



PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT

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

## BOARD OF TRUSTEES

### MEETING AGENDA

March 25, 2013 - 7:00 PM

Joanne Gaughan  
Chairman

Rebecca "Becky" Earnest  
1<sup>st</sup> Vice-Chairman

Philias "Phil" Matton  
2<sup>nd</sup> Vice-Chairman

Marion "Molly" Stone  
Secretary

Allison Kelly  
Assistant Secretary

Richard Kissinger  
Treasurer

Donald R. Wink  
Assistant Treasurer

Rodney "Rod" Lindsay  
Trustee

Harald Albinus  
Trustee

Cheryl Ennis  
District Manager

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 MEETING 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"

1. **Call to order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Announcements by Chairman**
6. **Approval of the District Manager's contract**
  - Trustee Comment
  - Motion to approve the District Manager's contract
  - Public Comment
  - Call for Vote
7. **Board Meeting Minutes**
  - Approval of the February 25 and March 11, 2013 Board Meeting minutes
    - Attachments: February 25 and March 11 meeting minutes
    - A) Motion to approve February 25, 2013 minutes
      - Trustee Comment
      - Call for Vote
    - B) Motion to approve March 11, 2013 minutes
      - Trustee Comment
      - Call for Vote
8. **District Manager's Report**
  - Attachment: District Managers March Report - Overview
  - Trustee Comment
  - Motion to Accept
  - Public Comment
  - Call for Vote
9. **Pool Cover – Consideration of purchasing a new pool cover and winder system,**
  - Attachment: Quote from CES
  - Trustee Comments
  - Motion to Approve Purchase
  - Public Comment
  - Call for Vote

**10. Fountain Repair/Replacement**

Attachment: Quotes from - The Lake Doctors Inc. and Lake Fountains & Aeration, Inc.  
Trustee Comments  
Motion to Approve Purchase  
Public Comment  
Call for Vote

**11. Laundry Equipment – Type of Washer/Dryer – Front and/or Top Load**

Attachment: Quotes from Laundry Pro  
Trustee Comments  
Motion to Approve Purchase  
Public Comment  
Call for Vote

**12. Reschedule meeting of May 27<sup>th</sup> Memorial Day.**

Trustee Comments  
Motion to change date or cancel  
Public Comment  
Call for vote

**13. Discussion on items to be included in the 2013 – 2014 Budget**

**14. Trustee Reports**

**15. Public Comment\***

**16. Trustees remarks**

**17. Adjournment**



PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEE – REGULAR MEETING  
MARCH 11, 2013 - 7:00 PM

1. Call to order

By: Joanne Gaughan, Chairman, at 7:00 P.M.

2. Invocation

By: Becky Earnest

3. Pledge of Allegiance

Led by: Joanne Gaughan, Chairman

4. Roll Call

By: Allison Kelly, Assistant Secretary: Joanne Gaughan, Chairman, Rebecca "Becky" Earnest, 1<sup>st</sup> Vice Chairman, Phillias "Phil" Matton, 2<sup>nd</sup> Vice Chairman, Allison Kelly, Assistant Secretary, Richard Kissinger, Treasurer, Donald Wink, Assistant Treasurer, Rodney "Rod" Lindsay, Trustee, and Harald Albinus, Trustee, all acknowledged their presence. Cheryl Ennis, Acting District Manager was present with Sharon Johnson recording.

5. Announcements by Chairman

Joanne Gaughan thanked Becky for attending the meeting after having surgery the previous Friday. She said she appreciated her coming but said if she needs to leave, she was welcome to excuse herself at anytime.

Joanne Gaughan said that if anyone at any time has something to relate to the Board, whether it is in writing, in the form of pictures, by email, or by telephone, she welcomes it, but said she will not accept anything that does not have a name attached to it. She said that if it does not have a name it does not exist. She said if anyone has an issue to "bring it on" and the Board will address it at a meeting.

6. Board of Trustees Vacancy – Appointment of Successor Trustee

Appointment to fill vacant Group 1 Trustee position was presented by the Board. Becky Earnest made a "motion to nominate Molly Stone". Richard Kissinger seconded the motion. With no other nominations, comments or recommendations by the Board or public a vote was called. Motion carried.

Marion "Molly" Stone was administered the Oath of Office and took her seat at the dais.

A Nomination to fill the office of Secretary was made. Allison Kelly made a motion to "nominate Molly Stone". Becky Earnest seconded the motion. Molly Stone accepted the nomination. With no other nominations or comments by the Trustees or public, a vote was called. Motion carried.

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approval by the  
Board of Trustees**

## **7. Treasurer's Report**

Richard Kissinger presented the financial report for the month of January 2013 to the Board. With no comments by the Board or public, Allison Kelly made a "motion to accept the Treasurers report". Phil Matton seconded the motion. A vote was called. Motion carried.

## **8. Proposed Contract for New District Manager**

Joanne Gaughan discussed the contract for the new Manager saying the contract for new District Manager should include salary, benefits and probationary period as well as permission for the Chairman to negotiate the contract. Joanne Gaughan said she would like to change it to say the Treasurer to negotiate the contract. Richard Kissinger advised that he is quite experienced with negotiating contracts.

Joanne Gaughan began with asking Allison Kelly her opinion. Allison Kelly said she would like to see the contract drawn up as a legal document, have the District Manager's salary included as well as signing the disciplinary policy with the probationary period not to exceed 90 days. She felt that this needed to get moving as soon as possible. Richard Kissinger gave his opinion next saying the guidelines for salary was \$45,000 thru \$50,000 plus health insurance which was voted on and passed by the board at a prior meeting. Joanne Gaughan discussed the vacation and holidays off. Richard Kissinger said that all of that is included in the salary. Allison Kelly said that standard is two weeks after the 1<sup>st</sup> year and accrued benefits. Rod Lindsay asked Allison Kelly if she knew what is in effect at the moment in the office. Allison stated that it is all calculated on a mathematical formula.

