



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEE – REGULAR MEETING
May 13, 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: Marion “Molly” Stone, Secretary; Joanne Gaughan, Chairman; Rebecca “Becky” Earnest, 1st Vice Chairman; Philius “Phil” Matton, 2nd Vice Chairman; Marion “Molly” Stone, Secretary; 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, District Manager was present with Sharon Johnson recording.

5. Announcements by Chairman

Joanne Gaughan explained that a poll had been taken regarding Trustees attendance through the month of June, and it was determined that since there will not be enough Trustees available to have a quorum there will be no Workshop Meeting at the end of June. Therefore, the last meeting before adjourning for the months of July and August will be June 10th.

6. Board Meeting Minutes - Approval of the April 8, April 22, & April 24, 2013 Board Meeting minutes
Becky Earnest made “a motion to approve the April 8, 2013 meeting minutes with changes”. Alison Kelly seconded the motion. The Board noted changes. A vote was called. Motion carried.

Becky Earnest made “a motion to approve the April 22, 2013 meeting minutes with changes”. Alison Kelly seconded the motion. The Board noted changes. A vote was called. Motion carried.

Becky Earnest made “a motion to approve the April 24, 2013 special meeting minutes”. Allison Kelly seconded the motion. A vote was called. Motion carried.

7. Treasurer’s Report - Presentation of financial reports for the month of March 2013

Richard Kissinger said that he had spent the afternoon at the bank trying to get information on the interest rate adjustments on the loan that was due for rate review on May 11th. He said he had not been able to get that information since it had not yet posted to the account but hoped to have it at the next meeting on May 28th. Richard Kissinger then reviewed the Treasurer’s report, which was distributed to the Board and residents and posted on the bulletin board and District

website for review prior to the meeting. Allison Kelly made "a motion to approve the Treasurer's report". Rod Lindsay seconded the motion. A vote was called. Motion carried.

8. Consideration of amending appliance contract to include one large commercial dry for additional \$19.00 per month for 1 top & 1 front load washer, 1 regular dryer, and 1 commercial dryer for \$1140.00 per year (previous contract \$2754.00 per year)

Joanne Gaughan explained that the previously approved contract did not include one of the larger commercial dryers and the additional \$19.00 would cover the cost of one large commercial dryer.

Phil Matton feels that price increases noted in the contract for labor, repair parts, and fuel costs, should be included in the lease agreement.

Joanne Gaughan explained that the reason the amount is less than last year is that they are taking out 2 big dryers and 1 washer.

Becky Earnest made "a motion that we continue with the new contract for \$1140.00 per year for three years", effective June 17, 2013. Richard Kissinger seconded the motion. A vote was called. Motion carried, with one opposed.

9. Consideration of awarding tree removal project to Alpine Tree Service (tree behind 1055 Sunflower 3rd time with bees) for \$620.00 and cut back five (5) trees growing into fence and leaning toward Garage for total cost of \$950.00.

Joanne Gaughan discussed the projects and the problem with the tree on Sunflower, which had already had bees removed twice, as well as the problem with the Australian pines at the grounds compound, which were interfering with the existing fence.

Joanne Gaughan stated that, as a courtesy Alpine Tree when in the park will replace bulbs when needed on the large light poles in our parking lot.

Becky Earnest asked if Palm Bay Tree Service had given a bid on the five trees. Cheryl Ennis explained that the bid given by Palm Bay Tree Service for the tree at Sunflower was \$1200.00 compared to Alpine Tree Service's price of \$620.00, so she did not bother to get an additional quote, saying that Palm Bay Tree Service's quote for the one tree was almost as much as the two quotes from Alpine.

Allison Kelly questioned whether the trees were being taken down or are they being trimmed back the 3 feet?

Cheryl Ennis explained that Alpine Tree would cut the five trees up against the fence to the height of the fence and put chemicals in them to kill the trees.

Becky Earnest asked if people living on Borel could contact Alpine Tree Service to have them cut trees by their fence over on Borel Circle.

Molly Stone questioned, if these trees are outside the fence, who's property are these trees on. Cheryl Ennis explained that they are inside the property.

Richard Kissinger made a "motion to approve both bids received by Alpine Tree". This included the removal of one tree on Sunflower and the trees over by the compound in the total amount of \$1570.00. Allison Kelly seconded the motion. A vote was called. Motion carried.

10. Consideration of awarding the Americana fence removal and installation contract to Allied Fence. Joanne Gaughan informed residents that the application for variance to increase the fence height to 7 feet at the Americana gate was approved by the City of Palm Bay. Joanne Gaughan said that three contractors had supplied quotes for the project however; one of the contractors had withdrawn their quote.

Allison Kelly made a "motion to approve the bid from Allied Fence for the 7' fence for \$4100.00 plus permits". Harald Albinus seconded the motion. A vote was called. Motion carried.

Rod Lindsay asked Cheryl about the additional posts, she explained that this is included in the price quote.

11. Consideration of awarding Safety & Environmental Systems the contract to Flush & Vacuum Storm Drains. Joanne Gaughan explained that the grounds staff cleaned all the storm drains in January and that three drains and pipes one on each Candle, Sunrise and one near 331 Holiday Park needed to be flushed and vacuumed. Quotes from two contractors were received.

