



BOARD OF TRUSTEES

WORKSHOP MEETING MINUTES
 January 28, 2019 – 7:00PM

Allison Kelly
 Chairwoman

Ellouise Raffo
 Assistant Secretary

Barbara Whitneck
 Assistant Treasurer

Jack Emerich
 2nd Vice-Chairman

Trustee

Ryan Poliakoff
 District's Attorney

Bob Shortlidge
 1st Vice-Chairman

Joanne Gaughan
 Secretary

Keith Rittscher
 Treasurer

Helen Ferguson
 Trustee

Sheree Morris
 District Manager

* 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

On January 28, 2019 the Workshop Meeting of the Port Malabar Holiday Park Mobile Home Park Recreation District was called to order by Chairwoman, Allison Kelly, at 7:02 p.m. Trustees in attendance were Allison Kelly, Bob Shortidge, Jack Emerich, Joanne Gaughan, Ellouise Ratto, Keith Rittscher, Barbara Whitneck and Helen Ferguson. District Manager, Sheree Morris was also in attendance.

Keith Rittscher delivered the Invocation followed by the Pledge of Allegiance.

The Chairwoman announced that the Treasurer's Report will be given at the Regular Meeting only; therefore, no report this evening. Also, a Super Bowl Party will begin at 5:30 in the Rec Hall. She also encouraged any resident with ideas or suggestions to make improvements to the Park, to bring them to the office so they may be considered in the Budget.

A motion to approve the minutes of January 14 2019 was made by Keith Rittscher, second by Barbara Whitneck. A vote was taken; motion passed.

A motion to approve the "Final Violations and Fine System" was made by Helen Ferguson, second by Ellouise Ratto. Allison Kelly explained that changes, corrections, additions can be made to this document through a vote of the Board of Trustees at any time. A vote was called for; motion carried. Residents can review a copy which will be placed in a binder to be kept in the District Office.

James Gahan, Chairman of ACC, presented a request from Carol & Jim Friel to build a foot bridge from their property to the common grounds to facilitate maintenance of flowerbeds. This will be taken into consideration by the Board regarding liability and a recommendation made to the ACC Board.

Concrete benches are in the process of being power washed and/or replaced. A broken sprinkler system in front of the rec hall is being looked into prior to new grass seed being planted.

The Holiday Park audit for the year ending October 2018 was presented by Allison Becka of McDonough CPA Solutions, PA. Holiday Park has a reserve of \$3,687,000 and was under budget by \$115,000. We are in fine fiscal shape. Three minor recommendations were made, one of which (documenting approval of payroll) has already been implemented. A full report may be reviewed in the District Office.



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The District Manager presented her monthly report (copy attached) which also listed plans for future work around the Park. Noteworthy: a credit from Waste Management is due in the amount of \$1053 as well as \$14,829 from an auctioned home as a "Claim To Surplus Proceeds of a Tax Deed Sale." Also, Sherree will be meeting with a representative to discuss future health plans for employees. A motion to accept the bid from Commercial Electric in the amount of \$1962.61 for electric work to be done within the District Office was made by Keith Rittscher, second by Barbara Whitneck; motion carried.

It was at this time that Allison Kelly suggested the District pay for any employee that seeks necessary treatment at an Urgent Care facility, since it is too expensive for them to utilize their health insurance. A motion to accept this proposal, until a new health plan is implemented and the employee has received permission from the District Manager, was made by Barbara Whitneck, second by Keith Rittscher; motion carried.

Bob Shortidge gave his Trustee report: Fencing and posts will be removed around the compound and replaced with tall shrubs and security cameras installed. He will look into redesigning the compound in order to make additional spaces. A 9' palm will be installed near the Guard House and tree stumps grounds down from previously removed trees. Helen Ferguson will be working with the District office on a procedure manual and Jack Emerich with the ACC reviewing their policies and procedure manual. There were no other reports.

Public Comments: Before it gets worse, Sam Aloisio suggested looking into the dip in the road as you enter the road leading to the front of the rec hall. Jim Gahan asked about replacing/improving the shuffleboard and bocce courts; Sherree Morris said she has a company she has dealt with coming to look at them.

A motion to adjourn the meeting was made by Jack Emerich, second by Ellouise Ratto; motion carried. The meeting adjourned at 8:19 p.m.

