

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

December 14, 2015 - 7:00 PM

Philius "Phil" Matton
Chairman

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

Vacant
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 (3) 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 MEETINGS 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"

PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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



1. **Call to order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Announcements by Chairman:**
6. **Resignation Letter – Philius "Phil" Matton Chairman Board of Trustees (District 8)**
 - Attachment: Previously distributed to the Board
 - Action: Motion to accept resignation letter
Call for vote
7. **Consideration of Approving the Board Meeting Minutes of November 23, 2015**
 - Attachment: November 23, 2015 meeting minutes
 - Action: Motion to approve minutes
Trustee comment
Call for vote
8. **Treasurer's Report - Presentation of the financial reports for the month of October 2015**
 - Attachment: October 31, 2015 Revenues & Expense Report: Budget Performance, Balance Sheet, Loan Balances
 - Action: Motion to accept report for audit
Audit informational (Treasurer)
Trustee comment
Public comment*
Call for vote
10. **Discussion on ADA Replacement Door with Opener for Recreation Hall Back Door**

Review Quote for ADA Replacement Door with Opener from CDA Solutions.

 - Attachment: Quote from CDA Solutions (requested 12/07/15)
 - Action: Trustee comment
Public comment*
10. **Approval of the maintenance on the exhaust hood repair**
 - Attachment: Southern Fire System Invoice
 - Action: Motion to approve invoice for semi-annual service repair in the amount of \$568.00
Trustee Comment
Public Comment*
Call for vote

PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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



11. District Manager- Recruitment

Discussion for interviewing procedures

Action: Trustee Comment
Public Comment*

12. District Manager- Recruitment

Discussion on setting a "salary" for District Manager's position

Attachments: Suggested District Manager Salary/Discussion/Recommendations
Action: Motion to Approve
Trustee comment
Public comment*
Call for vote

13. Appointment for Acting District Manager

Action: Motion to Approve
Trustee Comment
Public Comment*
Call for vote

14. Public Comments

15. Trustees remarks

16. Adjournment

November 24, 2015

To the Trustee board and residence of Port Malabar Holiday Park Mobile Home Park Recreation District,

I Philius R. Matton have made the decision to resign my duties as Trustee of the board of Trustees.

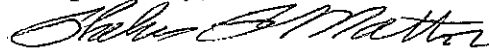
This did not come easy for me. I have been struggling for some time trying to do the right thing.

I came on the board some five years ago to help make things better in the park. I think I accomplished that goal. I took on the Chairmanship when asked by other board members to do so. I was elected and served to the best of my ability. I was always open and honest in what I did. I treated all people alike. I served trying to do what was best for the residents of the park regardless of their standing with others.

It has come to a point as trustee that my efforts are falling short.

I have sleepless nights, and the inability to do things that matter in my personal life. My future will be spent with my wonderful wife and family and a closer relationship with my lord and savior.

Respectfully,


Philias (Phil) Matton

RECEIVED
NOV 24 2015

BY:.....



BOARD OF TRUSTEES: WORKSHOP MEETING MINUTES

November 23, 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; Marion "Molly" Stone, Assistant Secretary; Rodney "Rod" Lindsay, Trustee; Cathleen "Cathi" Brennan, Assistant Treasurer; Gregory "Greg" Clifford, Trustee, Harald Albinus, 2nd Vice Chairman, all acknowledged their presence. Sharon Johnson, Administrative Assistant was present with Jessica Saeger recording.

5. Announcements by Chairman:

Phil Matton stated there will be a need to fill trustee seats beginning in January. He reminded everyone of the requirements associated with becoming a trustee. Phil mentioned that if anyone has an interest to provide a letter of intent to the Board.

6. Board Meeting Minutes:

Becky Earnest made a motion to approve the November 9, 2015 meeting minutes with corrections. Harald Albinus seconded the motion. A vote was called, motion carried.

7. Adjusted Budget:

Marilyn Spall explained that, under the circumstances, she is unable to provide more information about the adjusted budget other than Cheryl prepared the budget and it does balance. It appears the Park will be putting into the reserves fifty-four thousand four hundred twenty-five dollars and no cents (\$54,425.00).

