



**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

April 8, 2019 – 7:00PM

Jack Emerich
Chairperson

Ellouise Raffo
1st Vice-Chairman

Assistant Secretary

Joanne Gaughan
Secretary

Barbara Whitneck
Assistant Treasurer

Keith Rittscher
Treasurer

2nd Vice-Chairman

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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The April 8, 2019 Regular Meeting of the Port Malabar Holiday Park Mobile Home Park Recreational District was called to order by the newly elevated Chairman, Jack Emerich, at 7:02 p.m. Joanne Gaughan led an Invocation and Pledge of Allegiance. Present were Trustees Jack Emerich, Joanne Gaughan, Ellouise Raffo, Keith Rittscher and Barbara Whitneck as well as District Manager, Sheree Morris.

Chairman Comments: Jack Emerich expressed appreciation for the encouragement he received in performing his new role as Chairman. He encouraged everyone to be sure their address appears on both sides of their mailbox as well as on their home. He would also like to see a committee formed to make recommendations regarding green spaces and golf carts access.

Three letters of resignation were received by the Board; Allison Kelly, Bob Shortlidge and Helen Ferguson resigned from the Board of Trustees. A motion to accept their resignations was made by Ellouise Raffo, second by Barbara Whitneck. Motion carried. Resignation letters will be forwarded to Tallahassee.

Keith Rittscher made a motion to accept the minutes of March 25, 2019, second by Ellouise Raffo. Motion carried.

Trustee Candidates: Keith Rittscher made a motion to accept Joe Prisco and Gaston Pelletier as Trustees of the Board. Motion second by Barbara Whitneck. Motion carried. Joe Prisco was sworn in as Trustee for District 2 and Gaston Pelletier was sworn in as Trustee for District 4. Both took their seat at the dais.

Treasurer's Report: Keith Rittscher gave an overall Treasurer's Report. The District is ahead in income and has expended less than budgeted. Jean Beach asked to view a more detailed report at the next meeting. Copy of Treasurer's Report is attached. A motion to accept the Treasurer's Report was made by Joanne Gaughan, second by Ellouise Raffo. Motion carried.

Manager's Report: Sheree Morris, Manager, gave an overview of projects completed and to be completed. Trustees need to vote on a company to replace the gate at Americana Blvd. previously damaged. She also read a letter received from HPPOA Chairwoman regarding donations for flea market and its storage. Copy of letter attached. An update on 206 Holiday Park Blvd. indicated an April 25th hearing at which time a judgement will be handed down. Manager's report attached. A motion to accept the Manager's report was made by Keith Rittscher, second by Ellouise Raffo. Motion carried.

A motion to elevate Ellouise Raffo to the position of 1st Vice Chairman was made by Keith Rittscher, second by Barbara Whitneck. Motion carried.



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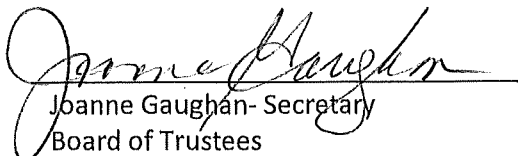
A review of an ICE (In Case of Emergency) form was discussed. Since one already exists through HPPOA, it was suggested it be called DICE or District's In Case of Emergency form. Also, additions to the form were suggested by Joe Prisco. A motion to accept the form, with corrections and additions was made by Keith Rittscher, second by Joanne Gaughan. Motion carried.

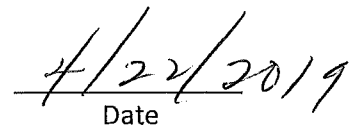
The Trustees voted to approve the bid from Professional Grade Fence for \$3900 to repair the Americana fence. The District's insurance company will pay in full, minus our \$500 deductible.

