

Holiday Park Park & Recreation District
Board of Trustees Workshop Meeting

May 18, 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	Absent
2 nd Vice Chair	Deborah Perla	Present
Treasurer	Don LaMaster	Present
Secretary	Sharon O'Reilly	Present
Assistant Secretary	Shawn Slattery	Present
Trustee	John Rabideau	Present
Trustee	Jim Oliver	Present
Trustee	Bob Bachman	Present
District Manager	Carmella Coons	Present
Sergeant at Arms	Robert Burleigh	Present

IV. **Resident Comments**

None.

V. **District Manager Comments**

Carmella Coons reported on the current projects she is working on, including getting the HOA system up and running; and transitioning to QuickBooks online with the assistance of an auditor. She is working on Phase 1 sign repair and furnishing the Phase 1 building. She reported that she has hired a part-time person to work in the office Monday – Friday, from 10 a.m. – 12 noon. The fitness room needs new locks and codes, as well as an updated liability waiver for residents. She is working with Galaxy Pools for Phase 2 pool repairs.

VI. **Trustee Comments**

- Jim Oliver asked for patience with our new lawn care company and is working with them to address resident concerns. He asked residents to contact the office for issues regarding lawns.

- Bob Bachman asked that “Resident Comments” and “Trustee Comments” be added to the end of today’s agenda.
- John Rabideau: None
- Don LaMaster gave the Treasurer Report for April 2023. (See “Attachment A.”)
- Sharon O’Reilly advised residents to call the police for concerns regarding trespassing and criminal activity. Bob Bachman stated that any photos taken could help the police.
- Deborah Perla: None
- Shawn Slattery asked for an update on the transfer tank in front of the Phase 1 building, discussed at the 4/13/23 meeting. Carmella Coons responded that B&K is coming today (5/18/23). Shawn asked about the street lights and was advised that Florida Power and Light (FPL) is in the process of replacing these. He asked about the status of sun shelters, which was tabled at a previous meeting, and Cheryl Morris stated we may discuss these under today’s agenda item, “Discussion of Capital Needs Projects.”
- Cheryl Morris reported on the insurance group and advised that we were very underinsured. She asked that we add discussion of an additional insurance group member to today’s agenda. She continues to work with the Holiday Park attorney regarding fine procedures. Cheryl reported that the Park attorney advised we continue to use the newspaper to advertise Board of Trustee meetings. She asked that the order of today’s agenda be modified, as Carmella Coons needs to leave the meeting early.

VII. New Business

A. Discussion: Tree and Debris Removal

Carmella Coons is working with three companies for bids and wants this project to be done before hurricane season. Infested trees have been marked, and Holiday Park may be eligible for a grant from the Department of Agriculture. Carmella Coons’ goal is to have all trees that need removal marked by next week. There was general consensus we may need more trees removed in the future, but we would make removal of currently marked trees a priority. This item was moved to the Regular Meeting of 6/1/23.

B. Phase 2 Pool and Request for Proposals (RFPs) 006 and 006C

Galaxy Pools will complete this work and will have an engineer available for consultation.

C. Discussion: Big Fish and Remaining Communication Needs

Carmella Coons reported that Big Fish is expected to complete the camera installation projects today (5/18/23). There was general consensus that a network diagram was needed. Cheryl Morris asked about staff training, and Carmella Coons stated she will discuss with Kate Geist today (5/18/23). Cheryl Morris asked Carmella Coons to give an update on this issue at the meeting on 6/1/23.

D. Status of Bond Money Expenditures

Don LaMaster reported that Holiday Park has approximately \$343,000 left in the bond fund and is working with Candice Shearer to compile an itemized list of future expenditures totaling this amount so that the bank can transfer the remaining bond money into Holiday Park's operating budget.

E. Discussion: Phase 1 Building Wants and Needs

- The list was reviewed by the Board of Trustees, and there was general consensus that additional items are still needed for the Phase 1 building, including cabinets, stage, bingo machine, furniture, etc., and that these be a priority for use of the bond fund. Carmella Coons hopes to keep the expenditures on these items to \$75,000.
- Deborah Perla was unhappy with the lack of renovation of the small bathroom outside of the Phase 1 hall and believes it needs to be renovated using bond money. Jim Oliver stated that our maintenance staff could do this project, and this bathroom needs to be Americans with Disabilities Act (ADA) compliant.
- There was consensus that completion of the Phase 1 building be the first priority in the use of bond money, and the Board of Trustees will continue to build a list of needs and costs.

F. Discussion: Capital Needs Projects

The sun shelters will cost approximately \$197,000. This item will be added to the use of bond money list and moved to the 6/1/23 meeting for vote.

G. Discussion: Insurance Policy Review and Possible Committee Member

- Gary Chapman gave a detailed update on Holiday Park's insurance claims to date. Holiday Park has received \$36,522, and he anticipates we will be receiving another check for approximately \$82,000 soon. He stated that Holiday Park was severely underinsured for many items.
- Cheryl Morris thanked Gary for his service on the insurance committee and would like to add another member to this group: Kris Pansing, 6383 Berry Court. There was consensus to add Kris as a member of the insurance group.

