



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

REGULAR MEETING AGENDA

April 11, 2016 - 7:00 PM

Rebecca "Becky" Earnest
Chairman

Keith Rittscher
1st Vice-Chairman

Joanne Gaughan
Secretary

Cathleen "Cathi" Brennan
Treasurer

Gerald "Russ" Livermore
Trustee

Jody Storozuk
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. Resignation Letter – Harald Albinus, 2nd Vice Chairman, Board of Trustees (District 2)
7. Appointment to fill Vacant Trustee Position- (District 2)
Action: Motion to appoint [name of Nominee] to fill District 2 seat
Oath of Office
8. Consideration of Approving the Board Meeting Minutes of March 28, 2016
Attachments: March 28, 2016 meeting minutes
Action: Motion to approve minutes
Trustee comment
Call for vote
9. Consideration of Raise for Accounting Services
Attachment: Engagement Letter for Accountant
Action: Motion to approve
Trustee comment
Call for vote
10. TD Bank Credit Cards
Action: Motion to approve
Trustee comment
Call for vote
11. New Microphones for the Recreation Hall
12. April 25, 2016 Workshop Meeting Quorum
13. District Manager Comments on Purchasing Tools
14. Public Comment
15. Trustee Comment
16. Adjournment

Jesica Saeger

From: Harald A <donovansreef1947@yahoo.com>
Sent: Monday, March 28, 2016 9:18 PM
To: jsaeger@holidayparkfl.com
Subject: Resignation

I here by resign as Trustee effective 3/28/16
for personal reasons

Harald Albinus

RECEIVED
MAR 29 2016
BY:.....

April 7, 2016

This letter is to request reinstatement as a Trustee on the Board.
I have had time away from the board and now feel energized to continue.
I am looking forward to serving again.

Yours truly,

A handwritten signature in black ink, appearing to read "Phil Matton", written in a cursive style.

Phil Matton



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BOARD OF TRUSTEE: WORKSHOP MEETING MINUTES

March 28, 2016 at 7:00PM

1. Meeting called to order:

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

2. Invocation:

By: Keith Rittscher, 1st Vice Chairman

3. Pledge of Allegiance:

By: Rebecca "Becky" Earnest

4. Roll Call:

By Molly Stone, Assistant Secretary: Marilyn Spall, Assistant Treasurer; Marion "Molly" Stone, Assistant Secretary; Rodney "Rod" Lindsay, Trustee; Harald Albinus, 2nd Vice Chairman; Cathleen "Cathi" Brennan, Treasurer; Rebecca "Becky" Earnest, Chairman; Keith Rittscher, 1st Vice Chairman, all acknowledged their presence. Absent: Joanne Gaughan, Secretary. Vacant: Trustee. Jody Storozuk, District Manager was present with Jessica Saeger recording.

5. Announcements by Chairman:

Becky Earnest, Chairman, expressed her gratitude to see so many people this evening. She thanked everyone for coming.

Becky thanked Harald for taking her place as "Chairman" at the last meeting. She stated she had a death in her family. Becky also thanked everyone for all the cards that were sent.

6. Appointment to fill Vacant Trustee Position:

The Board of Trustees had a vacant position for District 4. Becky Earnest, Chairman, announced that the Board received a letter of intent from Gerald "Russ" Livermore. Becky asked for the letter of intent to be accepted to fill the vacant position for District 4.

Harald Albinus made a motion to nominate Gerald "Russ" Livermore's. Marilyn Spall seconded the motion. Keith Rittscher made a motion to close the nomination. Rod Lindsay seconded the motion. A vote was called, motion carried.

The District Clerk administered the Oath of Office to Gerald "Russ" Livermore who then took their position at the dais.

7. Consideration of a By-Law Change:

Becky Earnest, Chairman, read over the by-law proposal posted on bulletin and website. The Board discussed various options for Board members and meeting attendance. The Board decided to keep both the regular and workshop meetings and vote at all.



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Bruce Crabb, 442 Neighborly Court, commented on the two different proposals. He suggested in Article 4 omitting "Workshop" and Article 7 omitting "Regular".

Molly Stone suggested that we try not to discourage others to participate on the Board because of attendance rules.

Marilyn Spall made a motion to leave the meetings titled the same but vote at all meetings. Harald Albinus seconded the motion.

Allison Kelly, 1054 Sunflower Lane, commented on voting on the proposed by-law change and Trustees missing three consecutive meetings.

8. Consideration of Approving the Board Meeting Minutes of March 14, 2016:

Harald Albinus made a motion to approve the March 14, 2016 meeting minutes. Molly Stone seconded the motion.

Cathi Brennan added to approve the minutes with corrections.

A vote was called to approve with corrections, motion carried.

9. Emergency Storm Debris- Resolutions 2016-01, 2016-02, 2016-03:

Becky Earnest, Chairman, explained that this is our fifth-year utilizing the City of Palm Bay contracts for management, removal and disposal of storm debris and related services if/when needed basis.

