

Holiday Park Park and Recreation District  
Board of Trustees Workshop Meeting

January 24, 2023

I. **Call To Order** by Chairperson John Rabideau at 9:00 a.m.

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

III. **Roll Call**

Chairperson	John Rabideau	Present
1 <sup>st</sup> Vice Chair	Ken Judd	Present
2 <sup>nd</sup> Vice Chair	Bob Bachman	Present
Treasurer	Don LaMaster	Present
Secretary	Sharon O'Reilly	Present
Asst. Secretary	Deborah Perla	Present
Trustee	Jim Oliver	Present
Sergeant at Arms	Robert Burleigh	Present

IV. **Resident Comments**

-Karin Anderson stated she would give a Federal Emergency Management Agency (FEMA) update later in the meeting. She thinks we should hold off on repairing Phase 2 pool repairs because they would be very expensive. She is concerned about the cost and liability issues of putting in a chair lift.

-Ernie Mitchell advised reforecasting the operating budget and is willing to help Don LaMaster with this.

-Bill Mitchell thanked Don LaMaster for reconciling the \$10,000 cash withdrawal. He is concerned about paying Wessell/JPS until the entire debris pile is removed. Don LaMaster responded that he is withholding payment for the demolition of 10 homes until all lots are inspected and all debris removed.

-Randy Sherwood stated that the back gate can be fixed for \$6300, per his research. Once repaired, he believes it should be serviced every six months.

V. **New Business**

A. **Phase 2 Pool**

-Don LaMaster stated we could take money from our contingency funds and all flooring funds to repair Phase 2 pool. After discussion, the Board of Trustees agreed to table Phase 2 pool repair, except for temporary fencing and signage.

SCANNED

Bill Mitchell stated he has two bids out for the temporary fence only. Jim Oliver suggested that we move the temporary fence to the next regular meeting for vote, if we have three bids.

**B. Christmas Tree Layout/Electric Outlets**

John Rabideau stated that the majority of electric outlets are damaged and proposed decreasing the number of outlets from 154 to 75. After discussion by the Board of Trustees, it was agreed that this issue was a low priority, with the exception of restoring power to the front sign. Jim Oliver indicated he will talk with Steve Grossl about getting one box fixed for the sign.

**C. Demolition Staging Area – Proposal From Wessel**

In order to decrease visibility of the debris pile, Wessel proposed moving it to Palena Boulevard, across from the pond. After Board of Trustee discussion, it was agreed to leave the debris pile on Tuscola Boulevard, with the priority to have it removed from the park as soon as possible. John Rabideau stated he is working on a written contract with Wessel. It was stated that Brett Burmann had authorized the demolition area with Wessel by verbal agreement.

**D. Possible Increase in Maintenance Fees/Special Assessment**

Ken Judd is concerned that we are overbudget to date. He stated we need a lawn contract before we can make any decisions. John Rabideau thinks we should consider increasing maintenance fees or have a special assessment. Don LaMaster indicated he preferred increasing monthly fees versus a one-time assessment, and stated that we have no extra money until we receive FEMA and insurance payouts. There was a discussion between the Board of Trustees and residents, and a general consensus followed that we should wait until we get money from FEMA and insurance to do projects. It was also stated that the Board of Trustees will have to prioritize the project list. Ernie Mitchell stated we could use the \$700,000 in reserves to manage our current budget, and advised avoiding spending money on projects unless they were critical to avoid raising fees. No decision was made on raising maintenance fees or on a special assessment.

**E. Budget Proposal**

Don LaMaster gave each Board of Trustee member a copy of the current budget adopted 5/5/2022, as well as the 2023-2024 proposed budget. See attached. Don LaMaster stated that the budget must be ratified in May of 2023. Ernie Mitchell advised he has a lot of experience and offered to help Don LaMaster. Ernie believes that Don LaMaster has enough information to reforecast the

budget early, based on trends, and he supports the Treasurer. Don LaMaster accepted Ernie's offer to help with the 2023-2024 budget. This item will be discussed at the next workshop meeting on 2/28/2023.

