



**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

February 25, 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 February 25, 2019 Workshop Meeting of the Port Malabar Holiday Park Mobile Home Park Recreation District was called to order by Chairwoman Allison Kelly at 7 p.m. The Invocation and Pledge of Allegiance was led by Trustee Keith Rittscher.

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

Chairwoman's Comments: Vials of Life and Record of Medication available to all residents along with stickers which should be displayed for EMT access. Residents discarding electronic equipment or televisions should call Waste Management for free pickup and not leave them curbside. A small container will be placed in the library for discarding of small (cell phones etc.) electronics. The office is aware of a leak in the warm pool and that will be addressed in the summer. Trustees were asked to submit to the Chairwoman a performance review of the District Manager no later than March 8, 2019. Therefore, item 8 (i) of the Agenda will be tabled until requested information is obtained by the Chairwoman. Item 9 (1) of the agenda is to be disregarded since Carol & Jim Friel rescinded their consideration of a footbridge.

Minutes: Keith Rittscher made a motion to accept the Minutes of February 11, 2019, second by Bob Shortlidge; motion carried.

Manager's Report: Highlights: Updating office software, renewal of storage area decals, new AED installed, replacing of one air conditioning unit in rec hall, 75 violation letters send out, update on 206 HP Blvd., obtaining grant money, bocci/shuffleboard courts, prioritizing new hot water heat for kitchen. Read full informative report attached. Discussion took place regarding employee's request to recognize Martin Luther King Day as a paid holiday. Presently the staff has 9 paid holidays. Trustee discussion followed. Keith Rittscher made a motion to not offer this as a paid holiday, second by Joanne Gaughan; motion carried.

A lively discussion from residents took place regarding our green spaces. Conclusion....if you see a resident committing an infraction (long dog leash, not picking up waste) take a picture, if possible, and fill out a Complaint form at the office. It will be followed up.

Discussion from residents followed regarding derelict homes. Bob Shortlidge will look into scheduling grounds crew to periodically assist in this matter for general upkeep of appearance to the residents and public.

Possible future changes to Deed Restrictions: Allow residents to own more than one home; limit dog ownership to one dog per household.

Resident Pam Hefferman asked where residents were allowed to smoke. Bob Shortlidge will review our Smoking Policy (including vaping) and will make suggestions for possible changes.



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Trustee Reports: Bob Shortlidge recommended the hiring of a new electrician who has already fixed wiring problems and is looking for a new motor for the front fountain. Plants have been ordered which will go around the storage compound, all mulching has been completed as well as gutters cleaned and leaves picked up.

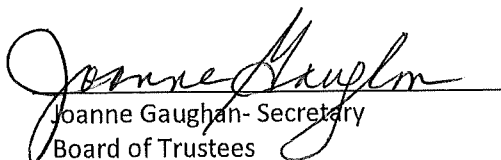
Jack Emerich reported that he and Jean Beach have completed review of Deed Restrictions, Policies and By-Laws for posting on our web site. Still to come, Rules and Regulations.

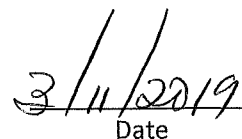
Ellouise Raffo has been working on getting documents in physical order for resident review at the District Office.

Keith Rittscher will have a proposed budget ready for review at the March 11th Trustee meeting. Helen Ferguson is continuing to work on an Office Procedural Manual while Barbara Whitneck is gathering information on Hurricane Preparedness.

Trustee Comments: Jack Emerich stressed the importance of information from residents in order to take proper action against infractions; Ellouise Raffo encouraged residents to comment on both good and bad deeds through the office; Keith Reittscher commented that owning multiple properties encourages renters to buy; Joanne Gaughan thanked everyone for attending; Bob Shortlidge stressed again he will work to clean up properties; Helen Ferguson commented on a good meeting and Barbara Whitneck and Allison Kelly thanked all for attending.

Keith Reittscher made a motion to adjourn, second by Ellouise Raffo. Motion carried and the meeting adjourned at 8:25 p.m.


Joanne Gaughan- Secretary
Board of Trustees


Date

Managers Report 2-25-19

ADMINISTRATION

- 1.) Met with three IT companies for our office software update, Linux-Net, LLC is the best candidate!! Very innovative and is familiar with all of our needs. Will be getting an in depth scope of work and materials this week.
- 2.) The new owner/renter application has been updated to reflect the \$50.00 per applicant fee and also a consent form for the back ground and financial check, this has been posted on the Holiday Park web-site.
- 3.) With the renewal of the storage area decals the admin office will be processing the renewals between 10:00 am and 2:00 pm Monday through Friday. Please be sure to have your current registration (boat and trailer) your vehicle(s) must be brought to the Rec building for staff to apply your decal. The lock will be changed and new keys will be given out for a \$20.00 refundable fee. We do have the keys to the new lock, if you have already been given a decal you may now pick up your key. The lock will be changed Thursday February 28th,
- 4.) We received our new Heart Smart AED, it's mounted out side by the pool entrance door to the rec building!
- 5.) The replacement of two A/C units in the rec hall were approved the end of the summer. The time is approaching where we will be replacing at least the one. I'm hoping to finish the season. They are working just fine for now, but I'm hearing a strain on one of the motors, will monitor.
- 6.) A long time in the making, the back maintenance storage and electrical rooms are clean and clear!!! Thanks Moria Washington for your help!!!

