



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

REGULAR MEETING MINUTES

October 14, 2024 – 7:00 PM

Mark Bodoh
Chairman

Toni Beatty
Trustee

Vacant
Trustee

Patti Peck
Treasurer

Barbara Dufault
Asst. Secretary

Kathy Stone
Secretary

Rebecca Earnest
1st Vice Chair

Vacant
Trustee

Vacant
Trustee

Daniel Tarnowski
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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REGULAR MEETING MINUTES

October 14, 2024 7:00 PM

1. Meeting Called to Order: By Rebecca Earnest at 7:00 PM
2. Invocation: By Barbara Dufault
3. Pledge of Allegiance: By all in attendance
4. Roll Call: Toni Beatty, Patti Peck, Kathy Stone, Barbara Dufault, and Rebecca Earnest.
Mark Bodoh absent.
5. Chairman Announcements:
 - A. The ACC board has several vacant chairs. If you are interested in serving, please come to the ACC meeting so this committee can submit your letter of intent on your behalf.
 - B. The Board of Trustees is also looking to fill vacant seats, please submit your letter of intent.
 - C. New Business: Adding "F" Job Description Benefits for DeWayne.
 - D. Letter of intent for Nancy Seeley to the ACC Board. Letter of resignation for Mike Johnson from the ACC Board.
6. Approval of Meeting Minutes 9/23/2024:
Patti Peck made a motion to approve the minutes for 9/23/2024 seconded by Toni Beatty.

Call for Vote: 5 Yes 0 No
7. ACC Change:
 - A. District Manager will be a liaison and trainer for the new people coming on the ACC Board. Karen Foote will be an advisor to Dan Tarnowski.
 - B. Kathy Stone read the resignation letter from Mike Johnson for the ACC Board. Motion was made by Patti Peck to accept the resignation seconded by Kathy Stone

Call for Vote: 5 Yes 0 No
 - C. Kathy Stone read the letter of intent from Nancy Seeley. Barbara Dufault made a motion to accept the letter of intent Patti Peck seconded.

Call for Vote: 5 Yes 0 No
Kathy Stone swore in Nancy Seeley for the ACC Board.



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8. District Report:

Please call in all guests including food delivery. HPPOA requesting a shed for the lending of walkers, canes, and crutches. The size would be 10X10. Needs to apply for an ACC application.

District Manager for two quotes for a portable lift for the pool. They are ADA approved and the cost is \$9,499.91 and \$10,969.00.

Top Notch will be mowing again on Tuesday October 15th.

Job descriptions: The District Manager gave the Trustees some of the job descriptions for the employees in the park. Performance Reviews: The Trustees received some of employees reviews from the District Manager.

Discussion to come.

Daniel Kirk: Responded to the letter. Discussion to come.

Hurricane Milton Update: Some damage to the office fixtures. Grounds building had some damage. High school kids came in to help with Community Service hours.

10/01/2024: This pertains to a group of residents that signed a petition to remove an employee in the park.

Request by 1242 Shell Court: No trespassing on this property.

Temporary Injunction for Protection against Repeat Violence: One of the employees has filed against a resident: No comment.

Air filtration has been serviced by Freedom Heating and Air: It has been serviced all looks good.

9. Old Business:

A. Accepting Letter of Resignation for Cynthia Grose: Patti Peck made a motion to accept the letter seconded by Toni Beatty.

Call for Vote: 5 Yes 0 No

B. HOA Life: Discussion good program for keeping track of fines and generating letters for fines. Question would this help the employees in the office to offset that expense? District Manager said trial and error to check it out first. This would cost the park \$268.50 a month. Tabled until next meeting.

C. Bookkeeper: \$600.00 dollars a month which includes all audits, W-2s, W-9s and regular bookkeeping. District Manager will get that in writing. No replacing employees for now. Barbara Dufault made a motion to keep Mandi Weir on as a bookkeeper seconded by Patti Peck.

Call for Vote: 5 Yes 0 No

D. Fence behind 152 Holiday Park: District Manager working on getting barb wire up.

E. Sound Wall on 95: District Manager is looking into a lift to wash our wall. Alpine mentioned the Park might be able to use his lift. Tabled until next meeting.



