



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT
215 Holiday Park Boulevard NE
Palm Bay, Florida 32907-2196

BOARD OF TRUSTEES

MEETING AGENDA

November 24, 2014 - 7:00 PM

Joanne Gaughan
Chairman

Rebecca "Becky" Earnest
1st Vice-Chairman

Marion "Molly" Stone
Secretary

Philiias Matton
Treasurer

Rodney "Rod" Lindsay
Trustee

Cheryl Ennis
District Manager

Harald Albinus
2nd Vice-Chairman

Allison Kelly
Assistant Secretary

Marilyn Spall
Assistant Treasurer

Daniel "Dan" O'Connell
Trustee

Karl Bohne, Jr.
District's Attorney

* To comment on an item, after you have been recognized by the Chair, please go to the microphone and clearly give your name and address for the record. You may speak for up to three minutes. Note: If formal action is to be taken on an item by the Board, public comment will be requested prior to the vote.

NOTE: MINUTES OF BOARD 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. **Board Meeting Minutes – Consideration of Approving the Board Meeting Minutes of October 27, 2014, November 10, 2014, and November 13, 2014**
 - Attachment: October 27, 2014 workshop meeting minutes
 - Motion to approve minutes
 - Trustee comment
 - Call for vote
 - Attachment: November 10, 2014 regular meeting minutes
 - Motion to approve minutes
 - Trustee comment
 - Call for vote
 - Attachment: November 13, 2014 DR meeting minutes
 - Motion to approve minutes
 - Trustee comment
 - Call for vote
7. **Managers Report – Review of activities for the month of November**
 - Motion to approve Managers Report
 - Trustee comment
 - Public comment
 - Call for vote
8. **Employee Merit Raise vs. Cost of Living Raises [continued from October 27th Workshop]**
9. **Outsourcing of Lawn Service [continued from October 27th Workshop]**
 - Review of lawn service, previous quotes distributed to the Board
10. **Review of proposals for slab removal**
 - Attached quotes received to date
11. **Trustee project updates**



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- 12. Public Comment
- 13. Trustee Remarks
- 14. Adjournment



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Boulevard NE
Palm Bay, Florida 32907-2196
321-724-2240 fax 321-724-8166
holidaypark@holidayparkfl.com

BOARD OF TRUSTEES MEETING MINUTES October 27, 2014 - 7:00 PM

1. **Call to order: 7pm**
2. **Invocation:** By Becky Earnest, 1st Vice Chairman
3. **Pledge of Allegiance:** Led by: Joanne Gaughan, Chairman
4. **Roll Call:** By Molly Stone, Secretary; Joanne Gaughan, Chairman; Rebecca "Becky" Earnest, 1st Vice Chairman; Philas "Phil" Matton, Treasurer; Marilyn Spall, Assistant Treasurer; Rodney "Rod" Lindsay, Trustee; Daniel "Dan" O'Connell, Trustee; Harald Albinus, 2nd Vice Chairman; Marion "Molly" Stone, Secretary; Allison Kelly, Assistant Secretary all acknowledged their presence. Cheryl Ennis, District Manager was present with Sharon Johnson recording, also present was Jessica Saeger.
5. **Announcements by Chairman:**
Joanne Gaughan explained that after the District Manager gives her report, **Item # 18 - Review resident request for extenuating circumstances**, will be moved up and be the next item on the agenda. Mr. & Mrs. Joseph Rosolino from 1031 Laurel CT will be addressing the Board asking for clarification in the Deed Restrictions regarding family. Joanne Gaughan also stated that since the agenda was extremely long, she indicated that she would be rearranging and discussing items of importance first and continuing as time allowed.
6. **Board Meeting Minutes – Approval of the September 30, 2014 Special DR Meeting and October 13, 2014 Board Meeting Minutes**
The minutes from the September 30, 2014 Special DOR Meeting, and minutes from October 13, 2014 Workshop Meeting, were posted on the District website and bulletin board for review as well as distributed to the Board prior to the meeting.

Becky Earnest made a motion to approve the minutes of September 30, 2014, Special DR Meeting Minutes. Allison Kelly seconded the motion. A vote was called, motion carried, motion carried.

Becky Earnest made a "motion to approve the minutes of October 13, 2014 with corrections", Regular Board Meeting. Phil Matton seconded the motion. With no other comments, a vote was called. Motion carried.
7. **Managers Report – Review of activities for October**
The Districts Manager Report for October 2014 was posted on the District website and bulletin board for review as well as distributed to the Board prior to the meeting.

Cheryl Ennis reviewed the District Managers report.

Becky Earnest asked about what trees Cheryl was talking about when going thru her report.

Joanne Gaughan explained that Item #9 on the agenda would be the time to bring up the questions that Becky has regarding the trees in question.

Joanne Gaughan asked for a motion to accept the Managers Report. Allison Kelly made a motion to accept the Managers Report. Becky Earnest seconded the motion. A vote was called, motion carried.

