



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

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

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**BOARD OF TRUSTEES**

**REGULAR MEETING MINUTES**  
September 09, 2019 – 7:00PM

Jack Emerich  
Chairperson

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

Michael Ham  
Trustee

Joanne Gaughan  
Secretary

Gaston Pelletier  
Assistant Secretary

Keith Rittscher  
Treasurer

Barbara Whitneck  
Assistant Treasurer

Paul Diamond  
Trustee

Joe Prisco  
Trustee

Sheree Morris  
District Manager

Karl Bohne  
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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The Regular Meeting of the Port Malabar Holiday Park Mobile Home Park Recreation District was called to order by Chairman, Jack Emerich, at 7:01 p.m. The Pledge of Allegiance followed a Moment of Silence.

Roll Call: Present were Jack Emerich, Ellouise Raffo, Keith Rittscher, Joanne Gaughan, Gaston Pelletier, Barbara Whitneck, Michael Ham and Joe Prisco. Absent was Trustee Paul Diamond. Also present was Manager, Sheree Morris.

Sheree Morris said she could be contacted should anyone wish to make any type of donation to those affected by Hurricane Dorian.

Keith Rittscher made a motion to approve the Minutes of August 26, 2019, second by Barbara Whitneck; motion carried.

Discussion took place regarding replacing our current grounds maintenance crew with a professional outside lawn service company. The following three companies were being considered: Bob's Complete Landscaping and Maintenance, U.S. Lawns and Flawless Lawncare and Landscaping. Each were to be represented at the meeting.

Bob's Complete Landscaping and Maintenance: The representative, John Poliak was ill and could not attend. Their annual fee for maintenance of all residential properties and common grounds was \$199,088. Joanne Gaughan said there were favorable recommendations from present customers. No automatic increase was noted in their proposal.

U.S. Lawns: Representative Brandon Silverstein gave an overview of the company stating they have been in Brevard County for the past 25 years and would have, in addition to their uniformed employees, a working manager on site at some time during a mowing session. Their annual fee was \$170,220. No automatic increase was noted in their proposal. Trustee and Public comments and questions proceeded.

Flawless Lawncare and Landscaping: Owners Mike and Lisa Cram gave a presentation of their business operation. They are based in Palm Bay and have a fleet of various trucks and various equipment. Their employees are uniformed and presently do many of Bayside Lakes properties. Their annual fee was \$182,400 with an automatic 3% increase each year from date of signed contract. Again, many residents and trustees had questions and comments.

The Chairman read one e-mail from resident Diane Russo and letter from Trustee, Paul Diamond.

Much discussion took place with residents noting that our grounds crew does more than mow lawns. To compensate for that, Sheree Morris said she would be looking to hire another maintenance/handyman to do various needed tasks since there will be changes in the work



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schedule of our current maintenance staff. Other residents noted that professional lawn service is needed.

With regard to current lawn equipment we own, it will be stored. Two pieces are currently in need of repair and next year other major equipment would need to be replaced.

Keith Rittscher made a motion to outsource grounds maintenance, second by Michael Ham. Motion carried. Michael Ham then made a motion to accept the proposal from U.S. Lawns, second by Joanne Gaughan. Motion carried with Keith Rittscher opposing.

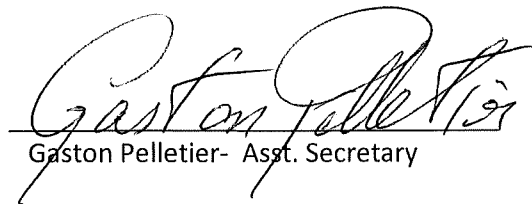
Direction by the Trustees to the District Manager regarding grounds crew employees followed. Employees should be immediately notified not to report for work but to pick up any personal belongings they may have on property. James (Dwayne) Herrin will be the only grounds crew employee retained. Locks should be changed. Joanne Gaughan made a motion to offer a two week severance pay, second by Ellouise Raffo; motion passed.

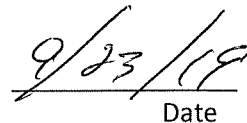
Joanne Gaughan also made a motion that U.S. Lawns provide service within 3 days from signing of contract, second by Michael Ham; motion passed. If they could not, a Special Meeting will be called.

Barbara Whitneck said for those that may need shelter info please pick up the flyer on my dais after the meeting.

Because of the late hour, the manager did not give a verbal report, but her full report is attached as is the Treasurer's Report.\*\* No further Trustee or Public comments were called upon.

Joanne Gaughan made a motion to adjourn the meeting, second by Ellouise Raffo and the meeting adjourned at 9:30 p.m.

  
Gaston Pelletier- Asst. Secretary

  
Date

*\*\*\*Reports referenced in Minutes may be accessed under "Manager Reports" and "Revenue and Financials" on our website "holidayparkfl.com" per Administrative Assistant.*