

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

September 5, 2023

Minutes are being submitted by Shawn Slattery, Assistant Secretary

Attachments to be included: 9-5-23 Revised Agenda; Treasurer Report- July

- I. **CALL TO ORDER** by Chairperson Cheryl Morris at 8:59AM
- II. **INVOCATION** given by Shawn Slattery
- 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	Absent
Assistant Secretary	Shawn Slattery	Present
Trustee	John Rabideau	Present
Trustee	Bob Bachman	Absent
District Manager	Carmella Coons	Present
Sergeant at Arms	Robert Burleigh	Absent

IV. **APPROVED MINUTES:**

- a. Previous meeting on August 8, 2023 – Moved to accept the meeting minutes as printed by Deborah Perla. Second by John Rabideau. No Discussion. All present Accepted. Motion Carried.

V. **DISTRICT MANAGER REPORT (Carmella Coons):**

- a. Tami Russel, the previous Admin Assistant who resigned, was replaced by Marti Winch.
- b. Carmella has not been able to find someone to work maintenance on weekends. Carmella is open to suggestions. Cheryl added that HP will be readvertising the position and had someone apply for the position, but never showed up.
- c. The maintenance crew has been patching the roads and sidewalks.
- d. The street sign replacement project is moving slower than expected because the sign company is having a hard time finding the round metal poles for purchase. The company expects to be finished by the end of this week 9-8-23.
- e. The violation process is picking up steam. Carmella has noticed new faces mostly in the laundry room and is finding unregistered guests. This is a safety issue. If you see someone in the park that you don't know then please let Carmella know. She would like everyone to start wearing their badges in all common areas. If at the pool then have it in your bag or with your towel, shoes, etc. at your table or chair.

past month and therefore has not progressed this issue. John stated that he does feel better now and will be looking into this further with the communications committee.

- b. Don LaMaster – Nothing to report at this time.
- c. Deborah Perla – Spoke about the new lawn service US Lawns. They have been working in the park for the last 4-6 weeks. Carmella and Deborah have met with onsite Field Manager for US Lawns – Daniel. Deborah is aware that they did not show up this past week. Deborah called Daniel to inquire as to why they did not mow last week and Daniel stated that his supervisor directed the crew to work somewhere else last week. However, they will be back in Holiday Park this week and plan to spend the day Thursday 9/7 mowing all of Phase 1 (including common areas) and all-day Friday 9/8 mowing all of Phase 2 (including common areas).

Deborah discussed the 12-inch barrier around all homes and the crew was not aware of it. They mentioned that at some lawns, the weeds are growing long near the homes and they were just trying to clean it up. Deborah mentioned that she has had some complaints that they are doing too much weeding. Deborah thanked Daniel for the work but asked him to tell the crews not to go into any flower gardens.

Deborah also brought up the issue that some home owners wish to mow their own lawns and wanted the boards opinion on how to make this happen. US Lawns has “Do Not Mow” bilingual (English/Spanish) signs for \$35 available. More discussion on this came up later in the meeting.

- d. Shawn Slattery – Had two questions. The first was about lawns, but that has already been answered. The second was about more dead pine trees in the common areas, particularly the Phase 2 area along Tuscola and around the Phase 2 building. There are about 10 more dead pines in those areas. The cutting down of dead trees is done for now as the previous contract with the tree company has been completed. However, we were told that our trees would continue to die because of the bug infestation/disease and eventually we could lose them all.

IX. RESIDENT COMMENTS

- a. Karin Anderson 5072 Palena Blvd. – About the maintenance manager job description discussion coming up on the agenda. She recommends that we should keep the job title as Maintenance Supervisor, not Maintenance Manager because we should not have a manager reporting to another manager. Even in large companies, there is usually a maintenance supervisor reporting to a maintenance manager and we are not a large company. Our park does not require a Maintenance Manager. Also, we should only have one Manager in the park and that is the District Manager.
- b. Barbera Ruggiero 5000 Palena Blvd – a month or two ago with the insurance recommendations that came out, we were recommended to vent the pottery kilns through the roof. Because it is hard to get roofing companies these days and it can be expensive, and it could cause leaking issues, would it be possible to vent the pipes out the side wall of the building? Cheryl said that it was a great idea and it can be checked into before that work is done.

it would cost \$138.5K

One important short-term project mentioned by Cheryl is the preparation of the picnic grounds (next to the Phase 1 shuffleboard courts) for the Men's Club picnics starting in November. John Sermersheim (President of the Men's Club) asked Dennis Heidenis to speak to the board about this project in his absence. Dennis spoke to the Board. The issue is both the dead and live tree roots sticking above ground can cause a severe tripping hazard for everyone. We must make the area safe prior to the start-up of the picnics this next winter season. The total expense for the project is estimated to be about \$500 or less. The plan is to cut out the rotting dead roots, purchase 5 yards of top soil to fill in any holes or low areas to cover exposed live tree roots, cut low hanging limbs of trees, and stake off some areas with caution tape and pylons so that people don't walk in those areas. Dennis made sure to mention/express that **NO LIVE ROOTS** will be cut! The Trustees agreed to make this a short-term project.

