



**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

April 22, 2019 – 7:00PM

Jack Emerich
Chairperson

Ellouise Raffo
1st Vice-Chairman

Assistant Secretary

Joanne Gaughan
Secretary

Barbara Whitneck
Assistant Treasurer

Keith Rittscher
Treasurer

Paul Diamond
Trustee

Gaston Pelletier
Trustee

Joe Prisco
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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Chairman Jack Emerich called the April 22, 2019 Port Malabar Holiday Park Mobile Home Park Recreation District Workshop meeting to order at 7:05 p.m. Trustee Keith Rittscher led the Invocation and Pledge of Allegiance.

Roll Call: Present were Jack Emerich, Joanne Gaughan, Keith Rittscher, Ellouise Raffo, Barbara Whitneck, Joe Prisco and Gaston Pelletier. District Manager, Sheree Morris, was also present.

Guest speaker, Diane Langford, gave a presentation on employee health insurance. It was suggested the District offer two plans by Health First; a Platinum and a Gold Plan. The District would pay (percentage and amount to be determined at a later meeting) for the Gold while those wishing to opt for the Platinum or Family plan would pay the difference. Dental and Vision would continue to be paid 100% by the District. Joanne Gaughan made a motion to accept Health First Platinum and Gold Plans, second by Ellouise Raffo. Motion carried.

Chairman Announcements: The ACC Committee submitted revised Rules and Regulations documents to be approved by the Board. Jack Emerich read each change. Joanne Gaughan made a motion to accept the change(s) in ACC's Rules and Regulations Part I, second by Ellouise Raffo. Motion carried. Keith Rittscher made a motion to accept the change (s) in Part II of the ACC documents, second by Ellouise Raffo. Motion carried. Keith Rittscher made a motion to accept the unchanged parts 3 and 4 of the ACC documents. Ellouise Raffo second; motion carried. The corrected documents will be posted.

Keith Rittscher made a motion to purchase a Park Bench in the amount of \$563 to commemorate Holiday Park's 50th Anniversary. Barbara Whitneck second the motion; motion carried. Suggestions welcomed regarding etching and placing of bench.

A committee to look into the District's green spaces is needed. Theresa Grimes, to date, is the only person to volunteer. Others needed!

There were two recommendations made by the audit firm in their final audit to the District. The matter regarding time cards has been corrected and in place for the last several months. The District is awaiting instructions from the auditor(s) explaining a "proper accounting method."

The District will continue the newly implemented procedure of securing financial and background checks on new resident applications.

The District Manager's annual review is soon due. Jack Emerich, Chairman, called for each Trustee to submit their evaluation, based on the Manager's Job Description, to him no later than May 10th for the May 13th Regular District Meeting.



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The Chairman also is requesting one District Trustee Board Meeting be held in July and one in August. Dates to be determined.

Approval of Minutes: Ellouise Raffo made a motion to accept the minutes of April 8, 2019; second by Barbara Whitneck. Motion carried.

A motion to approve Paul Diamond as a newly appointed Trustee was made by Barbara Whitneck, second by Gaston Pelletier. Motion carried. Mr. Diamond was sworn in and he took his seat at the dais.

District Manager's Report: Sheree Morris read her report to the Board; copy attached. She added that she would be attending a seminar on Tuesday and Wednesday relative to computer programs. She also is asking for ideas to improve our green spaces. She thanked Bob Shearer for his help with the purchasing of new doors to the recreation building as well as plumbing needs.

Trustee Joe Prisco is looking into negotiating a new contract with Spectrum and also the idea of switching to ATT or Direct TV. Report to follow.

Jim Gahan submitted bids on the resurfacing of the shuffleboard courts. Keith Rittscher made a motion to accept the bid of Spirit Surfaces in the amount of \$5750.00, as long as they include, in writing and at the same price, grinding down of surfaces. Joe Prisco second the motion; motion carried.

Ellouise Raffo read a letter from HPPOA listing merchandise they purchased and turned over to the District. The total amount of purchases was \$4736.71. Marcia Shearer asked if a motion was ever made by the District to purchase a new gazebo since no motion could be found in any minutes. Keith Rittscher, therefore, made a motion for the District to purchase a new gazebo for \$6000 with HPPOA contributing \$3000. Barbara Whitneck second the motion; motion carried. Ann Marie Ashley, HPPOA Treasurer, invited residents to attend their meeting and possibly win a \$10 gift card to be raffled off at the end of each meeting.

Public Comments: Jim Gahan asked for a Trustee to attend their meetings, as in the past. He also corrected the time of the ACC meetings from 10 a.m. to 9:30 a.m. as written in the newly approved ACC Rules and Regulations. Keith Rittscher made a motion to accept this time correction; second by Ellouise Raffo. Motion carried.



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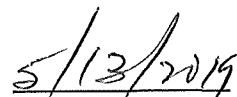
Theresa Grimes noted that ATT removed survey pins from her newly sold Holiday Park property. This will be added to the list sent to ATT for correction/repair.

Trustee Comments: Keith Rittscher thanked all for attending. There were no other Trustees comments.

Keith Rittscher made a motion to adjourn at 8:57 p.m. Gaston Pelletier second the motion; motion carried.



Joanne Gaughan- Secretary
Board of Trustees



Date

Managers Report 4-19-19

- 1.) The doors in the lobby, rec hall and billiards room have all been installed. The finish carpentry work will be final this week. We will do a final in house inspection before they are paid.
- 2.) The last two office computers have been installed and all data transferred. All computers are net worked and all programs are running excellent!!
- 3.) New hot water heaters in both bathrooms are installed and working. The kitchen hot water heater is installed as well. The Gas man will be here Wednesday to hook up the propane for the kitchen unit.
- 4.) Baseboards in the lobby have been installed, looks great! The baseboards in the laundry room were installed over 3 years ago with the same material, they look great with no problems.
- 5.) Lori and Jean met this week to continue up dating and work on the Holiday Park Web site. They have made amazing progress. The up dates should be completed in a few weeks. Then we will keep the site updated.
- 6.) Received the check from FMIT, (insurance company) all parts for the fence have been ordered, work will begin on May 8, 2019, the fence company will repair the fence by the grounds compound at the same time.
- 7.) Pool deck chairs will be completed by May 1st. and will be shipped the same week.
- 8.) The gazebo has been ordered. I've scheduled the delivery date for September 15th, 2019.
- 9.) Bocci court oyster shell material has been ordered. Delivery will be in June 2019.

10.) The fence in back of the green space by the grounds compound has been cleared of all debris, weeds, dead limbs etc, wood fence has been repaired in house, the fabric fence will be repaired same time as the Americana fence. The front area has been seeded and hayed. Any other suggestions for the area are most welcomed!! Also any suggestions for the green space on Berry Ct. are welcome, would like to give both areas some well needed attention!!!

11.) The rear pond is starting to come around. The odor is gone, still a bit discolored, the wild life are back in full gear!!. Lake Drs will be out this week for an inspection.

12.) PLEASE SEE ATTACHMENT OF VENDOR CONTRACT LIST

Thank you,

A handwritten signature in cursive script that reads "Sheree Morris".

Sheree Morris

District Manager