



**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

March 11, 2019 – 7:00PM

Allison Kelly
Chairperson

Bob Shortlidge
1st Vice-Chairman

Ellouise Raffo
Assistant Secretary

Joanne Gaughan
Secretary

Barbara Whitneck
Assistant Treasurer

Keith Rittscher
Treasurer

Jack Emerich
2nd Vice-Chairman

Helen Ferguson
Trustee

Trustee

Sheree Morris
District Manager

Ryan Poliakoff
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.

*Silence ALL cellphones 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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The Regular Meeting of March 11 2019 for the Port Malabar Holiday Park Mobile Home Park Recreation District was called to order at 7:00 p.m. by Chairwoman Allison Kelly. Keith Rittscher gave the Invocation and led the audience in the Pledge of Allegiance.

Roll call: Trustees present were Allison Kelly, Bob Shortlidge, Jack Emerich, Joanne Gaughan, Ellouise Raffo, Keith Rittscher, Barbara Whitneck and Helen Ferguson. Sheree Morris, District Manager was also present.

Chairwoman's Comments: Allison Kelly reminded residents that there is still one open seat on the Board of Trustees and to send a letter of intent if interested in applying. Also, the Holiday Park web site is being updated to comply with legal requirements. She also stated that the HPPOA office still has, for distribution, important documents relating to Vials of Life.

Discussion took place relative to Golf Carts riding in green spaces. Residents expressed pros and cons. Keith Rittscher made a motion for the Trustees to bring back ideas and suggestions to the Workshop meeting, second by Helen Ferguson. No decision at this time.

Keith Rittscher, Treasurer, reviewed his report (copy attached). Jack Emerich made a motion to accept the Treasurer's Report, second by Helen Ferguson; motion carried. The Trustees received a copy of a proposed 2019-2020 budget, but health insurance information is needed.

Allison Kelly called for a motion to omit meetings during the months of July and August, with the last meeting date being June 24, 2019. Motion made by Helen Ferguson, second by Barbara Whitneck; motion carried.

District Manager's Review: Allison Kelly read a letter from Sheree Morris, Manager, requesting a \$10,000 salary increase now and another \$10,000 in June, her annual review date. She read description of a "Property Manager" vs. "Community Property Manager". The Trustees were then asked to verbalize their review of the Manager, as requested by the Chair.

Bob Shortlidge: Gave the Manager an "average" rating. His review was based on a 6 point system, evaluating parameters of her job description that he had directly worked with Sheree. His result was a 3/6 which was an average rating and therefore, his recommendation is no raise at this time. Joanne Gaughan: Good contract contacts and knowledge of problems. Lacks prioritizing and follow-up. No raise at this time and only one annual review required. Jack Emerich: A good people person; needs to improve computer skills but would not vote for a raise at this time but would consider a \$3600 raise in June. Keith Rittscher: A satisfactory review but needing improvement in computer skills. No increase at this time but would consider a \$10,000 raise upon her annual review. Ellouise Raffo: Gave a satisfactory review with improving the ability to prioritize. No raise at this time but possibly in June. Helen Ferguson: Satisfactory review but improvement needed following up and prioritizing tasks. No raise at this time. Barbara Whitneck: Feels the Manager has done an extraordinary job and would consider a \$5000 raise at this time. Allison Kelly: Needs to improve with following up on jobs and prioritizing tasks. She has already received an 8.3% raise and would not consider another at this time, but would consider one in June. Allison Kelly made a motion to increase the Manager's



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salary \$10,000 now and another \$10,000 in June; second for discussion by Ellouise Raffo; motion defeated.

Allison Kelly suggested we have no new projects until we have an approved new budget. Current projects underway total approximately \$77,000. Two of the approved projects are the new kitchen hot water heater and improvement to the bocci courts.

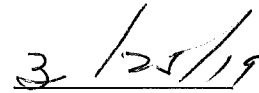
Public Comments: Connie Christley thanked Bob Shortlidge for the improvement in the compound area and complained about a resident “soaping” at the pool shower. Jean Beach announced Holiday Park’s 50th anniversary is approaching. Bob Shearer expressed his concern that the Board seriously consider the hot water heater situation for the kitchen which Jean Beach said is long overdue.

For those who do not attend all meetings, the audio of each meeting is available on our website.

Trustee Comments: Jack Emerich, Ellouise Raffo, Helen Ferguson and Barbara Whitneck thanked all for attending. Keith Rittscher said we should give consideration for the hot water heater situation. Bob Shortlidge said the fountain would be up and running Tuesday. Joanne Gaughan had no comment.

A motion to adjourn was made by Bob Shortlidge, second by Ellouise Raffo; motion carried. The meeting adjourned at 8:32 p.m.


Joanne Gaughan- Secretary
Board of Trustees


Date

Treasurers Report for the month of February 2019
presented at March 11, 2019 Board Meeting

1. Balance of liquid assets \$ 1,761,518.78

For February

2. Total Income \$ 58,910.80

3. Total Expenses \$ 81,801.74

4. Net Income (\$ 22,890.94)

For Oct-Feb

5. Total Income \$ 1,034,761.03

6. Budget Income \$ 482,286.69

7. % of actual to budget 214%

8. Total Expenses \$475,362.75

9. Budget Expenses \$482,286.69

10. % of actual to budget 98.6%

11. Total of Loan Balances \$ 3,903,233.37

Keith Rittscher (Treasurer)

