



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Boulevard NE
Palm Bay, Florida 32907-2196

BOARD OF TRUSTEES

REGULAR MEETING AGENDA November 9, 2015 - 7:00 PM

Philius "Phil" Matton
Chairperson

Rebecca "Becky" Earnest
1st Vice-Chairman

Harald Albinus
2nd Vice-Chairman

Joanne Gaughan
Secretary

Marion "Molly" Stone
Assistant Secretary

Marilyn Spall
Treasurer

Cathleen "Cathi" Brennan
Assistant Treasurer

Gregory "Greg" Clifford
Trustee

Rodney "Rod" Lindsay
Trustee

Cheryl Ennis
District Manager

Karl Bohne, Jr.
District's Attorney

* To comment on an item, after you have been recognized by the Chair, please go to the microphone and clearly give your name and address for the record. You may speak for up to three minutes. Note: If formal action is to be taken on an item by the Board, public comment will be requested prior to the vote.

NOTE: MINUTES OF BOARD MEETING ARE PREPARED IN SUMMARY FORM ONLY. PER CHAPTER 286.0105 FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL A DECISION OF THE BOARD HE/SHE SHOULD ARRANGE FOR A VERBATIM RECORD OF THE PROCEEDINGS WHICH INCLUDES THE TESTIMONY IN EVIDENCE ON WHICH THE APPEAL IS MADE.

"A community intended and operated for persons 55 and older"

1. **Call to order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Announcements by Chairman**
6. **Consideration of Approving the Board Meeting Minutes of October 26, 2015**
 - Attachment: October 26, 2015 meeting minutes
 - Motion to approve minutes
 - Trustee comment
 - Call for vote
7. **Treasurer's Report - Presentation of the financial reports for the month of September 2015**
 - Attachment: September 30, 2015 Revenues & Expense Report: Budget Performance, Balance Sheet, Loan Balances
 - Motion to accept report for audit
 - Trustee comment
 - Public comment
 - Call for vote
8. **Mansard Roof Replacement Color--All Pro Florida Roofing approved [Continued 10-26-15]**
 - Consideration of approving color for the mansard roof on the recreation building
 - Motion to approve color of Permatile roofing material
 - Trustee comment
 - Public comment
 - Call for vote
9. **Exterior Building Paint Color – Customers 1st Choice approved [Continued 9-28-15]**
 - Consideration of approving paint colors for recreation building and trim color for window, doors to be bronze
 - Motion to Approve Color
 - Trustee comment
 - Public comment
 - Call for vote
10. **Hiring Policy [continued from October 26th meeting]**
 - Discuss hiring policy of the District (giving residents preference over those outside park)
 - Motion to approve policy
 - Trustee comment
 - Public comment
 - Call for vote



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11. Employee Luncheon

Discuss employee holiday luncheon tentatively suggested for December 18 at 12:30

Motion to approve date, time, and expenditure

Trustee comment

Public comment

Call for vote

12. Review of Advertisement for District Manager Position

Attachment: Advertisement

Motion to Approve

Public comment

Call for vote

13. Consideration of extending hours for District Clerk to a full time

Motion to approve

Trustee comment

Public comment

Call for vote

14. Resignation Letter, District Manager

Trustee comment

Public comment

15. Public Comment

16. Trustees remarks

17. Adjournment



BOARD OF TRUSTEE: WORKSHOP MEETING MINUTES

October 26, 2015 at 7:00 PM

1. Call to order

By: Philias "Phil" Matton, Chairman at 7:00 PM

2. Invocation

By: Rebecca "Becky" Earnest, 1st Vice Chairman

3. Pledge of Allegiance

By: Philias "Phil" Matton, Chairman

4. Roll Call

By Joanne Gaughan, Secretary: Philias "Phil" Matton, Chairman; Joanne Gaughan, Secretary; Marilyn Spall, Treasurer; Rebecca "Becky" Earnest, 1st Vice Chairman; Rodney "Rod" Lindsay, Trustee; Cathleen "Cathi" Brennan, Assistant Treasurer; Gregory "Greg" Clifford, Trustee, Harald Albinus, 2nd Vice Chairman, all acknowledged their presence. Absent: Marion "Molly" Stone, Assistant Secretary. Cheryl Ennis, District Manager was present with Jessica Saeger recording.

5. Announcements by Chairman:

Phil Matton welcomed back residents and mentioned that we have a full agenda this evening.

6. Consideration of Approving the Board Meeting Minutes of October 12, 2015:

Becky Earnest made a motion to approve the October 12, 2015 meeting minutes. Harald Albinus seconded the motion. A vote was called, motion carried.

7. Recreation Hall Mansard Roof Replacement [continued from 10/12/15]:

The Board considered the materials recommended by different contractors on the mansard roof replacement. The Board asked to look at the sample materials again and voiced any concerns. Rod Lindsay stated the overall difference between contractors boiled down to price.

Joseph Clancy, 1134 Greenview Court, asked for clarification on purchasing the new mansard. Marilyn Spall explained.

Robert "Bob" Shearer, 382 Holiday Park Boulevard, asked for clarification on the warranty.

Stephen "Steve" Sabella, 260 Berry Court, mentioned different material for durability.

Barbara Hoffman, 1021 Little Court, suggested receiving feedback from customers on contractors.

David Wehrmeyer, 170 Holiday Park Boulevard, commented on All Pro Florida Roofing.

Anna Brown, 1135 Greenview Court, asked for clarification on the reasoning behind the replacement. Cheryl Ennis explained.



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT
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Joanne Gaughan made a motion to accept All Pro Florida Roofing for the mansard roof replacement in the amount of sixteen thousand two hundred dollars (\$16,200.00). Becky Earnest seconded the motion. A vote was called, motion carried two opposed.

8. Guest Extension Request:

Anna Brown explained the circumstances behind her request for a guest extension. The Board asked several questions concerning the age of the guest and the guest's child, as well as the time frame for the extension.

Greg Clifford made a motion to grant the extension request. Harald Albinus seconded the motion.

Bruce Crabb, 442 Neighborly Court, asked the Board to be cautious with any extension, as this would set a precedent.

Harald Albinus restated the motion to grant the extension until November 30, 2015 and not one day longer. A vote was called, motion was opposed.