**VI. Old Business**

None

**VII. Supplemental Items**

**A. District Manager Applications**

Sharon O'Reilly stated that she received seven applications to date and, based on her review of these applications against the Community/District Manager advertisement and job description, she picked three candidates with whom to conduct phone interviews. Only two of the three candidates returned her calls: Brenda Brucker and Barbara Vitolo. Sharon presented strengths and weaknesses of each candidate. John Rabideau believed we should proceed carefully with this process and suggested Steve Grossl as an interim District Manager. Karin Anderson was opposed to this proposition, as it would take Steve away from maintenance, where he is really needed. Sharon O'Reilly was also opposed to this proposition, as she believed there was a conflict of interest, since Steve Grossl has applied for the District Manager position. There was a general consensus among the Board of Trustees and residents that we should interview Brenda Brucker and Barbara Vitolo, and Sharon O'Reilly stated she will work with the office to set up interviews.

**A break was taken from 10:26 A.M. – 10:38 A.M.**

**B. Plastic Sheds/Storage Chests**

Plastic Sheds and storage chests are not allowed, per our current rules and regulations, but there are about 50-100 in Holiday Park, per Jim Oliver. There was general agreement that these are not safe. The Board of Trustees has to decide if, when, and how to enforce this rule. Jim Oliver indicated he knows of two plastic sheds that were approved by the Architectural Control Committee (ACC). Ernie Mitchell and Don LaMaster suggested a grace period for rule enforcement. There was general consensus that the rule be enforced and violators sent to the fining committee. This item will be moved to the next regular meeting on 2/9/2023.

**C. Dolphins**

It was noted that the Board of Trustees voted at the 1/12/2023 regular meeting to remove the dolphins, and Jim Oliver, Don LaMaster, and Bob Bachman think the vote should stand. Several residents, including Bill Mitchell and Karin

Anderson, believed the dolphins should stay. Karin Anderson noted that her vote as a Trustee at the 1/12/2023 meeting was based on a lack of information, and Sharon O'Reilly agreed. Sharon O'Reilly suggested leaving the dolphins as decoration only for now. There was consensus to move this issue to the next regular meeting on 2/9/2023. Jim Oliver also noted that we need a new fountain pump.

**D. Security Cameras**

John Rabideau reported that Integrity, the electric company working on furnishing power for Big Fish cameras at the back gate, cut a cable that now needs repair by Spectrum before the back gate can be operational with barcodes. John also noted that the technology is outdated, and parts are difficult to obtain, if available at all. John stated that the Board of Trustees may want to consider replacement with new technology in the future.

**E. Palm Trees on Tuscola Boulevard**

A resident wants to donate money to replace trees and to work with a master gardener, if the Board of Trustee agrees. Cheryl Morris stated that Holiday Park has insurance money for plants/palms, and Bill Mitchell indicated he has an inventory of destroyed trees to present to the "Less than \$35,000 Committee." Bob Bachman stated that we will need to coordinate tree planting with electric wiring. Item tabled.

**F. Lawn Care**

Deborah Perla stated she is in the process of getting bids. A decision needs to be made by April 2023. This item was moved to the next regular meeting agenda.

**G. Ceramics Building Update**

There is no apparent internal damage, including to the kilns.

**H. Recovery Priorities: Current, Future, and Long-Term**

There was a consensus that we need to wait until we get money from FEMA and insurance to start projects. Cheryl Morris stated she is working with insurance. Cheryl expressed frustration with the lack of information regarding bills, invoices, and receipts from the office. Ernie Mitchell stated that we are obligated to submit to insurance any item categorized in Holiday Park's insurance policy. Ernie also stated we need a timeline as to when to expect payment. Ernie stated we need to submit items to insurance first. Jackie Mitchell said she is unhappy with the lack of coordination between the insurance and two FEMA committees.

