



# 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

REGULAR MEETING MINUTES - Approved  
October 10, 2022 – 7:00 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 Property 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"**



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1. Meeting Call to Order:  
by Carol Sommers, Chairman at 7:00pm
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, Kathy Stone, Mark Bodoh, Rebecca Earnest  
Miguel Garcia Jr., District Property Manager was also present.

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 the Board need you!
  - b. Our sister park in North Port Florida was devastated by hurricane Ian. I would like us to have a drive to collect items to send over to help them. Resident, Cindy Bodoh has prepared a list of suggested donation items we would like to collect and bring over (see attached) a copy will be posted in the clubhouse. Please volunteer to help.
6. Approval of the Meeting Minutes for 9/26/2022  
Rebecca Earnest made a motion to accept the minutes from the 9/26/2022 Workshop Meeting as written, seconded by Kathy Stone.

Vote: 7 yes      0 No

7. District Property Manager's Report:

Mr. Garcia reported on hurricane Ian's damage in our park. We were very lucky and had very little serious damage. One mobile home lost a roof and we had broken limbs and branches down. The front gate area suffered a small amount of damage. He also gave an update on the RFP's (request for proposal) that were sent out to pool and lawn vendors and reported on upgrades to the office. See the Manager's Report Dated October 7, 2022, for more details.



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## 8. Old Business:

- a. Financial limits set for employee gifts and parties (as needed for budget):

TABLED until November 28, 2022, Workshop Meeting, so Board Members can gather more information. (See attached recommendations)

- b. New stereo system for pool area-Miguel Garcia, Jr.:  
We have two new 800-watt speakers up and working and plan to buy 2 more smaller ones. They are hooked up to a local radio station on the office computer by Bluetooth.
- c. Update on Air Sanitizing Installation- Gary Vincent:  
The systems are being installed on Thursday October 13, 2022.

## 9. New Business:

- a. Employees pay rates and hiring practices- Mark Bodoh:  
Mr. Bodoh brought up for discussion how expensive it is for the Community to keep using Staffing agencies to hire employees. Discussion followed and it was decided that we would stop using staffing agencies and have the DM do the hiring. He also asked the HR committee to research pay scales and make recommendations.

## 10. ACC Report:

Bill Linhares gave an update

## 11. HPPOA Report:

Pam Hefferman gave an update on events happening around the park. Carol Sommers also added that the kitchen had a deep cleaning on October 5, 2022, and the dishwasher was also serviced that day.

## 12. HR Committee Report:

At the last Board meeting the HR Committee was asked to please research what is full time in Florida and come up with recommendations for our park employee manual. The committee listed 10 recommendations:

- a. FULL-TIME is 40 hours worked in a seven-day period from Monday to Sunday.
- b. Anything less is part time.
- c. OVERTIME is paid for hours worked over the 40 hours in a single work week.
- d. OVERTIME pay is 1 ½ times the employee's regular hourly wage.



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- e. Florida requires that manual laborers working more than 10 hours in a single day get overtime pay for any hours worked over the 10 hours that day. We would consider the yard crew and custodial crews as manual laborers.
- f. HOLIDAY-PAY is to be paid to any employee who works over 30 hours in a seven (7) day period from Monday to Sunday. To receive holiday-pay the employee must work their regularly scheduled day before and after the holiday.
- g. Holiday-pay is 1 ½ times the employee's regular rate of pay.
- h. Full time office personnel work from 8am to 4pm, Monday through Friday.
- i. Grounds crew and custodial crews when working an 8-hour day should be required to take a 1-hour unpaid lunch break.
- j. We currently do not offer healthcare benefits to employees. If we are able to in the future, it is our suggestion that they only be offered to full time employees under the age of 65.

### 13. Public Comments:

Mary Quirk asked if we could please put on the next agenda for discussion "hurricane shutters" for the clubhouse.

Gaston Pelletier and Jeffery Jones requested an exception to the maximum 3 person per household rule. After some discussion the request was denied.

14. Trustee Comments/ Announcements: Several Trustee's made comments. A question was asked about Streamline and our new website. There was a problem when it was first switched over, but hopefully it will be resolved soon.

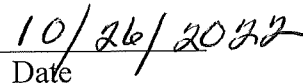
### 15. Adjournment:

Mark Bodoh made a motion to adjourn the meeting, seconded by David Curtis.

Vote: 7 Yes      0 No

Meeting was adjourned at 8:55pm.

  
Joan Occhionero, Secretary

  
Date

## Donations Needed ~ Hurricane Ian Emergency Supplies

Nonperishable Foods  
Water  
Electrolyte Packets or Gatorade  
First Aid Supplies  
Tarps  
Zip Ties  
Trash Bags  
Gloves  
Buckets  
Scrubbers  
Cleaning Products  
Disinfectant Wipes  
Rags for cleaning  
Flash Lights  
Batteries  
Portable Fans  
Battery Operated Fans  
Female Personal Hygiene Products  
Moist wipes  
Shampoo  
Bar Soap  
Shower Gel  
Deodorant  
Razors  
Sheets  
Blankets  
Pillows  
Air Mattresses  
Towels  
Wash Cloths  
Tooth Brushes  
Tooth Paste  
Bath Tissue  
Paper Towels  
Tissues  
Cell Phones  
Gift Cards: Walmart, Gas Cards, Target, Grocery Stores  
CLEAN Gently Used: Clothing, Shoes, Socks, Jackets or Coats, etc.

PLEASE BRING YOUR DONATIONS TO  
THE CLUBHOUSE PARKING LOT ON  
FRIDAY, OCT. 21<sup>st</sup> FROM NOON-3:00  
SO WE CAN LOAD UP.

Thank You

Likely Useful: Coolers, Gas Grills, Charcoal Grills, Grill Utensils & Lighter, Camp chairs,  
*Folding Tables & Chairs, Benches, Stools, Ladders, Step Stools,*  
Safety Glasses

**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.		
			<hr/> <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**