

**Holiday Park, Park & Recreation District  
Board of Trustees Workshop  
November 29, 2022**

**I. Call to Order**

The meeting was called to order by Chairperson John Rabideau @ 9:00 am.

**II. Pledge of Allegiance**

The Pledge of Allegiance was given by Donna Mills.

The Invocation was given by Sharon O'Reilly

**III. Roll Call**

Present: Chairperson John Rabideau, 1<sup>st</sup> Vice Chair Ken Judd, 2<sup>nd</sup> Vice Chair Bob Bachman, Treasurer Don LaMaster, Secretary Sharon O'Reilly, Asst. Secretary Deb Perla, Trustee Jim Oliver, Trustee Karin Anderson, Trustee Donna Mills, District Manager, Brett Burmann, and Sergeant at Arms Robert Burleigh

**IV. Approval of previous meeting minutes.**

Motion to approve 10/25/2022 meeting minutes Bob Bachman. 2<sup>nd</sup> by Don LaMaster. Motion to approve 10/27/2022 by Bob Bachman. 2<sup>nd</sup> by Don LaMaster.

Deborah Perla noted errors in meeting time as 10:00 A.M. Motion to approve minutes with correction of time from 10:00 A.M. to 09:00 A.M

John Rabideau added the following supplemental items to today's agenda:

- Lawn Care
- Phase 2 Pool Renovation
- Resolution 2023
- Insulation Phase 1 Building

Don LaMaster added the following supplemental items to today's agenda:

- Bonus for employees

**V. Resident Comments**

Bill Mitchell is concerned about downed trees infringing on resident properties. Brett Burman hopes to get these removed in the next 30 days. Bill Mitchell also distributed a proposal for resurfacing the damaged shuffleboard courts. He asked about the reduced office hours. Brett Burman responded that the staff need extra time to complete paperwork.

Wallace Qualls asked about concrete pad removal and John Rabideau responded that this would be discussed on the agenda today under supplementals.

**VI. Treasurer Report**

See attached “Treasurer Report for October 2022”. Don LaMaster stated he received \$175K in assessment fees from Sarasota County on 11/28/22.

**VII. Chairpersons Report**

John Rabideau stated we are waiting for RFP for electrical and removal of tile and carpet as part of Phase I Renovation. He reported that the Fining Committee is in place and will be activated.

**VIII. Trustee Report**

Ken Judd - There are compound spaces available. Call him if you need a space

Deborah Perla - Distributed a “Proposed Lawn in House Worksheet”.

Donna Mills - None

Sharon O’Reilly - None

Don LaMaster - None

Karin Anderson – Noted that there is a meeting scheduled with our FEMA

Attorney tomorrow and we need to give him our Procurement Policy. She also stated we needed to get the NABR Network up and running and John Rabideau responded that we have volunteers working on this.

Bob Bachman – None

Jim Oliver - None

**IX. Old Business**

None

**X. New Business**

**1. Men's Club & ARC Request for Funds**

It was proposed that we request money to enlarge Phase 2 pool deck, but we still need to get information on cost of this proposed project.

**2. Application for ACC Committee Member**

Jim Oliver made a motion to accept Linda Grimes application, 2<sup>nd</sup> Deborah Perla.

Discussion: Jim Oliver stated that Linda has experience for this position and is a permanent resident. He has asked Robert Burleigh to fill an empty full time ACC position and still needs to fill another full-time position as well as two (2) alternative positions. Motion carried.

**3. Caregiver Application**

Sharon O'Reilly motioned that we accept the new "Application for In-Home Caregiver" which would include a Caregiver Background Check. 2<sup>nd</sup> by Don LaMaster.

Discussion: Karin Anderson stated this proposal is consistent with HUD guidelines. She hopes this will act as a deterrent. The cost is \$19.00. We cannot add this to our \$50.00 application fee per our park attorney. Deborah Perla was concerned about caregiver pool use. Steve Slocum asked for clarification of the caregiver requirements and Karin Anderson responded that caregiver requirements include a minimum age of twenty-five (25) or if licensed they can be under age twenty-five (25). There was discussion about several applications that have expired, and Brett Burmann will send letters.

Motion carried.