Harald Albinus made a motion to approve the 2014-2015 end of year-adjusted budget. Becky Earnest seconded the motion. A vote was called, motion approved.

Marilyn Spall asked if we have a date for the annual audit. Sharon Johnson stated our accountant has sent an e-mail to the auditor for this information.



8. Overdraft Protection on accounts:

Marilyn Spall gave some background as to why this topic was added to the agenda. She stated that the Park has never carried overdraft protection and explained the two (2) options the Park's bank suggested for overdraft protection. They are either A) set up a separate checking account for the overdraft or B) establish a regular overdraft protection on all accounts.

Bruce Crabb, 442 Neighborly Court, commented on the topic.

Marilyn Spall made a motion to leave our accounts as is with no overdraft protection on them. Becky Earnest seconded the motion. A vote was called, motion carried.

9. Mansard Roof Material:

Becky Earnest made a motion to change the material to Galvalume for approved color (Colonial Red). Greg Clifford seconded the motion. A vote was called, motion carried.

10. Holiday Park Employee Personnel Policy Manual:

The Board discussed Holiday Park's employee personnel policy manual, tabled from April 10, 2015.

Becky Earnest made a recommendation for Jessica to incorporate the existing policies into the manual that Jean has worked on and bring it back to the Board.

Greg Clifford suggested the new additions to be bold and underlined to show the variations.

Becky made a motion for Jean Beach and Jessica to work together to incorporate existing policies into the manual and bring it back to the Board for approval. Greg Clifford seconded the motion.

Barbara Hoffman, 1021 Little Court, asked for clarifications on accrued time. It was explained there is no carry over of sick days.

Harald Albinus requested specific changes to be made to the "Weapons" section.

A vote was called for corrections and changes, motion carried.

11. Holiday Office and Building Hours for December 24 & 25:

Phil Matton stated that the past holiday schedule allowed the office to be closed on December 24, grounds staff would be off, and the building and pool would remain open until 5:00 PM. Whereas, on the 25th of December, the entire facility, building and pool would be closed for the entire day.

Harald Albinus made a motion to approve and continue this practice. Marilyn Spall seconded the motion. A vote was called, motion carried.



12. Advisory Group:

Phil Matton presented a proposal intended for a potential Resident Advisory Group. He provided the Board with a copy and suggested this topic could be brought up at another meeting.

Jean Beach, 1090 Moonlight Court, mentioned it should be discussed now in case any trustees may have questions. Phil agreed.

Joanne Gaughan stated if a resident has a concern, problem, or suggestion that they should attend a meeting and bring it before the Board for discussion.

Harald Albinus mentioned that we do not need another committee.

Molly Stone presented her reservations on the topic.

Phil explained the proposal was simply an example.

Bruce Crabb, 442 Neighborly Court, mentioned his dissatisfaction on a potential advisory group.

James Gahan, 464 Holiday Park, requested the exit signs be repainted.

13. Budget – Planning for Future:

Joanne Gaughan wanted to visit the assessor's office for information, but has not had the opportunity to do so. She asked if anyone had any ideas or suggestions on the vacant homes.

Marilyn Spall stated Brevard County cut the sale of tax certificates early. She mentioned Cheryl stated there are ten (10) vacant homes ready for auction in Holiday Park.

Penny Phaneuf, 452 Holiday Park, asked for clarification on the process regarding vacant homes.

Sharon Johnson, Administrative Assistant, explained the difficulties with Code Enforcement and the City of Palm Bay regarding pressure washing vacant homes.

Greg Clifford explained that some pressure washing companies could bring in water to pressure wash.

Bruce Crabb, 442 Neighborly Court, mentioned our unique circumstances and made the recommendation to allow Brevard County to handle abandoned properties.

Barbara Hoffman, 1021 Little Court, commented on the abandoned properties and gifting of properties.

Greg Clifford asked if Holiday Park is a taxable organization. Phil explained.

