



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE., Palm Bay, Florida 32907-2196

Office: 321-724-2240 | Fax: 321-724-8166

E-mail Address: holidaypark@holidayparkfl.com | Website: holidayparkfl.com

Special Meeting Minutes

October 28 2025 6:00pm

Rebecca Earnest
Chairman

Toni Beatty
Asst. Treasurer

Barbara Dufault
Trustee

Patti Peck
Treasurer

Chris Marcelle
Trustee

Kathy Stone
Secretary

Angela Glover
Trustee

Vacant
Asst. Secretary

Joanne Gaughan
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 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 cell phones 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 Called to Order: Becky Earnest at 6:00pm
2. Invocation: Barbara Dufault
3. Pledge of Allegiance: by all in attendance
4. Roll Call: Becky Earnest, Patti Peck, Kathy Stone, Joanne Gaughan, Barbara Dufault, Chris Marcelle, Angela Glover and Toni Beatty absent.
5. Chairman Announcements:
 - a. The ACC Board has 2 vacant seats. If you are interested in serving, please come to an ACC meeting so the committee can submit your letter of intent on your behalf.
 - b. The Treasurer's Report will be added.
 - c. The District Manager's Report will be added.
6. Special Items:
 - A. Job Descriptions: Angela Glover made a motion that would affect all job descriptions. First one being at the bottom of every job description we have a print line for the name along with the employees signature line. Also we need a date the job description was approved by the Board of Trustees. Another part of this motion is that the chairman will also sign at the bottom seconded by Patti Peck.
Call for Vote 7 Yes 0 No
 - B. Angela Glover made a motion to take the notice that is on the District Managers job description and put that on all the job descriptions, along with the employee manual being changed to Personnel Policy Manual seconded by Patti Peck.
Call for Vote: 7 Yes 0 No
This notice description will be in the minutes further down on what the Trustees want on all job descriptions.
 - C. Angela Glover made a motion that all job descriptions have the same format from start to finish seconded by Patti Peck.
Call for Vote 7 Yes 0 No
7. Treasurer's Report: Patti Peck gave the report for September 2025. She touched on the income, under budget expenses, and investments. A copy of the Treasurer's notes will be attached. Patti Peck mentioned looking into new banks. When the District Manager attended the class to get certified he spoke to other District Managers who attended and they recommended Valley Bank in Tampa. A phone call was made and they sounded promising. Of course there will be questions, comments and concerns from the Board that will be asked just to make sure nothing is overlooked. The Board will have the final decision before going forward.

Angela Glover made a motion to approve the Treasurer's Report seconded by BarbaraDufault.
Call for Vote: 7 Yes 0 No



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8. The District Report:

1. Safety and Security; Please wear reflective garments, carry a flash light early morning or at night so residents can see you.
2. Main Recreation Hall, Landscape and New Hire: Posted on indeed for a grounds position.

Green Spaces: Still waiting on the City of Palm Bay to track the information the District Manager is requesting. There could be an expense for the paper work.

Kitchen update: The last coat of paint went on today. There will be some touch-ups for places that got nicked. The electricians will be coming in this week to finish up with the outlets. Plumbers will be here on Thursday and Friday to install the sink and dishwasher. The Ansol System will be hooked back up. The steel will be put behind the grill and cooking area in the next 2 weeks. The ice machine will be hooked up after that. Friday will be the day to start putting the equipment back in. There will be a final inspection with the final cost still \$168,000.

Soundwall Update: Karl Bohne is still working with the FDOT with the verbiage and response.

Egis/FIA walk through 10/30 The Insurance Company will do a more detailed walk through which could potentially save the Park more money.

District Manager Contract: Dan Tarnowski asked the Trustees to consider a contract for the DM. There were District Managers that had contracts in the past. Dan was asked to write up a sample contract from ones used in the past.

Patti Peck made a motion to accept the DM Report seconded by Angela Glover.

Call for Vote: 7 Yes 0 No

9. Special Items:

A. Job Descriptions: Here are the job descriptions the Board made corrections to, comments, and questions. Groundskeeper, Grounds Supervisor, Maintenance, Maintenance Supervisor, Gardener, Gate Access Attendant, Gate Access Supervisor, Office Clerical/ACC, Office Manager. District Manager.

Toni Beatty joined the meeting at 6:39.

This will be on all Job Descriptions from the BOT Special Meeting on October 27th 2025.

- 1..Port Malabar Holiday Park herein referred to as, The District.
2. Board of Trustees herein after being referred to as BOT.
3. Add name line and date when hired.
4. The above duties are a guideline and are to be performed on schedule. Any deviation must have the approval of the District Manager. Additional duties may be added from time to time and need to be done in order of priority.
5. Notice: The District is a drug and alcohol-free workplace and is an Equal Opportunity employer. As a condition of employment, employee acknowledges that the District reserves the right, subject to



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statutory requirements, to promote, demote, reassign, suspend, or terminate any employee without notice or status(At will employee, per Florida State Employment regulations)

6. By signing below, the employee acknowledges that he/ she has been given this job description and the Personnel Policy Manual which denotes acceptance/agreement to each policy. A copy of the signed document will be placed in the employees file maintained in the District Office.

7. On the last page employee's signature, date. Board of Trustee Chairman signature, date. Approved by the Board of Trustees and date.

The Board of Trustees went through the Job Descriptions and made changes or added to each one. These Job descriptions will be rewritten and put on the next agenda for approval from the Board. The Job Descriptions will be attached to the minutes.

B.Salary Employee Benefits:Patti Peck spoke about PTO with information about minimum wages, salaried employees, hourly employees, and the pros and cons of being salaried or hourly. Holiday Pay and hours the employees work was also discussed.

C.PTO: Patti Peck spoke about the paid time off policy and what the Park does for their employees.

The Park does Frontloading which means the employees get all benefits in January. The Park gives the required vacation, (5) sick days and one medical. The discussion was to keep this policy or change to another one.

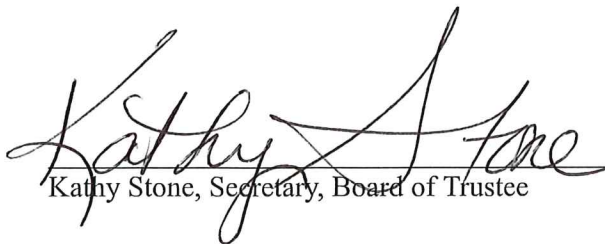
D.Part-Time Benefits: Patti Peck spoke on part-time employees getting benefits.The Park has part-time employees receiving benefits which had been approved a while ago. In the Personnel Policy Manual there is nothing written about part-time employees. This will be added to the next agenda.

10. Suggestion Box: No suggestions in the box.

11. Public comments: One resident with a comment about another resident.

12. Trustee Comments/Announcements: Joanne Gaughan left us with a joke.

13 Adjournment: Patti Peck made a motion to adjourn, time 9:04pm


Kathy Stone, Secretary, Board of Trustee


Date