

Holiday Park Park & Recreation District (HPP&RD)
Board of Trustees Workshop Meeting

September 26, 2023

Minutes are being submitted by Shawn Slattery, Assistant Secretary.

Note the order of the attachments to be included: 9-26-23 Agenda; V. Treasurer Report for August 2023

- I. **CALL TO ORDER** by Chairperson Cheryl Morris at 9:00AM
- II. **INVOCATION** given by Shawn Slattery followed by the Pledge of Allegiance by all present.
- 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	Absent
Assistant Secretary	Shawn Slattery	Present
Trustee	John Rabideau	Present
Trustee	Bob Bachman	Present
District Manager	Carmella Coons	Present
Sergeant at Arms	Robert Burleigh	Present

Note: Agenda item XI. New Business – 11. Re-appointment of Robert (Bob) Burleigh as Seargent at Arms was brought forward by Chairperson Cheryl Morris. Bob had previously requested a break from duties as he was dealing with some health issues. Bob has requested to return to his duties. All present, welcomed Bob back and he was unanimously re-appointed by the Trustees present.

IV. DISTRICT MANAGER REPORT (Carmella Coons):

- 1. Three LLC homes were demolished and verified by DM Carmella. A second letter regarding non-compliance was sent to the LLC and Carmella will be bringing this issue to the Board at the next meeting to request that fines be agreed upon and that the issue be sent to the fine committee.
- 2. The Phase 2 repair is moving forward. The engineer has completed the engineering drawings and sent them to the contracted pool company. The engineer is waiting for a tank to be ordered and received. After he receives all the necessary materials, it will take two weeks to complete work. Carmella has sent emails on 9-20 & 9-21 to find out when the tank will arrive. The engineer responded but has not given a date. Carmella sent another email 9-25 to request a definitive date but has not heard back yet.
- 3. If any resident has a complaint about anything in the park, then please contact Carmella by phone, email, or in person. Carmella will do her best to accommodate you. Please also come to the office to fill out a corrective action form (names are kept confidential) because it is hard for Carmella to remember everything that people mention to her while she is out and about in the park.

4. Carmella brought up a concern to the Trustees. She currently has a \$1500 discretionary spending limit. The issue is that she feels that she must bring every expense item to the Board of Trustees for approval before she can say yes to any park committee who comes to her requesting an OK for a purchase. In particular, there are some low-cost items on the Needs and Wants spreadsheet that she should be able to OK directly for the Men's Club, Just us Girls, the ARC or any other group. Cheryl asked that we table this until #1 of Old Business.
5. Carmella would like to discuss the issue of the Office window hours returning to 9am-4pm. She is not in agreement to this and feels that it severely impacts the office staff from getting work done with the constant interruptions to the office throughout the day. Carmella reminded everyone that for urgent matters, she can be contacted by office phone or cell phone (even after hours). This item is on the agenda to discuss under New Business-#2.
6. Carmella notified us that the Gem Plumbing project has finished.
7. Carmella continues to work on the sink hole issue for the resident (Paradis) on Palena. She has had a hard time getting comparable estimates. She has received three but they all are for different work commitments. She will continue to work on this.
8. Carmella talked about the contractor who has been renting in Phase 2. Recently he was involved in a police incident, that he caused, by threatening a Phase 2 elderly customer for extra payment on a completed job. The incident required that the police intervene and he was subsequently evicted from renting within the park. Since his eviction, he has been seen in our park and in our Phase 2 building. When Carmella questioned him about his presence, he became belligerent and threatening. Carmella is asking all residents to refrain from hiring this man because he has shown himself to be volatile and possibly unstable.
9. Zoom training from Big Fish was supposed to happen prior to the workshop meeting but they did not show up on-time. The training took place after the Trustee Workshop.
10. The back fence near Palena and Sumter was damaged on 9-21 by a young driver who hydroplaned thru it. The insurance claim estimate has been submitted to his insurance company that they have approved. The Fence Outlet has been contacted to repair the fence.
11. Carmella met with our sister park – Tri-Par Trailer and Estates on 9-21 and we will host the next meeting in January. They shared ways in which each park is run and how each uses the HOA Life software. The meeting lasted a couple of hours.
12. Carmella mentioned that someone told her that the lights for Phase 1 pool have been left on during strange hours. She thinks that it is a timer issue and she has notified Steve to look into it further.

V. TREASURERS REPORT (Don LaMaster):

1. Trustee Don L. handed out the August 2023 Report to the Trustees for review. Note that there were some hand written corrections for Unrestricted Funds and Total Funds Available as of 9-25, at the bottom of the report. He reviewed/read the written report to all present.
2. See the attached August Treasurer Report for details.
3. No questions.