Marilyn Spall recommends allowing Brevard County to auction off the properties.

Bruce Crabb, 442 Neighborly Court, commented on the topic.



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT
215 Holiday Park Boulevard Northeast Palm Bay, Florida 32907-2196

Molly Stone asked for clarification on the possibilities of the City of Palm Bay reassigning the properties to the Park.

Barbara Hoffman, 1021 Little Court, commented on the topic.

14. Public Comments:

Bruce Crabb, 442 Neighborly Court, mentioned that Florida is an at-will state and recommends that any future District Manager work without a formal contract.

Jean Beach, 1090 Moonlight Court, explained that she has been working on a project list for the Park. It was stated that Sharon will make copies and distribute the updated list to the Board.

15. Trustees Remarks:

Rod Lindsay made no comment.

Molly Stone expressed appreciation with the cleaned ditch on Greenview and added a side drain that needs some attention. She was glad to see so many people in attendance.

Cathi Brennan wanted to support a resident in getting the exit signs painted. She suggested adding a possible reflector on the road's exit sign at a minimal cost.

Marilyn Spall made no comment.

Harald Albinus made no comment.

Greg Clifford made no comment.

Becky Earnest suggested making a special meeting for the Board to discuss resumes for the Manager's position. She wished everyone a Happy Thanksgiving.

Joanne Gaughan wished everyone a very nice Thanksgiving.

The Board approved a Special Meeting on the 8th of December. The Board will discuss submitted resumes for the District Manager position.

16. 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 8:18 PM.

Port Malabar Holiday Park
Profit & Loss Budget Performance
October 2015

	Oct 15	Oct 15	Annual Budget	\$ Budget Left	% Budget Used
Ordinary Income/Expense					
Income					
325 - Special Assessments					
0325200 - Gross Assessments	0.00	0.00	1,476,288.00	1,476,288.00	0.0%
0325290 - Assessment Adjustments	0.00	0.00	-51,788.00	-51,788.00	0.0%
0325295 - Transferred to Debt Service Fund	-21,849.25	-21,849.25	-262,200.00	-240,350.75	8.33%
Total 325 - Special Assessments	-21,849.25	-21,849.25	1,162,300.00	1,184,149.25	-1.88%
334-389 - Other Revenue Sources					
0341900 - Service Charges	1,220.90	1,220.90	5,000.00	3,779.10	24.42%
0361100 - Interest Income	183.88	183.88	2,500.00	2,316.12	7.36%
0369900 - Other Income	1,493.00	1,493.00	2,000.00	507.00	74.65%
0369902 - Laundry Income	152.50	152.50	1,000.00	847.50	15.25%
0369903 - Property Maintenance Income	0.00	0.00	0.00	0.00	0.0%
0389400 - Proprietary- Grants & Donations	0.00	0.00	0.00	0.00	0.0%
0389800 - Proprietary- Private contr	0.00	0.00	0.00	0.00	0.0%
Total 334-389 - Other Revenue Sources	3,050.28	3,050.28	10,500.00	7,449.72	29.05%
8381100 - Appropriated PY Reserves	0.00	0.00	47,000.00	47,000.00	0.0%
Total Income	-18,798.97	-18,798.97	1,219,800.00	1,238,598.97	-1.54%
Gross Profit	-18,798.97	-18,798.97	1,219,800.00	1,238,598.97	-1.54%
Expense					
511 - Gen Govt- Legislative					
0511451 - Board Bond Ins	142.33	142.33	700.00	557.67	20.33%
0511491 - Election Fees	0.00	0.00	1,600.00	1,600.00	0.0%
0511522 - Uniforms- Board	0.00	0.00	200.00	200.00	0.0%
Total 511 - Gen Govt- Legislative	142.33	142.33	2,500.00	2,357.67	5.69%
512-513 - Gen Govt- Exec, Fin & Admin					
0512130 - Payroll - Executive	4,186.61	4,186.61	49,250.00	45,063.39	8.5%
0512210 - Payroll Taxes - Executive	355.95	355.95	4,200.00	3,844.05	8.48%
0512230 - Health Insurance - Executive	730.68	730.68	8,000.00	7,269.32	9.13%
0512240 - Workers Comp Ins- Executive	259.02	259.02	2,800.00	2,540.98	9.25%
0512400 - Travel Reimb - Executive	0.00	0.00	200.00	200.00	0.0%
0512551 - Education/Training- Exec	0.00	0.00	1,000.00	1,000.00	0.0%