Public Comments: Karen Carreiro expressed concern and comments regarding boarder tile installed in hallway of recreation center. Manager is open to suggestions and/or changes. Karen also asked the process in place regarding financial and background checks when purchasing a home in Holiday Park. This new procedure needs to be reviewed. Rod Lindsay said a company from West Palm Beach, Spirit Co., would come to Holiday Park to look at the second bocce court regarding installing ground stone, called flour, at a cost of \$7500. Keith Rittscher made a motion to accept, second by Ellouise Raffo. Motion passed. Bob Shortlidge wanted an answer, in writing, from the Manager regarding a personal matter. It was suggested by Chairman, Jack Emerich, that the matter be discussed privately with the District Manager.

Trustee Comments: Ellouise Raffo reminded all that Board meetings are to conduct district business and not personal matters. Keith Rittscher welcomed the two new Trustees to the Board and Barbara Whitneck thanked all for attending.

Joanne Gaughan made a motion to adjourn the meeting at 8:46 p.m., second by Jack Emerich. Motion carried.


Joanne Gaughan- Secretary
Board of Trustees


Date

Managers Report 4-08-19

ADMINISTRATION

- 1.) Office closet doors have been replaced, electrical wires and all internet modems etc. have been relocated inside of the closets. All old wiring has been removed. One of our new owners donated a book case to the office, all of the manuals and large binders fit perfectly and are organized.
- 2.) Linux-Net, LLC Practical Technology, has replaced and transferred all of our current data to the new office computers. We have purchased office 365, downloaded all of the files from file-Pro to the new towers. We also have a new hard drive to download all data. The hard drive will be kept in the fire proof safe after the Friday download. We also have an auto back up to the cloud. All financial information from the quick books computer are backed up and stored in the cloud every Friday.
- 3.) We have successfully processed 16 applications using the background and financial screenings.
- 4.) We have collected \$400.00 in estoppel research fees from title companies in the last 2 weeks. \$100.00 fee for each inquiry.
- 5.) A/C unit installed (5 year warranty on parts and 1 year warranty on labor), taking the louver doors from the office and replacing the current doors at the mechanical room with them for better ventilation.
- 6.) Hung 4 new ceiling fans with remote controls in the billiards room, the new door has been installed, removed the extra door and will drywall the area inside and stucco the outside. They still need to add hardware and install the rest of the panic bar equipment.
- 7.) CDA Solutions have pre fit the doors to the rec hall and will be sending them to be painted. We expect installation Monday 4-8-19. The lobby door installations to follow.

8.) The closets to house the hot water heaters for the bathrooms have been electrically prepped for the installation of the HWH. They originally planned on installing the Kitchen and bathroom HWH on 4-8-19, they have bumped it up the 18th of this month as they are still waiting for one more piece of equipment.

9.) The base board on one wall in the HPPOA information area has been installed. Will proceed with the direction of the Board of Trustees.

10.) Lori and Jean have been updating the web-site to be in compliance with the DEO (Department of Economic Opportunity) accountability requirements for our district. Thank you Jean for all of your hard work and dedication!!

11.) We have taken the tops of the poker tables and attached them to the bottom of the small banquet tables. They are sturdy and actually look great as well.
RECYCLING!!!!

12.) We are organizing a procedures manual for all of the state, county and city renewals and reporting guidelines for our district compliance with these entities. This will be a comprehensive tool for current and future filing requirements by due date.

13.) I have re submitted the application for the tax surplus refund with the Clerk. Again they process the applications toward the end of the month hopefully we will receive this at the end of this month.

