



**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**

June 10, 2019 – 7:00PM

Jack Emerich  
Chairperson

Ellouise Raffo  
1<sup>st</sup> Vice-Chairman

Barbara Whitneck  
Assistant Treasurer

Joanne Gaughan  
Secretary

Paul Diamond  
Trustee

Gaston Pelletier  
Assistant Secretary

Joe Prisco  
Trustee

Keith Rittscher  
Treasurer

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"**

---

June 10, 2019



# PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE  
Palm Bay, Florida 32907-2196  
Office: 321-724-2240

---

The June 10, 2019 Regular Meeting of the Port Malabar Holiday Park Mobile Home Park Recreational District was called to order by Chairman Jack Emerich at 7:00 p.m. Keith Rittscher gave the Invocation and led in the Pledge of Allegiance.

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

Chairman Announcements: The Chairman made several amendments to the Agenda. Item 5A would be discussed under Old Business; Item 5B would be addressed after approval of the Minutes of 5/28/19; added would be 5C, Resolution to adopt the proposed 2019-2020 budget. The Chairman also acknowledged receipt of e-mails from residents and thanked them for the time they took to express their concerns, which would be taken under advisement.

Approval of Minutes: Keith Rittscher made a motion to accept the Minutes of May 28, 2019, second by Ellouise Raffo. Motion carried.

The Chairman announced an application from Mr. Bud Getz to join the Trustee Board was received and gave a brief background of Mr. Getz's past participation within Holiday Park. A motion to accept this application was called for. Hearing none, the application was denied.

Treasurer's Report: We have in excess of 1.5 million dollars and, as expected, income is down since assessments were received earlier in the calendar year. Loan #1 has been paid in full and discussion on where to apply that expenditure will be discussed at a future meeting. Please see attached report for complete details. A motion to accept the Treasurer's Report was made by Ellouise Raffo, second by Paul Diamond; motion carried.

District Manager's Report: Sheree Morris reviewed projects completed, future projects and some long-term projects. She met with a grant writing specialist who would be willing to work with us to apply for a grant to replace ALL sidewalks within Holiday Park as well as the expansion of sidewalk areas along the back pond. We were encouraged to join an organization (FASD, Florida Association of Special Districts) which could advise and inform the manager and trustees in areas (such as budget preparation) relating to Special Districts. Resident, Meredith Prisco, said she researched this organization and highly recommends it. Please see attached report for complete details. Discussion regarding a grounds crew employee's resignation took place. Jack Emerich said faulty information was spreading around the community and wished to set the record straight; the employee announced to him on Sunday night that he was handing in his resignation letter to Sheree the following morning. While there were work-related issues, Sheree said he was a good worker and would give him a good recommendation for future employment. She also announced that on June 11, 2019 she would be undergoing hip replacement surgery and expected to be out of work a minimum of two weeks and would return



## PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE  
Palm Bay, Florida 32907-2196  
Office: 321-724-2240

---

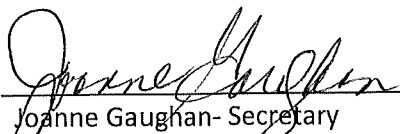
only when she has her doctor's approval. She will be using accumulated sick time and vacation time until that runs out.

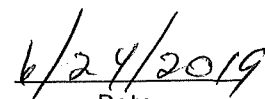
Old Business: We are still exploring ideas for discussion during our July and August meetings. To date we plan to look into the possibility of hiring a different auditing company, establishing reserve accounts, and reviewing Spectrum's contract and the option of using AT&T. There were no other subjects recommended for discussion.

New Business: A motion to accept Resolution 2019-01 was made by Jack Emerich, second by Keith Rittscher; motion carried. This Resolution adopts the proposed District's budget for 2019-2020. Review of a District Manager's Job Description will be held up until September/October 2019. The District Manager's medical leave was previously discussed but Jack Emerich said in this day and age much work can be performed from home. Annette Ragas asked who would be overseeing day to day operations. Sheree said she is a phone call away and asked all supervisors to keep in contact with her. A motion to establish employee annual evaluations during the month of September with merit increases taking place in October was made by Joanne Gaughan, second by Ellouise Raffo; motion carried. Sal Cursi said a 3 or 5% increase was minimal, but Joanne Gaughan explained it was just a basis used in order to prepare a budget. Higher increases would be recommended by the supervisor and/or manager, again, based on merit. All new employees continue to be evaluated after 90 days; at which time their benefits would begin.

Public Comment: Richard Occhionero asked why residents are limited to owning just one property. Bud Getz explained it is a Deed Restriction voted on by the community because many outside entities were buying property, sight unseen, for the purposes of rental only. Holiday Park was meant to be a residential community and, as such, limiting property ownership to one lot was for the betterment of the community.

Trustee Comments: Joanne Gaughan asked residents to use the Suggestion, Complaint form, obtained from the District Office, to express concerns. A trustee could be appointed to overseeing and following up on these forms. The other Trustees thanked everyone for attending. A motion to adjourn was made by Keith Rittscher, second by Gaston Pelletier. Motion carried and the meeting adjourned at 8:02 p.m.

  
Joanne Gaughan- Secretary  
Board of Trustees

  
Date