

Holiday Park Park & Recreation District
Board of Trustees Workshop Meeting

April 25, 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	Present
2 nd Vice Chair	Deborah Perla	Present
Treasurer	Don LaMaster	Present
Secretary	Sharon O'Reilly	Present
Trustee	John Rabideau	Absent
Trustee	Jim Oliver	Present*
Trustee	Bob Bachman	Present
District Manager	Carmella Coons	Present
Sergeant at Arms	Robert Burleigh	Present

*Jim Oliver left the meeting at 9:02 a.m.

IV. **Resident Comments**

- Kathy Bachman, 6345 Fantasy Court, stated that the Board of Trustees meetings are too long and asked that residents abide by the three-minute rule.
- Karin Anderson, 5072 Palena Boulevard, asked that the Rules of Conduct be followed once the meeting has been called to order and that we be respectful.
- Jackie Mitchell, 6563 Hikina Court, was concerned about the legality of having this meeting on camera/zoom, and the response was that it was a public meeting and, therefore, legal.

V. **Trustee Comments**

- Ken Judd: None
- Deborah Perla: None
- Sharon O'Reilly: None

- Don LaMaster: None
- Bob Bachman asked Carmella Coons why she did not respond to Karin Anderson.
- Cheryl Morris asked Bob Bachman, liaison to HPARC, to take over the needs/wants list, along with Kathy Bachman, President of HPARC. Bob clarified that nothing had been purchased.
- Cheryl also stated that the Architectural Control Committee (ACC) minutes will be placed in Trustee mailboxes.
- Cheryl reported that a resident sent a letter to the District Manager and Trustees regarding non-compliance with deed restrictions and regulations for damaged homes. The District Manager sent certified letters on 4/17/23, and the fine procedure will be implemented, if no response is received within 14 days of receipt, which is 5/1/23. The Holiday Park attorney is reviewing Holiday Park's fine procedures, and the Board is awaiting a response. Ken Judd suggested we send a copy of the letter to the resident (who sent the letter) as a response to his concerns.
- Cheryl Morris also asked that common area plastic sheds be added to the Supplemental agenda, along with variances and Big Fish invoices.

VI. **New Business**

A. **Salary Increase for District Manager Carmella Coons**

- Cheryl Morris stated that Sharon O'Reilly asked that this item be added to the agenda. Carmella Coons was asked to leave the meeting for this discussion.
- Sharon O'Reilly read a prepared statement (See "Attachment A"). Cheryl Morris stated that, in her meetings with Carmella Coons, Carmella requested a salary increase to \$75,000, but is also concerned with her quality of life and would negotiate, as she would like to have Friday afternoons off during the summer season.
- Don LaMaster reported that a salary increase for the District Manager would not impact the budget, as we have \$75,000 budgeted for the District Manager position.
- There was general consensus between residents and Trustees to offer Carmella Coons \$74,000, with Friday afternoons off in the summer season, effective 6/1/23.

- Residents and Trustees expressed concern about the process of promotions of staff to Maintenance Manager (MM) and Office Manager, and the accompanying salary increases, as well as why the Board of Trustees was not aware of these promotions. Don LaMaster stated he would address this at the next meeting.
- The question of the MM being salaried versus hourly was discussed, and Carmella Coons advised she preferred he stay hourly so that he may remain under her supervision.

B. 2023-2024 Budget

Don LaMaster did not think this needed further discussion today and that this item will be moved to the Regular Meeting on 5/4/23.

C. Discussion with Candidate for Seat 9

- Shawn Slattery, 6440 Center Lane, presented his reasons and qualifications for applying for the vacant Board of Trustees Seat 9. He is a full-time Florida resident and is available for summer meetings. Carmella Coons stated that he meets the legal requirements.
- This item will be moved to the 5/4/23 meeting for vote.

D. Deed Restriction Change for Coach Replacement

There was a consensus to move this item to a future meeting for discussion.

E. Change to Workplace Policy Sign-Off Sheet

This change was voted on at the last meeting and applies to all employees.

F. RFP 004: Venice Sign Shop

- Bill Mitchell reported that only one bid was received that matched the request for proposal (RFP) sent out. He suggested that another inventory of signs that need replacing be made by the Maintenance Manager. There were some signs missing and some inaccuracies within the original list. The bids will be submitted to insurance, which should cover the signs, per Cheryl Morris.
- Discussion included making sure all signs match for aesthetic value, and include bike crossing signs.
- Item will be moved to the 5/4/23 meeting for vote.

G. RFP 011: Sun Shelters

- Cheryl Morris asked Bill Mitchell to review the three bids. These bids do not match in terms of types of material used, so this makes comparison difficult. The main purpose of these bids is so that Holiday Park may submit them to the Federal Emergency Management Association (FEMA) and insurance, and this will be completed.
- Discussion: Only two of the bids asked that an architect check for compliance with North Port City codes. Don LaMaster stated we don't have money in the budget for these items. The cost of aluminum is high, so could Holiday Park consider using wood and other metal structures. Cheryl Morris asked the committees to continue working on this project, and there was a general consensus to do so.

H. Holiday Park RFP Process

- Request for Proposal (RFP) Process was read by Cheryl Morris. Under #6, the wording should be changed from "led" to "leads the." The word "manager" is misspelled on #9.
- Discussion: Bids will be allowed by email, if not sealed bids.
- Item will be moved to 5/4/23 meeting for vote.