GROUNDS

- 1.) I have three bids for the repairs on the Americana gate. I have spoken to our insurance company, they will send a check minus the \$500.00 deductible when the Board votes on the contractor to do the work.
- 2.) The green space at the grounds compound has been seeded and hayed. All debris in that area has been removed.
- 3.) Lake Drs. Treated the back pond 2 weeks ago, it's still green and has an odor. We cannot add any chemicals as this may destroy the wild life. They said this should take up to another 2 weeks to stabilize. They explained that this is due to the change in the water temperature and it will adjust.
- 4.) The F-150 pick-up front bumper was damaged from moving the gas tank into the grounds compound. This should have been moved by Glover oil who owns the tank. I was just informed of this last week. An incident report has been filed.
- 5.) Pool deck furniture has been ordered. The delivery will be in approximately 4 to 5 weeks.
- 6.) I'm still playing tag with the City of Palm Bay to get all of the fire hydrants painted. We have to wait for the city to put this in front of their board for approval.
- 8.) AT&T has finished shooting the fiber optic lines under the roads. They will be coming back to finish cleaning up and repair and sod areas in need. If there is an issue in your area please let the office know so we can get these taken care of.
- 9.) The green space on Berry Ct. is in need of some attention, will be addressing this in the near future.
- 10.) More flowers were planted at the entrance of the park, we are looking in to planting some bushes on the east side of the entrance to fill in the gaps.
- 11.) We purchased a golf cart, for under \$900.00. This will prevent grounds staff from using gas powered vehicles out in the field for transport.

12.) Sign replacement continues through out the park, street, stop and exit signs.

13.) A reel system was ordered to help roll up the pool blankets several months ago. The system ordered was to accommodate solar blankets. The current blankets are too heavy for this system. We tried returning them, they would not take them back, we offered to pay a shelf fee and shipping fees. We listed them on Craigs list with no luck. I'm going to contact local pool supply stores to see if we can get some of the money back.

14.) I hired Sal Cursi to power wash a badly molded home, the fee for power washing, cleaning gutters, trimming vegetation and other misc items, was for \$150.00. The invoice was mailed to the owner for Holiday Park reimbursement. We will file a lien against the owner if not reimbursed.

15.) Rod Lindsay will have a presentation of bids for the bocci courts. Jim Gahan will have a presentation for the shuffle board courts at the next board meeting.

Future projects: (not necessarily in this order)

Bridges

library renovation

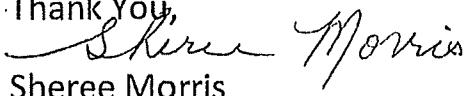
Landscape entrance to the rec building

Repair crack in heated pool (a summer project)

Paint walls and ceiling in the billiards room (soft green to match the felt on the tables)

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

Thank You,


Sheree Morris

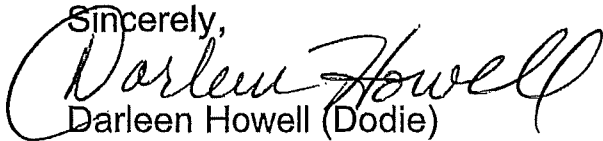
Holiday Park District Manager

Holiday Park Property Owners Association
March 25, 2019

To: Holiday Park Board of Trustees

We no longer have a chairperson for our Annual Flea Market. I am requesting that you not allow anyone to place donations in the shed without an HPPOA Board Member being present. If someone comes to the office or to our maintenance workers to place donations in our shed please have them call me Darleen (Dodie) Howell at 1-978-335-0726 and I will arrange a time to meet them there. I ask you to please inform our maintenance team of these new rules. If we get someone to run this event, I will notify you of the changes. Also we do not want people just leaving donations outside the shed. Would you please announce this at your meeting on Monday March 25, 2019. I appreciate your help.

Sincerely,

A handwritten signature in cursive script that reads "Darleen Howell". The signature is written in black ink and is positioned above the printed name.

