

Holiday Park Park & Recreation District  
Board of Trustees Regular Meeting

April 13, 2023

**I. Call To Order** by Chairperson Cheryl Morris at 8:58 a.m.

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

**III. Roll Call Taken by Sharon O'Reilly**

Chairperson	Cheryl Morris	Present
1 <sup>st</sup> Vice Chair	Ken Judd	Present
2 <sup>nd</sup> 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	Absent
District Manager	Carmella Coons	Present
Sergeant at Arms	Robert Burleigh	Present

**IV. Approve Previous Meeting Minutes**

- 2/9/2023: Motion to Approve by Ken Judd, Second by Don LaMaster, with the correction of Meeting Date 12/16/22 (not 12/6/22); and addition of both the Public (By-Laws) and Regular Meetings on Page 1.  
Motion carried.
- 2/23 2023: Motion to Approve by Don LaMaster, Second by Deborah Perla, with the correction of date on Page 2 to 2/23/23, and removal of Robert Burleigh on Page 3 from Roll Call Vote.  
Motion carried.

- 2/28/2023: Motion to Approve by Jim Oliver, Second by Don LaMaster, with correction in spelling of Konrad Slota name on Page 1. Motion carried.
- 3/9/2023: Motion to approve by Ken Judd, Second by Don LaMaster. Motion carried.
- 3/21/2023: Motion to approve three sets of minutes with corrections by Jim Oliver, Second by Don LaMaster.
  - o Meeting #1: Change Call to Order time to 10:00 a.m.
  - o Meeting #3: Page 3 – Correct spelling Lois Langtry.Motion carried.
- 3/28/2023: Motion to Approve by Ken Judd, Second by Don LaMaster. Motion carried.

**V. Treasurer’s Report Given by Don LaMaster (See “Attachment A.”)**

Don LaMaster stated he would also be giving an update on the Trees for Tuscola Fund and the Bond Draw to date, along with each monthly Treasurer Report (See “Attachments “B” and “C”.)

**VI. Resident Comments**

Bill Mitchell, 6563 Hikina Drive, asked Don LaMaster when the March financial books would be available, and Don responded that he is working on this with Candice. Bill also reported that the fence company would like to start other fencing projects as soon as the company has completed the Phase 2 pool project.

**VII. Trustee Comments**

- Ken Judd reminded residents that the letters have been sent out regarding removal of plastic sheds. He is concerned about removal of damaged trees.
- Deborah Perla asked that residents contact the office with Architectural Control Committee (ACC) concerns – please do not show up at her home.
- Sharon O’Reilly: None
- Jim Oliver gave a lawn maintenance update and reported that Brightview would not be paid a final payment until the swales were cleaned. Jim is concerned that there is still a lot of storm debris. He will be making a list of damaged trees on private property that need to be removed.

- John Rabideau: None
- Don LaMaster: None.

#### VIII. Chairperson Comments

- Cheryl Morris stated that she and Carmella Coons met with Holiday Park's insurance representative and a risk manager from the insurance company. They advised they will submit insurance policy recommendations in writing for both Holiday Park's current insurance and for policy renewal in October 2023. Gary Chapman will review these and make recommendations to the Board of Trustees. The risk manager advised that Holiday Park should remove the swings due to liability issues. Cheryl Morris asked that this item (swings) be added to Supplemental on today's agenda, along with the Phase 1 sewer, Holiday Park Activities and Recreation Council (HPARC) Event and Additional Meetings.
- Cheryl Morris reported that, per the Federal Emergency Management Agency (FEMA) attorney, Holiday Park should get some money for the fence and for debris removal. She stated that there was no new report from Gary Chapman, Chairperson of the insurance group. She asked Bill Mitchell to give an update on the two FEMA groups. The Phase 2 fence delay is due to a delay in getting the gates. Bill Mitchell asked the Board of Trustees for guidance on additional fence and electric projects. These items will be moved to the next workshop for discussion. Cheryl Morris talked to the Holiday Park attorney about lot ownership and Holiday Park's caregiver policy. The attorney responded that a restriction of a minimum age of 25-years-old for a caregiver is not enforceable. See Supplemental Item A. The attorney also responded that a married couple may own a total of four lots, two lots each.

#### IX. District Manager Comments

- Carmella Coons stated she is working on a demolition list and will need legal advice on how to proceed. Carmella is in contact with Big Fish regarding cameras for both the front and back gates, and Phase 1 Building. Karin Anderson, 5072 Palena Boulevard, stated the Board had already approved cameras for Phase 1 Building. Carmella Coons expects to have a Certificate of Occupancy soon for the Phase 1 Building, and would like to close the office for five days for the move. She stated that a conference table and chairs have been purchased, and she is getting quotes for a portable stage. She is working on debris cleanup and has lists from the committees.

