



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

November 11, 2024 – 7:00 PM

Becky Earnest
Chairman

Toni Beatty
Trustee

Vacant
Trustee

Patti Peck
Treasurer

Barbara Dufault
Asst. Secretary

Kathy Stone
Secretary

1st Vice Chair

Gary Vincent
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 November 11, 2024, 7:00 PM

1. Meeting called to Order: By Rebecca Earnest at 7:00 pm
2. Invocation: Barbara Dufault
3. Pledge of Allegiance: By all in attendance
4. Roll Call: Becky Earnest, Toni Beatty, Patti Peck, Kathy Stone, Barbara Dufault and Gary Vincent.
5. Chairman Announcements:
 - a. The ACC has 3 vacant seats. If you are interested in serving, please come to an ACC meeting so this committee can submit your letter of intent on your behalf.
 - b. There are also 3 vacant seats on the Board of Trustees, please submit your letter of intent.
 - c. New Business: adding D. Discussion on time for Trustees Board meetings.
6. Approval of Meeting Minutes for 10/28/2024:
Patti Peck made a motion to approve the minutes for 10/28/2024 seconded by Barbara Dufault

Call for Vote 6 Yes 0 No
7. Karl Bohne Jr. "5 chair board" There will be a special meeting on Tuesday Nov.19 2024 1:00 pm
8. ACC Report: No report
9. District Report: Safety: Please don't tailgate through the gate. One car at a time.

Please don't park on the street in front of the stop signs or block the corners. Residents need to be able to see the signs. Please don't park on the sidewalks. PLEASE drive a speed limit of 15MPH. Let your guests and delivery drivers know also. Jodi Gorres is new office personnel working on the ACC information.

WIRE 3 UPDATE: Discussion on Wire 3 coming into the park to put in wiring for internet and cable. Basically, if they were to damage anything they would fix it. Patti Peck brought up only working until 5:00pm in the park. The Wire 3 document received still says 6pm.

CITY OF PALM BAY ON STORM REPAIRS: If you are doing a repair, it's not a problem, however if it's 100 to 120 sq. feet you are going to want to contact the city regarding the repair. They have new codes, and we need to make sure we follow them.

WASHING MACHINE WATER VALVES: CSC, which is the company that handles the washing machines, are not going to replace the hoses, saying the fittings are going to break. CSC will not change the hose unless the machines are brand new. Daniel Tarnowski called Drain Mechanics to come out and check the hoses. To replace the hoses, it would cost 379.90. Patti Peck asked if the hoses were leaking. No, the hoses are not leaking. The District Manager said this is the annual check-up they do, but this is the first time CSC mentioned anything about the hoses. The District Manager will look at the contract to see what it covers.



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GROUNDS BUILDING ROOF: The District Manager has 3 estimates from 3 different companies, looking at over 10,000 dollars to fix. The wood needs to be replaced under the shingles. The shingles are 7,600.00 and the sheeting is 4,400.00. Metal roof you're looking at 11,000.00 besides the wood which is 4,400.00. So anywhere from 10,000 to 15,000 dollars.

REC HALL POND: This pond goes to the Tillman Canal, and it is substantially higher than the drainage is, so the water is going to sit there until it evaporates. Suggestion was to put a floating device in the pond with a pump on it that will physically pump the water into the canal so the ditches will drain. The District Manager will research more and get estimates.

GENERATOR UPDATE: Company came out to look at what it would cost to get a generator for the clubhouse. The estimated cost is around 130,000 dollars. Unfortunately, there is no breaking it down into sections, based on the electrical panels in the room. It's doing all or nothing.

WEB MASTER UPDATE: We will need to keep the public web page. If the residents or Trustees would like anything put on the web page, please bring it to the office.

WHEN RENTING: Please come to the office if you are renting so your records can be updated in your file.

GEAR FACE: They installed the automatic door on the Rec Hall, indicated that the Park was to upgrade the surveillance system. The system now will only keep 14 days of surveillance, the upgrade will be 30 days. We could also do surveillance on the compound, the Americana gate, and the canal.

TREE TRIMMING: Alpine gave an estimate to trim the trees and palms of 5,400 dollars for the trees and 4,740 dollars for the palms. District Manager getting 2 more estimates.

REC HALL UPGRADES: Thoughts were to cover the walls with drywall and paint. Also to include the ceiling. Karen Carreiro explained to us about covering the walls with drywall will help with the sound in the hall. Also, she would like to have new drapes done which she would do and above the craft room do something with that space. She showed us the fabric she would be using for the draperies and the fabric for around the stage. The game room on the sound panels she would like to replace with new fabric which she showed us. Andy and his wife would be doing the skirting and card room. The estimate last year was around 300.00 dollars. Karen Carreiro is waiting for an update on pricing. She is asking for permission to get the project going so when Belinda Moore gets down here, they can start working on the draperies. Some of the cost will be the hardware for the draperies which is around 500.00 dollars. This does not include the drywall and someone to do the job. I would like this to be on the next agenda for the fabric portion which was agreed on where it should go. Patti Peck brought up if it's under 1,000 dollars do, we need a vote? The District Manager can approve without the Trustees under 1,000 dollars.