**4. Manager's Job Description Approval**

Bob Bachman motioned to accept the managers job description as presented and 2<sup>nd</sup> by Jim Oliver.

Discussion: There was discussion of 6e under "Act as Personnel Director". Karin Anderson reported that she had previously consulted with a personnel attorney who suggested that employees who are terminated be allowed to meet with the District Manager after termination to address their concerns. Don LaMaster stated that we are a right to work state and can fire without cause. He also felt that the District Manager should counsel employees before terminating and provide written documentation. Jim Oliver wanted employees to have the opportunity to address concerns with the District Manager after termination. Sharon O'Reilly stated that the Personnel Trustee Job Description would need be changed. Motion by Jim Oliver to accept the modification in 6e as advised by the attorney to allow terminated employees to meet with District Manager after termination to address their concerns. 2<sup>nd</sup> Karin Anderson. Roll call vote, John Rabideau - opposed, Donna Mills – opposed. All other Trustees: Ken Judd, 1<sup>st</sup> Vice Chair, Bob Bachman, 2<sup>nd</sup> Vice Chair, Don LaMaster, Treasurer, Sharon O'Reilly, Secretary, Deborah Perla, Asst. Secretary, Jim Oliver, Trustee, Karin Anderson, Trustee, voted in favor. Motion carried.

There was also a concern about Section 5c. of the District Manager's Duties and Responsibilities stating, "An amount spent cannot exceed \$5,000 per month per project without the Chairman and Treasurer approval." Karin Anderson wanted this to be changed to "without Board of Trustee approval". Don LaMaster wanted the following clarification to 5c to "Any NEW capitol acquisitions over \$40,000 be approved by the board and submitted to a

referendum of homeowners. Sharon O'Reilly and Karin Anderson wanted to add "and resident" to section 6a. which currently states "Communicate information on new hires to Trustees" so would be changed to "Communicate information on new hires to Trustees and RESIDENTS." Sharon O'Reilly also suggested a change to 6c. as follows "Evaluate each employee at least once a year, VERBALLY SHARE WITH TRUSTEES, and place evaluation in the employee file. Motion to accept "District Managers Duties and Responsibilities" with above modifications by Jim Oliver, 2<sup>nd</sup> Karin Anderson.

Motion carried.

**5. Removal of Employee Currently on Leave of Absence**

Motion to remove employee by Don LaMaster, 2<sup>nd</sup> Bob Bachman

Discussion: Jim Oliver was concerned that John Rabideau, Don LaMaster and Brett Burmann met with the employee. He was concerned that several rules were broken. He stated the employee should have been placed on LOA not fired before bringing to the board for approval. He also stated that the meeting of John Rabideau and Don LaMaster along with Brett Burmann violated our rules and this behavior must stop. Motion carried.

**XI. Supplementals**

**1. Permanent Hire for Administrative Assistant**

Brett Burmann stated Cathleen Geist will start tomorrow, November 30<sup>th</sup>, 2022.

**2. Laundry Equipment Rental Proposal**

Brett Burmann reported that our current company has not paid us in over a year, and he proposes we change our company to Commercial Laundries, Inc. They would provide five (5) washers and dryers and we would get all the

proceeds. Motion to change laundry company by Jim Oliver, 2<sup>nd</sup> Bob Bachman.

Discussion: Don LaMaster stated that the taxes needed to be removed and was concerned about an eight (8) year contract. Jim Oliver and Karin Anderson wanted a cost comparison with our current company. Brett Burmann will get this. Ken Judd stated this item should be discussed at a workshop. Karin Anderson was concerned about the terms for termination of our current company and if the attorney needed to send a letter. Brett Burman responded that he has already spoken to the attorney, and we can cancel. Karin Anderson is also concerned about recovery of costs for water, electricity, and gas. Sharon O'Reilly was concerned about increasing costs per load. Lois Langtry asked about the current process for the company to collect money from the machines and if there was a way that we can prevent them from collecting. Brett Burmann states he has removed their gate code. Motion to table this discussion by Don LaMaster, 2<sup>nd</sup> Bob Bachman.

### **3. Procurement Policy**

Motion to accept Holiday Park, Park and Recreation District Procurement Policy by Sharon O'Reilly. Deborah Perla 2<sup>nd</sup>.