VI. BOND REPORT

1. Nothing to report.

VII. CHAIRPERSONS REPORT (Cheryl Morris):

1. Chairperson Cheryl M. started her report by noting that she saw charges for supplies going into Room 6 which is called the Holiday Park Stock Room. She had always thought that charges for the Stock Room items were passed through to the ARC for reimbursement. But after some investigation, she found documentation dating back to 2000 that we need to maintain a \$4000 account setup for stocking Room 6. Therefore, we should create a line-item in our budget so that the year-to-year budget maintains that \$4K for re-stocking items to Room 6. This stock room is used by the ARC and other park groups to use for Phase 1 building parties and activities. Later, it is noted by Kathy Bachman (President of the ARC) that the \$4K is not always used each year and that new monies put into that funded line-item from year-to-year are just enough to bring it back up to the \$4K mark. Don L. agreed that we will get that line-item added for this new budget year.
2. Cheryl also noted that there was a Supplemental Item to be discussed today but it was removed from the agenda.

VIII. TRUSTEE REPORTS

1. Bob Bachman – Nothing to report.
2. John Rabideau – Nothing to report.
3. Don LaMaster – Wanted to discuss changing our Trustee By-Laws so that our Regular meetings are also at 9AM instead of 7PM. Cheryl said that we would discuss this item further once we get to the New Business – item #6. Reschedule Meeting from 12-26-23 to 12-19-23.
4. Deborah Perla – Wanted to let everyone know that US Lawns has setup a schedule now for being at HP on Thursdays for Phase 1 and Fridays for Phase 2. However, if they have the staff available then they may actually start on Phase 2 Thursday afternoons.

She also is reminding any residents/home owner who wants to maintain their own lawns that they must tell the mowers to not come onto their lawns. Daniel, the crew foreman, is usually driving around in a white US Lawns truck and he is the one that people should talk to as he speaks English.

Cheryl let Deb know that the lawn crews have missed the weed whacking at her home and the ones around her for the past couple weeks. Deb will address this with Daniel.

5. Shawn Slattery – Thanked Cheryl and all who helped her create the 10-page fund balance report and the project priority lists. It will be a great help to the Trustees for setting priorities for spending.

He noted that the new road signs in the park look great.

He also noted that aside from the weed whacking problem that Cheryl mentioned, the lawns and common areas look better than they have in quite some time.

Shawn also asked about the algae buildup on the sides of the Tuscola fountains. Steve our Maintenance Manager was present and corrected Shawn by saying that it was not an algae build up as the fountains are maintained with both chlorine and acid. The buildup is from the coral sitting at the bottom of the fountains... because of the chemicals, the coral leaks a substance that sticks to the sides and it is very hard to keep clean.

Shawn thanked Carmella for the update about the LLCs.

Shawn mentioned that he now realizes just how hard it is to take minutes. The time and effort to put the minutes together after each meeting is incredible. He has a newfound appreciation for Sharon O'Reilly and the time she must spend each month just doing the meeting minutes. Shawn estimates spending about 12 hours over three days working on the minutes for the last Trustee meeting which was less than 2.5 hours long. Shawn thanked the Andersons for recording the meetings and sharing them with him so that he could write up the minutes, otherwise, he would not be able to do them as he cannot possibly keep up with writing everything down at the meetings while also participating in the meetings.

IX. RESIDENT COMMENTS

1. Karin Anderson, 5072 Palena Blvd. – Had a comment about New Business – Item #10 – Employees using the fitness room during non-business hours. She just wanted the Trustees to think about the residents in their discussions. During the summer season, this should not be an issue, but during the winter season when the park is full, this may become an issue and the residents of HP should get first priority on the use of the equipment. The Trustees and Carmella all agreed.

X. OLD BUSINESS

1. Available Monies/Project Priority Planning – Relook at the Ceramics Bldg.

Cheryl mentioned that as of 9-18, we had \$134K and a bond balance of \$324K available for spending in this fiscal year. We still have \$48K unallocated in the Un-Restricted fund. Terri is doing a great job in cleaning up our books and putting money / bills into the correct areas.

Short-term planning – an issue that Carmella mentioned earlier was that she should be able to move ahead with some of the short-term projects that are within her \$1500 spending limit. Cheryl wanted to go through the Short-Term list again and discuss the projects that have not been allocated \$ yet. She quickly read through those item #s: 12 – 28 (See the Project Priority Planning document from Old Business #1). The floor was then opened up to the Board to discuss the next short-term project items to work on.

