

# HOLIDAY PARK, PARK & RECREATION DISTRICT

## Board of Trustees Regular Meeting Minutes

Main Recreation Hall  
December 13, 2018 @ 7:00 PM

### **I. Call to Order**

The meeting was called to order by Chairperson Richard Gortz at 7:00 PM.

Chairperson Gortz announced that Jessica Montgomery would be taking meeting minutes in Secretary Dorlis McKinney's absence.

### **II. Invocation and Pledge of Allegiance** By: Jessica Montgomery

### **III. Roll Call**

Taken by: Jessica Montgomery

Present: Chairperson Dick Gortz, 1st Vice Karin Anderson, Treasurer Don LaMaster, Trustees Bob Bachman, Ken Judd, Betty Hart, Bill Mitchell, Sgt-at-Arms Jim Oliver, and Park Manager Tess Schofield

Excused: Secretary Dorlis McKinney

### **IV. Approval of Previous Meeting Minutes**

**Motion to approve the minutes from the previous meeting of November 8, 2018 by Bob Bachman, 2<sup>nd</sup> by Bill Mitchell. All in favor, motion carried.**

### **V. Manager's Report**

Manager, Tess Schofield, read her Manager's report to the audience. The following is a summary:

Good evening yesterday marked a full month for me here at Holiday Park as manager. Throughout the years I have come to know many of you by attending meetings and different functions. During the past month, because I have been present daily, I have had the opportunity to meet many more smiling faces and in general people that just love living in Holiday Park. It truly is "A Great Place to Live."

- Swales
  - During my first week, met with Primescapes CEO & regional manager.
  - Primary issue discussed was the cleaning of swales.
  - Concluded that when swales are wet, heavy equipment cannot be used to assist, and that they must be dug out by hand.
  - Swales are scheduled to be cleaned next week.
  - Common grounds were fertilized 12/12/2018.
- Guard house
  - After November security meeting, it was brought to my attention that the guard house was in need of attention.
  - Now scheduled for weekly cleanings by 2<sup>nd</sup> shift maintenance.
  - New sliding door installed.
  - Scheduled to be painted on the inside this month.
- Propane Tanks
  - Underground lines great matter of concern.
  - If you smell gas call 911 to come out and secure the area.

- Laundry rooms and main hall kitchen scheduled for 3 propane tank installs 12/14/2018, will re-open when operational (Friday).
- Once fully operational, I will contact AmeriGas to cap off and flush out gas lines for the community.
- If you have gas, please switch as soon as possible.
- Phase I & II buildings
  - PH II – CAT5 wiring run from HOA office to the library for internet access.
  - Men’s restroom fluorescent lights removed and replaced with can lights. This is a project that will continue as time permits throughout Phase I & II buildings.
  - Timers in the restrooms have been removed as well.
- Pickleball courts
  - Fence company we contracted with said city of North Port requires a survey.
  - Survey would cost thousands and would not be practical.
  - Met with zoning plans examiner and he advised us to have fence company submit information he examined to his attention.
  - New net ordered for #3 tennis court.
- Shuffleboard courts
  - 3 missing downspouts installed.
  - Gutters scheduled for cleaning.
  - 3 windscreen panels ordered, old screens had dry rot and holes
- Bocce ball
  - Pallet of HAR-TRU dust delivered.
  - Joe & Bernie stabilized the bocce ball holders.
- Horseshoe pits
  - Bike rack ordered.
- Other maintenance items
  - Maintenance team helped put up all Christmas lights and assisted with decorating teams.
  - Michael Pauls was hired as new Groundskeeper for the maintenance team. Thus far, he seems to be doing well.
  - Exit lights at Phase II exit have been replaced, signs should now be fully visible when dark.
  - Pool furniture was cleaned top and bottom.
- Office items
  - Original radios for the digital sign failed and were replaced with new ones. The sign is now operational.
  - Cindi Calderone is gathering the information necessary for our accountant to perform the annual audit.