9. Window Repairs:

Cheryl Ennis explained all contractors gave different solutions to the problem of the rotted windowsills. The Board discussed the three (3) different recommendations and quotes regarding the window repairs.

David Wehrmeyer, 170 Holiday Park Boulevard, mentioned a possible solution would be to wrap aluminum around the windows. Rod Lindsay explained the problem is at the windowsill.

Rod Lindsay made a motion to approve A.L. Phoenix to repair ten (10X) windows in the amount of fourteen hundred eighty-three dollars and ninety-eight cents (\$1,483.98). Cathi Brennan seconded the motion.

George "Ron" Jacobs, 298 Holiday Park Boulevard, suggested contacting the City of Palm Bay to gain information on any complaints received against contractors. Joanne Gaughan and Phil Matton reassured him the contractors are researched.

A vote was called to approve A.L. Phoenix to repair windows, motion carried.

10. Hiring Policy:

Phil Matton, Chairman, stated our sister park in North Port has residents working for their park. The Board discussed the previous policy and how it evolved over time. The Board conferred on both the advantages and disadvantages regarding hiring residents.

Steven Sabella, 260 Berry Court, commented on the existing policy.

Joseph "Joe" Gallo, 216 Holiday Park Boulevard, voiced his concerns on the current hiring policy.

Robert "Bob" Shearer, 382 Holiday Park Boulevard, commented on the talent within the community.



PORT MALABAR HOLIDAY PARK
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Bruce Crabb, 442 Neighborly Court, asked what information employees can view about residents by accessing the District's computer system.

Gloria Walsh, 403 Holiday Park Boulevard, asked how the sister park manages hiring residents. Joanne Gaughan explained North Port does not have gate attendants and outsources lawn care.

David Wehrmeyer, 170 Holiday Park Boulevard, commented on the current hiring policy.

George "Ron" Jacobs, 298 Holiday Park Boulevard, commented on residents love for the Park.

Harald Albinus asked for a show of hands from the audience that feels residents should be able to be employed within the District.

James Gahan, 464 Holiday Park Boulevard, commented on the conflict of interest. Becky Earnest mentioned a prior gate attendant actually quit his paid position to become a Board member.

Becky Earnest made a motion to allow residents within the park to hold paying positions, as needed. Harald Albinus seconded the motion. A vote was called, motion carried with one opposed.

11. Budget - Planning for Future:

Joanne Gaughan mentioned researching the probability of revenue from these abandoned homes. She stated creating a possible line item to the budget for this income. She encouraged everyone to establish a will or living trust and provide this information to the District office to avoid future complications.

Phil Matton stated our attorney advised we could purchase the abandoned or auctioned homes.

Mary Evans, 134 Holiday Park Boulevard, asked for clarification on purchasing property in the Park.

Marilyn Spall cautioned everyone when engaging in real estate transactions.

12. Trustee Project Updates:

Phil Matton, Chairman, mentioned he would like to discuss project updates at another meeting.

Joanne Gaughan announced a letter was received and given to the Board regarding a confederate battle flag being flown in the Park. It was stated there is no policy against it.

13. Public Comments:

Judy Turcotte, 114 Holiday Park Boulevard, asked if anything can be done about the feral cats in the Park. Cheryl Ennis explained the cats can be picked-up, neutered, and dropped back to the colony.

Cheryl Ennis explained it is against the law to feed feral cats and/or raccoons. She suggested contacting Brevard County Animal Services and reporting it.



PORT MALABAR HOLIDAY PARK
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Mary Evans, 134 Holiday Park Boulevard, commented further on the discussion of feral cats.

14. Trustees remarks:

Rod Lindsey had no comment.

Cathi Brennan had no comment.

Marilyn Spall had no comment.

Phil Matton had no comment.

Becky Earnest reminded everyone about Halloween Happy Hour on Friday from 4PM-6PM, BYOB, and bring a snack to share.

Joanne Gaughan had no comment.

Greg Clifford had no comment.

Harald Albinus had no comment.

15. Adjournment:

There being no further business, a motion to adjourn was made by Becky Earnest and seconded by Harald Albinus. A vote was called, motion carried. The meeting adjourned at 8:21 PM.

Port Malabar Holiday Park Profit & Loss Budget Performance September 2015

	Sep 15	Oct '14 - Sep 15	Annual Budget	\$ Budget Left	% Budget Used
Ordinary Income/Expense					
Income					
325 · Special Assessments					
0325200 · Gross Assessments	0.00	1,436,445.00	1,476,288.00	39,843.00	97.3%
0325290 · Assessment Adjustments	45.91	-43,472.48	-51,788.00	-8,315.52	83.94%
0325295 · Transferred to Debt Service Fund	-21,324.34	-261,666.09	-262,200.00	-533.91	99.8%
Total 325 · Special Assessments	-21,278.43	1,131,306.43	1,162,300.00	30,993.57	97.33%
334-389 · Other Revenue Sources					
0341900 · Service Charges	748.85	9,373.70	5,000.00	-4,373.70	187.47%
0361100 · Interest Income	201.10	4,093.38	2,500.00	-1,593.38	163.74%
0361300 · Net Inc (Dec) FMV of Investment	0.00	0.00	0.00	0.00	
0369900 · Other Income	0.00	7,292.90	2,000.00	-5,292.90	364.65%
0369902 · Laundry Income	173.25	1,932.50	1,000.00	-932.50	193.25%
0369903 · Property Maintenance Income	0.00	7,193.98	0.00	-7,193.98	100.0%
0388000 · Gain/Loss on Sale of Assets	750.00	750.00	0.00	-750.00	
0389400 · Proprietary- Grants & Donations	0.00	850.00	0.00	-850.00	100.0%
0389800 · Proprietary- Private contr	1,419.52	5,758.12	0.00	-5,758.12	100.0%
Total 334-389 · Other Revenue Sources	3,292.72	37,244.58	10,500.00	-26,744.58	354.71%
Total Income	-17,985.71	1,168,551.01	1,172,800.00	4,248.99	99.64%
Gross Profit	-17,985.71	1,168,551.01	1,172,800.00	4,248.99	99.64%
Expense					
511 · Gen Govt- Legislative					
0511451 · Board Bond Ins	42.33	437.28	400.00	-37.28	109.32%
0511491 · Election Fees	20.00	60.00	1,600.00	1,540.00	3.75%
0511522 · Uniforms- Board	56.00	218.00	200.00	-18.00	109.0%
Total 511 · Gen Govt- Legislative	118.33	715.28	2,200.00	1,484.72	32.51%
512-513 · Gen Govt- Exec, Fin & Admin					
0512130 · Payroll - Executive	4,051.57	50,181.28	50,610.00	428.72	99.15%
0512210 · Payroll Taxes - Executive	335.93	4,316.38	4,500.00	183.62	95.92%
0512230 · Health Insurance - Executive	656.38	9,535.19	10,150.00	614.81	93.94%
0512240 · Workers Comp Ins- Executive	182.29	2,187.49	2,200.00	12.51	99.43%
0512400 · Travel Reimb - Executive	0.00	271.82	200.00	-71.82	135.91%