The following items were discussed:

Don L. suggested project item **#23: De-root the picnic area.**

Cheryl M. suggested project item **#24 Clothes Rack for Gym Room.**

Cheryl M. suggested project item **#12 Sink Hole Repair for Paradis on Palena** (the Board needs to help Carmella come up with a plan of attack for this one)

Slotteo Ruggiero, 5000 Palena Blvd. – Presented ideas for **#18 Ceramics Bldg. Exhaust System.** Our insurance company, Florida Insurance Alliance, flagged the ventilation of the kilns room inside the Ceramics Bldg. as a safety issue. This is a separate room from where the ceramics/pottery work is done. Slotteo stated that there has never been ventilation in that room before but now that our insurance company has requested that we ventilate it, he has a suggestion- that we (our park maintenance staff could handle, Slotteo already has talked to Steve about it) install a simple kitchen ventilation system on the back wall, away from the Phase 2 Pool side, with a fan and ductwork through the outside wall. This would allow for turning on the ventilation during the time that the kiln furnaces run and then be turned off afterwards. Usually no-one is in the building while the kilns run anyway but this would give the room the needed ventilation.

Slotteo also mentioned that often people see him working out in his workshop and stop to ask him to bring issues to the Board meetings. He tells them all the same thing... **If you have an issue, come to the Board meetings to discuss it.** We are all the same... we all are owners and residents and deserve to have our voices heard at the meetings. The Trustees are just like everyone else, they are just volunteers working to serve the park.

Deborah P. agreed with Slotteo's solution and agrees that it can be done in house. Carmella also agreed that Steve's team could do the work. Cheryl asked the Board if they want to fund the project. Don requested that it be vented outside the back wall and not pool side wall. The Board will look to approve this project at the next regular meeting and asked that by then we have an idea of the \$ amount needed to complete the project.

Deborah P. suggested that **#14 PH2 Bath Bldg. Outside repair** project work be completed if we are going to be opening the PH2 Pool then we need a bathroom.

Cheryl M. also added that if we are working on the Ceramics Bldg. Kiln Room ventilation, then we need to add **#26 Replace Electrical Board in Ceramics Bldg.** as a high priority short-term project.

Cheryl M. asked if the Board had any other project items to bring forth as high priority and Shawn suggested that the six projects just mentioned are enough for today and that we continually look at our list and as projects get completed and we get more \$, we continue to pick away at our short-term projects list. Cheryl agreed that these items will come to the next Board Regular meeting to assign \$ amounts to them.

Cheryl M. revisited Carmella's concern from IV. d. above- the spending limit of \$1500 that Carmella, as DM, has and how she is able to execute this allowance. If she has this spending limit then she feels that she has the authority to spend this amount for project/items that come up when they are under the \$1500 limit without coming to the Board for approval. A discussion ensued and the Board as a whole agreed that Carmella does indeed have the responsibility and authority to spend up to \$1500 on projects/items that she deems necessary for the park. Even the short-term projects on our current list that fall within her spending limit, she can work to get done and then just report back to the Board that they were completed. The Board requested that Carmella just give an update at the Board meetings on how money is spent when she executes her spending authority and that the expense is tracked within the correct budget category within the financial books.

2. Recreational Access Fees

Cheryl M. started by giving an overview. This item concerns the possibility of creating two additional streams of income for HP. The first is to charge all renters (or non-owner occupants) a fee for the use of the amenities of HP including the pools, shuffleboard courts, bocce courts, tennis courts, pickle ball courts, etc.... The second is to charge a monthly or yearly usage fee to a resident for the use of the two compound areas for storage of RVs, motor homes, boats, trailers, kayaks, etc.... In the Trustee Workshop packets, there were email correspondences between Cheryl and the HP lawyer Andrew Cohen giving the Trustees the permission to move forward with these revenue streams if we choose. If we choose to do this then it will require that a proposal of how it would work and the costs associated with it. It may also require a change to our HP Deed Restrictions.

A discussion of the Board along with some input from the meeting audience took place.

Don L. brought up the view point that if the purpose of these fees is to raise revenues for HP, then he didn't feel that this was the way to go because it would not, in reality, give us that much new income, not enough to do what needs to be done within HP. Don proposed that a better solution would be to collect a one-time assessment for all owners of \$1000 (as an example, the actual amount would need to be discussed). Don thinks HP should have already done this for HP because of Hurricane Ian. Other area parks have already done this for this new tax year.

