



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEES

WORKSHOP MEETING MINUTES

February 27, 2017 - 7:00 PM

1. Meeting call to order by Bud Getz at 7:04
2. Invocation by Keith Rittscher
3. Pledge of Allegiance by Molly Stone
4. Roll Call by Molly Stone,
Present were Bud Getz, Chairman; Allison Kelly, 1st Vice Chairman; Marilyn Spall, 2nd Vice Chairman; Molly Stone, Assistant Secretary; Kendra Bender, Assistant Treasurer; Keith Rittscher, Trustee; Rod Lindsay, Trustee. Absent were Carol Helton, Secretary and Cathi Brennan, Treasurer.
5. Announcements by Chairman:
 - Office Record book with meeting minutes for 2015 and 2016 is missing. Whoever has it, please return it.
 - A vehicle was broken into near the canal. If anything like this happens to you, you need to call the police, as they are the proper authority who can handle your concerns, we can NOT. We plan to put a security camera in that area.
 - Bud talked with the bingo people about a new electronic bingo board working on the new multi-screen television in its place.
 - There have been problems with unsupervised children in the park jumping into the pool, rollerblading, roller skating, driving a mini golf cart, all of which are not allowed in the park because it's dangerous. Kids need to be supervised by parents and grandparents.
 - The new umbrellas are in.
6. Auditors Report – Bud noted this is an error, a carryover from an earlier agenda
7. Approval of meeting minutes also a discussion on timeline for preparation and approval of summarized minutes
 - Attachment: 2/13/17 minutes and proposed timeline
 - Action: Motion to Approve by Keith Rittscher, 2nd by Allison Kelly
 - Trustee Comments:
Mike presented a timeline to have meeting minutes posted online [see attachment]. He said we may be able to get a voice file that transcribes minutes.



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Keith questioned the blue square; Bud replied we will try it for a few weeks.

Molly reminded that we voted to post unapproved minutes two days after meeting that would need to be rescinded. She noted that the extra columns still needs to be added to the website for approved minutes as residents think approved minutes are not being posted by the office secretary. She added, this can work as we are now fully staffed so the office can again transcribe the minutes. Otherwise this schedule is too tight to expect the Board Secretary to do. She asked Mike if he consulted Carol Helton, Secretary. Mike advised he had emailed her but had no response at this time.

Bud, we won't rescind the former vote until we adopt this schedule. End discussion.

Public Comment:

Call for vote approved

8. Discussion on golf cart usage

Bud noted that because someone returned with a golf cart that had been on the sidewalk outside the park, the police were here. Per the Palm Bay Police you cannot take a golf cart past the gate. If you do you will get a ticket.

9. Discussion on Holiday Park signs

Attachment: Picture of latest sign choice

Patti Peck, 1014 Willow, asked what the materials are. Bud, they are resin or plastic.

Keith Rittscher asked about warranties. Bud will get more information; all are the same material.

Barb Dufault, 270 Borel, asked if the sign is the original Holiday Park sign, and asked when the original sign was put in. Bud replied it was in the 1980s when the residents took over the park.

10. Landscape Plans

PowerPoint presentation by Kendra Bender

Allison Kelly and Kendra Bender reported they had discussed the ugliness of the front of the park and would propose a plan for plantings in several areas. Kendra showed the area they already planted in the island at the entrance of the park. They identified seven areas needing beautification. Mike provided the lawn crew to do the work with them.

Mike, said he checked with Cathi and there is \$3,900.00 budgeted. Kendra continued discussing the process, color, design, plants hardy in Florida.



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Marilyn asked about Florida laws that were passed, about putting in more areas that don't require as much water, and suggested possibly looking into this further to see if there are grants available.

11. Change to Garbage & Recycling Rules and Regulations

Attachment: Page 7 of Rules and Regulations; Garbage & Recycling

[attached] Mike read proposed change allowing garbage carts to be put out any time the day before pick-up and taken in any time the day of pick-up.

Action: Motion to approve by Kendra Bender, 2nd by Allison Kelly

Trustee comment

Public comment

Call for vote: approved

12. Change to Personnel Manual regarding Holiday Pay

Attachment: Page 12 of Personnel Manual; Holiday Pay:

Mike read the proposed change: "Nonexempt employees working on a District-observed holiday will be paid at the rate of time and a half for all hours actually worked on the holiday and will receive 8 hours Holiday Pay. Employees must work the scheduled work day prior to the holiday and the scheduled workday after the holiday to qualify for holiday pay."