Discussion: Karin Anderson stated that Cheryl Morris assisted her in writing this policy. The previous policy could not be found. This policy has been requested by the FEMA Attorney and is needed for the meeting tomorrow. Motion carried.

John Rabideau proposed a ten (10) minute break, and this was taken at 10:05 A.M. Meeting readjourned at 10:17 A.M.

### **4. Resolution 2023**

Motion to adopt changes in resolution 2023 extending time frame for deed restoration Section 3r from three (3) to twelve (12) months as written by our

attorney by Ken Judd, 2<sup>nd</sup> Donna Mills.

Discussion: Karin Anderson want the time frame to be six (6) months starting today. Sharon O'Reilly agrees with Karin Anderson with the caveat that we can extend this again in the future if needed.

Bob Bachman can go with either six (6) or (12) months but is concerned about residents who have abandoned their properties including the LLC. Sharon O'Reilly is concerned that if we do not extend the timeframe the ACC will be overwhelmed with variance/extension requests. She is also concerned about abandoned properties. Ken Judd is concerned that residents are not making appropriate repairs. Jim Oliver responded to Ken Judd 's concern and stated that the City of North Port inspectors are here in the park and issuing citations. Jim Oliver asked for resident comments on this issue. Barbara Ruggiero is concerned about abandoned properties and doesn't want the one-year extension. Bill Mitchell agrees. He wants to put pressure on people to clean up. Wally Qualls wants a six (6) month extension and certified letters sent to residents who have abandoned their property. Rick Haggard is concerned about obtaining materials for repairs noting aluminum is not available. He wants a 3-6 month policy. Residents including Elaine Kerns, Bob Burleigh, Al Perla, Wiz LaMaster and Carol Clinch were concerned with debris removal including tree removal, putting debris on neighbor's lots, demolition procedures and fining for non-compliance.

Jim Oliver was concerned about changing a deed restriction but understood the reason for the resolution. Karin Anderson reminded residents that a letter was sent to all non-permanent residents with a deadline of 11/28/2022 for clean-up. She reminded residents that they would have to pay for debris removal if not done before the City of North Port final pickup. Ken reminded residents that they are responsible to clean their own property and wanted to keep the current resolution date of 12 months. Sharon O'Reilly was concerned about cleaning your property of debris vs. repairs and who would decide this. Jim Oliver reminded residents who are demolishing their homes to leave

everything inside if they do not want the contents and not drag unwanted furniture, appliances etc. to the curb.

Roll call vote:

Jim Oliver, No	Don LaMaster, Yes
Bob Bachman, No	John Rabideau, Yes
Karin Anderson, No	Ken Judd, Yes
Sharon O'Reilly, No	
Donna Mills, No	
Deborah Perla, No	Motion fails.

Karin Anderson motioned to change the time frame in Resolution 2023 to five (5) months from today, 2<sup>nd</sup> Sharon O'Reilly. Motion carried.

**5. Lawn Care Move to In House**

After Trustee discussion it was decided to move this item to the next workshop on 12/27/2022. Brett Burmann stated there would be a cost to get out of the Brightview Contract. Trustee concerns included financial data, equipment storage for Men's Club contributions and termination process of Brightview contract.

**6. Phase 2 Pool Repairs**

A motion to repair Phase 2 pool gutter tile, and depth markers for \$6,000 by Jim Oliver, 2<sup>nd</sup> Bob Bachman.

Discussion: Bob Bachman clarified that this should be covered by insurance/FEMA. Deborah Perla wanted to make sure that this was added to the new pool contract. Motion carried.

**7. Phase 1 Ceiling Insulation**

Sharon O'Reilly motioned that we approve the RFP for Community Hall insulation to include the entire building for the original stated cost, 2<sup>nd</sup> by Karin Anderson. Motion Carried.



8. Employee Bonus

Don LaMaster motioned that the Board of Trustees give the employees a bonus of \$4,300 to be divided among employees as a way to thank them for all their efforts in Hurricane Ian recovery, Bob Bachman 2<sup>nd</sup>. There was discussion about whether this should be a gift vs. bonus, and it was agreed that the lawyer should be consulted. Motion carried.

9. Concrete Pad

Don LaMaster motioned to allow individual residents to decide if they want to remove concrete as part of their demolition, 2<sup>nd</sup> Bob Bachman.

