



**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

January 25, 2016 - 7:00 PM

Rebecca "Becky" Earnest
Chairman

Keith Rittscher
1st Vice-Chairman

Joanne Gaughan
Secretary

Cathleen "Cathi" Brennan
Treasurer

Vacant
Trustee

Vacant
District Manager

Harald Albinus
2nd Vice-Chairman

Marion "Molly" Stone
Assistant Secretary

Marilyn Spall
Assistant Treasurer

Rodney "Rod" Lindsay
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 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"



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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 28, 2015 and January 11, 2016
 - Attachments: December 28, 2015 and January 11, 2016 meeting minutes
 - Motion to approve minutes
 - Trustee comment
 - Call for vote
7. Purchase Order Approval (continued from 01/11/16, Agenda Item# 13)
 - Discussion on computers researched for accounting workstation
 - Attachments: Two quotes for computers
 - Action: Trustee comment
 - Public comment*
 - Call for vote
8. Accounting Services (continued from 01/11/16, Agenda Item #9)
 - Discussion on cost review consideration
 - Action: Trustee comment
 - Public comment*
 - Call for vote
- 9A. Owner not in "Good Standing"
 - 201 Cheswick Circle
 - Action: Trustee comment
- 9B. Owners not in "Good Standing"
 - Attachment: Deed Restrictions, Article III, Section 18
 - Action: Motion to approve a fine system
 - Call for vote



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10. District Office Report- Project Updates

Discussion only

11. Financial Audit (2014-'15)

Independent financial audit report for fiscal year ending September 30, 2015

Attachment: 2014-'15 Audit report

Presentation: Ross Whitley, CPA - Berman, Hopkins, Wright & Laham

Motion - to accept Audit Report authorize advertising and filing with
Florida Auditor General and Department of Financial Services

Trustee comment

Public comment

Call for vote

12. Public Comment

13. Trustee Comment

14. Adjournment



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BOARD OF TRUSTEE: WORKSHOP MEETING MINUTES

December 28, 2015 at 7:00PM

1. **Meeting Call to order**
By: Rebecca "Becky" Earnest, 1st Vice Chairman at 7:02PM
2. **Invocation**
By: Rebecca "Becky" Earnest, 1st Vice Chairman
3. **Pledge of Allegiance**
By: Rebecca "Becky" Earnest, 1st Vice Chairman
4. **Roll Call**
By Joanne Gaughan, Secretary; Joanne Gaughan, Secretary; Marilyn Spall, Treasurer; Rebecca "Becky" Earnest, 1st Vice Chairman; Marion "Molly" Stone, Assistant Secretary; Cathleen "Cathi" Brennan, Assistant Treasurer; Harald Albinus, 2nd Vice Chairman, all acknowledged their presence. Absent: Rodney "Rod" Lindsay, Trustee; Gregory "Greg" Clifford, Trustee. Vacant: Chairman. Jessica Saeger, District Clerk was present and recording.
5. **Announcements by Chairman:**
Becky Earnest, 1st Vice Chairman, reiterated that anyone interested in becoming a Trustee should submit a letter of intent prior to the Reorganizational Meeting on January 5th. She reminded everyone that dates and times for vehicle decals could be found on channel 732 and January calendar.

Becky Earnest requested cell phones be put on silent.
6. **Consideration of Approving the Board Meeting Minutes of December 8, 2015:**
Harald Albinus made a motion to approve the December 8, 2015 meeting minutes. Cathi Brennan seconded the motion. A vote was called, motion passed.
7. **Exhaust Vent Fans:**
The Board discussed the approval of the quote from Southern Fire Systems on repairing the exhaust fans for both indoor bathrooms. A one (1) year warranty on parts was confirmed.

Molly Stone made a motion to have the exhaust fans repaired for thirteen hundred dollars (\$1300.00) or less. Cathi Brennan seconded the motion.

Allison Kelly, 1054 Sunflower Lane, asked for clarification on the quote breakdown.

A vote was called to have the exhaust fans repaired, motion passed with one opposed.
8. **Discussion on ADA Replacement Door with Opener for Recreation Hall Back Door (Backdoor Recreational Hall, 12-14-15, Agenda #10):**
The Board reviewed quotes from CDA Solutions and A.L. Phoenix regarding the ADA replacement door with opener.



