

Holiday Park Park and Recreation District
Board of Trustees Special Meeting

June 20, 2023

I. **Call To Order** by Chairperson Cheryl Morris at 9:01 a.m.

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

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

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
Trustee	Jim Oliver	Present
Trustee	Bob Bachman	Present
Trustee	John Rabideau	Absent
District Manager	Carmella Coons	Present
Sergeant at Arms	Robert Burleigh	Present

IV. **Approval of Previous Meeting Minutes: Regular Meeting 6/1/2023**

- Motion to approve Regular Meeting Minutes of 6/1/2023, by Sharon O'Reilly,
Second by Don LaMaster.
- Motion carried.

V. **Report from District Manager**

Carmella Coons reported that she is working on multiple projects. These include plumbing issues, groundskeeper shed, irrigation system, HOA Life system, Trees for Tuscola, Quick Books conversion, water meter with City of North Port, and lawn issues. She asked residents to report lawn concerns to the office. She has purchased furniture for the lobby. She is working with Steve Grossl to get the resin boxes covered, and reminded residents that the removal date for plastic sheds was 5/31/2023. Audit reports are being mailed to residents, and she thanked volunteers who helped with this mailing. She is in the process of hiring a bookkeeper. She is working with the Fine Committee and asked residents to report any Architectural Control Committee (ACC) violation concerns to the office.

VI. **Treasurer Report**

See Page 1 of "Attachment A, Treasurer Report for May 2023"

VII. Bond Report

Will be given at the next meeting.

VIII. Chairperson Report

Cheryl Morris thanked the Board of Trustees for their help during her recent absence due to hospitalization. She acknowledged that the meeting agendas have been long and hopes they will get shorter. She noted that Holiday Park business doesn't stop just because it's summer, and we have a lot of things that need to get done. She thanked the residents who are working hard to repair their homes. She noted the office is short-staffed, and the staff is working hard. She asked that Resolution 2023 be added to "Supplemental Items" on today's agenda.

IX. Trustee Report

- Bob Bachman stated that the new cabinets and stage for the Phase 1 Hall have been ordered. He is working on April Caswell's kitchen list and asked that we discuss kitchen issues at this meeting. He stated we need a new bingo machine, as the old machine is antiquated, and parts for replacement are unavailable.
- Sharon O'Reilly asked if today's meeting was on Zoom, and was told that it was not because the staff still needs Big Fish training. She expressed that getting the meetings on Zoom as soon as possible was important to the residents. She also asked about getting insurance money for pool repairs. See discussion under "Old Business, Phase 2 Pool."
- Deborah Perla: None
- Don LaMaster: None
- Shawn Slattery asked why the Supplemental Items were not listed on today's meeting agenda. He was advised that they were added after the agenda was posted. Cheryl Morris read the list of Supplemental Items for today's meeting.

X. Resident Comments

- Bill Mitchell, 5365 Hikina Drive, expressed concerns about the budget. He stated that the remaining bond money should be put in a separate account and advised Don LaMaster to check with the auditors. Don LaMaster responded that Quick Books is tracking bond expenditures. Bill asked Don LaMaster how much is left of the \$75,000 allotted to Carmella Coons for the Phase 1 Building, and Don reported, "about half." Bill advised against using Wessel for any kitchen projects and thought it would be cheaper to buy concrete barriers, rather than use Suburban Propane.

- Jim Oliver, 6566 Greenview Court, noted a leak in the ceiling in the Phase 1 Hall and advised against using Wessel for the kitchen project as well.
- Robyn Pless, 6475 Center Lane, was concerned about donations for “Trees for Tuscola” and asked why the trees could not be covered by the savings in lawn care. Don LaMaster explained that the donations were not solicited and that there will not be extra money in lawn care and maintenance, if we hire a new company.
- John Sermersheim, 6882 Hikina Drive, stated that, as Men’s Club President, he is concerned about the kitchen, as there are multiple dinners and picnics being planned. He has some ideas on how to save money on the kitchen and stated that the Men’s Club may be able to help with this project.
- Karin Anderson, 5072 Palena Boulevard, reminded the Board that only residents could change the Deed Restrictions. Cheryl Morris acknowledged this and stated that the Board is only looking at extending the timeframes, as per Article 3R.
- Jackie Mitchell, 6563 Hikina Drive, asked to see the list of items for purchase by Carmella Coons, approved at the last meeting. Sharon O’Reilly responded that she would give her a copy of the list today (6/20/2023).