Port Malabar Holiday Park
Profit & Loss Budget Performance
October 2015

	Oct 15	Oct 15	Annual Budget	\$ Budget Left	% Budget Used
0513130 · Payroll - Admin	4,062.73	4,062.73	56,550.00	52,487.27	7.18%
0513210 · Payroll Taxes - Admin	332.64	332.64	4,455.00	4,122.36	7.47%
0513230 · Health Insurance - Admin	830.55	830.55	10,200.00	9,369.45	8.14%
0513240 · Workers Comp Ins - Admin	239.21	239.21	2,170.00	1,930.79	11.02%
0513321 · Professional Fees - Auditing	0.00	0.00	11,500.00	11,500.00	0.0%
0513322 · Contract Accounting Services	825.00	825.00	10,200.00	9,375.00	8.09%
0513340 · Payroll-related Services	149.00	149.00	2,200.00	2,051.00	6.77%
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	152.22	152.22	1,400.00	1,247.78	10.87%
0513441 · Equipment Lease- Office	135.46	135.46	2,000.00	1,864.54	6.77%
0513462 · R&M Office Equipment	0.00	0.00	1,000.00	1,000.00	0.0%
0513471 · Deed Restriction Revision Exp	0.00	0.00	0.00	0.00	0.0%
0513495 · Advertising Legal	0.00	0.00	1,800.00	1,800.00	0.0%
0513496 · Bank Charges	0.00	0.00	300.00	300.00	0.0%
0513497 · Advertising - Office	0.00	0.00	0.00	0.00	0.0%
0513499 · Non Capitalized Equip- Office	141.55	141.55	1,500.00	1,358.45	9.44%
0513510 · Office Expense	404.73	404.73	5,000.00	4,595.27	8.1%
Total 512-513 · Gen Govt- Exec, Fin & Admin	12,805.35	12,805.35	176,425.00	163,619.65	7.26%
514 · Gen Govt- Legal Counsel					
0514311 · Professional Fees - Legal	315.00	315.00	4,000.00	3,685.00	7.88%
0514312 · Legal - Deed Rest. Enf.	0.00	0.00	4,000.00	4,000.00	0.0%
Total 514 · Gen Govt- Legal Counsel	315.00	315.00	8,000.00	7,685.00	3.94%
519 · Gen Govt- Other Gen Govt					
0519411 · Telephone & Communications	593.20	593.20	6,500.00	5,906.80	9.13%
0519431 · Utilities - Electric	4,652.45	4,652.45	60,000.00	55,347.55	7.75%
0519432 · Utilities - Gas	350.74	350.74	2,000.00	1,649.26	17.54%
0519433 · Utilities - Water & Sewer	328.25	328.25	5,000.00	4,671.75	6.57%
0519434 · Storm Water Management	665.51	665.51	3,100.00	2,434.49	21.47%
0519442 · Equipment Lease-General	95.00	95.00	1,200.00	1,105.00	7.92%
0519451 · Insurance - Liability	740.75	740.75	10,000.00	9,259.25	7.41%
0519452 · Insurance - Property	1,278.48	1,278.48	14,700.00	13,421.52	8.7%

