



**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

MEETING MINUTES (APPROVED)

December 11, 2023

Meeting called to order at 7:01 by Chairman Kathy Stone

Invocation by Becky Earnest

Pledge of Allegiance by all in attendance

Roll Call: Kathy Stone, Nancy Miller, Barbara Dufault, Cindy Harris, Becky Earnest, Robert Eldridge. David Kearns was absent

Chairperson Announcements:

- a. The ACC board has several vacant chairs. Kay Allen sent in her application to be on ACC committee Motion made by Becky Earnest, seconded by Cindy to accept her.. After much discussion both pro & con the motion was called and passed. 4 Yes 0 No
- b. Patti Peck's letter of intent was read and will be voted on in January at the re-organization meeting Kathy Stones letter of intent was also read & will be voted on in Jan.
- c. Next Trustee meeting should be Dec. 25. It was unanimously decided to change the date to Dec. 21

Approval of Minutes

- a. Motion to approve minutes Nov. 1 by Becky Earnest, seconded by Barb Dufault. Motion passed 6 Yes 0 No
- b. Motion to approve the minutes of Nov 27 with corrections by Cindy Harris, seconded by Nancy Miller 6 Yes 0 No

OLD BUSINESS:

- a. Grounds and Landscaping Maintenance. After much discussion Justin from Mowtivated spoke about his company Their contract price is \$25,175. per month with 40 cuts per year. The weed control treatment is extra at 8 treatments @ \$2800. each Then Doug from Tammy Baker Pools and More spoke about his company. Their price is \$21,125. per month with 40 cuts. And includes the weed control
- b. District Manager. Motion made by Becky Earnest, seconded by Cindy Harris to discuss. All agreed Cindy Harris read a memo from the committee (see attached) In addition she stated the office personnel at Northport only have their window open 10 – 2. The office personnel are paid \$\$18.-\$25.-\$30. per hour. Neighbors settle their differences between themselves, not brought to office. Their Manager gives their report and sits in audience not at table with Trustees. She was hired from the INDEED site on line A motion was made by Cindy Harris, seconded by Nancy Miller to use the short version of ad (see attached) for INDEED and go ahead and post it. Motion passed 6 Yes 0 No



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

DISTRICT REPORT - Kathy Stone:

See attached report.

NEW BUSINESS

- a. We will use the approved amounts for Employee Gifts and Party. The Christmas party will be Dec. 22nd.

ACC REPORT – Randy Harris stated the members would like to use the Park golf cart on weekends
We all agreed it was ok

HPPOA REPORT Karen Cariero and Moira Washington stated our custodians need tools They see Dan using his own. They would like to put the popcorn machine & juke box in the flea market They need more space. We need new flags. Cost is \$52.00 for a 4 X 6 ft. flag. They also made a presentation for a new ice machine \$5780. Barb Dufault asked if they would pay half like we've always done on large cost items. Bob Adey said he would pay the \$780.00 It was also mentioned that residents are coming in the back door to get ice during events.

PUBLIC COMMENTS;

Why aren't we using the time clock for employees at the compound. It was explained its because of the way the payroll company gets the info. Turn Key only prints the checks & reports. Yardi Breeze would make a better bookkeeping system A resident said that Theresa Grimes explained that other realtors are not telling clients they can only purchase 1 unit and must live in it for 3 years before rental. She has some ideas how to solve the problem. Gary Valentine mentioned safety issues & where garbage cans are placed for pick up. They should be in grass. Also mentioned the speeders in the park and its not only the residents but company vehicles as well. Carol Adey mentioned the optics of a person resigning and then getting Back on the Trustees or another committee.

Kathy said we need to give Kay a chance. Sheree Moore mentioned that the trees and planters at the front entrance look shabby and are in bad shape and should be replaced. Steve Ambrose stated that most garbage cans are in the grass but after pick up they don't care where they put them .

TRUSTTEE COMMENTS:



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

Barb – none Becky asked for the compound fee to be put on an agenda in January. Kathy said it was a good meeting. Cindy - no comment Nancy stated she had made enough remarks already. Bob Eldridge – no comments

ADJOURNMENT

Becky Earnest mad a motion to adjourn, seconded by CindyHarris. Motion passed
Adjourned at 9:43 PM