Joanne Gaughan stated that Item #18 on the agenda will now be brought before the Board. Mr. and Mrs. Joseph Rosolino, have asked to address the Board regarding a situation. Mr. Rosolino asked that Mrs. Gaughan explain the situation.

18. Review resident request for extenuating circumstances (moved up on the agenda)

Mr. Rosolino went to the office back in May of 2013, asking if your son and his wife could reside in their home while they were gone for the summer on Laurel CT. They were of age, paid the tenants fee, and were given decals for their cars. At some point you returned and your son and his wife are still living there as well. Now there are 3 decals for this property which is not allowed. As Joanne Gaughan explained, the Deed Restrictions state that 2 families cannot reside in the same home.

Mr. Rosolino stated that they are living there now but do not plan on staying there for any length of time, they are only temporary residents. They should be gone in the month of June 2015. By what the Deed Restrictions state, "family" should mean any individual or group of persons related to each other by blood or marriage have the right to live there as residents.

Joanne Gaughan explained that once we make an exception for you we have to make an exception for everyone. Again she explained that no 2 families can live together and they have been here for well over a year and you are asking them to stay for another 6 months.

Marilyn Spall asked for the date that the son and his wife actually moved into the park, Joanne stated that they have been here since June of 2013. So therefore you are really asking us not to make a little bend of a rule but to really override the rule and this park cannot continue to allow this. It's not fair for everyone else who lives in this park. She then read the definition again, "family" shall mean any individual or group of persons related to each other by blood or marriage and or group not more than 3 persons.

Joanne Gaughan did state that actually the attorney had been contacted to see if we were correct in interpreting and he came back with the same conclusion.

The Board discussed at length and the residents weighed in with their opinions on whether or not the additional occupants will be allowed to stay any longer. It was unanimous that someone would have to leave the property. The discussion was made to give them 21 days for the owners to correct the situation. The date will be November 17, 2014.

Mrs. Rosolino asked if either her or her husband leave can the son and daughter in law stay. As Joanne Gaughan explained only 3 people can live in the home with only 2 decals so one decal will also have to be returned to the office.

Bruce Crabb, 442 Neighborly CT., stated that we created this problem. Since June of 2013 this has been going on. We open ourselves up for a lawsuit. We have had variances in the past.

Cheryl Ennis explained that the District office did not break the rules on this, the way it was explained when this happened was that the owners were leaving and were going to be letting their son and his wife live there as non-owner occupants. We were not aware of the fact that the owners moved back in until a complaint was made. The owners moved out again in the spring of 2014 and now have come back again for the season.

Marilyn Spall made a motion that the owners will be allowed 21 days (November 17, 2014) to figure out who will be leaving as only three people can live in the home on 1031 Laurel CT and only 2 vehicles with decals. Becky Earnest seconded the motion.

Dan O'Connell stated that enforcement is our biggest problem. He still thinks that after 21 days the four of them will still be living at the property.

Marilyn Spall thinks that our attorney should send a letter stating that at the Board Meeting of October 27, 2014 which the owners Mr. & Mrs. Rosolino of 1031 Laurel CT were in attendance it was decided that as a courtesy they are being given a 21 notice to correct the situation as they have been in violation from June of 2013 thru October of 2014. This must be appealed or injunction given.

Molly Stone asked that Marilyn restate the motion for the record.

Marilyn Spall made a motion to allow them 21 days (no later than November 17, 2014) to resolve this as no more than 3 people in the family home and no more than 2 vehicles at the address of 1031 Laurel CT, for Mr. & Mrs. Joseph Rossolino. Also have the attorney write a letter to them stating that they were in attendance. Harald Albinus seconded the motion.

Barbara Hoffman 1021 Little CT believes that the lawyer can have them sign a release stating that they understand that if they are in default of what this agreement is then the son and daughter in law would have to get out. This way by signing it, they acknowledge and understand the release.

Joanne stated that there is a motion and a second on the floor. A vote was called, motion carried.

8. Review proposals and Consider approval of yearly contract Heating Ventilation and Air Conditioner (HVAC) Service

Joanne Gaughan explained that there has never been a contract for servicing our Air Conditioners. We have 2 quotes and another came into the office today.

Cheryl Ennis explained that there is going to be a problem with getting freon in the near future. Two of our units use R-410A, the other three are freon based and replacement cost would run \$12,000.00 each. To keep them in good condition it is important to have a company come in on a routine basis to make sure that we would not have to replace them before due. The one that is outside the pool area is 10 years old, there are two that are newer and the other two do not have Freon were put in by Platt.

After discussing the three bids, Phil Matton made a motion to accept Platt Air Conditioning & Heating yearly contract, in the amount of \$479.00. Dan O'Connell seconded the motion.