Rod Lindsay made a motion to approve all three resolutions (ie., Resolution 2016-01, 2016-02, 2016-03). Harald Albinus seconded the motion. A vote was called, motion carried.

10. Consideration of Air Conditioner Repair (Location: Card and Laundry Room):

Becky Earnest, Chairman, suggested to the Board to hold off on the repair. We should wait until we have more direction from the structural engineer drawings.

Marilyn Spall made a motion to table until construction on what or whenever needs to be done. Keith Rittscher seconded the motion.

Rod Lindsay questioned about the thermostat for the air condition unit. Jody state that he will install a new thermostat with a lock box.

A vote was called to table this discussion, motion carried.

11. Consideration of Structural Engineer for Drawings:

Jody Storozuk, District Manager, gave his recommendation for Engineering & Design Concepts in the amount of forty-nine hundred dollars (\$4,900.00) for the structural engineer for drawings.



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Marilyn Spall made a motion to accept Engineering Design & Concept of \$4,900.00 to start improvement. Keith Rittscher seconded the motion. A vote was called, motion carried.

12. Consideration of Painting the Exterior Building:

Jody, District Manager, explained that he understood that the Board approved a bid for painting the exterior Recreation Center. Jody proposed to spend up to thirty-five hundred (\$3,500.00) and Holiday Park's employees to complete the work and save the Park twelve thousand dollars (\$12,000.00).

Keith Rittscher made a motion that we do the painting in house under Jody's supervision. Marilyn Spall seconded the motion.

Keith Rittscher asked the Board if Jody could hire more employees. Becky stated it is at his discretion as long as he stays in budget.

Harald Albinus mentioned that we lost three more employees and questioned the District Manager on how he will manage painting the building. Jody stated that he will replace the three employees that were terminated and that he has two people coming in tomorrow. Jody added that the remaining employees are working a little more efficiently now.

Harald Albinus asked if we could know the reasons behind the three employees terminations and asked if there was documentation. Jody stated that an employee was caught smoking weed behind the building on working hours. Harald stated the at-will termination does not include discrimination. Harald asked Jody if we have documentation of the recorded incident. Jody affirmed.

Marilyn Spall gave accounts on her recent observations of the terminated employees. She stated they have been stealing right along by punching in on timecards and laying around.

Keith Rittscher asked Jody if there are records of these terminations. Jody said there were records.

Allison Kelly, 1054 Sunflower Court, explained Florida Employment Law regarding termination of a person of color and their hire regulations.

Harald Albinus requested the Board get clarification from the Park's attorney on the Florida Statute 112.3135. Becky agreed to get an answer.

Donald Washington, 1000 Wood Court, supports the Manager and his endeavors to save the Park money. Being a retired painting contractor, if Jody needs his expertise or material, it will be available to him.

13. Budget Discussion:

Cathi Brennan, Treasurer, stated that we will try not to raise assessments this upcoming fiscal year. She stated that money could be pulled, if needed, out of the reserves for the proposed construction remodeling.



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Cathi has completed the expense portion of the budget. She will be working with Jody this week on employee wages. We will be receiving an update on insurance quotes for employee health care insurance shortly. Her goal is to present the completed budget by the end of April.

14. SBA Account Discussion:

Cathi Brennan, Treasurer, explained that we have a SBA account and when it began. She gave details on the beginning amount in the account and the current balance to date. Her suggestion is, if the interest begins to decrease on a monthly basis, we should pull some money out and move to our reserves. She mentioned that she will provide monthly updates on the status of this account.

Keith Rittscher asked Cathi for clarification on the SBA. Cathi explained it is an investment association available to small government entities. Keith asked if she could research and bring in some information about the history of the company. She agreed.

Jean Beach, 1090 Moonlight Court, added to the discussion that SBA stands for State Board Administration and is a state run investment program.

15. District Manager Report:

Presentation of March 2016 monthly report was made by Jody Storozuk.

Russ Livermore made a motion to accept the District Manager's report. Rod Lindsay seconded the motion.

Keith Rittscher mentioned that the Manager is doing great work and encouraged him to keep good records.

A vote was called to accept the Manager's report, motion carried.

16. Consideration of District Manager to Live on Property:

Marilyn Spall, Assistant Treasurer, wanted a discussion surrounding the District Manager and permission to him to reside on District property.

Becky Earnest, Chairman, stated that this topic was added due to the concerns of the District Manager signing a one year rental lease during his probation period. Becky suggested that the District Manager live here only during the probation period or one week longer.

Harald Albinus stated the District Manager knew of the circumstances prior to being hired.

Molly Stone asked if the District Manager is under fifty-five (55) years of age. Jody confirmed; he is under the restricted age.

Keith Rittscher asked if the District Manager would have someone else living with him. Jody said no one would be living with him.



