

**Holiday Park, Park & Recreation District
Board of Trustees Workshop
November 22, 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

Was taken by Sharon O'Reilly.

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

IV. Chairperson Announcement

John Rabideau stated that Big Fish is installing cameras at the front and back gates. He also announced that the City of North Port will do one more pick up of debris in the next 45-60 days.

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

- Discussion of Resolution 2023.
- Removal of tile/ carpet from Phase 1 Renovation.
- Termination of employee-Office staff
- Hiring of new employee-Office staff

Karin Anderson added the following supplemental items to today's agenda:

- Holiday Park, Park & Recreation District By-laws
- Caregiver Applications/Background Checks

V. Resident Comments

Bill Mitchell asked about the FEMA deadline and Don LaMaster responded that it has been extended to 1/12/2023. He also asked about the progress with our FEMA attorney and Brett replied that there is a meeting scheduled with the attorney for 11/30/2022 and he is in the process of forwarding invoices to the attorney.

Bill Mitchell also asked if the park attorney opinions were available in writing. Jim Oliver responded that he has not seen these but would like to see all lawyer responses on paper and that the question and response should both be included. Brett stated he would email these to Trustees and get a paper copy to Jim as he does not use email.

John Sermersheim asked about the process of terminating an employee. Karin Anderson responded that currently the Trustees must approve employee termination, but we are in the process of transferring this authority to the District Manager and we will discuss this later in the meeting.

VI. New Business

1. Holiday Park Lawncare done in house.

Brett stated he is having difficulty keeping Brightview on task and proposed that we bring lawn care in house. He states we will save money in the long run. Sharon O'Reilly asked about equipment maintenance and storage. Brett responded that he has experience in equipment maintenance and will hire an employee that also has this experience. Ken made several proposals for storage and wants to ask the Men's Club for funds. Karin Anderson asked Deborah Perla to give her opinion and she states that she is conflicted and wanted to hear resident comments. Residents, including Steve Slocum and

George Clinch, want lawn care brought in house. Other residents, including Bill Mitchell and Cheryl Morris, were concerned about the cost of adding four employees, insurance, and worker's compensation and wanted to see a cost/benefits analysis.

Brett stated he has done this and believes we will save \$4000 a month.

Several residents and trustees were concerned about early termination of our contract with Brightview which currently extends to April 2023. The trustees agreed to have our lawyer review the contract and if needed send a notice of correction letter so we could default and not be required to pay. Jim Oliver and Bob Bachman want lawn care brought in house and were displeased with Brightview especially regarding their lack of service after Hurricane Ian.

Donna Mills would like to bring lawn care in house but wanted to make sure we end the contract legally. Jim Oliver stated we need a transition plan as soon as possible. Sharon O'Reilly asked Brett about managing four additional employees and if these employees could do other projects. Brett responded he had no problem with the management issue and that additional projects could be done by the new employees other than lawn care. It was agreed to move this to the regular meeting Agenda 11/29/2022 for vote.

2. Tennis court fence replacement

Brett has a bid from Fence Outlet and is awaiting a second bid. Ken Judd suggested we get bids for fencing for pools and pickleball courts as well.

Karin Anderson advised that we could submit this expense to FEMA. Don LaMaster wants to wait to do this project until more money is available. It was agreed to move this item to the next workshop agenda on 12/27/2022.

3. Pool renovation gutter tile approval \$6000

Brett advised that the depth markers need repair and will not pass inspection. This expenditure will be submitted to insurance and FEMA. It was agreed to move this item to the Regular Meeting agenda on 11/29/2022 for vote.

VII. Supplemental Items

1. Resolution 2023

Our attorney has written a proposed resolution to deed restriction 3R which will extend the time frame for home repairs due to Hurricane Ian from 3 to 12 months. Jim Oliver and John Rabideau are in favor of this resolution. Sharon O'Reilly expressed concern that some residents may wait for 12 months to initiate repairs. Jim Oliver reminded residents that they needed permits for any work to the exterior of their homes and was concerned about aesthetics of home repairs being done. Al Perla asked about damaged LLC homes and Brett responded that he has not heard from the LLC. Karin Anderson stated a letter had been sent to all owners who are not permanent residents with a deadline of 11/28/2022 to complete debris clean up. The letter is posted on the website. Barbara Ruggiero asked about the fining process for those who have not complied with the cleanup date. Karin Anderson advised to submit concerns to Brett who will bring the violation to the Board of Trustees. The Board of Trustees will decide if a fine is indicated and after then it goes to the fining committee. If a fine is approved and not paid the owner will lose the ability to use any park amenities. It was agreed to move this item to the Regular Meeting agenda on 11/29/2022 for vote.

