

Holiday Park Park & Recreation District
Board of Trustees Special Meeting

August 8, 2023

I. **Call To Order** by Chairperson Cheryl Morris at 8:59 a.m.

II. **Pledge of Allegiance**
Invocation given by Sharon O'Reilly

III. **Roll Call**

Chairperson	Cheryl Morris	Present
1 st Vice Chair	Ken Judd	Absent
2 nd Vice Chair	Deborah Perla	Present
Treasurer	Don LaMaster	Present
Secretary	Sharon O'Reilly	Present
Assistant Secretary	Shawn Slattery	Present
Trustee	John Rabideau	Present
Trustee	Bob Bachman	Present
District Manager	Carmella Coons	Present
Sergeant at Arms	Robert Burleigh	Present

IV. **Approve Previous Minutes: June 20, July 25, July 27/2023**

- Bob Bachman moved to accept the meeting minutes of June 20, 2023, Second by Don LaMaster.
Motion carried.
- Bob Bachman moved to accept the meeting minutes of July 25, 2023, Second by Deborah Perla.
Motion carried.
- Bob Bachman moved to accept the meeting minutes of July 27, 2023, with the addition of the word "pool" to Phase 2 on the first motion on page 4, Second by Don LaMaster.
Motion carried.

V. **District Manager Report**

- Shawn Slattery, Karin Anderson, and Carmella Coons met and are working on the Maintenance Manager job description.
- Carmella stated she is working on Big Fish training dates and asked the Trustees to email her their availability between September 12-29, 2023.

- Wessel replaced the heat shield in the kitchen. Wessel will replace the epoxy walkway outside Phase 1 pool, hopefully, in October, at the same time the electrical work is done.
- Scott Vaughn, engineer for Phase 2 pool, received a down payment of 50% and is awaiting blueprint drawings. He should be starting work in the next two weeks. Carmella is working on getting a third pool company bid.
- Deborah Perla and Carmella Coons are meeting with U.S. Lawns on Friday, and they are generally happy with their work.
- Gem Plumbing will start the pipe relining project 9/1/2023.
- Tanner is working on patching sidewalks.
- The signs are still going up, and some poles will be replaced.
- Carmella Coons will be out of the office next week (week of 8/14/2023).

VI. Treasurer Report

- As of 8/7/2023, Holiday Park's bank balance was \$708,197.33, not including outstanding checks totaling \$74,485.79. Another \$320,000 is needed to operate Holiday Park over the next four months. Holiday Park also needs to allocate \$20,000 for a loan payment, leaving a balance of approximately \$293,711. The Reserves ending balance as of 6/30/2023, was \$704,306.46. Don LaMaster is still working with the new bookkeeper and stated he will give the July Treasurer Report at the next meeting.
- Don stated there is about \$250,000 left in the bond, not including the \$39,000 still owed to Gem Plumbing.
- Don stated that we need to be very careful with our money.

VII. Chairperson Report

- Cheryl Morris reported that the new insurance policy became effective 7/28/2023, and Holiday Park is now adequately covered. The cost of the policy is not known.
- Cheryl stated that we have many projects which will be prioritized later in the meeting, with very limited funds.

VIII. Trustee Comments

- Bob Bachman: None
- Don LaMaster: None
- John Rabideau: None
- Sharon O'Reilly thanked Sharon Coruzzi, who is in Maryland for the summer, for typing the minutes, and advised she is working hard, along with Kate to get the minutes published in a timely manner. She reported that there were multiple sets of minutes from 2022 that need approval, and this will be done at a future meeting. She noted that we can't get the Federal Emergency Management Agency (FEMA) money until all insurance claims are filed and asked for an insurance update. Cheryl Morris responded that the insurance claim process won't be finished until Phase 2 pool is repaired. Sharon asked, as safety officer, that she receive training on the new camera system as soon as possible. She reported that she will be out of town from 8/19 to about 10/1/2023.
- Deborah Perla has taken over lawns and has a meeting with U.S. Lawns on Friday. She asked why there is no music at the pool, and Carmella Coons advised she is waiting for a return call from Big Fish to address this issue. Deborah wants Phase 2 pool operational as soon as possible.
- Shawn Slattery asked for an update on money owed/spent by Cement Scapes, and Carmella Coons responded that she is waiting for an invoice, which was due yesterday (8/7/2023). Shawn asked if the three LLC homes were demolished, as promised, by 7/31/2023. Carmella Coons advised she will call today (8/8/2023) to find out. Shawn asked for an update for delivery and installation of the Suburban Propane tank barrier. Carmella Coons responded that it is scheduled, but she can't remember the date.

IX. Resident Comments

- John Sermersheim, 6882 Hikina Drive, asked all the clubs to step up and help Holiday Park out financially. He stated that the Men's Club is generally an income producer. He asked about the process of Board of Trustee approval for Men's Club expenditures. Cheryl Morris stated she will consult the By-Laws and get an answer to him. John asked that the tree roots in the Men's Club picnic area be removed as soon as possible. John advised he has consulted an arborist and believes these roots are all from dead trees. Cheryl Morris emphasized that John needs Board of Trustee approval before moving forward on the root removal project. John stated the first picnic is 11/18/2023.

