



**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 - approved**  
October 24, 2022 – 7:02 PM

Carol Sommers  
Chairman

David Curtis  
1<sup>st</sup> Vice-Chairman

Gary Vincent  
2<sup>nd</sup> Vice-Chairman

Joan Occhionero  
Secretary

Kathy Stone  
Assistant Secretary

Mark Bodoh  
Treasurer

Rebecca Earnest  
Assistant Treasurer

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.**

**\* ALL cellphones on airplane mode 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"**



# PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE  
Palm Bay, Florida 32907-2196  
Office: 321-724-2240

---

1. **Meeting Call to Order**, at 7:02 by Carol Sommers, Chairman
2. **Invocation**, By Rebecca Earnest
3. **Pledge of Allegiance**, By all in attendance
4. **Roll Call:**

Present: Carol Sommers, David Curtis, Gary Vincent, Joan Occhionero, Mark Bodoh,  
Rebecca Earnest  
Kathy Stone was excused  
Miguel Garcia Jr., District Manager was unable to attend

5. **Chairman Announcement:**

- a. There are still two (2) vacant seats on the Board of Trustees. If you are interested in serving on the Board, please submit your letter of intent. The Park and Board need you!
- b. Thank you to everyone who donated for our sister park that was devastated by Hurricane Ian. We were able to send over a trailer and four vehicles loaded with supplies and they were very grateful.
- c. We are saddened by the passing of one of our ACC Board members. Harry Turcotte passed away this past weekend.

6. **Approval of the Meeting Minutes** for ~~9/26/22~~ 10/10/2022:

David Curtis made a motion to accept the minutes from the ~~9/26/2022~~ 10/10/2022  
Workshop Meeting as written, seconded by Rebecca Earnest.

Vote: 6      Yes 0 No

7. **Treasurer's Report:**

Mark Bodoh went over September's financial report in detail and discussed areas we hope to improve on in the new budget.

Gary Vincent made a motion to accept the Treasurers Report and file it for Audit, seconded by Rebecca Earnest.

Vote: 6      Yes 0 No

8. **District Property Manager's Report:**

There was no report as Mr. Garcia was unable to attend tonight's meeting.



# PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE  
Palm Bay, Florida 32907-2196  
Office: 321-724-2240

---

## 9. Old Business:

- a. Status on Request for Proposals- Lawn Care Proposals were incomplete, so we will table until the next meeting.
- b. Status on Request for Proposals-Pool Repairs- had only one response to RFP's. There was discussion on the proposal.

Rebecca Earnest made a motion to accept the Pool Doctors proposal to resurface both pools with leak detection, but no Lift chairs, seconded by Gary Vincent.

Vote: 6 Yes      0 No

- c. Employee Gifts and Parties (see attached) - This item was tabled at the last meeting until November 28, 2022 - Workshop meeting.

## 10. New Business:

- a. District Property Manager 90-day evaluation results: Tabled until next meeting, since Mr. Miguel Garcia Jr. was unable to attend tonight's meeting.

## 11. ACC Report:

Ron Foote gave an update on ACC activities. He also noted that they need volunteers for the ACC Board.

## 12. HPPOA Report:

Mary Quirk gave an update on current and upcoming activities sponsored by the HPPOA Board.

## 13. HR Committee Report:

Joan Occhionero discussed that the HR Committee is working on updating the Employee Manual. We need it as soon as possible, since we are going to start hiring without using a middleman.

## 14. Public Comments:

There was discussion about security in the park and about problems with Republic Services trash pick-up. It was also brought up that we forgot to give employees their annual raise and large emotional support dogs was discussed vs trained and licensed service dogs.

## 15. Trustee Comments/Announcements:

Several Trustees made comments and Mark Bodoh showed a short video of the devastation at Holiday Park North Port that he took when they were there last Sunday. He shared that there were 50-60 residents that greeted them when they arrive to help unload. They were very grateful.



**PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT**

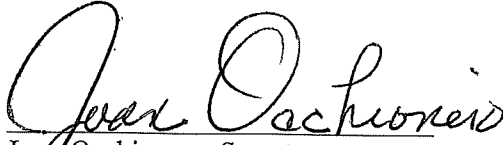
215 Holiday Park Blvd. NE  
Palm Bay, Florida 32907-2196  
Office: 321-724-2240

---

16. **Adjournment-** Rebecca Earnest made a motion to adjourn, seconded by David Curtis.

Vote: 6 Yes      0 No

Meeting adjourned at 8:40 p.m.

  
Joan Occhionero, Secretary

11-16-2022  
Date

**Employee Gifts, Parties, Take-Out**  
Based on 12 Employees

<b>1. Employee <u>Gifts</u></b>	<b>Cost</b>	<b>Suggestions</b>	<b>Est. Total</b>
a) Birthday	\$10.	Increase to \$20.	<b>\$240.</b>
b) Christmas	\$1,100.	Cap Highest Amount	<b>\$1,100.</b>
c) Retirement	\$200.	Same - each Employee?	<b>\$200</b>
d) Sympathy	?	Can HPPOA cover this?	
 <b>2. Food</b>			
a) Office Lunches	_____	Yes or No? Set \$ Limit: Takeout Expense Acct	_____
b) Christmas Party	_____	Cap cost - H.P. will cover	_____
c) Retirement Party	\$450.	(Food, Drinks, Dessert)	<b>\$450.</b>
d) Employee Appreciation Luncheon	?	Can HPPOA cover cost?	<b>\$250.</b>
e) Employee Lunch Pizza, Subs, Drinks Dessert	\$180	H.P. covers 1 yearly group employee lunch <b>OR</b> Order lunch on birthday	<b>\$180.</b>
 <b>3. Cards</b>			
a) Birthday	\$60.		<b>\$100.</b>
b) Christmas	\$25.		
c) Retirement	\$7.		
			<b>\$2,520 + (??)</b>

\*\*Sometimes Donuts purchased for all employees. If residents agree on this cost, decide # of times per year allotted, total yearly & add this to the Grand Total.

\*\*There have been Florist charges, are we adding to this budget or not?

\*\*Will Birthday Gift Card amounts be higher for Manager, Office Staff, and Supervisors?

**Suggestion: Grand Total of all Allotted Expenditures be included the budget**