

Holiday Park Park and Recreation District
Board of Trustees Regular Meeting

January 12, 2023

- I. **Call To Order** by Chairperson John Rabideau at 9:16 a.m.
- II. **Pledge of Allegiance** and **Invocation** given by Sharon O'Reilly, Secretary.
- III. **Roll Call**

Chairperson	John Rabideau	Present
1 st Vice Chair	Ken Judd	Present
2 nd Vice Chair	Bob Bachman	Present
Treasurer	Don LaMaster	Absent
Secretary	Sharon O'Reilly	Present
Asst. Secretary	Deborah Perla	Absent
Trustee	Jim Oliver	Absent at time of Roll Call. Arrived at 10:00 a.m.
Trustee	Karin Anderson	Present
Sergeant at Arms	Robert Burleigh	Absent

John Rabideau asked George Clinch to act as Sergeant at Arms at today's meeting.

IV. **Resident Comments**

-Lois Langtry stated that tickets were still available for the "Just Us Girls" trip to the Hard Rock Casino, and to see Wiz LaMaster if anyone is interested in purchasing a ticket.

-Bill Mitchell asked for an update on Phase 1 Building expenditures from the Treasurer, to include all change orders. John Rabideau stated he would get this information from Don LaMaster.

-John Rabideau gave a Phase 1 Building update. He stated that the Phase 1 pool and laundry room may need to be closed for two-three weeks in February, per the contractor meeting yesterday (1/11/23). The contractor has been unable to get a new electric panel in a timely manner, but has negotiated a work-around with the City of North Port. The contractor hopes to have the Phase 1 Building remodel completed by 5/1/23.

-Cheryl Morris asked that a Phase 1 Building remodel update status be added to every public meeting agenda. Cheryl said she agrees with Bill Mitchell and also wants to see a current financial report, including money in reserves and money available for expenditures. Bob Bachman stated that Don LaMaster gives a

Treasurer report at every regular meeting. Roy Auger stated that the last financial report on the website was 10/31/22, and he would like to see a timely posting of the monthly Treasurer report on the website.

-Cheryl Morris asked the Board of Trustees to prioritize a list of damages and needed repairs.

-Roy Auger asked when the Phase 2 pool would reopen. Karin Anderson stated that the pool was completely destroyed and needed major repairs, including electric and plumbing. She also stated that we need bids for the Phase 2 pool repairs, and then these need to be submitted to insurance and/or to Federal Emergency Management Agency (FEMA).

-Julie Ross-Baitty asked if the Phase 2 pool will follow the Americans with Disabilities Act (ADA) rules, and John Rabideau responded that he will check into this.

-Bob Bachman urged patience as we work on all the needed projects.

-Karin Anderson stated we need to know how much money is left in the bond for Phase 1 Building renovation. She stated we need to set priorities against budget, and that we don't have money to spend right now.

-Lois Crosby asked about an alternate access to the laundry room, and John Rabideau stated he is exploring options.

-Steve Slocum asked how many Florida-registered voters were in Holiday Park, and Ken Judd responded about 300.

-Lois Langtry stated she explored obtaining electric panels and that, in general, these are unavailable for a year or more.

V. Approve Minutes

11/29/22: Bob Bachman clarified that, in Trustee Comments, the Activities and Recreation Council (ARC), not he, is looking for a replacement for Sharon Kahnoski.

-Motion to approve minutes with the above change from "HE" to "ARC" by Karin Anderson, Second by Ken Judd.

Motion carried

12/8/22: Motion to update resident comments by Bob Bachman, Second by John Rabideau. A discussion among Trustees occurred, and it was determined that the missing resident comments were from the 12/16/22 meeting.

Motion failed.

-Motion to rescind the above motion by Bob Bachman, Second by John Rabideau.
Motion carried.

-Motion to approve 12/8/22 minutes, as presented, by Bob Bachman, Second by Jim Oliver.
Motion carried.

12/16/22: It was determined that Pages 2, 4, and 6 were missing. Approval will be moved to the next regular meeting.

12/29/22: Motion to approve by Ken Judd, Second by Bob Bachman.
Motion carried.

1/5/23: Motion to approve by Bob Bachman, Second by Jim Oliver.
Motion carried.

VI. Treasurer Report

See Attachment A, "Treasurer Report for Dec 2022"

-Ken Judd read the December 2022 Treasurer Report, as requested by Don LaMaster. Ken Judd also stated that we have spent \$1.69 million to date on Phase 1 Building renovations.