Ms. Gaughan, reviewed the contract before the board saying the salary to be negotiated between \$45,000 - \$50,000, signing of a disciplinary policy which is going to be implemented, 90 day probationary period, health insurance which is standard with 10% contributory, and two weeks of vacation after the first year with sick leave to be calculated using the appropriate mathematical formula. Joanne Gaughan asked for a motion to approve. Harald Albinus made a motion to approve. Becky Earnest seconded the motion. A vote was called. Motion carried. Joanne Gaughan added that the Treasurer will negotiate with the new District Manager when they are selected, another vote was called and motion carried.

Joanne Gaughan asked if there were any public comment. There were no public comments.

## **9. Presentation of candidates for District Manager position.**

Joanne Gaughan said there are two candidates for District Manager and each will be asked to give a short background. She said that there are so many questions that are limited that only the Trustees will be asking the questions.

Joanne Gaughan then explained how the process started saying that there was an advertisement placed in the paper and on the District website and the District received over 300 applicants. The Board dwindled those down to 14 and from the 14 we asked five to come in and interview. Only one came in. She said the vote made by the Trustees would be one in the best interest of the park. Allison Kelly asked for a correction as there were six candidates and two interviewed.

Both candidates were then brought in individually, asked to give a short background before then being asked questions by the Board.

Mr. Kissinger presented information to the Board and audience, on an overhead, which showed the salaries and savings.

Mr. Wink asked if the first candidate is aware of the salary the Board was going to offer. He was concerned about what would happen if we vote a person in and the decided not to accept the salary offered.

Mr. Lindsay asked what would happen to the current employees if an outsider were chosen for the job.

Harald Albinus thought that a full time person is needed not a part time person. Harald Albinus, also stated that both candidates were aware of the salary being offered.

Ms. Gaughan asked for a motion to select a District Manager from either of the two candidates we heard this evening. Allison Kelly "made motion that we select from one of the two candidates that were heard from today and nominate Cheryl Ennis". Rod Lindsay seconded the motion. Joanne Gaughan asked for the Trustees to discuss the nomination.

Allison Kelly comment to the community saying that she has worked in the employment industry for 22 years and when an individual comes to apply for a position she looks at the following: work history, salary, and references. She said for her "red flags" are when the individual moves jobs every two years with the same excuse "for a better opportunity" and when someone wants to take a drastic pay cut.

Harald Albinus said he knows what Allison is talking about saying he was in the labor force for a long time and whenever he could find a better job he would take it but thinks the Board needs to go by experience. OJT is one thing, actually having the experience and dealing with the public is another.

Donald Wink said that it is not easy for any of the Board members having had many people coming to us and telling us their thoughts on which candidate we should and should not vote in favor of. I see in Cheryl the knowledge of the Park, computer skills, grants (only one so far), but the knowledge she has on how to write a grant, and salary savings. He said she is a hard worker who does have some issues but has the knowledge on how to run a Park, which the other person does not have.

The Chairman then asked for Public Comment

Bruce Crabb, 442 Neighborly, said in his opinion the figures on Richard Kissinger's chart were incorrect. He said that he was unhappy with the way the budget was pushed thru last year. He does not feel that there should be three people in the office. Richard Kissinger explained that only during the peak season should they hire a part time person for the overflow.

Robert Shearer, 382 Holiday Park, compared both applicants and feels that Richard Kissinger's figures are also not correct. He said he feels that he was treated unfairly when trying to donate his time on a project at the gate that was drawn up by him.

John Bonasera, 370 Holiday Park, thinks that we are looking at the best Manager the Park is going to find and does not feel that there is a problem with Mr. Kissinger's figures. He said he thinks that the Park would take a big chance hiring from the outside.

Ron Jacobs, 298 Holiday Park, said that has dealt with Cheryl three times and all three times she was right and that she goes by the rules of this Park. He said the girls have to deal with many different people in the Park and said he thinks that she would be a great manager.

Gloria Walsh, 403 Holiday Park, said she agreed with Richard Kissinger's figures and thinks that the girls in the office were doing all the work before when we had a Manager and they now say they can do the job and on occasion might need temporary help. She said she has been in the Recreation Hall on several occasions where she has heard some of the remarks made to the girls in the office that are uncalled for. She said she feels that we should give Cheryl the opportunity.

Marsha Pierce, 1144 Center, said it seems to be running on a personality conflict and it is going to be a challenge for anyone in the office and said we have to live with the decision made.

Keith Rittscher, 391 Holiday Park, has worked with Cheryl, she does everything fine – education does not always mean as much as integrity. Know many people who run business and have not completed college. Bill Gates only had two years of college. Give me someone that can do the work.

Valarie Stohl, 316 Holiday Park, knows that everyone is interested in saving money and said it should not be the deciding factor. She said the Park is definitely going to need to have two girls in the office and added that people need to be treated with respect.

Joanne Gaughan said that having heard from the Trustees as well as the public it is now time to call for a vote for Cheryl Ennis to become District Manager. A vote was called on the motion made by Allison Kelly where she nominated Cheryl Ennis. Seven Trustees voted in favor, one opposed, one abstained from voting. Motion carried, Cheryl Ennis is now our new District Manager. Joanne Gaughan said as previously discussed and voted on, Richard Kissinger will negotiate a formal contract with Cheryl Ennis, which will be reviewed by our lawyer.

