



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 MINUTES

March 27, 2017 - 7:00 PM

1. **Meeting call to order**
By Bud Getz at 7:04
2. **Invocation**
By Keith Rittscher
3. **Pledge of Allegiance**
By Bud Getz
4. **Roll Call**
By Administrative Assistant Traci DelGaudio: Present were Bud Getz, Chairman; Allison Kelly, 1st Vice-chairman; Marilyn Spall, 2nd Vice-chairman; Cathi Brennan, Treasurer; Keith Rittscher, Trustee and Rod Lindsay, Trustee. Absent were Molly Stone, Assistant Secretary and Kendra Bender, Assistant Treasurer.
4. **Announcements by Chairman**
 1. If leaving for the season please read the Tips for Closing Your Home to ensure everything is secure.
 2. I read another article about service animals in the paper that said no one can question why someone has a service animal.
 3. We are still working on a color palette for the park. It will essentially be the standard colors of siding on a new mobile.
6. **Approval of meeting minutes**
 - Attachment: 3/13/17 minutes
 - Action: Motion to approve made by Keith Rittscher; seconded by Marilyn Spall
 - Trustee Comment-none
 - Public Comment-none
 - Call for vote-motion passed
7. **Resolution 2017-02-Amending the Deed of Restrictions Article III Restrictions on use of lot, Section 2 Limitation on Residential Lot Ownership**
 - Attachment: Resolution 2017-2, Application for purchase/registration, Application for rental or non-owner

Bud Getz advised we were unable to provide the information to everyone it was too much. I have been asked many questions about the LLC's and multiple rentals. Spoke to North Port, to buy or rent you must be approved by the Board of Trustees. The County will not transfer title without 3 Trustee



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

signatures. I took a number of documents and modified them to fit our park and sent to our attorney for review. We are asking for a vote by registered property owners to go from a maximum of 4 properties per owner to a maximum of 1. This will not affect owners that currently own more than one. Owners of multiple properties that sell a property will not be able to purchase another. Owners that rent out their property will not be able to own an additional property to live in the park.

Bud Getz read Resolution 2017-02

Bud Getz advised the ballot will include everything that I just read. You will need to complete the ballot and return to the office by a certain date.

Action: Motion to approve mailing out a voting ballot to residents made by Marilyn Spall; seconded by Allison Kelly

Trustee Comment:

Rod Lindsay asked about the verbiage referring to sub-leasing. Bud advised that was verbiage from the attorney and was just to cover all bases

Keith Rittscher asked if someone passes and leaves that property to someone that already owns a unit and they've now inherited a second unit. Would the Park force that person to sell the second unit they inherit? Just think this is something that may come up.

Marilyn Spall stated that a person of any age can buy property in the park but can't live here until they're older. Bud advised an underage owner can rent out the property until they are old enough to live here. Marilyn then added there needs to be enough time for mail to get out to Canada etc. and back.

Keith Rittscher asked do we know how many LLC's now own in here? We don't have that information but there is a real interest by LLC's and offshore investors purchasing in the park.

Becky Earnest, 205 Borel Ct; advised the last mailing they gave one month from the time they were mailed out.

Joanne Gaughan, 241 Berry Ct; advised the last mailing was timed to hand the Canadians the ballot. The biggest issue is the mailing process. She made the suggestion to include changing the timeframe on violations on the ballot as well. Perhaps should get an idea of what other Deed Restrictions you may want to amend, such as section 18 on the fine system, so they can be included on the ballot to prevent having to do another mailing. Marilyn stated she understood what she (Joanne) wants to do, to mail all at once. Joanne advised that the fine system is in the Deed Restrictions and cannot be changed here.

Jean Beach, 1090 Moonlight Ct; advised what Joanne is referring to is the 81 days before a fine can be levied, that should be changed. Bud advised the fine system is not meant to be a profit making system, the 81 days provides ample time for any violation to be corrected.

Bob Shearer, 382 Holiday Park Blvd; asked if there is another property for sale in the park and I already own a home here how do we buy the other home to live in under the one property per owner limit? Also, mobile home companies are going to be buying empty lots to put mobiles on to sell, they're not going to be living in them. Bud advised you can bring paperwork of your intentions before the Board and ask for the exception. Right now we need to stop some of the companies that are interested in making purchases.

Colin Fleet, 1150 Seminole Ct; stated he just purchased at 1150 Seminole Ct. It seems we're talking about different things and I'm a little confused by it. We started out talking about ballots and limiting ownership and then started talking about fines.