Action: Motion to approve: by Keith Rittscher, 2nd by Kendra Bender

Trustee comment: Rod asked for clarification

Public comment: none

Call for vote: approved

13. Discussion on speeding in the park

Bud: Palm Bay won't do anything as we own the roads. Your impression of speeding is not enforceable.

Andrea Ortiz, 276 Fantasy, said when she is in her mobility chair she yells, "SLOW DOWN!"

Allison Kelly suggested using the draft form for written complaints, then if multiple complaints of the same person offending, Mike will address it.

Jean Beach, 1090 Moonlight, suggested speed bumps. Bud replied they are no help and there will be no more speed bumps.

Chuck Roan, 220 Borel, stated what's wrong, speed bumps don't really slow people down.

Another problem is no lights and dark clothing at night makes it difficult to see people. Bud added wear light clothing carry lights and walk on sidewalks or facing traffic. We can send letters to speeders.



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Molly Stone noted most streets have corners and people don't seem to expect people will be on the other side.

Anette Ragas, 409 Holiday Park Blvd., said watch out for people living on corners as they back out into the street, she was nearly hit, and don't stop in the middle of the street to chat, making people walk around you into traffic. Have workers and visitors park off street as she was almost hit walking around a vehicle when a vehicle whipped around the corner. The life you save may be yours.

14. Lawn mower cost proposals

Attachment: Mower proposals

Action: Motion to approve purchase of two Ferris mowers at
\$19,136.00 made by Keith Rittscher, 2nd by Allison Kelly

Trustee comments:

Mike Lawler: we have one mower out of commission and the other needs \$3,000 repair; these are commercial, not residential mowers; he recommends Keepem Runnin, Titusville as they are preferred by lawn maintenance for comfort and performance; he doesn't know the brand Ferris, but thinks they are good quality with the best warranty; he pointed out there is \$20,000.00 in the budget, so these two would be within budget at \$9,568.00 for each with a mulch kit for a total of \$19,136.00;

Kendra Bender: it's cheaper to buy two mowers;

Bud Getz: keep the Kubotas for parts, buy one new mower each year for five years, if we buy 2 now we might skip year 5;

Molly Stone: these two will be four new mowers purchased in less than one year;

Bud: the ones we have now are not commercial mowers; it's a better deal to buy two and keep what we have;

Marilyn Spall: we should buy them;

Keith Rittscher: questioned why the one in Titusville rather than Palm Bay and how long has this dealer been in business; workers liked them for comfort and performance;

Rod Lindsay: warranties on the two we have will expire at the same time

Public comments:

Bob Shearer, 382 Holiday Park Blvd.: two mowers are residential, get rid of Kubotas; we never use three mowers in the summertime, but if one goes down we still have three mowers, each week rotate mowers; he never heard of Ferris before, but the guys like it, life cycle is only 3-4 years;

Bruce Crabb, 442 Neighborly: in favor of buying two mowers; he noted that last summer all four mowers went down at the same time; Kubotas are not made for residential mowing, made for golf courses.

Call for vote: approved



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15. District Manager comments

PowerPoint presentation [attached]

16. Public comments

Jim Gahan, 464 Holiday Park Blvd: inaudible;
Keith Snyder, 1165 Parkview discussed cost of Spectrum and suggested we renegotiate our contract for new customer prices for the big box in lieu of the small box;
Bud Getz replied if you get the big box you pay more;
Bruce Crabb, 440- Neighborly, confirmed the minimum bid on the Wolf property is \$10,000 and he noted Jody Storozuk's employee folder is at Bud Getz's house;
Bud Getz confirmed that it is at his house;
Rheta Boyles, 1270 Joy Ct, noted the sidewalks have bad spots that some residents have tried to repair and that have pavement on top of them;
Bob Shearer, 382 Holiday Park Blvd., suggested Spectrum be contacted to see what they will do to upgrade service and put hotspots throughout the park;
Mike Lawler would like to be brought up to speed.

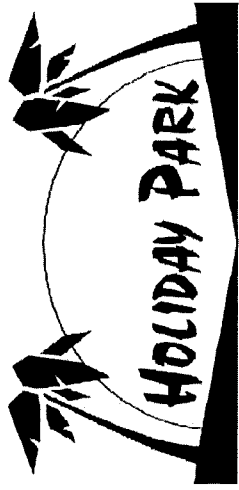
17. Trustee comments

Rod Lindsay, nothing;
Marilyn Spall, a Meet and Greet Friday, March 3, to present Mike Lawler, new District Manager;
Kendra Bender, nothing;
Keith Rittscher, thanked the crew for cleaning the park, Mike and grounds crew for cleaning up palm fronds, cleaner looks better;
Molly Stone, there are dead trees and hanging branches in the green area at the end of Greenview that Jody had promised months ago would be taken care of; she asked if all mowers are down again as the odd side of Greenview was mowed more than two weeks ago, today the even side was weed whacked, but still not mowed, when will Greenview be mowed?
Mike Lawler responded he is working with maintenance on specific areas, also rain makes it difficult. He is trying to understand their routine.