-Jim Oliver asked if the fence had been paid in full. Karin Anderson stated that there was a second billing, and that we needed to show this payment to FEMA to recover the cost.

-Ken Judd stated we may need to increase maintenance fees to cover repairs.

VII. Chairperson Report

See "IV. Resident Comments."

VIII. Trustee Report

-Ken Judd: See comments under, "Treasurer Report."

-Bob Bachman: None

-Sharon O'Reilly: Thanked Sharon Coruzzi for typing the meeting minutes and assisting her in getting the minutes published in a timely manner.

-Karin Anderson spoke with the FEMA attorney last night (1/11/23), who informed her that our status as a Special District may impact our ability to collect FEMA

money. Karin stated the FEMA attorney told her he had this conversation previously with Brett Burmann, and Karin Anderson stated she was not informed. The concern is that, as a Special District, Holiday Park is not open to the public. Karin Anderson advised she is compiling a list of events that are open to the public, including the American Association of Retired Persons (AARP) tax preparation, voting, and Men's Club garage sales. Karin advised she is still going to try to get FEMA money, and stated we need bids for insurance. She thanked the committees working on FEMA and insurance.

-Jim Oliver reminded residents that a permit is needed for any work done on the exterior of homes in Holiday Park. This permit needs to be posted in the resident's window. He also stated he can give immediate approval for any Hurricane Ian damage repair work. If work is being done for outside home improvement that is not Hurricane Ian-related, then the resident must wait for approval from the ACC, which meets the first and third Friday of each month.

IX. Old Business

A. In-House Lawn Care

-A motion to table a vote on this issue was made by Jim Oliver, Second by Bob Bachman.

-Discussion: Ken Judd stated we need bids as soon as possible. Jim Oliver was concerned that some equipment had already been purchased by Brett Burmann. Karin Anderson stated we have no money to purchase equipment. Cheryl Morris advised the Board of Trustees to inventory all items purchased by Brett Burmann and make a determination of disposition of these items.
Motion carried.

B. Laundry Change of Vendors

-A motion to retain our current vendor by Jim Oliver, Second by Bob Bachman.

-Discussion: Ken Judd stated we have received payment from our current vendor. Karin Anderson advised she spoke with the vendor and agrees with Ken Judd. Karin stated the vendor is "deleting back dollars (owed,) and we are starting fresh." Karin said we will have to monitor usage going forward and may need to remove some machines.
Motion carried.

X. New Business

A. Acceptance of Brett Burmann Resignation

Motion to accept Brett Burmann's resignation by Jim Oliver, Second by Bob Bachman.

Motion carried.

B. Update on Hiring a New District Manager

-Sharon O'Reilly gave an update. She asked Candice Shearer to post the position on the free Indeed website, as well as Condo Jobs, a site specifically targeting property managers. Sharon has asked Kate Geist and Candice to screen the Indeed applications, as it is anticipated that Holiday Park may get many unqualified applicants. Sharon stated she reviewed the Community/District Manager job description and requirements agreed upon previously by the Board of Trustees. Sharon stated that key elements of the job include a Community Association Manager (CAM) license, five years of management experience, and minimum education of an Associate's Degree. The Board of Trustees may decide to change these requirements, but Sharon stated she is using them going forward. Sharon asked that Candice Shearer and Kate Geist forward all applications received on the Condo Jobs website to her.

C. Rewrite of Trustee By-Laws

-Motion to approve Trustee By-Laws as revised by Ken Judd, Second by Bob Bachman.

Motion carried.

-Karin Anderson noted that the last revision was in 2014.

D. Rewrite of "Trustee over Personnel" Job Description

-Motion to approve revised "Trustee, Personnel" job description by John Rabideau, Second by Jim Oliver.

-Karin Anderson stated that all the revisions were advised by the attorney.
Motion carried.

E. Workplace Policies (a.k.a. Conditions of Employment)

-Karin Anderson stated that all the revisions were advised by the attorney, including a change from "Conditions of Employment," to "Workplace Policies." Karin stated that Don LaMaster requested two changes: On Page 3, Don asked that "Wage

Increases, if any, will become effective THE FIRST MONDAY OF OCTOBER," instead of October 1. Don LaMaster also asked that, on Page 4, a rewording in the "Paid Holidays" section allows Holiday Park to pay for an employee who has an approved day off the day before or after a holiday.

