



**BOARD OF TRUSTEES: WORKSHOP MEETING MINUTES**

November 23, 2015 at 7:00 PM

**1. Call to order**

By: Philias "Phil" Matton, Chairman at 7:00 PM

**2. Invocation**

By: Rebecca "Becky" Earnest, 1<sup>st</sup> Vice Chairman

**3. Pledge of Allegiance**

By: Philias "Phil" Matton, Chairman

**4. Roll Call**

By Joanne Gaughan, Secretary; Philias "Phil" Matton, Chairman; Joanne Gaughan, Secretary; Marilyn Spall, Treasurer; Rebecca "Becky" Earnest, 1st Vice Chairman; Marion "Molly" Stone, Assistant Secretary; Rodney "Rod" Lindsay, Trustee; Cathleen "Cathi" Brennan, Assistant Treasurer; Gregory "Greg" Clifford, Trustee, Harald Albinus, 2nd Vice Chairman, all acknowledged their presence. Sharon Johnson, Administrative Assistant was present with Jessica Saeger recording.

**5. Announcements by Chairman:**

Phil Matton stated there will be a need to fill trustee seats beginning in January. He reminded everyone of the requirements associated with becoming a trustee. Phil mentioned that if anyone has an interest to provide a letter of intent to the Board.

**6. Board Meeting Minutes:**

*Becky Earnest made a motion to approve the November 9, 2015 meeting minutes with corrections. Harald Albinus seconded the motion. A vote was called, motion carried.*

**7. Adjusted Budget:**

Marilyn Spall explained that, under the circumstances, she is unable to provide more information about the adjusted budget other than Cheryl prepared the budget and it does balance. It appears the Park will be putting into the reserves fifty-four thousand four hundred twenty-five dollars and no cents (\$54,425.00).

*Harald Albinus made a motion to approve the 2014-2015 end of year-adjusted budget. Becky Earnest seconded the motion. A vote was called, motion approved.*

Marilyn Spall asked if we have a date for the annual audit. Sharon Johnson stated our accountant has sent an e-mail to the auditor for this information.



**8. Overdraft Protection on accounts:**

Marilyn Spall gave some background as to why this topic was added to the agenda. She stated that the Park has never carried overdraft protection and explained the two (2) options the Park's bank suggested for overdraft protection. They are either A) set up a separate checking account for the overdraft or B) establish a regular overdraft protection on all accounts.

Bruce Crabb, 442 Neighborly Court, commented on the topic.

*Marilyn Spall made a motion to leave our accounts as is with no overdraft protection on them. Becky Earnest seconded the motion. A vote was called, motion carried.*

**9. Mansard Roof Material:**

*Becky Earnest made a motion to change the material to Galvalume for approved color (Colonial Red). Greg Clifford seconded the motion. A vote was called, motion carried.*

**10. Holiday Park Employee Personnel Policy Manual:**

The Board discussed Holiday Park's employee personnel policy manual, tabled from April 10, 2015.

Becky Earnest made a recommendation for Jessica to incorporate the existing policies into the manual that Jean has worked on and bring it back to the Board.

Greg Clifford suggested the new additions to be bold and underlined to show the variations.

*Becky made a motion for Jean Beach and Jessica to work together to incorporate existing policies into the manual and bring it back to the Board for approval. Greg Clifford seconded the motion.*

Barbara Hoffman, 1021 Little Court, asked for clarifications on accrued time. It was explained there is no carry over of sick days.

Harald Albinus requested specific changes to be made to the "Weapons" section.

*A vote was called for corrections and changes, motion carried.*

**11. Holiday Office and Building Hours for December 24 & 25:**

Phil Matton stated that the past holiday schedule allowed the office to be closed on December 24, grounds staff would be off, and the building and pool would remain open until 5:00 PM. Whereas, on the 25th of December, the entire facility, building and pool would be closed for the entire day.

*Harald Albinus made a motion to approve and continue this practice. Marilyn Spall seconded the motion. A vote was called, motion carried.*



**12. Advisory Group:**

Phil Matton presented a proposal intended for a potential Resident Advisory Group. He provided the Board with a copy and suggested this topic could be brought up at another meeting.

Jean Beach, 1090 Moonlight Court, mentioned it should be discussed now in case any trustees may have questions. Phil agreed.

Joanne Gaughan stated if a resident has a concern, problem, or suggestion that they should attend a meeting and bring it before the Board for discussion.

Harald Albinus mentioned that we do not need another committee.

Molly Stone presented her reservations on the topic.

Phil explained the proposal was simply an example.

Bruce Crabb, 442 Neighborly Court, mentioned his dissatisfaction on a potential advisory group.

James Gahan, 464 Holiday Park, requested the exit signs be repainted.

**13. Budget – Planning for Future:**

Joanne Gaughan wanted to visit the assessor's office for information, but has not had the opportunity to do so. She asked if anyone had any ideas or suggestions on the vacant homes.

Marilyn Spall stated Brevard County cut the sale of tax certificates early. She mentioned Cheryl stated there are ten (10) vacant homes ready for auction in Holiday Park.

Penny Phaneuf, 452 Holiday Park, asked for clarification on the process regarding vacant homes.

Sharon Johnson, Administrative Assistant, explained the difficulties with Code Enforcement and the City of Palm Bay regarding pressure washing vacant homes.

Greg Clifford explained that some pressure washing companies could bring in water to pressure wash.

Bruce Crabb, 442 Neighborly Court, mentioned our unique circumstances and made the recommendation to allow Brevard County to handle abandoned properties.

Barbara Hoffman, 1021 Little Court, commented on the abandoned properties and gifting of properties.

Greg Clifford asked if Holiday Park is a taxable organization. Phil explained.

Marilyn Spall recommends allowing Brevard County to auction off the properties.

Bruce Crabb, 442 Neighborly Court, commented on the topic.



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

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Molly Stone asked for clarification on the possibilities of the City of Palm Bay reassigning the properties to the Park.

Barbara Hoffman, 1021 Little Court, commented on the topic.

**14. Public Comments:**

Bruce Crabb, 442 Neighborly Court, mentioned that Florida is an at-will state and recommends that any future District Manager work without a formal contract.

Jean Beach, 1090 Moonlight Court, explained that she has been working on a project list for the Park. It was stated that Sharon will make copies and distribute the updated list to the Board.

**15. Trustees Remarks:**

Rod Lindsay made no comment.

Molly Stone expressed appreciation with the cleaned ditch on Greenview and added a side drain that needs some attention. She was glad to see so many people in attendance.

Cathi Brennan wanted to support a resident in getting the exit signs painted. She suggested adding a possible reflector on the road's exit sign at a minimal cost.

Marilyn Spall made no comment.

Harald Albinus made no comment.

Greg Clifford made no comment.

Becky Earnest suggested making a special meeting for the Board to discuss resumes for the Manager's position. She wished everyone a Happy Thanksgiving.

Joanne Gaughan wished everyone a very nice Thanksgiving.

The Board approved a Special Meeting on the 8th of December. The Board will discuss submitted resumes for the District Manager position.

**16. Adjournment:**

*There being no further business, a motion to adjourn was made by Becky Earnest and seconded by Harald Albinus. A vote was called, motion carried. The meeting adjourned at 8:18 PM.*

  
Joanne Gaughan, Secretary, Board of Trustee

  
Date