Cheryl M. reminded us that if we wanted to do a special assessment now outside of the normal process, then HP would need to fund the total process of issuing and collecting the assessment.

Shawn S. added that he agreed with Don L. on the one-time assessment idea. That with the fees, we would be causing ourselves a lot of work with little return, except to make a lot of our owners unhappy. He added that we SHOULD NOT do this assessment outside of the normal process because right now Sarasota County takes on this responsibility for us for a small fee and we do not want to mess up that arrangement. Therefore, the special assessment would need to be added to the 2025 tax year. The Trustees should use this next six months to decide on a "good" dollar amount for the special assessment and then execute the process with Sarasota County in the spring of 2024.

Deborah P. gave her support for the special assessment solution.

Bill Mitchell, 6563 Hikina Dr. – expressed his opinion against the charging of fees for the use of the compounds. He also expressed that before a special assessment is decided that HP has a good budget for 2024 and a good handle on the monies left from the bond issue and the unrestricted funds. (i.e., that our financial books are in good shape.)

Jim Oliver, 6566 Greenview Ct. – expressed his opinion against the charging of fees for the use of amenities or the compounds.

Cheryl M. wrapped up the discussion on this topic by stating that the general consensus of the Trustees is that we do not pursue these two additional income streams at this time. All agreed and so this will NOT be moved forward to the Regular Trustee meeting for discussion.

3. Big Fish Maintenance Agreement -

The workshop packets included two maintenance proposals from Big Fish. After some discussion it was determined that the only difference between the two proposals was the cost for the Monthly Technical Support. The difference in the cost of the two proposals was \$3500 per year. The difference in the technical support was Monday thru Friday 8am-5pm for Option 1 and just 4 hours of technical support per month for Option 2.

Cheryl M. expressed the concern about the wording in several areas of the Option 1 contract and asked some questions to the Big Fish technician (Austin) who was present. We found out that Big Fish is in Bradenton and so for onsite service, we would lose about 2 hours round trip for every service call (if Option 2 contract was used.) Both contracts show the off-hours fees for on-site work and remote access work. The travel time is already baked into those hourly fees.

Big Fish uses a third-party licensing company for all device software licenses. Any software license is physically on the device and so we own it as we own the device.

We also discussed some other wording issues such as Big Fish needs access to all device passwords. This became a large concern and the Big Fish technician, Austin, mentioned that it was only the special passwords to allow remote access (using Splash Top Access) to the office computers and the AV equipment in the rack, that was specified in the contracts. Personal usage passwords were not included. Cheryl mentioned that the wording of the contract would need to be changed because it is too vague on this issue.

Cheryl M. mentioned a few other issues with the contract wording and the Board agreed that more work would need to be done to change the wording in several areas of the contract Option 1 before we would be willing to sign it. Also, Cheryl suggested that HP try to get some other IT vendors to give us a comparable support contract so that we could compare services and costs. The Board agreed to both and agreed that this should be discussed again at the next meeting. Cheryl M. will contact Barry Batson, Vice President of Big Fish to continue negotiations. Cheryl will also work with Carmella to seek comparable support contracts with other vendors if needed.

XI. NEW BUSINESS

1. ACC Rule Change 26G & #16.

Cheryl M. turned over the floor to Bob Bachman to discuss the changes to the ACC Rules 26G and #16. Bob started with 26G which is about retractable sunscreens being used at the carport entrance. Bob read the rule to all present. The Trustees had a copy of the rule which showed the additions to the rule. Opaque materials are not allowed, which means that we must be able to see through the sunscreen to what is behind it. The additional lines read "An example of the product to be used (as a sunscreen) is required." Meaning the ACC team must be shown an example of the material. The second addition to the rule concerned the pulled-down position of the sunscreen behind the car in the car port "and always maintaining 12 inches at the bottom for clearance." Cheryl M. asked for a copy of the ACC Rules from Bob B. as her copy of the rules did not include 26G. Bob B. provided the full ACC Rules to Cheryl to review. Cheryl was OK with the change and thanked Bob B. for providing them. The Board was OK with these changes and will vote on them at the next regular meeting.

Cheryl M. requested that the Trustee books be updated with the full number of ACC rules once these new rule changes are approved. She also requested that the pages be numbered and that a footer be added that shows the revision dates. Bob reminded the Board that Rule #42 was approved at the last Regular Meeting and therefore it is a good idea that all Trustees receive a new ACC Rules document for their books. Kathy Bachman mentioned that the last revision date for the ACC Rules was 12-2-22.