Port Malabar Holiday Park Profit & Loss Budget Performance September 2015

	Sep 15	Oct '14 - Sep 15	Annual Budget	\$ Budget Left	% Budget Used
0512551 · Education/Training- Exec	0.00	255.00	1,000.00	745.00	25.5%
0513130 · Payroll - Admin	3,868.87	45,399.05	45,990.00	590.95	98.72%
0513210 · Payroll Taxes - Admin	316.49	3,882.66	3,970.00	87.34	97.8%
0513230 · Health Insurance - Admin	830.55	11,654.56	12,300.00	645.44	94.75%
0513240 · Workers Comp Ins - Admin	160.61	1,927.32	1,970.00	42.68	97.83%
0513321 · Professional Fees - Auditing	1,000.00	12,000.00	13,500.00	1,500.00	88.89%
0513322 · Contract Accounting Services	825.00	9,935.60	10,200.00	264.40	97.41%
0513340 · Payroll-related Services	148.00	2,444.90	2,150.00	-294.90	113.72%
0513341 · Temporary Office Services	0.00	0.00	500.00	500.00	0.0%
0513400 · Travel Reimb- Admin	0.00	0.00	200.00	200.00	0.0%
0513421 · Postage	0.00	876.89	2,000.00	1,123.11	43.85%
0513441 · Equipment Lease- Office	177.51	2,041.59	2,200.00	158.41	92.8%
0513462 · R&M Office Equipment	0.00	164.30	600.00	435.70	27.38%
0513471 · Deed Restriction Revision Exp	0.00	6,193.47	6,500.00	306.53	95.28%
0513493 · Bad Debt Expense	175.82	175.82		-175.82	
0513495 · Advertising Legal	0.00	41.42	800.00	758.58	5.18%
0513496 · Bank Charges	0.00	123.74	300.00	176.26	41.25%
0513497 · Advertising - Office	0.00	0.00	0.00	0.00	0.0%
0513499 · Non Capitalized Equip- Office	0.00	1,713.44	1,700.00	-13.44	100.79%
0513510 · Office Expense	283.97	4,469.07	5,000.00	530.93	89.38%
0513551 · Education/Training- Admin	0.00	194.00	200.00	6.00	97.0%
Total 512-513 · Gen Govt- Exec, Fin & Admin	13,012.99	169,984.99	178,740.00	8,755.01	95.1%
514 · Gen Govt- Legal Counsel					
0514311 · Professional Fees - Legal	87.50	3,623.60	5,000.00	1,376.40	72.47%
0514312 · Legal - Deed Rest. Enf.	191.50	3,139.90	4,000.00	860.10	78.5%
Total 514 · Gen Govt- Legal Counsel	279.00	6,763.50	9,000.00	2,236.50	75.15%
519 · Gen Govt- Other Gen Govt					
0519411 · Telephone & Communications	445.23	7,080.06	6,500.00	-580.06	108.92%
0519431 · Utilities - Electric	4,791.86	59,184.17	62,000.00	2,815.83	95.46%
0519432 · Utilities - Gas	0.00	1,449.32	2,000.00	550.68	72.47%
0519433 · Utilities - Water & Sewer	361.47	2,941.95	5,000.00	2,058.05	58.84%
0519434 · Storm Water Management	155.33	3,004.80	3,100.00	95.20	96.93%

**Port Malabar Holiday Park
Profit & Loss Budget Performance
September 2015**

1:00 PM
11/02/15
Accrual Basis

	Sep 15	Oct '14 - Sep 15	Annual Budget	\$ Budget Left	% Budget Used
0519442 · Equipment Lease- General	95.00	1,140.00	1,150.00	10.00	99.13%
0519451 · Insurance - Liability	864.08	10,368.95	10,350.00	-18.95	100.18%
0519452 · Insurance - Property	1,284.00	15,408.00	15,400.00	-8.00	100.05%
0519462 · Property Maintenance Expense	0.00	7,193.98	8,500.00	1,306.02	84.64%
0519491 · Cable - TV	14,151.39	167,834.22	168,100.00	265.78	99.84%
0519497 · Other Expense	0.00	6.00	100.00	94.00	6.0%
0519499 · Non-Cap Equipment- Gen Govt	0.00	489.24	500.00	10.76	97.85%
0519521 · Supplies Decals & Badges	0.00	255.00	800.00	545.00	31.88%
0519541 · Taxes, Fees & Licenses	0.00	31,067.03	31,500.00	432.97	98.63%
Total 519 · Gen Govt- Other Gen Govt	22,148.36	307,422.72	315,000.00	7,577.28	97.6%
529 · Public Safety- Other Public Saf					
0529130 · Payroll - Gate	7,069.88	89,154.97	90,000.00	845.03	99.06%
0529210 · Payroll Taxes - Gate	610.16	7,780.69	8,100.00	319.31	96.06%
0529230 · Health Insurance - Gate	0.00	0.00	0.00	0.00	0.0%
0529240 · Workers Comp Ins- Gate	343.57	4,122.32	4,500.00	377.68	91.61%
0529460 · R&M Gate	0.00	271.89	1,700.00	1,428.11	15.99%
0529490 · Flags	0.00	336.25	350.00	13.75	96.07%
0529499 · Non Capitalize Equip- Gate	0.00	0.00	300.00	300.00	0.0%
0529520 · Supplies - Gate	57.95	871.49	1,000.00	128.51	87.15%
0529521 · Uniforms- Gate	0.00	0.00	200.00	200.00	0.0%
Total 529 · Public Safety- Other Public Saf	8,081.56	102,537.61	106,150.00	3,612.39	96.6%
539 · Physical Env- Other Phys Env					
0539130 · Payroll - Custodians	5,312.97	66,239.04	67,000.00	760.96	98.86%
0539210 · Payroll Taxes - Custodial	450.27	5,742.21	5,900.00	157.79	97.33%
0539230 · Health Ins- Custodial	1,002.16	11,580.35	11,775.00	194.65	98.35%
0539240 · Workers Comp Ins-Custodial	262.02	3,144.25	3,375.00	230.75	93.16%
0539400 · Travel Reimbursement Custodial	0.00	0.00	100.00	100.00	0.0%
0539461 · R&M Buildings	751.85	24,203.61	14,000.00	-10,203.61	172.88%
0539462 · R&M Lighting- Rec Center	32.73	1,431.99	2,400.00	968.01	59.67%
0539463 · R&M Equipment	0.00	2,207.32	3,000.00	792.68	73.58%
0539499 · Non Capitalized Equip-Custodial	0.00	324.06	700.00	375.94	46.29%
0539520 · Custodial Supplies	59.02	3,736.29	4,000.00	263.71	93.41%