## **X. New Business**

### **A. Trustee Assignments (Vote)**

- A motion was made by Jim Oliver, Second by Don LaMaster, to approve the Trustee assignments from the meeting on 3/28/2023.
- Discussion: Bill Mitchell is concerned about a conflict of interest with Bob Bachman's Trustee assignment to HPARC, with his wife being the President of HPARC, and noted it may require Bob Bachman to abstain from voting.
- Ken Judd noted that we still need an assistant secretary, and this item will be moved to the Emergency Meeting Agenda of 4/20/2023.  
Motion carried.

### **B. Bond Money**

A motion was made by Sharon O'Reilly, Second by John Rabideau, to use the remaining bond money for capital improvements.  
Motion carried.

### **C. Staff Letters Rescinded**

A motion to rescind sending letters to the two internal candidates who applied for the District Manager position was made by Ken Judd, Second by Don LaMaster.  
Motion carried.

### **D. Estimate for Tennis Court Windscreens**

- A motion to accept the bid from Welch Tennis Courts, Inc., for replacement of the tennis court windscreens for \$2,768.40 was made by Jim Oliver, Second by Don LaMaster.
- Discussion: There was a consensus that the fences need to be put up prior to windscreens, and the pickleball court will also need windscreens. The windscreens may need to be stored.

### **E. Caregiver Application – Wilcox**

- A motion was made by John Rabideau, Second by Don LaMaster, to accept the Caregiver Application for Janice Wilcox, 5452 Joy Court.

Motion carried.

- Discussion: See Supplemental Item A.

**F. Emotional Support Animal – Kozcowski**

- A motion to approve the Emotional Support Application by David Kozcowski, 6335 Parkview Court, was made by Jim Oliver, Second by Don LaMaster.
- There was a long discussion between residents and Trustees which included concerns about the animal size and breed (pit mix), and liability issues. Cheryl Morris read the Holiday Park attorney's opinion.  
Motion failed.
- Carmella Coons will discuss the Board's decision with Mr. Kozcowski.

**G. Correction of Workplace Policies Signature Page**

A motion to change the wording on the Workplace Policies signature page from "Conditions of Employment," to "Workplace Policies" was made by John Rabideau, Second by Don LaMaster.  
Motion carried.

**XI. Supplemental**

**A. Caregiver Policy**

- There was a motion by Don LaMaster, Second by Jim Oliver to send our current caregiver policy to the Holiday Park attorney for review. This review should include the age limit and action for non-compliance.
- Discussion: This policy is difficult to enforce. Holiday Park must follow the Housing and Urban Development (HUD) and Americans with Disabilities Act (ADA) guidelines. Holiday Park needs an understanding of what is reasonable discretion and judgment, according to HUD.

**B. Transfer Tank/Sewer Lines – Phase 1 Building**

A motion to hire Mike Douglas, Douglas Plumbing, to uncap the transfer tank vents, scope the sewer lines, and make repairs not to exceed \$4,000 was made by Don LaMaster, Second by Jim Oliver.  
Motion carried.

**A BREAK WAS TAKEN FROM 10:45 A.M. – 10:55 A.M.**

**Robert Burleigh asked residents to follow the Code of Conduct.**

**C. HPARC Event**

George Clinch, 1<sup>st</sup> Vice President, HPARC, and Lynn Leonard of Triple F made a proposal to the Board of Trustees to host an outdoor Vintage Car Rally and 50s Dance in March 2024. After discussion between the Trustees and residents, there was a consensus to proceed. George was asked to keep the Board of Trustees informed about ongoing details, including the proposal for how to register and to allow cars from West Coast Car Club into Holiday Park on the day of the event.

**D. Swings**

- A motion was made by Deborah Perla, Second by Sharon O'Reilly, to dismantle the swings.
- Discussion: Holiday Park's insurance risk advisor suggested this course of action. The Board may look into replacement equipment in the future. Motion carried.

**E. Office Closure**

Carmella Coons is asking that the office be closed for five days for the move back to Phase 1 Building. She stated she will be available for emergency calls. There was general consensus of the Board to grant Carmella Coons' request. Sharon O'Reilly asked that all non-essential work by the maintenance staff be diverted to getting the office set up. The closure dates will be determined when Holiday Park gets the Certificate of Occupancy.

**F. Phase 1 Building Cameras**

- There was a motion to spend \$3,369 for five cameras to be installed in the Phase 1 Building by Big Fish by Don LaMaster, Second by Jim Oliver.
- Discussion: Cameras for the Phase 1 Building were included in the initial scope with the understanding that Big Fish bills Wessel. Cheryl Morris will check the contract and make sure Big Fish has done everything requested.

**G. Additional Board of Trustees Meetings**

- Cheryl Morris proposed the following additional meetings be scheduled due to an already lengthy agenda for the next workshop. The Board agreed on the following dates:
  1. 4/20/23 Emergency Meeting
  2. 4/25/23 Workshop to include Proposed Budget 2023/2024
  3. 5/4/23 Budget Presentation  
Regular Meeting
  4. 5/9/23: Workshop
  5. 5/25/23 Regular Meeting
  
- Cheryl Morris also proposed monthly meetings in the summer and will look at dates and Trustee availability.