XI. **Old Business**

A. **Phase 2 Pool**

- There was a long discussion among Trustees, and between residents and Trustees. Three options were presented:
 - o Option #1: Bill Mitchell’s plan to repair the pool using individual contractors for concrete, electrical, and plumbing.
 - o Option #2: Superior Pool proposal.
 - o Option #3: Galaxy Pool proposal.
- The Board agreed these were difficult to compare, as these options were not based on a request for proposal (RFP). There was agreement that the two pool companies were looking at upgrades, and not just repairs, and there was concern that neither pool company addressed all the repair issues in their proposals. Steve Gross addressed questions regarding the two pool company bids. He stated that the \$4,500 cost for the engineer required by Galaxy Pools would include drawings, modifications, and three site inspections. Galaxy did not include electric or concrete in their bid. Steve addressed resident and Board concerns about pipe size, and whether the current pump can handle the existing

4-inch pipe size which can be repaired. However, he stated it is not clear what we will find underground once digging occurs. Steve did not have a strong preference for one company over the other. Steve prefers the new cartridge filtration system. He noted that Galaxy Pools' timeframe, including engineering, was 4-5 weeks. Bill Mitchell stated the lead time in his proposal was about the same.

- There was concern about insurance money collection if we repair versus replace, and Cheryl Morris stated that, either way, we would collect insurance money. We would just lose the difference in cost.
- Cheryl Morris asked the Board whether they wanted to upgrade the pool or focus on repairs. Bob Bachman, Don LaMaster, and Deborah Perla were in favor of replacement/modifications which would require use of one of the two pool companies. Further discussion concluded that the pool company bids were not hard costs and did not cover all Holiday Park repair issues. There was concern that Superior Pools did not include engineering, debris removal, and cleanup.
- Shawn Slattery motioned to accept Bill Mitchell's repair proposal at a cost of \$20,824, Second by Sharon O'Reilly. Roll call vote was taken:

Shawn Slattery	Aye
Deborah Perla	Nay
Sharon O'Reilly	Aye
Cheryl Morris	Aye
Don LaMaster	Aye
Bob Bachman	Aye

- Further discussion: The Board advised Bill Mitchell to keep the concrete pool pad in the same location to decrease stress on the pump, and he agreed. Bill Mitchell also advised that the Holiday Park staff would need to remove and store the existing equipment, then reassemble when the project was complete. Carmella Coons stated that her staff could do this. Bill Mitchell reminded the Board that a licensed pool contractor will need to sign off on the project at an additional cost.
- Motion carried.

A BREAK WAS TAKEN FROM 10:46 A.M. – 10:57 A.M.

B. Board of Trustee Vacancy

- Sharon O'Reilly motioned that we fill the vacant seat following by-laws procedure, Second by Don LaMaster.

- Discussion: Shawn Slattery reviewed Article 6 of the Bylaws regarding procedures for appointing a new trustee. Cheryl Morris asked Shawn to post this position next week, Monday – Friday, and Shawn agreed.
- Motion carried.

XII. New Business

None

XIII. Supplemental Items

A. Resolution to Withdraw Remaining Bond Money

- Don LaMaster motioned to withdraw the remaining bond money and close the \$2 million bond, Second by Bob Bachman.
- Discussion: Cheryl Morris will check with the Holiday Park lawyer to see if we need a formal resolution.
- Motion carried.

B. Resolution 2023 (Extending Timeframe)

Cheryl Morris asked Sharon O'Reilly to summarize. It was agreed that no resolution had been done, legally voted on, or was needed, as Deed Restriction 3R allowed the Board to extend the timeframe for home repairs and to proceed with fines. Cheryl Morris stated that Carmella Coons called and/or sent letters to all owners, including the LLC, who have not initiated repair of damaged homes. It was agreed that Holiday Park needs an up-to-date list of these homes and that the office staff is too busy to handle this project. Shawn Slattery offered to work with volunteers on this and will use an old list put together by Bill and Jackie Mitchell as a starting point. Residents can take pictures and submit documentation of abandoned homes to the office. Carmella Coons stated that this process would be easier once the HOA Life system is in place. It was agreed that the notification process to owners should include a phone call, letter, and certified letter, if no response. Carmella Coons stated that the LLC has informed her that they are still waiting for permits from the City of North Port. Jackie Mitchell stated that this can be verified by calling the City of North Port. The Board agreed to enforce Article 3R, to not extend the timeframe, and to begin the fining process.

C. Additional Tree Expenses

- Cheryl Morris reported that Holiday Park is in the process of tree removal. Northshore Stump Grinding LLC (Northshore) discovered additional infested trees that need to be cut down.

- Motion by Bob Bachman to have Northshore remove 37 additional trees at a cost of \$20,000, Second by Sharon O'Reilly.
- Discussion: Northshore is also spraying for bugs. It was stated that it is important that contractors sign into the office each day they are on the property. John Sermersheim asked if Northshore could also remove dead tree roots from the Men's Club picnic area. It was agreed that this was a safety issue, but would be addressed in the future on a separate contract.
- Motion carried.

