

### 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**

February 12, 2018 - 7:00 PM

Allison Kelly Chairman

Donna Matton

1<sup>st</sup> Vice-Chairman

Bob Shortlidge 2<sup>nd</sup> Vice-Chairman

Keith Rittscher Secretary

**Assistant Secretary** 

Kendra Bender Treasurer

Helen Ferguson
Assistant Treasurer

Bob Eldridge Trustee

Trustee

Traci DelGaudio District Manager Ryan Poliakoff
District's Attorney

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"

Regular Meeting February 12, 2018

<sup>\*</sup> 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.



### PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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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: 1/22/18 Minutes

Action: Motion to Approve

Trustee Comment
Public Comment
Call for vote

7. Treasurer's Report

Attachment: Revenues & Expense Report: Budget

Performance, Balance Sheet and Loan Balances

Action: Motion to Approve

Trustee Comment Public Comment Call for vote

8. Letters of interest to be on Board of Trustees

Attachment: Letters of interest from Barbara Whitneck and Elloise Raffa

Action: Motion to Approve

Trustee Comment
Public Comment
Call for vote

Swearing in of new members

9. Presentation on proposed signs for the park
By Jean Beach

Jean beach

**Powerpoint presentation** 

Attachment: Quote comparison

Action: Motion to Approve

Trustee Comment Public Comment Call for vote

Regular Meeting February 12, 2018



### PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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10. Discussion on adding the position of Grounds Maintenance Foreman

Attachment: Proposed Grounds Maintenance Foreman Supervisor

Action: Motion to Approve

Trustee Comment Public Comment Call for vote

11. Trustee Project Updates

12. Old Business

13. Public comments

14. Trustee comments

15. Adjournment

Regular Meeting February 12, 2018

### Ellouise S. Raffo 176 Holiday Park Blvd NE Palm Bay, Fl.32907

February 4, 2018

Allison Kelly, Chairman

**Board of Trustees** 

Port Malabar Holiday Park

Dear Allison,

I am a registered voter in the State of Florida and I would like to be appointed by the Board to fill one of the seats now vacant.

Yours truly,

**Ellouise S Raffo** 

January 30, 2018

To the board of trustees,

I would like to be considered for a position on the Board of Trustees. I am not sure of the positions that are open but I feel that I could be an asset to your board of trustees.

I have over 30 years of customer service. I also have over 30 years of finance and filing and office experience. Although my computer skills are not that advanced I feel that if I was taught I could still learn anything.

I feel that I have an open mind and have the ability to access any situation that may arise. I am a great listener and I feel that I will have the best interest for the residents of Holiday Park. I am able to place my personal opinions to the side and do what is best for everyone.

Thank you for taking me into consideration.

Regards,

Barbara Whitneck

1215 Shell Court, N.E.

Palm Bay, Fl. 32907

321-501-5648

## Port Malabar Holiday Park Mobile Home Park Recreation District **Quote Comparison**

Project Name: Entrance Sign – Recreation Sign

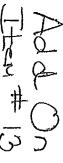
### **Entrance Sign**

Vendor:	Description	Warranty	Price
Kendal Signs	4'x10'x2"HDU (High Density Urethane)sign installed on	1 year material, finishes,	<u> </u>
446 Gus Hipp Blvd. Rockledge, FL 32955	existing Posts 6x6" Sign is Routed 2" deep with raised border and Decoration Painted acrylic enamel	workmanship	\$2470.00
321-636-5116			
Max-R @248 N 5499 Executive Dr.	$4' \times 8'$ 100% Recycled Milk Jugs- UV protected plastic resin Low Maintenance Never requires painting.	A full 5-year warranty on all of our products. However, the	*\$1885.00
Sussex, WI 53089 888-868-6297	Design is routed and colored resin filled. This is designed for Triple post.	sign itself has a life expectancy of 20-30 years.	
Art Kraft Sign Company	1/8" Thick Aluminum Plate with LT. spray stucco and	One year full warranty on	÷ •
2675 Kirby Çircle Palm Bay, FL	applied Vinyl Decoration. Tapered base fabricated out of aluminum with LT. spray stucco enamel finish	Vinyl has its own warranty against fading I believe, it's	**\$3550.00
321 727-7324	installed over (2) 4" square aluminum support posts set in concrete	about 5–6 years that is from 3M We stand behind our signs	

<sup>\*</sup>Shipping Charges are \$252.00 for both signs
\*\*This sign may require a permit from the City \$213.00

# Port Malabar Holiday Park Mobile Home Park Recreation District Add Don Quote Comparison

Project Name: Signs



Vendor:	Description	Warranty	Price
Kendall Signs	Manufacture and Install 1 Single-Faced Non		\$6729.00
446 Gus Hipp Blvd.	Illuminated monument sign mounted on double		
Rockledge, FL 32955	pole supports		
321-636-5116			
	Manufacture and Install 1 Double Faced Non		\$5761.46
	Illuminated monument sign mounted on double Pole supports		
	Price does not include removal of any existing signs		