John LaLima 1055 Sunflower stated that he has dealt with Weirich Air and he suggested not to use the upgrades on the air conditioners, as the coils in the old units will not withstand the new

type of Freon that they are using now. He does not recommend upgrading.

Allison Kelly stated, what's happening is, the new condensers in all air conditioners have a new oil system which is not compatible with the Freon system.

Joanne Gaughan stated that there is a motion and a second to accept Platt Air Conditioning & Heating yearly contract in the amount of \$479.00. A vote was called, motion carried.

9. Trees for Entrance Island and Parking Lot

Joanne Gaughan stated that this is open for discussion.

Becky Earnest would like to see pricing on somewhat mature bushes for coming into the park. The ones that are there now really need to be trimmed.

Cheryl asked if they would like to see some kind of flowering bushes. Both Rod Lindsay and Marilyn Spall thought that the flowering bushes would dress it up.

Phil Matton thought that the City of Palm Bay originally was supposed to take care of the front coming into the park. Becky Earnest stated that they were not going to plant trees. What he would like to see when coming into the park at the island coming thru the gate would be some palms.

Barbara Hoffman 1021 Little CT asked about the City of Palm Bay as well, when she left in the spring she was under the impression that they were going to be planting some trees coming down Holiday Park Blvd.

Anne Wright 241 Cheswick does not like to see these little tiny sprigs coming into the park, it really needs to be addressed.

Cheryl Ennis stated that she could go to the Palm House and see what they recommend. There are also some bushes but it could become very costly.

Donald Wink 1029 Maple CT. did have a beautification committee that he was on when on the Board of Trustees. They discussed the island, and also discussed plants coming in. There were a lot of plans that the committee was working on. He asked what ever happened to the beautification committee, and who is in charge of it now.

Joanne Gaughan explained that it is for everyone to discuss and decide and that is how things are getting done. The recommendations go thru the office and then to the Board. Mr. Wink thinks that another committee should be formed.

John LaLima 1055 Sunflower thinks that the gate house should be redone. It should be on the opposite side of the road so that the gate attendants do not have to walk across in front of traffic. Allison Kelly would like to see some taller trees with some mulch and flowering plants and then each spring add a little more so we are not inundated with a big bill.

Joanne Gaughan stated that we will come back with some ideas and some pricing on this.

10. Review Drawings/Elevations of Pool/Electrical Room Roof Repair and/or Building

After much discussion and debate, Joanne Gaughan asked exactly what we want to accomplish, we need to go back to the drawing board and decide what exactly we need.

Rod Lindsay stated that maybe we should put a roof on the building and then get a large storage building and put it in another corner.

Cheryl Ennis explained just to put a roof on the building would be about \$8,000.00. She stated that the board wanted storage for the chemicals and to get them out of the other building.

Joanne Gaughan's opinion is to get a roof put on, the ceiling needs to be fixed.

Phil Matton explained that he and Cheryl had gone into the building and the roof is the main problem and needs to have a new roof put on. The chemicals are now stored in the back of where the restrooms are.

Rod Lindsay asked if we had decided that the concrete would have to come out because of the decay, and we could put on a metal or copper roof.

Cheryl Ennis explained that we cannot continue to store chemicals the way it is now, so we would have to continue to use the room in the back of the restrooms.

Marilyn Spall asked is we were to do a metal or different style roof, how would it hold up with weather. Rod Lindsay explained that a metal roof would not move.

Harald Albinus made a motion for Cheryl to look into other alternatives and come back with some new ideas. Dan O'Connell seconded the motion.

Joanne Gaughan, started the discussion with anything of significant amount of monies that the office go out and get written proposals, you can send it to 10 different companies and maybe get 3 responses, but by doing that you have dates as to when they are due back.

John LaLima 1055 Sunflower CT stated that he was down in that building when Mr. Anderson was here and asked about the walls also stated that they were crumbling as well, he does not believe that these walls are stable.

Robert Shearer 382 Holiday Park, there's not clear guidance, there should be specifications written up by someone ahead of time for bidding as to this type of roof, this is the type of wood we want, this is the size of the building and we are not doing that. Maybe we need to have someone with expertise go down and look at the building ahead of time. You will need to know what direction you want to go into before sending anything out for bid.

Allison Kelly stated that when you do a "Request For Proposal" you have to have specification written listed out or they cannot bid on it, so that will be part of the process and we will have the specifications.

Joanne Gaughan stated again that is why she would like to see Request for Proposal in writing, so that they can fiscally come in and see and make recommendations.

Once again, Harald Albinus made a motion to have Cheryl Ennis look into whatever is needed to fix up the existing building and send out requests for proposal. Dan O'Connell seconded the motion. A vote was called, motion carried.

11. Review and Discuss Estimates for Rec Hall Door Replacement.

Joanne Gaughan explained that we have 3 quotes for the Rec Hall doors, the proposal run from

\$7,975.00 thru \$14,434.78.