#### **10. District Report - Report on current District projects follow-up on Security issues.**

Cheryl Ennis discussed the results of Melbourne Tillman Water Control District Board Meeting saying that they had denied our request and said they did not want to set a precedent. The Melbourne Tillman engineer and supervisor came to Holiday Park to look at the site and recommended putting in a culvert and fill then fence across. The cost for this project is approximately \$40,000. The variance for installing a new 7' tall fence and gate at Americana was submitted to the Palm Bay building department. Meetings will be April 3, and April 18, both at 7PM. Both Palm Shores Paving and Ranger Construction were called to give estimates for sealing and paving. Rod Lindsay discussed the price estimates for paving saying that an estimate for \$322,566 was given for repairing the courts. Costs for sealing the roads had not been received at the time of the meeting however, two contractors had said that sealing the roads would be for cosmetic purposes and would not extend the life of the roads. They did recommend sealing the parking lots because of oil and coolant, which will deteriorate the asphalt. Costs for washers and dryers discussed and a decision on types of washers needs to be

determined. There is a 10-day lead-time for delivery. Pricing for installing the electrical for the washers was also received and will need to be coordinated with the equipment rental contract which expires May 1. Rod Lindsay discussed the recycling of old equipment, fence, and other steel at the compound saying a dumpster was brought in for that purpose. He asked residents not to throw items in the dumpster. Rod also discussed having a company drop off barrels for recycling oil and oil filters. The contract has been received and is being reviewed.

## **11. Trustee Reports**

Allison Kelly said she has been reviewing and updating the job descriptions, which will be reviewed by each Board member starting with Harald Albinus. She said at the next Workshop meeting the Board would be approving them. She said she has also has developed a disciplinary plan for every employee, and hold employees to their job descriptions and will be reviewed every year where the Manager will then bring them before the Board for review where they will be rated every year. The Board members who have responsibility for a group like Maintenance and Security, will sit and talk with them to make sure they understand the job descriptions and disciplinary process. Allison Kelly said she would like to have maintenance wear a colored work shirt (money in the budget for this) and that they need to have bright colored shirts where that way the residents can identify employees and said if they find that employees are not doing their job they can then go to the office. Allison Kelly said the next thing she is developing is a new By-Laws and Ordinances committee to make it easy to understand the rules of the Park she said that there would be a directory so everybody will know what they can and cannot do.

Becky Earnest has been working with a couple of residents in the park regarding the Gazebo and said we can't take it down to replace. Our lawyer said that we do not own the land and we need to find out who put it up before it could be removed. Barbara Kirsch was asked if she knew who put the Gazebo up. Becky Earnest said the Park will be looking at options. Cheryl explained that we need to find out who originally put the Gazebo up. Ms. Gaughan then explained that we have sent certified letters to the owner (as we do not own that property) and letters were returned. Bruce Crabb stated that HG Trust owns the land. The office has found out that they do not own this land. It was asked if there is anything that we can do thru the lawyer regarding emanate domain, we aren't getting any assessment on the land. Also on the roads, the budget committee recommended that we take \$200,000 out of reserve funds and was approved by the board. Mr. Crabb recommends the roads get done as soon as possible saying costs are going up 20% a year plus. He said that if we had borrowed \$1,000,000 and done the entire park in one shot, we would have saved \$400,000.

Joanne Gaughan said that at the next meeting she wants to go over the budget.

Phil Matton said he has concerns with the Grounds Crew and their work habits and said in the very near future we need to do something.

Donald Wink, had a gathering regarding beautification of the park where 13 people attended. He said he will give an update at the workshop meeting. He said Jean Beach was working on benches and Ginny Getz with FPL on the light pole at the entrance.

## **12. Public Comment**

John LaLima, 1055 Sunflower, said two years ago the Board voted in an extra \$10.00 a month, which came out to \$70,000 a year to replace the roof on the clubhouse, the following year it was still left in the budget, he said he would like to know where the \$70,000 last year and the \$70,000 this year is. He felt that with that it should give us \$140,000 to get this park back up to par. As a member of the ACC

he invited everyone to come to the meeting where he said he would explain the purpose of the ACC and as to what we do and why the ACC was formed.

Roger Frenette, 1007 Moonlight, said he was concerned about the washer and dryers and would like to see new one come in that are energy efficient and asked if we were going to make enough money to pay for the new machines. Ms. Gaughan explained that having washer and dryers are a service to the residents.

Howard Sprague, 126 Holiday Park Blvd, said he hopes that we will have someone oversee the road project, unlike the last time. He said he would like to have our parking lots sealed. Cheryl Ennis had asked several contractors for estimates.

Roger Frenette, 1007 Moonlight, said that a crew came in when the drainage ditches were done and broke sidewalks and asked if there was a way to identify when damage is done while they are doing the roads.

Allison Kelly said that with the contractor, we should identify trouble spots before hand and then they would be responsible for anything after.

Mary DePrete, 1041 Laurel, asked about the fountain and said it has not been working for 3 weeks. She said she was afraid of the fish dying.

### **13. Trustees remarks**

Rod Lindsay said he thinks that instead of complaining people should come in with suggestions or ideas as to how we can make the Park better. He said to come and tell us and lets see if we can make it better.

Phil Matton said he was glad everyone came and said it does make a big difference.

Donald Wink said that tape was put across the Gazebo, as it is unsafe.

Richard Kissinger thanks everyone for coming.

Allison Kelly said that the Board does take everything said to heart and asked resident to give the Board a little time and that they are trying to make a difference for everyone.

Harald Albinus said, as for the gentlemen who said he is going to take pictures of the grounds crew, it is a good idea as it is hard and unfair to go by hearsay.

Joanne Gaughan said she can't say enough about this Board, all the time they are putting in and how hard they are working.

### **14. Adjournment**

Becky Earnest made a motion to adjourn, A vote was called, motion carried. The meeting adjourned at 9:25pm.



PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEE – WORKSHOP MEETING  
FEBRUARY 25, 2013 - 7:00 PM

1. Call to order

By: Joanne Gaughan, Chairman, at 7:00 P.M.