**VI. Treasurer’s Report**

Report given by Treasurer, Don LaMaster.

November Assessments Received: \$487,241.59

November Income: \$482,818.42

November Expenses: \$68,522.51

Restricted Funds: \$472,389.18

Restricted Interest: \$ 7,193.90

Unrestricted Funds: \$552,554.10

Total Funds: \$1,032,137.18

## **VII. Chairperson's Report**

Upon processing payroll following the Thanksgiving holiday, Cindi Calderone questioned holiday pay for the Park Manager. Dick explained to the audience that regular employees do not receive holiday pay in their first 90 days of employment. However, the Park Manager contract has the correct interpretation of how the benefits apply, and therefore the Park Manager is entitled to holiday pay and other benefits at the time the contract commenced.

HOA budget has been received.

## **VIII. Trustee Committee Reports**

### **Architectural – Bachman:**

No comment.

### **Maintenance – LaMaster:**

No comment.

### **Rules and Regulations – Anderson:**

I received an article from the North Port Sun in my mailbox from a resident. The article was in regard to filing and re-registering deed restrictions. They are valid, we have re-registered our deed restrictions.

### **Security – Mitchell:**

As Tess indicated, we held a staff meeting with all the guards. Main issue discussed was the cleanliness of the guard house. We are having the cleaning done once a week by second shift, but it has also been explained to the guards that they need to clean up after themselves. I have been checking to make sure they are doing so and so far they are doing a good job. Thank you for the sliding doors. No new issues, very please with the current state.

### **Lawns & Grounds – Hart:**

Not as many complaints lately. Wind is blowing the clippings around, I have a leaf blower and did my drive the other day myself. I came out twenty minutes later and all the clippings were back.

### **Compounds – Judd:**

Rental application has compound information but there is a wait list for utility trailer parking spots and other compound spots are almost full as well. I will be going through them after the first of the year.

### **Personnel – Gortz:**

No additional comments.

### **HOA Liaison – McKinney:**

Not present.

## **IX. Resident Comments**

Chairperson Gortz explained that residents can comment on any agenda item at this time.

No comments.

## **X. Old Business**

None.

## **XI. New Business**

### **1. Brent Corey resignation**

Jessica Montgomery read 2<sup>nd</sup> Vice Chair, Brent Corey's, letter of resignation for all in attendance.

Dick Gortz said Brent will be missed greatly. Brent was a researcher and spent a lot of time with the Park Manager on the details. "We wish him and Suzanne the best."

Dick Gortz explained the intent to leave the seat vacant as the seat is up for election in March 2019.

**2. Check signer – Removal of Brent Corey and addition of Bob Bachman**

**Motion to approve removal of Brent Corey as check signer and addition of Bob Bachman as check signer by Don LaMaster, 2<sup>nd</sup> by Karin Anderson. All in favor, motion carried.**

**3. ACC committee – proposal for Hal Strang change from alternate to permanent**

**Motion: Move to approve Hal Strang as permanent member of ACC committee.**

Discussion: Bob Bachman explained the vacancy being from when Bill Mitchell left. Commented on Hal Strang being a big asset to the committee.

**Motion by: Bill Mitchell                      Seconded by: Don LaMaster                      Approved by: All**

**4. 5744 Holiday Park Blvd. – Request for ACC variance**

Thorough discussion took place and it was determined that no motions be made. Dick Gortz explained this means it complies with ACC rules and there's no need for a variance.

**5. Dismissal of Zachary Shorty, groundskeeper**

**Motion: Move to approve dismissal of Zachary Shorty as Groundskeeper.**

Discussion: Park Manager, Tess Schofield, explained that there were occurrences prior to her arrival and then several since. Use of company equipment after hours and insubordination being the determining factors.