Jim Oliver, 6566 Greenview Ct. – spoke of a home at 6885 Amoko that has been in violation of this rule 26G for some time now and wonders why the owner has not been fined yet. This owner has basically added a garage door to the front of his car port and is using the car port as a warehouse for possibly a home business. Carmella, Cheryl and Bob B. have all talked to the owner with no success. Cheryl stated that Carmella and her would revisit this issue (today) and start the Fine Process with the owner.

Rule #16 – This rule concerns the skirting for all homes in the park. The change is to include the word "white" so that owners can have white skirting on their homes if they prefer instead of requiring that the skirting be the same color as the home vinyl siding. The Board was OK with this change. It will be brought to the next regular meeting.

2. Discussion – Return to Regular Office Hours 9:00am – 4:00pm

Cheryl M. started the discussion by reminding the Board that back at the February 28, 2023 Board meeting the Trustees decided to keep the Office "Open Window" hours of 10am-2pm throughout the summer months to allow the office staff to get caught up on work from Hurricane Ian, etc..... The full working hours for the office staff is 8am-4pm M-F. At that time the Board agreed to re-open this issue at a September meeting and that is why we are discussing this issue today.

Carmella C. (see IV. 5. Above) strongly believes that the window hours of 10am-2pm are sufficient to handle residential walk-up issues. She believes that the staff needs the hours of 8am-10am and 2pm-4pm available to the office staff to do office desk & computer work. She also let the audience know that Tri-Par Trailer and Estates has window hours similar to ours.

Cheryl M. suggested that the office window be open from 9am-4pm but agreed that the Board would probably not accept that and so she offered a compromise to change it to 9am-3pm.

Cheryl M. opened the discussion up to the rest of the Trustees.

Bob B. thinks that we should leave the hours as they are now from 10am-2pm. due to the fact that park residents can plan their day accordingly to bring any walk-up issues to the window during those 4 hours per weekday.

John R. also wants to leave the hours at 10am-2pm and believes that our District Manager Carmella C. should be allowed to set the hours for the window as she sees fit in order that her staff can get HP operational work completed on a daily basis.

Don L. also agrees with the 10am-2pm office window hours. He noted that he is often in the office because of Treasurer work and has witnessed that if someone comes up and knocks on the windows outside of "Office Window" hours, one of the staff will open the door to help the person out. Bob. B. has also witnessed this behavior from the office staff.

Deborah P. also agrees that Carmella should be able to run the office as she sees fit and if she says that the 10am-2pm Office Window hours are best, then Deborah believes her.

Shawn S. also agrees that Carmella has good reason to make the request that the Office Window hours remain as 10am-2pm. He questioned whether there was ever a reason why a person would need to come to the office window outside the specified hours. The consensus was no, the people can plan ahead to come to the window during regular hours. Carmella spoke up to say that she is in the office by 6:30am most mornings and that people can call her cell phone, work phone, or email her and she will meet with them outside of the normal "Open Window" hours. With that Shawn could not come up with any good argument for not leaving the open window hours as they are currently. Shawn asked for the audience to give comment on this issue if they have any strong feelings one way or the other. No resident comments.

Cheryl M. will not need to bring this issue forward to the next Regular Business Meeting as we will just leave the open window hours the same as they are now.

3. Approval of Caregiver Additional Guidelines & the Caregiver Application changes

Cheryl M. started by stating that she was told that these changes were never officially approved by the Board but that the HP Office has been using the new document since April or May. However, Karin Anderson believed that it was indeed voted upon in a previous meeting. The Board was given a copy of the document in their meeting packets and the copy shows in yellow highlights the added wording which was approved by our Lawyer, Andy Cohen. Cheryl asked

that the Board approve that the document be brought to the next Board Reg. Bus. Mtg. and vote on it. All Board members present agreed.

4. ARC Requested Holiday Park By-Laws change for Article IX. – (ARC) Activities & Rec. Council

Shawn S. presented this change to the Board. The document was included in the Board packet and showed that item numbers 1-3 were stricken out so that item numbers 4-6 have now become 1-3. Also, the wording to item #5 was changed and shown in yellow highlight. The document basically addresses the reporting process of the ARC which includes the Men's Club and the Just Us Girls Club. The purpose of these quarterly and yearly activity reports is to keep the Trustees aware of all the activities going on within HP and also a Financial Report to show how money is being spent within the ARC and the included clubs. This change will stop the requirement that quarterly status and activity report be collected by the ARC from the ARC, Men's Club and the Just Us Girls Club and given to the Chairperson of the Board of Trustees.