Cheryl Ennis explained that she asked them to bid, instead of custom doors, to go with closing in the top of it, taking out the wood, put in stucco and putting in standard 8 ft doors. It was recommended to have fiberglass doors with glass if desired.

Cheryl Ennis did mention that she had called the Fire Marshall as some people had asked about single doors and was told they could put in but when speaking with the contractors with filling in the area you would need certified drawings as you would be changing the structure and it would cost probably more money. At this time Cheryl explained that it was not on the agenda as to vote on it this evening but to ask for more opinions as to what they actually want.

Joanne asked that Cheryl call and ask the contractor (CDA) who put the automatic door in at the front of the building to get another proposal from them as there is quite a difference.

Allison Kelly reminded that when getting quotes for anything exterior we need to add the permit fee in as well, would also like to see the windows in the doors quoted as well. Joanne asked if we would be given pictures to look at of the doors.

Tom Mahon 281 Cheswick asked about putting automatic door openers on these doors.

Cheryl Ennis explained that she has had several conversations with the Building Dept. about upgrading anything in this building to be ADA compliant. She went on to say that we are not required since this is not a public building, it is for the community that's here. We are trying as we go to make sure that we are sensitive to the situation and at this time we have installed a door opener in the front of this building, we also have panic bars on the doors

Joanne Gaughan stated that this will be continued at the next meeting and will have another quote as at that time.

12. Custodial Operation Guidelines

Joanne Gaughan just wanted to let everyone know that the District Manager, Cheryl Ennis and Jessica Saeger have put together a manual titled "Custodial Operational Guidelines" which is really 2 different manuals with pictures which are labeled (air conditioners, piping, valves, etc.) and also a manual which the Custodial Staff uses. It's broken down as to what has to be done on a weekly, monthly, semi-annual and annual basis. These sheets when done, will be checked off and initialed. This is a perfect recording of what needs to be taken care of at all times. If a person has been out, they can refer to the manual and know what has to be done. Joanne would like to ask to have a manual prepared for the Gate Staff, Grounds Crew, and the District Office. This is an excellent job and the manual is available for review.

13. Outsourcing of Lawn Service

A motion to table the outsourcing of Lawn Service was made by Dan O'Connell and seconded by Phil Matton. A vote was called, motion carried. Joanne Gaughan stated that this would be put on the agenda for the next workshop meeting.

14. Employee Merit Raise

Joanne Gaughan asked Cheryl Ennis to prepare a record of who has been given a merit raise.

Cheryl Ennis stated that has never been done in the past, asked if this is a policy that the Board would like to set up, it can be discussed.

Harald Albinus thinks it's up to the District Manager and should be up to her discretion but she could be given a limit.

Rod Lindsay stated that there should be a record as to who gets a merit raise and give a copy to the Trustees.

Dan O'Connell – no comment

Marilyn Spall thinks that if we vote on a cost of living which we did that is a matter of record. If a merit raise is given that the Board should receive a copy to be kept up to date.

Cheryl Ennis asked if there is a process that the Board would like to follow.

Marilyn Spall feels that maybe there should be a checklist, go thru and fill it out, and then bring before the Board to have a discussion regarding the merit raise.

Harald Albinus feels that we have a very capable District Manager and it is up to her.

Becky Earnest thinks it is up to the Manager's discretion, the only thing she would like to see is a list given to the Trustees to be kept aware.

Allison Kelly stated that when she and Cheryl wrote up the job description for employees, there was a disciplinary policy in there and also evaluation forms. She feels that in any job if you get a raise you get an evaluation as well. If a merit raise is given the evaluation form should be filled out and that should come to the Board with Cheryl's recommendation.

Molly Stone was not aware that merit raises were given in addition to cost of living raise. A merit raise signifies what someone did above and beyond what is expected of them. Their job description is what we expect them to do. I think we need to know and leave it up to Cheryl.

Dan O'Connell was stated that this is up to the District Manager to decide who performs at their job and no one knows better than her. That is why she was hired and she should be appreciated more.

Rod Lindsay would like to say something regarding the Cost of Living Raise. On March 9, 2012 the Board voted, all raises were going to be based on job performance with no more cost of living allowance. Now we have violated that as we voted at the last meeting. We voted to give a cost of living allowance on top of the merit pay raise. Now we have a dilemma.

Marilyn Spall stated that she had gone back thru the minutes and could not find anything so she requested to see a copy of those minutes.

Joanne Gaughan stated that this was put on the agenda as there was a question when this was put out for a vote.

Marilyn Spall asked if the Cost of Living raises has been processed. Cheryl responded that they have.

Phil Matton doesn't understand why everyone should get a 2% Cost of Living.

