



**PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT**

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

BOARD OF TRUSTEES

WORKSHOP MEETING AGENDA

December 28, 2015 - 7:00 PM

Vacant
Chairman

Rebecca "Becky" Earnest
1st Vice-Chairman

Harald Albinus
2nd Vice-Chairman

Joanne Gaughan
Secretary

Marion "Molly" Stone
Assistant Secretary

Marilyn Spall
Treasurer

Cathleen "Cathi" Brennan
Assistant Treasurer

Gregory "Greg" Clifford
Trustee

Rodney "Rod" Lindsay
Trustee

Vacant
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 (3) 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 MEETINGS 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"



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

1. Meeting Call to order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Announcements by Chairman
6. Consideration of Approving the Board Meeting Minutes of December 8, 2015
 - Attachment: December 8, 2015 meeting minutes
 - Action: Motion to approve minutes
 - Trustee comment
 - Call for vote
7. Exhaust Vent Fans
 - Consideration for approval of repairing exhaust fans for bathrooms (men's and women's- indoors)
 - Attachments: Quote from Southern Fire
 - Suggestion Form
 - Action: Trustee comment
 - Public comment*
8. Discussion on ADA Replacement Door with Opener for Recreation Hall Back Door (Backdoor Recreational Hall, 12-14-15, Agenda #10)
 - Review Quotes for ADA Replacement Door with Opener from CDA Solutions and A.L. Phoenix
 - Attachment: Quote from CDA Solutions
 - Quote from A.L. Phoenix
 - Action: Trustee comment
 - Public comment*
9. Appointment for Acting District Manager (Acting District Manager, 12-14-15, Agenda #13)
 - Attachment: Email from Karl Bohne Jr., District's Attorney
 - Action: Motion to approve
 - Trustee comment
 - Public comments*
 - Call for vote
10. District Manager- Recruitment (DM Recruitment, 12-14-15, Agenda #11)
 - Discussion on interviewing questions
 - Attachment: Interviewing questions (Memo 13-5, January 25, 2013)
 - Action: Trustee comments
 - Public comments*



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10A. District Manager-Recruitment

Consideration for adding additional candidates to the District Manager's short list

Action: Trustee comments

10B. District Manager-Recruitment

Discussion on interviewing schedule for District Manager position
(Special Meeting on January 6, 2016)

Attachment: Interview schedule

Action: Trustee comments

11. Current Vacation Policy

Clarification on the vacation policy

Attachment: Current vacation policy

Action: Trustee comments

Public comments*

12. Public Comments

13. Trustees remarks

14. Adjournment



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

BOARD OF TRUSTEES: SPECIAL MEETING MINUTES

December 8, 2015 at 7:00 PM

1. Call to order

By: Rebecca "Becky" Earnest, 1st Vice Chairman

2. Pledge of Allegiance

By: Rebecca "Becky" Earnest, 1st Vice Chairman

3. Roll Call

By Marion "Molly" Stone, Assistant 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. Absent: Philias "Phil" Matton, Chairman; Joanne Gaughan, Secretary. Sharon Johnson, Administrative Assistant was present with Jessica Saeger recording.

4. Review Resumes

Becky Earnest stated the Board received over sixty (60) resumes with a wide range of talent for the District Manager's position. Each trustee gave their recommendations and the Board calculated and compiled a short list. The list consists of top candidates that meet requirements of a District Manager. The top nine (9) nominees are Geraldine Y Lau, Steven D. Pigman, Ronald L. Brown, Jeanene D. Petrone, Stacy Lamont, Carrie Lombardo, Lydia Colon, Michael Scott, and Jody Storozuk.

The Board designated Marilyn Spall to contact all nine (9) nominees. Marilyn was instructed to inquire about expectations of salary ranges and check on whether relocation would be an issue for the few applicants that reside out of county.

The Board discussed all requirements associated with the CAM license and recertification. It was explained that the requirements are minimal; it is a two (2) day course and a final exit exam. The Board deliberated on past interviewing procedures and decided possibly modifying the former procedures.

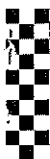
Allison Kelly, 1054 Sunflower Lane, gave recommendations for contacting and interviewing the candidates.

David Peck, 1014 Willow Court, shared his concerns.

Becky Earnest thanked Allison and David for their input.

5. Adjournment:

There being no further business, a motion to adjourn was made by Becky Earnest and seconded by Marilyn Spall. A vote was called, motion carried. The meeting adjourned at 7:45 PM.