**Port Malabar Holiday Park
Profit & Loss Budget Performance
September 2015**

1:00 PM
11/02/15
Accrual Basis

	Sep 15	Oct '14 - Sep 15	Annual Budget	\$ Budget Left	% Budget Used
0539521 · Uniforms- Custodial	0.00	137.45	200.00	62.55	68.73%
Total 539 · Physical Env- Other Phys Env	7,871.02	118,746.57	112,450.00	-6,296.57	105.6%
541 · Transportation- Road & Street					
0541461 · R&M Streets	0.00	5,635.02	1,000.00	-4,635.02	563.5%
0541463 · R&M Signage	36.84	861.87	900.00	38.13	95.76%
0541464 · R&M Drainage	130.00	1,619.99	2,600.00	980.01	62.31%
Total 541 · Transportation- Road & Street	166.84	8,116.88	4,500.00	-3,616.88	180.38%
572 · Culture/Rec- Parks & Recreation					
0572130 · Payroll - Grounds Crew	11,689.97	140,234.66	141,780.00	1,545.34	98.91%
0572210 · Payroll Taxes - Grounds	1,000.32	12,255.76	12,985.00	729.24	94.38%
0572230 · Health Insurance-Grounds	1,873.51	24,440.65	25,000.00	559.35	97.76%
0572240 · Workers Comp Ins-Grounds	532.33	6,387.67	6,700.00	312.33	95.34%
0572341 · Contract Svcs - Lawn Crew	5,377.91	45,528.37	65,000.00	19,471.63	70.04%
0572342 · Landscape Management	165.98	2,533.56	5,000.00	2,466.44	50.67%
0572431 · Landscape Trash Removal	145.00	1,740.00	1,800.00	60.00	96.67%
0572461 · R&M Grounds Equipment	649.75	10,384.71	9,500.00	-884.71	109.31%
0572462 · R&M Pools & Rec Facilities	1,597.23	21,763.03	19,300.00	-2,463.03	112.76%
0572463 · R&M Irrigation System	0.00	615.00	2,500.00	1,885.00	24.6%
0572464 · Sound Wall Maintenance	0.00	0.00	1,000.00	1,000.00	0.0%
0572468 · Vehicle Repair	0.00	315.41	1,000.00	684.59	31.54%
0572498 · Non-Capitalized Equip- Rec	1,419.52	1,419.52		-1,419.52	
0572499 · Non Capitalized Equip-Grounds	0.00	1,974.16	2,500.00	525.84	78.97%
0572521 · Supplies - Grounds	276.85	3,648.73	4,500.00	851.27	81.08%
0572522 · Fuel	806.92	10,125.84	15,000.00	4,874.16	67.51%
0572524 · Supplies Recreational	0.00	402.49	800.00	397.51	50.31%
0572525 · Uniforms- Grounds	0.00	0.00	450.00	450.00	0.0%
0572526 · Landscape Supplies	102.99	7,329.70	7,800.00	470.30	93.97%
0572551 · Education/Training- Parks & Rec	0.00	0.00	300.00	300.00	0.0%
Total 572 · Culture/Rec- Parks & Recreation	25,638.28	291,099.26	322,915.00	31,815.74	90.15%
701 · Capital Outlay					
0519621 · Cap Outlay-Buildings & Imp	0.00	22,208.63	54,475.00	32,266.37	40.77%
0519631 · Cap Outlay-Infrastructure	0.00	5,415.00	16,600.00	11,185.00	32.62%

Port Malabar Holiday Park
Profit & Loss Budget Performance
September 2015

	Sep 15	Oct '14 - Sep 15	Annual Budget	\$ Budget Left	% Budget Used
0519641 · Cap Outlay-Grounds Equipment	750.00	13,850.00	13,200.00	-650.00	104.92%
0519642 · Cap Outlay-Furn, Fixt & Eq	0.00	4,008.00	4,100.00	92.00	97.76%
Total 701 · Capital Outlay	750.00	45,481.63	88,375.00	42,893.37	51.46%
8000097 · void	0.00	0.00		0.00	
8000099 · Contingency Expense	0.00	0.00	13,470.00	13,470.00	0.0%
8581100 · Budgeted Return to Reserves	0.00	0.00	20,000.00	20,000.00	0.0%
Total Expense	78,066.38	1,050,868.44	1,172,800.00	121,931.56	89.6%
Net Ordinary Income	-96,052.09	117,682.57	0.00		
Other Income/Expense					
Other Income					
2325200 · From Gross Assessments- DebtSvc	21,324.34	261,666.09	262,200.00	533.91	99.8%
Total Other Income	21,324.34	261,666.09	262,200.00	533.91	99.8%
Other Expense					
517 · Gen Govt Svcs- Debt Svc Payment					
2517710 · Principal Expense	20,007.21	236,804.02	237,200.00	395.98	99.83%
2517720 · Interest Expense	1,317.13	24,862.07	25,000.00	137.93	99.45%
Total 517 · Gen Govt Svcs- Debt Svc Payment	21,324.34	261,666.09	262,200.00	533.91	99.8%
8000098 · Ask Accountant	0.00	0.00		0.00	
Total Other Expense	21,324.34	261,666.09	262,200.00	533.91	99.8%
Net Other Income	0.00	0.00	0.00		
Net Income	-96,052.09	117,682.57	0.00		