H. Discussion: Bid for Golf Cart Building – RFP 013

No bids have been returned, and Carmella Coons will continue to work on this project and report at the next meeting.

I. Discussion: Groundskeeper Shop Storage Building – RFP 014

No bids have been returned. Bob Bachman suggested buying a shed, and Don LaMaster stated we have money in the budget for this purchase. Cheryl Morris asked Carmella Coons to continue work on the bids and to report at the next meeting.

J. Office Hours

There was a consensus to table this item for discussion at the September Workshop meeting, and to leave the office hours at Monday – Friday, from 10 a.m. – 2 p.m.

K. Discussion: Recording Meetings

There was general consensus to Zoom meetings, but that they not be interactive Zoom meetings; and not to record meetings. Residents may submit questions to the office for discussion. Cheryl Morris will check with the Holiday Park attorney to verify meetings may be Zoomed without being recorded. This item will be moved to the 6/1/23 meeting.

A BREAK WAS TAKEN FROM 10:37 A.M. – 10:46 A.M.

L. **Discussion: Secure Mailboxes for Trustees and Men's Club**

Carmella Coons would like to decrease traffic in and out of the office, especially during the hours of 10 a.m. – 2 p.m., Monday through Friday. There was general consensus to move the Architectural Control Committee (ACC), Holiday Park Park and Recreation Committee (HPPARC) and Men's Club mailboxes to the Trustee room. There was also agreement that these mailboxes do not need to be locked. The Trustee room will also not be locked.

M. **Job Description for Maintenance Manager**

There was concern that maintenance duties were not included in the job description. Don LaMaster clarified that, in the budget, this position was under "Maintenance," not "Administration." The Board made suggestions for revision to Carmella Coons and asked her to bring a revised job description to the next workshop meeting.

N. **RFP Status: Repair Priority #2: Repair all Building Damages**

- Cheryl Morris asked if all building damages have been addressed, including the Men's Club storage unit in the Phase 1 compound. It was agreed that there is damage to the Phase 2 pool bathroom.
- It was agreed to put pickleball and tennis court repairs (priority items #6 and #7), as well as the pergolas at the dolphin ponds, on hold. Holiday Park may get insurance money for these items. Cheryl Morris is working with the Federal Emergency Management Agency (FEMA) attorney to address items not covered by insurance.

O. **Repair Priority #6: Tennis Court Repaving/Repair**

Item tabled.

P. **Discussion: Pergola Replacement**

Item tabled.

Q. **Tree Replacement: Entry at Tuscola Boulevard (Lois Langtry Request)**

There was concern about planting trees without a functioning irrigation system. Cheryl Morris asked Don LaMaster and Bob Bachman to work with Carmella Coons to develop a plan for tree replacement, and they agreed to meet with her individually. Foxtail palms were suggested for Tuscola Boulevard, as they are low maintenance. This item was moved to the 7/27/23 Special meeting.

R. Service Animal and Emotional Support Animal Policy Update

The laws governing these policies are unclear and in conflict. Roy Auger, 6982 Apopo Court, stated the laws have recently been revised, and it was agreed that further discussion should await a clearer understanding of current laws. Several Trustees stated that we can still vote “No” on these applications, if they are in conflict with our deed restrictions, but Holiday Park cannot enforce using the fining process. However, a “No” vote may protect Holiday Park from future liability.

VIII. Supplemental

ACC Appointment

Dennis Heidenis, 6561 Center Lane, has applied for the vacant position within the ACC. Deborah Perla stated he is well qualified. This item will be moved to the 6/1/23 meeting for vote.

IX. Resident Comments

- Roy Auger, 6982 Apopo Court, would like Holiday Park to move from analogue to digital technology to increase transparency and decrease costs.
- Roy also stated that he had the North Port City arborist come to his house, and the arborist and Alice White could be resources to Holiday Park.
- Roy asked about pool lighting, and Cheryl Morris advised that this item is not being included in Phase 2 pool repair.

X. Trustee Comments

Bob Bachman is concerned about Holiday Park attorney consultation expenses to date and asked Don LaMaster to bring an itemized list of these expenses to the next meeting.

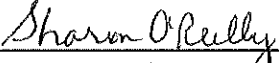
XI. Adjournment

Motion to adjourn the meeting by Don LaMaster , Second by Deborah Perla.
Motion carried.

MEETING WAS ADJOURNED AT 11:51 A.M.

Attachment A:
Treasurer Report for April 2023

Respectfully submitted,



Sharon O'Reilly, Secretary



Attachment A
5-18-2023

Treasurer Report for April 2023

Assessments

Assessments Received: \$ 60,792.10

Renovation

April Renovation Draws: \$ 0

Monthly Income and Expenses

April Income: \$ 98,604.38

April Expenses: \$ 76,232.55

Bank Balances as of April 30, 2023

Restricted Funds:	\$ 673,370.76
Restricted Interest:	\$ 28,005.19
Unrestricted Funds:	\$ 675,111.20
Total Funds Available:	\$ 1,379,487.15

INS. Money 82,312.15
5-8-2023