



**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

June 25, 2018 – 7:00PM

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"



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1. Meeting called to order by Keith Rittscher

2. Invocation

3. Pledge of Allegiance

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; Sheree Morris, District Manager.

5. Announcements by Chairman

The Chairman's Announcements were as follows:

Would like to keep the regularly scheduled Workshop Meetings through the summer. **Joanne Gaughan** commented that the meetings would be July 23rd and August 22nd. **Barbara Whitneck** stated she would not be able to make the July meeting. Bob Shortlidge made a **motion** to have Workshop meetings July 23rd and August 22nd pending enough business and enough Board Members to make a quorum, Barbara Whitneck seconded. Call for vote; **motion** passed.

Has 3 ACC Applications, 343 Holiday Park would like to install new windows in their sunroom. Would like to get this approved pending permits from Palm Bay. An application from Mystic Blvd. would just like to replace panels that were taken off by the hurricane. He already has all the paperwork needed. 250 Holiday Park Blvd. does not have a carport. A deal was made that if he is able to get a contractor in, show proof of a deposit and contract, we would approve the renter as long as the carport is installed in 2 months. **Ellouise Raffo** asked if there is a completion date. **Keith** said no because they're not sure how long it will take to get a permit from Palm Bay. **Sal Cursi, 1107 Keystone** suggested they make the owner put the carport up before they're allowed to rent it out. Discussion continued with comments from **Keith Rittscher, Ellouise Raffo, Kendra Bender** and **Bob Shortlidge**. Points about if the \$3,500 deposit is nonrefundable and who the contractor was were brought up. **Keith Rittscher** informed the Board that Paul Huey would be doing the work. **Bruce Crabb, 442 Neighborly** said he doesn't think the Board should allow exceptions. Kendra Bender made a motion to accept the first 2 ACC Applications, Barbara Whitneck seconded. Call for vote; **motion** passed. Barbara Whitneck made a **motion** to table 250 Holiday Park's application until there is a completion date and the contract specifies the deposit is nonrefundable, Kendra Bender seconded. Call for vote; **motion** passed.

Theresa Grimes, 379 Holiday Park asked for clarification on the motion and stated they do have a rental agreement that has been signed. **Keith** said the work at 430 Holiday Park Blvd. had been completed. Kendra Bender made **motion** the sale of 430 Holiday Park be approved as they are now in compliance, Ellouise Raffo seconded. Call for vote; **motion** passed.

6. Approval of 5/29/18 and 6/11/18 Meeting Minutes

Action: Motion to Approve the 5/29/18 Meeting Minutes made by Barbara Whitneck, Helen Ferguson seconded. Motion to approve the 6/11/18 Meeting Minutes made by Barbara Whitneck, Kendra Bender seconded.

Trustee Comment

Public Comment; **Annette Ragas, 409 Holiday Park** asked that the Board members



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Speak into the microphone
Call for vote; motions passed

7. Manager's Report

Sheree Morris gave her report (attached). Sheree Morris spoke about pressure washing the I-95 wall. The only concern being how we will get water. The idea brought up was asking residents if their water could be used and reimbursing them. **Keith Rittscher** suggested contacting Palm Bay to see if they could give a break when pressure washing the wall starts. **Bruce Crabb** asked if FDOT had been contacted to see if they could do it. **Keith Rittscher** said yes. **Sheree** said the AC does not need to be replaced right now. **Sheree Morris, Keith Rittscher** and **Joanne Gaughan** discussed a service contract with Platt's Air and Heat. **Sheree** spoke about Apex and Spectrum coming in on Monday, July 2nd. **Bob Shortlidge** suggested a tank be looked into for pressure washing the wall. **Keith Rittscher, Kendra Bender** and **Sheree Morris** continued the discussion on pressure washing the wall. Joanne Gaughan made a **motion** to approve Island Pressure Washing for the wall for \$5,635.20, Kendra Bender seconded. **Theresa Grimes, 379 Holiday Park, Marty Petersen, 1050 Moonlight** and **Sal Cursi** commented on pressure washing the wall. **Kendra Bender**, and **Sheree Morris** continued the conversation. **Bob Shortlidge** stated he did not like the idea of residents water being used and he would not be willing to allow the Park to use his water. Joanne Gaughan rescinded the motion, Barbara Whitneck seconded. Motion rescinded. **Ellouise Raffo** made a **motion** to table the contract for cleaning the wall, Helen Ferguson seconded. Call for vote; **motion** passed. Discussion went back to the AC. **Sheree** suggested Platt's. **Bob Shortlidge** suggested setting aside more money in the budget just in case. Kendra Bender made a **motion** to reserve \$12,000 in case the AC goes out, Helen Ferguson seconded. Call for vote; **motion** passed.

Action: Motion to Approve the District Managers report made by Kendra Bender, Helen Ferguson seconded.

Trustee Comment

Public Comment

Call for vote; motion passed.

8. Trustee Reports

9. Old Business

a. Reviewing Bids to Pressure Wash the Sound Wall

b. AC Unit Contracts

10. New Business

a. Increasing the District Managers Discretionary Spending to \$1,000

Action: Motion to Approve the District Manger's discretionary spending to \$1,000 made by Kendra Bender, Helen Ferguson seconded.

Trustee Comment

Public Comment

Call for vote; motion passed

b. Reviewing a Letter of Interest for the ACC Board

Keith Rittscher stated he doesn't feel comfortable voting someone on to the ACC Board without the rest of the Board being here.



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Action: Motion to Approve tabling Marty Petersen's Letter of Interest until the ACC Board come back in the fall made by Helen Ferguson, Barbara Whitneck seconded.

Trustee Comment

Public Comment

Call for vote; motion passed

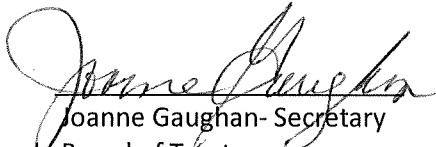
11. Public Comment

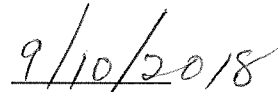
Bruce Crabb, 442 Neighborly thanked Sheree Morris. Went over a list of things he would like addressed (attached). **Joanne Gaughan** stated Custodial and Park Maintenance procedure manuals were made out years ago. Joanne Gaughan made a **motion** to put Bruce Crabb's suggestions on the next agenda, Barbara Whitneck seconded. Call for vote' motion passed.

12. Trustee Comments

Kendra Bender updated everyone on the planting and beautification of the Park. **Sal Cursi** would like to know the status of the truck that was approved at the last meeting. **Bob Shortlidge** said it has been purchased and is a 2008 Ford F150 extended cab. **Connie Christley, 155 Holiday Park** stated she has never been charged for notary services. **Barbara Whitneck** reminded residents to get their 4th of July tickets. **Keith** thanked everyone for coming.

13. Adjournment; Motion to adjourn made by Joanne Guaghan, Barbara Whitneck seconded. Meeting adjourned at 8:15pm.


Joanne Gaughan- Secretary
Board of Trustees


Date