



# PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

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## BOARD OF TRUSTEES: REGULAR MEETING MINUTES

April 11, 2016 at 7:00PM

**1. Meeting call to order**

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

**2. Invocation**

By: Keith Rittscher, 1<sup>st</sup> 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, 1<sup>st</sup> Vice Chairman, Marion "Molly" Stone, Assistant Secretary; Cathleen "Cathi" Brennan, Treasurer; Rodney "Rod" Lindsay, Trustee; Gerald "Russ" Livermore, Trustee, all acknowledged their presence. Absent: Harald Albinus, 2nd Vice Chairman. Jody Storozuk, District Manager was present and Jessica Saeger recording.

**5. Announcements by Chairman:**

Becky Earnest, Chairman, asked people to raise their hand if it was their first time coming to a Board meeting and she welcomed everyone.

Becky asked Barbara Dufault for the count of attendees at the meeting. Barbara counted one hundred seventy-one (171) attendees at tonight's meeting. Becky reminded everyone to silence their phones during the meeting. She also reminded everyone to be respectful to others on each subject. Becky explained our by-laws states each person that is recognized can speak one time per subject and has up to three minutes at the microphone.

Becky asked for a motion to be called for as 7A- fill Trustee vacancy and 9A- Treasurer's Report to be added to the agenda.

*Joanne Gaughan made a motion to add these items to the agenda. Rod Lindsay seconded the motion. A vote was called, motion carried.*

Becky expressed her gratitude towards Harald Albinus serving on the Board. She reminded everyone that he had the Park's best interest at heart and he always played devil's advocate.

**6. Resignation Letter – Harald Albinus, 2<sup>nd</sup> Vice Chairman, Board of Trustees (District 2):**

Becky Earnest, Chairman, read Harald Albinus's resignation letter.

*Russ Livermore made a motion to accept the resignation letter with thanks to Harald for his time served. Joanne Gaughan seconded the motion. A vote was called, motion carried.*



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**7. Appointment to fill Vacant Trustee Position (District 2):**

Becky Earnest, Chairman, read Phil Matton's letter of reinstatement. Becky explained that this would be an appointment for a new position not a reinstatement.

*Marilyn Spall made a motion to accept Phil Matton's letter to become a Trustee.  
Molly Stone seconded the motion. A vote was called, motion carried.*

**7A. Appointment to fill Vacant Trustee Position (District 2):**

The District Clerk administered the Oath of Office to Philias "Phil" Matton who then took his seat at the dais.

Becky Earnest, Chairman, mentioned that District 2 seat's term will be ending December 2016. She stated that she will provide a list of names regarding all re-elections for next year. If anyone wishes to run extending their term through 2018, they should submit their application and letter to the Brevard County Supervisor of Elections.

*Joanne Gaughan made a motion nominating Russ Livermore as 2nd Vice Chairman. Keith Rittscher seconded the motion. A vote was called, motion approved.*

**8. Consideration of Approving the Board Meeting Minutes of March 28, 2016:**

*Russ Livermore made a motion to accept the Board meeting minutes of March 28th. Cathi Brennan seconded the motion.*

Russ Livermore mentioned a correction in item #7 (By-Law change) which needed to have written "motion carried". Becky asked the District Clerk to review the minutes and to table acceptance until next meeting.

**9. Consideration of Raise for Accounting Services:**

Sandy presented a letter with her request for an increase for her accounting services.

*Marilyn Spall made a motion to table this until September. Keith Rittscher seconded the motion.*

Marilyn Spall explained that the Board requested the consideration of raise prior to preparing the budget.

Bob Shearer, 382 Holiday Park Boulevard, questioned the Board if we should be researching (ie. prices, services provided) before the contract expires.

Bruce Crabb, 442 Neighborly Court, questioned why we outsource payroll services and how come the accountant does not provide these services.