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Molly Stone made a motion to accept the quote from CDA Solutions and set aside ten thousand thirteen dollars and sixty-six cents (\$10,013.66). Marilyn Spall seconded the motion.

Public comments were made on various issues surrounding current building codes.

A vote was called, motion passed with one opposed.

- 9. Appointment for Acting District Manager (Acting District Manager, 12-14-15, Agenda #13):**
The Board discussed the email from Karl Bohne, District's Attorney, regarding his thoughts towards appointing "acting" District Manager.

Harald Albinus made a motion against appointing an acting District Manager. Marilyn Spall seconded the motion.

Jean Beach, 1090 Moonlight Court, recommended appointing the Chairman the "interim district manager".

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

Robert Silipigni, 420 Holiday Park Boulevard, commented on the topic.

A vote was called, motion passed with members voting as follows: Molly Stone, Yes; Cathi Brennan, Yes; Marilyn Spall, Yes; Harald Albinus, Yes; Joanne Gaughan, No; and Becky Earnest, No.

- 10. District Manager- Recruitment (DM Recruitment, 12-14-15, Agenda #11):**
Becky Earnest asked for all trustees to come prepared with their questions. The Board concluded giving all candidates a copy of the District Manager job description since the position is extensive.
- 10A. District Manager-Recruitment:**
The Board decided to wait until interviews were complete. Then, depending on the outcome, they would possibly consider adding additional candidates to the District Manager's short list.
- 10B. District Manager-Recruitment**
The Board had no objections with the interviewing schedule for District Manager position.
- 11. Current Vacation Policy:**
The Board discussed current vacation policy and explained the reasoning behind the agenda item.
- Barbara Hoffman, 1021 Little Court, suggested removing the word "accumulating".
- Bruce Crabb, 442 Neighborly Court, gave his suggestion on restating the policy.



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Molly made a motion to restate the one line of the employee medical and vacation policy to read: These accrued hours can be carried over up to one (1) week and may not be accumulated beyond one year. Harald Albinus seconded the motion. A vote called, motion passed.

12. Public Comments: No additional comments made by the public.

13. Trustees remarks:

Molly Stone wished everyone a Happy New Year.

Cathi Brennan made no comment.

Marilyn Spall made no comment.

Harald Albinus made no comment.

Joanne Gaughan brought to the Board's attention the meaning behind the word stipend and possibly changing the word to bonus. She mentioned that Bud Getz would like to make his presentation for potential building improvements after the establishment of a new board and District Manager. Joanne stated that grounds crew complaints have been reviewed. They will be discussed further when the Grounds Supervisor returns from vacation.

Becky Earnest reminded everyone of the January 5, 2016 Reorganization meeting. She also stated that the safe driving class will be held on February 2, 2016. If anyone is interested they should give her a check in the amount of fifteen dollars to hold a seat.

14. Adjournment:

There being no further business, a motion to adjourn was made by Harald Albinus and seconded by Becky Earnest. A vote was called, motion carried. The meeting adjourned at 8:15PM.



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BOARD OF TRUSTEE: REGULAR MEETING MINUTES

January 11, 2016 at 7:00PM

1. Meeting call to order

By: Rebecca "Becky" Earnest, Chairman at 7:00 PM

2. Invocation

By: Rebecca "Becky" Earnest, Chairman

3. Pledge of Allegiance

By: Rebecca "Becky" Earnest, Chairman

4. Roll Call

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

5. Announcements by Chairman:

Becky Earnest requested cell phones be put on silent. She announced receiving a letter of resignation from Greg Clifford and stated that we should thank him for his time on the Board.

Keith Rittscher made a motion to accept Greg Clifford's letter of resignation. Rod Lindsay seconded the motion. A vote was called, motion carried.

Becky reminded everyone to be civil throughout all board meetings. She continued to explain that everyone will have different opinions but to remain courteous of one another.