Port Malabar Holiday Park
Profit & Loss Budget Performance
October 2015

	Oct 15	Oct 15	Annual Budget	\$ Budget Left	% Budget Used
0519462 · Property Maintenance Expense	0.00	0.00	4,500.00	4,500.00	0.0%
0519491 · Cable - TV	14,151.39	14,151.39	176,200.00	162,048.61	8.03%
0519497 · Other Expense	0.00	0.00	100.00	100.00	0.0%
0519499 · Non-Cap Equipment- Gen Govt	0.00	0.00	500.00	500.00	0.0%
0519521 · Supplies Decals & Badges	0.00	0.00	800.00	800.00	0.0%
0519541 · Taxes, Fees & Licenses	175.00	175.00	30,500.00	30,325.00	0.57%
Total 519 · Gen Govt- Other Gen Govt	23,030.77	23,030.77	315,100.00	292,069.23	7.31%
529 · Public Safety- Other Public Saf					
0529130 · Payroll - Gate	7,280.35	7,280.35	91,135.00	83,854.65	7.99%
0529210 · Payroll Taxes - Gate	628.28	628.28	8,100.00	7,471.72	7.76%
0529230 · Health Insurance - Gate	0.00	0.00	0.00	0.00	0.0%
0529240 · Workers Comp Ins- Gate	469.75	469.75	5,000.00	4,530.25	9.4%
0529460 · R&M Gate	475.00	475.00	1,700.00	1,225.00	27.94%
0529490 · Flags	0.00	0.00	300.00	300.00	0.0%
0529499 · Non Capitalize Equip- Gate	424.16	424.16	300.00	-124.16	141.39%
0529520 · Supplies - Gate	14.53	14.53	1,000.00	985.47	1.45%
0529521 · Uniforms- Gate	0.00	0.00	200.00	200.00	0.0%
Total 529 · Public Safety- Other Public Saf	9,292.07	9,292.07	107,735.00	98,442.93	8.63%
539 · Physical Env- Other Phys Env					
0539130 · Payroll - Custodians	5,633.94	5,633.94	80,000.00	74,366.06	7.04%
0539210 · Payroll Taxes - Custodial	477.70	477.70	6,600.00	6,122.30	7.24%
0539230 · Health Ins- Custodial	1,002.16	1,002.16	12,400.00	11,397.84	8.08%
0539240 · Workers Comp Ins-Custodial	348.99	348.99	4,375.00	4,026.01	7.98%
0539400 · Travel Reimbursement Custodial	0.00	0.00	100.00	100.00	0.0%
0539461 · R&M Buildings	112.26	112.26	4,000.00	3,887.74	2.81%
0539462 · R&M Lighting- Rec Center	0.00	0.00	1,500.00	1,500.00	0.0%
0539463 · R&M Equipment	127.50	127.50	3,000.00	2,872.50	4.25%
0539499 · Non Capitalized Equip-Custodial	92.05	92.05	800.00	707.95	11.51%
0539520 · Custodial Supplies	1,032.68	1,032.68	4,000.00	2,967.32	25.82%
0539521 · Uniforms- Custodial	102.70	102.70	200.00	97.30	51.35%
Total 539 · Physical Env- Other Phys Env	8,929.98	8,929.98	116,975.00	108,045.02	7.63%
541 · Transportation- Road & Street					

