

Holiday Park Park & Recreation District
Board of Trustees Regular Meeting

May 4, 2023

- I. **Call To Order** by Chairperson Cheryl Morris at 9:37 a.m.
- II. **Pledge of Allegiance and Invocation** given by Sharon O'Reilly, Secretary.
- III. **Roll Call**

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

IV. **Approve Previous Meeting Minutes**

- Motion to approve the meeting minutes of 4/13/2023 by Don LaMaster, Second by Bob Bachman.
- Motion carried.

V. **Report from District Manager**

- Carmella Coons announced that the Phase 2 office and gym were open and will follow the same hours of operation. A waiver must be signed, if you want to use the gym. The antenna for the front sign is being repaired. Stump grinding should begin soon, and a Trustee will need to sign the contract.
- Two employees, Tom Knoblich and Robert Hatch, have resigned.
- Bill Mitchell has resigned as the Chairperson of the two Federal Emergency Management Association (FEMA) committees.
- The company hired to work on the Transfer Station has not responded, and B&K has been hired.

- Karin Anderson, 5072 Palena Boulevard, asked for a Big Fish update, and Carmella Coons responded that work will be completed tomorrow. Karin reported that Big Fish has agreed to do staff training on the use of the equipment.
- Jackie Mitchell, 6563 Hikina Drive, asked when the Main Hall will be available, and Carmella Coons responded that the hall is open, and Bean Bag Baseball is scheduled for this Saturday (5/6/23).
- Lois Langtry, 6448 Keena Court, asked that tree replacement using the "Trees for Tuscola" fund be used, and Carmella Coons responded that she will work on this in the summer.

VI. Treasurer's Report

Item tabled until the next meeting as report is not complete.

VII. Bond Report

Item tabled until the next meeting as report is not complete.

VIII. Chairperson's Report

See statement read by Cheryl Morris (Attachment "A")

IX. Trustee Report

Ken Judd will be leaving for the season tomorrow (5/5/23), but is available by phone.

- Deborah Perla asked for the location of tomorrow's (5/5/23) Architectural Control Committee (ACC) meeting, and Carmella Coons responded it would be held in the Phase 2 Card Room at 9:00 a.m.
- Sharon O'Reilly reported on the process of getting the minutes written and posted, and is trying hard to get them on the website within a week or less of each meeting. Today's meeting minutes may be delayed, as she is out of town tonight (5/4/23) through 5/14/23. She asked Carmella Coons for a Big Fish gate camera update. Cheryl Morris asked Carmella Coons to give an update at the 5/18/23 meeting.
- Jim Oliver stated he is awaiting our former lawn company (Brightview) to pick up debris piles before issuing the final payment. Brightview did finish the swales. Our new lawn company (Duval) started this week, and Jim asked for patience as

they learn the Holiday Park property. He asked that residents call the office and complete a request for corrective action, if needed. Duval has already reimbursed a resident for damage done to a bird feeder.

- Bob Bachman: None
- John Rabideau: None
- Don LaMaster: None

X. Resident Comments

None.

XI. Old Business

None.

XII. New Business

A. Election of Trustee Seat 9

- Ken Judd nominated Shawn Slattery for the position of Trustee Seat 9, Second by Sharon O'Reilly.
- Motion carried.

B. Swearing in of Trustee Seat 9

Carmella Coons swore in Shawn Slattery to the position of Trustee Seat 9.

C. Proposed Budget

- A motion was made to accept the proposed 2023-2024 Budget, as presented by Don LaMaster this morning (5/4/23) by Don LaMaster, Second by Bob Bachman.
- Motion carried.

D. Budget Resolution for Assessment

- A motion to accept Resolution 2023-01 by John Rabideau, Second by Bob Bachman.

- Discussion:
 - o Bill Mitchell was against a raise in the assessment due to last year's budget surplus. Cheryl Morris stated the Board of Trustees has already voted on the assessment increase.
 - o Karin Anderson asked the amount of increase, and the new assessment will be \$129.68 per month per parcel, which includes a \$5 monthly increase voted on today (5/4/23).
 - o This resolution will be posted on the website.

- Motion carried.

E. Election of Assistant Secretary

- Cheryl Morris nominated Shawn Slattery to be appointed to the Office of Assistant Secretary, Second by Don LaMaster.
- Discussion: Bob Bachman asked why this office was needed, and Karin Anderson clarified the rationale and stated this was advised by the Holiday Park attorney.
- Shawn Slattery accepted the nomination.
- Motion carried.

F. Explanation of Supervisor of Maintenance and Bookkeeper Promotions; and Pay Increase for Maintenance Manager

- Don LaMaster read a statement signed by John Rabideau and him. (See "Attachment B.")
- A job description needs to be developed for the Maintenance Manager, and this will be discussed at the 5/18/23 meeting.

