



**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

April 24, 2017 - 7:00 PM

William "Bud" Getz
Chairman

Allison Kelly
1st Vice-Chairman

Marilyn Spall
2nd Vice-Chairman

Secretary

Marion "Molly" Stone
Assistant Secretary

Cathleen "Cathi" Brennan
Treasurer

Kendra Bender
Assistant Treasurer

Keith Rittscher
Trustee

Rodney "Rod" Lindsay
Trustee

Mike Lawler
District Manager

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. Approval of meeting minutes
 - Attachment: 4/10/17 minutes
 - Action: Motion to Approve
 - Trustee Comment
 - Public Comment
 - Call for vote
7. ACC Board member applications
 - Attachment: Letter of interest from Donna Matton and Bill Parry
 - Action: Motion to Approve
 - Trustee Comment
 - Call for vote
 - Swearing in of new ACC Board members
8. Beautification project update
 - By Kendra Bender
9. Discussion on recommended color palette
 - Attachment: Copy of potential color palette
10. Discussion on Fine Fee Schedule
 - Limit of 30 minutes on this topic
11. District Manager comments
 - Powerpoint presentation
12. District Manager Performance Review
 - Consolidated report given by Bud Getz
13. Discussion on District Manager Salary Increase
 - Action: Motion to Approve
 - Public Comment
 - Trustee Comment
 - Call for vote
12. Public comments
13. Trustee comments
14. Adjournment



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BOARD OF TRUSTEES

REGULAR MEETING MINUTES

April 10, 2017 - 7:00 PM

1. **Meeting call to order**
By Bud Getz at 7:03 PM
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; Keith Rittscher, Trustee and Rod Lindsay, Trustee. Absent were Allison Kelly, 1st Vice- Chairman; Molly Stone, Assistant Secretary and Cathi Brennan, Treasurer.
5. **Announcements by Chairman**
 1. Thank you to the volunteers for helping with the ballots
 2. Advised that a second unlocked vehicle had change taken from it, no other items stolen. Please lock your doors!
 3. Board Members have been provided a performance review for Mike. They will complete it and return to me, do not sign. I will compile a summary. We will do the performance review at the 4/24/17 meeting.
 4. We received a request from the HPPOA for Trustees to change the meetings of 1/8/18 and 1/22/18. HPPOA meeting will fall on 1/1 which is a holiday. We will not be changing our meetings. There were no objections from the remainder of the Board. The Reorganizational meeting will be on 1/2/18. Marilyn confirmed that the Reorganizational meeting must be held on the first Tuesday following the first Monday according to Florida Law.
6. **Approval of Meeting Minutes**
 - Attachment: 3/27/17 minutes
 - Action: Motion to Approve made by Keith Rittscher, Allison Kelly seconded.
Trustee comment-none
Public comment-none
Call for vote, motion passed
7. **Treasurer's Report**
Asst. Treasurer Kendra Bender provided the report
 - Attachment: Revenues & Expense Report: Budget
Performance, Balance Sheet and Loan Balances



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Action: Motion to Approve made by Marilyn Spall, Keith Rittscher seconded.
Trustee Comment-none
Public Comment-none
Call for vote, motion passed

7A. Position on ACC Board

Gary Valentine submitted for the position.

Kendra Bender made the motion to accept Gary to the ACC Board, Marilyn Spall seconded.

Gary Valentine was sworn in by Rod Lindsay.

7B. Discussion and vote on the 9 TV screen panel

Mike Lawler advised that he and Cathi met to review the budget. The funds are available in the budget for the 9 TV screen panel.

Action: Motion to Approve \$6000 to purchase 9 TV's made by Marilyn Spall, Keith Rittscher seconded.

Trustee comments by Keith Rittscher

Public comments by Bob Shearer

Comments were regarding the security of the equipment and whether this system would help with the microphone issues.

Bud advised will have more information on the security of the equipment after the installation. These TV's will not help with the microphone problems, those are due to people adjusting them. HPPOA will need a new bingo system.

Call for vote, motion passed

8. Bid on 248 Holiday Park Blvd

Bud Getz advised received one bid on the property from Steve Douglas. The bid was opened. The bid was in the amount of \$10,200.

Action: Motion to Approve made by Kendra Bender, seconded by Marilyn Spall

Trustee comments made by Keith Rittscher

Public comments made by Becky Earnest, Elaine Wilde, Bob Shearer, John LaLima

Comments were inquiries as to how long the bidder had to remove the unit. There were varying opinions on this.

