



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

February 22, 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 January 25 and February 4, 2016
 - Attachments: January 25 and February 4, 2016 meeting minutes
 - Motion to approve minutes
 - Trustee comment
 - Call for vote
7. District Manager Job Description (continued from 02/08/16, Agenda Item # 11)
 - Attachment: District Manager Job Description (updated 02/10/16)
 - Action: Motion to approve
 - Trustee comment
 - Public comment*
 - Call for vote
8. Discussion on bonus/stipend
 - Action: Trustee comment
 - Public comment*
9. Consideration of Air Conditioner Repair- Platt's Air and Heat
 - Informational
 - Action: Trustee comment
 - Public comment*
10. Consideration of Approval of Document Mall in the Amount of \$1050.00 (same price as past two years)
 - Attachment: RICOH invoice
 - Action: Trustee comment
 - Public comment*
11. District Office Report
 - Discussion only



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- 12. Consideration of the use of shed**
Discussion only
- 13. Upcoming Budget Ideas**
Discussion only
- 14. Public Comment**
- 15. Trustee Comment**
- 16. Adjournment**



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BOARD OF TRUSTEES: SPECIAL MEETING MINUTES

February 4, 2016 at 1:00PM

1. Meeting call to order

By: Rebecca "Becky" Earnest, Chairman at 1:01 PM

2. Invocation

By: Keith Rittscher, 1st Vice 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; Harald Albinus, 2nd Vice Chairman, all acknowledged their presence. Absent: Rodney "Rod" Lindsay, Trustee. Vacant: Trustee. Sharon Johnson, Administrative Assistant was present with Jessica Saeger recording.

5. Announcements by Chairman:

Becky Earnest, Chairman, reminded everyone about the open vacancy on the Board of Trustees and if anyone is interested to submit their letter of intent. She also cautioned everyone to wear light color clothing and to bring a flashlight while walking at night.

Becky reminded everyone to silence their cell phones.

6. District Manager-Recruitment [DM recruitment, 12-28-15, Agenda Item# 10B]:

The Board interviewed Jody Storozuk for the District Manager position. Each Board member asked Jody several questions during his second interview and advised they would contact him with their decision. The Board explained to him the next step would include a background check.

After the interview with Jody Storozuk, the Board discussed both candidates and decided to begin the next step in the hiring process.

Public comments were made giving information on background companies.

7. Holiday Park Employee Personnel Policy Manual:

The Board reviewed and discussed the second half of the employee manual. This exchange concludes any content changes in the entire manual. Any content or grammatical corrections will be updated at the office. After these corrections are finished the manual will be printed and distributed to each employee.



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8. Adjournment:

There being no further business, a motion to adjourn was made by Harald Albinus and seconded by Keith Rittscher. A vote was called, motion carried. The meeting adjourned at 3:45 PM.



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BOARD OF TRUSTEES: REGULAR MEETING MINUTES

January 25, 2016 at 7:00PM

1. Meeting call to order

By: Rebecca "Becky" Earnest, Chairman at 7:03 PM

2. Invocation

By: Keith Rittscher, 1st Vice 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, all acknowledged their presence. Absent: Harald Albinus, 2nd Vice Chairman. Vacant: Trustee. Sharon Johnson, Administrative Assistant was present with Jessica Saeger recording.

5. Announcements by Chairman:

Becky Earnest announced that Ross Whitley, CPA will be attending the meeting this evening. When he arrives we will allow for his presentation before moving forward with our agenda.

Becky stated she was given the information requested about past grants. She continued to explain that if anyone is interested in reviewing the paperwork to come and see her. Becky also asked all board members to bring their handbooks to the office for necessary updates.

6. Consideration of Approving the Board Meeting Minutes of December 28, 2015 and January 11, 2016:

Keith Rittscher made a motion to approve the December 28, 2015 meeting minutes.

Marilyn Spall seconded the motion. A vote was called, motion carried.

Cathi Brennan made a motion to approve the January 11, 2016 meeting minutes with corrections. Keith Rittscher seconded the motion. A vote was called, motion carried.

7. Purchase Order Approval (continued from 01/11/16, Agenda Item# 13):

Prior to the meeting, Harald Albinus gave specifications on two different computers. The Board concluded more information on the computers is needed. It was determined that the Park's IT guy and Dell should be contacted for feedback.

