



**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

November 25, 2019 – 7:00PM

Jack Emerich
Chairperson

Ellouise Raffo
1st Vice-Chairman

Michael Ham
Trustee

Joanne Gaughan
Secretary

Gaston Pelletier
Assistant Secretary

Keith Rittscher
Treasurer

Barbara Whitneck
Assistant Treasurer

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 November 25, 2019 Workshop Meeting of the Port Malabar Holiday Park Mobile Home Park Recreation District was called to order by Chairman, Jack Emerich, at 7:00 p.m. Keith Rittscher recited the Invocation followed by the Pledge of Allegiance.

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

Sworn in as an appointed Trustee was Terry Steimer to fill the seat of former Trustee Paul Diamond. In January he will take his elected seat now belonging to Ellouise Raffo.

Minutes: Keith Rittscher made a motion to accept the minutes of November 11, 2019, second by Ellouise Raffo. Meredith Prisco asked that the location (Sarasota) of the approved new auditing firm be inserted into the minutes. Keith Rittscher made a motion to amend his approval, with addition, second by Ellouise Raffo. Motion carried with addition.

Manager's Report: Sheree Morris gave an overview of the library renovation and asked for approval to spend up to \$5000 for additional supplies. New car decals will begin to be distributed on December 2, 2019. She reminded all NOT to park cars on their lawns overnight. Connie Christley would like the office to look into two homes that constantly do (addresses to be supplied.) Full report and footnote attached.*** Joanne Gaughan made a motion to accept the District Manager's report, with corrections, second by Keith Rittscher. Motion carried.

Old Business: A review of the District Manager's Job Description lead to the following change: under "Attendance" it will now read, "The District Manager is a salaried employee and, as such, is expected to work a 40 hour work week and be on call for all emergencies. Vacation, sick and personal time is detailed in the Manager's Letter of Acceptance. The Manager is expected to advise the Chairman of the Board when requesting personal and vacation time or any scheduled absence." Allison Kelly asked that Sheree Morris's Letter of Acceptance be read. A motion to accept the revised District Manager's Job Description was made by Ellouise Raffo, second by Barbara Whitneck. Motion carried.

Joe Prisco asked if it was permissible to accept only two bids when deciding on a new auditing firm. It is now acceptable. A motion to accept only two bids for auditing was made by Keith Rittscher, second by Terry Steimer. Motion carried. **Note: By-Laws will have to be amended.**

Rod Lindsay gave a report regarding the gazebo. Upon the suggestion by Steve Ambrose, Rod will contact the company from whom we purchased the gazebo and ask if they would send us engineering plans for a new gazebo which we could present to Palm Bay for approval, prior to having a new gazebo sent and returning the one we presently have. Rod will also get a price on concrete footing needed.



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New Business: Discussion took place regarding whether the District should dispose of its current lawn equipment being stored. Barbara Whitneck said we should hold on to it until after the rainy season to see how the current lawn crew works out.

Valerie Schonter praised the idea of an outside lawn service. Bob Shearer thought we should get an idea of the value of the equipment and weigh the option of maintaining or selling.

Bob Shortlidge said we would have to pay up to "\$400,000" for an outside crew to maintain our property the way residents want. Meredith Prisco said that was grossly overpriced.

Complaints are considerably less now that the lawn service has settled in. Keith Rittscher asked we be given an inventory list of all equipment, along with current value, and said list be posted. Joanne Gaughan made a motion to table this topic, second by Keith Rittscher. Motion passed.

Bob Shearer gave an overview on the progress of the library renovation. Sheryl Moore asked to have charging stations installed which Bob thought was an excellent idea. Keith Rittscher made a motion to allow spending up to \$5000 for library renovations, second by Ellouise Raffo, motion carried.

Public Comments: Becky Earnest asked if there was going to be a Trustee meeting on December 23rd. The answer was that it was cancelled at the previous meeting.

Trustee Comments: Terry Steimer introduced himself to the residents, stating he and his wife have been living in Holiday Park for one year; he was, but resigned, as a member of the ACC committee and encouraged others to participate and invited anyone with Holiday Park concerns to contact him.

Joanne Gaughan reminded everyone that there will be one empty seat on the Board of Trustees in January 2020. Anyone who is a Florida resident may apply.

There being no further comments, a motion to adjourn at 8:45 p.m. was made by Keith, second Rittscher by Ellouise Raffo. Motion carried and the meeting adjourned.

Joanne Gaughan- Secretary

Date



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