Port Malabar Holiday Park
Profit & Loss Budget Performance
October 2015

	Oct 15	Oct 15	Annual Budget	\$ Budget Left	% Budget Used
0541461 · R&M Streets	6,876.00	6,876.00	1,000.00	-5,876.00	687.6%
0541463 · R&M Signage	0.00	0.00	900.00	900.00	0.0%
0541464 · R&M Drainage	610.00	610.00	2,600.00	1,990.00	23.46%
Total 541 · Transportation- Road & Street	7,486.00	7,486.00	4,500.00	-2,986.00	166.36%
572 · Culture/Rec- Parks & Recreation					
0572130 · Payroll - Grounds Crew	12,221.36	12,221.36	151,135.00	138,913.64	8.09%
0572210 · Payroll Taxes - Grounds	1,045.88	1,045.88	14,785.00	13,739.12	7.07%
0572230 · Health Insurance-Grounds	1,873.51	1,873.51	23,200.00	21,326.49	8.08%
0572240 · Workers Comp Ins-Grounds	738.89	738.89	8,200.00	7,461.11	9.01%
0572341 · Contract Svcs - Lawn Crew	6,704.56	6,704.56	63,000.00	56,295.44	10.64%
0572342 · Landscape Management	3,435.00	3,435.00	8,000.00	4,565.00	42.94%
0572431 · Landscape Trash Removal	145.00	145.00	2,200.00	2,055.00	6.59%
0572461 · R&M Grounds Equipment	632.15	632.15	7,000.00	6,367.85	9.03%
0572462 · R&M Pools & Rec Facilities	1,378.35	1,378.35	18,000.00	16,621.65	7.66%
0572463 · R&M Irrigation System	170.02	170.02	2,500.00	2,329.98	6.8%
0572464 · Sound Wall Maintenance	0.00	0.00	1,000.00	1,000.00	0.0%
0572468 · Vehicle Repair	171.77	171.77	2,000.00	1,828.23	8.59%
0572499 · Non Capitalized Equip-Grounds	38.06	38.06	2,500.00	2,461.94	1.52%
0572521 · Supplies - Grounds	223.87	223.87	4,500.00	4,276.13	4.98%
0572522 · Fuel	783.17	783.17	15,000.00	14,216.83	5.22%
0572524 · Supplies Recreational	0.00	0.00	1,800.00	1,800.00	0.0%
0572525 · Uniforms- Grounds	291.65	291.65	450.00	158.35	64.81%
0572526 · Landscape Supplies	307.21	307.21	3,300.00	2,992.79	9.31%
0572551 · Education/Training- Parks & Rec	0.00	0.00	300.00	300.00	0.0%
Total 572 · Culture/Rec- Parks & Recreation	30,160.45	30,160.45	328,870.00	298,709.55	9.17%
701 · Capital Outlay					
0519621 · Cap Outlay-Buildings & Imp	0.00	0.00	92,695.00	92,695.00	0.0%
0519631 · Cap Outlay-Infrastructure	0.00	0.00	32,000.00	32,000.00	0.0%
0519641 · Cap Outlay-Grounds Equipment	0.00	0.00	18,000.00	18,000.00	0.0%
0519642 · Cap Outlay-Furn, Fixt & Eq	0.00	0.00	2,000.00	2,000.00	0.0%
Total 701 · Capital Outlay	0.00	0.00	144,695.00	144,695.00	0.0%
8000097 · void	0.00	0.00		0.00	

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

	Oct 15	Oct 15	Annual Budget	\$ Budget Left	% Budget Used
8000099 - Contingency Expense	0.00	0.00	15,000.00	15,000.00	0.0%
8581100 - Budgeted Return to Reserves	0.00	0.00	0.00	0.00	0.0%
Total Expense	92,161.95	92,161.95	1,219,800.00	1,127,638.05	7.56%
Net Ordinary Income	-110,960.92	-110,960.92	0.00		
Other Income/Expense					
Other Income					
2325200 - From Gross Assessments- DebtSvc	21,849.25	21,849.25	262,200.00	240,350.75	8.33%
Total Other Income	21,849.25	21,849.25	262,200.00	240,350.75	8.33%
Other Expense					
517 - Gen Govt Svcs- Debt Svc Payment					
2517710 - Principal Expense	20,096.90	20,096.90	238,700.00	218,603.10	8.42%
2517720 - Interest Expense	1,752.35	1,752.35	23,500.00	21,747.65	7.46%
Total 517 - Gen Govt Svcs- Debt Svc Payment	21,849.25	21,849.25	262,200.00	240,350.75	8.33%
Total Other Expense	21,849.25	21,849.25	262,200.00	240,350.75	8.33%
Net Other Income	0.00	0.00	0.00		
Net Income	-110,960.92	-110,960.92	0.00		