## **XII. Trustee Comments**

- Jim Oliver: None
  
- John Rabideau: None
  
- Don LaMaster: None
  
- Cheryl Morris stated she will prioritize agenda items for the 4/20/23 Emergency Meeting.
  
- Sharon O'Reilly stated she would not be able to attend the 5/9/23 Workshop, and other arrangements will need to be made for taking the minutes.
  
- Ken Judd stated he usually leaves Holiday Park on 5/5, but may be present for the 5/9/23 meeting.
  
- Deborah Perla: None

## **XIII. Resident Comments**

- Bob Moore, 6861 Ocean Court, 1<sup>st</sup> Vice President, Men's Club, presented a proposal for a storage shed to be shared by the Men's Club and shuffleboard. Discussion included payment for the shed and its location. Cheryl Morris asked Bob Moore to get ACC approval and to bring the issue back to the Board for approval.
  
- Bill Mitchell expressed appreciation to Carmella Coons for her actions to date as District Manager. He also thanked Cheryl Morris for her attorney communications, including both questions and responses distributed to the

entire Board of Trustees. Bill indicated he is concerned about the fence bids, and Don LaMaster advised him proceed, as the Board already approved the use of bond money for fencing. Bill is concerned about the debris pileup by the Phase 1 compound and has discussed this with Jim Oliver. Bill is awaiting three bids for the pickleball shed so that he may submit to FEMA and insurance. He will work with the ACC.

- Karin Anderson, 5072 Palena Boulevard, is concerned about the proposed Men's Club shed placement and advised that this will need Board of Trustee approval. Karin also discussed potential concrete and termite issues with the new shed. Karin is concerned about employee medical insurance, and Cheryl Morris stated she has created a list of deadlines/dates for items that need Board discussion and approval, including employee medical insurance. Cheryl will share this list with the Board of Trustees and asked Carmella Coons to place a copy in each Trustee's mailbox.
- Roland Ficken, 6874 Alani Court, asked about water cooler replacements for the tennis and shuffleboard courts. Cheryl Morris stated these will be replaced and are on the FEMA list. Roland is also concerned about maintenance and repair of the tennis and pickleball court surfaces. Cheryl stated she would add this to the 4/25/23 Workshop agenda.
- Robert Burleigh, 6413 Kilohee Court, agreed with Bob Moore regarding the Men's Club shed.
- George Clinch, 5014 Palena Boulevard, asked for an update regarding street lights and is concerned about a damaged light at 5403-5405 Holiday Park Boulevard. Carmella Coons stated she will contact Florida Power and Light (FPL) regarding the damaged light and replacement schedule.

#### **XIV. Adjournment**

Motion to adjourn the meeting by Deborah Perla, Second by Sharon O'Reilly.  
Motion carried.

**MEETING WAS ADJOURNED AT 11:57 A.M.**

Respectfully submitted,

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Sharon O'Reilly, Secretary



Attachment A



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## Treasurer Report for March 2023

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### Assessments

Assessments Received: \$ 38,194.82

### Renovation

March Renovation Draws: \$ 248,918.10

### Monthly Income and Expenses

March Income: \$ 40,038.99

March Expenses: \$ 156,266.91

### Bank Balances as of March 31, 2023

Restricted Funds: \$ 696,065.21

Restricted Interest: \$ 27,999.40

Unrestricted Funds: \$ 687,972.32

Total Funds Available: \$ 1,412,036.93

### Account QuickReport

October 1, 2022 through April 12, 2023

Trees for Tuscola

Attachment B

Type	Date	Num	Name	Memo	Split	Amount
<b>1088 - Trees Donations Received</b>						
Deposit	03/14/2023	3365	Oliver, Jagnes	Deposit	1076 - Busey ...	500.00
Deposit	03/14/2023	2078	Dorin, Raymond	Deposit	1076 - Busey ...	500.00
Deposit	03/14/2023	1011	Judd, Ken & Langtry, Lois	Deposit	1076 - Busey ...	500.00
Deposit	03/14/2023	1256	Ross-Baity & Ross-Brooking	Deposit	1076 - Busey ...	500.00
Deposit	04/03/2023	1052	McVey, Thomas & Nancy	Deposit	1076 - Busey ...	100.00
Deposit	04/03/2023	261	Auld, Christopher	Deposit	1076 - Busey ...	50.00
Deposit	04/03/2023	1450	LaMaster, Don	Deposit	1076 - Busey ...	100.00
Total 1088 - Trees Donations Received						2,250.00
<b>TOTAL</b>						<b>2,250.00</b>

Jugs  
 Donation  
 \$471.50

Register: 1084 · Busey Bond Payable 2022

From 03/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

*Attachment C*

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Increase C</b>	<b>Decrease</b>	<b>Balance</b>
03/28/2023	JE		1076 · Busey Operating ...	Req Draw # 16	248,918.10		1,406,633.27

*March Only*