Bruce Crabb 442 Neighborly CT. was on the Ad-Hoc budget committee along with Harald, it was discussed for several hours and it was voted on by the Board by a motion that there were to be no longer a cost of living increases that it would be job performance evaluation. That was right in the minutes, and they were all wrong. Rod Lindsay went over the minutes and were re-voted the second time. It was also decided that this would be for hourly employees, not salary employees. He stated that the manager was also getting Cost of Living increases.

Joanne Gaughan explained that what the Board approves in 2012, cannot be imposed on a new Board.

Bruce Crabb does not feel that that is right. Marilyn Spall did explain that she did see something to that effect in minutes that actually said that they would not impose on the next Board.

Marilyn Spall intervened by stating that she has gone back in the minutes searching for the minutes in question and could not find them. She then asked Mr. Crabb if he could provide the information regarding cost of living verses job performance raises that is being questioned.

Bruce Crabb then went on to say that the Budget Committee presented to the Board several suggestions to save the Park many thousands of dollars which they did. He also went on to say that previous managers had a book in the office which contained only the motions passed or denied during previous meeting, that way you do not have to look thru 40 pages of minutes as who cares who said what. When a motion is made, the motion should be worded and then read back by the secretary to the board. That is why Mr. Lindsay spent 3 hours going thru the tape as the office was only given a synopsis of the minutes and not word for word.

Molly Stone would like to carry that one step further, write out the motion and then it will be recorded exactly as made. Then we could read it back, that way it would not be changed.

Joanne Gaughan stated that this will be brought back up with the actual minutes from March at the next Workshop Meeting on November 24, 2014, and will resume this conversation regarding Cost of Living allowance.

15. Holiday Park Signs

Joanne Gaughan explained that they trying to get some ideas and are looking into getting some pricing on signs coming into the park and also at the Rec Center.

Marilyn Spall asked about what happened to the quotes that we had already gotten.

Cheryl Ennis stated that she had gotten quotes before. Materials on this would be recycled material which is the same as the benches out front. She stated that she has several different options with pricing and material but need some direction as to what people actually want and how much do they want to spend on signs.

Joanne Gaughan again stated that the sign says a lot coming into the park and it really makes a statement. This is only for discussion now.

Becky Earnest stated that maybe we should get bids on all the same material, shape and size, and then come back to the Board.

Harald Albinus made a motion to table this discussion on the Park Signs. Molly Stone seconded the motion but added that she would like to see it on the agenda at the next workshop meeting. A vote was called, motion carried.

16. Employee Holiday Luncheon

Joanne Gaughan would like to set a date for December 19th at 1pm for the employee Christmas Luncheon and then dismiss the employees for the rest of the day. She also took a survey for the meeting on December 22nd to make sure the Trustees would be available. We will be having a meeting on that date.

17. Date for Board of Trustee Special Meeting to Discuss "Rules" for Holiday Park

A date was set for the next "Special Meeting" on Thursday, November 13th at 10am to discuss Holiday Park "Rules & Regulations".

18. Review resident request for extenuating circumstances(brought before Board after Item 7)

19. Public Comment

Donald Wink 1029 Maple CT. thinks that we should get into the 21st century instead of the overhead projector that we are using now we should get a Power Point presentation. Also we should think about getting a laptop so that you can review minutes etc. We need to get updated here.

Bruce Crabb 442 Neighborly CT. just want to remind the Trustees so that they will not get into trouble with the Sunshine Laws. There was an email on the wall from a Trustee to the other members, this is not proper. They can be fined for discussing issues that are being voted on.

Joanne Gaughan explained to everyone that each Friday during the summer months Cheryl Ennis would send out an email to all Trustees, but when replying it went to all trustees. Cheryl immediately sent another emails stating do not reply, send an email only to the District Manager. The one that was posted was sent by Allison and she had asked that those remarks be read at a meeting.

20. Trustee Remarks

Allison Kelly stated the every Trustee is to respect other Trustee's on this Board and the people who live in the park and come to these meetings as they have a right to speak. She does not expect people to get belligerent.

Harald Albinus stated that the sound system will be corrected shortly.

Becky Earnest thanked everyone for coming to Duffy's for the Fundraiser. The next fundraiser will be at Texas Roadhouse on November 20th.

21. Adjournment

Becky Earnest made a motion to adjourn at 9pm. Rod Lindsay seconded the motion. A vote was called. Motion carried.