2. Invocation

By: Becky Earnest

3. Pledge of Allegiance

Led by: Joanne Gaughan, Chairman

4. Roll Call

By: Allison Kelly, Assistant Secretary: Joanne Gaughan, Chairman, Rebecca "Becky" Earnest, 1<sup>st</sup> Vice Chairman, Philias "Phil" Matton, 2<sup>nd</sup> Vice Chairman, Allison Kelly, Assistant Secretary, Richard Kissinger, Treasurer, Donald Wink, Assistant Treasurer, Rodney "Rod" Lindsay, Trustee, and Harald Albinus, Trustee, all acknowledged their presence. Cheryl Ennis, Acting Manager was present with Sharon Johnson recording.

5. Board Meeting Minutes

Minutes from the Regular Board meeting of February 11, 2013 were presented to the Board for Approval. Becky Earnest made "a motion to approve the February 11, 2013 minutes with corrections". The motion was seconded by Harald Albinus. Corrections were noted. A vote was called on the motion. Motion carried.

6. Presentations Security Recommendations:

Kevin Smith, with ndt Artemis, presented his proposals for cameras at the American gate, entrance gate and the Tillman canal. Both Trustees and residents asked questions. Kevin Smith discussed the challenges with there being no access to power in the area and the need to enclose and protect the equipment from weather.

The representative with DSI did not make the meeting. The Board will take the recommendations under advisement.

Officer Melissa Rogers, from the Palm Bay Police Department, stopped by and gave several suggestions on protecting property. She said that owner's need to take responsibility for their own property adding that camera's and alarm systems are great crime deterrents', but nothing is fool proof.

Cheryl Ennis reviewed the security opinions proposed at the previous Workshop Meeting of February 11, 2013. Both Trustees and residents asked questions regarding the different opinions between the fencing and guardrails at Americana Gate. Harald Albinus made "a motion to approve the 7 ft sliding gate and fence at Americana. Donald Wink amended the motion to add posts 4 ft on center

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approval by the  
Board of Trustees**

cemented into the ground. Allison Kelly seconded the motion. A variance will be applied for from the City of Palm Bay for a 7 ft fence. A vote was called. Motion carried.

**7. Presentation by Theresa Grimes a resident and local real estate agent.**

Joanne Gaughan said she had asked Mr. & Mrs. Beach survey the park as to how many home are for sale and how many empty lots there are – they found 13 empty lots and 49 homes in the park for sale. Ms. Gaughan asked Ms. Grimes to come to the meeting and share some ideas on how to how better the park. Ms. Grimes suggested Holiday Park offer an “Incentive Program” to encourage people to buy homes or bring in new homes to be placed on a vacant lot. Mobile World is willing to bring in a model homes for people to see. Ms. Grimes said that existing homes are selling for less than the cost of purchasing a new home and added that homes in the Park are now selling for what the price of a lot used to be.

**8. District Manager Recruitment - Results of the interviews for District Manager**

The Board of Trustees interviewed two candidates today. Evaluation sheets were filled out individually and results given to the Chairman. (Cheryl Ennis had previously requested that she be excused during the discussion) Ms. Gaughan announced that the Board was split and suggested that the two candidates be brought back to meet with the residents and Board members at the next scheduled meeting before the Board of Trustees made a discussion. Mr. Kissinger stated that he did not vote and wanted to explain to the people what he found. One candidate wanted \$65,000 plus benefits, the other candidate wanted \$45,000 plus benefits. Mr. Kissinger thinks that the Trustees should vote in front of the public. Joanne Gaughan polled the Trustees to discuss the findings of each candidate with the public. Allison Kelly said she spoke with both candidates and her main concern was having someone that has the same views as the residents, someone that is not looking for a pat on the back and one who will take direction from the staff. Her discussion is based on dollar amount, longevity and solutions within the Park. Rod Lindsay said he looked at salary and long term improvements in the park. Harald Albinus stated that he was looking at qualification and someone’s hand he would not have to hold. Phil Matton said both candidates are qualified but would like to see on hired on a 6-month trial period. Becky Earnest questions both candidates about long-range planning, background, and money and felt that one candidate was better than the other was. Donald Wink said both candidates spoke well, had good presentation, and said one candidate knew the park the other did not. Richard Kissinger said he already made his statement. Allison Kelly then added that one of the candidates seems to leave every 1 - 2 years for a better opportunity, which is a red flag. Joanne Gaughan said that she also interviewed both candidates, both equally qualified, she asked both candidates if they would love their job, that was important to her, it is going to be a tough discussion, and both candidates will be invited back to the next meeting.

**9. Trustee Reports**

Allison Kelly said she is rewriting the Job Description for all employees, which will be given to all Board Members for review. She said each worker will be given their job description to sign and it will go into their file. She also said she is working on a disciplinary program that will be put into place, and is working on a Master Regulation, which will be on file in the office for all employees to look at. Allison Kelly said she is also putting together a committee for the Dead Restrictions and Ordinances to write them so that they will be easily understood.

Rod Lindsay, is working on the Maintenance Compound and the Roads, also working with the office they have a couple of contractors who have estimates and some ideas. He said he should have more

information at the next meeting and added he is also working on new fencing around the compound area.

Phil Matton asked to be removed from the ACC due to conflict. He will oversee the grounds and will be taking up issues with the office regarding mowing.

Becky Earnest, was appointed as Phil Matton's replacement as liaison for the ACC Board. She is also the HPPOA liaison.

Donald Wink did a presentation and discussed issues to be addressed about beautification including the gazebo, entrance into the park and light pole at the entrance, along with the Rec Hall. Anyone with recommendations should call. Donald Wink said the Park needs a three-year plan and funds. He said he is also working on the lot coming into the park and the concrete patio, which is an eyesore. Donald made a suggestion to replace the fencing around the canals. He already has a group of volunteers in place saying Mrs. Beach for benches, Mrs. Getz, for a walking path/bike path. He felt the ducks need to be removed from around the gatehouse.