Darleen Howell (Dodie)

President HPPOA

Treasurers Report for the month of March 2019
presented at April 8, 2019 Board Meeting

1. Balance of liquid assets \$ 1,664,533.66

For March

2. Total Income		3. Total Expense		4. Net Income
\$ 23,484.71	-	\$92,317.44	=	(\$68,832.73)


For Oct-Mar

5. Total Income	6. Budget Income	7. % of Budget
\$1,058,245.74	\$578,744.02	182.9 %

8. Total Expenses	9. Budget Expense	10. % of Budget
\$572,455.81	\$578.744.02	98.9%

Loans

11. Loan #1	\$ 8128.41
12. Loan #2	\$217,112.04
13. Loan #3	<u>\$145,739.54</u>
14. Total Loans	\$370,979.99


Keith Rittscher (Treasurer)

9:40 AM

4/04/19

Accrual Basis

Port Malabar Holiday Park

Balance Sheet

As of March 31, 2019

	<u>Mar 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
0101000 · TD Operating	93,657.02
0101500 · TD Fixed Rate Account	1,474,386.49
0102100 · Petty Cash	150.06
0104100 · SBA Savings Account	85,257.90
Total Checking/Savings	<u>1,653,451.41</u>
Total Current Assets	1,653,451.41
Other Assets	
0156000 · Prepaid Expenses	11,082.25
Total Other Assets	<u>11,082.25</u>
TOTAL ASSETS	<u><u>1,664,533.66</u></u> ①
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0202000 · Accounts Payable	10,571.81
Total Accounts Payable	10,571.81
Credit Cards	
0202600 · Home Depot Acct	647.80
0202800 · Ace Hardware Account	58.95
Total Credit Cards	706.75
Other Current Liabilities	
0203010 · Loan 1 Curr Portion - TD 5455	90,362.20
0203020 · Loan 2 Curr Portion - TD 2055	92,451.93
0203030 · Loan 3 Curr Portion - TD 9155	56,287.40
0216000 · Accrued Wages Payable	8,696.24
0217000 · Accrued Taxes Payable	669.23
0220000 · Customer Deposits	985.28
2215000 · Accrued Interest Payable	1,010.26
Total Other Current Liabilities	<u>250,462.54</u>
Total Current Liabilities	261,741.10
Long Term Liabilities	
0203910 · Loan 1- TD 5455	51,842.02
0203920 · Loan 2- TD 2055	251,231.67
0203930 · Loan 3- TD 9155	171,317.94
Total Long Term Liabilities	<u>474,391.63</u>
Total Liabilities	736,132.73
Equity	
0271000 · Fund Balance- Unreserved	914,052.00
0274000 · Invested in capital assets	-976,715.30
0281100 · Appropriated Funds	-147,000.00
8007 · Retained Earnings	652,274.30
Net Income	485,789.93
Total Equity	<u>928,400.93</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,664,533.66</u></u>

Port Malabar Holiday Park
Income & Expense
 March 2019

	Mar 19
Ordinary Income/Expense	
Income	
325 · Special Assessments	
0325200 · Gross Assessments	33,552.00
0325290 · Assessment Adjustments	-314.55
0325295 · Transferred to Debt Service Fund	-12,753.50
Total 325 · Special Assessments	20,483.95
334-389 · Other Revenue Sources	
0341900 · Service Charges	1,940.67
0361100 · Interest Income	1,060.09
Total 334-389 · Other Revenue Sources	3,000.76
Total Income	23,484.71
Gross Profit	23,484.71 2
Expense	
512-513 · Gen Govt- Exec, Fin & Admin	
0512130 · Payroll - Executive	5,535.71
0512210 · Payroll Taxes - Executive	392.95
0512230 · Health Insurance - Executive	652.78
0512240 · Workers Comp Ins- Executive	-609.15
0513130 · Payroll - Admin	2,397.28
0513210 · Payroll Taxes - Admin	191.48
0513240 · Workers Comp Ins - Admin	-562.57
0513322 · Contract Accounting Services	750.00
0513340 · Payroll-related Services	153.90
0513341 · Temporary Office Services	1,074.00
0513441 · Equipment Lease- Office	173.00
0513496 · Bank Charges	15.00
Total 512-513 · Gen Govt- Exec, Fin & Admin	10,164.38
514 · Gen Govt- Legal Counsel	
0514311 · Professional Fees - Legal	1,989.85
Total 514 · Gen Govt- Legal Counsel	1,989.85
519 · Gen Govt- Other Gen Govt	
0519431 · Utilities - Electric	5,074.79
0519432 · Utilities - Gas	607.91
0519433 · Utilities - Water & Sewer	311.16
0519442 · Equipment Lease- General	163.17
0519451 · Insurance - Liability	888.18
0519452 · Insurance - Property	771.41
0519462 · Property Maintenance Expense	-611.00
0519491 · Cable - TV	533.35
0519541 · Taxes, Fees & Licenses	352.00
Total 519 · Gen Govt- Other Gen Govt	8,090.97
529 · Public Safety- Other Public Saf	
0529130 · Payroll - Gate	5,063.01
0529210 · Payroll Taxes - Gate	414.14
0529240 · Workers Comp Ins- Gate	-1,104.75
0529460 · R&M Gate	217.00
Total 529 · Public Safety- Other Public Saf	4,589.40
539 · Physical Env- Other Phys Env	
0539130 · Payroll - Custodians	7,055.31
0539210 · Payroll Taxes - Custodial	521.75
0539230 · Health Ins- Custodial	896.91
0539240 · Workers Comp Ins-Custodial	-820.78
0539461 · R&M Buildings	385.00

