



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

May 20, 2024 – 7:00 PM

Mark Bodoh
Chairman

Kathy Stone
Secretary

Vacant
Trustee

Vacant
Trustee

Barbara Default
Asst. Secretary

Patti Peck
Treasurer

Becky Earnest
1st Vice Chair

Cynthia Grose
Trustee

Vacant
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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Workshop Meeting Minutes (approved)
May 20, 2024 7:00 pm

1. Meeting Call to Order: Mark Bodoh called the meeting to order at 7:02
2. Invocation: Barbara Dufault
3. Pledge of Allegiance: by all in attendance
4. Roll Call: Mark Bodoh, Patti Peck, Kathy Stone, Cynthia Grose, Barbara Dufault, Rebecca Earnest.
5. Chairman Announcements:
 - a. 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.
 - b. There are also 3 vacant seats on the Board of Trustees, please submit your letter of intent.
 - c. Moving ACC Report to number 7
 - d. Trustee Elections will be coming up.
 - e. Moving Rentals to New Business
 - f. Summer meetings for Trustees
 - g. Old Business letter B. WPhosting
 - h. Mowing Red Flag means **DON'T MOW**. Blue Flag Edge only.
 - i. PLEASE pick-up after your pets.
6. Approval of Minutes: moved to next meeting
7. ACC Report: 9:30 meeting on Tuesday 5/21/2024
8. Attorney "Special District":

Discussion at this time would be to use a paralegal for services in the park so the expense would be

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considerably lower. District Manager will be looking into this further. Tabled until further meeting.

9. District Report: Daniel Tarnowski talked about the green spaces and residents property. **PLEASE** be respectful of other peoples property and of the green spaces. Tailgating at the gate... let each car go through before you pull ahead, don't get so close to the car ahead of you because, the gate comes down after every car. World of Electronics came out for another bad smoke sensor. Rec hall floor will be done July 9th thru 22nd of 2024. Rental stickers are due in June 2024. Looking for volunteers to stuff envelopes for the budget mailing. Filemaker Pro is all up to date. The Power Washer was purchased for 4999.00 and the power washing will start the last week in May. Mark Bodoh made a comment about personal property. Please stay off of the property if it's not yours. Also understand you cannot park in someone's carport without permission when they are gone. Rental sticker fees will stay 20.00 dollars. It was voted on by the Trustees to change the amount to 30.00 dollars, more discussion will come. Becky Earnest asked about the power washer if the Trustees approved the purchase. Yes, we did after we observed it could do the job. Mark Bodoh said it was very impressive. Will need to buy an attachment to get to the top of the wall.
10. Budget Report: Patti Peck gave the budget report. Patti Peck did the changes that were requested from the last meeting. Check the budget in the glass case. Becky Earnest made a motion to approve the budget seconded

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by Kathy Stone. Sherri Moore would like the budget to be under a 10% increase. Numbers maybe moved around to get a better percentage. Tax certificate were also discussed. Purchasing uniforms was also discussed. Gate passes were discussed again. Let's do away with the passes. Becky Earnest would like to make a motion to raise the fee to 40.00 a month for all the extras the park will need to take care of in the coming months. NO motion on the floor to make that increase.

Call for Vote 5 Yes 1 No to accept the budget as presented

11. Old Business:

- a. New Owner/Renter Application Becky Earnest made a motion to approve the application for owners and renters seconded by Kathy Stone. Sherri Moore made a statement about putting in a dollar amount. It would be better to just put in a current fee amount without a price. Identify what they will be charged for. Becky Earnest made a suggestion to have the application rewritten again. Becky Earnest and Kathy Stone rescinded their motions. Tabled until next meeting.

- b. WPhosting Mark Bodoh gave the Trustee Board an update from the last meeting. Mark Bodoh called a few companies and asked questions as far as did you have a hard time going from one website to another, what is the one thing you did not like about the company, how would you rate them on a scale of 1 to 5, how long did it take them to post something after you got the information to them and how is the customer service.

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The answer to the questions were they came in and did everything for the new website to get it going, very accessible. One company built a whole new website for them and set up their digital marketing. All updates were done on time. You will speak to a person every time you call. Every business Mark Bodoh called gave them a 5 on a scale of 1 to 5. Becky Earnest made a motion to accept WPhosting as the new webmaster seconded by Cynthia Grose.

Discussion How much does it cost a month? 249.00 a month. We pay 295.00 a month now plus extras if needed. What is the one time migration fee? Don't know what the one time fee will be until they come and see what we need. We will need to come up with a format so they can give us what we want.

Call for Vote 5 Yes 1 No

12. New Business:

a. Summer Schedule for Trustees

Patti Peck made a motion to keep the summer schedule like it is seconded by Kathy Stone. Becky Earnest was concerned about the July meeting. The meeting in July is the 8th. If need be we can schedule at another time or day.

