



**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 – approved**

As corrected by Joan Occhionero on 9/26/22 @10:00 a.m., item #13 on page 5  
September 12, 2022 – 7:00 PM

Carol Sommers  
Chairman

David Curtis  
1<sup>st</sup> Vice-Chairman

Gary Vincent  
2<sup>nd</sup> 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 Jr.  
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.**

**\* ALL cellphones on airplane mode 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 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 Announcement:

- a. A moment of silence to remember 911.
- b. There are still 2 vacant 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 needs you!

6. Approval of Minutes from:

a. August 22, 2022, *Workshop Meeting*

Rebecca Earnest made a motion to approve the minutes as presented,  
seconded by Kathy Stone.

Vote: 7 Yes 0 No

b. September 6, 2022, *Special Meeting* with Chasen Gill of PropRevs

David Curtis made a motion to approve the minutes as presented,  
seconded by Rebecca Earnest.

Vote: 7 Yes 0 No



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7. District Property Manager's Report:

Mr. Garcia reported on issues regarding the pool, employees coming and going, recreation hall beautification efforts and extended pass parking issues. He also discussed Flawless Lawncare problems, the new dock sign, Deed Restriction violations such as cars parking on lawns and updated us on the front gate camera situation. See the Manager's Report for more details. (attached)

8. Old Business:

- a. Dave Curtis gave an update on the Cheswick gate drainage issue. The project is complete and working properly.
- b. Dave Curtis gave an update on the Real Estate sign-in procedure. It is also complete and should be up and running by the end of this week.
- c. Gary Vincent discussed Star Reviews from Google on the vendors that have submitted quotes to Install the Air Sanitizing System in our clubhouse. He also discussed positive and negatives of each unit we are considering. Dave Curtis made a motion to accept the 5-REME HALO LED systems to be installed by Freedom Air at a total cost of \$6,656.00, seconded by Mark Bodoh.

Vote: 5 Yes 2 No

- d. Joan Occhionero commented on Chasen Gills Special Meeting. We have asked Chasen to pursue further negotiations with Spectrum and Summit communications.
- e. Dave Curtis asked to table the lawn care update until the first meeting in October. Gary Vincent made a motion to require a minimum of 42 cuts a year on all Lawn Care quotes, seconded by Rebecca Earnest

Vote: 7 Yes 0 No

Chairman will TABLE the lawncare issue until the first meeting in October.



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- f. Carol Sommers addressed the pool issue regarding “Pool Police.” There are no Pool Police in our park. Everyone is to use and enjoy the pool at their own risk, and please FOLLOW the RULES!
- g. Carol Helton gave an update on the HR Committee. The new committee has had two meetings, one included the District Manager, Mr. Garcia. The Committee is currently organizing and separating the current and past employee files. They will give future updates as needed.

## 9. New Business:

- a. FINANCIAL FINDINGS & REQUEST FOR CHAIRMANS ASSISTANCE- Residents Cindy Bodoh and Annette Ragas via a Public Records request obtained copies of credit card statements used by the park going back several years. Upon reviewing this information, they found a number of questionable charges such as Amazon purchases totaling \$4476 with no invoices showing what was purchased or why. They asked the Chairperson if she would please contact the former Treasurer for help explaining these charges. The total amount in question is \$12,440. There are also questions on the “Rewards Cash Back” associated with these cards. Out of 41 months reviewed, 23 had no cash back. Chairman, Carol Sommers will contact Mr. Rittscher for assistance with these issues.
- b. EMPLOYEE GIFTS, PARTIES AND TAKE-OUT- In reviewing the credit card statements Cindy Bodoh and Annette Ragas noticed excessive spending on employee gifts, parties, and take-out food. They asked the Board to consider putting an annual limit for spending on these items.

10. ACC Report: Ron Foote, Chairman, gave a report.

11. HIPPO Report: Pam Hefferman gave a report on HPPOA activities.

12. Public Comment: a resident asked for an update on the registered letter sent to Keith Rittscher about the property he obtained last September



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while already owning multiple properties. Chairman, Carol Sommers read Mr. Rittscher's response letter and has agreed to turn it over to the park attorney.