Call for vote, motion passed

*[Subsequently, Mike Lawler reviewed the bid letter which indicates that The successful bidder will be required to remove the existing dwelling in its entirety and remove all concrete, returning the property to its original condition as required by the Port Malabar Holiday Park Deed Restrictions, which states **In the event that a mobile home located on a Lot should be removed for any reason the lot owner shall have 60 days to either install a replacement mobile home on the lot in accordance with these Declarations or, if no replacement home is to be installed, remove the home pad or slab, any accessory structures and the accompanying slab or pad for such accessory structure and any debris, property or other improvements including landscaping, except utilities, and at the time the home is removed and after all pads/driveways and or structure's debris, property***



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or other improvements are removed the property owner shall grade and sod the lot to prevent erosion using a "drought tolerant" variety of grass such as Pensacola or Tifton 9 Bahia grass (hereinafter referred to as "Remedial Work"). The bid letter further states A new mobile home will need to be placed on the property at 248 Holiday Park Blvd. NE within one (1) year of purchase unless given a special exception by the Holiday Park Board of Trustees.]

9. Discussion on the 2017-02 Ballot

Bud Getz provided information on the intent of the resolution and clarification on some speculations.

Trustee comments by Keith Rittscher and Marilyn Spall

Public comments by Chuck Roan, Bob Shearer, Russ Livermore, Joann Gaughan and Sam Aloisio
Comments were regarding if a current resident wants to purchase and move into another unit in the park and wanting clarification if the Board needs to approve the sale of a home.

Bud Getz advised that if a resident wants to upgrade to another unit within the park permission can be given with a signed agreement that the former residence will be put up for sale once the owner has moved into the new residence.

The Board does not need to approve the sale of a home however the buyer will need to go through the approval process.

Mike Lawler advised the ballots will be mailed to the address on record with the Tax Collectors office.

10. Explanation of ballot voting process

Attachment: Ballot process

Bud Getz provided an explanation and demonstration of the process. Bud Getz and Marilyn Spall invited the public to come and participate in or watch the voting process.

11. Update on the Fine System

Attachment: Draft of fine system

Mike Lawler advised that Allison Kelly has been working with a team to establish the fine system. A draft of the fine system has been provided to the Trustees for their feedback. A discussion on the fine will start at the 4/24/17 meeting and continuing at subsequent meeting until finalized.

Trustee comment by Keith Rittscher

12. Recommended District and ACC Rules and Regulation changes

Attachment: Recommended changes

Mike Lawler read and displayed proposed changes on screen.

Action: Motion to Approve by Kendra Bender to approve the 3 changes, Rod Lindsay seconded.

Trustee comments by Marilyn Spall, Keith Rittscher

Public comments by Joanne Gaughan, Gary Valentine and David Peck
Comments were concerning the size of the screening for skirting. Joanne Gaughan requested the District Manager not the District Office provide approval on the color palette.

Bud Getz and Mike Lawler provided clarification on the changes including a brief outline on the color palette. There was further discussion on the



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screening or mesh that is required in front of or behind skirting and what is acceptable skirting. Mike Lawler advised that the wording would be changed on the color palette to state approval can be given by the District Manager.

Call for vote, motion passed

13. District Manager Report

Powerpoint presentation [attached]

14. Public comments

Russ Livermore, 399 Holiday Park: asked for use of a bulletin board to post information for veterans. Bud Getz advised he's in favor of this and spoke on Space Coast Honor Flight.

Bob Shearer, 382 Holiday Park: asked about the performance review for Mike Lawler, if there will be a percentage guideline based on his performance

Bud Getz advised that the residents will decide what the compensation will be at the 4/24/17 meeting.

David Peck, 1014 Willow: suggested that snowbirds check with office to see if there are any violations on their property before they leave for the season.

Becky Earnest, 205 Borel: states that in the past we've found that making a phone call prior to sending a letter we've had a better response.

15. Trustee comments

Keith Rittscher stated we're in this together. If there's something you don't understand please ask. Keep treating each other with respect. Volunteer.

Rod Lindsay stated he appreciated everyone for coming. By being here you are able to get information and we could put out some fires.

Marilyn Spall thanked everyone for coming

Kendra Bender thanked everyone for coming. Advised that the 1st phase of the beautification is done, the 2nd phase is in planning. She said goodbye to the snowbirds that are leaving for the season.