Keith Rittscher stated we are asking for a trust here and I think we have a Board we can trust because we have some things in here that are not spelled out



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

Rene St Pierre, 222 Fantasy Ct; Does a person that owns multiple properties get to cast a vote for each property owned? Bud advised yes. Rene stated he didn't think that was right it should be one vote per person. Keith advised that in a company you vote based on the number of stocks you own. Bud advised he didn't disagree with Rene but right now that's the way it is.

Bud Getz asked if the office could get the ballot mailed by the next meeting on April 10th. Mike stated yes. Bud advised the ballots will be mailed by April 10th and have the votes back by May 10th

Becky Earnest suggested having a special meeting to discuss this and explain it.

Joanne Gaughan advised a letter was mailed advising to anticipate the ballot on a previous vote. Bud advised a letter will be included in the mailing explaining the ballot

Sal Cursi, 1107 Keystone Ct; stated they are two owners at his house, what happens if they want to vote differently. Bud advised there is only one vote per residence.

Marilyn Spall asked if we are going to vote in here.

Allison Kelly advised the ballots will go out on 4/10, must be back by 5/10. Call your neighbors and friends to let them know about it.

Becky Earnest advised you can bring the ballot in the day of the vote tally if you want.

Allison Kelly advised you can bring the vote to the office and slide into the office slot

Steve Ambrose, 241 Blossom Ln; asked if he can come tomorrow to pick up a ballot. Bud advised yes

Call for vote-1 opposed, motion passed

8. Apex Security System

Discussion on getting power to cameras at the canal and Americana gate

Mike Lawler stated that we will be putting cameras at the canal and the Americana gate. Currently, we do not have power at those locations; we have to check out options for power. Solar power is not an option. We need 110 power out there.

Allison Kelly stated there is a streetlight there with power. Mike advised the streetlight is on a timer. We are thinking of asking a couple of the residents if we can add a breaker to the outside of their house.

9. Apex-9 screen panel

Bud Getz to provide information on the quote provided.

Bud Getz advised we talked about this previously. The TV's will go where the bingo board is. 3 (55 inch) tv's horizontally and 3 (55 inch) tv's vertically. Apex has a new supplier for the tv's and the price went down to \$6000 they will come with a 2 yr warranty. There will be lines between. The bingo people have about \$8000 in their budget for new bingo equipment. They want to get rid of the current bingo system. The new tv's will be able to hook up an electronic bingo system.

Marilyn Spall asked if \$6000 included new bingo system. She is concerned about spending. Do we have the money? Will HPPOA contribute? Bud advised that they will be District property

Cathi Brennan stated she's hesitant since the pools are still not done yet, there is no wiggle room in the budget.

Marilyn Spall stated we approved transferring \$40,000 to cover the cost for the pools. Cathi advised found the money in the budget without transferring. Marilyn suggested waiting until the next meeting when we have the updated budget.

Rod Lindsay suggested asking HPPOA if they will contribute to the tv's

Action: Tabled pending further research of funds available in the budget



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

10. Roads and Drains

Attachment: Quote worksheet

Mike Lawler advised Rod and I have been looking at the roads. There are 15 areas that need to be repaired and 2 drains.

Mike went over the quote worksheet

Mike advised that in addition to the repairs he spoke with each of them regarding the new egress that is being considered. He recommended Richards Paving for the road repairs and asked to vote on the recommendation.

Bud Getz asked if this company had paved any of this before. Mike advised no.

Action: Motion to approve \$6100 for Richards Paving to repair 15 areas in the park and 2 drains made by Keith Rittscher; seconded by Rod Lindsay

Trustee comment

Marilyn Spall asked did we decide on the road around the guardhouse. Bud and Mike advised no

Public comment

Moira Washington, 1000 Wood Ct; stated we have a problem at the end of the driveway. They had previously done some repairs and put all the old stuff down the manhole. It caused us to have a flooding problem. I just want to make sure that the work will be supervised. Mike assured that he will be supervising the work.

Becky Earnest, 205 Borel Ct; asked if there is already a concern over \$6000 for tv's, is this in the budget? Cathi advised yes

Sal Cursi, 1007 Keystone Ct; stated when the contractor writes this detailed specifications on where these drains are, make sure that they're taking it all the way down on the drains. It seems it's not possible to fix them for that price. Mike advised they're not taking it all the way down but will be building it up to the road grade. Rod advised that what has happened is water has gotten in and under washed the box down at the bottom. We are going to build it up just like if we are repaving, there's a concrete box in those catch basin that we are going to build that up to grade and then bring the road back up to grade.

David LeBlanc, 1140 Lindsay Ct; stated that about 10 yrs ago they redid the roads but did nothing with the concrete foot path. They are hazardous.

