



# 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

### WORKSHOP MEETING MINUTES - approved September 26, 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 Call to Order at 7:01** by Carol Sommers, Chairman
2. **Invocation:** By Rebecca Earnest
3. **Pledge of Allegiance:** by all in attendance
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 two (2) open 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!

6. **Approval of Meeting Minutes** for 9/12/22

Joan Occhionero, Secretary made a correction to the original meeting minutes she prepared and asked to have the minutes approved as corrected.

Mark Bodoh made a motion to approve the minutes as corrected, seconded by Rebecca Earnest

Vote: 7 Yes      0 No

7. **Treasurer's Report:**

Mark Bodoh discussed the August 2022 Treasurer's Report in detail.

Joan Occhionero made a motion to accept the August 2022 Treasurer's Report as presented, seconded by Kathy Stone.

Vote: 7 Yes      0 No

8. **District Property Manager Report:**

Mr. Garcia Jr. updated us on the cameras at the front gate, the cameras are now working. He reported on lighting issues in and around the front gate. We are still working on securing employees for custodial and groundskeeping positions. Our groundskeeping crew is working on cleaning up the fencing bordering our Park. Mr. Garcia has prepared RFP's



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(request for proposals) for both the Pool work and the Lawns. See the Manager's Report for more details. (attached)

## 9. Old Business:

- a. Update on Realtor Program: David Curtis-program is up and running and working well!
- b. Update on Lawn Care: Miguel Garcia has sent out 4 RFP
- c. Update on Air Sanitizing System: Gary Vincent-Systems are to be installed next month
- d. Update on Pool repairs: Miguel Garcia has prepared the RFP and expects to send out at least 3 this week.
- e. Financial Limits set for employee gifts, parties and take-out: While reviewing financial records it was found that in past years excessive amounts of unauthorized money (several thousand dollars) was spent on employees' gifts and food. There was discussion and suggestions from Trustees and residents on how to handle future gifts and food for employees. This topic was tabled so trustees could verify decisions made by past Boards and think of better ways to show employees' appreciation going forward.

## 10. New Business:

- a. Cleaning of the kitchen: Carol Sommers has scheduled the kitchen to be cleaned on October 5, 2022. One Source Cleaning will be performing the work. They are the same company that cleaned it last year and are charging the same price \$750.
- b. Suggested change to the Deed Restrictions-Section 7 Fencing: (see attached) There was much discussion from both Board members and residents about fencing. It was decided to leave the section on fencing in the Deed Restrictions as it is.

**11. ACC Report:** Ron Foote gave an update on what the ACC board is currently dealing with.

**12. HPPOA Report:** Pam Hefferman and Mary Quirk gave an update on the upcoming October events. They also reported on their meeting schedule, membership sales and event ticket sales coming in October.

Pam mentioned that the bands are all hired to play until 10:00pm so we need to adjust the employee schedule on those nights.

Ellouise Raffo announced that she would be leading the Good Time Singers again this year and the musical Bells group. The groups will practice Mondays and Tuesdays at 3pm in



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the clubhouse. Check start date and more details in the clubhouse, channel 732 or on Facebook Living.

**13. HR Committee Report:** The committee was unable to meet this past week so, there is no report at this time.

**14. Public Comments:** Bruce Crabb commented on how the clubhouse used to be open until 11pm.

Stacy Vincent commented on how nice it is to have new residents in the park sponsoring events and getting involved. Welcome!!

**15. Trustee Comments:** Mark Bodoh asked if the HR Committee would please review our employment full time/part time policy and also how we pay holiday pay. The current manual is unclear as to what is full time and how to pay holiday pay.

Carol Sommers addressed the Hurricane heading our way and how to prepare for it.

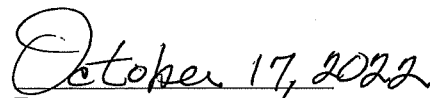
Rebecca Earnest announced there is a LUNCH AND LEARN travel presentation scheduled for this coming Friday.

Rebecca Earnest made a motion to adjourn the meeting, seconded by Gary Vincent.

Vote: 7 Yes      0 No

Meeting adjourned at 8:55pm

  
Joan Occhionero, Secretary

  
Date

# Proposal to Change Deed Restriction

## Section 7. Fencing

### Currently reads:

No fence shall be erected on any lot or any portion thereof, without the prior written approval of the ACC with respect to location of fences and approval thereof. Consideration will be given to the lawn maintenance provisions hereinafter set forth, whereby the District will provide lawn maintenance, including the mowing of all lots. No fence, hedge, or landscaping features shall be placed, altered, or be maintained on any lot so as to obstruct or hinder the mowing of all lots in each block as a unit by power mowing equipment.

### Suggested Change:

Fencing may be erected on your private lot with the written approval of the ACC with respect to location, design, and composition (i.e., White picket, fiber glass material to match what is already being used by the park). All fencing must be of the same design and material composition as to maintain a uniform appearance from lot to lot. The property owner shall assume all lawn maintenance requirements within the boundaries of the fencing and must also assume maintenance on the exterior perimeter of the fence to prevent weed buildup. If at anytime the property goes up for sale or title/deed is transferred the fencing MUST be removed before the property can be sold and/or transferred to any other persons.

Consideration will be given to the lawn maintenance provisions hereinafter set forth, whereby the District will provide lawn maintenance, including the mowing of all lots except those granted the right to fencing. No fence, hedge, or landscaping features shall be placed, altered, or be maintained on any lot as to obstruct or hinder the mowing of any lot my means of power mowing equipment.