctor's Annual Checkup

June 1, 2016

Authors: Cathy Allen

The Annual Checkup is a master list of 136 items in nonprofit board governance, financial management, fundraising, legal requirements, planning and more designed to allow board members to self-assess their organization against best practices. This gives boards an opportunity to build on what they do well and improve whatever needs improving. Available in three formats: pdf, powerpoint, and online.

Experience

Facilitator, Consultant and Trainer at The Board Doctor

May 2016 - Present (7 months)

The Board Doctor helps nonprofit board of directors get better by providing information and support. Services are available on a per-project or hourly basis, in the Indian River Lagoon area and across the country:

- *Provide annual checkup of governance function and make suggestions for priority action.
- *Deliver board development workshop tailored to your unique needs.
- *Prepare and facilitate strategic planning meetings or retreats.
- *Review bylaws or other proposed policies and provide suggestions.

Owner at Creative Option C, LLC

January 2003 - May 2016 (13 years 5 months)

Professional facilitation and consulting for groups and organizations interested in improving their effectiveness and building their capacity to achieve their mission. Specialties include board development, strategic planning, stakeholder feedback, and policy creation.

Executive Director/Program Manager at Ohio/Connecticut Leagues of Conservation Voters

November 1999 - December 2002 (3 years 2 months)

As the very first executive director of this newly-formed advocacy group, I was responsible for all aspects of organizational development, including fundraising, program growth, and board management. Because our group sought to "hold legislators accountable for their actions on the environment" it was critically important that Ohio's 40 plus environmental groups and organizations agree on what legislators ought to do. Our group took the lead to build a first-ever environmental coalition whose accomplishments are still benefiting Ohioans today. This experience taught me the power of consensus and collaborative effort.

In early 2001 I took those skills to Connecticut where I helped to firmly establish the CT LCV as the lead organization within the environmental community on legislative advocacy and political action. I love the state LCV movement and still think of it as some of the most important work being done in conservation. In the end, though, I missed home too much to stay so I returned to Ohio to launch Creative Option C.

Education

The Ohio State University

BA, Political Science; History, 1981 - 1991

Activities and Societies: I was active in all kinds of things in college. That's why it took so long to graduate!

Languages

English

(Native or bilingual proficiency)

Russian

(Elementary proficiency)

Interests

Reading, nature exploration, wine, national wildlife refuges, all things Ohio State.

Honors and Awards

LEAD Brevard Class of 2017

July 2016

Thrilled to have been accepted into the LEAD Brevard Class of 2017. I just saw the roster for the class and I am blown away by the fire power in this group of people. Community leadership programs are a great way to get to know one's community, build skills, and meet other involved citizens. Since I am new to Brevard County, I can't think of a better way to get integrated and find my place. Can't wait to get started!

2016 ServeOhio Award Nomination

State of Ohio/Governor John Kasich

March 2016

Pleased to have been nominated by my colleagues at Ottawa National Wildlife Refuge following my tenure as president of Friends of Ottawa. The award recognizes outstanding volunteer service and efforts to create stronger, healthier communities for all Ohioans.

Excellence Award 2014

U.S. Fish and Wildlife Service Midwest Regional Director

June 2014

For "fostering partnerships" and "commitment to excellence" in conjunction with volunteer work connected with the 2013 Federal Duck Stamp Contest held here in NW Ohio. A very successful event and a wonderful teamwork experience! Proud to be honored alongside the Ottawa National Wildlife Refuge Association, Ottawa NWR itself, and Refuge Manager Jason Lewis.

Certifications

Nonprofit Management

The Center for Nonprofit Resources

Organizations

Friends of the Carr Refuge

Board Member

May 2016 to Present

Proud to have been elected to the board even before I was officially living in the area. The Archie Carr National Wildlife Refuge has achieved a great deal since its founding 25 years ago. I look forward to being part of its next phase of development.

Friends of Ottawa National Wildlife Refuge

Secretary (elected 2013), President (elected 2014)

June 2013 to October 2016

I loved consulting with this group so much I said "yes" when they asked me to join the board, and then I served as president from March 2014 to January 2016. The group grew tremendously during my time of service, and is now being led by some outstanding people who are taking it to new heights.