Call for vote-motion passed

11. District Manager comments

Mike Lawler provided his powerpoint presentation [attached]

12. Public comments

Bob Silipigni, 420 Holiday Park Blvd; Asked about the service dogs in the park. Advised there is another person in the park that speeds through the park on his wheelchair. Bud advised we're trying to keep residents notified of the service animals. We can't do anything to enforce the speeding. Keith asked if residents could come into the office to inquire about service animals.

Anita Healey, 116 Holiday Park Blvd; stated she's been in the park 30 yrs. The pool was done maybe 5 yrs ago, there are two places they moved the floor of the pool down causing a dip in the pool floor. Also feel that a speed bump should be installed in front of my house, cars and service vehicles speed down the road there.



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

Joanne Gaughan, 241 Berry Ct; stated we used to have in the budget to trim the palm trees. Marilyn advised that is already over budget as they came in to help with clean up after the hurricane. Joanne suggested having a special meeting to explain the ballot and look into other possible changes to the Deed Restrictions

13. Trustee comments

Keith Rittscher stated we should have respect for one another and each other's opinions. He asked for residents to take concern in the park and volunteer for ACC, HPPOA and the Board.

Allison Kelly thanked everyone for coming. She gave a shout out to Joanne Gahan for running one of the best events. It was great to see everyone come out and participate.

Rod Lindsay stated is what brought up tonight that we need to come up with all the ideas. We, the Board, are here to collect ideas and then work them out.

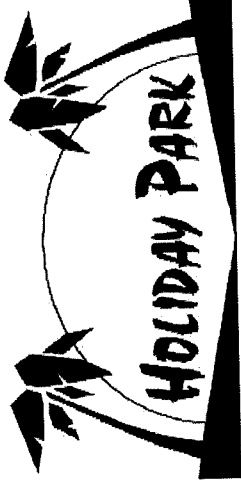
Marilyn Spall thanked everyone for coming. She advised that Florida laws make it so we have to hash things out here and thanked everyone for their patience and understanding.

Cathi Brennan thanked everyone for coming

Bud Getz advised of the Knox box information that was provided with the agenda. He advised that Jim Ferris got a new light for one of the pool table, the other was cracked. We are replacing the bulbs in the pool table lights to provided better light on the tables without turning on the overhead lights. Please provide feedback on how the new bulbs are. He stated we are need of a volunteer for the Secretary position on the Board. If you are interested please submit a resume to the office.

14. Adjournment

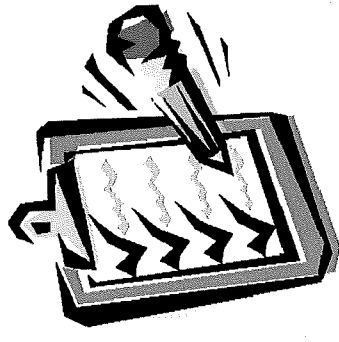
Motion made to adjourn by Keith Rittscher; seconded by Marilyn Spall; meeting adjourned at 9:06



District Manager Report

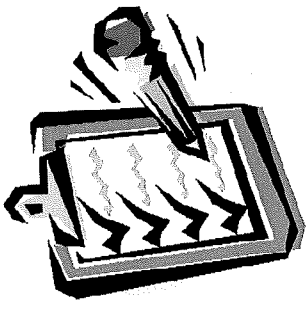
Board of Trustees Meeting
Monday, March 27, 2017
Presented by: Mike Lawler

COMPLETED TASKS



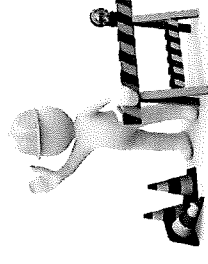
- Leak in cold pool repaired
- Installed shelves in the annual yard sale shed and panels removed
- Visual inspection of all properties is complete, next steps:
 - Enter data into master spreadsheet
 - Calibrate data collected with photo's to ensure consistency
 - Prepare letters and mail to property owners
 - Develop a fine management system
 - Created lawn mower daily/weekly maintenance checklist
- In the Orchard, pine tree seedlings have been removed and holes under fence have been filled in

COMPLETED TASKS(Cont)



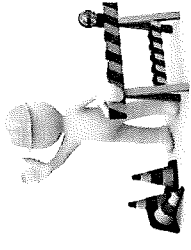
- Completed knowledge transfer of properties with back taxes and certificates with B. Shearer
- Removed dog fence from a resident's property
- Prepared proposal to repair roads and drains
- Painted casing around double doors leaving the recreation hall
- Completed set-up to support the Senior Olympics
- Installed lighting in the arts/crafts closets and installed shelving in the quilter's closet
- Prepared gardens in front of the Recreation Center for beautification to begin week of: March 27
- Reinstalled electrical outlet in the vehicle compound