*A vote was called to table discussion until September, motion carried.*



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**9A. Treasurer's Report- Presentation of the Financial Reports for the Month of March 2016:**

Board members wanted time to review the reports prior to approving the financials since the reports were distributed at the meeting. Cathi assured them that she reviewed the reports and the numbers won't change. Presentation of the financial report for the month of March 2016 financial report was made by Cathi Brennan. She gave thanks to Sandy for the updated loan sheets.

*Marilyn Spall made a motion to accept the treasurer's report. Phil Matton seconded the motion. A vote was called, motion carried.*

**10. TD Bank Credit Cards:**

Cathi Brennan, Treasurer, explained the situation with the maxed out SunTrust credit card. She assured the Board that the situation was resolved and suggested a solution to avoid it happening again. She suggested opening three (3) or four (4) debit card accounts. The cards would have only Holiday Park's name on them versus a Manager's name. Cathi continued to state that this would eliminate any issues if an employee is no longer with the District.

Marilyn Spall suggested a debit card could be used for different departments and it will prevent any overdrafts. It was explained that Cathi, Marilyn, and Jody visited with TD bank managers. A credit card could affect someone's credit.

Molly Stone questioned the debit card and pin numbers. She was reassured it would be safe. All cards are in the District office's safe and need authorization from the Manager prior to releasing them. Molly asked the District Manager his recommendations. Jody suggested the following departments and amounts:

Building Maintenance- \$ 500.00  
Grounds Maintenance- \$ 500.00  
Jody, District Manager- \$ 10,000.00

Rod Lindsay asked Becky if the bank manager could come to a meeting and brief the Board with additional information.

Bruce Crabb, 442 Neighborly Court, stated the Treasurer, Assistant Treasurer, and District Manager spoke with the manager of the bank. He feels that the information they have provided should be sufficient.

*Russ Livermore made a motion to open three debit accounts. Two cards in the amount of five hundred (\$500.00) dollars and one card in the amount of ten thousand dollars (\$10,000.00) with Jody having to approve all purchases. Marilyn Spall seconded the motion.*

Kay Barclay, 385 Holiday Park Boulevard, questioned the reason behind having the current District Manager using a credit card with the prior Manager's name on it.

*A vote was called to open three debit cards and close the SunTrust credit cards, motion carried.*



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## 11. New Microphones for the Recreation Hall:

Jody Storozuk, District Manager, mentioned that we could purchase microphones for all trustees including a headset for bingo for approximately two thousand dollars (\$2,000.00).

Keith Rittscher asked who has a background with electronics. Phil Matton stated that he did.

*Keith Rittscher made a motion to for Jody, District Manager, and Phil Matton to work together purchasing microphones. The limit allowed is twenty-five hundred dollars (\$2500.00). Russ Livermore seconded the motion.*

If more money is needed, they need to come back to the Board for authorization.

Chuck Roan, 220 Borel Court, gave his recommendation to go wireless when choosing microphones.

*A vote was called, motion carried.*

## 12. April 25, 2016 Workshop Meeting Quorum:

Becky Earnest, Chairman, asked for a head count for the April 25, 2016 Workshop meeting. There is a cruise scheduled and several trustees are attending . It was determined there would be a quorum.

## 13. District Manager Comments on Purchasing Tools:

Jody Storozuk, District Manager, requested fifteen hundred dollars (\$1500.00) from the Board to purchase commercial tools to eliminate outsourcing and complete maintenance on equipment in-house. He is requesting to purchase two larger items (ie., commercial air compressor and welder) along with other smaller tools not exceeding this amount. Jody stated that he can teach other employees how to use the equipment and this will eliminate outsourcing our equipment to be repaired.

The District Manager suggested purchasing a used golf cart in the amount of twenty-five hundred dollars (\$2500.00) or under. Keith Rittscher asked for a list of big items that the District Manager is interested in purchasing. Jody stated an air compressor and welder.