6. Consideration of Approving the Board Meeting Minutes of December 14, 2015, January 5, 2016 and January 6, 2016:

Molly Stone made a motion to approve the December 14, 2015 meeting minutes with corrections. Marilyn Spall seconded the motion. A vote was called, motion carried.

Molly Stone made a motion to approve the January 5, 2016 meeting minutes. Rod Lindsay seconded the motion. A vote was called, motion carried.

Cathi Brennan made a motion to approve the January 6, 2016 meeting minutes with corrections. Keith Rittscher seconded the motion. A vote was called, motion carried.

7. Approval for Special Meeting:

The Board approved a Special Meeting on January 21, 2016 at 3:00PM for reviewing the Holiday Park Employee Personnel Policy Manual.



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8. Treasurer's Report- Presentation of the Financial Reports for the Month of November 2015:

The Treasurer's report was posted on the bulletin board, District website, and distributed to the Board prior to the meeting. Presentation of the financial report for the month of November 2015 was made by Cathi Brennan.

Marilyn Spall made a motion to accept the Treasurer's report. Keith Rittscher seconded the motion. A vote was called, motion carried.

9. Treasurer- Audit Update and Accounting Services:

Becky Earnest explained that no recommendations were requested by the auditors so the audit went well. Becky stated our accountant gave her letter of engagement requesting an increase in pay. She continued to explain that the accountant has not had an increase in salary for three (3) years. The Board discussed various questions relating to the letter of engagement. It was mentioned the accountant should provide a new letter of engagement each year to avoid any lapses.

Cathi Brennan made a motion to increase the accountants pay five percent (5%) for 2016 bringing the monthly total to eight hundred sixty-six dollars (\$866.00). Keith Rittscher seconded the motion.

Becky asked Cathi to write a letter back to the accountant, present the Board's questions (ie., current month ends, and statement received online) and define the increase in pay.

Joanne Gaughan mentioned having a backup accountant. She gave the name of the Park's former accountant to the office but explained that someone will need to contact this person.

Public comments were made regarding clarifications of the accountant's role.

A vote was called to approve an increase of five percent (5%), motion passed.

10. District Manager Recruitment, [DM Recruitment, 01-06-16, Agenda Item #6]:

Keith Rittscher, 1st Vice Chairman, gave an update on the top three candidates. Michael Scott (skype) declined based on the salary offered. Jody Storozuk is willing to negotiate with increasing the salary to four five thousand dollars (\$45,000.00). Lydia Colon stated that forty thousand dollars (\$40,000.00) would be an acceptable salary.

The Board decided to add a Special Meeting on January 21, 2016 at 2:00PM for a second interview with both candidates.

11. District Manager Recruitment:

The Board discussed the email received for the District's attorney.

Joanne Gaughan made a motion to offer benefits to include: shared health insurance, five (5) sick days, nine (9) paid holidays, two (2) personal days, and one (1) week of paid



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vacation given at six (6) months and one (1) additional week of paid vacation at the end of one (1) year. Marilyn Spall seconded the motion.

Public comments were made on various ideas and concerns.

A vote was made for the benefit package, motion carried.

12. Owners Not in "Good Standing"

Becky Earnest asked the entire Board to give some thought towards establishing a fine system for owners not in "good standing". She asked for this topic to be added to an upcoming agenda.

13. Purchase Order Approval- Windows 7:

Cathi Brennan made a motion to explore purchasing a new desktop computer not to exceed six hundred dollars (\$600.00) with Windows 10 already installed. Molly Stone seconded the motion.

The Board asked Harald Albinus to provide the research for the new computer.

A vote was called, motion passed.

14. Purchase Order Approval- Network Backup:

Harald Albinus made a motion to approve the backup system. Cathi Brennan seconded the motion. A vote was called, motion passed.

15. Public Comments:

Bob Shearer, 382 Holiday Park Boulevard, asked the Board to provide him with the information from past grants (ie, amounts).

Sharon Johnson, Administrative Assistant, thanked everyone who helped with decals and reminded everyone that decals will be issued again tomorrow, January 12th between 9-11AM.

16. Trustees remarks:

Rod Lindsay thanked all residents for their participation.

Molly Stone agreed with Rod's statement.

Cathi Brennan thanked everyone for coming this evening.