9:41 AM
04/04/19
Accrual Basis

Port Malabar Holiday Park
Income & Expense
March 2019

	<u>Mar 19</u>
0539463 · R&M Equipment	150.00
Total 539 · Physical Env- Other Phys Env	8,188.19
572 · Culture/Rec- Parks & Recreation	
0572130 · Payroll - Grounds Crew	18,248.28
0572210 · Payroll Taxes - Grounds	1,442.81
0572230 · Health Insurance-Grounds	484.92
0572240 · Workers Comp Ins-Grounds	-1,737.76
0572342 · Landscape Management	9,515.00
0572431 · Landscape Trash Removal	350.91
0572461 · R&M Grounds Equipment	885.30
0572462 · R&M Pools & Rec Facilities	3,610.57
0572463 · R&M Irrigation System	731.00
0572468 · Vehicle Repair	77.00
0572521 · Supplies - Grounds	1,092.74
0572522 · Fuel	685.88
Total 572 · Culture/Rec- Parks & Recreation	35,386.65
701 · Capital Outlay	
0519621 · Cap Outlay-Buildings & Imp	17,764.00
0519642 · Cap Outlay-Furn, Fixt & Eq	6,144.00
Total 701 · Capital Outlay	23,908.00
Total Expense	92,317.44 (3)
Net Ordinary Income	-68,832.73
Other Income/Expense	
Other Income	
2325200 · From Gross Assessments- DebtSvc	12,753.50
Total Other Income	12,753.50
Other Expense	
517 · Gen Govt Svcs- Debt Svc Payment	
2517710 · Principal Expense	12,320.42
2517720 · Interest Expense	433.08
Total 517 · Gen Govt Svcs- Debt Svc Payment	12,753.50
Total Other Expense	12,753.50
Net Other Income	0.00
Net Income	-68,832.73 (4)

9:43 AM

04/04/19

Accrual Basis

Port Malabar Holiday Park
Profit & Loss Budget vs. Actual
October 2018 through March 2019