After much discussion by Cheryl, the Board (excluding Bob Bachman because of possible conflict of interest) and the ARC President Kathy Backman, the Board decided that the changes as proposed in the document would be accepted at the next Regular Business Mtg. Thus, the Chairperson of the Board would continue to receive at the end of the ARC fiscal year, a Financial Report showing the expenditures for the previous year and a proposed budget for the up-coming year to be shared with the Board of Trustees. The activities presented by the ARC, Men's Club and Just Us Girls Club are given to the whole HP community in the monthly newsletter.

5. Discussion - New Deed Restriction – Replacement of Coaches on Vacant Properties

This was a discussion about how long should the park allow an owner to have a vacant lot. Right now, there is nothing in our Deed Restrictions about vacant lots. With Hurricane Ian creating so much damage in the park and the fact that so many homes have been demolished, should the Board decide to put a time limit on how long a lot can remain vacant? Cheryl mentioned that Andrew Cohen, our lawyer, has been contacted before about this and has verified that the Board can legally change the Deed Restrictions to include a time limit for putting a new coach on a vacant lot. A change to the Deed Restrictions requires a vote by the residents to approve the change. We would also need to make sure that a new change would be outside of any Grandfather Laws.

The Board was in agreement that a rule change as suggested would be best for the park. Shawn will start working on the wording and the "time-frame" given to owners for placing a new coach on a vacant lot. More discussions to come in future meetings. We would like to bring this to the home owners sometime in January. Bob B. mentioned the importance of the office getting a good list of owners and contact information so that the mailing notifications for the change get to all the owners and we don't waste postage. Karin Anderson reminded the Board that if the Board votes on a change to the Deed Restrictions, then we only have 10 business days in which to have the informational meeting for all park owners/residents.

Jim Oliver asked about what is being done by the Board on homes that need to still be demolished. After Hurricane Ian, the Board chose to relax our Deed Restrictions of three months for an owner to demolish a storm damaged home to 18 months (to be verified). Cheryl added that it is time for the park to make it a priority to get these severely damaged homes demolished.

Jackie Michell, 6563 Hikina Dr. – asked about vacant lots that are in the process of being sold. How would the park handle those instances? The owners of these lots clearly have no intention of bringing in a new coach and so how can we require them to do so? Cheryl agreed that we don't know how to handle these situations yet. Bob B. stated that some people may just walk away from empty lots rather than be told that they have to put something new on them within a specified time-frame.

Cheryl mentioned that there is some work to be done here, but that we will continue to work on this possible change and discuss it again at the next workshop meeting.

A five-minute break was taken at 10:55AM. The meeting continued at 11:03AM.

6. Discussion – Reschedule Meeting from 12-26-23 to 12-19-23

All Board members agreed to reschedule this meeting.

Don L. requested that we also discuss making a change to our Holiday Park By-Laws to change the Thursday 7PM Regular Business Meetings to a 9AM meetings. All present Trustees agreed to making this change. However, the October 12 Regular Board Mtg. will still be at 7PM because it has already been announced in the local newspapers.

7. Discussion – Phase 1 Clubhouse Electrical Replacement – Potential Closing of Office for One Week

The issue that the Board and Office Staff are facing is that the company (Wessel Construction) who will be replacing the electrical box within the Phase 1 Bldg. has stated that they will need to have the building closed for one week (in November) because all electrical will be shut off for that week while the new box is installed. This means that no-one will be allowed to enter into the building during that week including all of our office staff.

There was a lot of discussion on this topic and the Board was split giving pros and cons for closing the Office for a week. Most of the cons centered around the disruption to our residents who need to communicate with the office staff. Here is a list of some of the overall comments.

Four of the Board members expressed that they were OK with giving the office staff paid vacation for the week. We now have a good working office staff and so why not keep them happy with this small perk? It will cost us more money in the long run if we lose someone and have to re-fill a position.

We could try to have the staff sitting in the Phase 2 Bldg. with only their cell phones working from 10am-2pm to handle any urgent issues as best as possible. However, there isn't much that they could do without any of their office equipment. Would this just be a waste of time?

Maybe we could look into getting them laptops with HOA Life or other software loaded, so that they could work remotely at home or in the Phase 2 Bldg. and still do project work.

Karin Anderson, asked if there are some special projects that they could work on that week from home?

Moving equipment for a week back to the Phase 2 Bldg. is not a viable option.

Carmella has a laptop and she has the ability to work remotely and can be onsite in the Phase 2 Bldg. However, it doesn't make much sense to have the 3 office employees sitting in a building with nothing to do.