2. Removal of tile/ carpet from Phase 1 renovation.

Brett explained that this needed to be done so replacement doors can open and close. We need an RFP from Wessel. This should be covered by insurance. Jim Oliver states that the contractor error caused this problem as measurements should have been done prior to door installation. He wants to see the Board of Trustees more involved with decisions regarding the renovations. It was agreed to move this item to the Regular Meeting agenda 11/29/2022 for vote. Karin Anderson stated we should also approve foam insulation for the whole building as we only approved this for the community Room. It was agreed to move this item to the Regular Meeting agenda

11/29/2022 for vote. Bill Mitchell wanted verification that the exercise room repair cost would be covered by Wessel and Brett responded that the repairs would be done at no expense to us except for painting which our staff will do.

3. Termination of Employee on Leave of absence—office staff

It was agreed to move this to the Regular Meeting agenda 11/29/2022 for vote.

4. Hiring of New Employee –office staff

It was agreed to move the authorization of hiring a new office employee to the Regular Meeting agenda 11/29/2022 for vote.

5. Holiday Park, Park & Recreation District By-Laws

Karin Anderson presented updated by-laws proposal and stated that the legality of these changes has been verified by our attorney. She stated that 10 minutes prior to the 12/8/2022 Regular Meeting these proposed changes needed to be presented to the residents. There was a discussion of when Resident Comments should occur on meeting agendas. Current by-laws only have Resident Comments at the end of each meeting. Ken Judd, Jim Oliver, and Sharon O'Reilly think that the meeting agendas should also include resident comments at the beginning of the meeting as well as at the end. It was agreed to move further discussion to the next workshop on 12/27/2022.

6. Caregiver Applications/ Background Checks

Karin Anderson reminded us that current caregiver applications are only approved for 90 days. She consulted with our lawyer and Holiday Park is allowed to do background checks on Caregivers as consistent with HUD guidelines. Holiday Park would pay a \$19 fee for this service. Bob Bachman, Sharon O'Reilly, and Debra Perla thought this was a good plan and would

serve as a good deterrent. Deborah Perla asked if we could increase the application fee to cover this cost and Karin Anderson responded that we can't. Jackie Mitchell wanted sex offenders added to the background check. Cheryl Morris asked if we could do background checks on buyers/ renters and Karin Anderson responded that we can't legally do this because it is private property. Owners who rent could do background check on renters. It was agreed to move this to Regular Meeting 11/29/2022 for a vote.

VIII. Resident Comments

Bill Mitchell asked for clarification of our next meeting dates. The next 2 meetings will be Regular Meetings on 11/29/2022 and 12/8/2022. He also expressed appreciation to the Board of Trustees and feels they seem better informed.

Mary Margaret Bryant asked for clarification regarding resident comments during meetings. John Rabideau clarified that resident comments at the beginning of the meeting should only address agenda items and any concern can be addressed during resident comments at the end of the meeting.

There was further discussion of Resolution 2023. John Sermersheim was concerned about extending the deadline to 12 months and wants to drop back the timeline. He also advised that residents need to show active movement in getting repairs done. There was concern that some owners did not receive the letter. Karin reiterated that the letter was sent to all residents not living in the park and that the letter is posted on our website. Mary Margaret Bryant stated we should assume that the letter was received unless it was returned to the park.

Judy McClennan stated that she did not have to remove her driveway when her home was replaced. Jim Oliver advised that ACC Rules state lot must be completely cleared, and new deed restrictions state lot must be cleaned.

Mary Margaret Bryant asked if there can be any leniency in this rule. There was a discussion about asking for a variance to a deed restriction and Jim Oliver advised that a change on deed restrictions must be voted on by residents.

John Sermersheim wants Brett to have the authority to hire and terminate employees.

Bill Mitchell is concerned about Facebook postings by Brett and thinks they should be put on the Holiday Park website. Brett is working on getting NABR Network up and running. Karin Anderson asked that Brett send all communications to Board of Trustees before posting on Facebook. Brett Burmann stated that he would do this.