-Motion approved for "Holiday Park Park and Recreation District (HPP&RD) Workplace Policies," including the two suggested revisions by Jim Oliver, Second by Bob Bachman.
Motion carried.

XI. Supplemental Items

A. Procurement Policy

-Karin Anderson advised that the revisions need to be compliant with FEMA.

-Motion to accept revised Procurement Policy by Jim Oliver, Second by Bob Bachman.
Motion carried.

B. Resolution Thanking the City of North Port for Help With Hurricane Ian Debris Removal

-John Rabideau wants to contact the Holiday Park attorney and have him write a formal Resolution thanking the City of North Port.

-Motion to contact attorney requesting he write a resolution by Jim Oliver, Second by Ken Judd.
Motion carried.

C. Dolphins

-John Rabideau stated that Steve Grossl advised removal of the dolphins because of maintenance issues. John Rabideau and Jim Oliver stated that we had already voted on this issue, and there should be no further discussion. John Rabideau stated he is bringing this issue back into discussion because of a letter he received from Bill Mitchell requesting that we keep the dolphins. Bill Mitchell stated that the remaining dolphins could easily be saved and only needed power washing and painting. He stated that keeping the dolphins should not be based on a maintenance issue, and that he believes a resident gifted the dolphins to Holiday Park. Joe Hesson agreed that the dolphins could easily be refurbished and that the work could possibly be done by a group of volunteers. Karin Anderson stated we should consider keeping the dolphins. Sharon O'Reilly agreed and believed she did not have enough information at the time she voted. Cheryl Morris stated that the

vote to remove the dolphins was made prematurely, before all of the facts were available.

-A motion to take this issue to the next workshop on 1/24/23 by Ken Judd, Second by Bob Bachman.
Motion carried.

D. Bill Mitchell Committee on Sealed Bids for Items Over \$35,000 Report

-See Attachment B (four pages) which includes the Charter of the Committee, a list of proposed projects \$35,000 and over, and a statement of the goals of the Committee. The Committee is not able to use previous bids obtained on fencing, as they are not sealed. Bill Mitchell advised he needed guidance from the Board of Trustees on prioritizing projects and developing a standard format for requests for proposals (RFPs), which could be used by both the over and under \$35,000 groups, with the exception of the over \$35,000 requiring sealed bids. Bill stated that no RFP would be developed without the direction of the Board of Trustees. Karin Anderson stated she had a much longer project list which she will share with Bill Mitchell. She also stated she will be meeting soon with the under \$35,000 group.

-There was agreement among the Board of Trustees that they need to discuss project prioritization. John Rabideau called an emergency workshop for 1/17/23, at 9:00 a.m., for this purpose.

E. Insurance Committee

-Cheryl Morris gave a brief update. She said she and Gary Chapman are working on a different project list from Bill Mitchell's. Cheryl further stated our insurance has a high deductible. Gary Chapman is acting as the intermediary between the insurance company and Holiday Park. Cheryl Morris is assisting Gary Chapman and is compiling a list of personnel costs for debris cleanup. Cheryl also indicated she needs Board of Trustee guidance in prioritizing projects.

-Barbara Ruggiero asked about possible damage to the kiln in the craft room, which is currently inaccessible. John Rabideau stated he would talk with Steve Grossl about this issue.

F. HPP&RD ARC Rules and Regulations

-Jim Oliver stated that a revised version, which includes the changes to Rule #13d, needs to be distributed to Trustees for placement in their Trustee Handbooks.

XII. Trustee Comments

-Jim Oliver is concerned about plastic sheds and wants to discuss this issue at the workshop on 1/24/23.

-Karin Anderson resigned as Trustee. See Attachment C, Resignation Letter (three pages). John Rabideau thanked Karin for her service. Karin stated she would continue to be a resource for Holiday Park.

-A motion to accept Karin Anderson's resignation by Jim Oliver, Second by Ken Judd. Motion carried.

-Ken Judd noted that we will have to make some tough financial decisions in the future.

-Bob Bachman: None

-Sharon O'Reilly apologized for the missing pages on the 12/16/22 minutes and will have Candice Shearer reprint and redistribute the minutes.

XIII. Resident Comments

-John Sermersheim suggested we ask for volunteers to help with repairs not covered by FEMA or insurance.

-Bill Mitchell asked that individual groups (pickleball, tennis, bocci, etc.) give him a detailed list of repairs needed. Shirley Haggard suggested this be done in a timely manner.

-Bob Moore stated that the Men's Club meeting is today (1/12/23) at 1:00 p.m.

