



**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

SPECIAL MEETING MINUTES

August 17, 2020 – 10:00AM

Joe Prisco
Chairman

Russ Livermore
Trustee

Jack Emerich
2nd Vice

Joanne Gaughan
1st Vice

Secretary

Keith Rittscher
Treasurer

Barbara Whitneck
Assistant Treasurer

Sheryl Moore
Assistant Secretary

Beverly Elias
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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Meeting was called to order at 10:00 AM by Assistant Chairman Joanne Gaughan.

The Pledge of Allegiance was recited.

Roll Call was taken. Present were: Joanne Gaughan, Keith Rittscher, Beverly Elias, Jack Emerich, Sheryl Moore, Russ Livermore. Absent were: Joe Prisco, Barbara Whitneck. Also in attendance was Sheree Morris, District Manager.

1st Vice Chairperson comments: Gaston Pelletier gave his verbal resignation from the Board and as Secretary. We have received his written resignation and will vote on that at the next meeting.

Trustees should receive, by the end of day, a 3-page report from Bob Shortlidge regarding ADA/Service dogs. Be prepared to discuss at our next meeting. If you want item/s added to the agenda, please contact the Chairman. It will be scheduled appropriately. Reminder that at a Special Meeting we are only to discuss what is already on the agenda.

Policies and Procedures for District Manage Position

Joanne Gaughan. A project has been started without knowledge/approval of Trustees. Need procedures and cost up front before beginning. "Project Power Washing." Sheree to explain.

Sheree Morris. Cracking down on violations. Had contacted Attorney trying to get things under control. For example, power washing. Attorney edited a letter for use back in February. That information/correspondence was shared with Trustees then. Letter says if not done at the end of 30 days, Holiday Park would hire licensed, bonded, insured contractor to power wash the home. (11 homes identified). We are in the process of sending letters to homeowners with invoicing of \$120 plus \$30 admin fee. Other violations would be weeding, number's on homes and mailboxes. There is minimum cost to the park; with owner's approval, we are putting the #'s on. We will not tolerate dirty homes. *Contractor was Creative Pavers*

Joanne Gaughan asked individually if Trustees were aware of this being done:
Jack Emerich - yes; Keith RITTSCHER - working on violations, not specifically this;
Sheryl Moore - no; Russ Livermore - no; Beverly Elias - yes.

Joanne Gaughan: Should have been brought to the Board with the expenditure of money that is not in the budget. \$1320 for power washing; where was money coming from? Called the guy who did the work and he seemed surprised that he was to invoice separately. He did bring them to the Park later. Procedure in place to correct with fine.



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Sheree Morris. Process to amend the 2019-20 budget regarding the lawn crew line item and now contracting out. Information should be ready for the Workshop meeting in September.

Jack Emerich. Noted the February 2020 correspondence: January 13 letter between Sheree and Bohne.

*Keith Rittscher. Need change in Deed Restrictions to alleviate cumbersome violation procedures.

Sheree Morris. Will take direction. Wants to continue with violation system.

Joanne Gaughan. This attorney wrote both the letter and the Deed Restrictions, seem in conflict.

Sheree Morris. Wants to follow rules. Wants to keep park updated and beautiful. Wants things to be expedited, no delays.

Joanne Gaughan. To Sheree; if you have ideas, we need those ahead of time. How to execute? How much it will cost? We need to be made aware.

Joanne Gaughan. A home power washing had to halt. Resident said it was started without notice.

Sheree Morris said resident is not the owner. Brother is owner and letter was sent and phone call made. No response to either.

Joanne Gaughan. Who would like a meeting with Attorney Karl Bohne?

Jack - Yes

Keith - Yes with Deed Restrictions Committee

Bev - Yes

Sheryl - Yes with Deed Restrictions Update ready

Russ - Yes

Sheryl Moore. Can the attorney be available for our meeting on August 25, 2020, 1:30? Sheree Morris left him a message at that moment.

Update on Gate Committee. Bev Elias said they had a wonderful crew that day. It does need a bit more painting for refreshing. The intended task for that is complete.

Sheryl Moore. Called 2 guards to ask their opinion. Seemed satisfied.

Joanne Gaughan. Others had suggested a 2nd arm on the exit side. Throwing that out there to consider.

Joanne Gaughan. Let's stop spending money on violations. Sheree Morris. Money in/out with Cindy (QuickBooks). Joanne. That is after the fact.



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District Manager Job Description

Joanne Gaughan. Evaluations of staff due by next week with Job Descriptions

Sheree Morris. Lou is working with her; giving her time for administrative things, ie, grants.

Lori is the assistant, obviously. To update Lou's job description, i.e., violations. Joanne Gaughan stated that Sheree is to prepare Job Descriptions.

Sheryl Moore. Personnel: Budget lines; hiring; # of personnel with hours available in the budget. Change evaluations due to Board date from March to August.

Policies/Procedures: Add RFPs, Grant writing - do it, Bank - is our money protected? Keith says 100%. Is that in writing?

Public Comments

Becky Earnest. Wants the Deed Restrictions Committee to work with Finance Committee. A Trustee is needed for the DR Committee - Joanne Gaughan volunteered.

Barbara Hoffman. Perhaps the office should keep a couple list of businesses on board that our residents could contact for helping with violations.

Karen Foote. Has friends who never received a letter. We are watching their place. Took pictures. Owners called Lou; he never returned their call. Sheree Morris to follow up.

Trustee Comments

Jack Emerich. Would like some background information prior to special meeting. Was confused about what we were to focus on.

Joanne Gaughan. I came with information from questions about violations. We should all have been informed prior to action.

Jack Emerich. Deed Restrictions seem to be what we are taking about. Our crew used to weed and billed residents.

Keith Rittscher. No, that did not happen. Workers did it on their own time and money agreement with the residents.



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Adjournment

Motion made by Beverly Elias
Seconded by Keith Rittscher
Yeas 6 Nays 0
Meeting adjourned at 11:30 AM

Sheryl R Moore

Sheryl Moore – Asst. Secretary
Board of Trustees

9/18/2020
Date

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