



# 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)

November 14, 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 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 7:00 PM
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 also present.
5. Chairman Announcement:
  - a. There are still three (3) 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. Letter of intent from Nancy Miller for seat 1: Carol Sommers read the letter of intent from Nancy Miller, after which, Nancy Miller spoke a little more about herself and her reasons for wanting to be on the Board of Trustees.
  - c. Gary Vincent made a motion to accept Nancy Miller as a Trustee, on the Port Malabar Holiday Park Mobile Home Park Recreation District Board of Trustees, for a one-year term. Seconded by Rebecca Earnest.  
  
Vote: 6 Yes      0 No
  - d. Nancy Miller was sworn in by Joan Occhionero, Secretary and took a seat at the table. Thank you, Nancy and welcome aboard!
6. Approval of the Meeting Minutes for 10/24/2022:  
  
Gary Vincent made a motion to accept the minutes from the 10/24/2022 Workshop Meeting with one correction. Mark Bodoh seconded the motion.  
  
Vote: 7 Yes      0 No
7. District Property Manager's Report:  
  
Miguel Garcia, Jr., gave an update on the hurricane and other issues around the park such as security, electrical and lighting. He discussed forming a group of neighbors to help neighbors. Residents were informed of new hires in the office, the front gate and yard crew. Streamline, a



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web hosting service, was discussed. Pet and animal protocols were addressed. Mr. Garcia also discussed a recent incident where a real estate agent gave incorrect information to a potential buyer, the harm it caused and how we plan to address such issues in the future. For more detailed information, please see the Managers Report dated November 11, 2022.

Mr. Garcia Jr presented three proposals for new pool heaters, as our current heaters need to be replaced. He agreed to research a little further the specs of each heater. He will give us an update at the next meeting so the Board can make an informed decision.

## 8. Old Business:

- a. Lawn care proposals: There was discussion on the responses to the RFP (request for proposal) that we received back from four (4) lawn care companies. Gary Vincent made a motion to accept the proposal from Mow-Tivated Lawn Maintenance for \$291,000.00 annually. Seconded by David Curtis.

Vote: 5 Yes 2 No (Carol Sommers and Joan Occhionero)

- b. Update on the status of pool repairs: A date has not yet been scheduled to start the repairs.

- c. Employee raises for new year: There was discussion about raises for our employees. Gary Vincent made a motion to approve a 3% raise for four (4) employees retroactive to the beginning of our fiscal year. Seconded by David Curtis.

Vote: 7 Yes 0 No

- d. Update on Chasen Gill: Joan Occhionero received from Mr. Gill new amended proposals from Summit Broadband and Spectrum Community Solutions. Copies of the proposals will be available in the office tomorrow for anyone who is interested in reviewing them. We will plan a special meeting in early December for discussion.

## 9. New Business:

- a. Register of bikes \*walking through the gate ID must be shown\*: Dave Curtis explained about the new policy that people walking through the gate will have to show ID before entering the park. Bicycles can be registered at the office to receive a sticker to make it easier to reenter the park.

- b. Meeting schedule for December (holidays): Rebecca Earnest made a motion to change the December Workshop meeting from the 26<sup>th</sup> to the 27<sup>th</sup>, seconded by Joan Occhionero.

Vote: 7 Yes 0 No



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- c. Direction from the Board on financial issues regarding previous DM and previous Treasurer: Carol Sommers will contact the Park attorney Karl Bohne Jr. to get advice on how to proceed since Mr. Rittscher has not responded to the certified letter, we sent him several weeks ago.

10. ACC Report:

Ron Foote gave an update on ACC activities.

11. HPPOA Report:

Moira Washington commented on the electrical situation in the kitchen and would like to see it addressed. Stacy Vincent invited everyone to the Thanksgiving Dinner on Tuesday, November 22, 2022, at the clubhouse and thanked all who volunteered to help. The dinner is sponsored by the HPPOA and free to all.

12. HR Committee Report:

Joan Occhionero announced that the committee would like at least one more volunteer. The updated Employee Manual is completed and ready for the Board to approve. Copies of the manual will be available tomorrow and anyone interested in reviewing it can obtain a copy from the office.

13. Public Comments:

There was discussion on verifying vehicles coming through the gate. If you see a vehicle, you think wasn't verified properly, please write down the date, time and information about the vehicle. Turning this information into the office is the only way it can be followed up on.

14. Trustee Comments:

Residents were thanked for showing up and participating at the meetings.

15. Adjournment:

Rebecca Earnest made a motion to adjourn, seconded by Joan Occhionero.

Vote: 7 Yes      0 No

Meeting adjourned at 9:40 PM

  
Joan Occhionero, Secretary

11-30-2022  
Date