-Ken Judd reminded residents of the Sunshine Law Training tomorrow (1/13/23) at 10:00 a.m. Ken also said he would ask the Holiday Park lawyer about the abandoned homes at the meeting tomorrow (1/13/23).

-Several residents and Trustees, including James Boerkoel, Lori Crosby, Slotteo Ruggiero, Dorliss McKinney, Bill Mitchell, Jim Oliver, and Bob Bachman, were concerned about the growing debris pile left by Wessel/JPS on Tuscola Boulevard. There was concern about the timelines of demolition by this contractor, and questions about the lack of a written contract and Board of Trustee supervision of the demolition. There were also concerns raised about payment to this contractor while the debris remained in Holiday Park. Bill Mitchell stated he believes there was only a verbal agreement between Brett Burmann and Wessel. John Rabideau stated he would get clarification from Wessel.

-Wiz LaMaster stated that dumping debris on other people's property has to stop.

-Steve Slocum asked for clarification on the District Manager versus Trustee roles, and he was advised that the Trustees set policy which the District Manager implements.

-Jim Oliver stated he is concerned about the pile of muck from the swales near the Phase 2 back gate, and John Rabideau stated he will address this.

-George Clinch advised he wanted to avoid a Phase 1 dam and flooding to Phase 1 Building.

F. Adjournment

Motion to adjourn the meeting by Bob Bachman, Second by Jim Oliver.
Motion carried.

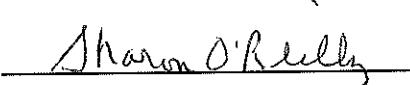
MEETING WAS ADJOURNED AT 11:49 A.M.

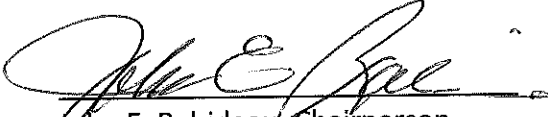
Attachments:

- Attachment A: Treasurer Report for Dec 2022
- Attachment B: Talking Points Trustee Meeting 1-12-2023 (Bill Mitchell)
- Attachment C: Karin Anderson Resignation

Respectfully submitted,

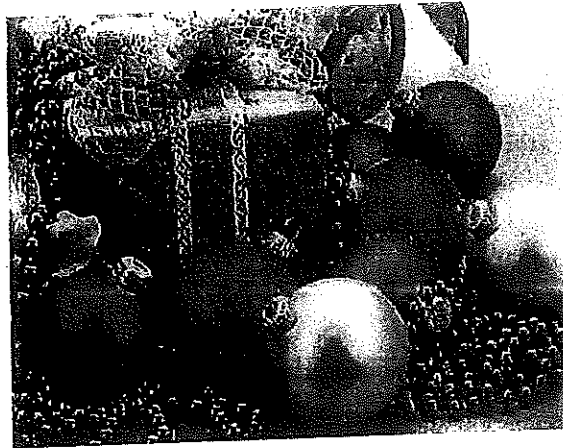
Attested to,


Sharon O'Reilly, Secretary


John E. Rabideau, Chairperson

AH ACKNOWLEDGMENT A

1/12/2023 Regular Meeting



Treasurer Report for Dec 2022

Assessments

Assessments Received: \$ 449,763.26

Renovation

Dec Renovation Draws: 137,990.62

Monthly Income and Expenses

Dec Income: \$ 466,229.04

Dec Expenses: \$ 255,067.60

Bank Balances as of Dec 31, 2022

Restricted Funds: \$ 519,132.88

Restricted Interest: \$ 27,982.52

Unrestricted Funds: \$ 1,039,152.79

Total Funds Available: \$ 1,586,268.19

ATTACHMENT B

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❖ Bill Mitchell

TALKING POINTS TRUSTEE MEETING 01-12-2023

- ❖ Charter of Committee
- ❖ Need Trustees to prioritize projects. It is not the charge of the Committee to identify funding of projects NO RFP will be developed without direction from the Trustees
- ❖ List of projects identified by committee
- ❖ Bids received on fencing are not usable (outdated, not accurate)