Cathy Allen

The Board Doctor: Helping Nonprofit Boards Get Better

cathy@theboarddoctor.info



31 people have recommended Cathy

"I have served on several nonprofit boards, but I learned more from a few hours of Cathy Allen's coaching than I did from years of trial-and-error experience. I wish I had met her sooner, but now I know I'll be a more effective board member in the future. Cathy's expertise could help any organization to get past those inevitable bumps in the road and get back to focusing on their mission."

— **Kenn Kaufman**, *Founder and editor, Kaufman Field Guides*, was Cathy's client

"I have had the pleasure of working with Cathy since 2012. We met through her work as a consultant when she attended workshops I was facilitating through The Center for Nonprofit Resources. I was instantly impressed with Cathy's skills in nonprofit management and her professional manor. I recommended Cathy to many nonprofits for consulting especially with regard to strategic planning and board development. Cathy and I worked together to develop materials that I am certain I will use throughout my career. I encourage nonprofits to call Cathy first when they need help with leadership and board training. They will be glad they did."

— **Michelle Klinger**, *Director, Center for Nonprofit Resources*, was with another company when working with Cathy at The Board Doctor

"I've attended multiple Board of Director training and development workshops, and I can attest to Cathy Allen's streamlined and productive methods. With near-immediate results, she has directly assisted our organization to focus, improve, and further develop our structural processes which lend to increased and more effective operations. Highly recommended."

— **Melissa Martin**, *President, Brevard Indian River Lagoon Coalition*, was Cathy's client

"I had the good fortune of participating in a strategic planning meeting facilitated by Cathy. Her skilled facilitation kept the meeting lively while drawing out and incorporating everyone's ideas. She synthesized ideas into a coherent result. We could not have done this on our own. "

— **Kathy Freeman**, *GIS Specialist, The Nature Conservancy*, was Cathy's client

"I have had the pleasure of working with Cathy over the past several years in the areas of strategic planning and leadership. She is able to quickly engage people in large and small groups to focus on the issues. Cathy listens well to people and assures that she meets the customer's needs and exceeds expectations. She assures that timelines are adhered to and that quality outcomes are obtained. Whether that is a multi-year strategic plan, an annual plan or leadership training, I have always been pleased with the outcomes. In addition, regardless of how often I have worked with Cathy, I can count on learning something valuable every time. I highly recommend her. "

— **Liz Prather**, *Superintendent, Crawford County Board of Developmental Disabilities*, was Cathy's client

"Having worked in nonprofits for more than 20 years, I can say with absolute confidence that a consultation with Cathy Allen will reap many positive outcomes for your organization. Kimberly Kaufman Executive Director Black Swamp Bird Observatory "

— **Kimberly Kaufman**, *Executive Director, Black Swamp Bird Observatory*, worked with Cathy at The Board Doctor

"Cathy Allen is a top notch facilitator for nonprofit boards. Working with Cathy, our board grew tremendously. Her professionalism and expertise made it easy to work with her and she brought results that only a professional of the highest caliber could produce. "

— **Jennifer Brown**, *Visitor Services Specialist, Ottawa National Wildlife Refuge, US Fish and Wildlife Service*, was Cathy's client

"I have attended some of Cathy's seminars hosted through US Fish and Wildlife and they were very informative and gave great insight into helping to improve our board development and dynamics. We were also lucky enough to have Cathy put on some workshops directly with our board and I'd have to say they were some of the most productive board meetings we've held. She helped a lot to steer the discussion to what we needed most and made sure everyone was not only heard but understood so no one felt left out or underrepresented. I would highly recommend Cathy if you have a board that is struggling in any capacity. Even if you think things are running pretty smoothly Cathy can help to bring your board up to the next level and perform at an even greater capacity."

— **Brandon Smith**, *President, Friends of the Carr Refuge*, was Cathy's client

"Cathy managed a very robust and significant project on behalf of the Disability Housing Network when I was its Executive Director. She was professional, meticulous, diligent, and also very fun to work with. I would work with her on another project in a heartbeat."

— **Steve Farrell**, *Principal, Farrell Consulting*, was a consultant or contractor to Cathy at Creative Option C, LLC

"Cathy is an excellent facilitator, both in being knowledgeable of big picture ideas, as well as in being sensitive to the needs of varied groups of people and their concerns. I have worked with Cathy both as a colleague and as a facilitator, and I recommend her work highly."

