



**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)

September 25, 2023 – 7:00 PM

Vacant
Chairman

Nancy Miller
Trustee

Kathy Stone
1st Vice-Chairman

Vacant
Assistant Treasurer

Cindy Harris
Secretary (**Acting Chair**)

Mark Bodoh
Treasurer

Rebecca Earnest
Assistant Secretary

Robert Eldridge, Sr.
Trustee

Barbara Dufault
Trustee

Vacant
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 7:02 pm by acting chairperson Cindy Harris
2. Invocation by Becky Earnest
3. Pledge of Allegiance by Cindy Harris
4. Roll Call Nancy Miller, Mark Bodoh, Bob Elridge, Cindy Harris, Becky Earnest, and Barbara Default. Kathy Stone was absent.
5. Chairman Announcements
 - a. The ACC Board has one vacant seat. If you are interested in serving, please submit your letter of intent.
 - b. Spectrum guest speaker: Chasen Gill (it was decided to put our speakers first on the agenda) **see attached**.
 - c. Letter of intent from Joan Occhionero
 - a. Motion to approve Joan Occhionero back on the Board Of Trustees made by Mark Bodoh, seconded by Nancy Miller.
 - b. Discussion
 - c. Call to vote **4 YES 2 NO**
 - d. Letter of intent from David Kearns
 - a. Motion to approve made by Mark Bodoh, seconded by Nancy Miller.
 - b. Discussion
 - c. Call to vote **6 YES 0 NO**
 - e. Letter of intent from Charles Campbell **The chairperson thanked Charles Campbell for his letter of intent and asked him to reapply at another time.**
 - a. Motion to approve
 - b. Discussion
 - c. Call to vote

Becky Earnest then gave the Oath of Office to Joan and Dave.
 - f. Miguel's request for public records- See letter from Attorney Bohne, his request was completed. Mark Bodoh stated that he looked at the surveillance camera from the time he left after resigning. There was no evidence to support any accusations of wrongdoing. **See attached**
6. Approval of the Meeting Minutes- 09/11/2023
 - a. Motion to approve
 - b. Discussion- The minutes were tabled for corrections for the next meeting
 - c. Call to vote
7. Treasurer's Report
 - a. Motion to approve for audit made by Nancy Miller, seconded by Becky Earnest.
 - b. Discussion Bruce Crabb asked why some more of our money is not put in a savings account where we can get 5%



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interest.

- c. Call to vote **8 YES 0 NO**

8. Acting Chair Report

Cindy Harris announced that our employee Toni-Ane quit today. She asked the Trustees how they felt about asking Christian to fill the full-time position, and many asked about his qualifications. It was a consensus opinion to ask him to see if he'll take full-time. It also talked about how all job descriptions need to be updated. A resident asked why we don't get a full-time bookkeeper in the office for the second person. It's way too expensive. Toni-Ane's position was primarily ACC documents. Karen Foote offered to come in and work with Christian to train him.

9. Old Business

- a. **Reorganization of chairs- Cindy Harris**

Joan Occhionero made a motion to wait until Kathy Stone returned before reorganizing chairs. Second, by Barbara Default. Vote **8 YES 0 NO**

- b. **Laundry update- Becky Earnest**

Becky stated that we need to get the contract from our existing provider. It should be here for the next meeting. She also found another supplier but still has questions to be resolved. She will also try to get a 3rd quote. We are paying about \$185/ monthly for the machines and make approximately \$200/ monthly, but this is a needed service. It was also suggested that we look into buying our own machines. Cindy Harris will work on that. The rate for the machine is still \$2.00 for the washer and .25 cents for 7 minutes on dryers.

- c. **Employee lunch breaks- Cindy Harris**

The employees are being paid for their lunchtime and eating at their desks. They are not taking their 2 15-minute breaks. They all need updated job descriptions. If they leave the property while being paid, we are responsible if there is an accident. This will be brought up at the next meeting.

10. New Business

- a. **Signs- Mark Bodoh**

Mark Bodoh read our DRs to the audience. Absolutely no signs anywhere except what's allowed in our DR.

- b. **Purchasing policy- Mark Bodoh**

Mark Bodoh stated that with no District Manager and the way it's written, it's very cumbersome. Nancy Miller will work on this and bring it back for discussion at the next meeting.

- c. **Hiring a new District Manager- Cindy Harris**

Cindy Harris stated that we have several options for looking for a new District Manager. Mark Bodoh also stated he has been looking into hiring a management company. He already spoke to one company and has another one he is working with. He'll bring more information to the next meeting.

- d. **Attorney- Mark Bodoh**

Mark Bodoh stated that we need to look into getting a new Attorney who is very familiar with Special District. The Trustees have been given 2 different packets to read.

- e. **Auditor- Mark Bodoh**



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Mark Bodoh stated that he has not been happy with our current auditor. He has had numerous issues with getting in touch with him. He's looking into several other auditors and will report back to the Board.

11. ACC Report Tabled for next meeting
12. HPPOA Report Tabled for next meeting
13. CRT Committee Report Tabled for next meeting
14. Public Comments
15. Trustee Comments/ Announcements
16. Adjournment

Becky Earnest made a motion to adjourn, seconded by David Kearns.

Vote 8 YES 0 NO

Adjourned at 10:20 PM



Rebecca Earnest, Asst. Secretary

Date