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

June 12, 2017 - 7:00 PM

1. **Meeting call to order**
   By Bud Getz at 7:01

2. **Invocation**
   By Keith Rittscher

3. **Pledge of Allegiance**

4. **Roll Call**
   By Kendra Bender : Present were Bud Getz, Chairman; Allison Kelly, 1st Vice-chairman; Marilyn Spall, 2nd Vice-chairman; Kendra Bender, Secretary; Keith Rittscher, Trustee. Absent were Cathi Brennan, Treasurer and Rod Lindsay, Trustee

5. **Announcements by Chairman**
   1. I was notified tonight that Cathi Brennan will not be attending tonight's meeting, she is resigning from her position as Treasurer on the Board due to conflicts with her work schedule.
      I would like a motion to move Kendra Bender into the Treasurer position and Marilyn Spall into the Secretary position until we are able to fill these seats.
      Allison Kelly made the motion, Keith Rittscher seconded.
      Call for vote, motion passed
   2. Hurricane season began on June 1, make sure that anything loose is picked up and stored or secured to ensure that it is not blown in the event of a storm. If you have neighbors that have already left and they have things out please contact the office so they can be contacted.
   3. Trustee elections deadlines are coming up. If you want to run for the Board you need to complete the forms and mail them in by 7/31/17. The forms are available in the District Office. The open positions are Groups 1, 3, 5, 7, 9.
   4. There have been complaints about damaged skirting. A lot of people have been told to replace the skirting. If you do get skirting we recommend putting pavers 12"-18" from the house to keep the weed-whackers away from the house and skirting.
   5. Trustees need to complete Form 1 for financial information by 7/3/17. The form is in the office.
   6. There have been alligators seen in the park. Mike has spoken to a trapper but has not

made a decision yet. Bud stated that anywhere there is a body of water in Florida you will find alligators. Bud asked if you see one, report it to the office and stay clear.

7. Bud spoke to the Tax Collectors office; North Port has an agreement with their County not to transfer a deed without the signatures of 3 Trustees. The goal is to get back to being a residential community that people buying in the park will live here. Bud stated he will need to go to the office in Titusville to talk with them.

6. Approval of Meeting Minutes

Attachment: 5/22/17 and 5/31/17 minutes

Action: Motion to Approve made by Allison Kelly, Kendra Bender seconded
Trustee Comment-None
Public Comment-None
Call for vote, motion passed

7. Treasurer's Report

The Treasurers report was not available at the time of the meeting. Mike Lawler and Kendra Bender will work on getting the report together for the future.

8. District Manager Report

PowerPoint Presentation [attached]

Mike went over his District Managers report and the budget wish list. The wish list was prioritized to show items with 50% or more interest to be completed in 2018 in green.

Marilyn Spall expressed the need to be cautious with the remainder of the budget for this year.

Mikes presentation included a discussion on debris removal companies we were contracted with whose contracts expired on May 31, 2017.

Allison Kelly stated there are 3 companies that do debris removal, why 3? Mike stated he is still looking into that, we have had 3 companies since 2012. He stated that he was advised by one of the companies that it is recommended that we have a primary, secondary and monitoring in order to be recognized for possible reimbursement by FEMA.

Marilyn Spall advised that Rod and Cathi looked into this last year and were told we had the wrong type of debris, yard waste etc. vs structural damage.

Mike advised that he didn't think it was looked into far enough to see about the possibility of reimbursement.

Mike advised that one of the companies has offered to allow a 1 year extension and he feels the others will likely make the same allowance.

Bud Getz asked for a motion to get an extension of coverage from these companies.

Marilyn Spall made the motion to extend the contracts for 1 year, Allison Kelly seconded.

Keith Rittscher asked what happens if unable to get the extension from the others.

Marilyn stated she felt the way the motion was worded would allow for us to go to another

company if needed.
Call for vote, motion passed

9. Discussion on Fine Fee Schedule

The final pages of the draft for the Fine Fee Schedule were reviewed. The final changes will be made. The Fine Fee Schedule will be completed and ready to be voted on when meetings resume in the fall, tentatively scheduled for an October meeting to allow for a larger number of the community to be here.