Molly Stone made a motion to table until next meeting. Rod Lindsay seconded the motion. A vote was called, motion passed.



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8. Accounting Services (continued from 01/11/16, Agenda Item #9):

Joanne Gaughan summarized the events leading to the continued discussion on the accountant's cost review.

Rod Lindsay made a motion to send the original letter (written by Cathi) and have our secretary write another letter stating our counter offer to the accountant's verbal response including the five percent (5%) retroact to October 1st. Also, the letter will propose that the accountant will submit her engagement letter prior to the new budget and that timely statements will be submitted to the Board. Keith Rittscher seconded the motion.

Public comments were made.

A vote was called, motion passed.

9A. Owner not in "Good Standing":

Sharon Johnson explained the situation behind needing the Board's decision. The resident at 201 Cheswick asked for permission to allow a renter to live with her. She is behind in her taxes and the current Deed Restrictions state that you may not rent out your property when in arrears. The resident brought in paperwork from her doctor and pastor about her physician condition. Sharon continued to state that the resident had done everything asked of her. The Board discussed several ideas and concerns on this topic.

Keith Rittscher made a motion to allow the variance of a caregiver for up to one (1) year and re-evaluate after the year. Joanne Gaughan seconded the motion.

Public comments and concerns were made on this topic.

A vote was called, motion passed with two opposed.

9B. Owners not in "Good Standing":

Joanne Gaughan mentioned that the District's violation letters are in the process of being revised and revamped.

Becky Earnest asked that this subject be put on February 8 agenda.

Marilyn Spall asked if we have a list of violations or if a list of violations could be provided. Joanne explained information is in our Deed Restrictions, Rules and Regulations, and Architecture Control Committee's (A.C.C.) Rules and Regulations.

10. District Office Report- Project Updates:

Sharon Johnson, Administrative Assistant, gave the Board an update on all pending projects throughout the Park including distribution of owner decals. Becky thanked Sharon for presenting the project report.



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11. Financial Audit (2014-'15):

Ross Whitley, CPA from Berman Hopkins Wright & LaHam presented an overview of the financial audit for year ending September 30, 2015. The Board received the completed Financial Audit for review during the meeting. Ross explained the Park made a positive change in position. He continued to state that the audit went really well this year considering the District was without a Manager during the audit.

Joanne Gaughan made a motion to accept the audit report. Rod Lindsay seconded the motion. A vote was called, motion passed.

12. Public Comment:

Jim Gahan, 464 Holiday Park Boulevard, reminded the Board to accept the audit.

Robert Silipigni, 420 Holiday Park Boulevard, asked about the status on a decision for a District Manager. Becky explained.

13. Trustee Comment:

Rod Lindsay made no comment.

Molly Stone made no comment.

Marilyn Spall reminded everyone that the Recreation Hall parking lot is only to be used as a short-term parking. It can be arranged with the office but not more than forty-eight (48) hour time frame. She thanked everyone for attending.

Joanne Gaughan gave a synopsis of the meeting she had with the grounds crew.

Keith Rittscher thanked everyone for coming and bringing their ideas.

Becky reminded everyone about the upcoming fundraiser at Texas Roadhouse. Come out and support us.

14. Adjournment:

There being no further business, a motion to adjourn was made by Joanne Gaughan and seconded by Keith Rittscher. A vote was called, motion carried. The meeting adjourned at 8:59PM.

Port Malabar Holiday Park
Mobile Home Park Recreation District

JOB DESCRIPTION: **District Manager**

REPORTS TO: **Board of Trustees**

District Manager shall act as information liaison for the District.

Under the general direction of the Board, the Manager shall represent the Board and the District during contacts with owners, residents, their guests, and other private and governmental entities to consistently and effectively implement the Board's policies, regulations, and assignments in a respectful, even pleasant manner.

ESSENTIAL RESPONSIBILITIES, ACTIVITIES and FUNCTIONS of the DISTRICT MANAGER:

Personal Attributes:

1. Manage, supervise, and coordinate all activities of the District in an effective, efficient, and professional manner;
2. Is required professional knowledge and the ability to conceive, analyze, evaluate, and exercise good judgment and willing and able to effectively implement, efficiently carryout and continually support programs desired by the Board of Trustees;
3. Have knowledge of good management principles and skills in personnel, capital financing, public works, fund's investments, public relations, and the general accounting and computer software generally utilized by Florida local government;
4. Must be able to accept constructive criticism or changes in plans, priorities, policies, and procedures as the Board may approve;
5. Communicate District business to Trustees in a timely and professional manner;
6. Use excellent "people skills" when interacting with residents, Trustees, employees and all outside companies.