**Motion by: Bill Mitchell                      Seconded by: Don LaMaster                      Approved by: All**

**XII. Supplemental Items**

**1. Holiday Park would like to match what the HOA and Men's Club gifted to the employees.**

Discussion: Both HOA and Men's Club contributed \$100.00, for a total gift of \$200.00 per employee. Same amount was given to all. \$200.00 for FT and \$100.00 for PT employees was initially placed on the table. Question was asked regarding tax withholding and yes, taxes are withheld and therefore the park should give a little more. Look into budgeting this as contingency for future years.

**Motion: Move to approve a holiday bonus of \$250.00 for full-time and \$150.00 for part-time employees.**

**Motion by: Karin Anderson                      Seconded by: Bob Bachman                      Approved by: All**

**XIII. Trustee Comments**

**Judd:** The gas tank issue is a problem and needs to be addressed. Tanks need to be tied down. Some in the park have been installed and are not tied down.

An ACC rule stating that a Holiday Park permit needs to be obtained and tie-downs are required is supported by the Board of Trustees.

**Hart:** No comment.

**Mitchell:** No comment.

**Anderson:** Slow down, please!

**LaMaster:** Merry Christmas and Happy New Year!

**Bachman:** Happy Holidays! Slow down, there are kids in the park and grandparents don't need another worry.

**Gortz:** Four seats are up for election in March 2019. Election will be Tuesday, March 12, 2019 for even seat numbers, #2 Don LaMaster, #4 Betty Hart, #6 vacant seat and #8 Bill Mitchell. Filing dates are noon on December 31, 2018 through noon on January 4, 2019. If you're interested there's a \$25 fee and packets are available in the office. They will be closed for the holiday December 31<sup>st</sup> and January 1<sup>st</sup>, so they will begin accepting applications Monday, December 17, 2018, and will hold them until the filing dates. If taking early, please postdate the check.

Also, the next Workshop has been moved to Thursday, December 27, 2018 at 9:00 am, due to the holiday. In my absence, I have asked 1<sup>st</sup> Vice Chair, Karin Anderson to lead the meeting.

#### **XIV. Resident Comments**

**Jackie Mitchell:** Saturday is our Golf Cart Parade, please be there by 12:45 pm. There are prizes, \$25.00. Drop cookies off anytime. Hard candy can be thrown out during the parade. Hope to see everyone there! Hope it doesn't rain on our parade.

**Mike Nasalski:** There are yield signs and stop signs now displayed in the park and it is confusing. Who has the right-of-way?

General discussion and agreement was that they were placed that way so that pedestrians would stop as well. Pedestrians were assuming since they had the right-of-way they didn't need to stop at all and that is not the case.

**Mike Nasalski:** Also, coming to the meeting tonight I noticed how dark it was in the park. Really dark and lights are 70 yds apart.

**General discussion took place on lights belonging to FPL and are placed according to their procedures. It would be expensive to purchase more. Having a light on your bike or with you helps. Please report outages to the office and they will call them in to FPL. Security reports outages to the office as well.**

**Bob Moore:** Speeding is bad. Two tried to beat the gate and almost hit me the other day. To all the different groups with Christmas lights, please take care of your lights. It is each group's responsibility as I have many to take care of myself. Please enjoy them and slow down!

**The entire room thanked and provided applause to Bob Moore, for all his hard work on the lights and decorations.**

**Mary Margaret Bryant:** The speeding is bad, I pray they stop by my corner. Can we call police and ask for patrols?

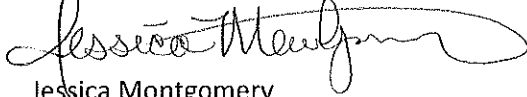
General discussion took place on the fact that the office recently called and requested extra patrols. Please don't call to request those on your own, if you do call to report speeding a license plate number would help. Studies show that there is not much you can do to remedy this situation. The office is to follow-up with the police department.

**XV. Adjournment**

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

Meeting adjourned at 7:48 PM.

Respectively Submitted,

A handwritten signature in cursive script, appearing to read "Jessica Montgomery". The signature is written in black ink and is positioned above the printed name.

Jessica Montgomery  
Administrative Assistant, Holiday Park