



**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

SPECIAL MEETING MINUTES (APPROVED)

October 25, 2023 – 3:00 PM

Kathy Stone
Chairman

Nancy Miller
Trustee

David Kearns
Trustee

Joan Occhionero
Trustee

Barbara Dufault
Trustee

Mark Bodoh
Treasurer

Rebecca Earnest
Assistant Secretary

Robert Eldridge, Sr.
Trustee

Cindy Harris
Secretary (acting chairman)

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 3:02 PM
2. Invocation by Becky Earnest
3. Pledge of Allegiance by all in attendance
4. Roll Call: Mark Bodoh, David Kearns, Joan Occhionero, Barbara Dufault, Kathy Stone, Cindy Harris, and Becky Earnest. Nancy Miller and Robert Elridge were absent.
5. Chairperson Announcements
 - Keys Property Management- Robert Tanz (see Secretary notes below):

Local family-owned management co since 2000 Started in Keys
Manage primarily condos

copy of a management agreement. An example will be changed
Employees will be converted to them. Vending out HR to a 3rd party, them
management agreement shows everything they provide
page 1 under the Witness Section

4 years for contract, can start as early as 1/1/24

all accounting services, paying the bills, preparing the taxes,
we all have CAM licenses

admin side coordinating all board meetings, lawyer correspondence

all announcements licenses, and websites are provided if wanted

oversee all maintenance teams,

page 6 the fee.. monthly management fee

DM would work 3 days on the property. The word Portfolio manager manages multiple
properties and works out of the home office. Our size would be on site for 3 days

all payroll hiring and firing. close look as to what we would need to be effective

they have an emergency number to a call center to then triage the call to determine whether
manager needs to be called

Home office in Suntree Wickham Road

contract addresses, if we Assoc gets involved in insurance claims, litigation, etc., would be billed
hourly rate accordingly

termination clauses

Page 8 is billable rates. payroll taxes, insurance rates, workmen's comps

ancillary costs, things of assorted things start-up fees, etc 5 hrs for each thing. \$100/hr
spreadsheet

took our budget and used it

for manager salary, payroll taxes, etc. management co, etc. vs. them

on a spreadsheet. yearly us:\$646,360 using Keys \$671,946

comes to about \$2000 a month more



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they have 8 managers, 60 communities from Titusville to Melbourne Beach
all Brevard county
40 employees total
have a general liability policy of 2 million, workers comp for all

6. Public Comments (see Secretary notes below):

Joan: top software? They are changing to the Vanatica accounting system
2024 totally new accounting system

Joan: do we have to change bank from TD, answer was YES

Becky: our fees go to the city, explained our situation, however, they will still have to change
he will double-check

David: do you have a time frame to assess us? answer; 2 to 3 months

Kathy: have you ever dealt with special districts before? answer: no it will take time it would still
be the meat as a condo

Becky: we are governed by the state of Fland we have to abide by the laws. 1 thing she sees is
that you have a preliminary budget of 60 before the preliminary. But we have to have our
budget into the state by the 1st of June for the following year

Cindy: will you have the vendors, and lawn crew so will you be the one to deal with any
problems, ei; if someone comes to the office and says their skirting got killed by the lawn crew
what happens? answer; when that happens, the manager is notified and he takes care of it

Question: on page 8. billable rates, it says on-site mage \$41 billed to us per hr, to you, how
much goes to the person? As far as that is concerned. for example [le the maintenance tech is
billable at \$35.96 the employee is making in the range of 17 to 20 per hour
question; you have listed your monthly fee at \$5975. is that on top of our billable rates? answer:
yes

question: if there is a special meeting the mgr. would like to be here, our reg meetings are at
night, will there be a problem for him to be here as well answer: The fee includes
contract me fee up to 24 mtgs per year plus 1 annual. 3 hrs or less

mark; 1 2 3 4 main vs custodial higher hr rate equals higher billable. ex; 43 billable is 20 to 23

Joan: pg 2, statute 713, hiring a contractor for a large project, and needs a 3rd party. protection
for the association is not accountable for the contractor not paying
employee pkg. includes health w/ option to cover additional family, lower deductibles, optional
vision and dental etc.

if there is a problem with an employee, say habitual, do we take care of that or does the mgr?
mgr will handle it, if it gets to be a real problem then HR Robert steps in
and it becomes a key problem

Patti Peck: Lawn Service. the example does not include our outside vendor they would look into
the hows thereof

maintenance fee is also cable internet

Chris Marcell: we all pay the same amount does not vary by size of home. mgr 24 hr. any time is
billed period, cost increases will depend on what they are

you want a contract for 4 years but no cap on increases>?

again can tweak the contract. other properties do not have a cap on increases



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is there a discount because we have less in and out, the answer is probably not
if a turnover is there an additional fee if you fire? if there is a need for an attorney he will
contact w/the board attorney

Patti Peck: would you handle violations our way as per our by-laws, answer of course.

is there a chance that you would not take over the employees, answer: we would have to take a
look at that.

how would you address a conflict between a resident and an employee? it depends on the
circumstance. would you handle it quietly? answer: of course and obviously the board would be
made aware if needed.

question Cindy: do you have in the contract a trial period? because we did talk to one who did
answer: I don't believe it is written in our contract. we have a termination period, of 30 days.

Diane Russo: would you consider less than a 4-year contract? answer: condos have a 3-year
contract, so we should be able to do 3,

Question: is there a termination fee? answer: no, we can discuss the possibility to add in the
contract.

Valerie Shanter: we do need help, computers etc. Do you look at security around the park, or
are residents breaking the rules? do you have a system to deal with it? answered: yes
thanks to whoever thought of checking into this. Joan, Thank you

Gary Vincent: what is the start-up fee answer 800

Diane Russo: I understand we thought 40 hours, but after Obamacare, it went to 32

Mark: If an agent does not in good faith if both sides do not agree on the time frame, but if you
need to part ways.

Cindy: if we part ways who takes the website> ours is well and good., we can keep it

Bruce Crap" written notice to terminate

Patti Peck wants a sample of the contract.

they can add the verbiage to terminate

Chris; where did you get the contract, Ei CAM, attorney, etc. answer; no it's a standard contract
written by an attorney 25 years ago. we can critique it certainly

Mark: I just want to say, we are just looking into ways of doing things. we are also looking into
hiring just a DM. Once we see all options I feel it needs to be an all-residents decision, not a
trustee.

7. Trustee Remarks or Announcements

8. Adjournment

Motion to adjourn seconded by Cindy Harris

Vote 9 YES 0 NO

Adjourned at 5:55 PM