

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

June 1, 2023

I. **Call To Order** by 2nd Vice Chair Deborah Perla at 9:00 a.m.

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

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

Chairperson	Cheryl Morris	Absent
1 st Vice Chair	Ken Judd	Absent
2 nd Vice Chair	Deborah Perla	Present
Treasurer	Don LaMaster	Absent
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. **Trustee Resignation**

- Deborah Perla read Jim Oliver's resignation letter. (See Attachment A.) Motion to accept Jim's resignation by John Rabideau, Second by Bob Bachman.
- Motion carried.
- Jim left the meeting after the vote to accept his resignation. Several residents and Trustees expressed appreciation for Jim's service on the Board of Trustees.

V. **Presentation of Completed Audit by Suplee, Shea, Cramer & Miller, P.A.**

- Mr. Cramer presented the "Holiday Park Park & Recreation District Financial Statements for the Year Ended September 30, 2022, and Independent Auditor's Report." His company concluded that Holiday Park Park & Recreation District has complied with Florida Statute Section 218.415 – Investments of Public Funds, and has met the requirements during the fiscal year ended September 30, 2022. Once the Board of Trustees approves the report, Mr. Cramer is ready to submit it to the Auditor General's Office of the State of Florida.

- A motion was made to approve and issue the Auditor's Report by Sharon O'Reilly, Second by Bob Bachman.
- Motion carried.

VI. Approval of Previous Minutes (April 20 and 25; May 4 and 18, 2023)

- A motion to approve the meeting minutes of April 20, 2023, by Bob Bachman, Second by Shawn Slattery.
- Motion carried.
- A motion to approve the meeting minutes of April 25, 2023, by John Rabideau, Second by Shawn Slattery.
- Motion carried.
- A motion to approve the meeting minutes of May 4, 2023, with date corrections on Page 5, by Bob Bachman, Second by John Rabideau.
- Motion carried.
- A motion to approve the meeting minutes of May 18, 2023, with correction of office hour times on Pages 4 and 5, by Bob Bachman, Second by John Rabideau.
- Motion carried.

VII. Report from District Manager Carmella Coons

- Carmella Coons reported that she has received a bid for the golf cart shed. She is working on bids for the irrigation system.
- A contract for street sign replacement has been signed, and work should begin in the next 10 days.
- Big Fish will return to Holiday Park next Monday (June 5), to complete work.
- Carmella is working with Steve Grossl and Bill Mitchell to develop a plan for Phase 2 pool repair.
- Candice Shearer has resigned, and Carmella is working on hiring a part-time bookkeeper. Carmella thanked Candice for her service.
- Carmella apologized for the error in attributing the proposed Maintenance Manager job description to Karin Anderson and for polling Trustees via email regarding hiring her husband for a vacant maintenance position.
- Carmella is in contact with Fence Works to get the Phase 2 pool fence up.

- Carmella thanked Jim Oliver for his service. She advised residents to use the corrective action forms in the office for lawn care and other concern.

VIII. Chairperson's Report

None

IX. Trustee Report

- Bob Bachman read a prepared statement. (See Attachment B.)
- Carmella Coons responded that she will discuss Bob's concerns with Steve at Wessel and with the Holiday Park architect, Jennifer, and report back to the Board of Trustees.
- John Rabideau: None
- Shawn Slattery:
 - o Shawn asked Carmella Coons if Holiday Park received the second insurance check, and she responded, "not yet."
 - o Shawn asked Carmella for an update on the LLC home demolitions, and she stated that the LLC is awaiting permits from the City of North Port.
 - o Shawn asked for an update on light replacement by Florida Power and Light (FPL). This is in process, and FPL is working in Phase 2.
 - o Shawn asked if Brightview completed their work and received final payment. Carmella Coons responded, "yes."
 - o Shawn asked about the propane tank barrier, and this will be discussed at the 7/27/23 workshop, per Carmella Coons.
 - o Shawn asked Carmella about the office software, and she responded that she is working diligently to complete the project.
 - o Shawn asked about the automated electronic defibrillator (AED) beeping and flooring bubbles at the entry to Phase 1 pool. Carmella and Steve Grossl are aware of these issues.
- Sharon O'Reilly: None
- Deborah Perla stated that the Architectural Control Committee (ACC) meets the first and third Friday of the month in Phase 1 building, and she is looking for a secretary.