D. GEM Plumbing

- This was already approved by the Board at a cost of \$4,950, but the contract has been amended to \$5,450 and requires Board approval. This includes additional diagnostic work.
- Motion by Bob Bachman to accept the new GEM contract of \$5,450, Second by Don LaMaster.
- Motion carried.

E. Lawn Maintenance Discussion

- There was agreement that Duvall is not following their contract. Carmella Coons advised she has received many resident complaints, and she stated that Duvall is not responsive to her phone calls and emails. The Board agreed that it needs to decide whether it wants to switch lawn care companies. Camella Coons has bids from two companies.
- Motion by Bob Bachman to place Duvall on a 30-day notice, Second by Shawn Slattery.
- Motion carried.
- Discussion: The Board needs to be prepared with a replacement company. Carmella Coons presented two bids: U.S. Lawns, and Yellowstone. She reviewed these proposals and prefers U.S. Lawns. She stated they are the cheaper of the two bids, they were responsive to her request for changes, and could start work immediately. She also stated that they fixed the irrigation system at no cost. They will clean the swales quarterly. No fertilization or tree trimming is included. It does include a 30-day clause to cancel with cause.
- The U.S. Lawn proposal is for \$255,000, for three years, with a 3% increase each year.

- Motion to accept U.S. Lawns' 3-year contract, with commencement date to be negotiated by Shawn Slattery, Second by Bob Bachman.
- Motion carried.

F. Status of Bond Money Expenditures

- The leftover bond money is \$286,000. After subtracting \$75,000 budgeted for Carmella Coons, the remaining total is \$211,000. See Page 2 of "Attachment A," for additional payments totaling \$190,500. This does not include expenditures voted on today.
- As of 5/21/2023, Holiday Park has \$605,189.48 to run it for the next five months. We spend about \$40,000/month on operations, including staff salaries and benefits, which leaves about \$205,000 in unrestricted funds. This does not include an additional \$146,000 insurance check. That leaves about \$350,000 in unrestricted funds, not including expenditures voted on in today's meeting.

A BREAK WAS TAKEN FROM 12:23 P.M. – 12:30 P.M.

G. Hutchinson Fine: Stop Work Order on 4/1/2023

- o ACC meeting of 4/19/2023 denied the application.
- o 4/25/2023 Trustee denied variance
- o Letter of 6/9/2023
- Cheryl Morris would like to proceed with fining Mr. Hutchinson for three ACC violations, including not submitting an ACC application for pouring concrete, and carport extension, and refusing a stop work order. After review of Resolution 2023-03, it was agreed to table this discussion to the next meeting to ensure the correct procedure for fining is followed.

H. Sunshades: Eclipse Aluminum & Shade Proposal

Shawn Slattery reviewed the Eclipse Aluminum & Shade proposal, and it was determined that the cost for sunshades for both pools, as well as the bocci and shuffleboard courts, would be about \$230,000. There was discussion about only doing the pools, but not all were in favor of this plan. There was discussion of how to pay for this project, including use of the \$700,000 restricted funds. There was general agreement that the Board needed to be fiscally responsible, and Holiday Park could not afford to do this project at this time. This item is tabled until more money becomes available. Holiday Park will not be able to get any Federal Emergency Management Agency (FEMA) money until the insurance is closed.

I. Suburban Propane

- Alternatives were discussed, including in-house options. It was clarified that this is the propane tank by the laundry room (proposal states kitchen). It was agreed Holiday Park needs a barrier as a safety measure to protect our property.
- Shawn Slattery motioned to accept Suburban Propane proposal of \$2,160, Second by Bob Bachman.
- Motion carried.

J. Wessel Cabinets

- Three cabinets in the kitchen need to be relocated. Holiday Park has a proposal from Wessel to do this job for \$3,882. The Board discussed alternatives to Wessel, including use of independent handymen, and it was agreed that we would look into these alternatives.
- John Sermersheim asked about the heat shield between the stove and convection oven, as agreed upon in the original Wessel contract. Carmella Coons stated that Wessel will be coming to fix this.
- It was agreed to table the other kitchen items on April Caswell's kitchen list.

XIV. Trustee Comments

Cheryl Morris: Future meeting dates are 7/27/2023, 8/8/2023, 9/5/2023, and 9/27/2023.

XV. Resident Comments

None

XVI. Adjournment

Motion to adjourn the meeting by Don LaMaster , Second by Bob Bachman.
Motion carried.

MEETING WAS ADJOURNED AT 1:55 P.M.

Respectfully submitted,

Sharon O'Reilly, Secretary