Port Malabar Holiday Park
Balance Sheet
 As of October 31, 2015

	Oct 31, 15
ASSETS	
Current Assets	
Checking/Savings	
0101000 · TD Operating	150,166.13
0101500 · TD Fixed Rate Account	601,606.04
0102100 · Petty Cash	818.22
0104100 · SBA - Operating Account	81,466.87
Total Checking/Savings	834,057.26
Accounts Receivable	
0115100 · Accounts Receivable	8,739.65
Total Accounts Receivable	8,739.65
Total Current Assets	842,796.91
Fixed Assets	
0161900 · Land	223,836.00
0162900 · Buildings & Improvements	1,044,659.39
0163900 · AD - Buildings & Improvements	-728,169.00
0164900 · Infrastructure	3,311,871.73
0165900 · AD - Infrastructure	-743,081.84
0166910 · Furn, Fixtures & Equipment	97,091.72
0166920 · Grounds Equipment	66,477.21
0166930 · Computer Software	2,187.85
0167910 · AD - Furn, Fixtures & Equipment	-83,056.70
0167920 · AD - Grounds Equipment	-39,839.65
0167930 · AD - Computer Software	-2,187.85
Total Fixed Assets	3,149,788.86
Other Assets	
0155000 · Prepaid Expenses	7,632.77
Total Other Assets	7,632.77
TOTAL ASSETS	4,000,218.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0202000 · Accounts Payable	9,502.36
Total Accounts Payable	9,502.36
Credit Cards	
0202100 · Lowes Business Account	327.85
0202600 · Home Depot Acct	540.58
0202700 · Sunoco CC	381.47
0202800 · Ace Hardware Account	46.00
0202930 · SunTrust CC 9560	585.15
0202940 · SunTrust CC 2324	1,260.35
Total Credit Cards	3,141.40
Other Current Liabilities	
0203010 · Loan 1 Curr Portion - TD 5455	86,720.35
0203020 · Loan 2 Curr Portion - TD 2055	82,034.02
0203030 · Loan 3 Curr Portion - TD 9155	54,515.88
0216000 · Accrued Wages Payable	6,425.16
0217000 · Accrued Taxes Payable	579.28
0220000 · Customer Deposits	745.28
2215000 · Accrued Interest Payable	1,289.51
Total Other Current Liabilities	232,309.48
Total Current Liabilities	244,953.24

1:46 PM
11/30/15
Accrual Basis

Port Malabar Holiday Park
Balance Sheet
As of October 31, 2015

	<u>Oct 31, 15</u>
Long Term Liabilities	
0203910 · Loan 1- TD 5455	234,274.75
0203920 · Loan 2- TD 2055	467,438.09
0203930 · Loan 3- TD 9155	282,848.55
Total Long Term Liabilities	<u>984,561.39</u>
Total Liabilities	1,229,514.63
Equity	
0271000 · Fund Balance- Unreserved	822,384.00
0274000 · Invested in capital assets	1,826,441.00
8007 · Retained Earnings	232,839.83
Net Income	-110,960.92
Total Equity	<u>2,770,703.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,000,218.54</u></u>

Loan Balances at Month-End

	<u>Loan 2055</u>	<u>Loan 9155</u>	<u>Loan 5455</u>
QB Loan Balances on 09/30/2015	549,472.11	337,364.43	320,995.10
Less Principal Pymt in Debt Service Fund Acct 00100002010000			
	<u>For Month</u>		
	Oct-15	-8,440.96	-4,509.05
	Nov-15		
	Dec-15		
	Jan-16		
	Feb-16		
	Mar-16		
	Apr-16		
	May-16		
	Jun-16		
	Jul-16		
	Aug-16		
	Sep-16		
Calculated Loan Balances for QuickBooks	541,031.15	332,855.38	313,848.21
ME Loan Balances Per Bank Statements	<u>541,031.15</u>	<u>332,855.38</u>	<u>313,848.21</u>
Difference	0.00	0.00	0.00