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\$11,000.00	Total	Full specs and drawings will be done upon 50% deposit and removal of old signs will be billed separately. Customer to supply any permits if required	
		installed	386-668-5533
		Monument Sign Single Signed HDU Approx. 9.5.5	Deltona, FL 32738
			1400 San Carlos Ave
		12' x 4.5' installed	
		Monument Sign Double Signed HDU Approx.	Total Image Signs & Graphics

	-	
Art-Kraft Sign Company	One single face sign	UU USUES
265 Kirby Circle	) 	7000
203 NIDY CITCIE	One Double face sign	\$3350.00
Paim Bay, FL 32905 321-727-7324	One sign showing the Sun – single face sign	\$3750.00
	Any color would be the same price	

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### Port Malabar Holiday Park Mobile Home Park Recreation District

Holiday Park expects all employees to conduct themselves in a positive and professional manner. All employees shall be neat and clean in appearance.

JOB DESCRIPTION: Foreman

**SUPERVISOR:** Grounds Maintenance Supervisor

District Manager

**WORKING HOURS:** 40 hour work week, Monday through Friday from 7:00 AM -4:00 PM, (2) 15 minute breaks (morning/afternoon) and one hour for lunch to meet Federal guidelines.

### JOB RESPONSIBILITIES:

Assist Supervisor in training employees, and retrain when necessary, in proper use of equipment Report to Supervisor the plan for the day and coordinate a work schedule Train, schedule and direct employees in the following areas:

proper use of equipment provided

landscaping and grounds keeping activities

proper use of fertilizers, pesticides and other chemicals according to specifications proper repair and maintenance of grounds equipment, buildings, roads, storm drains, signs, striping roads, painting, retention ponds and other activities as assigned by the Manager

Trim trees, shrubbery, weed flower beds

Spread mulch in all flower beds, around trees, shrubbery, and under benches

Plan the plantings for flower beds

Use hand and power tools when necessary

Use ladders, chainsaws and other tree care equipment

Provide cleaning and basic preventative maintenance to equipment

Apply pesticides when necessary

Maintain clean work area

Support and enforce all policies, OSHA rules, safety regulations & guidelines

Ability to work effectively with others

Ability to take directions from Supervisor

Other duties as assigned

### **SPECIFIC DUTIES:**

Oversee maintenance personnel in all aspects of their duties

Use and maintain assigned power equipment and hand tools

Perform assigned tasks thoroughly and efficiently

Use all equipment in a safe manner

Move equipment, supplies, and tools as required

Operate all job related equipment safely

Immediately report unsafe working conditions to Supervisor

Knowledge of ACC Rules & Regulations relating to planting trees, shrubbery, and flower beds

Perform related duties as required

### **SAFETY:**

Help Supervisor train grounds maintenance Make sure all maintenance personnel are wearing their Personal Protective Equipment Use safety equipment provided by the District

### **EQUIPMENT MAINTENANCE:**

Oversee maintenance of all lawn care equipment

Checks preventative maintenance sheets to ensure all personnel are performing proper maintenance

### PHYSICAL REQUIREMENTS:

Continuous walking, bending, standing, lifting, moving or carrying large bulky items up to 75 lbs. Safely operating potentially dangerous equipment

Ability to work outside year round in cold, hot, and occasionally in rainy conditions

Effective use of arms and hands

Minimum of 20/50 eyesight in both one eyes (glasses acceptable)

Capable of hearing in at least one ear sufficient to communicate with others (hearing aids acceptable)

### Job Descriptions: Foreman (cont.)

Physical stamina to handle physically demanding work Ability and willingness to learn both formal and on-the-job training

### LICENSE/CERTIFICATES:

Valid Class C Florida Driver's License or Equivalent Certified Arborists certificate or training to receive

### QUALIFICATIONS & EXPERIENCE : QUALIFICATIONS

High School Diploma or Equivalent

Knowledge to use and provide maintenance to hand and power tools

Knowledge of proper equipment maintenance and performance

Understand and communicate in English

### **EXPERIENCE:**

Experience; (6) years or more of park maintenance and/or landscaping

### NOTICE:

The District is a drug and alcohol free work place and is an Equal Opportunity Employer. As a condition of employment, employee acknowledges that the District reserves the right, subject to statutory requirements, to promote, demote, reassign, suspend, or terminate any employee without notice or status.

By signing below, employee acknowledges that he/she has been given a copy of this Job Description and the Employee Manual which denotes acceptance/agreement to each policy. Copy of signed document will be placed in the employee's file maintained in the District office.

Employee Signature	Date	
Supervisor Signature	Data	
Supervisor Signature	Date	