I. Discussion: Barrier in Front of Propane Tank Phase 1 Laundry

Cheryl Morris stated that a resident suggested this barrier for safety reasons, and that any barrier requires ACC approval. Bob Bachman suggested contacting the gas company regarding this issue, and Carmella Coons will do this. Sharon O'Reilly suggested contacting the Fire Department as well.

J. Discussion: Caregiver Applications: Charge \$50 for Application and \$50 for Background Check

- The Holiday Park attorney advised Holiday Park that we cannot increase the caregiver application fee to cover a background check. Kathy Bachman reminded residents that a background check only shows convictions, not arrests.
- Item tabled.

K. ACC Variance: Hoffman

- Deborah Perla asked Mr. Hoffman, 6907 Apopo Court, to present his request for a variance. Mr. Hoffman wants to install a detached shed that is larger in size than acceptable per ACC rules, and to install an irrigation well. The Board of Trustees needs a copy of the revised proposal. It was suggested that Mr. Hoffman check with the City of North Port to see if wells are allowed. There was some consensus that both the shed size and location were not ACC compliant. Several residents were not in favor of wells in Holiday Park.
- Item moved to 5/4/23 meeting for vote.

L. Repair Priority #3: Electronics on Gate/Card Reader

- Gary Chapman reported that Holiday Park received insurance payment for fences and electronics. There was general consensus among Board members that they have already agreed to put this item on hold and use proximity cards.
- Item tabled.

M. Hurricane Repairs: Electrical Outlets, Bocci Court

- Cheryl Morris asked the Board of Trustees how they would like to proceed on this item. Several residents advised that we need a better assessment of electric lines, and Holiday Park needs to address safety issues regarding possible exposed live wires. Florida Power and Light (FPL) is responsible for the pole lights and has not given Holiday Park a timeframe for replacement. Don LaMaster did not think we had money in the budget for these repairs. Cheryl Morris asked Carmella Coons to have maintenance check for live wires and make sure they are properly marked with cones. There was general consensus to put this item on hold.

A break was taken from 10:34 a.m. – 10:42 a.m.

VII. Supplemental

A. Variance: Hutchinson, 6707 Neighborly Court

- Mr. Hutchinson installed a carport that did not meet ACC guidelines. There was also concern that he did not get a City of North Port permit and that the carport is not freestanding. Mr. Hutchinson reported that he did not know the rules and needed to get the concrete pad poured at the time his contractor was available.

Mr. Hutchinson was issued a stop work order, which he neglected to follow. Ken Judd suggested a fine.

- Item moved to the 5/4/23 meeting for vote.

B. Request for Variance: Lori Crosby, 5520 Holiday Park Boulevard

- Lori Crosby is asking to place pavers in her front yard for parking. She stated that 6437 Kilohee Court was given a similar variance. The request violates the ACC rule of 25% lawn in front.
- Item moved to the 5/4/23 meeting for vote.

C. Big Fish Invoices

- The RFPs for Phase 1 building did not include all the work needed to be done by Big Fish Technologies. Big Fish submitted invoices that were not part of the Wessel contract, and Don LaMaster stated these need to be paid. He advised the payment will be made from the bond account. It was agreed that the Wessel contract for the Phase 1 building needs to be closed as soon as possible, and any changes going forward will be paid by Holiday Park – not through Wessel.
- Item moved to the 5/4/23 meeting for vote.

D. Plastic Storage Unit on Holiday Park Property

The wood box used to store fountain supplies needs replacement. After discussion, it was agreed to replace this with Trex material, and that this was something that Holiday Park's maintenance staff could do.

VIII. Trustee Comments

- Sharon O'Reilly asked Bob Bachman to add ping pong tables to the Phase 1 Renovation Want/Need list. She also advised a careful inventory of items that were in storage be taken to check for any damages.
- Ken Judd stated there are many more damaged trees than per Holiday Park's initial inventory, and Carmella Coons stated that tree removal was on the 5/18/23 Workshop Meeting agenda. Bob Bachman reported that the company Holiday Park is currently using to remove these trees (A&M Tree Trimming, LLC) will give a discount to homeowners for tree removal on private property.

IX. Resident Comments

Bill Mitchell asked that, at the Public Meeting on the 2023-2024 Budget, the line item “Vehicle Fuel/Repairs” be addressed.

X. Adjournment

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

MEETING WAS ADJOURNED AT 11:21 A.M.

Respectfully submitted,

Sharon O’Reilly, Secretary

DRAFT

ATTACHMENT A

When I voted to approve a starting salary for our new District Manager, Carmella Coons, of \$68,000 (with an increase to \$70,000 at six months) on 2/23/23, I was missing some very important information. I had no idea that our maintenance supervisor had been promoted to maintenance manager, with an hourly wage of \$30. This was just made known to me at the last meeting. The Board of Trustees had no input into or vote on this decision. I did the math after the last meeting, and this means that our maintenance manager makes \$62,400 a year, not including overtime. The maintenance manager has no job description, but I do know the District Manager job description, and it's a lot, even without the Hurricane Ian situation. I know Carmella Coons' performance to date and believe she deserves a significant increase in pay effective immediately. I think this discussion is important today because it will impact the 2023-2024 budget, which we need to vote on at the next Regular Meeting on 5/4/23.

Sharon O'Reilly