G. Contract Revision for Carmella Coons

- A motion to accept the revised contract for Carmella Coons "First Amendment to Employment Agreement between Carmella Coons and the Holiday Park Park and Recreation District" by John Rabideau, Second by Bob Bachman.

- Discussion:
 - o Don LaMaster asked that the contract start date be changed from 6/5/23 to 6/1/23 for bookkeeping purposes. The Board of Trustees and Carmella Coons agreed to this.
 - o Bill Mitchell stated he has been very impressed with Carmella Coons' performance, and thanked her.

- Motion carried.

H. Revised Trustee Job Assignments

- A motion to accept the revised Trustee Job Assignments by Bob Bachman, Second by Don LaMaster.
- Discussion: Shawn Slattery agreed to take over the Rules and Regulations assignment.

- Motion carried.

I. Park Request for Proposal (RFP) Process

- Motion to move all RFPs from the committees to the office by Bob Bachman, Second by Jim Oliver.
- Discussion: All agreed to changes suggested by Shawn Slattery, including to #3 "Trustees" versus "Trustee," and #4 change "terminology" to "developer."

- Motion carried.

J. By-Law Change for Emergency Procedures: Final Approval

- A motion to approve the By-Law change for Emergency Procedures presented this morning (5/4/23) by Bob Bachman, Second by Shawn Slattery.
- Motion carried.

K. RFP 004: Street Signs Bids

- A motion to accept the bid for signs from Venice Englewood Sign Shop, not to exceed \$31,622.95 by Don LaMaster, Second by John Rabideau.
- Discussion between residents and Trustees included use of concrete versus foam, and Bill Mitchell reported that concrete will be used. There was

clarification on the size of signs (larger). The priority is to replace damaged signs, including stop signs and missing street signs. Holiday Park will start with replacing damaged signs, which will be submitted to insurance. Eventually, all street signs will match for aesthetic value.

- Motion carried.

L. Big Fish Invoice

- A motion to pay Big Fish for all the items on the Big Fish Payment Analysis spreadsheet totaling \$43,247.85 from the bond money by Don LaMaster, Second by Bob Bachman.

- Discussion:

- o Carmella Coons reported that there will be more Big Fish items than those listed on the spreadsheet. An analogue phone line needs to be installed.
- o The Board of Trustees originally approved \$45,000, to be paid through Wessel, but only \$21,000 was paid to date.

- Motion carried.

M. ACC Variance: Hoffman

A motion to accept the Hoffman variance at 6907 Apopo Court by Don LaMaster, Second by Jim Oliver.

Discussion: There was general agreement that the requested well and shed size and placement violated the Holiday Park Deed Restrictions.

- Motion failed. Variance not granted.

N. ACC Variance: Hutchinson

- A motion to accept the Hutchinson variance at 6707 Neighborly Court by Jim Oliver, Second by Shawn Slattery.

- Discussion: There was general consensus that Mr. Hutchinson was aware of the rules, but did not request a permit until after the work was done. Many residents and Trustees were concerned about ongoing violations of ACC rules. Linda Grimes, 5756 Holiday Park Boulevard, reported that freestanding carports

are required by Florida State Law. Residents were asked to report any observed ACC violations to the office.

- There was general consensus to fine Mr. Hutchinson. Cheryl Morris reported that we need to approve the Fining Committee, and we are awaiting the fining process, which is under review by the Holiday Park attorney. A further discussion of handling residents who are not compliant to ACC rules will occur at the next meeting.
- Motion failed. Variance not granted.

O. ACC Variance: Crosby

Deborah Perla, Chairperson of the ACC Committee, stated that she made an error in calculation, and Lori Crosby, 5520 Holiday Park Boulevard, does meet the 25% grass rule. In addition, Lori is requesting pavers which are not permanent. It was agreed that a variance is not needed and the ACC will approve Lori Crosby's request.

XIII. Supplemental Items

A. Fine Committee

- A motion to approve the proposed 2023-2024 Fine Committee members by John Rabideau, Second by Jim Oliver.
- Motion carried.

B. Hancock Request

- Mr. Hancock, 6850 Pleasant Court, is requesting that Holiday Park pay for the stump and root ball removal on his private property.
- A motion for Holiday Park to pay for the root ball and stump on Mr. Hancock's private property by Jim Oliver, Second by John Rabideau.
- Discussion: Holiday Park did pay for part of the Hancock tree removal that was blocking the road. Bill Mitchell stated that, per HB-1855, Holiday Park cannot spend Park money on private property. There was consensus to not grant Mr. Hancock's request, as the root ball and stump were on his private property.
- Motion failed.