The Board then reviewed the spreadsheet to first go through that included the list of 10 new items to be categorized as short term, medium term or long term. Through a lengthy discussion these 10 items were prioritized. All the discussion points are not in these minutes, but much of the discussion for the more important items has been documented. All the items were reviewed and 6 were marked short term, 2 medium term, 1 long term and one was removed.

Cheryl discussed **#65 Replace Electrical Box in the Ceramics Bldg**. The electrical box in the building is outdated and a potential fire hazard. The ceramics kilns cannot be flued correctly until the electrical box is replaced. Therefore, before we can do any further electrical work in the building, we need to replace the box. Graham Electrical submitted a quote for this work (see attachment). The Board noted that this project needs to be marked as short-term, but did not vote on the quote at this meeting.

Carmella discussed **#66 Mailbox Tubes**. Carmella mentioned that, to save on postage, where she used to work, they used PVC pipes to separate park specific mail from all other U.S. mail. The PVC tubes would be placed on all r

- b. Residents mailbox posts and any park mail could be delivered inhouse to the tubes. Cheryl mentioned that we have a Deed Restriction that states that we cannot have anything other than a mailbox on our mailbox posts (i.e., not even a newspaper box). Therefore, we would need to go through the change process for our Deed Restrictions to make this happen if the Board decided that it is a good idea. This was put to long-term for now to decide if it makes sense for the park to do this.

Deborah discussed item **#67 Lawn Signs** and again mentioned that US Lawns has bilingual signs (English & Spanish) that can be purchase for \$35 each and we would need one of each on these lawns. Carmella does not like this idea because of the ACC Rule that does not allow yard signs. Also, it would have to be the responsibility of the property owners to put out the signs before a mowing and pick them up after the mowing every week. It was mentioned that there are only about 10 owners who have expressed that they don't want their lawns mowed. Cheryl said and the Board agreed that the lawn mowing is a service provided by the park and if people don't want that service, then it is their responsibility to communicate that to US Lawns each week. At

Cheryl started working through the list of short-term projects and the Board started assigning the priority of each. The Board completed the short-term list. See notes on the attached copy.

One important discussion item to note: The park is committed to get the Phase 2 pool opened prior to shutting down the Phase 1 pool for the repair items #3 Pool Walkway Repair and item #31 Phase 1 Electrical Upgrade which are scheduled to happen in October.

Slotteo Ruggiero 5000 Palena Blvd. – Asked about the sun shades for the Phase 2 Bocci Court. Right now, it is hard to play on the courts because of the heat of the sun. Cheryl said that the Sun Shade project was made a medium project because of the cost of \$190K is outside our budget at this time. Discussion ensued and it was decided to bring the issue of Sun Shades back up in the October/November timeframe. Deborah Perla brought up the suggestion that we increase the priority of the Sun Shades for the Bocci and Shuffleboard courts ahead of the sun shades of the pools. And, for the short-term (i.e., this next season), we purchase some tables with regular umbrellas for the pool areas. Deborah believes that this should be a short-term priority because it is so important for our Residents to be able to get back to their routine activities. Both Don and Cheryl agree with Slotteo and Deborah, but reminded everyone that we just don't have the money right now. They also reminded everyone that we would revisit the Sun Shade issue in the October/November time frame to see if things are at a point where we can make some more favorable decisions about spending the money for the sun shade project.

Break was taken at 10:25AM and returned at 10:32AM.

During the break, Cheryl looked over the rest of the spreadsheet and requested that she be allowed to take the take a first pass at prioritizing the rest of the projects and then submitting it for review by the rest of the Board of Trustees. Cheryl will list the green projects from each column first and the black projects to follow. If there are any order changes that need to be made then we can do it at the next meeting. All present Trustees agreed to that proposal.

A marked-up copy of the Project Priority Planning spreadsheet is included as an attachment to these minutes.

c. Job Description for Maintenance Manager/Supervisor -

Cheryl started this discussion by stating that the Board had previously stated that Carmella was given authority over all the hourly wage staff and they all report to her as part of her contract. Thus, Cheryl wondered why the Trustees were involved with this job description, except to say that the one he has was not sufficient. Shawn spoke up to say that there was never a job description for the Maintenance Manager/Supervisor and that is why one has been created and the Board has been involved. Still, Cheryl posed that we, the Board of Trustees should step away from helping with the job description because we have no authority over her staff.

Don asked what Cheryl meant. Is she saying that we are no longer going to use what was created?

Cheryl asked the Board whether or not we should force this new job description document on

MOTION: Don Lamaster motioned that Steve's title remains the same as Maintenance Manager and that he can make up to \$32/hr. John Rabideau second the motion. There was no further discussion from the Board but a resident stood up to speak.

Bill Mitchell questioned why all the park Residents did not have the opportunity to read through the job description. He wanted it to be read at the meeting. Cheryl said that it was five pages long and would not be read, but it would be published with the minutes for all to review. Bill expressed that this position was originally a crew leader years ago and that by raising Steve to the manager position, the park lost a working maintenance staff member. Bill also reiterated his frustration with the lack of our tracking of expenses to correct line items in order to have a better picture of how much has been spent this year for the maintenance and grounds staff. Cheryl agreed that the process has been broken in the past but again said that the books and records keeping of the expenses would be better for the new fiscal year with the implementation of this new online financial system.

