



**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 6, 2021 – 1:30 PM

Jack Emerich
Chairman

Carol Sommers
1st Vice-Chairman

James Zellner
2nd Vice-Chairman

Sheryl Moore
Secretary

Karen Kay Allen
Trustee

Keith Rittscher
Treasurer

Trustee

Paul Goblick
Trustee

Terry Steimer
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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1. Meeting Call to Order 1:31 PM
2. Invocation
3. Pledge of Allegiance
4. Roll Call

Present: Jack Emerich, Carol Sommers, Keith Rittscher, Terry Steimer, James Zellner. Sheree Morris, District Manager.

Absent: Sheryl Moore, Karen Allen, and Paul Goblick

5. Chairman Announcements:

- 465 Holiday Park Blvd: Several letters were received by board members regarding issues related to this property. I, myself, did not directly receive these letters, but copies were made for me. I am announcing today that the Board will not address issues unless specific details are forthcoming. We are not dealing with innuendoes
- Add Zoom meetings to the agenda following item 9f
- Add 465 Holiday Park Blvd to the agenda following Zoom meetings
- Add review and approval of two new ACC members to the agenda
- Add ACC Violation Inspection process to the agenda

6. New ACC Member Applications:

Carol Sommers read aloud applications to join the Architectural Control Committee (ACC) received from Ronald Foote and Robert Burns, each listing his qualifications and relevant experience.

Action: Motion to Approve both applicants to the ACC:

Made by Keith Rittscher Seconded by Carol Sommers

Trustee Comment: Question from Keith Rittscher: Did ACC review and approve both member? Answer from Carol Sommers is Yes

Public Comment: None

Call for Vote: Yes – 5 No - 0

1st Vice Chairperson, Carol Sommers issued the Oath of Office to new members.

7. District Manager's Report:

Sheree Morris made her report to the Board



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8. Approval of the Meeting Minutes for 06/14/2021

Action: Motion to Approve Minutes for 6/14/2021

Made by Carol Sommers Seconded by Keith Rittscher

Trustee Comment: None

Public Comment: None

Call for vote Yes – 5 No - 0

9. Workshop Items

- a.) **Approval of the 2020 Audit:** Keith Rittscher reported that a 34-page report was received from the Park's auditors, and he read aloud the last page which expressed the opinion that the Park complied in all respects.

Motion to approve the 2020 Annual Audit

Made by Keith Rittscher

Seconded by Carol Sommers

Trustee Comment None

Public Comment None

Call for Vote: Yes – 5 No – 0

- b.) **Craft & Bake Sale:** Karen Carreiro brought her proposal to the Board for approval. The HPPOA would like to host a craft and bake sale on Saturday, February 26, 2022. Craft tables will be rented to Park residents with the rental fee and the bake sale revenue benefiting the HPPOA. Covid guidelines will be addressed closer to the date of the event.

Motion to open the event to the public providing strict traffic and parking control is provided by the HPPOA:

Made by Carol Sommers

Seconded by Keith Rittscher

Trustee Comment None

Public Comment None

Call for Vote Yes – 5 No – 0

- c.) **Spectrum Contract:** The Board would like negotiations to begin with regards to the Spectrum service contract which expires December 2022. 1st Vice Chairperson, Carol Sommers, volunteered to represent the Board and assist the District Manager with solicitation of bids and negotiations. Discussion followed regarding various providers.

- d.) **Board Re-up Packets:** Applications must be officially filed with the Board of Elections beginning 12 PM on 8/23/21 through 12 PM on 8/27/21. Pre-filing is allowed beginning 8/9 and the applications will be held until the filing date on 8/23. Current positions for re-up are:



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j.) Architectural Control Committee (ACC): Request for change in administrative process is requested. Beginning immediately, the ACC members would like to inspect properties and write-up violation which will then be submitted to the District Office.

District Manager, Sheree Morris comments and questions:

- Clarification regarding who is inspecting and how often?
- The District Manager will continue to inspect new owners and renters
- The Park receives estoppel fees prior to sale to ensure all items are inspected and approved

Ron Foote, ACC member, reported that a group of ACC members will do inspections. He asked if the District Office has an existing list of potential fines.

Public Comments and Concerns:

- The office should prepare violation letters
- This is a major change. It is believed that a fine system already exists and was approved by our attorney.
- Supports the idea of ACC members inspecting properties and writing up violations
- The District Office does go out and inspect new owner properties and it is the up to the owner and seller to resolve any violation issues per Holiday Park rules and regulations
- This current inspection process helps keep violations to a minimum

Motion to amend the administrative process wherein ACC members will inspect properties and write up violations to be submitted to the District Office who will process all paperwork and mail outs

Made by Keith Rittscher Seconded by Carol Sommers

Call for Vote: yes – 5 No – 0

10. Public Comments:

- A resident inquired about using the Recreational Center if evacuation is ordered due to impending storm. Board member reported that the Recreational Center is not certified as an evacuation center and cannot be used. Several local hotels can be considered. Resident requested packet of evacuation information and that it be posted on our website, if possible. District Manager reported that a packet will be prepared and available soon.
- A resident reported that special needs emergency shelters are available for evacuation, but pre-registration is required to reserve a place.

11. Trustee Remarks or Announcements

- Terry Steimer provided an update on the sidewalk installation project. He is personally visiting each home and advising occupants of the scheduled work as the project proceeds
- He requested that this item be added to the meeting agenda until the project is completed
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- 1 Kay Allen
- 3 Jack Emerich
- 5 Vacant
- 7 Terry Steimer
- 9 Sheryl Moore

e.) Summer Meetings: 4th Monday (Proposed for July 26 and August 23)

Motion to accept proposed meetings for the summer; specifically the 4th Monday, July 26 and August 23, 2021

Made by Carol Sommers Seconded by Terry Steimer

Trustee Comment None

Public Comment Meetings will have to be moved along quickly as most folks do not want to be out past 9 PM

Call to Vote Yes – 5 No - 0

f.) Board Meeting Time: It is time to consider returning to 7:00 PM meetings as was the practice prior to COVID-19 and as stated in the Park's Rules and Regulations.

Motion to conduct Board of Trustee meetings at 7 PM starting immediately

Made by Jack Emerich Seconded by Carol Sommers

Trustee Comment None

Public Comment Meetings will have to be moved along quickly as most folks do not want to be out past 9 PM

Call to Vote Yes – 4 No – 1 Terry Steimer

g.) Zoom Meetings:

Motion to continue ZOOM meetings, but residents will be unable to participate in the ZOOM meeting. Comments and questions about agenda items must be submitted to the District Office prior to the meeting:

Made by Carol Sommers Seconded by Keith Rittscher

Trustee Comment None

Public Comment

Call to Vote Yes – 5 No – 0

h.) Pool Chair Lift: Pros and Cons: 1st Vice Chairperson, Carol Sommers, made comments. Discussion followed.

Chairman closed the discussion and tabled the issue until a future date

i.) 465 Holiday Park Issues: Bill Linhares, ACC member, reported that the many issues regarding this property were discussed in this morning's ACC meeting with the property owner and contractor. The contractor agreed to fix all items and the committee agreed to rescind the stop order.



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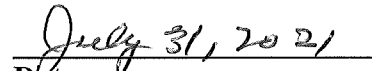
12. Motion made by Carol Sommers to Adjourn the meeting and seconded by Terry Steimer
Call to Vote: Yes – 5 No – 0

Meeting adjourned at 3:15 PM

Respectfully submitted: Margaret Moore



Jack Emerich



Date