Can we ask the three office employees to take a non-paid vacation for the week? Two of them are part-time to begin with and they might enjoy the extra time off. Carmella would need to discuss this further with the full-time employee.

Cheryl feels strongly that we cannot give the office workers paid time off because we are requiring that the maintenance staff still report to work each day that week and she didn't want to open us up to legal action for "unfair" work practices.

It was also mentioned that all activities and any group meetings in the Phase 1 building would also be canceled for that week.

Jim Oliver reminded everyone that for COVID, we paid all of our employees for weeks and weeks to remain home with nothing to do. We did this to keep our employees from going out and finding other jobs. He feels that we should give them paid time off.

Cheryl wrapped up the discussion by saying that she will work with Carmella and the office staff to see if there are laptops available for remote use and how hard it would be to load them with the software needed for remote use and/or if there are any special projects that they could be working on during that week at home in November.

Bill Mitchell asked if anyone had been in recent contact with Wessel Construction to see if it really would take a week? Bill thought that it should take about 2-3 days and not a full week. Carmella stated that she would contact Wessel again to see if they could better estimate the number of days that the work would take. Bill also mentioned that Jackie and himself have just finished a large time-consuming project to research the all the property owners within the part in order that the office staff could update HOA Life with the owners names, addresses, phone numbers etc.... Possibly this is a project that could be worked on outside of the office?

Nancy Seelow 6893 Amoko Ct. – asked if we knew the date in November of the closing of the Phase I Bldg. because if it carries over to the weekend then it could impact events scheduled in November like the Dance and the Christmas Craft Fair. Cheryl responded that we don't have a date yet and we expect that it won't extend into the weekend, but we just don't know at this point. Carmella responded that Wessel Construction ordered a part (the actual electrical box?) and that they are waiting for that part to come in.

Cheryl wrapped up the discussion by stating that Carmella would be getting with Wessel Construction to see if the time-frame is less than a week. Cheryl would also work with Carmella to see if laptops could be used to do normal work or special project work off-site during the week. This issue will be discussed again in a future meeting.

8. Discussion – Use of Donations for Trees for Tuscola

There was a short discussion to clarify that the money within the Trees for Tuscola fund was to be used solely for the purchase of new palm trees along Tuscola Blvd. starting at the main entrance and moving to the south exit at Biscayne Drive. There are two types of palm trees that have been specified in the past because of their self-pruning features: Foxtail Palms and/or Christmas Tree Palms were selected as the preferable options. The Board discussed that Carmella can also start looking into how best to use the Trees for Tuscola fund money as this money is not controlled by the Board. Don L. mentioned that Lois Langtry, 6448 Keena Ct. has a committee working on how best to spend this money- taking into consideration everything we have discussed and also how far apart to plant the trees as well as how best to care for the trees until they are fully established in the ground. This committee plans to start spending this money on new palm trees as soon as the weather is conducive to planting new trees. The number of trees will depend upon the cost of them as about \$4700 is currently in the fund.

Carmella would like to also put a couple of colorful flowering trees at the entrance off of US41. The Board expressed that the issue here is that the Board must approve any changes that affect the common grounds. The ACC deals with changes to residential properties within the park and the Trustees deal with changes to common grounds. It was suggested that Carmella bring this issue back to the Board once she has more information on what will be purchased/planted and where it will be planted in respect to the entrance of the park. This can be brought to the next Regular Business meeting.

9. Discussion – Sunshade for Tennis Courts – ACC Referral

Trustee Bob B. brought forth the ACC Permit #5904 (see attachment) to the Board because it deals with changes to common grounds. The Tennis Club represented by Roland Ficken, 6874 Alani Ct., is requesting the approval to purchase and install a new 10'x20' cloth sun-shade for Tennis Court area as well as a 10'x30' canvas party tent (which has been donated). The funding of this project is 100% thru the Tennis Club and they will also handle the installation and ongoing care for these items. They are both easily taken down in the case of upcoming storms.

Roland Ficken, 6874 Alani Ct. was available for questions from the Board. The Board agreed to move this item to the next Regular Board Mtg. for approval. Trustee Deborah P. thanked Roland and the Tennis Club for taking on this project.

10. Discussion – Employees Using Fitness Room during Non-Working Hours

Chairperson Cheryl M. brought this issue to the Board. Recently an office staff member asked if they could use the Fitness Room after work hours. Cheryl mentioned that the employees would need to sign our standard waiver form before being able to use the Fitness Room and then opened up the discussion to the Board.