*Russ Livermore made a motion to allow fifteen hundred dollars (\$1500.00) for tools. Keith Rittscher seconded the motion. Cathi Brennan added to wait until debit cards are issued.*

Jody Storozuk , District Manager, stated the grounds crew has invited all residents this Friday between 11:30AM-1:30PM to a free cook out (ie., hamburger, hot dogs). Jody explained that the grounds crew invites all residents to look at the clean shop and equipment.

Rod Lindsay asked Jody if we use the County for discounts of larger items for purchasing. Jody stated we do and other discounts along with his military discount as well.

Phil Matton asked if the compound is secure. Jody stated it is secure, all locks have been changed, trees have been trimmed, and brush cleaned up. He invites everyone to come out to visit.



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Howie Sprague, 126 Holiday Park Boulevard, questioned the District Manager on how we will keep track of our tools and equipment. Jody is working on an inventory list.

John Roguski, 1161 Lindsey Court, asked if there is a fire extinguisher down in the grounds area. It was stated that there is a one in the grounds area.

*A vote was called to allow the purchase of tools, motion carried.*

*Phil Matton made a motion to look into purchasing a used golf cart in an amount up to twenty-five hundred dollars (\$2500.00). Marilyn Spall seconded the motion.*

Keith Rittscher asked for assurance that we have enough equipment to conduct business. He asked Jody if we could possibly add a hitch to the golf cart and haul as a trailer. Jody agreed.

*A vote was called to purchase a golf cart, motion carried.*

#### **14. Public Comment:**

Chuck Roan, 220 Borel Court, is impressed with the Manager and thinks the Park looks great.

Shirley Cadieux, 100 Cheswick Court, thanked the Board and the District Manager for getting rid of the raccoon problem. Jody reminded residents if they have a critter problem on their property to call the office and he will take care of it.

Bruce Crabb, 442 Neighborly Court, stated it is refreshing to have a Manager that is interested in the Park and is actually working, let's not hinder him. Jody appreciates the compliments and enjoys working here. Jody stated that he works for the entire Board and wants to do a fair job. Jody stated that he can take constructive criticism.

#### **15. Trustee Comment:**

Rod Lindsay stated this is the most people he has ever seen at a meeting. He noted that people have been hearing rumors and if you wanted to hear the truth to come to all the board meetings

Molly Stone reminded everyone to show respect and listen to one another. She thanked everyone for voicing their opinions at the meeting and not just their neighbors.

Marilyn Spall thanked everyone for coming to the meeting. She encourages everyone to come and voice your opinions.

Cathi Brennan stated the meeting has been fun.

Russ Livermore stated that he was happy to see everyone here tonight. He continued to add that he is here for the people in the Park and the Manager.

Phil Matton stated that he is happy to be back on the Board. He thanked the Board for their choice for



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a District Manager.

Joanne Gaughan stated that she listened to a recording of the previous meeting from which she was absent. She noted that information given about the 80/20 rule is perhaps incorrect. Joanne continued to state she does not believe it applies to our Park since we fall under the category of a privately owned District and governed by Deed Restrictions. She also asked the District Manager to keep a written record of all purchased tools. Jody stated that he will have an inventory with all equipment and VIN numbers.

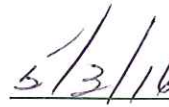
Keith Rittscher recommended the District Manager keep all office staff abreast on all projects. Jody stated that he is working on his communication and keeping everyone informed. Keith asked David Peck a question regarding the tree stumps removal and ACC rules and regulations.

David Peck, 1014 Willow Court, stated there will be no issue and asked that the District give a list to the ACC for their written records.

**16. Adjournment:**

*There being no further business to bring before the Board, a motion to adjourn was made by Rod Lindsay and seconded by Keith Rittscher. A vote was called, motion carried. The meeting adjourned at 8:45PM.*

  
\_\_\_\_\_  
Joanne Gaughan, Secretary, Board of Trustee

  
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Date