10. Approval of Purchaser and Non-Owner Application Forms

Action: Motion to Approve made by Marilyn Spall, Allison Kelly seconded
Trustee Comments: Marilyn Spall asked if anyone in the audience would like to take a look at the form. She assured them the attorney had assisted in drawing up the application, there is nothing discriminatory on the application. They are available in the office or on the website.
Public Comment: Charlotte Gladstone asked what happens if you purchase another home in the park but the old residence doesn't sell? Bud advised it will need to stay on the market, you will not be able to rent out that property. Robert Eldridge stated that right now he is a renter and has to pay for his decal. The owner of the property is not using his decal so why do I have to pay for mine? Bud advised the owner of the property is entitled to their decal to be able to come in to check on their property, owners have other fees that are associated with being an owner.
Call for vote, motion passed

11. Letter of interest for the ACC Board

Attachment: Letter of interest from Bill Perron
Action: Motion to Approve made by Keith Rittscher, Kendra Bender seconded
Trustee Comment- none
Public Comment- none
Call for vote, motion passed
Swearing in of ACC applicant performed by Administrative Assistant, Traci DelGaudio

11A. Trustee attendance for meetings

Bud Getz asked the Trustees if any of them would be absent for the 6/26/17 meeting. He advised that due to the resignation of Cathi all remaining Trustees will need to be present to have a quorum.
Allison Kelly advised she would not be here for that meeting.
Bud Getz advised the meeting for 6/26/17 is cancelled, the Board will not hold meetings for the remainder of the summer. The next Board of Trustee meeting will be Sept. 11, 2017.

11B. Funds for Emergency use over the summer

Bud Getz asked for a motion to allow Mike to use up to $5000 in the event of an emergency during the summer.
Kendra Bender made the motion, Keith Rittscher seconded.
Call for vote, motion passed

11C. Accountant

Mike Lawler advised that our current bookkeeper will no longer be able to do our bookkeeping due to personal reasons.
Bud Getz asked if something is needed to make changes.
Mike advised he recommends continuing to use Kevin Snyder, who has been working for Sharon through Spherion while looking for another bookkeeping company. We would need to contract him directly through Spherion. Sharon advised us she is currently paying Spherion $21.00 per hour for Kevin. Sharon also sent a resume for a bookkeeper in Satellite Beach.
Bud advised that whatever we have in the budget for a bookkeeper is what is allowed to replace the bookkeeper. He asked for a motion for to allow up to $800 per month for a new bookkeeper.
Marilyn Spall made the motion, Keith Rittscher seconded.
Call for vote, motion passed.

11D. Cumberland Farms SmartPay

Allison Kelly asked for a motion to be made to allow a Cumberland Farms SmartPay account to be opened under Mikes name using the Holiday Park checking account as the account to be withdrawn from. This card would be used to save 10¢ per gallon on fuel purchases for the park.
Kendra Bender made the motion, Allison Kelly seconded.
Call for vote, motion passed.

12. Public comments: there were no public comments

13. Trustee comments:

Keith Rittscher thanked everyone for coming.
Kendra Bender wished everyone a safe summer and thanked them for coming.
Allison Kelly thanked everyone for coming, wished a safe summer and reminded to get their mobiles cleaned.
Marilyn Spall thanked everyone for coming, apologized that the meeting was a little awkward since they didn't know it would be the last one for the summer and there were several things that needed to be done before the break.
Bud Getz seconded what everyone else had said, wished everyone a great summer.

14. Adjournment

Keith Rittscher made the motion to adjourn, Marilyn Spall seconded. Meeting adjourned at 9:03 PM

District Manager Report

Board of Trustees Meeting
Monday, June 12, 2017
Presented by: Mike Lawler

COMPLETED TASKS

- Renewed our Workman's Compensation and Liability Insurance with Florida Municipal Insurance Trust (FMIT)
- Created process for New Owner and Renter Application Submission and Approval
  - Upon receipt of the application need review and approval from 3 Trustees within 1 business day
  - Emailed letter to 39 Realtors notifying them of new process
- Developed script and tracking documents to support the outbound calling campaign to address DR, ACC, District Rules and Regulations
  - Outbound calling campaign has begun with the goal of completing it by EOM June
- Sent BC Code Enforcement a list of properties abandoned and with back taxes and asked that these properties be assessed for possible condemning

COMPLETED TASKS(Cont)

- Created process for renewing Renter vehicles decals which expire June 30
- Prepared packets for 2018 Board of Trustee elections
- Pressure washed the pavers around the heated pool and through the breezeway
- 2017/2018 FY Budget was approved on May 22
  - Prepare mass mailing to all Owners – In progress
  - Mailing will include: 2017/2018 Budget Summary and 2015/2016 Audit, Color Pallet and Letter to Owners with DR violations – In progress – Target date of completion EOM June
  - Publish approved 2017/2018 Budget in Florida Today by EOM June
- Prioritized the budget wish list for review

COMPLETED TASKS(Cont)