Port Malabar Holiday Park
Balance Sheet
 As of September 30, 2015

	Sep 30, 15
ASSETS	
Current Assets	
Checking/Savings	
0101000 · TD Operating	1,551.46
0101500 · TD Fixed Rate Account	851,409.14
0102100 · Petty Cash	357.82
0104100 · SBA - Operating Account	81,448.40
Total Checking/Savings	934,766.82
Accounts Receivable	
0115100 · Accounts Receivable	7,292.56
Total Accounts Receivable	7,292.56
Total Current Assets	942,059.38
Fixed Assets	
0161900 · Land	223,836.00
0162900 · Buildings & Improvements	1,022,450.76
0163900 · AD - Buildings & Improvements	-689,588.28
0164900 · Infrastructure	3,306,456.73
0165900 · AD - Infrastructure	-626,581.61
0166910 · Furn, Fixtures & Equipment	93,083.72
0166920 · Grounds Equipment	77,526.71
0166930 · Computer Software	2,187.85
0167910 · AD - Furn, Fixtures & Equipment	-80,420.30
0167920 · AD - Grounds Equipment	-55,688.04
0167930 · AD - Computer Software	-2,187.85
Total Fixed Assets	3,271,075.69
Other Assets	
0155000 · Prepaid Expenses	11,837.69
Total Other Assets	11,837.69
TOTAL ASSETS	4,224,972.76
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0202000 · Accounts Payable	6,997.40
Total Accounts Payable	6,997.40
Credit Cards	
0202100 · Lowes Business Account	32.73
0202600 · Home Depot Acct	49.40
0202700 · Sunoco CC	806.92
0202800 · Ace Hardware Account	23.97
0202930 · SunTrust CC 9560	303.48
0202940 · SunTrust CC 2324	334.30
Total Credit Cards	1,550.80
Other Current Liabilities	
0203010 · Loan 1 Curr Portion - TD 5455	81,492.73
0203020 · Loan 2 Curr Portion - TD 2055	80,587.61
0203030 · Loan 3 Curr Portion - TD 9155	53,651.14
0216000 · Accrued Wages Payable	3,232.37
0217000 · Accrued Taxes Payable	274.17
0220000 · Customer Deposits	485.28
2215000 · Accrued Interest Payable	1,289.51
Total Other Current Liabilities	221,012.81
Total Current Liabilities	229,561.01

Port Malabar Holiday Park
Balance Sheet
As of September 30, 2015

	<u>Sep 30, 15</u>
Long Term Liabilities	
0203910 · Loan 1- TD 5455	322,346.50
0203920 · Loan 2- TD 2055	569,277.40
0203930 · Loan 3- TD 9155	337,280.28
Total Long Term Liabilities	<u>1,228,904.18</u>
Total Liabilities	1,458,465.19
Equity	
0271000 · Fund Balance- Unreserved	822,384.00
0274000 · Invested in capital assets	1,826,441.00
Net Income	117,682.57
Total Equity	<u>2,766,507.57</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,224,972.76</u></u>

Loan Balances at Month-End

	<u>Loan 2055</u>	<u>Loan 9155</u>	<u>Loan 5455</u>
QB Loan Balances on 09/30/2014	649,865.01	390,931.42	403,839.23
Less Principal Pymt in Debt Service Fund Acct 00100002010000			
	<u>For Month</u>		
Oct-14	-8,321.32	-4,438.02	-6,687.04
Nov-14	-8,305.76	-4,426.38	-6,667.85
Dec-14	-8,340.82	-4,449.84	-6,723.65
Jan-15	-8,326.25	-4,439.00	-6,707.02
Feb-15	-8,336.52	-4,445.12	-6,725.40
Mar-15	-8,419.25	-4,500.40	-6,846.60
Apr-15	-8,357.15	-4,457.44	-7,036.77
May-15	-8,390.93	-4,479.37	-7,074.46
Jun-15	-8,377.10	-4,469.75	-7,066.18
Jul-15	-8,410.91	-4,491.50	-7,103.91
Aug-15	-8,398.44	-4,481.90	-7,094.76
Sep-15	-8,408.45	-4,488.27	-7,110.49
Calculated Loan Balances for QuickBooks	549,472.11	337,364.43	320,995.10
ME Loan Balances Per Bank Statements	<u>549,472.11</u>	<u>337,364.43</u>	<u>320,995.10</u>
Difference	0.00	0.00	0.00