18. Adjournment: 9:14 pm, motion by Keith Rittscher, 2nd by Allison Kelly.

Respectfully Submitted,

Molly Stone, Assistant Secretary

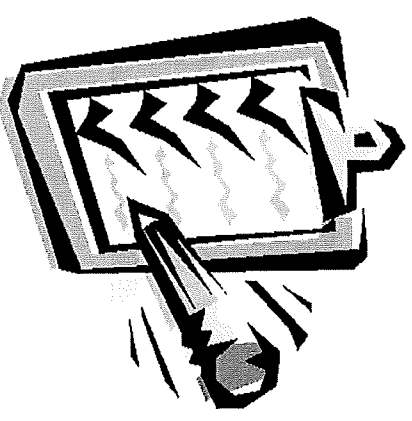


District Manager Report

Board of Trustees Meeting
Monday, February 27, 2017
Presented by: Mike Lawler

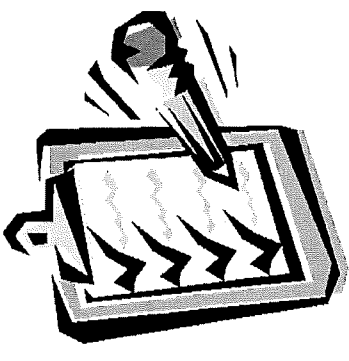
February 27, 2017

COMPLETED TASKS



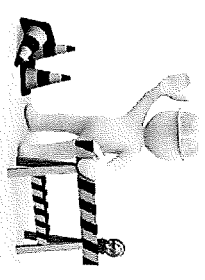
- Billiard room and card room air conditioning
 - Thermostat relocated to billiard room
 - Additional return vent installed in utility door
 - Air dampers in card room adjusted to reduce air flow
- New doors installed in the pool supply building
- Completed bid letter on the Wolfe property
 - Letter will be published March 1
 - Bid closure will be March 31
- Highest bid will go for vote at the April 10 Board Meeting
- Updated the Employee Manual
 - Full time employees that work on a holiday will receive holiday pay rather than a complimentary vacation day

COMPLETED TASKS(Cont)



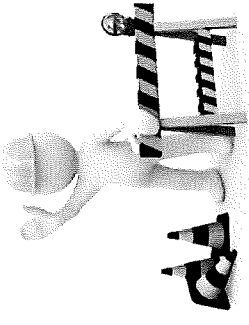
- Updated Rules and Regulations
 - Waste containers can be put out anytime the day before pick up
- Prepared cost proposal for purchase of lawn equipment
- Painted majority of the EXIT lettering on roads
- Finalized vehicle compound inventory and tagging
 - All residents on waiting list notified of vacancies
 - Currently have 6 spaces available
- Front pond light replaced
- New umbrella's have arrived and will be used going forward
- Repaired electrical issue in vehicle compound and restored lighting

Short Term (30 Day) Projects in Progress



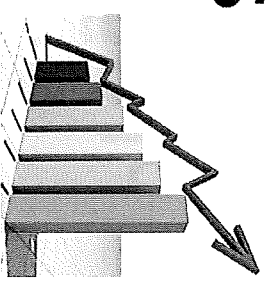
- Finalize roof work over the outside restrooms
- Have begun replacing the lights in the Recreation Hall with energy efficient bulbs due for completion week of 2/27
- Fix/replace road signs throughout the park
- Awaiting price quote of new shirts for Maintenance Team and Custodial Team
- Conduct training on the Automated Electronic Difibulator (AED)
- Work to repair the cold pool leak and reset pavers is scheduled to begin March 6 (Approx. 7-9 days to complete)

Short Term (30 Day) Projects in Progress (Cont)



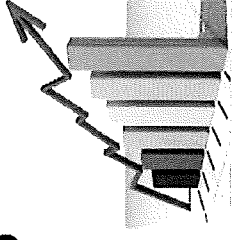
- Maintenance team is supporting the gardening initiative at the front gate and the front of the recreation hall
- Investigating the cleaning of the I-95 wall
- Replacing the Dakota Alert pressure tube that will alert security that a vehicle is exiting
- Remove pine tree seedlings and fill holes along chain link fence in the Orchard