- Completed research on "Fuel Perks" program with Cumberland Farms
- Met with InMotionHosting to discuss upgrading the Holiday website/platform.
  - Working on a proposal for presentation
- Developed Standard Operating Procedures to maintain newly installed pool system/equipment
- Reduced PoolSure monthly invoice by $75.00 per Mo/$900 per year retroactive to May 1
- Updated employee payroll deductions for their Healthcare Premiums
- Installed memorial pavers outside of clubhouse

Process – Renter Decal Renewal

- Post on the marquee and 732
  - "Renters! Vehicle decals need to be renewed by 6/30" Renters/tenants will need to come in to the office to get a new sticker and pay the $20 decal fee (if paid less than 90 days ago, fee waived) Verify their current valid vehicle registration
- Old stickers will be removed and the new sticker put on the outside of the upper driver side windshield
- If a new renter decal is not on the vehicle by 6/30, the gate will mark a "/" on the decal and inform the driver of the need to renew
- If the decal has not been renewed by 7/14, the gate will mark a "\" forming an "X" on the sticker
- Once an "X" has been placed on the sticker the renter/tenant will need to come to the office to renew the decal immediately or risk losing access through the gate. Renter name will be recorded on the Renter with Overdue Decal list at the gate.

2018 Board of Trustees Elections

TRUSTEE ELECTIONS

- **Re-Election:**
- Marilyn Spall – Trustee, Group 3
- William E. Getz – Trustee, Group 5
- Allison Kelly – Trustee, Group 9

- **Term Limits:**
- Rod Lindsey – Trustee, Group 7

- **Open Positions:**
- Trustee, Group 1
- Trustee, Group 4

2018 Board of Trustees Elections

TIMELINE

- **Application Deadline – July 31 – Required documents**: DS-DE 9 **OR** Affidavit of Intent (Statute – 99.061) **AND** DS-DE 84 – Statement of Candidate
- **Qualifying Period is Noon Monday, August 28 – until Noon Friday, September 1 – Required documents/payment:** DS-DE 25 Candidate Oath – Nonpartisan Office **AND** a check to the Supervisor of Elections, amount determined by OPTION you chose below
- **Elections will be held November 7**
- **Officers will be sworn in on Tuesday, January 3, 2018**

PETITION FEE OR QUALIFYING FEE

Candidates can choose either OPTION 1 or 2 as part of their Application process:

- OPTION 1: Submit a petition with 25 signatures along with your application-no cost
- OPTION 2: Submit a application fee of $25.00 along with you application

Short Term (30 Day) Projects in Progress (Cont)

- Finalize the development of the "fine system" and associated tracking system
- Clean up the compost pile and implement a long term solution for disposing of leaves, branches and debris
  - WM has begun this project – still waiting on completion date
- Install Security Cameras at the Canal and Americana
  - Gault Electric will install the power lines and receptacles week of: June 12
  - FPL will connect the power week of: June 19
  - Apex security will install the cameras the week of: June 26
- Develop a more robust process for preparing for and communicating updates on hurricanes
  - Renew our Debris Removal and Debris Monitoring agreements

Short Term (30 Day) Projects in Progress (Cont)

- Arrange for the wall along I95 to be cleaned
- Research voice to text technology for board meeting minutes
- Clean storm sewer drains
  - Purchased a Storm Drain Grate Lifter
  - Maintenance Team will begin cleaning the drains the week of April 24 – In Progress
- Wayne Schofield from HP North Port will be visiting our Park in end of May or early June to assess our Operation and share best practices
- Install counter HPPOA Office
- Recruit and Hire 1 Full Time Permanent Team Member

Short Term (30 Day) Projects in Progress (Cont)

- Order and install a new solid door and screen door in kitchen (Funded by HPPOA)
- Research the cost of running TV cable to the Billiard Room and monthly charges
- Maintenance Team will repair the gate at the vehicle compound. Resident will pay for the repair
- Work with Maintenance Team to develop a lawn maintenance approach that would provide for the mowing, edging and blowing in one pass
- Replace lighting in HPPOA office, HPPOA ticket area, inside/outside bathrooms, electrical panel room

Long Term (60-90 Day) Projects Planned or in Progress

- Continue researching the Pros and Cons of maintaining our Special District status vs. annexing into the City of Palm Bay
- Conduct feasibility of redesigning road entrance into Holiday Park
- Obtain Holiday Park Sign designs and costs
- Continue investigating abandoned properties, tax liens, purchasing certificates on properties so we can force a sale
- Work with City of Palm Bay Code Enforcement and Chief Building Official to condemn abandoned mobile units
- Prepare recommendation on mobile units and property that certificates should be purchased
- Recreation Hall floor will be cleaned thoroughly, re-waxed and buffed. Late July/early August

Long Term (60-90 Day) Projects Planned or in Progress (Cont)

- Organize the Custodial Offices – Supplies, Tools, Equip
- Develop Office Policies and Procedures Manual