P.O. Box 237345
Cocoa, FL. 32923-7345

FACSIMILE TRANSMITTAL SHEET

TO:	Jessica	FROM:	Hussey
COMPANY:	Holiday Park	DATE:	12/18/2015
FAX NUMBER:	321-724-8166	TOTAL NO. OF PAGES INCLUDING COVER:	1
PHONE NUMBER:	321-724-2240	SENDER'S PHONE NUMBER	(321) 636-6222
RE:	Proposal for exhaust fans	YOUR REFERENCE NUMBER:	Email - southernfiresystems@yahoo.com

☐ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Proposal to replace 2 ventilation exhaust fan motors located on the roof. Please note that both ventilation exhaust fan motors are direct drive to where the motor is directly mounted on the blades. The hub on the blades and the shaft on the motor are corroded and will be difficult to remove thus requiring a significant amount of labor to remove. Please note that due to corrosion and wear the exhaust fan blades may be out of balance and may need replacing. The exhaust fan blades are hidden under the exhaust fan housing and I won't know if they are out of balance until I remove them from under the exhaust fan. The exhaust fan blades are an additional charge.

Proposed price to replace 1st exhaust fan motor to include motor and labor \$490.00

Proposed price to replace 2nd exhaust fan motor to include motor and labor \$685.00

Price for each exhaust fan blade (total 2) is \$60.00 each installed.

Prices do not include sales tax. No service charge on scheduled visits.

Please sign and date below and return both pages via mail or email.

Accepted by: _____ Date: _____



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

Work Order Number (two digit year/month and project name): 2015-12-exhaust

Date: 12/9/15

Requested by: John Bonsera

Telephone: 321-676-3317

Please use the space provided below for your specific work order request.

John Bonsera, 240 Holiday,
request the exhaust vents
in bathroom (men/women)
to get looked at.

RECEIVED
DEC 09 2015

BY: _____

☐ Approved ☐ Not Approved

Assigned To: Jose

☐ Approved with changes

Date: 12/9/15

Expected Completion:

Jose looked on roof and checked
breakers. Called Hossy. will be
coming by in a week.

Materials Required:

Estimated Costs:

Completion Date: _____ By: _____

District Manager Signature: _____ Date: _____

Revised 03/17/15

c:\users\districtb\desktop\jessica\custodial workorders.doc



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

Memo - 2015 - 100 Rec Hall Door

December 14, 2015

To: The Board of Trustees

From: Sharon Johnson - Administrative Assistant

Ref: Attached quote for side Rec Hall Double Door

Attached is a quote that the office received regarding the side door in the Rec Hall. As you can see by the memo we received from CDA Solutions in order bring the doors up to code compliance we will need to raise the height for liability reasons.

Double Door with Impact Glass	\$4,650.66	(Quote 4231)
Concrete Work and Lintel	\$2,500.00	(estimate)
Engineer	\$ 500.00	(estimate)

We also received a quote for the ADA Door Opener separately.

ADA Opener	\$2,363.00	(Quote 4230)
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*Agenda Item - #9 on Regular Board Meeting of 12/14/15



CDA Solutions, Inc. dba
Commercial Door & Access
 7622 Emerald Drive
 Suite 5
 West Melbourne, FL 32904

Estimate

Date 12/12/2015
 Proposal # 4231

Phone: 1-888-411-2424 Fax: 321-674-9143

Bill To:
 Port Malabar Holiday Park
 215 Holiday Park Blvd., NE
 Palm Bay, FL 32907

Ship To
 Port Malabar Holiday Park
 215 Holiday Park Blvd., NE
 Palm Bay, FL 32907

Customer Phone 321-724-2240
 Customer Fax 321-724-8166

P.O. No. Tech
 Gerry

Item	Description	Qty	Rate	Total
Door (C)	Pair of 3070 HM 18 Ga commercial Door with lock preps cut out for lite kit, and frame will included astragal and flush bolts	1	1,200.00	1,200.00
Lite Kit	22" x 36" Lite Kit low E Impact rated lite kit with 9 lite grid	2	478.68	957.36
Misc	Misc materials	1	65.00	65.00
DCBB4545N32D	Door Controls 4.5' x 4.5' BBNRP Butt Hinge - Stainless Steel	6	15.90	95.40
DC6115AL	Door controls pwr adjl-5 door closer w/cvr cl	1	64.00	64.00
PK2005AV72	Pemko Latching Panic Exit Saddle 1/2 x 5 x 72 Mill Finish Alum Vinyl	1	66.42	66.42
PK303AV7284	Pemko Jamb W/s Mill Alum Vinyl	1	70.00	70.00
EDTBARSVR44-...	Surface Vertical Rod Panic 44" Aluminum	2	427.24	854.48
Pull Handle	Pull handle	2	14.00	28.00
Labor D	Labor to install	1	750.00	750.00
Permit Fees	Permit Fees	1	500.00	500.00
Refer to e-mail about concrete and lintel				

Thank you for your business.

