

Holiday Park Park & Recreation District
Board of Trustees Special Meeting
September 15, 2022 @ 9am

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 **DRAFT**

I. Call to Order

Call to order by Chairperson John Rabideau @ 9:01 am.

II. Pledge of Allegiance

III. Roll Call

Roll call was taken by Sharon O'Reilly

Present: Chairperson John Rabideau, 2nd Vice Chair Bob Bachman, Treasurer Don LaMaster, Secretary Sharon O'Reilly, Trustee Deborah Perla, Trustee Karin Anderson, Trustee Donna Mills, Trustee Jim Oliver (via phone), District Mgr. Brett Burmann, and Sgt-at-arms Robert Burleigh.

Absent: 1st Vice Chair Ken Judd

IV. Approval of Meeting Minutes

Sharon O'Reilly thanked Deb Perla for taking minutes of the last several meetings. She stated she believes there needs to be a balance regarding legal suggested guidelines and providing enough information for residents to understand what took place at the meeting. She stated that this philosophy would be reflected in her minutes and in her comments regarding minutes to be reviewed today.

Motion to approve meeting minutes for Aug 2nd, 2022 by Donna Mills, 2nd by Deb Perla. Motion carried with changes to the following:

Correction to Sharon O'Reilly's Trustee comment to "Sharon O'Reilly has multiple concerns regarding the resignation of Karin Anderson and the appointment of John Rabideau as Chairperson. "See attached" A statement from Sharon O'Reilly was attached to the minutes. Correction to addendum on the spelling of Don LaMasters's name.

Motion to approve meeting minutes of Aug 25th, 2022 by Bob Bachman, 2nd by Don LaMaster, motion carried.

Motion to approve meeting minutes of Sept 1st, 2022 by Bob Bachman,

2nd by Don LaMaster. Motion carried with changes to the following: 710
RFP's descriptions added to the agenda descriptive. Comment under
New Business by Sharon O'Reilly "expressing concerns regarding the cost
of RFP's and time delays in completing the renovations". Correcting RFP #
9 motion that the contractor will build a small closet for the sound system
and all additional closets needed for Men's Club, etc., would be built by
in-house staff. Adding information under New Business regarding RFP
#12 and #13 need bids. RFP #14 – Trustees agreed that we need more
information before approving. Comment under Supplemental Items from
Sharon O'Reilly- suggested that the interior gatehouse light be turned on
all night. Comment under Trustee Comments by Sharon O'Reilly who
volunteered to take over the personnel assignment as John Rabideau has
operations along with the Chairperson role, John declined her offer.

V. Resident Comments

Bill Mitchell – asked about funding for golf carts. Don stated that the long
range building fund was used. He had concerns about the amount of
change order to date.

Ernie Mitchell – suggested use of spread sheets to track change orders.

Brett responded he would discuss with the architect.

VI. New Business

John Rabideau gave an update of the Phase I Clubhouse walk through
with the architect and contractor. The following issues were discovered;
Public Restrooms – Sewer lines will need to be replaced. Also discovered
was old cast iron piping and a newer water main in the manager's office.
A follow up plan is being discussed to address these issues. The hope is to
move the waterline and sewer line out of the area to prevent further water
damage.

Public Restrooms water supply side – It was discovered that flex seal tape⁷¹¹ was used as a seal. This will be corrected.

John believes we are on track having approved the first 12 RFP's .

A/C company was there 9/14/22 and will begin work soon.

Kitchen – A large expense is anticipated to rebuild the back wall and roof. Brett is getting pricing from pavers behind clubhouse to the pool deck and for pavers for the front entrance to the clubhouse and the back section of the clubhouse entrance to pool. Pavers will run to the parking area to prevent trip hazard.

1. Renovation updates

RFP # 12 Community Hall: A discussion occurred; Jim Oliver advised us not to use the term Hurricane proof.

Motion to approve contractor to add masonry block, stucco, insulation, drywall, and paint to East wall at a cost of \$14,457, by Bob Bachman, 2nd by Don LaMaster, motion carried.

RFP #13 Community Hall: Spray foam insulation was approved after discussion not to exceed \$51000. Brett stated regular insulation costs \$35000. Ernie Mitchell had concerns about condensation and air flow issues. Brett stated the builder advised us to the use of the spray foam insulation.