10. Old Business:

- A. HOA Life: Last meeting we voted on HOA LIFE. We had 4 Yes 1 No so it didn't pass. Since the last meeting we found out from our By-Laws Section IV Article C states that Five Trustees constitute a quorum of the Board of Trustees for the transaction of business at any Regular, Workshop or Special Meeting. Except as otherwise provided in these By-Laws, the charter of the District of Chapter 418, Florida Statutes, the favorable vote of a majority of the members of the Board present at any Regular, Workshop or Special Meeting shall be necessary for any action to be adopted by the Board.



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- B. Fence behind 152 Holiday Park: Barbed Wire will cost 1,000 dollars to put up. Patti Peck made a motion to give the Park up to 1,200 dollars to fix the fence seconded by Toni Beatty. Kathy Stone asked if we got approval from the city to put the barbed wire up. Patti Peck said it was a safety issue it should be done. The District Manager will confirm with the city if this is allowed.

Call for Vote: 6 Yes 0 No

- C. Sound Wall: To rent the lift from Home Depot it will cost the Park 3,406.02 for one month. Additional cost would be different tips for the ends of the pressure washer and the cleaning product to be used. This lift could also be used for painting the light poles and tree trimming. Kathy Stone made a motion to approve the rental for the sound wall seconded by Patti Peck.

Call for Vote: 6 Yes 0 No

- D. Backhoe Rental: The rental for the backhoe will cost the Park 2,543.00 for a month to clean out the canals. This will be done later in the season. Toni Beatty asked if we have employees that know how to run this equipment. Yes, we have employees that can run this equipment. Other questions asked were liability and license to run equipment? The District Manager will check into it further.
- E. Fire Safe Cabinets: 2 Fireproof cabinets will cost the Park 3000.00 dollars. This was suggested by the Fire Dept and FMIT.

Patti Peck made a motion to buy 2 fireproof cabinets seconded by Gary Vincent.

Call for Vote: 6 Yes 0 No

- F. Pay Raises: District Manager went through the pay raises see the sheet in the glass case. 11 employees will be getting a raise. Sherrie Moore brought up the Consent Agenda when you're dealing with personnel. This goes quicker and you just bring up the employees that you want to remove from the agenda and talk about them separately. These are the employees that we discussed. Barbara Dufault brought up Kay Russo. She is going up 2.00 dollars why? She does the scheduling and fills in where she needs to. Stephen Wooldridge has been here the longest and he trains the new employees. Patti Peck brought up David Barrie yes, a raise for him. Bryan Deem needs to be up to minimum wage. AJ. Jean yes, a raise. Robert Peterson no raise. Kay Russo yes, a raise. Jessica Saeger needs discussion. Jason yes, a raise. Stephen Wooldridge yes, a raise. Toni Beatty is questioning Jessica Saeger. Kathy Stone mentioned Jessica Saeger has worked very hard to get the office back in order. She is so efficient at getting things done. Kathy Stone agrees with what the District Manager proposed for raises. Gary Vincent gave us the percentage numbers for pay raises. Posted in the glass case. Patti Peck wanted to make sure there was discussion about Jessica Saeger going to salary at 50,000 dollars.

David Barrie: Kathy Stone made a motion for the raise to go from 13.75 to 14.75 an hour seconded by Gary Vincent.

Call for Vote: 5 Yes 1 No Patti Peck was the no vote.

Bryan Deem: Toni Beatty made a motion for the raise to go from 13.00 to 14.00 an hour seconded by Barbara Dufault.



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Call for Vote: 6 Yes 0 No.

Anel Jean: Toni Beatty made a motion for the raise to go from 17.00 to 17.75 an hour seconded by Barbara Dufault.

Call for Vote: 6 Yes 0 No.

Robert Peterson: Kathy Stone made a motion for the raise to go from 20.00 to 20.50 an hour seconded by Toni Beatty.

Call for Vote: 5 Yes 1 No Patti Peck was the no vote.

Kay Russo: Patti Peck made a motion for the raise to go from 14.00 to 16.00 an hour seconded by Kathy Stone.

Call for Vote 6 Yes 0 No

Jessica Saeger: Toni Beatty made a motion for the raise to a salary of 50,000 yearly seconded by Kathy Stone.

Call for Vote 5 Yes 1 No Patti Peck was the no vote.

Leon Thomas: Patti Peck made a motion for the raise to go from 15.00 to 16.00 an hour seconded by Barbara Dufault.

Call for Vote: 6 Yes 0 No

Jason Werle: Barbara Dufault made a motion for the raise to go from 22.00 to 22.50 an hour seconded by Kathy Stone.

Call for Vote 6 Yes 0 No

Stephen Wooldridge: Toni Beatty made a motion for the raise to go from 15.91 to 17.50 an hour seconded by Patti Peck.