#### **10. Public Comment\***

Bob Shearer, 382 Holiday Park, presented a design, which he submitted to the board for review, which provided a better and safer work environment for gate staff. Mr. Shearer stated that we are very blessed that no one has been hit by a car. Mr. Shearer is willing to speak with someone about his idea and said we need to address how we look at the front gate.

Keith Rittscher, 391 Holiday Park, said he would like to have a List of the new committees.

Joanne Gaughan stated that she would post a listing of the committees and the Board Members.

Donna Matton, 265 Holiday Park, said Officer Rogers and Sheriff Ivey will be coming in on Tuesday, March 19<sup>th</sup> 6:30 – 7:30 PM to give a talk on Identity Theft.

Howard Sprague, 126 Holiday Park Blvd, said if a fence were built 15 ft high, there would be people who still jump it. He said he has gone to another park with problems and they hired 2 people to drive around in carts from 10 PM to 5 AM and suggested that we try this for a month or so. He also questioned spending a lot of money on cameras saying that maybe we should try this first and said he feels people in the park would volunteer if they were asked.

#### **11. Trustees remarks and announcements**

Rod Lindsay – we had an open discussion tonight and glad we heard what people are thinking.

Phil Matton – am disappointed as to who was going to be the new District Manager – will have to wait another 2 weeks, and it will be up to the Trustees to decide as to who that will be.

Donald Wink – the Meeting went well, glad we are doing something about security.

Allison Kelly – welcomes help from anyone who would like to volunteer. Is trying to make the park a better place and build camaraderie.

Becky Earnest – great turn out and hopes it continues

Joanne Gaughan reminded everyone of the opening on the Board saying she would love to make it a full board of nine people again; we could really use a full-time resident. Joanne Gaughan said the opening is from the resignation of Maryann Palmer whose term will expire in January 2014. Please let us know if you would like to become a Member of the Board. In addition, we have another opening on the ACC Board – Kay Vaughn has resigned due to health issues. Leanne Johnson volunteered but is not a full time resident but would be happy to become a member of the ACC as an alternate.

## **12. Adjournment**

Joanne Gaughan made a motion to adjourn and Becky Earnest seconded the motion. Meeting adjourned at 9:25pm.



# PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

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## Manager's Report – March

1. **Pool Cover** – The pool cover is in poor condition as is the winding system. It is ripped from the reinforced side seams and in two places on the left half. The bearings in the winder and wheels need repair and replacement. CES has given us a quote to replace the covers and winder. CES will take the roller off our existing winder, refurbish it, and install it on a new base that includes an additional roller.
2. **Refrigerator for Grounds Department** – We are looking for a new refrigerator for the grounds compound. If someone has a refrigerator to donate it would be appreciated if not, we will be looking to buy a used one.
3. **Mowers** – Two of the mowers currently in use were purchased in 2006 and 2007. Robinson Equipment has giving us pricing on two new mowers minus the decks. I talked to Robinson about the existing mowers, one is shutting off randomly, and the other has a leak in the transmission. The quote contains a \$2400.00 credit that they will give us for taking back the old mowers.
4. **Installation of Barrier Between Parking Areas** – Recently we had a resident fall while walking through the parking area tripping over a wheel stop. The grounds staff installed posts and a chain to encourage residents to walk around the parking areas instead of through them.
5. **Sign Repair** – The grounds crew pulled out the overgrown bushes and plants at the entrance to the Recreation center to repair the sign. New pressure treated posts were added and the sign re-installed.
6. **Deed Restriction Notices** – The office is continuing with deed restriction violation notices. We are nearing the point where we will be placing liens on properties. (9 Properties) where we have cleaned them up, pressure washed, and/or removed vegetation.
7. **Hi-speed buffer** – Last year we requested the purchase of a high-speed buffer/burnisher so that the staff could polish the floors between activities. I have requested pricing and should have that at the next meeting for consideration in the budget.
8. **Grounds Compound** – Grounds crew completed filling up the metal recycle container and Fletcher hauling has removed and brought the scrap to the recycling. Fletcher has received a check for \$408.00; \$155.00 is for the dumpster and they are sending us a check for \$253.00. We also recycled most of the old stop signs and received a check for \$79.00.

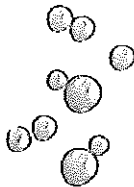
FCC Environmental dropped of three containers for oil and filter, which we will be recycling. FCC also provides storm drain cleaning. I have asked them for a quote for cleaning the three drains that need flushing.

9. **Insert in Happenings** – The April Happenings will contain a “Census Form” for residents to fill out. If we can get everyone to fill it out and send it in or drop it off, we can be sure our files are updated with phone numbers and contact information.

**10. Debris Monitoring and Debris Removal and Disaster Recovery Services Contracts**

I have contacted the three companies that we had contracts with for 2012 Debris Monitoring Service and Debris Removal and Disaster Recovery. All three have agreed to renew their contracts with us. The office will be preparing the Resolutions to be approved and signed at the next meeting.

11. **Roads** – I have received the original bid documents that Holiday Park paid the engineer to prepare. Request for quotes will be submitted and we should have bids for the project by the end of April.



## ESTIMATE

Port Malabar Holiday Park Mobile Home Park Recreation District  
T-Star Thermal Blanket - Standard

Order # 45680  
Date 01/08/13  
Consultant House Account  
WQA Corinna Kahant  
Fax # (561) 746-5898  
Billing Terms Credit Card

### Proposed To

Cheryl Ennis  
Port Malabar Holiday Park Mobile Home Park Recreation District  
215 Holiday Park Boulevard NE  
Palm Bay, FL 32907-2196

### Ship To

Port Malabar Holiday Park Mobile Home Park Recreation District  
215 Holiday Park Boulevard NE  
Palm Bay, FL 32907-2196

Phone: (321) 724-2240 Fax: (321) 724-8166  
Courier Service  
ESTES LTL

### Order Description

T-Star Thermal Blanket Packages includes a T-Star Energy Saver 12/10 Closed Cell UV Resistant Pool Blanket with Ciba-Geigy's UV Inhibitor, C-3 Wind Edging, and plate-reinforced corner construction; a T-Star Stainless Steel Winder and SunGuard Pool Cover Protector; CES provided set-up and training; guaranteed on-site factory measurement/Fit; and on-site warranty administration with local technical support.