Harald Albinus made no comment.

Joanne Gaughan stated that she and Sharon will be meeting with the lawn crew to discuss complaints received by the office. She also reminded residents that they must take responsibility for the upkeep of property they own.

Becky Earnest reminded everyone of the fundraiser at Fire Up Grill. She also reminded everyone about the Flea Market on January 16, 2016.

17. Adjournment:

There being no further business, a motion to adjourn was made by Joanne Gaughan and seconded by Marilyn Spall. A vote was called, motion carried. The meeting adjourned at 8:35 PM.

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Brand Name Dell

Series inspiron 3000

Item model number Dell Inspiron 3847

Hardware Platform PC

Operating System Windows 7 Professional

Item Weight 24.4 pounds

Product Dimensions 17 x 14.5 x 7 inches

Item Dimensions L x W x H 17 x 14.5 x 7 inches

Processor Brand Intel

Processor Count 4

Computer Memory Type DDR3 SDRAM

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Technical Details	Summary	Collapse all	Additional Information
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RAM	8 GB SO-DIMM DDR3		Customer Reviews
Hard Drive	1 TB SATA		
Graphics Coprocessor	NVIDIA GeForce GT 730		Best Sellers Rank
Graphics Card Ram Size	2000 MB		
Number of USB 3.0 Ports	2		

Other Technical Details

Brand Name	Lenovo	Shipping Weight
Item model number	90B700EAUS	Domestic Shipping
Operating System	Windows 10	
Item Weight	15.6 pounds	
Product Dimensions	16.1 x 6.3 x 14 inches	
Item Dimensions L x W x H	16.14 x 6.3 x 13.98 inches	
Processor Brand	Intel	
Processor Count	1	
Hard Drive Rotational Speed	7200 RPM	International Shipping
Optical Drive Type	DVD RW	

Accountable Bookkeeping & Consulting LLC

PO Box 33804
Indialantic, FL 32903
(321) 271-0899

Engagement Letter – Ongoing QuickBooks® Services

January 1, 2016

Board of Trustees
Port Malabar Holiday Park Recreation District
215 Holiday Park Blvd NE
Palm Bay, FL 32907-2196

Dear Board Members:

This letter describes the scope and limitations of the services to be provided to the District going forward and replaces the previous engagement letter dated 01/01/2013.

Services Provided

On a regular basis, usually weekly but not less than every two weeks, all accounting transactions for the District will be entered into your existing QuickBooks company file using your existing computer and software. This will include printing checks to pay bills and recording your biweekly payroll based on reports from your third party payroll provider.

On a monthly basis, bank reconciliations for all bank accounts will be performed and adjusting journal entries will be entered as necessary to track pre-paid expenses and other accruals to comply with the modified accrual system as required for government agencies. QuickBooks financial reports will be issued and filed in an appropriate binder for distribution to your Board of Trustees meetings.

Fiscal year-end QuickBooks financial reports and supporting documents will be provided in preparation for your annual CPA audit. Assistance will be provided, as needed, during the audit process and adjusting entries will be entered into QuickBooks resulting from the audit.

Services Not Provided

Accountable Bookkeeping & Consulting LLC will not audit or otherwise verify the data you provide. The services described above may provide QuickBooks or other reports that include financial information, however these reports are for internal management use only and may not be considered as audited financial statements. Legal services of any type are not provided. You have not requested the discovery of errors, misrepresentations, fraud, illegal acts, or theft. Therefore, procedures have not been designed or included to discover such acts, and you agree there are no requirements to do so.

What You Will Provide

You agree to provide certain information on a timely and periodic basis. These items include all the input such as bank statements, vendor information including W-9 forms when required, invoices (bills) and receipts, and any other information that may be required to complete the work of this engagement. These items and any other items obtained from you will be used without any further verification or investigation.

Accountable Bookkeeping & Consulting LLC

Dates of Service

This engagement will begin on Jan 1st, 2016 and will continue until cancelled in writing by either party with 30 days' notice.

Hardware and Software Warranties

During the course of the engagement, the purchase and installation of computer or technological hardware, software, communications, or services may be recommended. Warranties, to the extent they exist, are provided only by the manufacturer/vendor of those computer products.