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

**BOARD OF TRUSTEE
REGULAR MEETING MINUTES
November 10, 2014 - 7:00 PM**

1. **Call to order**
By Joanne Gaughan, Chairman at 7pm
2. **Invocation**
By Becky Earnest, 1st Vice Chairman
3. **Pledge of Allegiance**
Led by: Joanne Gaughan, Chairman
4. **Roll Call**
By Molly Stone, Secretary; Joanne Gaughan, Chairman; Rebecca "Becky" Earnest, Marion "Molly" Stone, Secretary; Allison Kelly, Assistant Secretary; 1st Vice Chairman; Philas "Phil" Matton, Treasurer; Marilyn Spall, Assistant Treasurer; Rodney "Rod" Lindsay, Trustee; Daniel "Dan" O'Connell, ; all acknowledged their presence; Harald Albinus, 2nd Vice Chairman was absent. Cheryl Ennis, District Manager was present along with Jessica Saeger who was recording.
5. **Announcements by Chairman**
Joanne Gaughan recognized and introduced Sandy Brown who is the Districts CPA. Joanne Gaughan asked Molly Stone to read a letter the Board had received regarding Thomas Mahon who holds a degree in accounting and is interested in a position on the Board. Joanne Gaughan mentioned that there will be an opening on the Board and asked for letters of interest to be sent to the office. She also asked that everyone keep in mind Roberts Rules of Order and be recognized before speaking. Joanne Gaughan also noted an error on the attached "Budget Adjustment" saying the heading in column one should read Actual Oct '13-Sep'14 and column two heading should read Approved Budget 06-10-2013.
6. **Treasure's Report – Presentation of the financial reports for the month of September 2014**
The September 2014 financial reports were distributed to the Board and posted on the bulletin board and web site prior to the meeting. The Profit and Loss statements were distributed to residents along with the agenda. Phil Matton asked Sandy Brown, the Districts CPA, to review the Revenues & Expense reports and explain the Profit and Loss Report and its' accounts to the Board and residents. Sandy explained a lot of terms and why they're used and that it was decided that this document would be given to residents to review. Allison Kelly "made a motion to accept the report". Becky Earnest seconded the motion. A vote was called. Motion carried.
7. **Budget – Adjustments (2013-'14 fiscal year)**
The year-end budget adjustments for 2013-'14 fiscal year were distributed to the Board and posted on the bulletin board and web site prior to the meeting. The adjustments were also distributed to residents at the meeting. Sandy Brown explained the purpose of the budget adjustments saying that the District has 60 days to make budget adjustments so that it is adequate for the expense that the District had for the year.

Jean Beach, 1099 Moonlight, said that over the years there have been adjustments made several times over the years. She asked if it should be done over the year. Sandy Brown said that there is no rule regarding when to make adjustments.

John LaLima, 1055 Sunflower, asked if the funds had to go into contingency. Sandy Brown said that the funds would go into the Reserve account where the Board can allocate the funds, if needed, to be used on projects.

Joanne Gaughan asked if additional funds in the employee accounts were attributed to the loss of two employees. Cheryl Ennis explained that we had lost one grounds employee seven months into the fiscal year so there were additional funds in that account. However we did hire an additional Manpower employee as replacement so the funds were drawn from temporary services account. The custodial worker that was gone didn't create any additional funds other than the pay grade differences since that position is staffed full time. Cheryl noted that we did have extra funds from health insurances that were cancelled and employees that had not taken health insurance.

Marilyn Spall asked about the actuary that the auditor had recommended last year. Cheryl Ennis explained that Berman Hopkins was working on that.

Marilyn Spall "made a motion to accept the adjustments as submitted." Becky Earnest seconded the motion. With no further questions from the Board or residents, a vote was called. Motion carried.

8. Audit Engagement - Fiscal year ending September 30, 2014

Consideration of selecting Berman, Hopkins, Wright & LaHam to perform the required 2011-2012 financial audit for a fee and reimbursable costs not to exceed \$10,800. Allison Kelly "made a motion to accept the contract from Berman, Hopkins, Wright & LaHam". Becky Earnest seconded the motion. With no further questions from the Board or residents, a vote was called. Motion carried.

9. Consideration of Purchasing (30) Podocarpus for Entrance to District [continued from 10/27/14 meeting] Cost per 4'-5' bush (Discussion pending receipt of pricing)

Cheryl Ennis said that she did get pricing from the Palm House for \$55.00 each for 4 to 5' and had called several other landscape suppliers who were significantly higher including Emerald Island Nursery who's price quote was \$99.00 each plus 45% of the cost per plant for installation plus \$85.00 for delivery. Becky Earnest made a motion to purchase 30 Podocarpus at \$55.00 each from the Palm House". Dan O'Connell seconded the motion. A vote was called. Motion carried.

10. Consideration of Approving Concrete Fill for Valleys in Shuffleboard Courts.

Becky Earnest asked if the quotes were for the same thing. Cheryl Ennis said yes and also said that Singletary said they could be out the following week.

Phil Matton "made a motion to have Singletary to fill the areas on the shuffleboard courts". Rod Lindsay seconded the motion.

Leanne Johnson, 309 Holiday Park, said that several residents fell and broke bones and felt that it was important to have this done.

With no further comments. A vote was called. Motion carried.