Subtotal

Sales Tax (0.0%)

Total

TERMS & CONDITIONS

By signing this contract you agree to all terms and conditions.

Authorized Signature & Title _____ Date: _____

Print name: _____

Disclaimer:

Not all of these policies will apply to every job or project, if you have any questions please ask your representative.

Paint and Finishes:

Any painting or finishing is not included, unless specified in detail in the quote. We do not color match. Any matching will be the sole responsibility of the contractor or owner we are working for.

Permitting:

Permits, if required, will cost an additional \$500.00 minimum administration fee plus the municipalities charge (base of \$200 plus \$125 per inspection trip). We cannot guarantee length of time for the permitting process. CDA will not be responsible for delays due to unavoidable casualties, inclement weather, acts of god or shortages of materials from manufacturer. Special order items are nonrefundable and may take 6-8 weeks for delivery.

Payment terms:

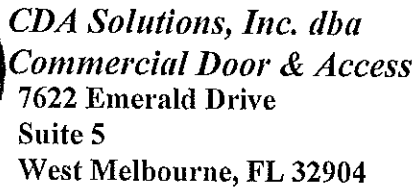
A deposit of 50% of total invoice is required, unless other arrangements are made. We will not book, order parts, or allocate labor in any way until signed contract and deposit is received. Balance is to be paid when said job is 98% complete. With this agreement, you assume liability for any and all additional costs or fees that may occur due to non-payment, including, but not limited to court costs and/or legal fees.

Insurances:

This quote is given in accordance with our current insurance policies. We carry enough to satisfy most; nation-wide accounts, governments and malls, any additional required by the owner, will be billed as a change order including: supplements or additional, all bonds, additional insured, etc. Please ask for certificate of limits if you have special needs.

Wages:

This quote is not Davis Bacon unless specified in quote. Our company does competitive commercial bids and will not burden the quote unless asked in advance.



Date	Proposal #
------	------------

12/12/2015 4231

Ship To

Port Malabar Holiday Park
215 Holiday Park Blvd., NE
Palm Bay, FL 32907

Port Malabar Holiday Park
215 Holiday Park Blvd., NE
Palm Bay, FL 32907

Customer Fax 321-724-8166

P.O. No. Tech

Gerry

Thank you for your business.

Subtotal	\$4,650.66
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Sales Tax (0.0%)	\$0.00
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By signing this contract you agree to all terms and conditions.

Total	\$4,650.66
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Authorized Signature & Title _____ Date: _____

Print name: _____

Disclaimer:

Not all of these policies will apply to every job or project, if you have any questions please ask your representative.

Paint and Finishes:

Any painting or finishing is not included, unless specified in detail in the quote. We do not color match. Any matching will be the sole responsibility of the contractor or owner we are working for.

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Payment terms:

A deposit of 50% of total invoice is required, unless other arrangements are made. We will not book, order parts, or allocate labor in any way until signed contract and deposit is received. Balance is to be paid when said job is 98% complete. With this agreement, you assume liability for any and all additional costs or fees that may occur due to non-payment, including, but not limited to court costs and/or legal fees.

Insurances:

This quote is given in accordance with our current insurance policies. We carry enough to satisfy most; nation-wide accounts, governments and malls, any additional required by the owner, will be billed as a change order including: supplements or additional, all bonds, additional insured, etc. Please ask for certificate of limits if you have special needs.

Wages:

This quote is not Davis Bacon unless specified in quote. Our company does competitive commercial bids and will not burden the quote unless asked in advance.

Sharon Johnson

From: Chelsea DeBolt <chelseacda@gmail.com>
Sent: Saturday, December 12, 2015 9:41 AM
To: sjohnson@holidayparkfl.com; Gerald Hiebert
Subject: Holiday Park Handicap door
Attachments: Quote 4231 Port Malabar Holiday Park.pdf; Quote 4230 Port Malabar Holiday Park.pdf

Hi Sharon it was nice speaking with you yesterday.