Services Outside the Scope of this Letter

You may request additional services at a future date that are not contemplated by this engagement letter. In that situation, the scope and estimated cost of the additional services will be discussed and negotiated at that time. Engagements for additional services may necessitate that we issue a separate engagement letter to reflect the obligations of both parties.

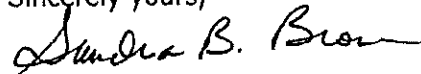
Fees

The fee for these services will be at \$905 per month plus any out-of-pocket expenses for 2016. The fee will increase on January 01, 2017 to \$995 per month and reviewed annually thereafter. Invoices will be submitted monthly and are payable on receipt or at the next scheduled bill-pay cycle.

Approvals

I have enjoyed having you as a client since August of 2008 and look forward to our continued relationship. Please date and sign a copy of this letter and return it to acknowledge your agreement with the terms of this engagement.

Sincerely yours,



Sandra B. Brown

Approved:

Board President

Date

Enforcement of Deed Restriction and Rules and Regulations

The Board of Trustees shall adopt policies and procedures for the levying of fines by resolution against any owner for the failure of the owner of the parcel or its occupant, leaseholder, or invitee to comply with any provision of the Deed Restriction, the A.C.C. Rules and Regulations, or reasonable Rules and Regulations and Policies of the District. A fine may be levied for each day of a continuing violation, with a single notice and opportunity for hearing. A fine imposed pursuant to this section shall become a lien upon the owner's property. If a violation of the Deed Restriction, A.C.C. Rules and Regulations, or reasonable rules of the District is found, the District Manager shall notify the violator and give him or her thirty (30) days to correct the violation.

If after thirty (30) days the violation has not been corrected, a second letter indicating an impending fine will be sent to the owner giving them an additional thirty (30) days to correct the violation.

If after two (2) letters have been sent for a violation of the Deed Restriction, A.C.C. Rules and Regulations, or reasonable Rules and Regulations of the District and the violation has not be corrected, a third certified letter will sent which will include a final twenty-one (21) day invoice to cure, and the notice shall state that failure to remedy the violation within the time prescribed herein may result in an additional fine per day per violation until the violation is cured as specified in the Resolution.

Should the violation continue beyond the time specified for correction in the third and final notice, the District shall schedule a hearing, and written notice of such hearing shall be hand delivered or mailed, via certified mail, return receipt, to said violator. At the option of the District, notice may additionally be served by posting. If the violation is not corrected by the time specified for correction in the third notice, the case may be presented to the designated Board/Committee for enforcement even if the violation has been corrected prior to the hearing, and the notice shall so state.

Each case before the designated Board/Committee for enforcement shall be presented by a member of the administrative staff of the District. If the District prevails in prosecuting a case before the designated Board/Committee for enforcement, it shall be entitled to recover all costs incurred in prosecuting the case before the Board and such costs may be included in the lien authorized herein.

The designated Board/Committee for enforcement shall proceed to hear the cases on the agenda for that day. All testimony shall be under oath and shall be recorded. The designated Board/Committee for enforcement shall take testimony from the witnesses. Formal rules of

evidence shall not apply, but fundamental due process shall be observed and shall govern the proceedings.

At the conclusion of the hearing, the designated Board/Committee for enforcement shall issue findings of fact, based on evidence of record and conclusions of law, and shall issue an order affording the proper relief consistent with powers granted herein. The finding shall be by motion approved by a majority of those members present and voting. The order may include a notice that it must be complied with by a specified date and that a fine may be imposed and, the cost of repairs may be included along with the fine if the order is not complied with by said date. A certified copy of such order may be recorded in the public records of the county and shall constitute notice to any subsequent purchasers, successors in interest, or assigns if the violation concerns real property, and the findings therein shall be binding upon the violator and, if the violation concerns real property, any subsequent purchasers, successors in interest, or assigns. If an order is recorded in the public records pursuant to this subsection and the order is complied with by the date specified in the order, the designated Board/Committee for enforcement shall issue an order acknowledging compliance that shall be recorded in the public records. A hearing is not required to issue such an order acknowledging compliance.