



**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

REGULAR MEETING MINUTES

April 12, 2021 – 1:30PM

Jack Emerich
Chairman

Carol Sommers
1st Vice-Chairman

James Zellner
2nd Vice-Chairman

Sheryl Moore
Secretary

Karen Allen
Trustee

Keith Rittscher
Treasurer

Beverly Elias
Assistant Treasurer

Paul Goblick
Trustee

Terry Steimer
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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1. Meeting Call to Order at 1:30 PM

2. Invocation

3. Pledge of Allegiance

4. Roll Call

Present: Jack Emerich, Carol Sommers, Sheryl Moore, Keith Rittscher, Paul Goblick, James Zellner, Beverly Elias, Terry Steimer

Absent: Kay Allen.

District Manager Sheree Morris also in attendance.

5. Chairman Announcements

Tax Certificate Committee Update to be added to agenda.

Sheryl has information on an LED sign.

District Manager Job Description and an Evaluation Form have been given to each Trustee. We will not be using that evaluation form, so hand them in. We will evaluate on each main section of the job description using evaluations of 5-1. 5 being the highest, 3 average, and 1 lowest. Have these evaluations back to Jack Emerich by May 10, 2021

6. Approval of the Meeting Minutes: 03/22/2021

Action: Motion to approve March 22, 2021 Minutes.

Made by Carol Sommers

Seconded by Paul Goblick

Call to Vote

Yes – 8

No – 0.

7. Treasurer's Report

Tabled to April 26, 2021 Workshop Meeting. People can email Sheree and Keith with any questions prior to that meeting. He will have answers.

8. Old Business:

a.) Approval of About Us book

A committee with a few residents and Sheryl to meet to go over this next copy. Then to meet with Stacey to clarify the task for publication.



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Comments: Trustee Book is right. Each document will be checked. Joanne Gaughan wants to be on the committee. Residents are needing copies now. How can we get updated information to residents who do not attend meetings. Realtors have responsibilities in relation to the book and getting information to prospective residents.

b.) US Lawns Update

Sheree stated that US Lawns seems to think we will forget about it. Will need to litigate. Past correspondence had gone to Joe Prisco. Litigation will cost us more than the approximately \$1100 owed to our residents. Sheree will have a full report at the next meeting.

***c.) Tax Certificates Committee.**

Action: Motion to allow up to \$10,000 for the Tax Certificate Committee to deal with delinquent homes owned by the County of Brevard.

Made by Jack Emerich

Seconded by Keith Rittscher

Comments: Two of the worst homes are 441 Holiday Park and 1183 Greenview. Sheree needs to register with Brevard County Tax Collector's office prior to June 1, 2021 in order to be ready to buy the Tax Certificates on homes. Dianne Bell is to represent the park in the purchase process. Addresses of which Tax Certificates to purchase will be identified by the May meeting. Can we use returned assessments back in to buying more certificates? Trustees have Tax Certificates in the books. Contact the AG's office, Mrs. Peterson, to find out what we can do/buy.

Call to Vote

Yes – 8 No - 0

Can purchase tax certificates; up to \$10,000 worth.

8. New Business:

***a.) 2021/2022 Proposed Budget**

No Budget introduced. Will have ready at the April 26, 2021 Workshop Meeting.

b.) Close Admin window at 3:00 PM

Action: Motion to close the office window at 3:00 PM.

Made by Terry Steimer

Seconded by Paul Goblick

Comments: What can't you get to during the workday? Offices don't just shut down. Making appointments is not resident friendly. Is another person to be hired? (Yes) Use the first hour of the day, perhaps residents aren't up as early. Office hours should be 8 AM to 5 PM. We are a paper factory. When are we hiring the 2nd person? Time frame for closing the window? Summer? 6 months? A year?



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Pool hours need to be expanded.

When will another person be hired? Give us a couple weeks. Difficult to find people who want to work right now. Sheree will be using an accountability sheet for folks to complete to indicate tasks completed and time spent on each. Wants an experienced maintenance person.

Friday social gathering was a success. Thank you to all who came. It was not a sponsored event. Will have Potluck on April 23, 2021. Thank you, Sheree, for the tent.

LED Sign information. Continue getting quotes. Pool/Clubhouse - get them open with more hours. Why is there tape on the back bridge? (Posts need bracing). Were liens done on homes for power washing? (Sent to Karl). Pool Caulking? (Still ongoing, something will be done on Wednesday). Special Meeting for Deed Restriction? (Not at this time). Zero entry pool inquiry. Stripping machine – schedule the work. Assistant Secretary – Need one. Sheryl will not be able to do it this summer on Zoom – the audio sounds awful on the computer. (Andrew Walker, IT Engineer, coming in this week) Have we gotten Trustee books back from Allison, Joe, and Bob? (No, Joe said he would mail contents, but binder was no good). Caregiver idea – get the doctors to write an actual script for a caregiver with a length of time indicated.

What is holding us back from hiring new staff? Hard to find workers. Just switched to Indeed today and have an interview upcoming soon. Is our pay appropriate?

Pool needs to be monitored by all. Golf cart rules – kids driving? Renter (Linda) feeding ducks, lets their dog run to do its business – doesn't clean up after the dog.

10. Public Comments

Dogs not being cleaned up after.

Golf Cart dangers – pulling out without looking.

Renters are irresponsible. Can we hold the property owners responsible for that?

\$45 should not be considered in the possible future raise for Sheree.

Grandkids can be in the pool.

Need an LED marquee.

Census: Question about a will. About 100 answered no they did not have a will for their property. Perhaps we need someone to come in and give a talk about the importance of a will.

Vendors have been allowed in without a call.



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Gate committee – Can they be on the April 26 agenda? (Yes)

8 hours without lunch scheduled is OK – checked Google.

Zoom meetings. Can we get this working better? Snowbirds like it.

Have Sheree turn in violations to Board and then post in hallway.

1 or 2 more properties sold to LLCs for rentals since the last meeting.

Up north they make roads narrower with painted lines, seeming to make drivers slow down.

Speed sign? On the list to get it again. Waiting for a printout.

11. Adjournment

Motion made by Carol Sommers, seconded by Paul Goblick to adjourn.

Yes – 8 No – 0

Meeting adjourned at 4:23 PM.

Sheryl Moore, Secretary

Date