Motion to approve contractor to apply spray foam insulation to the underside of the exposed roof sheathing at a cost of \$51,000 by Bob Bachman, 2nd by Don LaMaster, motion carried.

RFP #14 Exterior Storage Closets: This RFP includes replacing closets ⁷¹² by laundry room doors and all associated electrical & mechanical issues to bring up to code. Approval for costs not to exceed \$15000. **Motion to install code compliant framing and exterior doors and provide mechanical and electrical as needed to bring storage closets up to code at a cost not to exceed \$15,000 by Bob Bachman, 2nd Don LaMaster, motion carried.**

RFP #15 Roof over laundry area: The roof vents over laundry area will be replaced. Board approval not to exceed \$1500. **Motion to approve contractor to replace existing roof vents over laundry area at a cost not to exceed \$1,500 by Sharon O'Reilly, 2nd by Don LaMaster, motion carried.**

RFP #16 Administration Area: A new door will be relocated and installed in the Manager's office at a cost not to exceed \$1000. **Motion to approve the removal of existing door from Office to Manager's Hall, and drywall wrap. Install new door and wall area further down the hall, not to exceed the cost of \$1,000 by Bob Bachman, 2nd by Don LaMaster, motion carried.**

RFP #17 Administration Area: Granite countertops will be removed and replaced with Formica at a cost not to exceed \$2500. **Motion to approve the removal of granite countertops and replaced with formica and replacement of storage cabinets, not to exceed \$2500 by Bob Bachman, 2nd by Don LaMaster, motion carried.**

RFP #18 Kitchen/Storage Area: We are waiting for bids.

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Ernie Mitchell expressed concerns about code issues with roof replacement and opening walls for hurricane straps, cost could be substantially.

Sharon O'Reilly expressed concerns about the impact of the RFP's on the timeline. Brett Burmann stated he anticipates the remodel to be completed by February 2023.

2. Emergency repairs Phase II pool Canopy

Brett emphasized that this was an emergency safety issue. Karin Anderson was concerned about the posts in windy conditions. Jim Oliver asked about the fencing and other pool repairs. Bob Bachman expressed concerns about findings with post replacement. **Motion to approve the emergency repairs on the Phase II pool canopy, not to exceed \$18,500 by Bob Bachman, 2nd by Don LaMaster, motion carried.**

VII. Supplemental Items

None.

VIII. Trustee Comments

Bob Bachman – meet today at Phase II pool for Thirsty Thursday.

Karin Anderson – expressed concerns about drinking and driving after Thirsty Thursday. She informed residents that both flu vaccines and Covid 19 boosters are available.

Don LaMaster – gave the treasurer report on August 2022. Ernie Mitchell asked if the bond was being separated from the operating budget. He advised using 2 separate spreadsheets. Don LaMaster responded that the bond is being kept separate and only being used for Phase I building renovations.

Sharon O'Reilly – none

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Donna Mills – none

Deb Perla – apologized for current lawn conditions and she is doing all she can to address lawn issues.

Jim Oliver – thanked Karin Anderson for the use of her phone so he could participate in meetings. He asked Debra Perla about the status of ACC committee. She has issued one stop order. Jim thanked her for filling in for him. He also asked for an update on the compliance/fine committee and wants to get that up and running ASAP. Brett is working hard to send out letters for non-compliance. He has completed Phase II.

IX. Resident Comments

Ernie Mitchell – asked if we have found most issues with building renovation and Brett responded yes. Ernie had concerns about costs and schedule. He has a chart to track monthly costs and will send this to Brett. He is concerned that all the 2-million-dollar bond would be used toward building renovation and thought that the Board had agreed to use some of the money toward capital improvements.

Wiz LaMaster was concerned about the ant issues in the room we are meeting in, and Brett stated he would take care of this.

Norb Schneider – was concerned about the swales and flooding. Brett responded that he is working on this.

X. Adjournment

Motion to adjourn the meeting by Bob Bachman, 2nd by Don LaMaster, motion carried.

Meeting was adjourned at 10:15am.

Respectfully submitted,

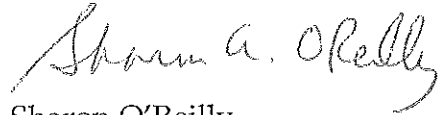
Attested to:

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Deb Perla

Asst. Secretary, Board of Trustees



Sharon O'Reilly

Secretary, Board of Trustees



John Rabideau

Chairperson, Board of Trustees