### Order Items

Code	Description	Quantity	Unit Price	Item Total
<b>FF T-Star Blanket</b>	<b>T-Star Thermal Blanket Package</b>	1	0.00	0.00
FE ES/STD	Energy Saver 12x10 Closed Cell UV Resistant P	1	2,869.00	2,869.00
Energy Saver 12x10 Closed Cell UV Resistant Pool Blanket Includes Ciba-Geigy's UV Inhibitor, C-3 Wind Edging, and plate-reinforced corner construction. Custom manufactured in sections to pool dimensions, based on approved dimensional drawings.				
FE RCS	Reinforced Cutout Section	8	73.79	590.32
2 ladders, 2 handrails, 4 rounded corners				
FF T21-16	Stainless Steel Winder, One Reel, 16' Wide	1	4,517.37	4,517.37
Frames will be prepared to accept reel from existing winder to make this a two reel winder. Reels will be about waist high and two will make winding easier. Parts are available for existing reel such as bearings, pillow blocks, and rivets.				
FG SG-5X16	SunGuard Pool Cover Protector, 5'x16	1	87.23	87.23
SunGuard Pool Cover Protector, 5'x16 For T21-16 Storage Reels				
<b>ZZ Service</b>	<b>Standard Service</b>	1	200.00	200.00
Pool Cover Template Measurement if Required				





## ESTIMATE

Port Malabar Holiday Park Mobile Home Park Recreation District  
T-Star Thermal Blanket - Standard

Order # 45680  
Date 01/08/13  
Consultant House Account  
WQA Corinna Kahant  
Fax # (561) 746-5898  
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### Proposed To

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### Additional Information

T-Star Standard Energy Saver Blankets are covered by a 3 year Manufacturer's Warranty. T-Star XER Energy Saver Blankets are covered by a 6 year Manufacturer's Warranty.

T-Star Spa Covers are covered by a 1 year Manufacturer's Warranty.

The warranty does not cover wear and tear or damage due to misuse or chemical action. The warranty is null and void if product not protected from direct UV exposure.

T-Star Storage Winders are covered by a Lifetime Structural Warranty. The warranty does not cover normal wear and tear.

CES will match any price on same products and services

Final Measurements may vary slightly from square footage on Proposal. Invoice will reflect actual square footage.

Manufacturer requires a review of operating and safety procedures at installation. A CES representative must be present to review Energy Saver installations. This review must be completed within 72 hours or all manufacturer warranties shall be deemed void. A Sample of the required installation paperwork has been attached for your review.

State law requires a locking enclosure around the perimeter of the pool if a thermal blanket is used.

Lead time approximately 6-8 weeks from time of order completion.

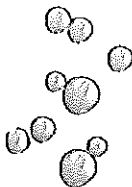
Order not considered complete until 50% deposit or PO # received.

**50% Deposit: \$4867.78**

Subtotal	8,263.92
Adjustment	0.00
Total	8,263.92
Shipping	950.50
Tax	540.85
Grand Total	9,755.27
Payments	0.00
Payment Due	0.00



Commercial Energy Specialists • 860 Jupiter Park Drive • Jupiter, FL 33458 • PH 800-940-1557 • F 561-746-5898 • [www.CESWaterQuality.com](http://www.CESWaterQuality.com)



## ESTIMATE

Port Malabar Holiday Park Mobile Home Park Recreation District  
*T-Star Thermal Blanket - Standard*

Order #	45680
Date	01/08/13
Consultant	House Account
WQA	Corinna Kahant
Fax #	(561) 746-5898
Billing Terms	Credit Card

### Proposed To

Cheryl Ennis  
Port Malabar Holiday Park Mobile Home Park Recreation District  
215 Holiday Park Boulevard NE  
Palm Bay, FL 32907-2196

### Ship To

Port Malabar Holiday Park Mobile Home Park Recreation District  
215 Holiday Park Boulevard NE  
Palm Bay, FL 32907-2196

Phone: (321) 724-2240 Fax: (321) 724-8166  
Courier Service  
ESTES LTL

Signature

Date

We are pleased to submit the above quotation for your consideration.

1. This estimate is valid for 30 days from the above date after which the estimate may be subject to change.
  2. Freight charges are estimates only and the actual may be different at time of shipping.
  3. You may incur restocking fees if you choose to return any items included in this package to CES. Restocking fees vary per manufacturer.
  4. Any changes to this order must be made in writing to CES.
  5. Your signature above is considered your acceptance of this proposal and is subject to all terms and conditions of your credit arrangement with CES.
- THANK YOU!





Corporate Offices  
5323 State Rd. 419  
Winter Springs, FL 32708  
(407) 327-1000  
T-800-666-LAKE  
FAX (407) 327-9538  
www.lakedoctors.com

## SERVICE ORDER

ACCOUNT/SITE Port Malabar Holiday Park		ACCOUNT #709727		
BILLING NAME		DATE 3-14-2013		
BILLING ADDRESS		COUNTY #		
CONTACT Sharon		PHONE #321-724-2240		
EMAIL ADDRESS		Email Invoice: Y <input type="checkbox"/> N <input type="checkbox"/>		
PO#	MANUFACTURER: AQM <input type="checkbox"/> AES <input type="checkbox"/> KAS <input checked="" type="checkbox"/>	LF <input type="checkbox"/> OA <input type="checkbox"/> OTT <input type="checkbox"/>		
SERVICE REQUEST fountain tripping gfi				
NOTES water in unit mechanical seal failed due to excessive wear on shaft				
to replace power unit 2 year warrenty				
QTY	UNIT	DESCRIPTION	PRICE	EXTENDED
1		3400 240v power unit		749.00
MATERIALS TOTAL				749.00
SERVICE CALL				170.00
6.0 % STATE SALES TAX				55.14
FREIGHT				40.00
TOTAL				1,014.14

SERVICED BY:  
DMS

SERVICE DATE:

The terms and conditions appearing on the reverse side form an integral part of this Service Order, and  
CUSTOMER hereby acknowledges that he/she has read and is familiar with the contents thereof.  
Pricing is valid thirty (30) days from date of quotation.