Port Malabar Holiday Park Income & Expense by Fund September 2015

Ordinary Income/Expense Income	00 General		02 Debt Svc		TOTAL	
	Sep 15	Oct '14 - Sep 15	Sep 15	Oct '14 - Sep 15	Sep 15	Oct '14 - Sep 15
325 · Special Assessments						
0325200 · Gross Assessments	0.00	1,436,445.00	0.00	0.00	0.00	1,436,445.00
0325290 · Assessment Adjustments	45.91	-43,472.48	0.00	0.00	45.91	-43,472.48
0325295 · Transferred to Debt Service Fund	-21,324.34	-261,666.09	0.00	0.00	-21,324.34	-261,666.09
Total 325 · Special Assessments	-21,278.43	1,131,306.43	0.00	0.00	-21,278.43	1,131,306.43
334-389 · Other Revenue Sources						
0341900 · Service Charges	748.85	9,373.70	0.00	0.00	748.85	9,373.70
0361100 · Interest Income	201.10	4,093.38	0.00	0.00	201.10	4,093.38
0369900 · Other Income	0.00	7,292.90	0.00	0.00	0.00	7,292.90
0369902 · Laundry Income	173.25	1,932.50	0.00	0.00	173.25	1,932.50
0369903 · Property Maintenance Income	0.00	7,193.98	0.00	0.00	0.00	7,193.98
0388000 · Gain/Loss on Sale of Assets	750.00	750.00	0.00	0.00	750.00	750.00
0389400 · Proprietary- Grants & Donations	0.00	850.00	0.00	0.00	0.00	850.00
0389800 · Proprietary- Private contr	1,419.52	5,758.12	0.00	0.00	1,419.52	5,758.12
Total 334-389 · Other Revenue Sources	3,292.72	37,244.58	0.00	0.00	3,292.72	37,244.58
Total Income	-17,985.71	1,168,551.01	0.00	0.00	-17,985.71	1,168,551.01
Gross Profit	-17,985.71	1,168,551.01	0.00	0.00	-17,985.71	1,168,551.01
Expense						
511 · Gen Govt- Legislative						
0511451 · Board Bond Ins	42.33	437.28	0.00	0.00	42.33	437.28
0511491 · Election Fees	20.00	60.00	0.00	0.00	20.00	60.00
0511522 · Uniforms- Board	56.00	218.00	0.00	0.00	56.00	218.00
Total 511 · Gen Govt- Legislative	118.33	715.28	0.00	0.00	118.33	715.28
512-513 · Gen Govt- Exec, Fin & Admin						
0512130 · Payroll - Executive	4,051.57	50,181.28	0.00	0.00	4,051.57	50,181.28
0512210 · Payroll Taxes - Executive	335.93	4,316.38	0.00	0.00	335.93	4,316.38
0512230 · Health Insurance - Executive	656.38	9,535.19	0.00	0.00	656.38	9,535.19
0512240 · Workers Comp Ins- Executive	182.29	2,187.49	0.00	0.00	182.29	2,187.49
0512400 · Travel Reimb - Executive	0.00	271.82	0.00	0.00	0.00	271.82
0512551 · Education/Training- Exec	0.00	255.00	0.00	0.00	0.00	255.00
0513130 · Payroll - Admin	3,868.87	45,399.05	0.00	0.00	3,868.87	45,399.05
0513210 · Payroll Taxes - Admin	316.49	3,882.66	0.00	0.00	316.49	3,882.66
0513230 · Health Insurance - Admin	830.55	11,654.56	0.00	0.00	830.55	11,654.56
0513240 · Workers Comp Ins - Admin	160.61	1,927.32	0.00	0.00	160.61	1,927.32
0513321 · Professional Fees - Auditing	1,000.00	12,000.00	0.00	0.00	1,000.00	12,000.00
0513322 · Contract Accounting Services	825.00	9,935.60	0.00	0.00	825.00	9,935.60
0513340 · Payroll-related Services	148.00	2,444.90	0.00	0.00	148.00	2,444.90
0513421 · Postage	0.00	876.89	0.00	0.00	0.00	876.89
0513441 · Equipment Lease- Office	177.51	2,041.59	0.00	0.00	177.51	2,041.59

**Port Malabar Holiday Park
Income & Expense by Fund
September 2015**

12:59 PM
11/02/15
Accrual Basis

	00 General		02 Debt Svc		TOTAL	
	Sep 15	Oct '14 - Sep 15	Sep 15	Oct '14 - Sep 15	Sep 15	Oct '14 - Sep 15
0513462 - R&M Office Equipment	0.00	164.30	0.00	0.00	0.00	164.30
0513471 - Deed Restriction Revision Exp	0.00	6,193.47	0.00	0.00	0.00	6,193.47
0513493 - Bad Debt Expense	175.82	175.82	0.00	0.00	175.82	175.82
0513495 - Advertising Legal	0.00	41.42	0.00	0.00	0.00	41.42
0513496 - Bank Charges	0.00	123.74	0.00	0.00	0.00	123.74
0513499 - Non Capitalized Equip- Office	0.00	1,713.44	0.00	0.00	0.00	1,713.44
0513510 - Office Expense	283.97	4,469.07	0.00	0.00	283.97	4,469.07
0513551 - Education/Training- Admin	0.00	194.00	0.00	0.00	0.00	194.00
Total 512-513 - Gen Govt- Exec, Fin & Admin	13,012.99	169,984.99	0.00	0.00	13,012.99	169,984.99
514 - Gen Govt- Legal Counsel	87.50	3,623.60	0.00	0.00	87.50	3,623.60
0514311 - Professional Fees - Legal	191.50	3,139.90	0.00	0.00	191.50	3,139.90
0514312 - Legal - Deed Rest. Enf.						
Total 514 - Gen Govt- Legal Counsel	279.00	6,763.50	0.00	0.00	279.00	6,763.50
519 - Gen Govt- Other Gen Govt	445.23	7,080.06	0.00	0.00	445.23	7,080.06
0519411 - Telephone & Communications	4,791.86	59,184.17	0.00	0.00	4,791.86	59,184.17
0519431 - Utilities - Electric	0.00	1,449.32	0.00	0.00	0.00	1,449.32
0519432 - Utilities - Gas	361.47	2,941.95	0.00	0.00	361.47	2,941.95
0519433 - Utilities - Water & Sewer	155.33	3,004.80	0.00	0.00	155.33	3,004.80
0519434 - Storm Water Management	95.00	1,140.00	0.00	0.00	95.00	1,140.00
0519442 - Equipment Lease- General	864.08	10,368.95	0.00	0.00	864.08	10,368.95
0519451 - Insurance - Liability	1,284.00	15,408.00	0.00	0.00	1,284.00	15,408.00
0519452 - Insurance - Property	0.00	7,193.98	0.00	0.00	0.00	7,193.98
0519462 - Property Maintenance Expense	14,151.39	167,834.22	0.00	0.00	14,151.39	167,834.22
0519491 - Cable - TV	0.00	6.00	0.00	0.00	0.00	6.00
0519497 - Other Expense	0.00	489.24	0.00	0.00	0.00	489.24
0519499 - Non-Cap Equipment- Gen Govt	0.00	255.00	0.00	0.00	0.00	255.00
0519521 - Supplies Decals & Badges	0.00	31,067.03	0.00	0.00	0.00	31,067.03
0519541 - Taxes, Fees & Licenses						
Total 519 - Gen Govt- Other Gen Govt	22,148.36	307,422.72	0.00	0.00	22,148.36	307,422.72
529 - Public Safety- Other Public Saf	7,069.88	89,154.97	0.00	0.00	7,069.88	89,154.97
0529130 - Payroll - Gate	610.16	7,780.69	0.00	0.00	610.16	7,780.69
0529210 - Payroll Taxes - Gate	343.57	4,122.32	0.00	0.00	343.57	4,122.32
0529240 - Workers Comp Ins- Gate	0.00	271.89	0.00	0.00	0.00	271.89
0529460 - R&M Gate	0.00	336.25	0.00	0.00	0.00	336.25
0529490 - Flags	0.00	871.49	0.00	0.00	0.00	871.49
0529520 - Supplies - Gate	57.95		0.00	0.00	57.95	
Total 529 - Public Safety- Other Public Saf	8,081.56	102,537.61	0.00	0.00	8,081.56	102,537.61
539 - Physical Env- Other Phys Env	5,312.97	66,239.04	0.00	0.00	5,312.97	66,239.04
0539130 - Payroll - Custodians	450.27	5,742.21	0.00	0.00	450.27	5,742.21
0539210 - Payroll Taxes - Custodial	1,002.16	11,580.35	0.00	0.00	1,002.16	11,580.35
0539230 - Health Ins- Custodial	262.02	3,144.25	0.00	0.00	262.02	3,144.25
0539240 - Workers Comp Ins-Custodial						