Discussion: John Rabideau reported that the park attorney reviewed our deed restrictions and advised that the concrete could remain if safe. Ken Judd felt the concrete should be removed. Bob Bachman pointed out that the company placing a new home would advise the resident regarding their concrete. Jim Oliver is concerned about following the current rules of “clear” in the ACC rules vs. “clean” in the Deed Restrictions. Karin Anderson suggested rewriting of the ACC rule to be consistent with the Deed Restriction wording. Bob Bachman felt that leaving trees is not a clean lot.

Roll call vote:

Don LaMaster, Yes	Jim Oliver, No
Bob Bachman, Yes	
Karin Anderson, Yes	
Sharon O'Reilly, Yes	
Donna Mills, Yes	
Deborah Perla, Yes	
John Rabideau, Yes	
Ken Judd, Yes	

## **XII. Resident Comments**

Jackie Mitchell was concerned that resident comments at the end of the meeting was not on the agenda.

Shirley Haggard stated the concrete issue should be discussed a workshop.

Bill Mitchell asked for a FEMA update. Brett Burmann responded that we should be getting half of the money for items we have submitted to date and that documentation should be completed by Friday December 1, 2022. He is waiting for a quote from Wessel to rebuild. Bill also asked about Sunshine Law training and Brett Burmann responded that this would be scheduled in January, and he is waiting to hear back from the Trustees regarding the proposed dates of January 11th, 12th, 13th, 2023. George Clinch asked Brett Burmann about the City of North Port final debris pick up date and Brett Burman responded that it would be in thirty (30) – forty (40) days and is asking for volunteers to help in debris removal from the common areas and has a sign-up sheet in the office. He also reported that residents on Chancellor felt that the Holiday Park debris on their property should be the responsibility of Holiday Park George Clinch also addressed Ken Judd's comments about Men's Club contributions.

George Clinch thanked Triple F for the good job they did on the Christmas Tree Lighting event, and he announced the following upcoming events:

Music with Dave & Theresa under the tent tomorrow, 11/30/22 3:00 P.M -5:00 P.M. 12/03/22 8:00 A.M. – Noon, Men's Club Garage Sale – Open to the public. 12/10/22 Dance Phase 2 Parking Lot 3:00 P.M – 5:00 PM with Dave & Theresa. Jackie Mitchell reminded residents of the Golf Car Parade on 12/17/22. Meet at Phase 2 Parking Lot between 12:30 P.M and 12:45 P.M. and the parade will start at 1:00 P.M. All residents are encouraged to participate even if you don't decorate your cart. You can decorate traditional or tropical theme. It is ok to throw hard candy not chocolate. The Church of Hope will provide cookies at the end of the parade and gift baskets to ladies who have RSVP for these. There will be Christmas Carol Singing as well as cookies at the end of the parade.

Bob Moore suggested reading of the minutes at each meeting. Lois Langtry asked

if we could remove the key or confiscate the laundry machines and Brett reponed “no”.

### **XIII. Trustee Comments**

Ken Judd. He is trying to do what is right and wants what is best for the park.

Deborah Perla – None

Dona Mills – None

Sharon O’Reilly asked for clarification of the next Trustee Meeting date and time.

John Rabideau responded that the next regular meeting will be at 9:00 A.M. on 12/08/22.

Don LaMaster – None

Karin Anderson – None

Bob Bachman – Reported that Sharon Kahnoski is moving and will no longer be doing the Newsletter. He is looking for someone to take her place.

Jim Oliver – stated that any home repairs done we with wood need to be covered with vinyl or aluminum. He states that some ACC rules have been relaxed to facilitate post hurricane Ian repairs to roofs, doors, and windows. A permit is required for carport repairs. He is concerned about residents using other resident’s materials. He is unhappy with how residents have treated his efforts to follow the rules and is resigning from the ACC effective after the next ACC Meeting.

### **XIV. Adjournment**

**Motion to adjourn the meeting by Bob Bachman, 2<sup>nd</sup> by Don LaMaster, motion carried.**

The meeting was adjourned at 11:54 am.

Respectfully submitted,

Sharon O’Reilly

Secretary, Board of Trustees

Attested to,

John Rabideau

Chairperson, Board of Trustees