MOTION Completed: Cheryl again asked if there was any further discussion; being none, she asked for a vote. All Trustee members agreed to the motion. No one opposed and the motion carried.

XI. NEW BUSINESS

a. Recreational Access fees letter from Andy 8-22-23

Cheryl started by saying that the Trustees and Carmella have been racking their brains on how to raise money for the park. She stated that there are only three ways that Holiday Park can raise money. The first is new Assessments which we use from time to time. We just raised the assessment for 2023-2024 taxes by \$5.00 per resident. The second is new Bonds which we did for the Phase 1 Building renovations. The third is through charging Fees. In the past we have talked about having a recreational access fee for home renters to use all of our park facilities, because currently renters do not pay any fees for using our courts, pools, buildings, etc..... We also talked about charging more money for use of the compounds. None of these proposed fees are guaranteed and will need our lawyer, Andy Cohen, to look into them further. However, there is no reason to spend the money to have our lawyer to look into this if the Trustees are not interested in actually implementing any or all of these types of fees. Cheryl asked the Board if they are interested in moving this forward.

Deborah spoke up and stated that yes, she is agreeable to this. She also mentioned that she had brought up the fees for compound use before and that other parks charge the fee by foot for the size of the RV being stored. Cheryl said that the particulars of the fees have not been decided yet and that there are many possible methods for setting the fee charge. Shawn agreed to move forward with the fees being researched by our lawyer. Carmella also mentioned that where she used to work, the fees being charged were by the size of the item being stored, i.e., small trailer, big trailer, kayak, RV, etc. and the charge was for 6 months at a time and she had a waiting list of people wanting to use this service.

c. Lawn Signs

This agenda item was already discussed and so no more discussion was made.

d. Tube Mail

This agenda item was already discussed and so no more discussion was made.

XII. NEW DEED RESTRICTIONS FOR VACANT LOTS AND COACH REPLACEMENT DISCUSSION

Cheryl mentioned that we have nothing in our deed restriction concerning how long an owner may leave a lot vacant and further stated that she does not know if we should. There are people buying up lots and just holding them. So, if we want to do something we would need to make a change to the Deed Restrictions for the park. Cheryl would like to add an agenda item for the next meeting to discuss if we should specify a time frame that a new coach must be placed on an empty lot once it is purchased. Deborah mentioned that we must take into consideration the lead times for these coach manufacturing companies currently have for building new homes. In some cases, the lead time is 2-3 years out. The Board did not have a problem with adding this discussion to a future meeting, but it would be a discussion only at this time. Then, if changes are need to our Deed Restriction verbiage, the Board would start the change process with documenting the proper changed verbiage and information to be submitted to the residents of Holiday Park to vote upon. If the new verbiage is approved, then the Deed Restrictions would be updated.

XIII. SUPPLEMENTAL

a. ACC Rule #26F

Bob Bachman introduced two new rules at the last ACC meeting. Rule #42 was previously discussed at a Trustee meeting and was approved. However, Rule #26F had not been previously discussed/approved in a Trustee meeting and so it should not have been introduced within the ACC meeting. Since Bob is not at this meeting to further discuss this new rule, Cheryl will move it to the next meeting so that it can be properly discussed and approved.

b. Potential Fine for Dodge 6303 Berry Ct.

Carmella presented a host of pictures and the fine process timeline information of previous communications with Diana Dodge. Currently there are four violations and potential fines being discussed today. The first is for disobeying the approved ACC permit for enclosing the car port and for not following the ACC general rules for owner property (i.e., all the clutter in the yard and sitting out around the coach has become an eye sore for the park community). The second is painting the hurricane window awnings and outer doors without an ACC permit approval for the colors used and she continued to paint unsupported colors on back door. The third is disobeying two stop-work orders. The fourth is for using the car port as a storage area and erecting a tarped structure. Through multiple communications, these issues have not been corrected.

communications and she did not show up for the meeting today.

All Board members agreed that the two violations/fines that have been discussed along with their agreed to fine amounts provided on the violations/fines chart within the fining process be passed onto the Fine Committee for evaluation. The violations/fines chart will determine whether the fines are to be assessed per day or per occurrence. Carmella and Cheryl will submit an email to the Fining Committee clarifying the two violations and the fine amounts to be levied as per the violations/fines chart.

Shawn requested that, in the future, when discussing a violation and/or fine, the Board receive all the information concerning the violations to be discussed and the actual fines whether assessed as a one-time fine or a per day fine until the issue is resolved.

XIV. TRUSTEE COMMENTS

None.

XV. RESIDENT COMMENTS

None.

XVI. ADJOURNMENT

Motion to adjourn by Don LaMaster and seconded by John Rabideau. No discussion. All approved. Motion carried and the meeting closed at 11:17AM

MEETING WAS ADJOURNED AT 11:17AM

Respectfully submitted,


Shawn Slattery, Assistant Secretary