Bill Mitchell 1-12-2023

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PROPOSED PROJECTS \$35,000 AND OVER				
PROJECT		ESTIMATED COST		
1 Awnings (shade protection)				
	Shuffelboard	\$ 34,000.00	.	.
	Bocce	\$ 36,000.00	\	.
	Pool 1	\$ 20,000.00	.	.
	Pool 2	\$ 19,000.00	.	.
	Tennis * New	?	.	.
	Pickelball * New	?	.	.
		\$ 109,000.00	.	.
2 Fencing				
	Tennis	?	.	.
	Pickelball	?	.	.
	Compound 1	\$ 23,000.00	.	.
	Compound 2	\$ 24,000.00	.	.
	Pool 1	\$ 12,000.00	.	.
	Pool 2	\$ 8,800.00	.	.
		\$ 67,800.00	.	.
3 Buildings				
	Grounds Crew Storage Building	\$ 30,000.00	.	.
	Pool 2 Pump House	?	.	.
	Storage Building Golf Carts	\$ 19,000.00	.	.
	Gabezo	?	.	.
	Shuffelboard Storage	?	.	.
	Pickelball Storage	?	.	.
		\$ 49,000.00	.	.
4 Resurfacing Pavement				
	Pickleball *1	?	.	.
	Tennis *1	?	.	.
	Bocce *1	?	.	.
	* 1. Resurface or Repair ?????	?	.	.

Bill Mitchell 1/12/2023

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Charter of RFP Committee greater than \$35,000.00

General: As per of the HP procurement policy all purchases greater than \$35,000.00 for new acquisition and for non acquisition purposes must follow a particular bid and approval process. Furthermore, if any of these purchases are required as a result of hurricane damage and will be reimbursable by our insurance company or FEMA then additional information and specific FEMA language is required on all RFP's and resulting bids. This committee has been created to ensure that all policies, procedures and any special requirements are followed to ensure compliance to Florida Law and FEMA regulations.

Purpose: The RFP Committee is responsible for coordinating the development and distribution of Request for Proposal (RFP) documents issued by the organization to potential vendors and contractors. The committee will work to ensure that all RFPs accurately reflect the needs and requirements of the organization and provide a fair and equal opportunity for all vendors to submit proposals.

Scope: The RFP Committee will work with internal stakeholders to determine the requirements and specifications for each RFP, and will ensure that all necessary information is included in the RFP document. The committee will also be responsible for identifying and inviting potential vendors to inspect the project site as required and to submit proposals. The committee will also manage a review, evaluate, process all bid submissions, and communicating the bid results to the vendors.

Reporting: The RFP Committee will report to the Board of Trustees Chairperson and will provide regular updates on the status of RFPs and the review and evaluation process.

Bill Mitchell 1-12-2023

(4)

Goals of the committee

1. Develop and distribute RFPs that accurately reflect the needs and requirements of the organization and provide a fair and equal opportunity for all vendors to submit proposals.
 2. Identify and invite potential vendors to submit proposals for RFPs.
 3. Manage the review and evaluation process for all RFP submissions, including selecting vendors and negotiating contracts.
 4. Ensure that all RFPs and vendor contracts are in compliance with relevant laws, regulations, and organization policies.
 5. Continuously improve the RFP process through regular review and evaluation, and by gathering feedback from internal stakeholders and vendors pertaining to each project and any change orders that may have occurred.
 6. Foster relationships with potential vendors to increase competition and drive innovation in the procurement process.
 7. Maintain close communication with other committees, management and trustees regarding procurements projects less than \$35,000
 8. Maximize value for the organization by negotiating favorable terms and prices with vendors.
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ALL MEMBERS
Attachment C

①

January 12, 2023

At this time, I, Karin Anderson, have done all I can for Holiday Park and its residents for over 10 years. My husband and my family have had to share me for many hours a day working on projects to try to improve the Park for the future. I will be having surgery in the near future and will be focused on me and my family for a change. This will be my last meeting as a Trustee.

As I look back over 10 years in which I have been a Trustee, our Trustees have made many improvements in the Park. Listing just a few of these changes: a new fitness center, expanded tennis courts, new courts for the added sport of pickleball, a new expanded area for horseshoes, new decorative area with dolphins at the Phase I entrance, a new fountain where the long-remembered orange ball once stood, new bathrooms near the pools and in both clubhouses, new Phase I laundry, almost \$1 million road paving, storage areas for kayaks in the compounds and cargo trailers outside the compounds, re-modeling of the Phase II building, and our new electronic sign, etc.

I resigned in April of 2021 because I needed time to focus on me and my family. Before I resigned, I was focused on protecting the Park from the LLC. Those of you who are new are not aware of the LLC threat to the Park. I was able to put together changes in the deed restrictions with the support of the Trustees and then the support of the residents, who voted approval of the changes by over 70% of our homeowners. We did it in record time, and stopped the LLC from moving forward to destroy our Park. I will not go into the details of the LLC threat at this time. Our sister Park did not react as fast as we did and they have homes that have been legally separated from the land, which will negatively impact their Park, and residents, now and in the future.