Karin Anderson gave a FEMA update. Karin read an email from the FEMA attorney, stating he expects Holiday Park will be paid the \$700,000 for cleanup. Damages still need to be submitted to FEMA, and the two committees are in the process of getting bids which can be submitted to both insurance and FEMA. Karin Anderson hopes the perimeter fence will be covered by FEMA, as it is a safety issue. Cheryl Morris stated we have a \$250,000 maximum insurance coverage on debris removal and needs information on labor and personnel costs associated with debris removal. This item was moved to the next workshop on 2/28/2023.

**I. Men's Club Shed**

The Men's Club wants to build a larger shed than originally requested. This item was moved for vote to the next regular meeting on 2/9/2023, with the stipulation that it is ACC approved.

**J. Phase 1 Renovation Update**

John Rabideau stated that the City of North Port will give Holiday Park a temporary certificate of occupancy until we can obtain the needed electrical parts. Drywall is going up. It may be finished in early April. Cheryl Morris and Ernie Mitchell wanted information on Phase 1 expenditures, and Don LaMaster stated he would present this at the next meeting.

**K. 6957 Apopo Court Stick-Built House**

-There was a long discussion between the Board of Trustees and residents regarding the construction of a new non-manufactured home versus repairing the existing manufactured home. Jim Oliver explained why the ACC approved this. John Rabideau stated he consulted with the Holiday Park attorney, who said he "thinks it is allowed." Karin Anderson read aloud the deed restrictions which states Holiday Park is a manufactured home park, and this construction does not comply with the deed restrictions. Sharon O'Reilly agreed with Karin Anderson. After further discussion, Jim Oliver resigned as Trustee over the ACC. It was agreed that John Rabideau would resubmit the question to the Holiday Park attorney, clarifying the rebuild compliance or non-compliance with our deed restrictions. There was consensus that a stop work order would be issued by John Rabideau, pending a response from the Holiday Park attorney.

-John Rabideau asked that the meeting be adjourned so that he could issue the stop work order immediately.

**A. Adjournment**

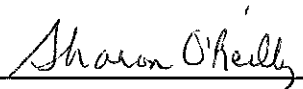
Motion to adjourn the meeting by Bob Bachmen , Second by Don LaMaster.  
Motion carried.

**MEETING WAS ADJOURNED AT 12:00 P.M.**

Attachments:

- Adopted 5.5.22, 2022-2023 Budget
- 2023-2024 Proposed Budget

Respectfully submitted,

  
\_\_\_\_\_  
Sharon O'Reilly, Secretary

Attested to,

  
\_\_\_\_\_  
John E. Rabideau, Chairperson

1/24/2023 (V)