Mary Margaret Bryant thanked Brett and the Board of Trustees for their efforts to get the park cleaned up. She also appreciated Brett's Facebook communications.

Carol Clinch would like to see the park set up a Facebook account for information only. She finds the current Facebook sites difficult to use. Brett stated that NABR Network would be information only. Carol also asked about the electronic sign and Brett responded that there has been a Wi-Fi power booster issue and he is looking for an electrician to fix the problem.

George Clinch announced that music was rescheduled from tomorrow to 11/30/2022 in his backyard. There will be a Men's Club garage sale 12/3/2022 which will be open to the public. There will be a dance 12/10/2022 from 3-5 and Christmas Tree lighting 11/26/2022 @ 5:45 P.M.

Jackie Mitchell stated the golf cart parade, will be on 12/17/22 at 1:00 P.M. Golf carts should gather in Phase 2 Parking Lot between 12:30 - 12:45 P.M. The theme

is traditional or tropical, decorations are not required for participation. The Church of Hope will serve cookies at the end of the parade and will give out gift baskets to ladies who RSVP.

Roy Auger wants us to build back better when we are looking at fencing and concrete/ patios in pool areas and tennis/ pickleball courts.

IX. Trustee Comments

Jim Oliver discussed FEMA placing trailers on lots and hooking up to water, sewer and electric even though this is against our deed restrictions. He is okay with this but is concerned that if a trailer is parked on concrete driveway how will the concrete be removed if the lot needs to be cleared. Brett responded that FEMA would pour a new concrete pad. Jim wants to talk to FEMA and advised that the trailers are for permanent residents only. He advised surveys need to be done if putting in a new home. He states while we have relaxed the rules for replacement roofs, windows, and doors we still need to be concerned about aesthetics. He did not have a problem with wood being used for carports but advised these be covered in aluminum or vinyl. There was a discussion among the Trustees of how to define aesthetic appearance. Karin Anderson suggested that Jim Oliver meet with the ACC and bring back in writing suggested guidelines on aesthetic appearance. Jim asked for volunteers for the ACC Committee as he has had several resignations. Cheryl Morris and Bill Mitchell volunteered. He will also need some alternates. Jim states he will schedule an emergency meeting to address this issue.

Bob Bachman wants the fining process to start ASAP. He is concerned about 2 variance request that have not been addressed. Don LaMaster suggested we send out letters to these 2 residents to verify if the variance is still needed. Brett stated he would do this. It was agreed to move this to the next Workshop 12/27/2022. Bob is also concerned about new roof installations not having enough support.

Karin Anderson gave an update on our FEMA application. She is meeting with the FEMA attorney 11/30/2022. All receipts and contracts must be submitted, and we have submitted \$340,057.00 to date. We can request that FEMA give us an early payment of 50% of submitted receipts in 30 days. We will be adding the fence and employee salaries for clean up time to our FEMA request. Brett is working on a damage report and will send it to the Board of Trustees for review. The attorney requests photos of damages and needs current purchasing policy. Damages and clean up cost are separate issues. Karin asked Brett about back gate repair, and he is getting bids. He is looking at other gate alternatives to prevent cars from tailgating in behind other cars.

Karin discussed proposed changes to the District Manager job description. She spoke to our park attorney in the past and was referred to an attorney specializing in personnel issues and was advised that the Board of Trustees could give the authority to hire and terminate employees to the District Manager. We would also need to update the job description of the Trustee over Personnel. The lawyer did not say we had to make this change but stated that the Board of Trustees could vote to make the change. It was agreed to move this to the 11/29/2022 meeting for vote.

Don LaMaster thanked Bernie Rabideau and Kathy Bachman for helping out in the office.

Sharon O'Reilly advised that we no longer have a security company in the park at night and cameras are being installed.

Deborah Perla state that she is not opposed to having lawn care in house but wanted to hear from residents and to address financial concerns.

Ken Judd is concerned about using wood for home repairs and the possible termite issues.

Donna Mills asked if the AC Committee new member application approval was on 11/29/2022 Meeting Agenda. Sharon O'Reilly responded that it is on the agenda.

X. Adjournment

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

The meeting was adjourned at 11:33 am.

Respectfully submitted,

Attested to,

Sharon O'Reilly
Secretary, Board of Trustees

John Rabideau
Chairperson, Board of Trustees