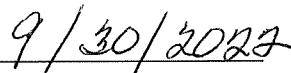
13. Trustee Comments/Announcements: Trustees had some discussion on the Forensic audit and the budget. Mark Bodoh updated us on the status of the lawsuit letter of demand from attorney, Beth Coke.

14. Adjournment: Rebecca Earnest made a motion to adjourn, seconded by Kathy Stone.

Vote: 7 Yes 0 No

Meeting adjourned at 10:00 PM.

  
Joan Occhionero

  
Date



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**September 12th, 2022**

**Port Malabar Holiday Park Trustees:  
Manager's Report**

**Overview**

**1) Safety and Security:**

- Gate cameras will be installed by East Coast Alarms. An NVR (Network Video Recorder) will be installed along with 4 cameras. The cameras will function to provide the gate with a license plate reader that will record and hold data for approximately two weeks. If additional storage is required, we can make a request to the vendor for more drive storage at cost.

Reminder, this is not a scanner or barcode system. The scanner system will be revisited when I have further internal discussions to ensure finances are available and prioritized against more pressing matters in the park.

- Any recreational and unlabeled vehicle sitting in the Rec Hall parking lot beyond the allowable time allocation of an extended pass, will be subject to potential fines and being towed.

We have also seen an increase of vehicles parking on the grass throughout Holiday Park. Resident's must follow the rules and move their vehicles to the carport; under no circumstance should an RV, camper and boat be parked behind your home to sit for days on end.



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These violations may incur additional fines if first responders are unable to access or service a mobile home where an active emergency is occurring.

- The District Manager on Friday, August 19, 2022, contacted FPL (Florida Power and Light) to report a power line running thirty feet from a mobile home meter to a ground utility box. **UPDATE:** FPL buried the power lines in-ground. Work order completed.

## 2) Main Recreation Hall and Pool:

- Pool heaters will need to be proactively replaced due to manufacturer flaws and existing leaks. Both units will have an approximate base price of \$5000.00 ea. We have two proposals in hand, and we are expecting a third proposal later in the week.
- The pool amenity area will be given a blue-tooth speaker system. We have recently evaluated the operations and range of a blue tooth speaker and found that it's a far better implementation than our previous mounted wired system.
- Due to medical events, Robert Bowin is no longer employed with Holiday Park custodial. We wish Robert well. In place of Robert, I have moved Cortez Dismuke from grounds-keeping to Custodial until further notice.



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- Please welcome Shera Felton who is now working as our ACC Clerical Assistant. Thank you kindly to ACC Chairman Ron Foote, Karen Foote and Kathy Richardson in helping Shera transition into her new duties.
- We have added an assortment of flowers(annuals) for our Rec Hall Garden area. Zinnias, Purslane, Mums and some marigolds have been added. A new pump has been ordered for the fountain and will be installed on arrival.

**3) Grants and Finance:**

- Throughout the rest of the year and into 2023, I will be making efforts to enter our District into nationally or state recognized special district coalitions to open avenues for grants.

In addition, as Holiday Park moves forward, we must engage outside of our confines and network with the rest of the community, i.e., engaging in nonprofit engagement with local authorities and institutions. This may open efforts in donations and volunteer activities that will benefit Holiday Park overall.

**4) Grounds and Lawn:**

- Flawless lawn service informed me early last week that they are going through a labor turnover, which explains the lack of service cuts within the last month. I spoke with the owner of Flawless on Friday, September 9<sup>th</sup> to remind them of their contractual obligations, and that their work has been less than our expectations.





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- New dock signs have been ordered via ArtLabs and will be installed as soon as they arrive. The signs will post "Caution please enjoy the dock at your own risk. Children must be supervised at all times".

Best Regards,

*Miguel Garcia Jr.*

Special District Manager  
Port Malabar Holiday Park