Call for Vote 6 Yes 0 No

b. Realtor Form is still being worked on in the office.
Tabled until next meeting.

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- c. Fines/Fines System: Mark Bodoh stated the ACC Committee is giving you up to 90 days to correct the problems. This is just not working. Mary Quirk has formed a committee to work on these fines. The idea is to call these people who have fines over 90 days and see if we can help them in some way to get the problems taken care of. First we need to come up with a fine system and stick with it. Mark Bodoh is going to talk with the lawyer to see what the protocol is for this matter. Bruce Crabb made a comment that the Deed Restrictions gives them 30 days not 90 days. Patti Peck said the reason for the 90 days is for the snowbirds to have a chance to get things done. Karen Foote made a comment to follow the Deed Restrictions and send a certified letter after 30 days and stick with it. Mark Bodoh is going to check about the fine system and get it in place before we decide what to do. Committee is on hold. The Deed Restrictions have a fine system Mark Bodoh will check into it.
- The Trustees and ACC Board are allowed to go on the property.

- d. Reserve Monies
- a. Depreciation of equipment
 - b. Tax certificates

Patti Peck explained to the Trustee Board that we have 3 accounts. Two at TD Bank that are Municipal Advantage Checking Accounts. We have money coming into a general fund and every month we send money into our operating account. All the accounts generate interest. The park decided all the interest would go into

the operating account. In the general account is also money that is reserved for special projects. The Reserved account is not a separate account. It is an earmark amount of the total assets of the park and it will only be used for intended purposes. Reserved money is the Spectrum Door Fee money which is 99,000 dollars. We have 200,000 dollars that is to be used for the building only, the pools are down to 37,600 dollars because we used 63,000 dollars to fix them last year. 100,000 was moved into general fund. 175,000 dollar for roads and 25,000 used for the gate house. We have 537,428 dollars in the general account for reserves. The reason for moving 100,000 dollars in reserves is to keep the account above 450,000 dollars if you do there are perks you receive from the bank. The Park has another account Florida Prime which is an investment account. It is not guaranteed by the FDIC. It was dropped down to 55,000 in 2016 due to fixing the roads. The Park has gotten it back up to 93,000 dollars since 2016. It draws 5.5% interest. There is NO guarantee with this account. Patti Peck would like to move the reserve money into another account at TD Bank with 2.4% interest and only use it when needed. All accounts would get 2.4% interest.

Talked about adding money for Tax Certificates into a reserve line on the budget. If we get money back from the tax certificates we can put that into the reserve account. Another line item added would be for the depreciation 3520.00 dollars added to the budget this year.

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12. Public Comments: Rats in the park what is getting done about it. The new assessments will start in October. Bruce Crabb commented the office staff is doing a great job. David Peck made a comment about the web page do we have a contract. No one has seen a contract. Make sure when you make changes to the About Us Book you send out changes to everyone once a year. Karen Foote commented on the digital sign out front think about getting an extended warranty. Kristi Smith talked about the brown bag lunches also free dance coming up.

13. Trustee Comments/Announcements:

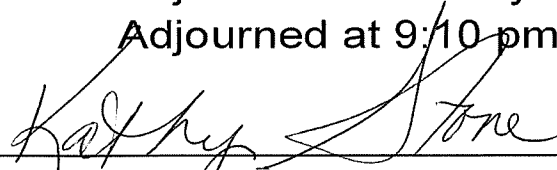
Cynthia Grose made a comment about golf carts on the green spaces. Please stay off the grass. Kathy Stone commented on the suggestion box getting things done from the comments THANK YOU! Also pick your favorite colors for the office it's going to get painted. Patti Peck wished everyone a great summer and safe travels. Becky Earnest commented about Blossom Lane across Berry Court. There use to be chain across Blossom Lane so people couldn't drive through there on the golf carts. Chain had to be taken down. Come up with a different solution for the problem. Barbara Dufault thanked everyone for coming.

Motivated Lawn Service is changing their name to "Top Notch Lawncare". Two gentleman talked to us letting us know everything will stay the same. They have new mowers and still 5 man team for anything you need to comment or ask about.


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14. Adjournment: Becky Earnest made a motion to adjourn.
Adjourned at 9:10 pm.



Kathy Stone
Board of Trustee, Secretary



Date



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May 20, 2024

Port Malabar Holiday Park Trustees:
Manager's Report

1. Safety and Security:

- Green spaces and resident's yards.
- Budget mailing "need volunteers to help stuff envelopes".

2. Main Recreation Hall, Landscape and New Hires:

- Rec Hall Floor
- OPUS Media "website"
- Rental stickers renewal for June 2024 all renters will fill out a form when getting sticker. Request the cost of the stickers go from \$20 to \$30 due to the increase price of the stickers.

Best Regards,

Daniel Tarnowski
Special District Property Manager