— **Mark Smith CPM, MPA**, *Medicaid Health Systems Administrator, State of Ohio, Department of Developmental Disabilities*, worked directly with Cathy at Creative Option C, LLC

"When I was working on the Board of Main Street Port Clinton we brought Cathy in once a year to help us create a strategic plan for the next year. The process allowed the board to focus on our mission for the day. She created an atmosphere that was conducive to constructive criticism and decision making. It allowed us to make a plan that we could work from not only that day but that we could refer to during discussions throughout the year. Cathy help us develop one of the most useful tools that the board had at its disposal while I was there. If your organization has not had someone facilitate a process like this you do not know what you are missing. "

— **Lawrence Hartlaub**, *County Auditor, Ottawa County Ohio*, was Cathy's client

"I have both participated in and observed Cathy lead sessions or workshops for non profit boards in the areas of board governance, board development and recruitment, and she did an excellent job. Participants were engaged and learned a lot. She loves what she does and has credibility having served on non profit boards herself. "

— **Mark Musaus**, was Cathy's client

"Cathy provides dynamic and engaging presentations on topics related to non-profit development. She is well informed, experienced and delivers a program carefully designed for her audience. I highly recommend her as a consultant with her new company, "The Board Doctor.""

— **Cheryl Hart**, *Past President, Friends of Tualatin River National Wildlife Refuge*, worked directly with Cathy at Creative Option C, LLC

"Cathy recently completed a team building training for my department of approximately 100. I provided her with the progress we have made and asked her to expand upon it. Cathy thoroughly researched the topic, addressed possible barriers for further progress, and genuinely presented a compelling and motivating session. Cathy's ability to connect with the audience was outstanding. She exceeded my expectations!"

— **Court Sturts**, was Cathy's client

"Cathy has great organizational and leadership skills! She is good at coaching and teaching other in Board Development, Policy and Procedure Development and Organizational Planning."

— **Carol Heil**, was with another company when working with Cathy at Creative Option C, LLC

"Cathy has contributed valuable strategic insights and solid planning processes to a leading non-profit housing corporation on which I serve as Board Trustee. Her energy, positivity, flexibility and leadership make for a great business partner."

— **Catherine Shew**, was Cathy's client

"Cathy does quite well with facilitating meetings, following up on matters from those meetings, keeping the process moving, both in the meeting and after. I found her to be very responsible and dependable, as well as creative. She stays with the details as well as the big picture. If Cathy is involved I would know things will be done right."

— **David Couch**, was with another company when working with Cathy at Creative Option C, LLC

"Having worked with several consultants over the years I could not recommend any of them more than Cathy Allen. Cathy dives right in, has tons of relevant experience, great listener, creative solutions, neverending willingness to help, all with very reasonable rates. What more could you ask for. Hire her, you can't lose!"

— **Mike Corbett**, was Cathy's client

"Cathy is was very knowledgeable and works well with all types of individuals. She looks out side of the box and helps others to invision what could be. I would recommend her to any organization that wants to improve their working enviroment."

— **Cheryl Smith**, was Cathy's client

"Cathy is an extremely knowledgeable professional in her field of working with nonprofits in Ohio that support people with developmental disabilities. I highly recommend Cathy."

— **Fran Wesseling**, was with another company when working with Cathy at Creative Option C, LLC

"We have hired Cathy for our board strategic planning several times. She has helped us stay focused and her suggested methods have helped us throughout the year."

— **Melissa Walker**, was Cathy's client

"Cathy is a clear, concise, and great communicator and leader. She is an excellent facilitator in large group and individual settings. Cathy maintains a high level of professionalism, and is very personable. She is creative, intelligent, and an expert in her field. Cathy has helped our organization reach a new level of understanding and collaborative work, and has led us down the path of change for the better."

— **Kristin Dailey**, was Cathy's client

"The information that Cathy shares is extremely valuable. Her website is a wonderful source of useful information with an immense amount of usable content. It is very easy and user friendly to search through, find the resource you need, such as sample policies and procedure, and then print and dive in. Thanks Cathy!"

— **Katie Arnold**, was with another company when working with Cathy at Creative Option C, LLC

"Cathy is a person very knowledgeable in the areas of leadership and strategic planning. If you need someone to help coordinate your strategic planning process Cathy is the right person. She is a really good facilitator."

