



**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 23, 2023 – 7:00 PM

Kathy Stone
Chairman

Nancy Miller
Trustee

Vacant
1st Vice-Chairman

Joan Occhionero
Trustee

Cindy Harris
Secretary

Mark Bodoh
Treasurer

Rebecca Earnest
Assistant Secretary

Robert Eldridge, Sr.
Trustee

Barbara Dufault
Trustee

David Kearns
Trustee

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 at 7:02 PM by acting chairperson Cindy Harris
2. Invocation by Becky Earnest
3. Pledge of Allegiance
4. Roll Call Nancy Miller, Bob Eldridge, Becky Earnest, Joan Occhionero, Cindy Harris, Barbara Dufault, David Kearns, and Mark Bodoh. Kathy Stone was absent.
5. Chairman Announcements
 - a. The ACC Board has several vacant chairs. If you are interested in serving, please submit your letter of intent.
 - b. Don't forget to sign up for the tie-down program. Sign-up sheets are in the alcove or speak to Joan Occhionero.
 - c. RFP for Lawn maintenance added under old business item c
 - d. The winter lawn schedule starts this week
 - e. Employee evaluations/ raises added under old business item d
6. Approval of the Meeting Minutes- 10/09/2023
 - a. Motion to approve by Joan Occhionero with corrections seconded by Nancy Miller
 - b. Discussion
 - c. Call to vote 8 YES 0 NO
7. Treasurer's Report: Mark Bodoh stated that copies would be put in all trustee's boxes.
 - a. Motion to approve Nancy Miller made a motion to send for audit, seconded by Becky Earnest
 - b. Discussion
 - c. Call to vote 8 YES 0 NO
8. Acting DM Report

Cindy Harris stated that we need custodial help! After much discussion, it was decided that the acting DDM should handle the hiring of custodians.
9. Old Business
 - a. Laundry Contract
 1. Motion to approve Becky Earnest for the contract with \$2.50 for washers and \$.50 for the dryers.
 2. Discussion Joan Occhionero thought that we should find out more about Axxon. Joan Occhionero stated that If we get all the money from the machines and the proposal doesn't show any rental fee, we should look more into this company. Becky Earnest will continue to work on this, it was noted that our contract with CSC expired at the end of August.
 3. Call to vote 4 YES 0 NO
 - b. Summary of Special District Presentations Joan Occhionero stated that we have heard from 2 companies so far. She asked all of us to keep an open mind about the idea of having a management company. The man from the first presentation made us an offer to do a full evaluation of employees, computers, the office, etc. for \$2500. To



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just do an evaluation of employees would be \$1000.

- c. **RFP for lawn maintenance** Mark Bodoh stated that if all trustees had read the paperwork a few changes were added. Joan Occhionero made a motion to send out the RFP or deadline for it to be returned to the District Office by December 1st, 2023, seconded by Becky Earnest. Vote 8 YES 0 NO
- d. **Employee evaluations** have not been done and this topic will be discussed at the next meeting. Becky Earnest made a motion to have Cindy Harris inform the office of the new hours which will be 8 AM- 4:30 PM with a half-hour lunch. This will be put in writing. The motion was seconded by Joan Occhionero.
Vote 8 YES 0 NO.

10. New Business

a. R&M Streets

David Kearns has 2 proposals for the repairs needed on our streets, he stated that we will still need one more proposal. An RFP should be sent out if we decide to do this.

b. Grievance received by Dick Occhionero per attorney

Nancy Miller made a motion to not share the information from the employee meeting with Becky Earnest, seconded by Becky Earnest. Vote 3 YES 5 NO

f. District Manager job description and salary

Patti Peck stated that the job description they are using has no date but they think it's from 2023. They want to add to the education to include at least 2 years of college.

11. ACC Report **NO REPORT**

12. HPPOA Report

Pam Hefferman stated that the dance is scheduled for this Saturday. Tickets will also be sold at the door from 6:30 PM to 7:00 PM. Their schedule is mostly in full swing. Please pick up a calendar in the alcove for details.

13. CRT Committee Report

Cindy Harris read a letter asking to dissolve this committee (see attached) and a new committee was formed to work on employee job descriptions. The committee members are Joan Occhionero, Marcia Coyle, Cindy Bodoh, Joanne Gaughan, and Brenda Miskow.

14. Public Comments

Debbie Phippen 1214 Shell CT Ne talked about her problem with spectrum. They have not had access to basic cable for 10 months due to their home being removed from our bulk account because the home at one time was placed on the condemned list. Under Article 3 Facilities Section 3 it states that all residents are offered basic cable services. They have paid their assessment and have not had this service available to them. They are requesting reimbursement for the months they have not been able to use this service.

15. Trustee Comments/ Announcements

Joan Occhionero stated that our website is not up to date and that it needs to be corrected soon. Mark Bodoh stated that he felt the positions on the Board need to be filled now and now wait until January's re-organization meeting. It seems to be done now and now wait until January's re-organization meeting. It seems to be a question of interpretation of how the By-Laws are read. He would like this on the next agenda. Barb Dufault stated that the



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audience mumsers is a problem and that it's hard enough to hear without the background chatter. Please have respect for the Trustees and other residents who want to hear what is being said. Becky Earnest asked that when a special meeting is set up the trustees be notified right away by text so we can make sure we have a quorum. Nancy Miller stated that she felt since we have a mostly new Board and no real job descriptions that she felt we should have several meetings to go over and discuss our by-laws, charter, duties, etc. Bob Eldridge no comment. David Kearns asked for respect for all and to be open to change. It's not the 1990s anymore.

16. Adjournment

Becky made a motion to adjourn, seconded by David Kearns

Vote 9 YES 0 NO

Meeting adjourned at 9:30 PM

Cindy Harris, Secretary

Date