



**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 AGENDA

November 28, 2022 – 7:00 PM

Carol Sommers
Chairman

David Curtis
1st Vice-Chairman

Gary Vincent
2nd Vice Chairman

Joan Occhionero
Secretary

Kathy Stone
Assistant Secretary

Mark Bodoh
Treasurer

Rebecca Earnest
Assistant Treasurer

Nancy Miller
Trustee

Trustee

Miguel Garcia Jr.
District Manager

Karl Bohne Jr.
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
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Chairman Announcements
 - a. There are still three (3) seats on the Board of Trustees. If you are interested in serving on the Board, please submit your letter of intent. The park and the Board need you!
 - b. Just as a reminder, the Workshop Meeting for December has been rescheduled to Tuesday, December 27th, 2022 at 7:00pm.
 - c. The 90- day Performance review for our new District Manager has been completed. All members of the Board were asked to do their own evaluation of the performance of our DPM. Those evaluations were compiled to create an overall review. The evaluation has been discussed with the DPM with all parties agreeing to the status thereof.
6. Approval of the Meeting Minutes 10/28/2022
 - a. Motion to approve
 - b. Discussion
 - c. Call to vote
7. Treasurer's Report
 - a. Motion to approve
 - b. Discussion
 - c. Call to vote
8. District Property Manager Report
9. Old Business
 - a. Pool Heater Repairs/ Replacement- Miguel Garcia, Jr.
 1. Motion
 2. Discussion
 3. Vote
 - b. Employee Gifts and Parties- Proposal attached
 1. Motion
 2. Discussion



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3. Vote
 - c. Employee Handbook Update- Joan Occhionero
 1. Motion
 2. Discussion
 3. Vote
 - d. Reply from Keith Rittscher regarding financial questions- Mr. Rittscher's response is on file in the District Office for those who wish to view it.
 - e. Update on Chasen Gill proposals for cable/ internet contracts (set up a special meeting if necessary).
 - f. Update on electrical issues in the kitchen- Miguel Garcia, Jr.
- 10. New Business**
- 11. ACC Report**
- 12. HPPOA Report**
- 13. HR Committee Report**
- 14. Public Comments**
- 15. Trustee Comments/ Announcements**
- 16. Adjournment**

Employee Gifts and Parties

(As needed for the Budget)

Based on 15 Employees

Employee Gifts:

Christmas: 1 to 10 years \$100.00

10 years + \$200.00

DM \$200.00 (not to exceed)

Retirement: \$200.00 (must have worked for the park over 10 years)

Employee Parties:

Christmas Party \$750.00 (not to exceed)

Retirement Party \$400.00 (not to exceed) (must have over 10 years of employment)

Cards:

Birthday \$ 75.00 (15 cards at \$5.00 each)

Christmas \$ 75.00 (15 cards at \$5.00 each)

Retirement \$ 5.00

Sympathy \$ 25.00 (estimated 5 cards per year at \$5.00 each)