— **Benjamin Hollinger**, was Cathy's client

"Cathy was an excellent partner to work with. She was a great listener and was willing to share her skills and experience with me to help propel my organization forward. She became someone I respected and sought advice from. I would definitely work with Cathy again in the future."

— **Michell Domke, CVA**, was with another company when working with Cathy at Creative Option C, LLC

"Cathy's agency performed organizational development and strategic planning support for a new non-profit in the early stages of transforming it from a grant funded program at the Ohio State University. Largely as a result of her dedicated labors and leadership, Ohio Special Initiatives for Brothers and Sisters of Adults with Developmental Disabilities {Ohio SIBS} now is incorporated and working on its tax exemption papers for the IRS. We are elated. She deserves many kudos. I look forward to working with her in the near future once again."

— **Joyce Clemons**, was Cathy's client

"We worked with Cathy to formally organize our grass-roots non-profit organization. We were a dedicated group of volunteers longing for direction and focus and a method to our madness! Cathy assisted us with a creative, task-driven process that tapped into our human resources and the result was a strategically controlled plan that will move forward into the future with success."

— **Tammy Savage**, was Cathy's client

"Cathy provided great facilitation for our strategic planning. She conducted interviews with key managers and focus groups with employees. We appreciated her flexible approach to assure the process and outcome met our needs and her ability to assure it was completed in a timely manner. I would highly recommend Cathy."

— **Liz Prather**, was Cathy's client

"I have worked on a variety of projects with Cathy over the past several years—she's been a great client, collaborator, resource and inspiration to many things I do on a daily basis. I have also had the opportunity to review and experience much of her work for other clients and her professional writings. However, I write

this recommendation as I have recently had the first opportunity to hire Cathy to do work for me and my company. Cathy conducted an amazing customer satisfaction survey that I am using to assess my business strategy and how my clients value what I do. She was amazing in drafting suggested questions, tweaking until they were just right, setting up the online survey, helping me get clients involved and providing an exhaustive report of the results when it was completed. I have gained so much insight into what my clients are looking for when they come to me, what they expect of me and what they value about my business and creative professionals. I would not hesitate to hire Cathy to lead the way on a project again and would highly recommend her to anyone."

— **Amy Heflinger**, was Cathy's client

"Our volunteer group hired Cathy to help us solve a dilemma. How can we sustain our organization after the founder retires? Prior to Cathy, we never got past the conversation phase. It was like we were up against a brick wall. Cathy has helped the group think out of the box. With Cathy's guidance our team was able to construct an action plan with timelines and attainable outcomes. We feel we can actually sustain the organization after the founder retires. The best part about it is that Cathy was able to pull us together so that we work more efficiently and effectively. During each step, we reached consensus before moving on to the next step. Cathy's help has been invaluable to the process. Without her guidance, our group would still be wondering if the organization was going to survive the founder's retirement. I would recommend Cathy to any group looking to consensually overcome organizational challenges in way that maximizes the contributions of each member."

— **Michael Henn,MFE,CFP®**, was Cathy's client

"Cathy has been working with our Visitors Bureau for over a year on a variety of integrated projects dealing with non-profit management, fundraising, legislative advocacy, and organization of ideas and data. I couldn't be happier with her contributions. Talk about someone who can take a task that at the outset seems overwhelming and in a short time move it to one I can check off the list! If you have any such projects sitting in your inbox - she can help you move them out!"

— **Larry Fletcher**, worked with Cathy at Creative Option C, LLC

Contact Cathy on LinkedIn

NOVEMBER 1, 2016

HOLIDAY PARK TRUSTEES

I AM INFORMING YOU THAT I WILL BE RESIGNING MY POSITION ON THE ACC BOARD. I WILL FINISH ON THE LAST MEETING OF DECEMBER OF THIS YEAR. I HAVE ENJOYED WORKING FOR THE PEOPLE OF HOLIDAY PARK AND WITH ALL MY ACC BOARD MEMBERS. THIS IS MY FIFTH YEAR AND I FEEL WE NEED SOMEONE ELSE TO TAKE OVER AND BRING NEW IDEA TO THE BOARD.

DONNA MATTON

A handwritten signature in cursive script that reads "Donna Matton". The signature is written in dark ink and is positioned below the printed name.