C. Office Software

- Carmella Coons would like to update the office software. Motion to explore HOA life systems and software, and purchase a monthly subscription by John Rabideau, Second by Bob Bachman.
- Discussion: Roy Auger, 6952 Apopo Court, suggested using an application add-on from our current system, as this may be cheaper and less complicated.
- Bill Mitchell suggested that a new system allow automatic transfer and office training.
- It was agreed to let Carmella Coons explore options and make a decision on a company, if it was within her budget and on a month-to-month basis. If a contract is required, Carmella Coons would bring the item back to the Board of Trustees for vote.
- Motion rescinded.

XIV. Trustee Comments

- Jim Oliver is concerned about debris and construction material in residents' yards. Construction material can be placed under the carport during active construction.
- Bob Bachman is concerned about the aluminum being piled by RFH on Holiday Park property. Cheryl Morris asked Carmella Coons to contact RFH, and she stated she will call them again, as they did not respond to her call last week.
- Bob is also concerned about loose kayaks in the compounds. Ken Judd responded that there are also broken racks, and the loose kayak issue is hard to control, as the kayaks have no identification as to owner.
- John Rabideau: None
- Don LaMaster: None
- Ken Judd stated he would put a notice in the next newsletter regarding loose kayaks, but the broken racks and who will repair them will need to be addressed.
- Shawn Slattery: None
- Deborah Perla is concerned about conflicts between the Trustees and management. She stated we need to work together as a cohesive group.

- Sharon O'Reilly: None

XV. Resident Comments

- Bill Mitchell is concerned about the awning contracts; that Holiday Park won't be able to get material or use bond money if we wait too long. He apologized to Carmella Coons about contract signing misunderstanding.
- Anita Pepin, 6983 Hikina Court, asked about Phase 2 pool reopening. Bill Mitchell gave an update. It was agreed to move Phase 2 pool discussion to the 5/18/23 meeting.
- Anita also suggested changing gate codes, as she felt too many people had access to Holiday Park and were using Tuscola as a cut-through road. Cheryl Morris stated we would discuss this at a later meeting when we discuss updating gate software.
- Carol Vernia, 5649 Holiday Park Boulevard, asked Deborah Perla to clarify her concerns. Cheryl Morris stated that she believed Deborah Perla was referring to some clashes between Carmella Coons and her, and both Cheryl Morris and Carmella Coons agreed that they are working hard together to address Holiday Park concerns.
- Jackie Mitchell stated she thought that there were other conflicts between management and other trustees, and Deborah Perla agreed. Jackie stated she is happy with the lawn service and asked for patience.
- Rick Weber, 5753 Holiday Park Boulevard, was happy at the civility shown at this meeting.

A. Adjournment

Motion to adjourn the meeting by Jim Oliver, Second by Don LaMaster.
Motion carried.

MEETING WAS ADJOURNED AT 11:52 A.M

Respectfully submitted,

Sharon O'Reilly, Secretary

Attachments:

- Attachment A: Chairperson's Report
- Attachment B: Don LaMaster/John Rabideau Signed Statement



Attachment A

Chairperson Report 05/04/23

as of 5/2/23

MEETING DECORUM

Once the Chair calls a meeting to order, all conversations in the meeting area needs to stop immediately. If an instruction is given to quiet down and stop talking, that instruction should be listened too. There should be no additional comments made, at that point, and silence should ensue. If it does not, the meeting attendees, speaking out of turn, will be asked to leave the meeting and the sergeant at arms will ensure it occurs. Thank you for adherence to the Board's meeting protocol and respect for each trustee and resident attending these meetings.

TAPING OF BOARD OF TRUSTEE PROCEEDINGS

Trustees, please refer to email stream from 6/29/22 when our attorney's were asked whether or not meetings could be legally taped. We were told most of the special districts do indeed tape their meetings since they are public meetings and that the tapes of the meeting were used to generate the minutes of the meeting.

A Board of Trustee discussion relating to taping meetings occurred on 7/5/2022. A motion was made to tape all meetings of the Board but because only 7 of 9 Board members were present for the meeting, the subject was tabled until September 2022, at which time it was not brought back to the table. Additionally, on 08/25/2022 the trustees voted to use zoom to enhance communication and information to resident and broadcast Board of Trustee meetings.

As of today, Trustee meetings are broadcast using Zoom. Additionally, each meeting is being taped. We have also been informed by Council that the tapes of these meetings are considered public records and are subject to the public records retention requirements.

Because of this, an agenda item to discuss further taping of Board of Trustee meetings is being placed on the 5/18/23 workshop meeting agenda.

