



**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

February 25, 2019 – 7:00PM

Allison Kelly
Chairperson

Bob Shortlidge
1st Vice-Chairman

Jack Emerich
2nd Vice-Chairman

Joanne Gaughan
Secretary

Ellouise Raffo
Assistant Secretary

Keith Rittscher
Treasurer

Barbara Whitneck
Assistant Treasurer

Helen Ferguson
Trustee

Trustee

Sheree Morris
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"

February 25, 2019



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1. Meeting Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Chairman Announcements:
6. Approval of the Meeting Minutes for 02/11/2019

Action: Motion to Approve
Trustee Comment
Public Comment
Call for vote

7. District Manager Report

8. Old Business:

- a.) Gazebo (Awaiting HPPOA)
- b.) Hot water for kitchen- quotes to get conversion to gas ASAP
- c.) Americana Gate and motion alert on security camera
- d.) Seal coating all roads quote-Sheree is writing grant application
- e.) Legal update on 206 HPB
- f.) Computer system upgrade
- g.) Delinquent assessments update
- h.) Bocci/Shuffleboard update
- i.) Revisit District Managers Salary - Increase



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9. New Business:

a.) Discussion

- 1.) Jim Friel's Foot Bridge Request**
- 2.) E-Waste**
- 3.) Green space problems/solutions**
- 4.) Golf Carts riding in green spaces**

10. Public Comments

11. Trustee Comments

12. Adjournment



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BOARD OF TRUSTEES

REGULAR MEETING MINUTES

February 11, 2019 – 7:00PM

Allison Kelly
Chairperson

Bob Shortlidge
1st Vice-Chairman

Ellouise Raffo
Assistant Secretary

Joanne Gaughan
Secretary

Barbara Whitneck
Assistant Treasurer

Keith Rittscher
Treasurer

Jack Emerich
2nd Vice-Chairman

Helen Ferguson
Trustee

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The February 11, 2019 Regular meeting of the Port Malabar Holiday Park Mobile Home Park Recreation District was called to order by Chairwoman Allison Kelly at 7:01 p.m. Keith Rittscher then delivered the Invocation followed by the Pledge of Allegiance. Present were Trustees Allison Kelly, Bob Shortlidge, Jack Emerich, Joanne Gaughan, Ellouise Raffo, Keith Rittscher, Barbara Whitneck and Helen Ferguson. Manager Sheree Morris was also in attendance.

Chairwoman Comments: Allison Kelly added 9d to the Agenda as presentation by Bob Shearer. There is an open seat on the Board of Trustees. Interested parties should submit a letter highlighting their skills and knowledge of Florida Statutes as well as the Sunshine Law prior to being interviewed. Hard working Florida residents only need apply. At the next Workshop Meeting we will discuss Carol & Jim Friel's request to the ACC Board for a footbridge. We will also discuss our green spaces, golf carts, and the walking of dogs. Allison then announced that all future resident applications will be submitted to both a criminal and financial background check at a fee of \$50.00 per person. Also, violation letters are going out and it is hoped that necessary corrections will be made promptly. On the Holiday Park web site, Deeds of Restriction will be replaced next week with Our Governing Documents. She then reiterated special jobs each Trustee has.

A motion to accept the Minutes of January 28, 2019 was made by Ellouise Raffo, second by Helen Ferguson. Motion carried.

The Treasurer then gave his report showing our income and expenses to date. He noted some errors to the report which will be corrected. Allison Kelly requested that future reports indicate the status of the Holiday Park loans. A motion to accept the Treasurer's Report, with corrections, was made by Bob Shortlidge, second by Barbara Whitneck.

Old Business: The situation with the front pond continues to be investigated and Bob Shortlidge has been working with two companies to resolve the problem. Sheree Morris will be meeting with a company she is familiar with regarding the bocci and shuffleboard courts. A quote should be forthcoming after that meeting.

New Business: Allison Kelly said an additional AED unit should be purchased and placed outside near the pool area. Keith Rittscher made a motion to accept a bid in the total amount of \$1091 from Heartsmart for a new AED unit and box to house it, second by Bob Shortlidge. Motion carried.

Bob Shortlidge presented bids to remove chain link fencing, concrete slabs and pillars and plant Podocarpus around the area next to the grounds crew compound. A motion to accept the bid in the amount of \$9100 from Bushco Landscaping was made by Bob Shortlidge, second by Keith Rittscher. Motion carried.



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Joanne Gaughan made a motion to add the wording in point 2 of the Golf Cart, Scooter and Mini-Bike Rules and Regulations “or have a valid driver’s license”. Motion second by Allison Kelly and motion carried.

Bob Shearer proposed that a contract be signed with Owen Distributors to clean and provide necessary chemicals 3 times per year, at a cost of \$300 per visit, for the optimal operation of the dishwasher. Bob Shortlidge made the motion to accept, second by Barbara Whitneck. Motion carried. He also suggested that a new gas operated hot water heater replace the old one we now have for quicker recovery of hot water, a complaint voiced by resident Karen Carreiro. Also he suggested an instant on demand hot water system be installed for hot water leading to both bathrooms. Bob also presented a bid to replace 48 pool chairs and 40 chaise lounges. A motion to accept the bid from Contract Furnishing International, Inc. in the amount of was \$11,712 was made by Keith Rittscher, second by Bob Shortlidge. Motion carried with money coming from Reserves.

Trustee Reports: Bob Shortlidge said a Fox Palm tree has been planted outside the Guardhouse. The Storage Compound will be reconfigured after March. The new filter on front pond will continue to be checked for cleanliness and proper operation. The fuel tank will be moved to inside the grounds crew compound, at no cost, and, therefore, no smoking will be permitted in that area and the entrance gate to the compound will always be closed. He is also looking into ground bridges. He read a list prepared by ground supervisor, Shawn, of projects completed and to be done. Bob will also get a quote for filling in Podocarpus along the fence coming into the Park.

Barbara Whitneck is preparing a Hurricane Preparedness for Park residents. Jack Emerich is trying to keep up with various changes to our DOR, policies, etc. Ellouise Raffo is working with the office to prepare a booklet of all documents on our website for those that do not have that access. Keith Rittscher asked for “Wish List” from Trustees for next budget. Joanne Gaughan asked that Trustees be kept informed from the District Office and Board leadership of facts that may affect our decision making.

Public Comment: Marlene George, Chairman of HPPOA, said they are in need of a chairperson for Bereavement and a new Holiday Park Pictorial Book. Also, they will be voting on another shed to house flea market wares. Jean Beach asked if residents will be asked to sign a new application form when they come to register their compound vehicles. The answer was yes. The District Manager gave a brief report; copy attached, but asked that we vote on her suggestion of a \$2.00 per hour raise for Lori Lyon, Administrative Assistant. Keith Rittscher made the motion, second by Ellouise Raffo; motion carried.



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A motion to adjourn was made by Bob Shortlidge, second by Ellouise Raffo and the meeting adjourned at 8:55 p.m.

Joanne Gaughan- Secretary
Board of Trustees

Date