WORK AUTHORIZED BY:

Customer Signature

Date

Ft Lauderdale    Ft. Myers    Jacksonville    Largo    Navarre    Ohio    Sarasota    South Carolina  
(954) 565-7488    (239) 693-2270    (904) 262-5500    (727) 544-7644    (850) 939-5787    (937) 433-2942    (941) 377-0658    (843) 873-1911

Office Use Only: Emailed ☐ Faxed ☐ Date: \_\_\_\_\_



Corporate Offices  
3825 State Rd. 419  
Winter Springs, FL 32788  
(407) 327-1000  
1-800-666-LAKE  
FAX (407) 327-7930  
www.lakedoctors.com

## SERVICE ORDER

ACCOUNT/SITE Port Malabar Holiday Park		ACCOUNT #711974		
BILLING NAME		DATE		
BILLING ADDRESS		COUNTY #brevard		
CONTACT		PHONE #		
EMAIL ADDRESS		Email Invoice: Y <input type="checkbox"/> N <input type="checkbox"/>		
PO#	MANUFACTURER: AQM <input type="checkbox"/> AES <input type="checkbox"/> KAS <input checked="" type="checkbox"/> LF <input type="checkbox"/> OA <input type="checkbox"/> OTT <input type="checkbox"/>			
SERVICE REQUEST		CONVERT 3400j TO 4400 vx		
NOTES this would change spray pattern to round pattern 8 to 10 ft high and 20 ft wide				
QTY	UNIT	DESCRIPTION	PRICE	EXTENDED
1		VX conversion tube& hardware		119.16
1		MVX prop		75.93
1		4400 disk		41.05
1		bolt & washer		5.54
1		4400A power unit 240v		1,130.00
MATERIALS TOTAL				1,371.68
SERVICE CALL				170.00
6.0 % STATE SALES TAX				92.50
FREIGHT				40.00
TOTAL				1,674.18

SERVICED BY:  
DMS

SERVICE DATE:

The terms and conditions appearing on the reverse side form an integral part of this Service Order, and  
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Pricing is valid thirty (30) days from date of quotation.

WORK AUTHORIZED BY:

Customer Signature

Date

Ft Lauderdale (954) 565-7488 Ft. Myers (239) 693-2270 Jacksonville (904) 262-5500 Largo (727) 544-7644 Navarre (850) 939-5787 Ohio (937) 433-2942 Sarasota (941) 377-0858 South Carolina (843) 873-1911

Office Use Only: Emailed ☐ Faxed ☐ Date: \_\_\_\_\_

2 yr  
Lebor  
+ parts  
300 gal/min  
10' x 10' ACROSS  
1191 pkg  
41 kg

# Order Number B28066

Order Date 03/14/13 Bid Expiration Date (None)

## LAKE FOUNTAINS & AERATION, INC.

1305 Central Park Drive  
Sanford, FL 32771 USA

Telephone: 407/324-1515

### Bill To:

PORT MALABAR HOLIDAY PARK  
215 HOLIDAY PARK BOULEVARD  
PALM BAY, 32807

### Ship To:

PORT MALABAR HOLIDAY PARK  
215 HOLIDAY PARK BOULEVARD  
CHERYL  
PALM BAY, 32807  
321/724-2240

### THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
052013	OUR TRUCK	SANFORD, FL	50% Deposit, 50% COD		WS	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Required Date	Unit Price	Extended Price
	Back Ordered	Item Description (Customer Part No.)			Discount % Tax	
1	0	LF10003TP 1HP,230V, 1PH 3-TIER FLOATING FOUNTAIN PACKAGE W/ CONTROLS	EA	03/14/13	3595.00 25.000 N	2696.25
150	0	12-3 12-3 SEOWA CABLE INCLUDED WITH FOUNTAIN	FT	03/14/13	0.00 N	0.00
1	0	LKO 2X200 WATT LIGHT KIT PACKAGE	EA	03/14/13	1295.00 25.000 N	971.25
150	0	14-3 14-3 SEOWA CABLE INCLUDED WITH LIGHTS	FT	03/14/13	0.00 N	0.00
1	0	DELIVERY INCLUDES POSITIONING FOUNTAIN IN LAKE	EA	03/14/13	300.00 N	300.00
DELIVERY INCLUDES POSITIONING FOUNTAIN IN LAKE, ANCHORING FOUNTAIN TO BOTTOM AND RUNNING CABLES TO SHORELINE. ALL ON-SHORE ELECTRICAL WORK MUST BE DONE BY OTHERS, INCLUDING MOUNTING CONTROLS, TRENCHING, CONDUIT AND FINAL HOOKUP. BY SIGNING THIS AGREEMENT, CUSTOMER HEREBY ACKNOWLEDGES HE HAS READ THE TERMS AND CONDITIONS PAGE AND IS FAMILIAR WITH CONTENTS THEREOF.						
Approved by: _____ (Date)					Non Taxable Subtotal	3967.50
Name _____ (Date)					Taxable Subtotal	0.00
					Tax	0.00
					Total Order	3967.50

Consulting - Sales - Service - Complete Laundry Systems

# Laundry Pro

of Florida Inc.  
ON-PREMISE & COIN OPERATED LAUNDRY SYSTEMS  
Offices in Lakeland

No. \_\_\_\_\_

800-232-5736  
FAX: 863-644-15923920 Holden Road  
Lakeland, FL 33811

## SALES ORDER & SECURITY AGREEMENT

Seller hereby sells and Buyer hereby purchases, subject to the terms and conditions herein, the equipment described below (each item of equipment listed below being herein after referred to individually and collectively as the "Equipment").

