



**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)**

November 28, 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

Nancy Miller  
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.**

**\*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:

At 7:00 pm by David Curtis, 1<sup>st</sup> Vice-Chairman

## 2. Invocation:

By Rebecca Earnest

## 3. Pledge of Allegiance:

By all in attendance

## 4. Roll Call:

David Curtis, Gary Vincent, Joan Occhionero, Kathy Stone, Mark Bodoh, Rebecca Earnest, and Nancy Miller. Carol Sommers was excused. Miguel Garcia Jr, the District Property Manager was also present.

## 5. Chairman Announcements:

- a. There is one (1) seat open 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!
- b. Just as a reminder, the Workshop Meeting for December has been rescheduled to Tuesday, December 27, 2022, at 7:00pm.
- c. The 90- day Performance review for our new District Manager has been completed. All members of the Board were asked to do their own evaluation of the performance of our DPM. Those evaluations were compiled to create an overall review. The evaluation has been discussed with the DPM with all parties agreeing to the status thereof. Gary Vincent requested to please, put the District Manager's 90-day review on the agenda for full Board discussion.
- d. Joan Occhionero read a letter of intent from Rebecca Earnest to re-apply for a position on the Board. Where Rebecca is currently on the Board her letter will be considered at the reorganization meeting in January 2023.

## 6. Approval of the Meeting Minutes 11/14/2022:

- a. Motion to approve: Rebecca Earnest made a motion to approve the minutes from the 11/14/2022 Regular Meeting with corrections, seconded by Kathy Stone.
- b. Discussion followed.
- c. Call to vote: 7 Yes 0 No



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## 7. Treasurer's Report:

Mark Bodoh discussed the Treasurer's Report for October 2022, the first month of our fiscal year.

- a. Motion to approve: Rebecca Earnest made a motion to accept the Treasurer's Report as presented, seconded by Gary Vincent
- b. Call for vote: 7 Yes 0 No

## 8. District Property Manager Report:

Mr. Garcia discussed the lighting at the guard house - FPL said it should be fixed this week. He also updated us on the awning that needs to be replaced at the guard house. The price to replace the awning came in at \$1100.00, so Gary Vincent made a motion to approve the purchase, Joan Occhionero seconded that motion. The Board voted unanimously to approve the purchase. Mr. Garcia then discussed having a professional company assist with some landscaping around the entrance and the clubhouse.

## 9. Old Business:

- a. Pool Heater Repairs/ Replacement- Miguel Garcia, Jr.
  1. Motion: Gary Vincent made a motion to accept the proposal from the Pool Doctor of Brevard, Inc. to replace the two pool heaters, seconded by Rebecca Earnest.
  2. Discussion followed.
  3. Vote: 7 Yes 0 No
- b. Employee Gifts and Parties - Proposal attached
  1. Motion: Rebecca Earnest made a motion to approve the Employee Gifts and Parties allowance schedule as she amended it (see attached), seconded by Gary Vincent.
  2. Discussion followed.
  3. Vote: 7 Yes 0 No
- c. Employee Handbook Update- Joan Occhionero
  1. Motion: Gary Vincent made a motion to approve the new employee "Personnel Policy Manual" as prepared by the Human Resource Committee to go into effect on January 1, 2023, seconded by Dave Curtis.



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2. Discussion followed.

3. Vote: 7 Yes 0 No

- d. Reply from Keith Rittscher regarding financial questions - Mr. Rittscher's response is on file in the District Office for those who wish to view it: There was discussion about the response Mr. Rittscher sent. The response brought up more questions that need to be answered. There was no way to answer these questions without Mr. Rittscher present, so we moved on.
- e. Update on Chasen Gill proposals for cable/ internet contracts (set up a Special Meeting if necessary): Nancy Miller has a lot of experience in the cable/internet industry. She has agreed to work together with Mr. Gill on getting the best plan for our community. We hope to set up a Special Meeting within the next few weeks to finalize this issue.
- f. Update on electrical issues in the kitchen - Miguel Garcia, Jr.: Eau Gallie Electric is preparing a quote to update the electrical in the kitchen. We will also get other quotes if the quote is over \$5000 to bring it up to code.

## 10. New Business:

There was an issue over the Thanksgiving weekend with some residents unlocking and entering areas that were restricted. It was noted that the cameras are working, and we can now see who these people are.

## 11. ACC Report:

Ron Foote gave an update on issues the ACC board is working on. He advised the Board that there is a problem with the owner of 334 Holiday Park Blvd, which may need to be turned over to the Park attorney. There was some discussion, after which, Rebecca Earnest made a motion to have the Park's Attorney send a letter to the owner of 334 Holiday Park Blvd, giving him four (4) additional months to complete the renovations on the property. At that point the property must be sold in accordance with our Deed Restrictions.

Vote: 7 Yes 0 No

## 12. HPPOA Report:

Jennifer Rhye gave an update on the HPPOA upcoming activities.

## 13. HR Committee Report:

~~Personnel~~ Personnel Policy Manual is done. No other meeting scheduled right now.



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**14. Public Comments:**

One resident noted that there is a problem with the Marquee pixels and asked to have someone investigate it. Other residents complimented the Board and attendees on how things have changed for the better, suggested that we put privacy slats in the fence at Cheswick, that we consider installing electric charging stations for automobiles and add a Pickle Ball court.

**15. Trustee Comments/ Announcements:**


A question was asked when we could expect results from the questionnaire – Miguel Garcia said January; Someone asked how the new filtration system was working? Dave Curtis said good. Gary Vincent complimented some residents for all their help.

**16. 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, Secretary

12-14-2022  
Date



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**EMPLOYEE GIFTS AND PARTIES**

Employee Gifts:

- 0-6 months \$25
- Over 6 months- 1 year \$50
- Over 1 years- 5 years \$100
- Over 5 years \$200

District Manager \$200

Retirement (employed here over 10 years) \$200

Employee parties:

Christmas Party – (not to exceed) \$750

Retirement Party – (not to exceed) \$400 (and must over  
10 years employment with Holiday Park)

Cards:

Birthday \$75 (approx. \$5 each)

Christmas \$75 (approx. \$5 each)

Retirement \$5

Sympathy \$25 (approx. \$5 each)

Approved by the Board of Trustees: November 28, 2022