



**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**

**WORKSHOP BOARD MEETING MINUTES – (unapproved)**

December 28, 2020 – 1:30PM

Joe Prisco  
Chairperson

Joanne Gaughan  
1<sup>st</sup> Vice-Chairperson

Jack Emerich  
2<sup>nd</sup> Vice-Chairperson

Russ Livermore  
Trustee

Sheryl Moore  
Secretary

Keith Rittscher  
Treasurer

Cynthia Bodoh  
Assistant Treasurer

Bob Shortlidge  
Trustee

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 by 1st Vice Chairman Joanne Gaughan at 1:32 PM

Pledge of Allegiance was recited

Roll Call: Present: Joanne Gaughan, Bob Shortlidge, Keith Rittscher, Russ Livermore, Jack Emerich, Beverly Elias, Cynthia Bodoh (Zoom), Sheryl Moore. Absent: Joe Prisco  
District Manager Sheree Morris was also in attendance.

**Chairman Announcements:** Residents should be calling visitors in at the gate each time they enter. Contractors must be called in for each day they are here to work. We will be adding a 5a. to approve the December 15, 2020 minutes and adding a 12a. for Stop Signs Report.

**Minutes:** Motion to approve the December 14, 2020 Regular Meeting minutes with the correction of “20 feet” of portable speed hump made by Sheryl Moore, seconded by Keith Rittscher. Yes - 8, No - 0.

**Motion** to approve the December 15, 2020 Special Meeting minutes made by Sheryl Moore, seconded by Keith Rittscher. Yes - 8, No - 0.

**Treasurer’s Report:** Motion to approve the now corrected November 2020 Treasurer’s Report as submitted made by Sheryl Moore, seconded by Jack Emerich. Yes - 8, No - 0.

Mention of a Petty Cash procedure that is being considered. Keith still to review. No discussion.

**HPPOA:** Directory Books will be distributed January 5-7 and January 12-14, 2021 between the hours of 10:00 a.m. till 12:00 p.m. outside the clubhouse.

**ACC:** Open seats.

**Manager’s Report:** Discussion of an injunction process. Motion to have our attorney to start the injunction process for 437 Holiday Park made by Jack Emerich, seconded by Keith Rittscher. Yes - 8, No - 0. Joanne Gaughan asked how something gets fixed if an employee sees something broken. There is a work order process to be completed for both building maintenance and grounds maintenance.

**Trustee Meeting Time:** To stay at 1:30 PM.

**Trees/Bees:** Bees have been removed. Tree must be removed. Alpine Tree Service current work service contract to be extended by up to 4 days at the agreed upon rate in original contract of \$1,050 a day.

Motion made by Bob Shortlidge, seconded by Russ Livermore. Yes - 8, No - 0.

**Flawless Lawncare:** Doing a great job! No complaints.



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**Stop Signs:** Table to January Workshop Meeting. **Public Comments:** Annette Ragas likes the idea of stop signs. Andrea is against the speed humps, stop signs are a great idea. What about getting a temporary speed reader that was discussed before. Lower the speed limit.

**Electronic Bulletin Board:** Sheryl Moore to research. A presentation from a company representative would be considered.

**Administrative Assistant Employment Status:** Stacey Pollock has been here since November 13, 2020. She is on probation for 90 days and doing a great job!

**Follow ups:** The Compound Roof was repaired and completed. Striping is still in the works. If additional stop signs are going to be installed, will need to do more striping.

**Public Comments:** Annette asked about grants? The Electronic sign is nice, but we are not having activities. Were Trustee’s assigned to specific areas as a neighborhood watch? Angel: Flowers needed at entrance to clubhouse, like in the pool area. Marcia said Bob had found a flashing light speed sign for \$2500.

**Trustee Comments:** There was a smell coming into the clubhouse due to water. Common areas are not for garbage. Keep it in your own yard. Dogs are being allowed to run without a leash. There is an abandoned car at 238 Holiday Park.

Joanne Gaughan resigned from the Trustee Board.

Russ Livermore is not continuing for another term. He said goodbye and thanked everyone for working with him on the Board.

There are 3 vacant seats on the Board of Trustees.

**Motion to Adjourn:** Motion made by Russ Livermore, seconded by Bob Shortlidge to adjourn at 3:12 PM.

\_\_\_\_\_  
Sheryl Moore – Secretary  
Board of Trustees

\_\_\_\_\_  
Date

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