



**PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT**

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

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**BOARD OF TRUSTEES**

**REGULAR MEETING MINUTES**

February 10, 2020 – 7:00PM

Terry Steimer  
Chairperson

Joe Prisco  
1<sup>st</sup> Vice-Chairperson

Jack Emerich  
2<sup>nd</sup> Vice-Chairperson

Joanne Gaughan  
Secretary

Gaston Pelletier  
Assistant Secretary

Keith Rittscher  
Treasurer

Barbara Whitneck  
Assistant Treasurer

Michael Ham  
Trustee

Trustee

Sheree Morris  
District Manager

Karl Bohne  
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 10, 2020 Regular Meeting of the Port Malabar Holiday Park Mobile Home Park Recreation District was called to order by Chairman, Terry Steimer, at 7:01 p.m. Keith Rittscher led in the Invocation and Pledge of Allegiance.

Roll Call: Present were Trustees Terry Steimer, Joe Prisco, Jack Emerich, Keith Rittscher, Joanne Gaughan, Gaston Pelletier, Barbara Whitneck and Michael Ham. Also present was District Manager Sheree Morris and guest speaker from Spectrum, Donna Arceneaux.

Ms. Arceneaux presented each Trustee with a copy of a proposal for the bulk rate of \$51.00 per household to include cable, internet, DVR and wi-fi service. This contract would remain in effect until January 2022 with a 5% increase each year. Since this is a considerable increase from our present contract, an adjusted budget may have to be prepared. Joanne Gaughan made a motion to table accepting this proposal until Trustee Joe Prisco obtains a written proposal from AT&T for comparison. Motion was second by Jack Emerich, motion carried. A reminder that Spectrum's proposal is only good for 60 days from date of presentation.

Chairman's Comments: Terry Steimer and Sheree Morris inspected fencing around the Park and found 30 areas that need mending to help keep out raccoons. Repairs will be done in-house. Mr. Steimer is researching getting 3 bids from accredited companies to handle the raccoon situation. At the next meeting there will be a guest speaker regarding rats.

Minutes: A motion was made by Keith Rittscher to approve the minutes of January 27, 2020, second by Barbara Whitneck. Motion carried.

Treasurer's Report: Keith Rittscher gave an overview of income and expenditures to date. Copy attached.\*\*\* A motion to accept the Treasurer's Report was made by Joanne Gaughan, second by Barbara Whitneck. Motion carried.

Manager's Report: A copy of the full report is attached.\*\*\* Sheree Morris asked approval from the Board to purchase 6 new doors for the library and lobby at a cost of approximately \$890.00 with installation being done in-house. Joanne Gaughan made a motion to approve, second by Barbara Whitneck. Motion carried. Sheree Morris also received 3 bids to purchase 15, 30-gallon Podocarpus. Her recommendation was to accept the bid from Valkaria Gardens; however, Joe Prisco wants them to re-send their bid on a Proposal Sheet. This will be revisited at the next meeting.

Terry Steiner said that, henceforth, he would like three bids for any purchase or repair over \$1000.00. Joe Prisco moved that as a motion, second by Michael Ham, motion carried with Keith Rittscher voting NO. Bob Shearer recommended reviewing the Florida State mandate for required bids. Terry Steimer will do so.

Jean Beach gave a presentation on replacement of cement benches around the Park. A motion to purchase 6 benches at a price of \$2400 was made by Barbara Whitneck, second by Jack Emerich.



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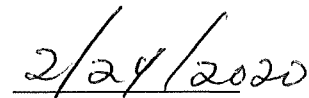
Motion carried. She also asked to have added to the agenda discussion on purchasing lobby furniture up to \$4000.

Karen Foote gave a presentation on purchasing 4 card tables and 16 chairs at a cost of approximately \$5500. Motion to make the purchase was made by Jack Emerich, second by Barbara Whitneck. Motion carried.

Annette Ragas discussed speeding in the Park and asked to have a speedbump installed near her home. Some research will go into that request.

Joanne Gaughan made a motion to adjourn, second by Jack Emerich, meeting ended at 9:21 p.m.

  
Joanne Gaughan- Secretary  
Board of Trustees

  
Date

*\*\*\*Reports referenced in Minutes may be accessed under "Manager Reports" and "Revenue and Financials" on our website "holidayparkfl.com" per Administrative Assistant.*