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Keith Rittscher made a motion to allow the District Manager temporarily live in the Park for seven (7) months with no extension. Molly Stone seconded the motion.

Rod Lindsay stated it would be good to have the Manager close during construction.

Harald Albinus does not agree with him living in the Park stating we have Deed Restrictions that we should follow.

Gary Valentine, 1057 Maple Court, does agree that the District Manager is doing a great job but we need to be careful in setting a dangerous precedent.

Keith Rittscher amended his motion to state that the Manager will be able to live in the Park for at least seven months with no other occupants.

Don Clark, 129 Mystic Boulevard, stated the District Manager and the Board were aware of the travel time that Jody would endure. The Park residents should not violate any regulations.

Allison Kelly, 1054 Sunflower Lane, stated that there is a eighty twenty (80/20) rule in senior communities found in the Florida Statute . It states that someone under the age can live in the Park if the Board allows. She also mentioned if Jody wishes to move into the Park, it should be put in his job description, if the Board wants him to stay here.

John Bonasera, 370 Holiday Park Boulevard, supports the District Manager but allowing him to reside here would be opening Pandora's box.

Virginia Paul, 1014 Wood Court, commented on doctors needing to stay in a five (5) mile radius. This rule may be appropriate for the District Manager.

Jody Storozuk, District Manager, stated that he is not begging to live here. He appreciates everyone's opinion.

Bob Shearer, 382 Holiday Park Boulevard, stated we are not breaking any rules according to the 80/20 rule of the Florida Statute.

Vince Langley, 467 Holiday Park Boulevard, supports him staying here as long as he wants to.

A vote was called, motion approved with one opposed.

17. Public Comments:

Betty Reynolds, 351 Holiday Park Boulevard, expressed her gratitude on the good job the District Manager did with the ditch on Americana. She wanted to thank everyone who helped move chairs and tables to assist with the setup of the primary elections. Her team appreciated the help.



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Steve Ambrose, 241 Blossom Lane, asked the Board if it is normal to frequently have trustees in the office. Becky explained that they were covering lunch because an employee was out.

Gary Valentine, 1057 Maple Court, asked if we have the money to invest in a better sound system. Harald stated the microphones are old and he gave information including a rough estimate cost for both microphones and a new sound system.

Virginia Paul, 1014 Wood Court, suggested a possible gym set up for our Park community. Becky stated the insurance might be an issue. Virginia stated she will provide the Board with statistics.

Anita Healey, 116 Holiday Park Boulevard, complimented the District Manager stating he is the first Manager to personally address all residents at their homes.

MaryAnn Livermore, 399 Holiday Park Boulevard, voiced her concerns with bike riders not following the rules of the roads.

Bruce Crabb, 442 Neighborly Court, expressed his gratefulness towards the new Manager.

Henry "Flakey" Gardner, 1183 Center Lane, thanked the Board for hiring the District Manager and he thinks Jody is doing a wonderful job.

18. Trustee Comments:

Rod Lindsay enjoyed the meeting and the participation of others.

Molly Stone commented on the renovation and the acoustics in the recreation hall.

Marilyn Spall thanked everyone for coming and expressing their opinions.

Cathi Brennan made no comment.

Harald Albinus enjoyed every minute of being on the Board and loves everyone. However, he is resigning from the Board as of immediately.

Russ Livermore introduced himself and thanked everyone for their support.

Keith Rittscher requested the office fill out the bottom portion of complaint forms with explanation of action taken.

19. Adjournment: No motion was made, the meeting adjourned at 8:50PM.

jody@holidayparkfl.com

From: Sandra Brown <accountable.bookkeeping@gmail.com>
Sent: Tuesday, March 22, 2016 12:28 PM
To: jody@holidayparkfl.com; Cathi Brennan
Subject: Rate increase for new budget

Hi Cathi and Jody,

Since Jody was not yet employed during my recent engagement letter negotiation, I'll recap to bring him up to speed.

In January, I asked for a 15% increase in my flat-fee rate when I realized that it had been over 3 years since my last rate adjustment that was specified in my 01/01/2013 Letter of Engagement. But because my request was in the middle of a budget cycle that did not accommodate this amount, the board approved a 5% increase retroactive to 10/01/15. They also indicated that I should request the additional increase during March so that it could be built in to the new budget. The new rate would become effective with the new budget on 10/1/2016. Sharon can show you my current Letter of Engagement dated 2/7/2016 (it took a while for that negotiation process). But I never received a signed copy from the District so I'd like to request that now.

So I am now requesting the additional 10% rate increase be built into the FY2017 budget so that my new rate will be \$950 per month as of 10/1/2016. I will write a new Letter of Engagement that can be signed by 10/1/16 but I'd like confirmation during this budget process that this rate has been approved.

Please let me know if you need any additional information.

Thanks,
Sandy

Sandra Brown
Accountable Bookkeeping & Consulting LLC
www.AccountableBookkeeping-FL.com
321-271-0899 (cell)