- Bill Mitchell, 6563 Hikina Drive, thanked Sharon O'Reilly for doing a good job writing the minutes. He asked how much money was paid by the insurance company for awnings, and believed that insurance money paid should go toward awnings for bocce and shuffleboard, and that these areas should be a high priority. He suggested sod for the Men's Club picnic area.

X. Old Business

A. Report on Quarterly Manager's Meeting

Deborah Perla reported on the meeting she had with Tri-Par Estates and Trailer Estates in Bradenton on 6/22/2023. She stated that Trailer Estates is a beautiful community on the water. She also stated they are having bookkeeper issues, too, and they wondered if we could share a bookkeeper. Their current bookkeeper works from home and is not receiving any benefits. They were concerned about Holiday Park's Hurricane Ian recovery and offered to help. They have also increased their insurance coverage. They discussed ways to generate income, including increasing fees for compound use. Deborah Perla asked the Board of Trustees to consider increasing Holiday Parks' compound fee to \$500/year.

B. Discuss Wants and Needs List – Phase 1

The list was reviewed, and all items on the list have been purchased. There was a total of \$36,618.24 spent of the \$75,000 bond money allocated for Phase 1 needs and wants. This account is now closed.

C. Zoom/Tape Meetings

- o Sharon O'Reilly stated that the residents are clamoring to have the meeting available on Zoom, and Cheryl Morris agreed. Sharon stated that we are not discussing taping meetings today, only noninteractive live streaming. Sharon read an email from Holiday Park's attorney, Andrew Cohen, in response to an inquiry by Cheryl Morris. The email, dated 5/21/2023, stated, "I believe you can stream a meeting and not keep a 'recording.' However, if you do make a recording, you would need to retain it as a public record." Cheryl Morris asked John Rabideau and the Communications Committee to develop a streaming plan, and John agreed to do so.
- o Shawn Slattery moved to stream meetings according to the plan developed by the Communications Committee, Second by Don LaMaster. Motion carried.

D. Trustee Job Assignments

- Bob Bachman is Trustee, Architectural Control Committee (ACC).
- Deborah Perla is Trustee, Lawn, Maintenance & Drainage

XI. New Business

A. Project Priority Planning

- Cheryl Morris, along with Carmella Coons and the Board of Trustees, developed a 64-item project list. Cheryl asked the Board to prioritize this list into three categories: short-, medium-, and long-term projects. The goal would be for short-term projects to be done by the end of the year, and, possibly, start working on the medium-term projects by early 2024. The Board went through the list item-by-item, with discussion among the Board and residents, as the list was reviewed. Each item was categorized, and Cheryl Morris stated she will develop the list of short-, medium-, and long-term projects and give it to Sharon O'Reilly to review before finalizing the list.
- The Board will need to address how to pay for the projects that have not already been approved and whether to use remaining bond money or money from Holiday Park's accounts to pay for these projects.

A BREAK WAS TAKEN FROM 11:04 A.M. TO 11:12 A.M.

B. ACC Nominations

This item was not discussed.

XII. Supplemental Items

A. ACC Rule #42

- There was a proposal to change ACC Rule #42 to read as follows: "The ACC Chairperson or District Manager shall have the authority to place a stop order on any project in violation of the ACC guidelines. Any disregard of a stop-work order issued to a resident will be subject to a fine recommendation by the Board of Trustees."
- Don LaMaster moved to change ACC Rule #42, Second by Bob Bachman. Motion carried.

B. Accounting Conversion 6K

- It was agreed that Holiday Park cannot continue to use the current Quickbooks Desktop system, as there are no updates, backup, or support. Don LaMaster stated we can use the Reserve Contingency Fund to pay for Quickbooks Online.
- Don LaMaster moved that Holiday Park convert from Quickbooks Desktop to Quickbooks Online at a cost of up to \$10,000, Second by John Rabideau.
Motion carried.

XIII. Trustee Comments

- Shawn Slattery: None
- Deborah Perla asked that the air conditioning in the room be turned down and put on a timer.
- Sharon O'Reilly thanked Bob Bachman for taking over the ACC.
- Don LaMaster: None
- Bob Bachman thanked Deborah Perla for her service on the ACC. He also asked that blueprints given to the ACC be increased in size for easier readability.
- Cheryl Morris thanked Shawn Slattery for leading the project list discussion today (8/8/2023). She asked if the lights were on a timer, and Carmella Coons stated that they are from 6:15 a.m. to 10:00 p.m.
- John Rabideau: None

XIV. Resident Comments

- Bill Mitchell, 6563 Hikina Drive, asked that we adhere to budget limits in individual spending categories. He wants to see a line-by-line-item list of spending. Don LaMaster stated he is working with the bookkeeper on this issue, and the new Quickbooks Online system should help.
- Karin Anderson, 5072 Palena Boulevard, thanked Bob Bachman for taking over the ACC, and Deborah Perla for taking over Lawns.

- John Sermersheim, 6882 Hikina Drive, thanked the Board of Trustees for volunteering, and was very happy with the decorum of today's (8/8/2023) meeting and with the project list.

XV. Adjournment

Motion to adjourn the meeting by Sharon O'Reilly , Second by Shawn Slattery.
Motion carried.

MEETING WAS ADJOURNED AT 11:48 A.M.

Respectfully submitted,

Sharon O'Reilly, Secretary