



**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

MAY 24, 2021 – 1:30PM

Jack Emerich
Chairman

Carol Sommers
1st Vice-Chairman

James Zellner
2nd Vice-Chairman

Sheryl Moore
Secretary

Karen Kay Allen
Trustee

Keith Rittscher
Treasurer

Trustee

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

Please disarm all phones

2. Invocation

3. Pledge of Allegiance

4. Roll Call

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

5. Chairman Announcements

Introduction of Margaret Moore, new Administrative Assistant

Letter received regarding golf carts, will forward to documents committee

Information/Update on Marlene Emerich – Doing better, great attitude.

Owner at 206 HP has passed away, family is involved, the home does have a lien on it.

6. Approval of the Meeting Minutes for 05/10/2021 and 05/11/2021

Action: Motion to Approve May 10, 2021 Minutes

Made by Carol Sommers

Seconded by Karen Allen

Call for vote

Yes – 8

No – 0

Action: Motion to Approve May 11, 2021 Minutes

Made by Sheryl Moore

Seconded by Carol Sommers

Trustee Comments

With the note that the meeting was at 1:30 PM

Call for vote

Yes – 8

No - 0

*Action: Motion to Approve May 19, 2021 Minutes

Made by Sheryl Moore

Seconded by Paul Goblick

Call for vote

Yes – 8

No – 0

7. Treasurer's Report

Questions/Discussion before a motion was made.

Lease better than buying? Ricoh lease – when was it last reviewed? Paper usage high. Line items overspent. Many copies are done for Trustees/Committees.

Action: Motion to Approve the Treasurer's Report for April

Made by Karen Allen

Seconded by Paul Goblick



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Call for vote
Yes – 8

No - 0

8. District Manager's Report

How are oyster shells to be used? Cannot be used in drainage ditch.
Will Margaret Moore receive benefits? No. Is she full-time? No. Why did she leave FIT now? Furloughed. She semi-retired, wants part-time employment.
Four (4) cats recently seen at Charm Ct. Is she feeding again?
Golf cart decals being done? Yes.
Did you (Sheree) ask the Bocci guys about removing concrete at front gate? Not yet, thank you for the reminder.
Are golf carts allowed outside the park? That's a Palm Bay Police issue. Not up to us.
No charge for golf cart decals.

9. Workshop Items

a.) District Managers evaluation

Chairman reported Sheree Morris received average ratings ranging from 3.3 to 4.6.

Comments on the evaluations for improvement areas; clear directives, favoritism, lacking follow-up. Not all Trustees comfortable to review payroll duties. Does she hear positive things? Yes. Salary will not be discussed today.

b.) Deed Restrictions

Updated? - Yes. Being discussed and to be presented for resident vote in the future.

Is car registration requirement in the Deed Restrictions – no sticker allowed without registration in owner's name.

Jack Emerich left the meeting at 2:57 PM.

c.) LED Sign Update

Action: Motion to spend up to \$22,000 to purchase and have installed an LED sign to fit in the current base at the front gate.

Made by Sheryl Moore

Seconded by Paul Goblick

Call to Vote

Yes – 7

No – 0

d.) Hurricane Shutter Quotes

One bid received so far. Waiting on others.



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e.) Pool Lift Update

Range of prices from \$4499 on sale now, with installation, to \$6800 plus \$500 installation. Any warranty? Insurance carrier says more liability not to have a lift. What's the difference between the Scout and the Ranger models? Are we liable if there's an accident using the lift? More information to be brought to the Board.

Vice Chairman: Don't wait to be called on. Get in line for the microphone to comment. Don't talk from your seats.

f.) Exit Arm at Gatehouse

Two quotes received at about \$5500 each.

Comment/Discussion. Gate Committee feels left out, that we are piecemealing the items. Gate committee should act on these items now. Safety cannot wait. An engineer years ago said we do not have enough room for a 3rd lane. Pieces can be done without an engineer: Gate on sidewalk, Fence from gatehouse to wall, Remove concrete, Gate arm at exit. Are cameras being mounted up front? Big picture job vs piecemeal. Move the cameras now. Passes being issued – only extended, multi-day passes. A recent 4-day visitor did not get a pass, should have. Can we get an engineer? Will 3 lanes fit now? No – City says no. Contact City again. Put an arm in now – could be moved. Move cameras now. There should be a file from an engineer from 3-4 years ago. Find it. Cannot put lane behind guardhouse. Remove concrete for safety – easy to do. Exit arm with a lockout controlled by the guards. Moving the guardhouse will be extremely expensive to get 2 entry lanes with the stop lane in middle. Put gate on the exit. Would need an engineer for redesign.

Action: Motion to spend up to \$6500 to remove concrete, buy and have gate arm installed, move cameras to gate.

Made by Keith Rittscher Seconded by Sheryl Moore.

Trustee Comments

Motion amended to \$7500 by Keith Rittscher, seconded by Sheryl Moore.

Public Comments

New signs would help: Do No Enter needs to be larger, add a sign, Property Under Surveillance.

Call to Vote

Yes – 7

No – 0.

g.) Lobby Renovation

Have drawing. Put drawing designs up in the hallway for review before our next meeting.

h.) Tax Certificate Update

Six certificates bid on for a total of \$18,076.51. Will find out results on May 28, 2021.



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i.) Approval of 2021/2022 Proposed Budget

Aflac explanation. Do we offer health insurance after retirement? No

Action: Motion to Approve

Made by Keith Rittscher

Seconded by James Zellner

Call to Vote

Yes – 7

No – 0

10. Public Comments

Thought we were doing document approvals at this meeting? By-Laws, Policies, Rules and Regulations will be at our next meeting, June 14, 2021.

11. Trustee Remarks or Announcements

Special meeting for sidewalks scheduled for Thursday, June 3, 2021, 1:30 PM. Agenda will be three (3) contractors to present and be asked questions. Contractors to come in back-to-back.

There was a last-minute request for Karaoke. Referred to Sheree for scheduling. Not able to use HPPOA equipment at this time. Kitchen is also not available yet.

Is Paul going to the June 14 seminar on hurricane preparedness? No

There is an open seat on the Board of Trustees.

Trustees whose seat expires at the end of 2021 must submit a letter to continue to the Board of Elections by June. The District Office can assist.

12. Adjournment

Motion made by Carol Sommers, seconded by Sheryl Moore to adjourn.

Meeting was adjourned at 4:47 PM.



Sheryl Moore, Secretary

Date 6/16/2021