12:59 PM

11/02/15

Accrual Basis

Port Malabar Holiday Park Income & Expense by Fund September 2015

	00 General		02 Debt Svc		TOTAL
	Sep 15	Oct '14 - Sep 15	Sep 15	Oct '14 - Sep 15	
0539461 · R&M Buildings	751.85	24,203.61	0.00	0.00	24,203.61
0539462 · R&M Lighting- Rec Center	32.73	1,431.99	0.00	0.00	1,431.99
0539463 · R&M Equipment	0.00	2,207.32	0.00	0.00	2,207.32
0539499 · Non Capitalized Equip-Custodial	0.00	324.06	0.00	0.00	324.06
0539520 · Custodial Supplies	59.02	3,736.29	0.00	0.00	3,736.29
0539521 · Uniforms- Custodial	0.00	137.45	0.00	0.00	137.45
Total 539 · Physical Env- Other Phys Env	7,871.02	118,746.57	0.00	0.00	118,746.57
541 · Transportation- Road & Street					
0541461 · R&M Streets	0.00	5,635.02	0.00	0.00	5,635.02
0541463 · R&M Signage	36.84	861.87	0.00	0.00	861.87
0541464 · R&M Drainage	130.00	1,619.99	0.00	0.00	1,619.99
Total 541 · Transportation- Road & Street	166.84	8,116.88	0.00	0.00	8,116.88
572 · Culture/Rec- Parks & Recreation					
0572130 · Payroll - Grounds Crew	11,689.97	140,234.66	0.00	0.00	140,234.66
0572210 · Payroll Taxes - Grounds	1,000.32	12,255.76	0.00	0.00	12,255.76
0572230 · Health Insurance-Grounds	1,873.51	24,440.65	0.00	0.00	24,440.65
0572240 · Workers Comp Ins-Grounds	532.33	6,387.67	0.00	0.00	6,387.67
0572341 · Contract Svcs - Lawn Crew	5,377.91	45,528.37	0.00	0.00	45,528.37
0572342 · Landscape Management	165.98	2,533.56	0.00	0.00	2,533.56
0572431 · Landscape Trash Removal	145.00	1,740.00	0.00	0.00	1,740.00
0572461 · R&M Grounds Equipment	649.75	10,384.71	0.00	0.00	10,384.71
0572462 · R&M Pools & Rec Facilities	1,597.23	21,763.03	0.00	0.00	21,763.03
0572463 · R&M Irrigation System	0.00	615.00	0.00	0.00	615.00
0572468 · Vehicle Repair	0.00	315.41	0.00	0.00	315.41
0572498 · Non-Capitalized Equip-Rec	1,419.52	1,419.52	0.00	0.00	1,419.52
0572499 · Non Capitalized Equip-Grounds	0.00	1,974.16	0.00	0.00	1,974.16
0572521 · Supplies - Grounds	276.85	3,648.73	0.00	0.00	3,648.73
0572522 · Fuel	806.92	10,125.84	0.00	0.00	10,125.84
0572524 · Supplies Recreational	0.00	402.49	0.00	0.00	402.49
0572526 · Landscape Supplies	102.99	7,329.70	0.00	0.00	7,329.70
Total 572 · Culture/Rec- Parks & Recreation	25,638.28	291,099.26	0.00	0.00	291,099.26
701 · Capital Outlay					
0519621 · Cap Outlay-Buildings & Imp	0.00	22,208.63	0.00	0.00	22,208.63
0519631 · Cap Outlay-Infrastructure	0.00	5,415.00	0.00	0.00	5,415.00
0519641 · Cap Outlay-Grounds Equipment	750.00	13,850.00	0.00	0.00	13,850.00
0519642 · Cap Outlay-Furn, Fixt & Eq	0.00	4,008.00	0.00	0.00	4,008.00
Total 701 · Capital Outlay	750.00	45,481.63	0.00	0.00	45,481.63
Total Expense	78,066.38	1,050,868.44	0.00	0.00	1,050,868.44
Net Ordinary Income	-96,052.09	117,682.57	0.00	0.00	117,682.57
Other Income/Expense					

**Port Malabar Holiday Park
Income & Expense by Fund
September 2015**

	00 General		02 Debt Svc		TOTAL	
	Sep 15	Oct '14 - Sep 15	Sep 15	Oct '14 - Sep 15	Sep 15	Oct '14 - Sep 15
Other Income						
2325200 - From Gross Assessments- DebtSvc	0.00	0.00	21,324.34	261,666.09	21,324.34	261,666.09
Total Other Income	0.00	0.00	21,324.34	261,666.09	21,324.34	261,666.09
Other Expense						
517 - Gen Govt Svcs- Debt Svc Payment						
2517710 - Principal Expense	0.00	0.00	20,007.21	236,804.02	20,007.21	236,804.02
2517720 - Interest Expense	0.00	0.00	1,317.13	24,862.07	1,317.13	24,862.07
Total 517 - Gen Govt Svcs- Debt Svc Payment	0.00	0.00	21,324.34	261,666.09	21,324.34	261,666.09
Total Other Expense	0.00	0.00	21,324.34	261,666.09	21,324.34	261,666.09
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	<u>-96,052.09</u>	<u>117,682.57</u>	<u>0.00</u>	<u>0.00</u>	<u>-96,052.09</u>	<u>117,682.57</u>