11. Public Comment

Robert Silipigni, 420 Holiday Park, complained about the lawn crew saying that he felt they did not do a good job or keep up with maintenance on the equipment. He also said that he felt his complaints were not answered. Cheryl Ennis explained that his complaints were not specific so specific details could not be given as to maintenance of equipment however, the maintenance plan was reviewed. Cheryl also reviewed the plan for sharpening blades which is done every other day during the summer months with blade replacements as needed. During the winter months, the blades are sharpened as needed depending on mowing schedule, which varies.

Joanne Gaughan mentioned that the lawn service was on the last workshop agenda and was tabled until the next workshop.

John LaLima, 1055 Sunflower, requested the lawn-mowing schedule be put on channel 732. A Map and a schedule will be reviewed.

Bob Shearer, 382 Holiday Park, felt that a color coded chart should be able to be supplied so residents know where mowing is going to be done.

Marilyn Spall explained that the grounds crew mows in sections at a time and all the grass that is connected in that particular area.

Mike Earnest, 205 Borel, said in his opinion the lawns crew did a great job. He said that sometimes he sweeps, sometimes he needs to weed whip a little or blow a little bit and doesn't understand the people that think it's supposed to be perfect.

Jean Beach, 1099 Moonlight, asked about the loan adjustments. Cheryl Ennis explained that back in 2009 the accountant that was paying the bills at that time was paying the loans in the month the bill came in rather than the month it was due. Sandy Brown, the Districts current CPA, found the error and made the correction however, the auditor recommended making adjustment corrections so that the District would show 12 monthly payments. This was corrected this year. Jean Beach, also asked if the budget for 2014 – '15 would be adjusted now.

12. Trustees remarks

Allison Kelly asked that trustees bring their black book to the next meeting and said there were items missing from the job descriptions and would get with Cheryl and have the corrections made. In addition, Allison said she would like to discuss merit raises.

Molly Stone mentioned that sign-ups for the Holiday Park photo directory were Tuesday and Thursday 9:30 AM-11:30 AM.

Becky Earnest mentioned that the ACC was doing a great job and mentioned that the Texas Roadhouse fundraiser is November 20th.

Dan O'Connell said that Cheryl should be thanked for keeping the District within budget.

Marilyn Spall had no comment but agreed with Dan O'Connell.

Phil Matton said that there are complaints year, after year, after year about the speed of the mowers and nothing is done about it.

Joanne Gaughan thought that a lap top and projector should be looked into and was worthwhile and will look into it further.

Rod Lindsay mentioned that residents need to be specific when filling out complaint forms so that the specific situation can be addressed.

13. Adjournment

Becky Earnest "made a motion to adjourn." Allison Kelly seconded the motion. A vote was called. Motion carried. The meeting was adjourned at 8:11 PM.



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEES

SPECIAL MEETING – Deed Restriction

November 13, 2014

1. Call to order

By: Joanne Gaughan, Chairman, at 10:00 P.M.

2. Pledge of Allegiance

Led By: Joanne Gaughan

3. Roll Call

By: Marion “Molly” Stone, Secretary; Joanne Gaughan, Chairman; Rebecca “Becky” Earnest, 1st Vice Chairman;; Marion “Molly” Stone, Secretary; Allison Kelly, Assistant Secretary Philias “Phil” Matton, Treasurer Marilyn Spall, Assistant Treasurer; Rodney “Rod” Lindsay, Trustee (late) All acknowledged their presence, Harald Albinus, 2nd Vice Chairman and Daniel “Dan” O’Connell, Trustee were absent. Cheryl Ennis, District Manager was present with Sharon Johnson recording.

4. Announcements by Chairman

Joanne Gaughan mentioned that she had given the Board a document she found which described the difference between rules and regulations, and policies.

5. Discussion of Deed Restrictions, Rules & Regulations, and Policy

A Rules and Regulations Booklet will be written to go along with the Restated Deed Restrictions and ACC Rules and Regulations.

The Board of Trustees and resident discussed some of the rules, regulations, and policies that the District enforces. Property set backs were discussed and it was recommended that the ACC Rules and Regulations be reworded to reflect the Cities building code for set backs.

Hours for construction and or emergency work was discussed. It was recommended that the hours for repair work continue to be 8-5 and that an ACC Rules and Regulations policy be added to allow for emergency work after contact is made with a member of the ACC Board.

It was recommended that copies of rental agreements be supplied to the office by owners for those who are renting for 6 months or longer and with all owners renting property for less than 6 months to supply the District office with, at minimum, a letter indicating the length of rental.

Hours for the laundry room, and swimming pool hours were discussed. It was suggested that the hours for the swimming pool be 8:30am to 9:30pm which will allow for the cover to be put on the pool as well as cleaning up after events and close the building down by 10:30pm.

An additional meeting to continue discussion will be on November 25, 2014 at 11:00 AM.

6. Trustee Comment

None

7. Public Comment

None

8. Adjournment

Becky Earnest made a motion to adjourn. Molly Stone seconded the motion. A vote was called. Motion carried. The meeting was adjourned at 11:35.