District Personnel:

1. Is responsible for selecting qualified applicants, hiring, training, directing, evaluating, promoting, and taking disciplinary action up to and including termination of all employees in accordance with the Board's Rules and Regulations and applicable laws;
2. Annually performs evaluations of supervisors, review evaluations for all other employees and, based on the evaluations, make recommendations to Board for increases in compensation. All performance evaluations must be completed by March;
3. Request approval of the District's Board for any changes in number of employees within a department;
4. Ensure proper coordination of responsibilities and duties between departments and between employees to minimize duplication of effort and to reduce operating costs;

JOB DESCRIPTION: District Manager (cont.)

5. Is responsible for identifying and proposing to the Board the implementation of method and manners of obtaining or increasing efficiency and quantity of service.

Policies and Procedure:

1. Will actively support and implement all policies established by the Board in connection with the operation of the District;
2. Suggest new policies or modifications to existing policies;
3. Establish purchasing, accounting, and administrative procedures consistent with legal requirements and business practices;
4. Prepare and review minimum of three (3) outside contractor bids and consultant proposals; present those proposals to the Board, make recommendations for approval or disapproval;
5. Periodically review properties and make recommendations to Board for required improvements.

Regulatory:

1. Is required to understand state and federal laws as they relate to the structure, activities, finance, reporting conduct and operations of local governmental units, particularly F. S. 418 Part 2, Mobile Home Park Recreation Districts and F. S. Chapter 286 ("Sunshine Law"), and insure timely compliance;
2. Immediately report any notices of investigations/violations from an agency having jurisdiction to the Board;
3. Timely submit regulatory reports required by State and other agencies.

Meetings:

1. Will assist the Chairman of the Board in preparation of the Board's meeting agendas and in selecting items and priorities for discussion;
2. Prepare or assign preparation of supporting documents for all agenda items.
3. Attend regular, special and sub-committee meetings of the Board;
4. Participate in meetings, discussions, project site visits, workshops and hearings that may pertain to the administration of services being provided or planned, and report results to the Board;
5. Be responsible for advertising meetings and preparation of all required legal announcements and notices relating to District business, operations, and activities;
6. Assist in presentations and recommendations to the Board regarding construction or acquisition of infrastructure, capital improvements, and capital items.

Finance:

1. Is responsible for preparing income and expense projections and presenting budget recommendations to the Board;
2. Assist Board's Treasurer in the management of District's finances, bank and credit accounts, loans and investment vehicles within established District policies and applicable law;

JOB DESCRIPTION: District Manager (cont.)

3. Control and administer the District's finances and budget(s) in accordance with Board's direction and applicable regulations and oversee the timely submission of all reports required by other agencies;
4. Request approval for adjustments to the annual budget when required or appropriate;
5. Assist in presentations and recommendations to the Board regarding means and methods of financing construction or acquisition of infrastructure, capital improvements, and capital items;
7. Control and administer the District's finances and budget(s) in accordance with Board's direction and applicable regulations with the timely submission of all reports required by other agencies;
8. Research and apply for grants applicable to the District.

Payroll:

1. Be responsible for accuracy of all employee payroll, calculating hours, regular vacation, medical and overtime;
2. Prepare payroll for processing; or, train office personnel to perform these duties.

Purchasing and Payment:

1. Will coordinate payment to suppliers, contractors and professional service providers;
2. Arrange for satisfactory delivery of requested materials and services;
3. Be responsible for obtaining supplies and services at the lowest and best costs.

Information Systems:

1. Will maintain databases, update as needed; back up hard drives and store appropriate data. Maintain software and upgrade as needed;
2. Design forms as needed; maintain District website; and, TV Channel 732;
3. Establish procedures for maintaining resident files and files relating to District business;
4. Maintain personnel files including but not limited to employee compliments and criticism;
5. Train and cross-train all office personnel in all duties performed in the District Office.

Required Hours:

1. Will work a minimum of forty (40) hours per week and may be required to work nights and/or weekends;
2. As an essential employee, the Manager is expected to perform at a high level professional service to ensure the District operates effectively and efficiently.
3. He/She may be required to work during emergencies to protect the interests and property of the District.