Long Term (60-90 Day) Projects Planned or in Progress



- Received quotes to repair road and storm drain issues
 - Prepare proposal for submission to the board
- Begin work to acid wash both pools and replace pumps and heaters on both pools (Vak Paks) – April 24 (Approx. 2 weeks to complete)
- Conduct feasibility of redesigning road entrance into Holiday Park
- Pool Maintenance Certification: Jose needs recertification and Earl/Chris need to be certified – In progress
- Move fence in the compound that runs along the I-95 wall This will allow for larger spaces to accommodate motor homes
- Obtain quote for a HD security system processor and for installing a HD camera to monitor the Americana entrance

Long Term (60–90 Day) Projects Planned or in Progress (Cont)



- ▶ Obtain quotes from Alpine Tree Service
 - Remove dying trees (especially around the pond areas)
 - Remove trees around the vehicle compound to enable us to remove the fence that parallels the I-95 wall
 - Replace street light in recreation center parking lot
- ▶ Partnering with the ACC to assist with inspecting all units in park for fence, skirting and mold violations
 - Send letters to residents requesting them to correct violations

Proposed Timeline For Preparation & Approval of Board of Trustee SUMMARIZED Meeting Minutes

Board of Trustee Meeting Date: 2nd and 4th Monday of the Month

INITIAL DRAFT Summarized MEETING MINUTES

INITIAL Draft Summarized Meeting Minutes Complete and Distributed to Board of Trustees for review/updates/approval – DUE DATE: Close of business the Wednesday following the Board of Trustee Meeting

Board of Trustees Feedback on INITIAL summarized meeting minutes – DUE DATE: Close of business the Thursday following the Board of Trustee Meeting

FINAL DRAFT Summarized MEETING MINUTES

Incorporate Board of Trustee Feedback into the FINAL draft summarized meeting minutes and distribute FINAL for review/updates/approval – DUE DATE: Close of business the Friday following the Board of Trustee Meeting

Post FINAL draft summarized meeting minutes to website and distribute to Board of Trustees – DUE DATE: Close of business the Monday following the Board of Trustee Meeting

APPROVED MEETING MINUTES

Board of Trustee Meeting – Board votes to APPROVE summarized meeting minutes from previous Board of Trustee Meeting

Post Board of Trustee APPROVED summarized meeting minutes to the website and distribute – DUE

DATE: The Tuesday following the Board of Trustee meeting

NOTE: Traci is looking into the possibility of loading the recorded WAV file to the website which would make the verbatim meetings minutes available the Tuesday following the Board Meeting

February 27, 2017

LAWN MOWER COST PROPOSAL

Performance, Driveability, Comfort										
Vendor	Model	Mower Cost	Mulch Kit	Mulch Kit Cost	Total Cost	Service	Warranty	Comments		
Keepem Runnin, LLC. 4575 Capron Rd, Titusville, FL 32780 Johnathan 321-268-4024	2017 Ferris 28 HP					FULL Service - Johnathan would be a single point of contact. Most repairs can be done within 48 hrs	2 Year Mower, no hour restriction;	Brought 2 Demos. He will call me back with a price if were to buy 2 at once.		
	#1	\$9,299.00	61 MY16	\$269.00	\$9,568.00		3 year Engine, no hour restriction;	will call me back with a price if were to buy 2 at once.		
		IS2100ZBVE2 861					4 Year suspension, no hour restriction			
East Side Mowers - Palm Bay, 1316 Malabar Road SE, Palm Bay, FL 32907 Tom 321-723-9603	TORO - 5000 Series, 25 HP Kohler EFI 60"					#1 Toro Dealer in Florida. In State Manufacturer so we can get Parts quickly. Turn most repairs same day but max is 48 hrs. They have pick up and delivery	5 year Mower, 1,200 hrs; 3 year Engine, no hour restriction	Will Install the Mulcher for FREE		
	#2	\$9,415.50	Standard TORO Mulcher	\$150.00	\$9,565.50					
Palm Bay Power Equipment, 2108 Franklin Drive, Palm Bay, FL 32905 Dan/Theresa 321-725-7911	Gravely - PROTURN 260 29 HP Yamaha					Free pick up and delivery in the month of January. Same day repair if parts in stock. If parts not in stock 48 hours.	2 year mower, no hour restriction;	None		
	#3	\$10,999.00	60" Standard Gravely Mulcher	\$179.95	\$11,178.95		2 years engine, no hour restriction			