Call for Vote 6 Yes 0 No

Dan Tarnowski: Discussion Dan is doing a great job! Gary Vincent would like him to get a 10,000 dollar raise. Gary Vincent made a motion to give Dan a 10,000-raise seconded by Toni Beatty. Barbara Dufault said she would like to see that happen but would like Dan to have a 5,000 dollar raise now then in 6 months do another evaluation and give Dan another 5,000 then. All Trustees were asked, everyone agreed with Barbara Dufault. Gary Vincent and Toni Beatty rescinded their motion. Barbara Dufault made a motion to give Dan Tarnowski a 5,000 raise now in 6 months after evaluation decide then what the raise will be seconded by Toni Beatty.

Call for Vote: 6 Yes 0 No

The raises will be effective October 1, 2024
All these raises were recommended by the District Manager.



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- G. Daniel Kirk: This situation was discussed in the last Board meeting. Because it wasn't on the agenda the Trustees could not vote. Mr. Kirk will be selling all mobiles except 466 Holiday Park. Patti Peck made a motion for Mr. Kirk to sell all units except one Kathy Stone second.

Call for Vote: 6 Yes 0 No

9. New Business:

A. Doing business in the park: Patti Peck read from the DR, it says no trade, business profession or any other type of commercial activity shall be conducted on any lot. What we are working on is too re-word this in our rules and regulations or policies to back this up as to what is a business. Becky Earnest read from our DR you cannot run a business from your home in the park when this was put in the DR's it was to keep traffic going in and out of the park. Since Covid our world has changed and there are lots of people working from home, that's a business. You can advertise on a 3x5 card and put them on the billboard in the clubhouse. Diane Bell asked us to allow businesses to advertise in the directory.

B. 1087 Sunflower Lane Rental: Patti Peck made a motion to leave this as a rental seconded by Kathy Stone.

Call for Vote: 6 Yes 0 No

Rental on Moonlight: They closed on buying the house 7 days ago. They didn't realize they needed to live in the house for 3 years before renting it. NO RENTAL. Toni Beatty made a motion not to rent the property seconded by Patti Peck.

Call for Vote: 6 Yes 0 No

C. Suggestion Box: Kathy Stone read that due to increased traffic if we could open Americana for residents to go in and out with a fob. Is anyone checking on the Lamppost taken down at 115 Holiday Park. Later hours for staff on weekends for club activities. Bocci Ball court needs wood filler. Plant new trees by the front of the park. Becky remarked about putting the Americana exit on our 5-year plan. Patti Peck remarked about the road being fixed.

D. Changing the time For Trustee Meetings: Will be on next meeting agenda.

10. HPPOA Report: Ladies Luncheon on Wednesday Nov.13, 2024. Texas Roadhouse on Nov.21, 2024 for the fundraiser. Thanksgiving Dinner is free to residents on Thanksgiving Day! Make sure you sign in the alcove. Deb Phippen will be chairing the event. December 1, 2024. Come help decorate the hall.
11. Public Comments: Dave Peck mentioned Wire 3 not coming into the park until we have all debris from the hurricane picked up. Using a pump for our ponds? Can the Fire Department help with that? Make sure the DR are all changed at the same time. Chris Marcelle mentions 15mph having the gate tell people. Why can't we own multiple units? Meetings in less than 2 hours? Liz Garcia mentioned neighbors helping neighbors. Karen Carreiro would like the kitchen to be put on the agenda for the next meeting.

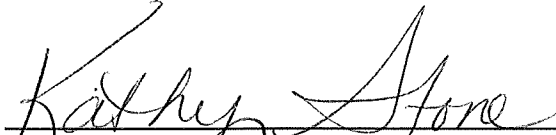


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12. Trustee Comments/ Announcements: Gary Vincent political signs in the park need to be taken down. Kathy Stone thanked everyone for coming and giving their input to the meeting. Barbara Dufault thanked everyone for coming and Happy Thanksgiving. Patti Peck thanked the veterans for their service. Toni Beatty was feeling good about the meetings.

13. Adjournment: Patti Peck made a motion to adjourn 8:58 pm


Kathy Stone, Secretary, Board of Trustees


Date



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November 11th, 2024

Port Malabar Holiday Park Trustees:
Manager's Report

1. Safety and Security:

- Gate will only let one car through at a time. Please do not tailgate the car in front of you.
- Please do not park on the street in front of stop signs. Residents need to be able to see the signs.
- Please drive the speed limit 15MPH let your guest know your deliveries 15MPH is the speed limit

2. Main Recreation Hall, Landscape and New Hires:

- Wire 3 Update
- City Palm Bay on storm repairs
- Washing Machine Water Valves
- Grounds building roof
- Rec hall pond "water level"
- Generator update
- Web master "updates"
- When Renting please contact office
- Surveillance system upgrade "Gear Face"
- Rec Hall upgrades and sound improvement

Best Regards,

Daniel Tarnowski
Special District Property Manager