X. Resident Comments

- Dan Stewart, 6855 Alani Court, asked for clarification on the auditor's report. There are 27 delinquent homes as of two weeks ago.
- John Sermersheim, 6882 Hikina Drive, appreciates the kitchen concerns raised by Bob Bachman and April Caswell and advises followup with Wessel. The Men's Club hopes to host multiple dinners. John wants to return the Men's Club picnics to the common area behind the kitchen.
- Bill Mitchell, 6563 Hikina Drive, advises irrigation system repair versus replacement. He is concerned about the delay in fence replacement, and advises Carmella Coons to speak to the manager of the fence company. The company was paid 50% of the project up front, and has only completed Phase 1 pool fencing. Bill is concerned about the kitchen and does not believe Wessel followed the scope, including April Caswell's input during construction. He stressed the importance of getting the Wessel contract finalized. He wants the Fine Committee to be operational as soon as possible.
- Kathy Bachman, 6345 Fantasy Court, President of Holiday Park Activities and Recreation Council (HPARC), addressed an item on today's (6/1/23) agenda regarding the process of approval for beautification projects on common ground. She read a prepared statement. (See Attachment C.) The Board agreed that the District Manager has the authority to approve these projects.
- Karin Anderson, 5072 Palena Boulevard, stated that the Board of Trustees needs to approve the Fine Committee procedures before the Fine Committee can hold public meetings.
- Crystal Hooper, 5432 Joy Court, is concerned about loose bricks and rail covers at Phase 1 pool. Bob Bachman advised her to submit a work order to the office.

XI. Old Business

A. Remaining Tree Debris Removal Bids

- A motion to accept Northshore Stump Grinding LLC bid of \$67,000 by Bob Bachman, Second by John Rabideau.
- Discussion: This bid does not include the number of trees to be removed. Carmella Coons stated there are 138 trees marked for removal.

- A motion to amend the above motion to include 138 trees on the Northshore contract by Bob Bachman, Second by John Rabideau.
- Motion carried.

B. Discussion of Capital Needs: Bond Money

- A motion to allow Carmella Coons to spend up to \$75,000 on the first seven items on the "Items to Purchase" list for the Phase 1 building by Bob Bachman, Second by Sharon O'Reilly.
- Discussion: It was agreed that the old bingo machine would be tested prior to purchasing a new one.
- Motion carried.

C. Phase 2 Pool: Engineering Bid

- Steve Goss, Maintenance Manager, wants the Phase 2 pool repairs to be done by Galaxy Pools. Galaxy Pools requires that an engineer be hired, and there is one engineering bid from Kimes Engineering for \$4,500. It is not known how much Galaxy Pools will charge for repairs.
- Bill Mitchell reported that he was asked by Carmella Coons and Cheryl Morris to work on Phase 2 pool repair bids. He stated that a new filtration system is not needed. He has spoken with a company that would replace the concrete pool pump pad, along with the repair and installation of acrylic surface leading to the craft building walkway and entrance to the bathrooms, for about \$10,000. He stated he is meeting with an electrician today (6/1/23), and estimates \$2,500 for electrical work. He estimates the plumbing costs to be \$4,500, for a total of approximately \$17,000. Several residents and Trustees questioned why an engineer is needed. There was general agreement that this is a priority project, but more information is needed on costs from both Bill Mitchell and Galaxy Pools before the Board can vote.
- A motion to table further discussion until firm cost information is available by John Rabideau, Second by Bob Bachman.
- Motion carried.
- Sharon O'Reilly suggested the Board hold an emergency meeting to vote on this issue, and she will work on scheduling that meeting.

D. Big Fish Progress

Big Fish is returning Monday (6/5/23) to complete work.

A BREAK WAS TAKEN FROM 10:51 A.M. – 11:05 A.M.

E. Phase 1 Sewer Line

- Steve Grossl reported that the Phase 1 holding tank needs the lines jetted to remove scaling.
- A motion to accept Gem Statewide Plumbing bid of \$4,950 to jet the pipes of Phase 1 holding tank by Bob Bachman, Second by John Rabideau.
- Motion carried.

F. Fine Committee Procedures

- A motion to accept Holiday Park Park & Recreation District Board Resolution 2023-03 Deed Restrictions, Rules and Regulations Enforcement Procedure by Bob Bachman, Second by John Rabideau.
- Deborah Perla thanked Karin Anderson for her work on this resolution.
- Motion carried.