Deborah P. agreed that this should be approved. We don't have many perks to offer to our park employees and this is a nice perk that doesn't cost the park any money. Deborah added that it be after normal working hours and at times when the Fitness Room is not full of park residents because they should have the first priority to the usage of the room.

The rest of the Trustees present agreed with Deborah. This item will be moved forward to the next Regular Business Mtg. for approval.

11. Re – Appointment of Robert Burleigh as Sergeant at Arms

This was already completed at the beginning of the meeting – after item III. Roll Call.

12. Discussion and Definition what DM can approve for ARC Beautification

Chairperson Cheryl M. requested clarification from the Board about what authority should be given to the District Manager Carmella in approving beautification projects from the ARC on common grounds. At the 6/1/23 meeting Kathy Bachman (ARC President) read a statement that the District Manager has the authority to approve all ARC beautification project.

After a lengthy discussion with input from Trustees, Kathy Bachman (ARC President), and other residents in attendance, it was decided that even though we are talking about common grounds, these are beautification projects that are not in any way permanent structures and therefore we should accept the discretion of the ARC members and our District Manager to make good decisions, to do what is right for the park, and allow them the authority to continue doing these beautification projects without getting Board approval for every one of them just because they are on common grounds. If for any reason this becomes a problem, then we can revisit it at a future meeting. At this time, we should accept the discretion of the District Manager to approve or reject these beautification projects.

District Manager Carmella noted that if she ever has any question about a decision then just to be safe, she will run it by several people and Trustees before making a decision.

13. Employee Health Insurance Renewal – Premiums for Office Staff

Cheryl mentioned that the Florida BCBS renewal/enrollment for healthcare insurance for the office staff came up and Carmella signed off on it on 8/8/23 without any Board involvement. The actual insurance renewal paperwork was included in the Trustee Workshop packets for review. The increase was 11.35% totaling an additional \$2555 per year.

Carmella agreed that it was a bad managerial decision and that it won't happen again.

XII. SUPPLEMENTAL ITEMS

None.

XIII. TRUSTEE COMMENTS

None.

XIV. RESIDENT COMMENTS

Kathy Bachman mentioned that the ARC has a meeting on 12-19-23 at 7PM and so with the 12-26-23 Trustee Meeting being moved to 12-19-23 at 9AM, there will now be two meeting that Tuesday.

Jackie Mitchell mentioned that at one time we used to have a produce market here in the park. She and Bill have been in contact with a local produce person that has their own company. He is interested in bringing his market to the park on a ½ day basis. Jackie stated that he has very large variety of nice vegetables and fruits. Jackie will work with Carmella to iron out the details and then will look to promote it within the November newsletter, the Board, and all groups within HP.

Jim Oliver said that he was happy to be back in the park after being away for the past three months. He is very pleased with the progress within the park of demolishing homes and bringing in new ones. Even the vacant lots of weeds look decent because they are being mowed on a weekly basis. Jim was also very pleased by the way the Board worked together internally and with the residents who were present. There are still conflicting opinions on issues but the overall tension in the room has greatly decreased. Jim also wants the whole park to get behind Carmella as she is doing a great job and leading the park in the right direction.

Carol Clinch, 5014 Palena Blvd. – mentioned that Florida State law has changed for drivers of golf carts within communities. Members of the Board stated that we had already received the new law which goes into effect on October 1st. The current law allows a 14-year-old to drive a golf cart. The new law states that drivers must be at least 15 years old with a valid learner's permit or 16 with a driver's license and that anyone over 18 must have a valid government issued ID.

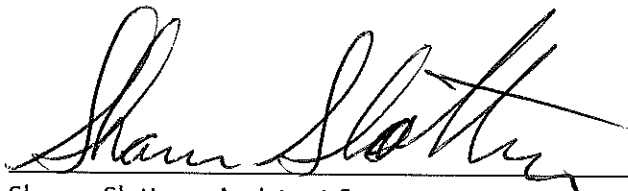
The Board is aware that Section N of the HP General Rules and Regulations will need to be updated. The wording changes will be brought to the next meeting. The new law was also mentioned in the October Newsletter. Karin Anderson also reminded everyone that all Federal and State Laws automatically override anything in our Deed Restrictions, By-Laws or General Rules and Regulations as of the law effective date. We still need to update our document to reflect those laws.

XV. ADJOURNMENT

Motion to adjourn by Deborah Perla and seconded by Don LaMaster. No discussion. All approved. Motion carried and the meeting closed at 12:02PM

MEETING WAS ADJOURNED AT 12:02PM

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Shawn Slattery", written over a horizontal line.

Shawn Slattery, Assistant Secretary