



**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 (APPROVED)

April 25, 2022 – 7:00 PM

Karen Kay Allen
Chairperson

1st Vice Chairperson

Gary Vincent
2nd Vice- Chairperson

Ursula Breunig
Trustee

Trustee

Keith Rittscher
Treasurer

Mark Bodoh
Assistant Treasurer

Assistant Secretary

Trustee

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. Invocation given by Karen Kay Allen
2. Pledge of Allegiance
3. Meeting call to Order at 7:00 PM
4. Roll Call: Present: Karen Allen, Gary Vincent, Keith Rittscher, Mark Bodoh, Ursula Breunig
Palm Bay Police Officer West Ferino, present

5. Chairman Announcements

Several residents volunteered to be on a Committee to search for a new District Manager asked Board to approve the Committee. Gary Vincent moved to put it on the floor for discussion. Mark Bodoh, 2nd Keith Rittscher read Committee proposed Job Listing. Mark Bodoh asked the Board to consider hiring a professional company to find qualified candidates.

6. Residents spoke in favor of hiring a professional company to find qualified candidates. One of the residents spoke highly of one company of the three companies she researched and contacted. One resident spoke opposed to hiring a company due to the cost. Residents and Trustees agreed to improve the job requirements and job description presented by the Search Committee. Resident asked who is on the Committee: Becky Earnest, Carol Sommers, Liz Garcea, Jack Emerich.

Keith Rittscher motion to approve, 2nd by Mark Bodoh to have the Search Committee find a company and improve the job description and requirement.

Vote: 3 - Yes 2 - No

7. Annual Audit Report

Tom Cramer of Suplee Shea Cramer & Rocklein, PA presented the audit for 2020/2021 via zoom.

Moved and 2nd to approve the Audit Report

Vote: 5 - Yes 0 - No

8. Approval of the Special Meeting Minutes for 4/04/22

Keith Rittscher motion to approve, 2nd by Mark Bodoh

Vote: 5 - Yes approved 0 - No

9. Approval of the Regular Meeting Minutes for 4/11/22

Keith Rittscher motion to approve, 2nd by Mark Bodoh

Vote: 5 - Yes approved 0 - No



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10. New Business

a) Letter of Intent: *David Curtis*

Gary Vincent motion to accept the Letter of Intent, 2nd by Keith Rittscher

Vote: 5 - Yes 0 – No approved, Seat 2

b) Letter of Intent: *Joan Occhionero*

Keith Rittscher motion to accept the Letter of Intent, 2nd by Mark Bodoh

Vote: 5 – Yes 0 – No approved, Seat 4

Joan accepted Secretary position

c) Letter of Intent: *Becky Earnest*

Keith Rittscher motion to accept the Letter of Intent, 2nd by Mark Bodoh

Vote: 3 – Yes 2 – No approved, Seat 6

All three (3) were sworn in simultaneously

Trustee Gary Vincent read a statement to be entered into the minutes and attached. Resident made a point of order. The procedure must be followed. Written notice must be given to the Board of Trustees and residents as the specific reason for the removal of a Trustee.

11. Old Business

- a. HR Committee and Bambee – Tabled
- b. Parks Lawyer on grandfathering (email attached) – Tabled
- c. Report on Spectrum Contract – Tabled
- d. Bridge repair/replacement at the pond – Tabled
- e. Vent System/San Effect Environmental - Tabled
- f. Drainage located at Cheswick gate entrance – Tabled



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12. Treasurers Report:

\$116,888 was used to cover the balance of sidewalks.

Keith Rittscher motion to approve, 2nd by Mark Bodoh.

Vote: 8 – Yes 0 – No

13. Tax Certificates:

Dianne Bell and Bruce Crabb were authorized to act on behalf of Holiday Park

6 certificates were purchased for \$18,076.51

5 certificates were redeemed to date for \$16,920.04

A request was made to authorize another \$20,000.00.

Keith Rittscher said the funds had already been approved and were in the budget.

14. District Managers Report by Acting District Manager Karen Kay Allen read her report and will be filed in the District Office for public records.

a. Air Conditioner replacement: 3 proposals mentioned - tabled

b. Removal of 3 pine trees

Keith Rittscher motion not to cut down 3 trees, 2nd by Becky Earnest

Vote: Yes -7 1 - No

Terry Steimer Letter of Resignation to the Board read by Karen Kay Allen

Keith Rittscher motion to accept, 2nd by Becky Earnest

Vote: Yes -8 0 - No

15. Forensic Audit on Accounts Payable

Resident recommended a General Forensic Audit. Mark Bodoh will report back to the Board after consulting with the resident.

Forensic Audit – Tabled



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16. Resident asked how long Chairperson Karen Allen will continue to be the acting District Manager. Karen Allen replied only as long as absolutely needed!

17. Tree at the Dock – take down tree (by Alpine Tree Service) (diseased tree)

Keith Motion to approve, 2nd by Becky Earnest

Vote: Yes – 8 0 – No

18. Painting Drip Edge on Recreation Center - Tabled

Keith Rittscher moved to adjourn the meeting at 9:30 pm., 2nd by Becky Earnest.

Karen Kay Allen
Karen Kay Allen, Chairperson

MAY 18, 2022
Date