



**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

July 22, 2019 – 7:00PM

Jack Emerich
Chairperson

Ellouise Raffo
1st Vice-Chairman

Joanne Gaughan
Secretary

Keith Rittscher
Treasurer

Paul Diamond
Trustee

Sheree Morris
District Manager

Michael Ham
Trustee

Gaston Pelletier
Assistant Secretary

Barbara Whitneck
Assistant Treasurer

Joe Prisco
Trustee

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 Port Malabar Holiday Park Mobile Home Park Recreation District's Workshop Meeting of July 22, 2019 was called to order by Chairman Jack Emerich at 7 p.m. After a moment of silence, Jack Emerich led with the Pledge of Allegiance.

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

Chairman Announcements: The June 10th date should be corrected to read June 24, 2019 under "Minutes". Under New Business, add subheading c) Trustee Reports and d) discussion and vote to approve a new attorney for Holiday Park. The Chairman also reminded all that Trustee Seats 1, 3, 5, 7 and 9 have their term ending December 2019 and, if interested, paperwork must be filed with Titusville between August 26 and August 30th.

Approval of Minutes: Keith Rittscher made a motion to accept the CORRECTED minutes of June 24, 2019, second by Ellouise Raffo. Motion carried. Keith Rittscher made a motion to accept the minutes of the Special Meeting of July 9, 2019, second by Ellouise Raffo. Motion carried.

District Manager's Report: Full copy attached. Highlights: Incident of June 11, 2019 is now being investigated by our insurance company and no further public discussion may take place. Painting of Billiards Room completed; all necessary safety, fire and kitchen equipment inspected and up to code; derelict homes to be inspected by City of Palm Bay personnel on July 24th, 2019; membership to Florida Association of Special Districts to be discussed; palm trees being trimmed, ponds being treated. Two temporary employees hired as grounds crew and full-time grounds crew to be hired in the future. Manager approved to return to work on limited basis as of July 22, 2019.

Joanne Gaughan asked for clarification on several items and in particular for further discussion regarding joining FASD. Joe Prisco asked why we joined the Chamber of Commerce when we are not a business. Joanne Gaughan suggested, since we have already paid the annual dues, future meetings should be attended by either a Trustee or member of the community.

Old Business: No discussion will take place regarding the June 11th incident and revision of the Homeowner/Rental application is tabled.

New Business: Joanne Gaughan described the method the District had in the past to summon an on-duty custodian. Donna Roehrich, homeowner, suggested using a cell phone but it was decided that a button, located in the center hallway of the recreation building, would work best. Keith Rittscher reminded residents that the custodial staff takes their direction from the District Manager ONLY. Suggestions may be brought to the District Office.



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Discussion took place regarding updating and consolidating the District Manager's Job Description. Ellouise Raffo pointed out that our By-Laws indicate that the title used and duties to be performed are decided upon by the Board of Trustees and now indicate the title to be "District Manager". Joanne Gaughan reminded all that salary is based upon merit, not title. Gaston Pelletier will present a revised job description for the District Manager at a later date and for further discussion.

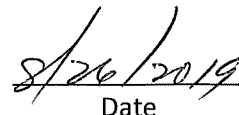
Trustee Reports: Joanne Gaughan said she has been contacting all who have filed the proper form regarding Suggestions and/or Complaints and will continue with follow-up. Barbara Whitneck has been in contact with the Brevard County Emergency Management and was informed they no longer notify adult communities or schools of impending hurricanes. She will advise how those with Special Needs are to register with the County.

Jack Emerich made a motion to retain the District's previous attorney, Karl Bohne, as our representative. Joanne Gaughan second the motion. Discussion took place. Jack Emerich explained he had to call our present attorney to correct legal documents in which we were referenced as "Holiday Park Property Owner's Association". Unacceptable! Karl Bohne knows Special Districts and ours in particular since he represented us for many years and was deemed knowledgeable and accessible. Jack Emerich called for a vote; motion carried. Sheree Morris will contact Mr. Bohne to see if he will accept the position and explain we have an outstanding situation with our present attorney regarding 206 Holiday Park Blvd.

Public Comments: Bob Silipigni asked if, once a home is purchased, if the owner HAD to live in it for one year. The answer was No. Helen Ferguson asked if Bruce Crabb had a copy of the Trustee Handbook. Since he was the one working to update and compile the book, the answer was, Yes. Molly Stone, along with Dodi Howell and Meredith Prisco, will be heading up the publication of the 2020 Pictorial book. She advised all to watch Channel 732 for information to sign up for the first two September dates for picture-taking. Since it is Holiday Park's 50th Anniversary, they hope many will participate in this project. Meredith Prisco said she will pass on information she has regarding the FASD to Sheree Morris who, in turn, may pass it on to the Trustees for review. Annette Ragas suggested the Trustees be more thorough when accepting a person of interest to the position of "Trustee". Marty Peterson said palm trees should only have dead fronds cut down and not green fronds. Kay Allen asked for clarification regarding entrance into the Park.

There being no Trustee Comments, Joanne Gaughan made a motion to adjourn, second by Barbara Whitneck and the meeting adjourned at 8:52 p.m.


Joanne Gaughan- Secretary
Board of Trustees


Date