He/She will perform additional services, duties, and responsibilities as directed by the Board.

JOB DESCRIPTION: District Manager (cont.)

QUALIFICATIONS:

Education:

1. Minimum of _____ education; with _____ years work experience _____;
2. Ability to follow and give verbal and written instructions, assignments and/or directions, understand and write in English;
3. Ability to prepare formal correspondence, governmental reports and technical studies using the appropriate format, punctuation, spelling and grammar of business English;
4. Ability to read, write or communicate in other languages is desirable but not required.

Physical:

1. Is required to sit for long periods of time;
2. Is required to walk or stand for periods of time of one hour or more;
3. Must be able to lift, carry, push, pull, or move objects weighing up to 20 pounds;
4. Must have effective use of hands and arms;
5. Must have a minimum of 20/50 in both eyes (corrective lenses acceptable);
6. Capable of hearing sufficiently to communicate with others (hearing aids acceptable).

Notice:

The District is a drug and alcohol free work place and is an Equal Opportunity Employer. As a condition of employment, employee acknowledges that the District reserves the right, subject to statutory requirements, to promote, demote, reassign, suspend, or terminate any employee without notice or status.

By signing below, employee acknowledges that he/she has been given a copy of this Job Description and the Employee Manual which denotes acceptance/agreement to each policy. Copy of signed document will be placed in the employee's file maintained in the District office.

Employee Signature

Date

Chairman, Board of Trustees

Date

Ricoh USA, Inc
Attn: Customer Administration
70 Valley Stream Parkway
Malvern PA US 19355

INVOICE

RICOH

Federal ID:23-0334400
DUNS# 04-396-4519



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1866 1 MB 0.439 7 Return Service Requested
PORT MALABAR HOLIDAY
Attn: Accounts Payable
215 HOLIDAY PARK BLVD NE
PALM BAY, FL 32907-2196

Seq# 001866



Invoice Number	Invoice Date
5040481794	02/11/2016
Terms	Due Date
90 NET	05/11/2016
Customer Number	Purchase Order Number
3764025	



We appreciate your business.
For any questions, please call 1-888-456-6457
or visit our website www.ricoh-usa.com to order additional
products, supplies, services or to submit meter reads

For details on Ricoh's EPEAT and environmental initiatives, visit www.ricoh-usa.com/environment. Ricoh has posted to its website take back, recycling, paper content, reporting and design information for its imaging equipment/ Toner Containers/ packaging to meet EPEAT criteria. None of the returned material goes to landfill or incineration.

Contract Billing Summary		Amount	Sales Tax	Total
Contract Number	3541679			
Billing Charge	02/12/2016 to 02/11/2017	1,050.00	0.00	1,050.00
Total		1,050.00	0.00	1,050.00

Regular Bill

Amount Due	1,050.00
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PORT MALABAR HOLIDAY
215 HOLIDAY PARK BLVD NE
PALM BAY FL 32907-2196

Detach and Return This Portion With Your Payment or Pay Online at www.ricoh-usa.com
To ensure proper credit to your account, please write your customer and invoice number on your check

Make check payable and remit to :

Ricoh USA, Inc
PO Box 532530
ATLANTA GA 30353-2530

Customer No:	3764025
Invoice Number	5040481794

Amount Due:	1,050.00
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Thank you for choosing Ricoh USA, Inc.

00 0050404817943 00037640257 00001050004 0000000000 0000000000

Ricoh USA, Inc
Attn: Customer Administration
70 Valley Stream Parkway
Malvern PA US 19355

INVOICE

RICOH



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Invoice Number	Invoice Date
5040481794	02/11/2016
Purchase Order Number	Contract Number
	3541679
Customer Name	
PORT MALABAR HOLIDAY	

Location	Detail	Billing Details	Amount	Sales Tax	Total
PORT MALABAR HOLIDAY 215 HOLIDAY PARK BLVD NE PALM BAY FL 32907-2196 - - -	RICOH NA EID DocMall S/N DM37640251718 SUBSCRIPTION Includes SUBSCRIPTION COVERAGE	Billing Charge: 02/12/2016 to 02/11/2017	1,050.00	0.00	1,050.00
		Total	1,050.00	0.00	1,050.00