	Adopted 5.5.22 2022-2023 Budget	2023-2024 Budget
<b>Revenues</b>		
<b>Income</b>		
Assessment	\$ 1,294,178.40	\$ 1,397,978.40
Interest and s/c on Restricted Funds	3,000.00	3,000.00
Sarasota City Interest	500.00	500.00
Other Interest - unrestricted oper banks	1,500.00	1,500.00
Other Income- coffee /badges/ hoa \$/estoppel	42,000.00	42,000.00
Application Income	7,000.00	7,000.00
Barcode/Proximity cards Income	4,400.00	4,400.00
Income Refunds (badges/keys)		
Comm/Fees Disc taken assest 2.5% (30,000.00) and Sarasota cty Int 1.5%(15,000.00)	(35,000.00)	(35,000.00)
Income to Reimb Expense		
<b>Total Income</b>	<b>\$ 1,317,578.40</b>	<b>\$ 1,421,378.40</b>
<b>Payroll Salaries</b>		
Administrative Salaries	165,595.45	173,875.22
Maintenance Salaries	170,933.70	227,666.38
Building Monitors Salaries	45,320.00	
Casual labor/wage garnish		
<b>Total Payroll</b>	<b>\$ 381,849.15</b>	<b>\$ 401,541.60</b>
<b>Insurance</b>		
Group Health	84,844.13	89,086.34
Gasb 45		
Workers Comp	8,200.00	8,400.00
Package Property Policy	16,685.00	24,744.50
General Liability	12,000.00	13,906.20
Truck Insurance	2,200.00	2,525.60
<b>Total Insurance</b>	<b>\$ 123,929.13</b>	<b>\$ 138,662.64</b>
<b>Administration Expenses</b>		
Stationary Supplies/Newspaper/Dues&Sub	10,000.00	12,000.00
Office Equipment	1,200.00	1,200.00
Postage/Printing	7,000.00	7,000.00
Travel	500.00	500.00
Office Expenses/MiscExp/Web/comp eq/Bank Fees	4,500.00	4,950.00
Line of Credit for Capital Improvements	86,768.61	86,768.61
Meals and Bottled Water	1,500.00	1,500.00
Barcode/prox/gate exp/security	4,200.00	5,000.00
Education	1,500.00	1,500.00
<b>Total Administration</b>	<b>\$ 117,168.61</b>	<b>120,418.61</b>

	2022-2023 Budget	2023-2024 Budget
<b>Utilities</b>		
Telephone-TV-Internet	12,800.00	13,440.00
Gas	2,900.00	2,900.00
Electric	39,200.00	39,200.00
Sewer	10,340.00	10,340.00
Water	9,990.00	10,989.00
<b>Total Utilities</b>	<b>\$ 75,230.00</b>	<b>76,869.00</b>
<b>Legal and Audit Fees</b>		
Professional fees(Appraisals/Gasb Calc/Cpr	1,000.00	1,000.00
Legal	30,000.00	30,000.00
Audit	10,000.00	10,000.00
Electoral Process	2,700.00	2,700.00
Quarterly Fees Misc Tax PR Tax	1,100.00	1,210.00
<b>Total Legal and Audit</b>	<b>44,800.00</b>	<b>44,910.00</b>
<b>Landscaping Expense</b>		
Lawn Contracts	242,000.00	242,000.00
Trees	18,380.00	18,380.00
<b>Total Landscaping</b>	<b>\$ 260,380.00</b>	<b>\$ 260,380.00</b>
<b>Repair and Maintenance</b>		
Grounds Maintenance /cart fuel	11,250.00	11,250.00
Janitorial Cleaning	9,000.00	10,000.00
Pool Maintenance	15,000.00	20,000.00
Pond	1,500.00	1,650.00
Pool Patio Furniture	1,000.00	1,000.00
General Maint compounds maint & supp	25,000.00	30,000.00
Equipment and Tools rental	1,700.00	1,700.00
Vehicle Fuel/Repairs	4,500.00	4,500.00
Contract labor - weeding	1,000.00	1,000.00
Rec. & Reimbursed Expenses	30,000.00	30,000.00
<b>Total Repairs/Maintenance</b>	<b>\$ 99,950.00</b>	<b>111,100.00</b>
<b>Capital Improvements</b>		
Furniture/Equipment (8901)	1,500.00	1,500.00
Contingency (8910)	8,000.00	8,000.00
<b>Total Capital Improvements</b>	<b>\$ 9,500.00</b>	<b>9,500.00</b>
<b>Total Expenses</b>	<b>\$ 1,112,806.89</b>	<b>1,163,381.85</b>

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	2022-2023 Budget	2023-2024 Budget
<b>Other Expenses</b>		
Replacement Reserves	153,929.46	207,154.50
Reserve Contingency	0.00	
S/F Roads Repair	50,842.05	50,842.05
<b>Total Reserves</b>	<b>\$ 204,771.51</b>	<b>257,996.55</b>
<b>Total ALL Expenses</b>	<b>\$ 1,317,578.40</b>	<b>1,421,378.40</b>