DATE 3/7/2013

CUSTOMER P.O.# \_\_\_\_\_

SALES REPRESENTATIVE \_\_\_\_\_

Joel R. Edris

Sold To: \_\_\_\_\_

Ship To: Same

Street: \_\_\_\_\_

Street: \_\_\_\_\_

P.O. Box \_\_\_\_\_

P.O. Box \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax#: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Port Malabar Holiday Park215 Holiday Park Blvd.Palm Bay, FL 32907321-724-2240321-724-8166Cherylholidaypark@holidayparkfl.com

PARTS WARRANTY: \_\_\_\_\_

FACTORY

LABOR WARRANTY: \_\_\_\_\_

NONE

VOLTS:	120	PHASE:	SINGLE	GAS TYPE:	LP	DATE REQUESTED:	03/04/13
QTY	MFG	Description	UNIT PRICE	TOTAL			
2	Whirlpool	CAM2752TQ, 3.2 cu ft top load washer, 2 speed, 3 cycle, 2 water levels	\$ 892.86	\$ 1,785.72			
			\$ -	\$ -			
2	Whirlpool	CEM2750TQ, electric 27" dryer, 3 cycle, 3 temp, coinslide installed	\$ 722.86	\$ 1,445.72			
			\$ -	\$ -			
		<b>Mechanical Metercase-Coin Kit Installed-3 Year Parts Warranty</b>	\$ -	\$ -			
			\$ -	\$ -			
1	Whirlpool	CHW8990AW, front load washer, micro processor, money acceptors sold separately	\$ 1,438.57	\$ 1,438.57			
1		Money Acceptor/Coin box	\$ 150.00	\$ 150.00			
			\$ -	\$ -			
1	Whirlpool	CED8990XW, front load elect dryer, micro processor, money acceptors sold separately	\$ 1,057.14	\$ 1,057.14			
1		Money Acceptor/Coin box	\$ 150.00	\$ 150.00			
			\$ -	\$ -			
		<b>This is set up as a dropship from factory and only includes freight cost.</b>	\$ -	\$ -			
		<b>Installation &amp; delivery available upon request.</b>	\$ -	\$ -			

NOTE: seller reserves the right to add serial and/or model number when the Equipment has been identified to this Contract.

ALL GAS CONNECTIONS BY OWNERS CONTRACTOR.					
Check List	Buyer	Seller	EQUIPMENT	\$	6,027.15
1. Unload equipment at site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	INSTALLATION	\$	-
2. Rig equipment into place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FREIGHT & DELIVERY	\$	320.00
3. Bolt, level, grout	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TAX	\$	380.83
4. Electrical hookup within 3'	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DISCRETIONARY TAX	\$	-
5. Water Hookup within 3'	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TOTAL CONTRACT PRICE	\$	6,727.98
6. Gas hookup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOWN PAYMENT	\$	6,727.98
7. Venting hookup to existing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BALANCE DUE UPON SHIPMENT	\$	-
8. Adequate Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UNLESS SPECIFIED, THIS QUOTE IS GOOD FOR 30 DAYS FROM DATE OF QUOTE		
OWNER IS RESPONSIBLE FOR ALL ADEQUATE UTILITIES & VENTING. ALL UPGRADES TO UTILITIES & VENTING AT OWNERS EXPENSE.					

Buyer agrees not to withhold payment under the terms of this contract when delivery, installation and/or start-up is delayed at the request of the Buyer. Buyer further agrees to pay all storage charges due to Buyer's inability to accept Equipment which has not been shipped prior to the date specified herein. Ship date requested \_\_\_\_\_ BUYER AGREES TO PAY INTEREST AT THE RATE OF 1.5% PER MONTH ON AMOUNTS NOT PAID WHEN DUE.

THIS CONTRACT INCLUDES ALL PRINTED PROVISIONS ON THE NEXT PAGE WHICH ARE INCORPORATED HEREIN AND MADE PART OF THIS AGREEMENT.

THIS SALES CONTRACT IS SUBJECT TO APPROVAL BY AN OFFICE OF THE SELLER.

SALES REPRESENTATIVE  
APPROVED AND ACCEPTED  
BY Laundry Pro of Florida, Inc.

BUYER \_\_\_\_\_

BY: \_\_\_\_\_

BUYER \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

SCHMIDT ELECTRIC  
Proposal

2/21/13

ERNEST A. SCHMIDT  
678 Thomas Jefferson Lane  
West Melbourne FL. 32904  
(321) 9566435

PROPOSAL SUBMITTED TO: CHERYL @ HOLIDAY PARK

ADDRESS: 215 HOLIDAY PARK BLVD

CITY PAUM BAY STATE FL ZIP CODE 32967

Specification and estimates for:

WIRE & INSTAL 2 DRYER  
CIRCUITS IN LAUNDRY @ 208V 1PH  
60 CY 30 AMPS EACH, IN EXISTING  
DRYER LOCATION

This proposal is for material and labor in accordance with the above specifications for the amount of,

1768.00 (SEVEN HUNDRED SIXTY EIGHT DOLLARS)

Payment to be made as follows:

50% UPON START 50% UPON COMPLETION

All work to be completed in a workman like manner according to the standard practices. Any alteration or deviation from above specification involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate.

Authorized Signature: Ernest Schmidt

Note: This Proposal may be withdrawn if not accepted within 30 days.

**Acceptance of Proposal:** the above prices and specification are satisfactory and hereby accepted.  
You are authorized to do the work as specified. Payment to be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

RECEIVED  
FEB 26 2013

BY: \_\_\_\_\_