Budget Wish List										
Agreed Upon Budget Year for Planning Purposes	Item	Details	Estimated Cost	Trustee Feedback 1	Trustee Feedback 2	Trustee Feedback 3	Trustee Feedback 4	Trustee Feedback 5	District Manager Feedback 6	50% or above requested 2018
33% requested 2018	Holiday Park Entrance Redesign	$15K - Install New Gate System. $15K - Pave New Road. $15K - Demo Guard House & Install Small Guard House. Residents would pay $15.25 for keyfob (704x$15.75) = $11,088	$60,000.00	2018	2025	2020	2018	2022	2019	
50% requested 2018	Truck	1991 Truck is old and battered, the hitch is connected to the bumper, concerned that something being hauled will come loose causing a liability.	$20,000.00	2018	2019	2020	2018	2020	2018	$20,000.00
50% requested 2018	Removing dead trees and trimming dead branches.	Tree trimming should be a BIG priority as there are dangerous areas throughout the park and a LOT. Of dead / rotted branches that need to be removed	$10,000.00	2018	2018-2019	2018	2018	2019	2018-2019	$10,000.00
100% requested 2018	New Park Signs	Entrance, Club House and Small Signs with Street #'s	$4,000.00 - $6,000.00	2018	2018	2018	2018	2018	2018	$6,000.00
50% requested 2018	Leaf Vacuum	Need solution for picking up leaves in green spaces as well as picking up piles at Resident's	$2,500.00	2018	2019	2018	2019	2021	2018	$2,500.00
50% requested 2018	Rebuild bridges in rear pond	Rebuild bridges in rear pond- this has been on the radar for three years and this should be a priority to be completed. Light in the pond as it was originally	$500.00 each	2019	2019	2018	2018	2018	2019	$2,000.00
66% requested 2018	Awnings	Purchase and install 2 new awnings over Bocee Ball Courts	$1,000.00	2018	2018	2018	2022	2021	2018	$1,000.00

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33% requested 2018	Buying Property Certificates	Buy certificates on properties that have less than $10K in back taxes due and buy certificates on properties that did not pay their 2016 taxes	$71,000.00	2019	2019	spread over years	2021	2018	2018 - $10,000	
0% requested 2018	Cost to collect our own Special Assessment	Cost to collect our own Special Assessment. Saves $80,000.00 from our annual budget. $52K for discounts applied by BC Tax Collector and approx. $28,000.00 in the 2% commission that BC Tax Collector charges us.	$40,000.00	2020	Never	Don't think we should do. Cant collect	2021	2021	Long Term Project - Continue Feasibiltiy & Risk	
17% requested 2018	Sidewalks	Sidewalks throughout the park are deteriorating causing a safety issue. Can replace sections on an as needed	Short term we can replace small sections	No Feedback	2019	2018	2019	2022	2019	
33% requested 2018	Fountain Feature in pond behind on side of Club House. Would also need to dig a deep water well.	Replace, and activate, the fountain in the pond to rear of HP Office. This is to get the item on the list of future projects for the Park. This is an item that will needed to be budgeted for as a future project for possibly as a Park Beautification project. Estimated cost of $1500-2500. May need to dig an artecian well to keep the pond filled @ approx	$7,500.00	2020	2019	2018	2022	2022	2018	
17% requested 2018	Wireless Microphones	Needed for Recreation Hall Sound System (10)	$1,000.00	2020	2018	2016	2019	2019	2019	
17% requested 2018	Dump Vehicle	Needed to collect leaves, debris from trees and drainage ditches.	$5,000.00	2018	2019	2019	2020	2019	2019	

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Agreed Upon Budget Year for Planning Purposes	Item	Details	Estimated Cost	Trustee Feedback 1	Trustee Feedback 2	Trustee Feedback 3	Trustee Feedback 4	Trustee Feedback 5	District Manager Feedback 6	50% or above requested 2018
17% requested 2018	Small Back Hoe, multi-purpose, can be used to clear ditches, move fallen trees, remove stumps and take care of other potential problems	Needed to clear ditches, move fallen trees, remove stumps and take care of other potential problems	$7,000.00 - $10,000.00	2019	2021	2020	2018	2020	2019	
33% requested 2018	Larger/Longer Trailer Road Safe Trailer	Have been using Bud Getz's for scrap because it's street legal as well as large enough to haul larger equipment but still not big enough to transport the mowers	$3,000.00	2019	2018	2019	2020	2020	2018	
17% requested 2018	Holiday Park Website	Upgrade website software	From $1,200.00 per year to $2,400.00	2019	2018	2019	2019	2021	2019	
									Total	$41,500.00