



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
REGULAR MEETING MINUTES
April 8, 2024 – 7:00 PM

Mark Bodoh
Chairman

Kathy Stone
Secretary

Trustee

Trustee

Barbara Dufault
Asst. Secretary

Patti Peck
Treasurer

Becky Earnest
1st Vice Chair

David Kearns
2nd Vice Chair

Trustee

Daniel Tarnowski
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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**BOARD OF TRUSTEE MINUTES
REGULAR MEETING APRIL 8, 2024**

1. Meeting called to order by Mark Bodoh at 7:00 PM
2. Invocation by Barbara Dufault
3. Pledge of Allegiance by all in attendance
4. Roll Call: Mark Bodoh, Patti Peck, Rebecca Earnest & Barbara Dufault.
Absent Kathy Stone, David Kearns
5. Chairman Announcements: Mark stated that since we do NOT have a quorum there will be no motions or voting, just discussion. The ACC board has several vacant chairs. If you are interested in serving, please come to an ACC meeting so this committee can submit your letter of intent on your behalf. The Board of Trustees is also looking to fill vacant seats. PLEASE submit your letter of intent. Mark also talked about the clothes, etc being left on bench in the hallway. Please refrain from doing so, we are not Goodwill.

Mark Bodoh had Barb Dufault read David Kearns letter of resignation and also Cynthia Grose's letter of intent.

6. Discussion of Minutes 3/11/24 and 3/25/24 No one made any corrections
7. District Report: Dan Tarnowski gave his report, see attached. He also stated that our office printer had been down because we had the old copier ink. Ricoh is sending proper cartridges. He also stated that the pedestrian gate for the front entrance has been ordered.
8. Treasurer's Report: Patti Peck stated that our new bookkeeper is inputting payables to bring us up to date. She's working very diligently, and Patti thanked her. No report. Hope to have a report for next meeting.



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9. Old Business

A. Background checks are needed, and the fee is \$60.00.

10. New Business

A. Application for New Owner Jason Turcott. Discussion about age, military background, and government disability. Discussion also about realtors and their advertising. Hopefully, Chris Marcell will work on this.

B. Tax Certificates Dianne Bell made a presentation about the pros and cons of this program as well as a report about how we've done in the past. We need a definitive definition of renter. We are over our quota as it stands now.

C. Preliminary budget presentation: Patti Peck stated the committee included Carol Adey, Sherry Moore, Ron Wide herself, and Dave Peck. Patti Peck gave a report about where we stand. Her report is attached. Also, she stated that people are dumping things like empty boxes, mattresses, etc at our dumpster behind our rec building. It is very expensive to have it dumped. Please there is pick up at all home locations 3 times per week. Please do not bring to dumpster. Every time lid is lifted, even a little bit it costs us money. We all need to help cut our costs. There will be another presentation hopefully at the special meeting if not then at the workshop meeting with figures. We will definitely have a substantial increase in our assessment fee. More information as the budget committee progresses.

11. Before the HPPOA report Mark Bodoh stated that the material swatches that we hope to use in the clubhouse are in the alcove and only 3 people have signed the sheets that they have looked at it. Please stop by. Karen Cariero stated that they are winding down with their regular season of events but still have another fundraiser on Fri April 26 and brown bag lunches over the summer. Joan Occhionero and Karen Foote are doing the



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July 4th picnic.

12. ACC Report: none Karen Foote asked if we can move the ACC report up so it comes earlier in meeting. Chairman can't stay too long. Medical issues with mom. Mark said yes. Before Public comments, Mark Bodoh stated we will have a special meeting on Friday April 19 at 11:00 am to vote on the letter of intent, Jason Turcott's application to stay in park and hopefully another budget presentation.

13. Public Comments: Karen Foote stated that the fine system is only for ACC violations. Liz Garcia asked if we place fines how do we get it paid. We can put lien on property. Sherry Moore stated she found another attorney that specializes in special Districts. She will text all Trustees with info. Gary Garcia questioned the 8% surcharge fom Spectrum That was not mentioned in the presentation. He also asked about reidents working at the gate. Please get a decision soon. Office has already hired another person at the gate and he could potentially have had that job.

14. Trustee Comments: Barb Dufualt thanked everyone for coming. Becky Earnest mentioned about residents leaving they should stop at office and update their information. She also stated the Handicap golf cart stickers are in. If you are using this space, please stop at office and get a new sticker with handicap on the sticker Patti Peck – no comment. Mark Bodoh again mentioned the need for Board members to please step up and help our park.

15. Adjournment: Becky Earnest made a motion to adjourn. Adjourned 8:330PM.



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215 Holiday Park Boulevard NE
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April 8th, 2024

Port Malabar Holiday Park Trustees:
Manager's Report

1. Safety and Security:

- Looking to upgrade lighting at the entrance of the park.
- We had called 811 to complete the dig zone for new post to install gate. Gate has been ordered through Fence outlet. Waiting for the fence to come in to install.
- Power washing and stripping of the paint under the car port will start this week. The front entrance will be coned off during this process.
- Please understand that the car port has a low clearance on 3/28 Amazon van had struck the car port.
CHALK SIGN OUT 4-5 ALLOW 20 BUSINESS DAYS TO RECEIVE CHECK

2. Main Recreation Hall, Landscape and New Hires:

- Kay Russo is a new part time gate person. Started 3/27
- Jason Werle is the Maintenance Supervisor started 4/1.
- *PRINTER IN OFFICE*
- Shuffleboard lighting "Eau Gallie Electric" completed 4/2.
- Ice Machine is working in the laundry room repairs completed 4/4.