Short Term (30 Day) Projects in Progress



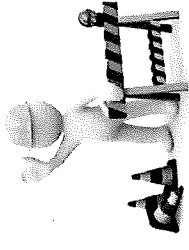
- Recruit/Hire an additional Maintenance Team Member
- Investigating the cleaning of the I-95 wall
- Repair kitchen door to outside recreation area
- Research voice to text technology for board meeting minutes
- Finalize roof work over the outside restrooms
- Replace lights in the remainder of the Recreation Hall
- Attend a Elements of a Construction Contract class offered free by the Levine Law Group – March 28
- Replace road signs throughout the park
- Fix pump in the back pond

Short Term (30 Day) Projects in Progress (Cont)



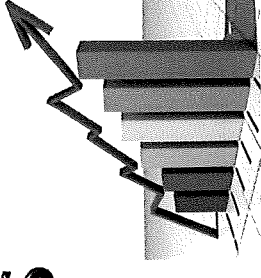
- Research fuel perks programs to reduce our cost
- Install temporary signs at front gate reminding residents of “things to do” before heading home for the season
- Review the Custodial and Maintenance work order process
- Clean up the compost pile and implement a long term solution for disposing of leaves, branches and debris
- Contact Secor Strategies to inquire how he can help us identify and apply for grants
- Arrange to provide electricity at locations where the surveillance camera’s will be installed
- Visit our sister park on the West Coast to learn best practices

Short Term (30 Day) Projects in Progress (Cont)



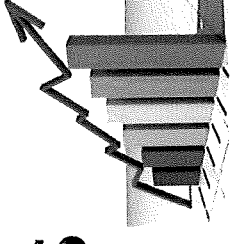
- Remove desk from HPPOA office, install counter and 2 dual electrical outlets
- Work with City of Palm Bay Code Enforcement and Chief Building Official to condemn abandoned mobile units
- Replace burned out lights and loose lights in the cold pool
- Prepare recommendation on mobile units and property that certificates should be purchased on – Present at April 13 board meeting
- 342 and 178 HPB streetlights will be repaired by March 28
- Prepare final draft of the fine fee schedule
- Prepare draft 2017/2018 FY budget

Long Term (60–90 Day) Projects Planned or in Progress



- Begin work to acid wash both pools and replace pumps and heaters on both pools (VakPaks) – April 24 (Approx. 2 weeks to complete)
- Conduct feasibility of redesigning road entrance into Holiday Park
- Obtain Holiday Park Sign designs and costs
- Pool Maintenance Certification: Jose needs recertification and Earl/Chris need to be certified – In progress
- Move fence in the compound that runs along the I-95 wall. This will allow for larger spaces to accommodate motor homes
- Continue investigating abandoned properties, tax liens, purchasing certificates on properties so we can force a sale

Long Term (60–90 Day) Projects Planned or in Progress (Cont)



- ▶ Continue researching the Pros and Cons of maintaining our Special District status vs. annexing into the City of Palm Bay
- ▶ Finalize the development of the “fine system” and associated tracking system
- ▶ Obtain quotes from Alpine Tree Service
 - Remove dying trees (especially around the pond areas)
 - Remove trees around the vehicle compound to enable us to remove the fence that parallels the I-95 wall
 - Replace street light in recreation center parking lot

REPAIR ROADS AND DRAINS PROPOSAL

Vendor	Phone Number	Website	Cost to PATCH roads at 15 locations	Elevate ROAD to DRAIN at 2 locations	Total Cost to Patch and Elevate Road to Drain	Estimate for new road (Egress) to right of Guard House	Warranty	Comments
Richard's Paving	321-872-5257	http://pavingandsealing.com/services/asphalt-alt-paving/?gclid=CNmE1MOT79ICFdJgQodzksl8w	\$3,450.00	\$2,650.00	\$6,100.00	\$15,000.00	Material & Workmanship - 1 year full warranty	1st Choice - Well established business, reasonable price
Dave Burton Paving	321-508-2153	http://www.burtonasphalt.com	\$2,692.00	\$6,395.00	\$9,087.00	\$23,075.00	Material - 3 months Workmanship - 1 year	2nd Choice - Well established business, high priced
Rick Chiarullo, LLC	321-777-6579	https://porch.com/satellite-beach-fl/concrete-contractors/rick-chiarullo-llc-26224448/pp	\$5,960.00	\$3,250.00	\$9,210.00	\$27,760.00	Material - 1 year Workmanship - 2 years	Not Recommending Had to chase this company down to obtain bids - doesn't appear to be very established