Here is the research I have done for your handicap door. I have included the cost of the opener separately as we are not sure how this will play out with building officials.

The door presently has been cut down about 3 inches it should have an 80" height but has a 77". The handicap code and all egress requires a 76 inch height. The rub is there is a 5/8 inch reveal and the closer makes it 2 more inches. This brings you out of code compliance and this door would cause a liability issue if there was ever a life safety incident.

The possibilities if you do not want to spend the money to bring this up to code is just install the handicap opener. That would mean that there would not be an inspection and it wouldn't trigger a review. I would strongly recommend if you have the budget to go ahead and do the complete upgrade.

The Lintel and concrete work will be around \$2500 and the engineer will be approximately \$500. We do use Gary Karol as do you so you could pay him directly or through us.

Approximate but pretty accurate.

New 3070 doors (these are 7' tall) with (2) Vertical rod exit devices, (2) half lite windows (that make the impact rating), door closer, threshold, exterior entry trim, (6) Stainless steel hinges,

We can definitely take care of this in the next 60 days with ordering permitting and engineering. If you need to ask me any questions you can call me on my cell 772.633.5260 Jerry Hiebert

--

Thank You for the Business! Jerry...
Always succeed one more time than you fail and you will always be successful.
Remember...it took Thomas Edison 10,000 times to get the light bulb right.
Never give up!

CDA Solutions, Inc.
Your Peace of Mind is Our Goal
(321)961-9533 ext 674915 office
(321)674-9143 fax

Warehouse
7622 Emerald Dr. Unit 5
West Melbourne FL 32904

Retail
2070 North Forsyth Rd
Orlando FL 32807

Mail Corporate
PO Box 500070
Malabar FL 32950

www.cda-solutions.com
Corporate Website

www.commercialdoorandaccess.com

Commercial Site

www.theHPW.com

Windows and Doors

www.serviceMax.com

Multi-Trade Services

www.ADLocks.com

Orlando Locksmith Site



CDA Solutions, Inc. dba
Commercial Door & Access
 7622 Emerald Drive
 Suite 5
 West Melbourne, FL 32904

Estimate

Date 12/12/2015 Proposal # 4230

Phone: 1-888-411-2424 Fax: 321-674-9143

Bill To:
 Port Malabar Holiday Park
 215 Holiday Park Blvd., NE
 Palm Bay, FL 32907

Ship To
 Port Malabar Holiday Park
 215 Holiday Park Blvd., NE
 Palm Bay, FL 32907

Customer Phone 321-724-2240

Customer Fax 321-724-8166

P.O. No. Tech

CDS

Item	Description	Qty	Rate	Total
6100	Record-USA 6100 Series Low-Energy Door Operator	1	1,102.50	1,102.50
PANTHER 2	Bea Panther 2 Kit	1	310.50	310.50
	Includes:			
	(2) Wireless Stainless w/Wheelchair Logo, Blue Push Plates			
	(1) 433Mhz Rf Receiver			
Labor E	Labor to install record operator and wireless push buttons	2	75.00	150.00
Labor E	Labor to run electrical for record operator	1	600.00	600.00
Permit Fees	Electrical Permit Fees	1	200.00	200.00

Thank you for your business.

Subtotal \$2,363.00

TERMS & CONDITIONS

Sales Tax (0.0%) \$0.00

By signing this contract you agree to all terms and conditions.

Total \$2,363.00

Authorized Signature & Title _____ Date: _____

Print name: _____

Disclaimer:

Not all of these policies will apply to every job or project, if you have any questions please ask your representative.

Paint and Finishes:

Any painting or finishing is not included, unless specified in detail in the quote. We do not color match. Any matching will be the sole responsibility of the contractor or owner we are working for.

Permitting:

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Insurances:

This quote is given in accordance with our current insurance policies. We carry enough to satisfy most; nation-wide accounts, governments and malls, any additional required by the owner, will be billed as a change order including: supplements or additional, all bonds, additional insured, etc. Please ask for certificate of limits if you have special needs.

Wages:

This quote is not Davis Bacon unless specified in quote. Our company does competitive commercial bids and will not burden the quote unless asked in advance.

Sharon Johnson

From: Chelsea DeBolt <chelseacda@gmail.com>
Sent: Saturday, December 12, 2015 9:52 AM
To: sjohnson@holidayparkfl.com; Gerald Hiebert
Subject: Re: Holiday Park Handicap door
Attachments: Quote 4231 Port Malabar Holiday Park.pdf

Sharon,

Please see the revised door quote 4231 to include two lite kits not just one.