In November 2021, I was requested by many to reapply and see if I could get the Trustees to work together and focus on the building bond, and get it approved before the interest rates went up again. This included working on the building specifications and signing a contract with a qualified builder.

I applied at election time to be a Trustee again, effective in March 2022, for the good of the Park, not something I wanted to deal with again. I was elected as the chair and within 2 weeks we had approved the bond by a unanimous Trustee vote. All the Trustees had input into the contract. It took an enormous amount of work and my time to make this happen. We had a deadline of 2 weeks or we would have had to start over and have increased interest rates again. I also put into the contract protections on the release of the bond \$ requiring double signatures, and this included a resolution for the Park in requiring double signatures, etc.

My concern was trying to get the construction plans approved so it would be done in January for our residents. Never planned on a hurricane. Working with the Trustees in a positive way, we approved the building specifications, again with a unanimous vote. We then put it out to bid and chose the builder we thought would do the best job. I got Trustee approval to work

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Kana Anderson 1-12-2023

with an attorney who specialized in building contracts to make sure our Park was protected. This process took a tremendous amount of my time. We made it happen. Again, these votes were unanimous.

I resigned as chair but stayed on as a Trustee, since I had concerns about the new chair, who was a very capable person, but had not been a Trustee long enough to know the impacts of Bill 1855, the deed restrictions, the Trustee bylaws, and the sunshine law, etc. When I agreed to stay on as a Trustee, I resigned my assignment over rules and regulations and personnel since I did not want any office involvement, and would go into the office only if requested. I was assigned responsibility for communications.

I addressed all park liability issues, etc., only at the public meetings. When the hurricane occurred, I involved Cheryl Morris with her strong insurance experience, Bill Mitchell and Ernie Mitchell who both were knowledgeable on FEMA, to meet with me at my home to brainstorm on the financial impact to the Park. I wanted to make sure we did what we needed to do as a Park to protect us. Ernie made it clear that the documentation of everything was critical. He made it clear that his company had lost 3 million dollars because some of their FEMA documentation was not complete. I asked Ernie to come to a Trustee meeting to educate the Trustees and District Manager on FEMA, and the need to document everything. I also set up a meeting with Ernie and our District Manager to make sure we were all on the same page. I was assigned by the chair to work with the District Manager and our FEMA attorney.

The decisions that are made must be, and have been, for all residents. We as Trustees have a fiduciary responsibility to the Park residents, which is the highest duty known to the law. Fiduciary responsibility is not just financial obligation to make decisions that are best for our community short and long term. It means Trustees have the duty of care and duty of loyalty. This means we have responsibility for strategic planning and achieving short and long-term goals; it includes risk management and oversight. We must always put the interests of the Park and our residents above our own interests at all times.

We must also be concerned about the liability of the Park if we do address issues that do not fall under our legal jurisdiction. We must set adequate internal controls to protect the Park. We need to begin to dwell on all the positives. This does not mean we don't address problems and opportunities for improvement as a team as we focus on result-oriented projects.

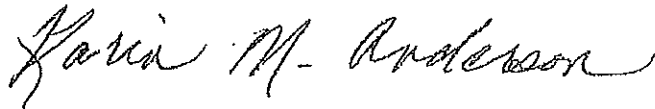
The photo directories (past and present) are an amazing history of our Park. Many residents who are now gone gave so much time and effort in making the Park what it is today. These residents have become my family. Our Park was great because of all our fantastic volunteers over the years. How lucky we are to have had, and still have, such wonderful people in Holiday Park.

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We need our newer residents to become part of the family of volunteers to help in the Activities and Recreation Council, Men's Club, Just Us Girls, and of course consider being a Trustee. My last request would be for our residents to please step up and support your Trustees and all the Park volunteers. We need to protect our great community and focus on renewing our aging and damaged Park for all present and future residents.

Last but not least, I will attend every Trustee meeting I can to make sure our Park is protected. If the Chair needs my assistance, I will gladly help but this must come as a request in a public meeting. I will not be accused of micromanaging when it is not reality.

Sincerely,

A handwritten signature in cursive script that reads "Karin M. Anderson". The signature is written in dark ink and is positioned above the printed name.

Karin M. Anderson