Joanne Gaughan - Secretary
Board of Trustees

Date

OFFICE/CLUB HOUSE/ADMIN

All current trustees are registered with the Florida Commission on Ethics and are insured and bonded for \$10,000.00 through FMIT (our insurance company)

All designated signers for the checks are registered with the bank.

We will be receiving a credit from Waste Management in the amount of \$1,053.84, upon research, we discovered we were being charged for a third dumpster which we have never had since February of 2018.

Have submitted a (Claim To Surplus Proceeds Of A Tax Deed Sale) in the amount of \$14,829.10 for the auctioned home on 220 Berry Ct. This was mailed to Scott Ellis Circuit Court Clerk. They have 90 days to respond from the auction sale date on 12/20/19 if we will be able to recoup this amount.

We continue updating resident files and file pro in the computer to get and keep a handle on renters and new resident owner info. We will be doing a complete audit (in house) during the summer months

The storage compound decals for 2020 are in, they are green, white and black. As a reminder when renewing this February, all owners have first preference to the compound storage spaces. We currently have a waiting list of 10 one being a renter.

Commercial Electric will be running all of the electrical wires on the office floor through the closet and up dating all the wiring! The electric may be down for a day, however office staff will be here. The total cost \$1,962.61.

We will then have the carpenter replace the closet doors and repair the drywall in the back where the Managers office is.

Don Washington continues upgrading the sound system in the club house, concert quality!!! We will have Commercial Electric install a few more electrical outlets to eliminate wires hanging all over the place. They will also remove all old and dead wires.

The last day for Joanne Hall 206 Holiday Park Blvd to respond to the court is 1/29/2019. If she does not respond the attorney will file a writ with the clerk of courts it will then be presented to the judge for ruling, once the judge rules on the eviction it will go to the sheriffs dept. A Deputy will serve her with a writ of possession, this is usually served on a Friday giving them 24 hours to vacate. Then on Monday if they are not vacated the locks will be changed on the home and there will be a trespass ordered.

EMPLOYEE/ADMIN

Meeting with a health insurance rep on 1/31/19 to research affordable employee health care, policy renews May 31, 2019.

Lori Lyon Admin Assistant, continues to be an asset to Holiday Park!!! Her probationary 3 months will be over February 5, 2019. I am more than pleased with her performance! I am putting together a proposal to the Board of Trustees for an option of office duties for invoicing/payables. Will present it at the next Board meeting.

Kathy Richardson Admin/Secretary has been amazing through all of the staffing and Board changes. She continues as a 1099 employee. Will address this at the next Board meeting.

Shawn continues to grow in his supervisory position with the grounds crew. He will be attending a few seminars throughout the year. This will be advantageous for Holiday Park for his on going career with us!!

Employee evaluations are coming up, will address these accordingly at the next Board meeting.

GROUNDS MAINTENANCE

1.) Commercial Electric replaced the capacitors and overloads in fountain control box. This did not fix the problem. We will now replace the pump and factory equipped wire to the fountain hoping this will fix the problem.

2.) All materials for doors to the club house and rec room have been ordered. Hoping to have the installation done by the end of February. After the doors are installed, we will be painting the lobby and replacing the baseboard in the lobby and HPPOA bulletin board area. Renovation of the library will follow. Any help is appreciated!!

3.) We replaced the posts on the leaning fence around the pool, looks great!! This was a group effort with maintenance and grounds crew, THANKS GUYS!!

4.) Freehill Asphalt has filled in the holes on the roads through out the park to include the parking lot. We hope to black top everything in the spring/summer, as mentioned previously, I will be applying for a grant for black topping and striping.

5.) Grounds crew continue to clean ditches and clear passages. Lake Drs. Inspected all ponds on 12/24/19, all are fine.

6.) AT&T will be replacing all of the fiber optics through out the park. The spray painted areas show where the underground utilities are. They will be responsible for replacing any sod and repairing any thing they disrupt.

ON GOING PROJECTS/PROSPECTED PROJECTS

Lay pavers in back of the club house for golf cart and install an extended awning

Submit plans to ACC for a pavilion at the rear pond

Install gazebo at the front entrance of the park

Paint over hang addition at the bocci courts

Have all of the fire hydrants painted through out the park (have several calls in to the city of Palm Bay)

Best Regards,

Sheree