Bud Getz stated we are still in need of a secretary. He asked not to take golf carts out of the park. We put up a small sign that golf carts are not allowed beyond the gate.

16. Adjournment

Keith Rittscher made the motion to adjourn, Rod Lindsay seconded. Motion passed. Meeting adjourned at 9:02 pm



District Manager Report

Board of Trustees Meeting
Monday, April 10, 2017
Presented by: Mike Lawler

COMPLETED TASKS



- Fixed door frame in the kitchen
 - Need to repair damage at the bottom of door, replace tile
 - Need to purchase and install a door check
- Street signs have been replaced
 - Need to order additional signs for Center Ln, Greenview Ln, Sunrise Ct, HPB, Mystic
- Prepared Ballot Packets for Resolution 2017-02 Vote
- Met with Waste Management – Waiting on quote to clean up compost waste along I-95 wall
- Met with FPL to provide estimate for installing power to support 2 new surveillance cameras
- Spoke to Richards Paving and offered him the \$6,100 job approve at the last meeting. Job begins 3rd week of April
- Met with Alpine Tree Svc to obtain quotes for all work needed in the park

Alpine List of Things to Do



Priority 1: Need Quote

Rec Center Parking lot – Burnt out light

Vehicle Compound – Burnt out light

Priority 2: Need Quote

Palm Trees at Front Gate

Priority 3: Need Quote

1079 Sunflower – Trim tree reaching over street

295 HPB – Trim tree reaching over street

403 Holiday Park – Trees hanging ditch

1041 /1051 Laurel – Trim several trees

1101 Greenview – Trim tree that appears be partially dead. Remove broken branch from another tree

427 Neighborly Ct. NE – Trim the tree in the green space

192 HPB remove large stump behind house

1000 Moonlight – Trees need to be trimmed

1203 Shell – 2 almost dead trees in back yard

Priority 4: Need Quote

Sunflower remove dead branches

651 Sunrise dead tree

Priority 5: Need Quote

Vehicle Compound – remove trees around the in prep to move fence

COMPLETED TASKS(cont)



- Installed an additional light above door in kitchen
- Planed door to ladies restroom in Rec. Ctr.
- Back pond fountain removed for repair
 - Repair completion date – April 12
 - Pump reinstall date – April 13
- Cork board installed in pool room
- Violations Inventory project:
 - Enter data into master spreadsheet – Complete
 - Calibrate data collected with photo's to ensure consistency – In Progress
 - Prepare letters and mail to property owners
 - Develop a fine management system

of Units with Violations by Type and % of Units with Violations Based on Total Units in the Park (704)

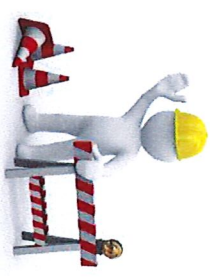
Pressure Wash Violation?	Paint Violation?	Skirting Violation?	Pet Violation?	Weeds Violation to include flower beds and gutters?	Accumulation/Storage of Personal Property Violation?
DOR and R&R: Homes shall be kept free of mold and mildew	R&R: Homes will be painted when needed	ACC: Must be of stucco or vinyl, must be of termite resistant material and completely enclose the bottom of the mobile. Hardware cloth or wire mesh not to exceed 1/2" opening should be in front of or behind block/brick skirting	DOR and R&R: No doghouse, kennels, fences , temporary or otherwise, to house and animal, or animal cages of any kind are allowed outside of any home	DOR: All lots and exterior of home shall be maintained free of underbrush, weeds and rubbish	DOR & R&R: Carports are not to be used as storage areas. Only patio furniture, grills or similar items are allowed
126 Units with Violations of this Rule	56 Units with Violations of this Rule	125 Units with Violations of this Rule	5 Units with Violations of this Rule	61 Units with Violations of this Rule	23 Units with Violations of this Rule
17.90% of Total Units in the Park in Violation of this Rule	7.67% of Total Units in the Park in Violation of this Rule	17.76% of Total Units in the Park in Violation of this Rule	0.71% of Total Units in the Park in Violation of this Rule	8.66% of Total Units in the Park in Violation of this Rule	3.27% of Total Units in the Park in Violation of this Rule

COMPLETED TASKS(Cont)