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

Manager's Report – November 2014

1. Final notice to the owners of properties with slabs went out in the mail. We have two quotes for removal of concrete so far
2. New sound system was installed. The custodial staff has been trained and it is recommended that residents seek assistance from staff for help with operating the equipment
3. Grounds staff recently completed cleaning the flat roof on the recreation building as recommended by the manufacturer
3. Grounds staff was decreased on November 14th to winter staff levels of six employees
4. Office staff has started collecting documents for pre-audit preparations. The Auditor will be on site December 2
5. The Grounds Crew has worked on cleaning vegetation on several abandoned properties around the park: 441 H.P., 1042 Moonlight, 1285 Dove, and 194 H.P. They have also worked on cutting back the Australian Pines along the fence on Borel and the Grounds compound and have trimmed and cleaning vegetation around the grounds compound
6. Service on HVAC units was completed by Platt's Air
7. The Custodial staff has been using the new high speed buffer and has buffed the floors in the pool room and hall
8. Review of County Tax Distributions, Tax Certificates, and Budget Adjustments for 2013 – 2014

PROPOSAL



DBI Demolition
2838 Sarno Road
Melbourne, FL 32935
(321) 725-4239 / (321) 253-1535 fax

PROPOSAL NO. **5683**

SHEET NO.

DATE **11-13-14**

PROPOSAL SUBMITTED TO: **Cheryl Ennis**

NAME

Holiday Park

ADDRESS

PHONE NO.

724-2240 (F) 724-8166

WORK TO BE PERFORMED AT:

ADDRESS

**Holiday Park Blvd
Palm Bay FL.**

DATE OF PLANS

ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

All sites include removal of concrete, sodding, dirt, trees-

105 Holiday Park = \$22,990.00

140 Holiday Park = \$13,910.00

1128 Center St. = \$17,500.00

1074 Moonlight = \$21,450.00

1071 Wood = \$12,200.00

240 Berry = \$11,500.00

OC Tagon = \$14,700.00

11,425.00

IF DONE AT SAME TIME \$11,100.00

Permits by **DBI**

Utility disconnects by **DBI**

All debris removed from site. DBI retains all salvage.

DBI is not responsible for any damage to driveways, sidewalks, yard or anything buried or underground due to equipment.

This bid does not include septic tank abandonment. If abandonment is required there is an additional charge of \$500.00/tank. Work must be done at the same time as demolition.

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

Dollars (\$ _____)

With payments to be made as follows, upon completion.

Respectfully submitted

Per

Chris Ekins

Any alteration or deviation from above specifications involving extra costs will be executed only upon, written order, and will become extra charges over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

NOTE -This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Signature _____

Date _____

PROPOSAL

PROPOSAL

Atlantic Excavation Inc.

500 Bahama Drive, Indialantic, FL 32903

[Ph] 321.723.4865 [Fax] 321.723.4865

[Robert Johnson's Cell] 321.288.6547

DATE: NOVEMBER 12, 2014

1.0

TO Port Malabar Holiday Park
215 Holiday Park Blvd.NE
Palm Bay, FL. 32907-2196
321-724-2240
holidaypark@holidayparkfl.com

Slab removal/grade/sod

QTY	DESCRIPTION	PRICE
	<ol style="list-style-type: none">1. Mobilize equipment to site2. Remove concrete slabs3. Haul off all debris to local waste facility4. Grade area within scope of work5. Remove shrubs within scope of work6. Install Bahia sod within scope of work	\$5,744.00
	NOTES: <ul style="list-style-type: none">• All underground utility locates are included• Deposit of \$1,000.00 required prior to start• Balance due within 14 days of sod install• Utilities capped and terminated by others• Disposal fee's included• Address's included will be 105&140 Holiday park blvd-1128 center la-1074 moonlight ct-1071 wood ct-240berry ct	
	TOTAL	\$5,744.00

This is a proposal on the goods named, subject to the conditions noted below:

Buyer hereby acknowledges receipt of merchandise and services set forth herein and a copy of this sales ticket. Payment is due at the time of completion. In the event that we are compelled to initiate a collection process and/or lawsuit to collect for any amount owed, the buyer agrees to pay any and all collection costs, attorney's fees, costs and expenses should this account not be paid in full before sale becomes delinquent.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____

Thank you for the opportunity to bid!

District Clerk

From: Robert Johnson <aeidemo@gmail.com>
Sent: Thursday, November 13, 2014 11:59 AM
To: Holiday Park
Subject: RE: slab removal/grade/sod install

Each lot runs approx \$960.00 each. The octagon area would be additional \$300.00 as long as it is removed while im on site. Please keep in mind you will need to add an additional \$375 for each time we mobilize our equipment to the site if this project is done in stages.

Thank you

Robert Johnson Atlantic Excavation Inc