



**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
August 22, 2022 – 7:00 PM

Carol Sommers
Chairman

David Curtis
1st Vice-Chairman

Gary Vincent
2nd Vice-Chairman

Joan Occhionero
Secretary

Kathy Stone
Assistant Secretary

Mark Bodoh
Treasurer

Rebecca Earnest
Assistant Treasurer

Trustee

Trustee

Miguel Garcia Jr.
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 CALLED TO ORDER at 7:00 PM by Chairman Carol Sommers
2. INVOCATION by Rebecca Earnest
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: PRESENT-Carol Sommers, David Curtis, Gary Vincent, Joan Occhionero, Kathy Stone, Mark Bodoh, Rebecca Earnest Miguel Garcia Jr., District Manager was also present.
5. CHAIRMAN ANNOUNCEMENTS: There are still 2 empty seats on the Board of Trustees. If you are interested in serving on the Board, please submit your letter of intent. The Park and the Board need you! There will be 3 vacant seats in November.
6. APPROVAL OF MINUTES from 8/8/2022, Regular Meeting

Rebecca Earnest made a motion to approve the minutes from August 8, 2022, Regular Meeting as written, seconded by Joan Occhionero

Vote: 7 Yes 0 No

APPROVAL OF MINUTES from August 12, 2022, Special Meeting

Mark Bodoh made a motion to accept the minutes from the August 12, 2022, Special Meeting as written, seconded by Rebecca Earnest.

Vote: 7 Yes 0 No

7. TREASURER'S REPORT: Mark Bodoh presented in detail the Treasurer's report for July 2022.

Rebecca Earnest made a motion to approve the Treasurer's Report and file it for audit, seconded by Kathy Stone.

Vote: 7 Yes 0 No

8. DISTRICT PROPERTY MANAGER REPORT: Miguel Garcia Jr. gave an update on the FOB system he is working to implement. He also reported on some issues around the park that he has been addressing over the past few weeks. We have a new employee starting at the front gate and have rearranged the office to make room for a third office assistant who will be starting shortly. He gave updates on the front gate cameras, IT, and web services that are working to improve software and hardware issues in the office,



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lawn crew and grounds crew and discussed a “Road Map of Goals” with suggestions on how to beautify the common ground areas around the park.

9. OLD BUSINESS

- a. REALTOR PROGRAM-David Curtis gave a report on the new process that all real estate agents will follow when they list or show properties within the park.
- b. AIR SANITIZING SYSTEM for the clubhouse- Gary Vincent gave an update and new information he received on the Sanitizing Systems we are considering installing. It was suggested that we get references from the vendors and verify that customers are happy with the products before we vote on one. This item was TABLED until Gary can follow through on references.
- c. CHASEN GILL Internet and Cable proposals- Joan Occhionero reported that she has received 4 proposals for updating our current system. Mr. Gill was ill and unavailable to explain the details to her so she asked to TABLE the item until we could get more information.
- d. FORENSIC AUDIT REPORT- Mark Bodoh reported that the Forensic Audit from January 1, 2020, through December 31, 2020, has been completed. Some recommendations were made to improve office procedures when handling money, and record keeping. It was suggested that at year end the budgeted amounts be reconciled with the actual amounts to help make future budgeting more accurate. If you would like to obtain a copy of the report, see Mr. Bodoh. The Report is being forwarded to our Attorney and will be included with our regular year end audit.
- e. POOL REPAIRS- Carol Sommers brought up the need to address pool repairs. There was discussion on what needed to be done and how to do it. The decision was made to update the quotes we received last year on resurfacing.

10. NEW BUSINESS

- a. HR COMMITTEE- a Human Resource Committee was formed to address issues of how to manage employee files, where and how to keep them. The Committee will also review and update different manuals. The Committee consists of Joanne Gaughan, Carol Helton and Joan Occhionero.

11. ACC REPORT- Gary Valentine gave an update on ACC activities this month. They did not have a quorum at the last meeting, so no decisions were made.

12. HPOA REPORT-Pam Hefferman commented on the upcoming season and also updated us on the continuing summer activities.




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13. PUBLIC COMMENTS- Mary Quirk commented on the About Us book updates.
Bruce Crabb commented on updating Trustee Books.
14. TRUSTEE COMMENTS/ANNOUNCEMENTS- Several comments were made.
Residents were asked not to drive golf carts across the grass from Blossom Lane to the open space on Berry Court.
15. ADJOURNMENT- Rebecca Earnest made a motion to adjourn, Seconded by Kathy Stone.

Vote: 7 Yes 0 No

Meeting adjourned at 8:55 PM


Joan Occhionero


Date