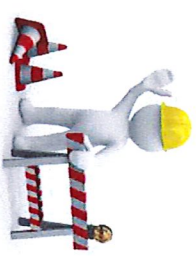
- Attended the Construction Contracts seminar
- 342 and 1 78 HPB streetlights repaired
- Prepare final draft of the fine fee schedule
- Cub Cadette mower picked up for repair of pulley system
- Reviewed/Updated the Custodial and Maintenance WO process
- Unclogged floor drain in the kitchen
- Listed the 2 Kubota lawn mowers on Craig's List
 - Original price paid was approx. \$13K each
 - Received 4 inquiries but no offers as of April 6
- Listed the sump pump on Craig's List
 - Original price paid was approx. \$1K
 - No quotes received as of April 6
- Put the leaf vacuum up For Sale
 - Original price paid was approx. \$2K
 - No quotes received as of April 6

Short Term (30 Day) Projects in Progress



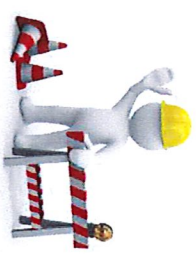
- Recruit/Hire an additional Maintenance Team Member
- Investigating the cleaning of the I-95 wall
- Research voice to text technology for board meeting minutes
- Finalize roof work over the outside restrooms
- Replace lights in the remainder of the Recreation Hall
- Fix pump in the back pond
- Clean storm sewer drains
- 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

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



- 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
- Install Security Cameras at the Canal and Americanna
- Visit our sister park on the West Coast to learn best practices
- Remove desk from HPPOA office, install counter and 2 dual electrical outlets
- Repair small sink in kitchen
- Work with City of Palm Bay Code Enforcement and Chief Building Official to condemn abandoned mobile units

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



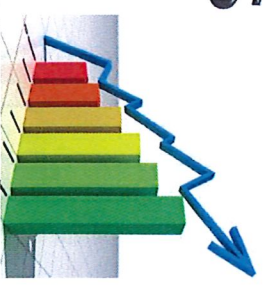
- Replace burned out lights and loose lights in the cold pool
- Prepare recommendation on mobile units and property that certificates should be purchased on – Present at April 24 board meeting
- Prepare draft 2017/2018 FY budget
- Finalize the development of the “fine system” and associated tracking system

Fine System Next Steps



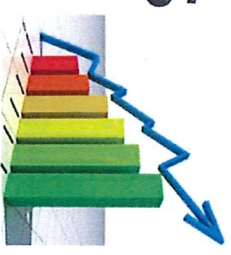
1. DM will send the draft document to all board members
2. Board members will provide feedback to DM
3. DM will consolidate feedback
4. Fine system and consolidated feedback discussions will start at the next board meeting scheduled for April 24.

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
- ▶ Holiday Park Website software needs to be upgraded
- ▶ Meet with InMotionHosting to talk about requirements and cost

Board of Trustees

April 18, 2017

I would be interested in coming back to the ACC as an alternate.

Sincerely , Donna Matton

Donna Matton

RECEIVED
APR 18 2017
BY: *TD*

RECEIVED

APR 18 2017

BY: _____

April 18 2017

Holding Park Board of Trustees

I am very much interested in filling the vacant seat on the Acc Board. Having become a FL. resident I will be here more than I was in the past. I have had experience on serving of Boards and feel I will be able to make a difference on the Acc. If any members of this board have questions please feel free to contact me.

Sincerely

(Bill) George W Parry, JR
291 Blossom Ln
321-725 0840

 <p><i>Glacier White</i></p>	 <p><i>Juniper Ridge</i></p>	 <p><i>Autumn Red</i></p>
 <p><i>Antique Parchment</i></p>	 <p><i>Adobe Cream</i></p>	 <p><i>Somerset Wheat</i></p>
 <p><i>Natural Linen</i></p>	 <p><i>Colonial Ivory</i></p>	 <p><i>Canyon Drift</i></p>
 <p><i>Platinum Gray</i></p>	 <p><i>Maple</i></p>	 <p><i>English Saddle</i></p>
 <p><i>Cape Cod Gray</i></p>	 <p><i>Monterey Sand</i></p>	 <p><i>Deep Moss</i></p>
 <p><i>Mystic Blue</i></p>	 <p><i>Vintage Wicker</i></p>	 <p><i>Midnight Blue</i></p>
 <p><i>Coastal Sage</i></p>	 <p><i>Tuscan Clay</i></p>	 <p><i>Charcoal Smoke</i></p>