Thank you

Sincerely,

Chelsea DeBolt

Project Manager
CDA Solutions, Inc.
dba Commercial Door and Access
Your Peace of Mind is Our Goal
321-951-9533 office
321-674-9143 fax

Corp/ Warehouse/ Showroom
7622 Emerald Dr.
West Melbourne FL 32904

Mail
PO Box 500070
Malabar FL 32950

www.commercialdoorandaccess.com
Informational Website

www.cda-solutions.com
Corporate Website

Sister Companies include;
ServiceMax
Allison A/C & Electric
Absolute Access and Security
A&D Locksmith
HPW Window and Door

ESTIMATE

A.L. Phoenix Construction Inc.
5545 Mulberry Lane.
Grant, FL 32949
Lic # CBC1251529
321 984 1233

December 20, 2015

To;
Holliday Park
215 Holliday Park Blvd. NE
Palm Bay, FL 32907

Job Location;
215 Holliday Park Blvd. NE
Palm Bay, FL 32907

Job Description South Side Exterior ADA Doors

The original exterior doors in the South wall of the club house ball room are starting to show their age. The homeowners association has decided to replace the existing double doors, panic hardware, jambs and threshold. The new door system will include push pad automatic door openers for ADA accessibility.

The double doors will smooth fiberglass with composite jambs, aluminum threshold and impact rated 18"X 30" lite. And brushed nickel panic hardware.

Scope of work

1. Provide City of Palm Bay building permit.
2. Remove stucco from around exterior of door opening.
3. Remove hardware, doors, Jambs and threshold.
4. Install pressure treated buck strips.
5. Install new jambs and threshold. (to meet the fire rating steel jambs may be required)
6. Hang new fiberglass 20 min fire rated doors, with 20" X 36" lites.
7. Install new PVC trim around exterior of door jamb.
8. Provide power outlet for door opener.
9. Stucco returns around exterior of door opening.
10. Install new brushed nickel panic hardware.
11. Install new push pads and door opener (push pads will open the right hand door)
12. Install new interior door casing...
13. Clean up.
14. Painting by others.

Note;

Attached is a suggestion for a door configuration, steel doors may be substituted for fiberglass doors. However the owners will need to approve the style and configuration of the new doors.

The structural condition of the exterior block wall is not known at this time. Any additional damage uncovered during the repair will be completed on a time and material basis.

The existing doors are only 6' 6" high, the Palm Bay Building Department may require 6' 8" high doors this would require an alteration to the existing concrete opening, this work if required would be completed under a change order.

A.L. Phoenix Construction, Inc. is not responsible for delays due to back ordered materials or circumstances beyond our control. The attached proposal is based on estimated time and material costs, of which may result in an increase or reduction in the final cost. We propose to furnish and install the above complete in accordance with the enclosed specifications for the estimated sum below. Any alteration or deviation from above specifications involving extra labor and/or material costs will become an extra charge over the agreed amount. Agreements made with mechanics or subcontractors on the job are not recognized. No statement, arrangement or understanding, expressed or implied not contained herein will be recognized.

Payments are to be made as follows; a draw for material upon execution of the contract. Balance upon substantial completion, plus any agreed upon extras. The foregoing terms, specifications and conditions are satisfactory and are hereby agreed to. You are authorized to do the work as specified and payment will be as outlined above. The owner upon signing this agreement represents and warrants that he/she is the owner of the premises, and that he/she has read this agreement and agrees also to pay, within thirty (30) days of completion, a 1-1/2% service charge per month on any unpaid balance. Any changes or additions to this estimate will require a signed change before work begins. Our labor carries a one (1) year warranty

Door, Hardware, threshold, trim, stucco and labor.	\$ 6021.64
ADA push pad access and electrical.	\$ 3925.00

David A. Eckert

President

Date

Owner/Agent

Date

Sharon Johnson

From: Karl Bohne <KBohne@fla-lawyers.com>
Sent: Tuesday, December 15, 2015 11:40 AM
To: Sharon
Cc: Phil Matton
Subject: RE: District Manager

There is no requirement under chapter 418 of the Florida Statutes for the District to hire a District Manager. The hiring of employees is not mandatory but within the powers of the District. However, the By-laws of the District, at Article X, require the employment of a District Manager. To the extent that the hiring of the manager is mandatory, there really appears to be no penalty for not doing so, except perhaps a deviation from the oath of office to abide by the requirements of the District. I also suspect that if push comes to shove a district member could file a lawsuit to compel the hiring of a District Manager.