7.) We broke down and scrapped all of the old dinosaur banquet tables. We can actually see under the stage! The grounds crew scrapped the metal, great recycling! We are currently waiting for bids to replace the hot water heater in the kitchen #1 priority, #2 installing some type of hot water system for the rest rooms in the rec building

8.) purchased 2 new ceiling fans for the billiards room. Am looking for some assistance to install 2 fan boxes before I call an electrician????

9.) There is an electronics recycle bin at the club house. A box WILL be in the library to dispose of your unwanted electronic equipment. PLEASE NO TELEVISIONS AS WE DO NOT HAVE THE SPACE FOR LARGE ITEMS.

10.) There is a box in the library for your pre owned glasses. These will be sent to the Lyons club.

11.) The closet doors will be replaced in the office, and some minor carpentry finish work will be done with in the next two weeks, the electrical will follow the second week of March. All of the wires will be off of the floor!

12.) Unfortunately violations (ie: power washing, skirting, weeds etc.) continue with in our community, over 75 letters have been mailed out this month alone. There is a 30 day time frame in which to correct these issues. Understanding some residents may have health issues or may not have been aware of these. Please notify the office!!

13.) A motion of default against Joanne Hall 206 Holiday Park Blvd. and Corey Ricks was filed on Feb. 19th with the clerk of court. We're hoping for results in 4 to 5 weeks, meaning Holiday Park will be granted a writ of possession.

14.) I attended a meeting last week with city of Palm Bay's Community Block Grant Program. We are not eligible for this particular grant however I will be meeting with the coordinator Nancy Jewell one on one to get us qualified for another grant allocation. She assured me that there is plenty of funds allocated for our district!!.)

15.) We will be receiving the tax surplus refund (\$14,829.10) for 220 Berry Ct. The state's attorney has already reviewed it, there is an issue with HPPOA and the actual park receiving the funds. I have to send verification differentiating the two. They process these toward the end of the month so we're looking at the end of March.

GROUNDS

- 1.) I have two bids waiting for third to come in for the repairs on the Americana gate. I have spoken to our insurance company, will follow up when I get the last bid. We're looking at 2,500.00 to \$3,000.00 with a \$500.00 deductible.
- 2.) Most of the green spaces in the park have been mulched, looks great!!
- 3.) I have ordered a new gate arm and 2 remotes for the gate house. Also had the system inspected and serviced. The new tree in front of the gate house is doing great and looks great too! Thanks Bob!!!
- 4.) The F-150 pick-up will be going to the mechanic on Tuesday for an oil change, tire rotation check all fluids and radiator.
- 5.) I met with Space Coast AV consultants, (security camera company) to install cameras at the storage compound. Waiting to hear back from them. Trees around the perimeter of the compound have been trimmed, (in house)
- 6.) As mentioned previously, the lock will be changed on the storage compound gate. You cannot duplicate this key, that's why it's a bit pricey!
- 7.) I'm still playing tag with the City of Palm Bay to get all of the fire hydrants painted. Guess I'll have to go to city hall!!!

8.) Met with Nidy Sports Construction along with several of the bocci players, they were a bit pricey. I'm waiting for the bocci/shuffle board players to decide how they want to proceed. Several options were proposed.

9.) The green space on Berry Ct. is in need of some attention, will be addressing this in the near future.

10.) AT&T are not finished, they still have to shoot their wires under the road to the other boxes. I have a list of things they need to fix. Please contact the office if you have anything disrupted sod, concrete etc.

11.) We are aware of the benches at the rear pond needing power washing. Bob and grounds are working on this!

STAFF

1.) The staff has asked me to present a request to the Trustees. They are requesting Martin Luther King day be recognized as a legal holiday and it be recognized as a paid holiday.

2.) We are working on getting an affordable healthcare plan. Currently only 3 staff are signed up for health care.

3.) All staff and Board members have their Holiday Park shirts!!

Future projects:

Bridges

Benches

Library renovation

Landscape entrance to the rec building

Repair crack in heated pool (a summer project)

New poker tables for card room

New deck furniture

Paint walls and ceiling in the billiards room (soft green to match the felt on the tables) Thanks Allison, great idea!

Design a new gate/entrance to the pool, change the way the door swings

Paint inside rec hall bathrooms