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11/02/15

Port Malabar Holiday Park
A/P Aging Summary
As of September 30, 2015

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
AT&T 2240	0.00	181.31	0.00	0.00	0.00	181.31
AT&T 6636 Gate	0.00	174.31	0.00	0.00	0.00	174.31
AT&T 8304 Grounds fax	0.00	85.35	0.00	0.00	0.00	85.35
ATP Alarms	0.00	135.00	0.00	0.00	0.00	135.00
Bolton Partners, Inc.	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Brevard Locksmith & Bicycle Shop	0.00	0.00	0.00	0.00	-21.66	-21.66
CPA Payroll	0.00	74.00	0.00	0.00	0.00	74.00
Eastside Mower	0.00	55.90	0.00	0.00	0.00	55.90
FL Dept of State- Gray Bldg	0.00	20.00	0.00	0.00	0.00	20.00
FPL 0034	0.00	1,536.59	0.00	0.00	0.00	1,536.59
FPL 1245	0.00	68.12	0.00	0.00	0.00	68.12
FPL 3047	0.00	362.85	0.00	0.00	0.00	362.85
FPL 3061	0.00	40.84	0.00	0.00	0.00	40.84
FPL 3258	0.00	2,715.92	0.00	0.00	0.00	2,715.92
FPL 9069	0.00	67.54	0.00	0.00	0.00	67.54
In The Swim	0.00	27.93	0.00	0.00	0.00	27.93
Manpower	0.00	852.35	0.00	0.00	0.00	852.35
Poolsure	0.00	-835.46	0.00	0.00	0.00	-835.46
Ricoh	0.00	177.51	0.00	0.00	0.00	177.51
Schillinger & Coleman	279.00	0.00	0.00	0.00	0.00	279.00
TOTAL	<u>1,279.00</u>	<u>5,740.06</u>	<u>0.00</u>	<u>0.00</u>	<u>-21.66</u>	<u>6,997.40</u>

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11/02/15

**Port Malabar Holiday Park
A/R Aging Summary
As of September 30, 2015**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
1042 Moonlight	0.00	0.00	0.00	0.00	375.00	375.00
105 Holiday Park Blvd	0.00	0.00	0.00	0.00	957.33	957.33
1071 Wood Ct	0.00	0.00	0.00	0.00	957.33	957.33
1074 Moonlight Ct	0.00	0.00	0.00	0.00	957.33	957.33
1111 Seminole Ct	0.00	0.00	0.00	0.00	125.00	125.00
1183 Greenview	0.00	0.00	0.00	0.00	275.00	275.00
1214 Shell Ct	0.00	0.00	0.00	0.00	125.00	125.00
1285 Dove Ct	0.00	0.00	0.00	0.00	275.00	275.00
140 Holiday Park Blvd	0.00	0.00	0.00	0.00	957.33	957.33
146 Holiday Park Blvd	0.00	0.00	0.00	0.00	235.00	235.00
194 Holiday Park Blvd	0.00	0.00	0.00	0.00	275.00	275.00
220 Blossom	0.00	0.00	0.00	0.00	125.00	125.00
240 Berry Ct	0.00	0.00	0.00	0.00	957.33	957.33
357 Holiday Park Blvd	0.00	0.00	0.00	0.00	475.00	475.00
383 Holiday Park Blvd	0.00	0.00	0.00	0.00	50.00	50.00
628 Candle Ct	0.00	0.00	0.00	0.00	125.00	125.00
Brevard County Tax Collector	45.91	0.00	0.00	0.00	0.00	45.91
TOTAL	<u>45.91</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,246.65</u>	<u>7,292.56</u>

Fixed Asset Acquisition
FY2015

Date	Exp Acct	Asset Acct Desc	Location	Function	Description	Amount
10/15/14	0519642	Furn, Fixtures & Eq	Rec Hall	Parks & Rec	New sound system	2,829.00
10/20/14	0519642	Furn, Fixtures & Eq	Rec Hall	Gen Govt	2000 RPM Burnisher machine (floor polisher)	1,179.00
11/13/14	0519641	Grounds Equipt	Grounds	Parks & Rec	New Kubota F2690 E mower (see trade-ins \$750)	13,850.00
11/21/14	0519631	Infrastructure	Game Area	Parks & Rec	Resurface Bocce court	5,415.00
03/09/15	0519621	Buildings & Impr	Game Area	Parks & Rec	Building permit for Bocce Court Shed	269.63
03/10/15	0519621	Buildings & Impr	Game Area	Parks & Rec	New shed for Bocce Court area	2,250.00
08/26/15	0519621	Buildings & Impr	Rec Hall	Parks & Rec	2 sets exterior double doors	19,689.00
YTD						45,481.63
10/15/14	0519642	Furn, Fixtures & Eq	Rec Hall	Parks & Rec	Sound System	2,829.00
10/20/14	0519642	Furn, Fixtures & Eq	Rec Hall	Gen Govt	Floor Polisher	1,179.00
11/13/14	0519641	Grounds Equipt	Grounds	Parks & Rec	Kubota mower	13,850.00
11/21/14	0519631	Infrastructure	Game Area	Parks & Rec	Resurface Bocce court	5,415.00
03/10/15	0519621	Buildings & Impr	Game Area	Parks & Rec	New Bocce Court Shed	2,519.63
08/26/15	0519621	Buildings & Impr	Rec Hall	Parks & Rec	2 sets exterior double doors	19,689.00

Manager

Recreation District
(F.S. Chapter 418 Part 2)
Gated Senior Community.
Min 10 years mgt. exp. with
4 years supv. 10 or more
employees and 2 year degree
or equivalent combination.
Salary negotiable. Resume to
Chairman, Port Malabar
Holiday Park Mobile Home
Park Recreation District,
215 Holiday Park Blvd. NE
Palm Bay, FL 32907
by January 10, 2013.

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DISTRICT MANAGER

Gated senior mobile home community.

Experienced managing physical facility and staff personnel.

Strong people skills critical. C.A.M. and minimum 5 years experience desirable.

Salary negotiable. Send resume to:

www.holidayparkfl.com by

December 4, 2015

New Ad for
discussion