DISTRICT REPORT BY CHAIRMAN KATHY STONE

Dec 11, 2023

1. CUSTODIAL REPORT:
THE COMPUTER IN THE CUSTODIAL OFFICE IS HARD WIRED IN NOW SO NO PROBLEMS WITH THE EMPLOYEES CHECKING IN FOR WORK. CLEARANCE SIGNS ARE UP FOR THE DRIVE AROUND. PEOPLE ARE NOT REALIZING HOW LOW IT IS AND ARE RUNNING INTO IT.
2. THIS WEEK OR NEXT THE GROUNDS CREW WILL BE WORKING ON PAINTING THE PARKING AREA AND AT THE GATE. THIS IS DONE THIS TIME OF YEAR WHEN IT COOLS DOWN.
3. THE PARK BOUGHT A CHIPPER TO GRIND THE BRANCHES DOWN. 2500.00 DOLLARS. THIS IS GOING TO SAVE MONEY FOR THE PARK. THE GARBAGE WOULD COME ONCE A WEEK TO PICK UP BRANCHES CHARGING THE PARK 200.00 DOLLARS A WEEK. THAT'S 800.00 DOLLARS A MONTH. NOW THEY COME ONCE EVERY OTHER MONTH SAVING US 1400.00 DOLLARS EVERY TWO MONTHS. THE CHIPPER WILL PAY FOR ITSELF IN TWO MONTHS. SO INSTEAD OF 9600.00 A YEAR WE WILL BE PAYING 1200.00 TO 1400.00 A YEAR.
4. THE GARAGE DOOR NEEDED TO BE FIXED AT THE COMPOUND COULD NOT GET IT OPENED. THE STEEL DOOR ON THE COMPOUND OFFICE NEEDS TO BE REPLACED FINDING OUT WHAT THE EXPENSE IS FOR THAT.
5. SPECTRUM SEEMS TO BE WORKING AROUND THE PARK. SOUNDS LIKE THINGS ARE GOING GOOD. SPECTRUM DID SAY WE WOULD RECEIVE A LETTER AND I GOT MINE SATURDAY. DON'T PAY THE 65.00 DOLLARS TO GET HOOKED UP. WAIT UNTIL YOU RECEIVE YOUR EQUIPMENT THEN CALL THEM AND SAY YOU CAN'T HOOK IT UP THEY WILL COME FOR FREE.
6. I RECEIVED AN E-MAIL FROM CHASEN GILL STATING HE NEEDED ASSISTANCE WITH ADDRESSES IN THE PARK. SPECTRUM HAS ADDRESSES ON THE LIST THAT ARE BEING BILLED FOR BULK SERVICE AND SOME ON THE LIST ARE NOT BEING BILLED FOR THE SERVICE. MR. BRUCE CRABB WORKED FOR 4 HOURS FINDING OUT WHAT WE NEEDED TO KNOW. THERE ARE 13 LOTS BEING BILLED FOR SERVICE THAT SHOULD NOT BE BILLED. THANKS FOR TAKING YOUR TIME DOING THIS BRUCE.
7. TEAM LOGICS(IT) SCOTT WILES WAS IN THE OFFICE ON WEDNESDAY DECEMBER 6, 2023 WORKING ON THE COMPUTERS. I DID ASK QUITE A FEW

QUESTIONS. THE COMPUTERS ARE 5 YEARS OLD. MOST BUSINESSES WILL GET 3 YEARS THEN THEY GET NEW ONES. THE ONES IN THE OFFICE ARE STILL WORKING FINE FOR NOW AND WE WON'T NEED TO REPLACE ALL OF THEM JUST A COUPLE. MIGHT THINK ABOUT PUTTING THIS IN THE BUDGET FOR NEXT YEAR. SHEREE MORRIS, KATHY RICHARDSON, AND LORI LYONS DO NOT HAVE ACCESS TO THE COMPUTERS THEY ARE BLOCKED. MIGUEL DID HAVE ACCESS BUT NOW IS BLOCKED. THE OFFICE ONLY HAS 1 LICENSE NOT 3. ALL COMPUTERS CAN WORK OFF OF ONE LICENSE.

8. CHANGES WERE MADE TO TWO ACCOUNTS AT TD BANK FOR HOLIDAY PARK. CINDY HARRIS, BECKY EARNEST, NANCY MILLER AND KATHY STONE WILL BE ABLE TO ACCESS THE ACCOUNTS. MARK BODOH AND JOAN OCCHIONERO WERE TAKEN OFF OF THE ACCOUNTS. WHEN WE FILL THE TREASURERS POSITION HIM/HER WILL BE ADDED.
9. THE ACC BOARD WOULD LIKE TO USE THE GOLF CART ON WEEKENDS TO FACILITATE HOME INSPECTIONS.
10. TURNKEY BOOKKEEPING... SINCE WE ARE NOT RENEWING THE CONTRACT THE OFFICE AND I ARE LOOKING INTO YARDI BREEZE WHICH I KNOW MIGUEL TALKED ABOUT BEFORE HE LEFT. THERE ARE GOOD POINTS WITH THIS COMPANY I WOULD LIKE TO DISCUSS.
 - A. THIS WILL ELIMINATE CINDY THE BOOKKEEPER AT 10,200.00 DOLLARS A YEAR.
 - B. COST IS 1.80 PER MOBILE WHICH COMES OUT TO BE 1200.00 A MONTH OR 14,400.00 YEAR.
 - C. 50 CENTS A MAILING IS WHAT THEY CHARGE AND THAT'S THE STAMP AND ENVELOPE. THE MAILING FOR HOLIDAY PARK IS ANYWHERE FROM 600.00 TO 700.00 A YEAR. THIS PROGRAM WILL ELIMINATE PAPER ALSO BY SENDING E-MAILS.
 - D. HAVE A RATING OF 4.0
11. RECEIVED A RESIGNATION LETTER FROM TONY WATKINS WHO WORKED AT THE GATE ON WEEKENDS. HEALTH ISSUES FORCED HIM TO QUIT. THE PARK HAS HIRED 2 NEW GUYS LEON THOMAS AND NATHAN HARRIS.