Molly Stone

**1157 Greenview Ct. NE
Palm Bay, FL 32907**

**Telephone: 321 674- 2107
E-mail: mstone84@cfl.rr.com**

November 1, 2016

TO HOLIDAY PARK BOARD OF TRUSTEES:

For medical reasons I must resign as secretary of the board of Trustees, as I will not be able to perform those duties for the next few weeks. I am **NOT** resigning from the Board. I have not received September or October minutes from Traci and will not now be able to work on them, as I will have eye surgery tomorrow that will entail at least the next two weeks with another surgery a few weeks later. I expect to miss one or two Board meetings, but as soon as permissible I will be in attendance. Thank you for your understanding.

Sincerely,



Molly Stone



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

STORAGE COMPOUND POLICY & PROCEDURES

It shall be the policy of Port Malabar Holiday Park to register each unit being kept in the storage compound. All residents who have a boat, trailer, or R.V. are required to park the unit in the compound and must complete the attached form. Upon receipt of the form by the office the owner will be assigned a numbered location within the compound. If space is unavailable, a number from the waiting list will be assigned and the owner will be notified accordingly, when ready.

In consideration for the District supplying such storage space, the undersigned owner of the recreational vehicle described below does hereby release the District of and from any and all claims, demands, liabilities and causes of action of any kind whatsoever for damage or loss which may occur to the said recreational vehicle while stored in the compound.

The undersigned further understands and agrees that, but for the release set forth above, the District would not be willing to provide the storage space which is the subject to this agreement.

The undersigned expressly understands and agrees that he or she has the opportunity to purchase private insurance through a carrier selected by the undersigned on the said recreational vehicle to cover damage to or theft of the recreational vehicle while stored at the compound.

New owners or renters requesting a space in the compound should do so during regular office hours. Owners have precedence on available space assignment. In case of evening or weekend arrival, unit should be parked in the Rec Hall parking lot as far away from the building as possible in such a way that it does not hinder the flow of traffic.

It shall be the Policy of the District to register each unit being kept in the storage compound. All residents who have a boat, trailer, or R.V. are required to park the unit in the compound and complete the registration form. Upon receipt of the



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

form by the District Office the resident will be issued a decal and assigned a numbered location.

All spaces are sized to provide maximum utilization and will be issued accordingly. Re-assignments will be required to accomplish this goal as necessary.

Once user is assigned a space, the space cannot be "lent out" while user is away.

Units must be centered within the boundary markers at all times. Compound access by key only: obtainable through the District Office or Security Gate or may be purchased through the office.

Any damage caused by user i.e. fence damage, tire ruts, etc., shall be user's responsibility to repair.

Registration for a space in the compound must be renewed annually. All storage compound related business will be conducted during regular business hours.

As required by various ordinances of the District, the following apply:

ORDINANCE 85-3 Section I: (c) Except as herein provided, no commercial vehicle, boat, trailer or recreational vehicle shall be parked on any residential lot. Any person, property owner, occupant, lessee, tenant or otherwise legally occupying the premises who shall permit parking or storing of such vehicles on private property shall be in violation of this section.

(d) No disabled or unlicensed vehicles of any kind shall be kept or permitted adjacent to or upon any residential lot.

(e) This section shall not prevent convenient parking for the purpose of loading and unloading, for reasonable periods of time, not to exceed forty-eight (48) hours.



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

ORDINANCE 88-3 Section 1. (7) The Vehicle Storage Compound may be used by residents at their own risk upon the following conditions. The work "vehicle" to be defined as any recreational vehicle (e.g. boat, motor home, camping trailer, utility or boat trailer), shall in no way include any commercial vehicles as described.

- a. All vehicles, boats, trailers, RVs etc. will be assigned storage areas, by the office, on "space available" basis. Residents may purchase a gate key to the compound at the office which may be returned with a copy of the receipt for a refund or, may obtain a temporary key for access which is to be returned by the next business day. All unauthorized vehicles, after a 10 day notice to the resident who obtained the assigned space, will be dealt with as provided for abandoned vehicles in the city of Palm Bay. Only renters or owners may store vehicles belonging to them in this area. Permanent residents will be given priority on compound spaces. No cars, trucks or motorcycles are allowed being stored in this area.
- b. Any vehicle in disrepair will be given two weeks to repair said vehicle or be removed.
- c. All vehicles must have a current access decal issued by the office.
- d. Any vehicle removed from the compound for more than 30 days without notifying the office will relinquish the Compound space.