G. Groundskeeper Storage Building Bids

- A motion to accept Robin Builders, Inc.'s bid of \$17,600 by Bob Bachman, Second by John Rabideau.
- Discussion: This does not cover the cost of building removal.
- Motion carried.

H. Emotional Support & Service Animal Policy Change

- Carmella Coons sent a letter to resident regarding previous Board decision for resident to remove dog. There was a brief discussion regarding non-compliance and liability concerns. It was suggested that a fine letter be sent to the non-compliant resident.
- Further discussion of this issue was tabled.

XII. New Business

A. New Job Assignment: Lawn Maintenance & Drainage

- Cheryl Morris assigned Bob Bachman to Trustee Lawn Maintenance & Drainage position. Bob Bachman declined to take this job assignment. It was agreed that, if the Board appoints a new member, it would be with the understanding that he/she would accept this job assignment. This job assignment will remain vacant, as no other Trustee volunteered for the position.

B. Meeting Notification Discussion

- There was general agreement to continue progress away from analogue to digital communications, but Holiday Park does not have the staff and systems in place to ensure compliance with all the legal requirements to go strictly digital.
- Item tabled.

C. Taping Meetings

- Sharon O'Reilly motioned to have non-interactive zoom without taping of the meetings, Second by Shawn Slattery.

- Roll call vote taken:

○ Bob Bachman	Nay
○ John Rabideau	Nay
○ Deborah Perla	Nay
○ Sharon O'Reilly	Aye
○ Shawn Slattery	Aye

- Discussion: Bob Bachman wants to start taping meetings – audio only. It was unclear if Holiday Park has the staff manpower to accomplish this. Also, more information is needed on equipment and legal requirements for storing tapes.
- It was agreed to move this item to the next workshop and for Carmella Coons to get more information in the interim.

D. Polling of Trustees

See VII, "Report from District Manager Carmella Coons."

E. Resolution 2023-02 Budget Resolution

- A motion was made by Bob Bachman, Second by Shawn Slattery, to accept Resolution 2023-02 A Resolution of the Board of Trustees of the HPP&RD Relating to Annual Appropriations For the Fixed Year Beginning October 1, 2023, and Ending September 30, 2024; Ratifying and Confirming Approval of the District Budget For Such Fiscal Year, Authorizing Budget Amendments; And Providing an Effective Date, with correction of three misspelled words.
- Motion carried.

F. Insurance Company Report for Corrections

- A motion to comply with Florida Insurance Alliance list of Safety Recommendations by Shawn Slattery, Second by Bob Bachman.
- Motion carried.
- The Board asked Carmella Coons to follow up on this item.

G. Mailboxes: Move Additional Mailbox

Bob Bachman stated that the HPARC mailbox needs to be locked. It was suggested to add an HPARC slot in the existing Trustee mailbox.

H. ACC Appointment: Dennis Heidenis

- Motion to accept Dennis Heidenis' application to become a member of the ACC by Shawn Slattery, Second by John Rabideu.
- Motion carried.

I. ACC HPARC Proposals

The Board discussed this earlier in the meeting.

J. Kitchen Changes

It was agreed that Holiday Park needs to wait for input from Wessel before further discussion.

K. Sunshade Request for Proposal (RFP) 011

Shawn Slattery reviewed the Eclipse Aluminum and Shade bid and made corrections and clarifications that only damaged – not new – items would be replaced. It was agreed to table this discussion until funds become available.

L. Men's Room Partition

It was agreed to ask Steve Grossl, Maintenance Manager, to install a privacy partition.

XIII. Supplemental Items

A. Purchase of Pedestal Desk for Office

It was agreed to include this in the \$75,000 "Items for Purchase" list. (See XI Old Business, B. "Discussion of Capital Needs: Bond Money.")

B. Fountain Shut-Off Valve

- Carmella Coons stated that this is an emergency situation. A motion to approve the installation of a shut-off valve by the City of North Port at a cost of \$5,028 by Bob Bachman, Second by John Rabideau.
- Motion carried.

XIV. Trustee Comments

None

XV. Resident Comments

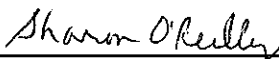
None

XVI. Adjournment

- Motion to adjourn the meeting by Bob Bachman, Second by John Rabideau.
- Motion carried.

MEETING WAS ADJOURNED AT 12:21 P.M.

Respectfully submitted,



Sharon O'Reilly, Secretary