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F. Company Truck: The company truck has lots of problems. Keep or get rid of it? District Manager will check into the cost to fix.

10. New Business:

A. Skid Steer/Backhoe: Moonlight not draining. Question is can we rent for a couple of weeks or a month? Cost? Tabled until next meeting.

B. Pay Raises: Patti Peck made the Trustees aware that the pay raise is on merit only. Several employees were mentioned for a raise. Employees Personnel Manual and June 10th 2019 meeting minutes states the raises are anywhere from 3% to 5%. Tabled until next meeting.

C. Suggestion Box Report: Kathy Stone read the suggestions from the box. District Manager and Kathy Stone will check into these suggestions.

D. Accepting letter of resignation from Mark Bodoh: Kathy Stone read the letter from Mark Bodoh. Patti Peck made a motion to accept the resignation of Mark Bodon seconded by Barbara Dufault.

Call for Vote: 5 Yes 0 No

E. Parking on the grass fine: District Manager would like a fine immediately after the 48 hours of parking on the grass not the 30-day period. Barbara Dufault made a motion to fine after 48 hours seconded by Kathy Stone.

Call for Vote: 5 Yes 0 No

F. 1143 Greenview Fine: Wayne Adams and Carol Summers talked to the Board about the shed and trees on the property. Residents discussed the rules of the park, and they are in violation of the park. Fines will go out and the violation must be fixed.

G. Job Description Benefits for DeWayne Herrin: Discussion when DeWayne Herrin goes to part-time will his holiday pay go away? Will he get his vacation pay? Trustees decided he will get vacation pay for part-time. Holiday pay will be time and a half like all employees get.

11. HPPOA Report: Pancake breakfast is November 2, 2024. Games are on Thursday and Saturday nights in the hall. Ladies luncheon on Wednesday October 23, 2024.

12. Public Comments: David Kearns on petition in the park against Robert Peterson an employee not doing his job. Also being rude to the residents. Paul Diamond would like the community hall to open after a Hurricane passes. Chris Marcelle talked about problems in the park between neighbors. Please call the police if you have a problem. The office does not handle these problems. Background checks were brought up again. Deb Nixon wants us all to come together for the next meeting and get along. Bruce Crabb talked about the elderly people living in the park who stayed when the hurricane came through. Please do not stay in the park if you have medical issues. Karen Foote mentioned



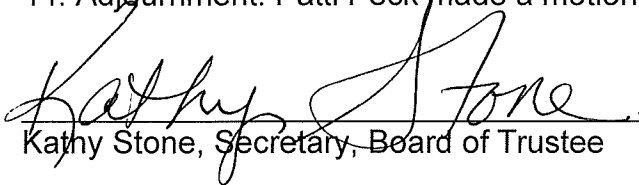
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getting a generator for the hall. The men's luncheons are coming back when the ladies have their luncheons.

13. Trustee Comments/Announcements: Patti Peck mentioned going to a Board of 5. Kathy Stone brought up opening the hall after a hurricane going to check on a generator. Becky Earnest wants NO video taping of her outside the meetings.

14. Adjournment: Patti Peck made a motion to adjourn. Adjourned at 9:34 PM.


Kathy Stone, Secretary, Board of Trustee

10-29-2024
Date



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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October 14th, 2024

Port Malabar Holiday Park Trustees:
Manager's Report

1. Safety and Security:

- Please call in all guest this is including food delivery.

2. Main Recreation Hall, Landscape and New Hires:

- HPPOA requesting a spot to put a shed. "For medical equipment"
- Handicap lift for pool.
- Top Notch will be out cutting lawns
- Job Descriptions
- Performance Reviews
- Daniel Kirk Update
- Hurricane Milton Update "Palm Bay Baseball Team help & damage report".
- 10-1-24 incident
- Request by 1242 Shell Ct.
- Temporary Injunction For Protection against Repeat Violence. One of our Employee's has filed against a resident.
- Air filtration system has been serviced By Freedom Heating and Air.

Best Regards,

Daniel Tarnowski
Special District Property Manager