There are many practical problems with not hiring a Manager. First off who will operate the District on a day to day basis. It can not be the board unless the board is making decisions in the sunshine. Arguably, and probably on a brief interim basis, the Chairperson could serve in such an *ex officio* capacity. The by-laws appear to give the chair some authority to supervise and control the business and affairs of the District. See Article VII, (a).

Ex officio means a member of a board can hold another office by virtue of their existing position. In our case the By-Laws, at Article VII, (a), would appear to allow the Chair to serve in the role, for a very limited time of conducting the business affairs of the district. I would recommend the appointment of a temporary manager with the Chair serving as a "check and balance" for the interim time until a permanent one is appointed. This should be first brought to the Board for discussion and vote. Alternatively, the chair could assume the role, temporarily, or the District Board could try and conduct day to day operations; however, the problem there is that it must be in the sunshine.

From: Sharon [<mailto:sjohnson@holidayparkfl.com>]
Sent: Tuesday, December 15, 2015 10:07 AM
To: Karl Bohne
Subject: District Manager

As you know, Cheryl Ennis is no longer with Port Malabar Holiday Park. When Mr. Anderson left they made Cheryl "Acting District Manager" until they finally decided to make Cheryl an offer to become the new "District Manager". My question is what penalties if any are there if the Board decides not to appoint an acting District Manager, and just wait until a new "District Manager" is hired. They will not be starting to interview for this position until after the first of the year and I do believe that this will be a lengthy process until the right person fits there needs.

Sharon Johnson – Administrative Assistant
Port Malabar Holiday Park
215 Holiday Park Blvd.
Palm Bay, FL 32907
321 724-2240

NOTE: Florida has a very broad public records law applicable to governmental jurisdictions. All e-mail addresses, messages and attachments transmitted and received by the District are retained and are made available to the public in compliance with, and as provided for by, Chapter 119 Florida Statutes.

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2015.0.6176 / Virus Database: 4483/11180 - Release Date: 12/14/15

SCHEDULED DISTRICT MANAGER POSITION INTERVIEWS

WEDNESDAY, JANUARY 6, 2016

1 – 1:15

Jody Storozuk

1:15 – 1:30

Jeanene D. Petrone

1:45 – 2:00

Ronald Lee Brown, Jr.

2:00 – 2:15

Michael Scott **(SKYPE)**

2:15 – 2:30

Geraldine Lau

2:45 – 3:00

Lydia Colon

There should be ample “down time” to make up for interviews that may run over 15 minutes.

Port Malabar Holiday Park Mobile Home Park Recreation District
Employee Medical and Vacation Policy

The District offers all full-time employees medical and vacation leave. All full-time employees can begin accumulating both medical and vacation hours during their initial ninety (90) day probation period. If the individual continues employment with Holiday Park, the District will retroact both medical and vacation leave to the employee's start date (Board Meeting, May 26, 2015).

Effective January 1, 2010 all full-time employees are to take a minimum of forty (40) hours of vacation each calendar year. Employees can accrue hours for both medical and vacation leave. These accrued hours can be carried over up to one (1) week (Board Meeting, May 12, 2015). Any overtime hours cannot be calculated into accrued hours.

Medical leave may be used to provide medical care for members of an employee's household or immediate family members. The District Manager may disapprove use of medical leave in excess of three (3) days in any thirty (30) calendar day period unless the absence is recommended in writing by a medical doctor. In calculating medical hours earned, only the hours worked and any vacation hours used are added together to calculate hours earned.

Vacation leave may be scheduled if requested by employee and approved in advance by the District Manager, who may cancel vacation if circumstances warrant. In calculating vacation hours earned, hours worked and any vacation and/or medical hours taken are added together to calculate hours earned.

Medical and vacation leave will be counted as hours work for computing earned leave, i.e. leave without pay and overtime hours are excluded.

The following is the standard list of calculations for accrued medical hours:

Years of Service:	Award/Hour Worked:
Less than 2 years	.01923
2-4 years	.01923
5-9 years	.01923
10+ years	.01923

The following is the standard list of calculations for accrued vacation hours:

Years of Service:	Total Annual Hours:	Award/Hour Worked:
1-2 years	40 hours	.019
3-4 years	80 hours	.039
5-9 years	120 hours	.058
10+ years	160 hours	.077

Upon termination, no cash payment will be made for accrued and unused medical.

Revised 09/30/09

Revised 08/18/15

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