TRUSTEE MEETING ATTENDANCE

If a Trustee knows that he/she will NOT be attending a meeting in person, please send an email to the Board Chairperson indicating whether or not you will be calling into and voting at that meeting. Or, whether or not you will be totally absent from the meeting. Please ensure your email is sent well enough in advance of the meeting date to ensure that the Board Chair can determine whether or not the necessary quorum will be present, in person, for that meeting. Thank you.

TRUSTEE REQUESTS FOR ADDITIONS TO AGENDA

The office has a form that can be filled out anytime any trustee wants to add something to the agenda. The only request I make is that there is enough time to add your item to the next meeting agenda and not hold up publication of the agenda and meeting package. Also, should the trustees need any information prior placed into the meeting packet that supports the requested discussion topic, please attach the documentation needed to the request.

TRUSTEE INFORMATION ON RULES AND REGULATIONS GIVEN TO DISTRICT MANAGER

Trustees, if you give information regarding rules and regulations to Carmella, please ensure that the information she is given is ACCURRATE and CORRECT. Because, inaccurate information has been given to her in several situations, for example, signing authorities and counsel contact, heated discussions have taken place between her and I which is undermining both Carmella's and my ability to work harmoniously together.

BOARD OF TRUSTEES STANDING COMMITTEES

Resolution of Procedures 2022-5 states

Members of the Board of Trustees Standing Committees will serve for a term of one year and must be in compliance with the above-mentioned requirements in order to be re-appointed by the Board of Trustees.

These requirements read:

1. Must be a homeowner or resident who resides in Holiday Park.
2. Must be up to date on assessments and taxes.
3. Must be respectful of fellow Residents, District Manager, Trustees.
4. Must consistently follow all Park Rules and Regulations.
5. Must consistently observe Deed Restrictions.
6. Must be fair and consistent in applying rule compliance equally to others.

Additional requirements for the fine committee are set forth in RESOLUTION 2021-01. They read "A fine may not be imposed without at least fourteen (14) days' notice to the property owner alleged to be in violation and, if applicable, any occupant, licensee, or invitee of the property owner, sought to be fined and an opportunity to be heard before a committee of at least three (3) property owners appointed by the Board who are not officers, trustees, or employees of the District, or the spouse, parent, child, brother, or sister of an officer, trustee, or employee. The role of the committee is limited to determining whether to confirm or reject the fine levied by the Board.

Because of this, an agenda item to discuss and approve members of the Fine Committee is being placed on today's agenda as a supplemental item.

The ACC Committee has already complied with this requirement for this fiscal year. When Trustee Rabideau is ready to confirm his members of the Communications Committee, I ask that he submit an agenda item request, along with his list, for addition to an upcoming meeting.

BILL MITCHELL

Last Tuesday Bill Mitchell resigned as committee chair for the over and under \$35,000 committee. He provided to Carmella and to myself a status of the pending areas of his commitment that will need follow-up. Because the trustees have expressed some interest of moving the Request for Proposal function to the office and we recently discussed the proposed Park RFP Process, an agenda item to discuss whether or not to migrate the RFP functions to the office staff is being placed on the 5/18/23 workshop meeting agenda.

FINE COMMITTEE PROCEDURES

Late last week, our legal counsel sent to us necessary and legal changes that need to be made to the Park's Fine Procedures. There are numerous changes, many of which fall into the same categories such as conflict of interest and illegal actions. Kim Branch, the Chairperson of the Fines Committee, has volunteered to make the needed changes which I will be reviewing with her next week. Because we need to put this fine process in place as soon as possible, I have added an item to the 5/18/23 workshop agenda to review and discuss the changed procedures.

INTEGRITY EMPLOYEE LEASING

A trustee vote was taken at the March 9, 2023 Trustee Regular Meeting to use Integrity Employee Leasing for payroll – only on a temporary basis. On March 29, 2023 a contract with Integrity was signed for a 1-year term, for payroll and worker's compensation coverage. The contract indicates coverage will be automatically renewed unless either party gives a written notice of termination prior to the expiration date of the term.

SECURE MAILBOXES FOR TRUSTEES AND CLUBS

On 6/14/22 Bob Duncan requested the approval for purchase of a new mailbox unit for the Trustees. Unit would have sufficient slots to include all the clubs if they wish to use them. Suggestion for \$100 from each club to help purchase the unit. Consensus was for Bob to go ahead and move forward with purchase as cost would be within his limit range. No motion was required. It appears that no action was taken on this purchase. Because of this, an agenda item to discuss whether or not to purchase this box is being placed on the 5/18/23 workshop meeting agenda.

Attachment B

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After Brett quit, Steve Gross was asked to do alot of work the manager was doing. So John Rabideau acting manager came to me and asked if it was in the budget to give Steve a raise, I checked and we gave Steve a \$5.00 raise on 2-6-23.

I have been asked in the past by managers to give a raise to an employee.

**Donald LaMaster
John Rabideau**