	Oct '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
325 · Special Assessments	1,044,430.59	571,994.02	472,436.57	182.6%
334-389 · Other Revenue Sources	13,815.15	6,750.00	7,065.15	204.7%
Total Income	1,058,245.74 ⁽⁵⁾	578,744.02 ⁽²⁾	479,501.72	182.9% ⁽⁷⁾
Gross Profit	1,058,245.74	578,744.02	479,501.72	182.9%
Expense				
511 · Gen Govt- Legislative	641.82	749.94	-108.12	85.6%
512-513 · Gen Govt- Exec, Fin & Admin	80,060.03	86,167.80	-6,107.77	92.9%
514 · Gen Govt- Legal Counsel	9,371.64	5,500.04	3,871.60	170.4%
519 · Gen Govt- Other Gen Govt	134,825.81	159,849.92	-25,024.11	84.3%
529 · Public Safety- Other Public Saf	39,762.47	58,097.60	-18,335.13	68.4%
539 · Physical Env- Other Phys Env	57,557.28	68,295.40	-10,738.12	84.3%
541 · Transportation- Road & Street	5,299.03	4,250.02	1,049.01	124.7%
572 · Culture/Rec- Parks & Recreation	171,669.13	159,888.98	11,780.15	107.4%
701 · Capital Outlay	73,268.60	14,502.99	58,765.61	505.2%
8000099 · Contingency Expense	0.00	21,441.33	-21,441.33	0.0%
Total Expense	572,455.81 ⁽⁸⁾	578,744.02 ⁽⁹⁾	-6,288.21	98.9% ⁽¹⁰⁾
Net Ordinary Income	485,789.93	0.00	485,789.93	100.0%
Other Income/Expense				
Other Income				
2325200 · From Gross Assessments- DebtSvc	121,562.52	120,000.00	1,562.52	101.3%
Total Other Income	121,562.52	120,000.00	1,562.52	101.3%
Other Expense				
517 · Gen Govt Svcs- Debt Svc Payment	121,562.52	120,000.00	1,562.52	101.3%
Total Other Expense	121,562.52	120,000.00	1,562.52	101.3%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	485,789.93	0.00	485,789.93	100.0%

Holiday Park
TD Bank Loan Balances
As of March 31, 2019

	Loan #1 Loan 5455			Loan #2 Loan 2055			Loan #3 Loan 9155				
Orig LOCL Loan Date	3/4/2005	11/9/2007	5/12/2008	Orig Loan Amt	\$ 1,000,000	\$ 600,000	Orig Loan Maturity	3/4/2020	5/12/2023	9/30/2021	
Orig Loan Int Rate	4.84	5.63	5.23	Current Loan Int Rate	2.42	1.43	1.60	Current Estimated Payoff Date	5/31/2019	12/31/2020	1/2/2019
Beginning Balance, 10/1/18	54,475.42	258,785.92	172,601.91	Ending Balance	8,128.41	217,112.04	145,739.54				
For Month	Principal	Interest	Total Payment	Principal	Interest	Total Payment	Principal	Interest	Total Payment		
Oct-18	7,684.37	109.86	7,794.23	5,248.22	597.89	5,846.11	4,447.22	512.05	4,959.27		
Nov-18	7,696.72	97.51	7,794.23	1,660.81	600.80	5,846.11	4,443.78	515.49	4,959.27		
Dec-18	7,714.87	79.36	7,794.23	5,280.63	565.48	5,846.11	4,473.15	486.12	4,959.27		
Jan-19	7,728.84	65.39	7,794.23	1,660.81	568.30	5,846.11	4,471.12	488.15	4,959.27		
Feb-19	7,744.95	49.28	7,794.23	5,294.90	551.21	5,846.11	4,483.94	475.33	4,959.27		
Mar-19	7,777.26	16.97	7,794.23	1,660.81	483.96	5,846.11	4,543.16	416.11	4,959.27		
Apr-19	-	-	-	1,660.81	-	1,660.81	-	-	-		
May-19	-	-	-	-	-	-	-	-	-		
Jun-19	-	-	-	-	-	-	-	-	-		
Jul-19	-	-	-	-	-	-	-	-	-		
Aug-19	-	-	-	-	-	-	-	-	-		
Sep-19	-	-	-	-	-	-	-	-	-		
Payments to Date	46,347.01	418.37	46,765.38	41,673.88	3,367.64	45,041.52	26,862.37	2,893.25	29,755.62		
Ending Balance	8,128.41			217,112.04			145,739.54				

TOTAL **(14)**
370,979.99