- Compound is still a work in process still trying to contact spot holders to get new stickers.

- Estimates on the kitchen project are being collected.

- Pool Doctors update/ letter.

- Shannon from City of Palm Bay had rebuilt the pumps twice now at station by Americana. There were many rags that they had to remove.
- Application changes reflecting price change and some additional information is being requested by office staff.
- Installed a sign for the garbage dumpster at the club house. "Not for public use".

- Back pond was treated by lake doctors 4/5.
- *LAUNDRY ROOM OUT OF ORDER*
- I'm planning to have a staff meeting on 4/30 11am -12pm.

Best Regards,

Daniel Tarnowski
Special District Property Manager

Introduce Budget Committee

Thank you

Meeting weekly

We are an inquisitive group and have looked for ways to save money

Big-ticket items

These are some of the line items we have no control over.

Our staff- it is a big ticket expense. We have hired qualified employees that we hope will stay for a while. Money-wise our number of employees has stayed about at the same number as the past years.

We have good employees with experience and the park is moving forward.

Insurance

We have bundled all our insurances together to get a better price. Our insurance and Workman's Comp have almost doubled from \$48,000 to \$83,000 this past year.

We have checked out a broker and the insurance company our sister park uses and the broker stated none of his companies were willing to take one our account "All insurance companies I have right now have rejected this quote, or do not want to work on this risk"

Egis stated that we needed to get rid of the claim against us. "the wrongful termination claim dated 4/11/2022 has a very large open reserve, which could make it difficult to find a carrier to accept the current risk without the claim being closed.

Spectrum

It's a large amenity that will increase by **5% every year**. With a **8% surcharge** every year.

The "door fee" is a refund, not money we owe. The fee from Chasen Gil paid through that amount. It was decided last year to that 1/5th of the balance would be deducted each year to help off-set the increase. That deduction started this year. The remaining balance was put into reserves to be used over the next 4 years until it was balance zero.

Lawn

Since we know what the bid prices thru Sept 2025, we know where we stand with them. We will be double checking the contract once it is presented to make sure it co-insides with the bid from last month.

Kitchen

The clubhouse was renovated in 2016. It only included up to the large social and beyond. Now it is time to forward with the improvements that are needed. This includes the sound system and kitchen. This expense may be partially within the budget and remaining will come out of the building reserves.

Trash and landscape removal.

The chipper should decrease the landscape dumpster, but it will not eliminate it. The wood that is going through the chipper is not usable for mulch. At \$300 a trip, hopefully, that dumpster can be decreased to about half of what is called for now.

The dumpster behind the clubhouse is for clubhouse use only! AS residents, we have trash and recycles pick up 3 times a week (2 for trash and 1 for recycles) at our mobiles. Therefore, leaving boxes, mattresses and box springs is not to be left behind the clubhouse!

Every time that dumpster is stuffed so full that the lid cannot close or there are things left beside the dumpster we are charged almost \$100 over our regular amount weekly. So, if every week's pickup is overstuffed, that adds almost \$400 to our monthly bill.

Pools

Last year we had \$200,000 in reserves for the pool. The cost for the work done on the pools was \$62,400, which left \$137,600 in the reserves for any pool repairs needed. In order to keep the General Fund Account above \$500,000 (not including the money marked as reserves for special areas) at the April 10, 2023 regular meeting the BOT passed the motion to move \$100,000 from money stipulated as the pool reserve. That brought down the pool reserves to \$37,600. There was no way discussed as how to replenish that \$100,000. And I don't see how we can plan on increasing the reserve amount at this point.

Last October the General Fund (the tax/maintenance deposit account) was at \$797,618, which sounds like a lot, but isn't. Reserves are stored in the General Fund totaling \$437,000. If that reserve money was removed to another account, which would leave the account with only \$360,618. This is the account that was voted on to leave above \$500,000. Since the budget is done in May it appears that we are quite fluid, but there is no more income for the next 6 months

In November I would like to move the "reserved " monies into a higher interest return account. That would help in 2 ways: a. to not have that money in the general fund, we have a truer picture of what we need to get through the full fiscal year. It would be available if and when it is needed for the areas it is intended for, 2. We could earn more interest on the \$500,000 than we get at the present account.

There have been too many years of us having our heads in the sand and not keeping up with our financial needs. Now we need to play catch-up with the hopes of a 5 year plan to look towards the future.

This is an overview for the budget. There will be more presentations over the next few weeks and to be approved by the BOT by the last week of May. Only budget presentations can be discussed at a special meeting, approval must be at a normal meeting. This will be an exception for at a workshop meeting.

As residents we all need to help as best we can. Enjoy the park, there are many amenities and activities available.