Becky Earnest made a "motion to accept the bid from Safety & Environmental System at a price of \$1,440.00". Phil Matton seconded the motion. A vote was called. Motion approved.

Allison Kelly asked whether we had worked with this company before. The answer was no.

Molly Stone asked about the other company, Cheryl explained that FCC supplies barrels for recycle oil at the compound.

Donald Wink, asked about the pothole in front of 391 Holiday Park Blvd. Is this something that we can ask them to check as well and give us a price to repair? Cheryl Ennis will have them look at the area.

12. Consideration of awarding Tony's House Painting Inc. the contract to paint inside wall @ CVS Joanne Gaughan informed the Board and residents that code enforcement had called and was going to look at the wall and suggested that if the Park was going to paint, that property owners in front of each section should be called. Becky Earnest made "a motion to table the item until the next meeting". Phil Matton seconded the motion. A vote was called. Motion carried.

13. Roads Project Update

Joanne Gaughan updated residents on the road project, saying that bids had been opened at a special meeting on April 22. Those contractors were present at a meeting on May 8th where they were asked questions by the Board. Each contractor was then emailed the next day requesting additional information and pricing. Each contractor will have that information ready by the next Board meeting where it is hoped that a decision will be made on a contractor for the project.

Joanne Gaughan explained that the bids now ran from \$321,790.00 to \$392,393.50.

Becky Earnest made "a motion to table the item until the next meeting". Allison Kelly seconded the motion. A vote was called. Motion carried

14. Trustee Reports

Harald Albinus has tested the stereo system, would like to test some things, and also speak with Phil Matton on the sound system.

Allison Kelly, moving forward with the Ordinances, said that we need to record all of our Resolutions. We will be asking the attorney to address the issue when he comes in October. Group of Volunteers are going thru the DOR at this time and coming up with a list of questions.

Joanne Gaughan stated that the lawyer will be at the Workshop Meeting on October 28th. He has asked that we send him a list of questions. If you have questions, submit them to the office at least 1 week prior to the attorney coming in, so that these questions may be reviewed and forwarded over to the attorney.

Molly Stone received one complaint at this time, with pictures and said that future complaints not signed by the person making the complaint will not be addressed.

Becky Earnest stated that the ACC Board will continue to work over the summer on revising the forms used.

Rod Lindsay said that the two of the three things that he has been working on were already brought up. Roads, he said, are an ongoing project, as are the trees down around the maintenance compound. He said the compound has been cleaned up, scrap metal has been sold and the Grounds staff have set a procedure where waste oil is recycled. The only other area to work on is the storage compound.

Phil Matton stated that the grounds maintenance has put on some additional personnel; they have been doing a great job. The new mower will be in tomorrow; he and the grounds crews will be there for training when it arrives.

Donald Wink, reported that Pat and crew had put down mulch at the Park entrance. Benches are having mulch put around them as well. He wants to get estimates for painting the dock. The dock is cracking. Pressure treated wood needs to have a sealer put on after 1 year. We will need to stain it one color instead of the 3 colors it has now. Joanne explained that we will need

figures for the next meeting. Donald is also getting estimates on fencing at the edge canals with planters at them. The budget has been approved for \$2,100.00. Donald Wink asked who would be taking down the gazebo or if estimate's would be gotten for that. Becky stated that removing the gazebo had not been discussed. Joanne suggested to Donald Wink that he have it put on the agenda for discussion.

Richard Kissinger said that once a decision is made on the roads and how much it will cost, then at that time it will have to be figured out how much more will have to be taken out of the reserve. At that time, Cheryl the accountant and I (Treasurer) will have to sit down and figure where account funds will be moved.

Joanne Gaughan stated that the Manager's contract has been signed. Joanne would also like to thank Mary Alice Bergles for being at the Road Contractors meeting.

Rod Lindsay wanted to say thank you to Cheryl for the way she has set-up the bids, as now it makes sense. It tells us what the bid was for, who it is, where they are, and what the price is. It is a very good job.

15. Public Comment - none

16. Trustees remarks

Phil Matton wonders why not all Trustees are wearing the same colored shirts. Also again brought up hiring part-time help in the office

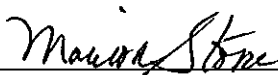
Richard Kissinger said he thinks that we should not spend money on Trustee Shirts.

Becky Earnest wanted to let everyone know that the Texas Roadhouse will be sending HPPOA a check for \$94.00 for the fundraiser. She said she also had heard that there are numerous other places doing fundraisers and will look into it further. Becky Earnest said that July 6th will be a free picnic for residents of the Park and is asking everyone to bring a dish and that everyone will need to pick-up a ticket so they can have a head count. A poster will be in the hall to let everyone know the details.

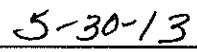
Allison Kelly informed the Trustees that all job descriptions had been signed and copies of them are in your Trustee Books.

17. Adjournment

Becky Earnest made "a motion to adjourn the meeting". Allison Kelly seconded the motion. A vote was called. Motion carried. Meeting adjourned at 8pm.



Marion Stone - Secretary
Board of Trustees



Date