



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, 1st Vice Chairman, Philias “Phil” Matton, 2nd 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.

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 1st 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 she 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 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 they 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 nominated Cheryl Ennis". Rod Lindsay seconded the motion. Joanne Gaughan asked for the Trustees to discuss the nomination.

Allison Kelly commented 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 he 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. He knows many people who run businesses 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 developed a disciplinary plan for every employee, to hold employees to their job descriptions that 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 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 ones 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.

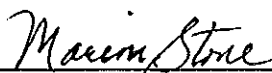
Allison Kelly said that the Board does take everything said to heart and asked residents to give the Board a little time and that they are trying to make a difference for everyone.

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.



Marion Stone - Secretary
Board of Trustees



Date