



**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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**Architectural Control Committee**

**MEETING MINUTES  
July 6, 2021 – 9:30 AM**

**Meeting Call to Order at 9:31 AM**

**Pledge of Allegiance**

**Roll Call**

**Chairman: Vacant**

**Secretary: Vacant**

**Member: Harry Turcotte**

**Member: William Linhares**

**District Manager: Sheree Morris**

**Attendees: Joann Gaughan, Daniel Boulton, Montera Construction Representative, Mr. Knob, Mr. Linhart, Ron Foote, Bruce Crabb, Becky Earnest, Bob Burns, and Margaret Moore**

**Applicant: Joanne Gaughan**

**Address: 241 Berry Dr.**

**Application: Replace lower concrete driveway apron**

**Contractor: Doug's Concrete**

**Action: Need Contractor License and Proof of Insurance**

**Discussion:** Joanne reported that the contractor's license and proof of insurance is on file in District Office. Permit is required from City of Palm Bay. Joanne will get this and submit it to the District Office.

**Motion to Approve pending receipt of permit:** Made by Bill; Seconded by Harry

**Applicant: Daniel Boulton**

**Address: 1170 Keystone Ct.**

**Application: Remove Home**

**Contractor: Montera Construction**

**Action: Proof of License and Insurance is attached**

**Motion to Approve:** Made by Bill, Seconded by Harry



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**Applicant:** Daniel Boulton  
**Address:** 1170 Keystone Ct.  
**Application:** Install New Home  
**Contractor:** Montera Construction  
**Action:** Proof of License and Insurance is attached

**Discussion:** Contractor representative reported that Christina Cantell is pulling the permit. Question from contractor representative about using current carport and utility shed. Ruling: current ones can be used if they fit in the property according to the Park's rules and regulations. ACC committee requires a drawing on a new survey. Contractor representative reported that the survey is being done this week and the new home is being manufactured to accommodate current structures and will ensure that they are properly placed.

**Motion to Approve pending:**

1. receipt of permit
2. receipt of drawing on new survey

**465 Holiday Park Boulevard**

**Discussion:**

Owner and contractor present and addressing questions about placement of unit, front stairs, back stairs, shed blocking window, carport, and driveway.

- Contractor will provide a new survey
- Contractor reported that separate permits are required for home, carport, driveway
- Contractor mistakenly listed shed on drawing; should be listed as utility shed
- Contractor will provide documentation from the City of Palm Bay Building/Permit Department indicating that utility shed's current placement blocking a window is allowed
- If shed is not 6 feet from the property line, it must be moved to comply with Park rules and regulations
- Carport will cover the shed and be attached with straps
- Letter will be produced by District Office indicating the stop work order is rescinded. It will be posted on the door and scanned to contractor

**Meeting Adjourned at 10:20 AM**

**Minutes respectfully submitted by Margaret Moore**