



**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

**SPECIAL MEETING MINUTES
May 25, 2018 – 11:00AM**

Keith Rittscher
Chairman

Bob Shortlidge
1st Vice-Chairman

Ellouise Raffo
2nd Vice-Chairman

Joanne Gaughan
Secretary

Assistant Secretary

Kendra Bender
Treasurer

Barbara Whitneck
Assistant Treasurer

Helen Ferguson
Trustee

Trustee

District Manager

Ryan Poliakoff
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.

*Silence ALL cellphones during public meetings

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"



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

1. Meeting call to order by Keith Rittscher
2. Invocation
3. Pledge of Allegiance
Keith Rittscher; makes an announcement that he is adding 5a. to the agenda for public comment
4. Roll Call by Joanne Gaughan
Present were Keith Rittscher, Chairman; Bob Shortlidge, 1st Vice-Chairman; Ellouise Raffo, 2nd Vice-Chairman; Joanne Gaughan, Secretary; Kendra Bender, Treasurer; Barbara Whitneck, Assistant Treasurer; Helen Ferguson, Trustee
5. Preliminary Discussion on Budget to be voted on at the 5/29/18 Workshop Meeting
Kendra Bender; stated her reason for calling this meeting was to provide residents and the Board with a transparent look into the budget process. She gave a quick summary of her extensive background in accounting, managing finance and creating budgets. Went over the detailed budget and brings up key points about Holiday Park not being a place where investing our money to make more money is necessary. If extra money in the budget is really needed for temporary lawn crew employees when there are 7 full time guys. Brought up if extra money is needed for a part-time employee in the office. **Joanne Gaughan;** feels that would be up to the new District Manager to gauge. **Kendra;** Went over leaving our budget for the auditors, bookkeeper and payroll company the same. Asked if our budgeted legal fees should be changed, or kept the same. Determined it would be kept the same. Spoke on utilities and feels we are doing well. **Keith;** said our FPL bill will increase slightly due to the security cameras. The leak in the hot pool is brought up. **Allison Kelly** spoke on the fact that the 2 previous companies that worked on it will not touch it. An estimate of \$100,000 is given to repair the pool. **Kendra** said it needs to be addressed in the detailed capital outlay conversation. **Bruce Crabb, 442 Neighborly;** wondered why we can't get a job done right. **Bob Shortlidge;** brought up the risk of sink holes. **Kendra;** Brought up employee raises and uniforms. **Kendra** feels we will lose people if we don't pay the employees better. **Bob Shortlidge;** asked everyone to look how hard the boys work to keep the Park looking nice. Talked about Daniel Rogers who was hired less than 3 months ago. He's already put in his 2 weeks because he has received a better offer elsewhere. **Bob** has looked into the hourly rate of Grounds maintenance and it's \$12 an hour. **Bob** suggested we have a starting rate of \$12 an hour. Said it would be \$183,000 to pay these guys \$12 an hour. **Joanne Gaughan;** asked if he's thought about giving Shawn a raise as well. **Bob Shortlidge;** yes, he has but has not budgeted that. **Allison Kelly, 1054 Sunflower;** suggested we raise the current park maintenance employees to \$13 and bring in a new hire at \$12. **Bruce Crabb, 442 Neighborly;** feels employee wages should have been left alone. More discussion between **Bob Shortlidge** and **Kendra Bender** about raising wages, they both agree it's doable. **Joanne Gaughan;** asked where they stand on Shawn's raise. **Kendra** and **Bob** agreed \$16 an hour for Shawn is good. **Allison Kelly** asked when this will take effect. **Keith** and **Kendra** feel it should happen immediately. **Bruce Crabb, 442 Neighborly;** suggested Jose be brought up to \$16 an hour as well. **Keith;** advised it will be put on the agenda for Tuesday's meeting. **Kendra;** stated there is \$75,000 for capital outlay.



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

Would like to have a discussion on taking a loan out to fix the pools properly. **Bruce Crabb, 442 Neighborly**; thinks there should be a separate reserves fund. **Kendra** needs to research that. More discussion on the pools. **Allison Kelly, Keith Rittscher** and **Joanne Gaughan** all agreed cheaper is not always better. **Kendra** feels they are at a good stopping point. She will calculate all raises and run the numbers. She thanks everyone for putting so much input and being so agreeable.

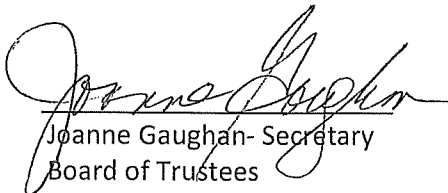
5a. Public Comment

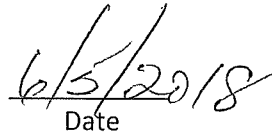
Bruce Crabb, 442 Neighborly; asked why the budget doesn't reflect the actual spending for the last fiscal year. **Kendra**; isn't sure what he means. **Bruce Crabb**; explains. **Kendra**; clarifies she can add a more detailed expenditure.

6. Trustee Comments

Keith; asked trustees to let him know if there's anything they'd like added to the agenda for Tuesday. **Bob Shortlidge**; would like to add a discussion on a new truck. **Kendra**; would like to see the wish list added. **Helen Ferguson**; would like to put something about the sign, there's no light. **Keith**; we'll have the Grounds crew take care of that. **Everyone thanks Kendra.**

7. **Adjournment**; **Bob Shortlidge** makes a motion to adjourn, **Joanne Gaughan** seconds.
Meeting adjourned at 12:21pm


Joanne Gaughan- Secretary
Board of Trustees


Date