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

1:31 PM
11/30/15
Accrual Basis

	00 General		02 Debt Svc		TOTAL	
	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15
Ordinary Income/Expense						
Income						
325 · Special Assessments						
0325295 · Transferred to Debt Service Fund	-21,849.25	-21,849.25	0.00	0.00	-21,849.25	-21,849.25
Total 325 · Special Assessments	-21,849.25	-21,849.25	0.00	0.00	-21,849.25	-21,849.25
334-389 · Other Revenue Sources						
0341900 · Service Charges	1,220.90	1,220.90	0.00	0.00	1,220.90	1,220.90
0361100 · Interest Income	183.88	183.88	0.00	0.00	183.88	183.88
0369900 · Other Income	1,493.00	1,493.00	0.00	0.00	1,493.00	1,493.00
0369902 · Laundry Income	152.50	152.50	0.00	0.00	152.50	152.50
Total 334-389 · Other Revenue Sources	3,050.28	3,050.28	0.00	0.00	3,050.28	3,050.28
Total Income	-18,798.97	-18,798.97	0.00	0.00	-18,798.97	-18,798.97
Gross Profit	-18,798.97	-18,798.97	0.00	0.00	-18,798.97	-18,798.97
Expense						
511 · Gen Govt- Legislative						
0511451 · Board Bond Ins	142.33	142.33	0.00	0.00	142.33	142.33
Total 511 · Gen Govt- Legislative	142.33	142.33	0.00	0.00	142.33	142.33
512-513 · Gen Govt- Exec, Fin & Admin						
0512130 · Payroll - Executive	4,186.61	4,186.61	0.00	0.00	4,186.61	4,186.61
0512210 · Payroll Taxes - Executive	355.95	355.95	0.00	0.00	355.95	355.95
0512230 · Health Insurance - Executive	730.68	730.68	0.00	0.00	730.68	730.68
0512240 · Workers Comp Ins- Executive	259.02	259.02	0.00	0.00	259.02	259.02
0513130 · Payroll - Admin	4,062.73	4,062.73	0.00	0.00	4,062.73	4,062.73
0513210 · Payroll Taxes - Admin	332.64	332.64	0.00	0.00	332.64	332.64
0513230 · Health Insurance - Admin	830.55	830.55	0.00	0.00	830.55	830.55
0513240 · Workers Comp Ins - Admin	239.21	239.21	0.00	0.00	239.21	239.21
0513322 · Contract Accounting Services	825.00	825.00	0.00	0.00	825.00	825.00
0513340 · Payroll-related Services	149.00	149.00	0.00	0.00	149.00	149.00
0513421 · Postage	152.22	152.22	0.00	0.00	152.22	152.22
0513441 · Equipment Lease- Office	135.46	135.46	0.00	0.00	135.46	135.46
0513499 · Non Capitalized Equip- Office	141.55	141.55	0.00	0.00	141.55	141.55
0513510 · Office Expense	404.73	404.73	0.00	0.00	404.73	404.73
Total 512-513 · Gen Govt- Exec, Fin & Admin	12,805.35	12,805.35	0.00	0.00	12,805.35	12,805.35
514 · Gen Govt- Legal Counsel						
0514311 · Professional Fees - Legal	315.00	315.00	0.00	0.00	315.00	315.00
Total 514 · Gen Govt- Legal Counsel	315.00	315.00	0.00	0.00	315.00	315.00
519 · Gen Govt- Other Gen Govt						
0519411 · Telephone & Communications	593.20	593.20	0.00	0.00	593.20	593.20
0519431 · Utilities - Electric	4,652.45	4,652.45	0.00	0.00	4,652.45	4,652.45

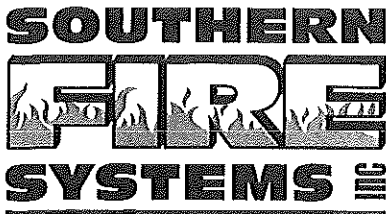
**Port Malabar Holiday Park
Income & Expense by Fund
October 2015**

1:31 PM
11/30/15
Accrual Basis

	00 General		02 Debt Svc		TOTAL	
	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15
0519432 · Utilities - Gas	350.74	350.74	0.00	0.00	350.74	350.74
0519433 · Utilities - Water & Sewer	328.25	328.25	0.00	0.00	328.25	328.25
0519434 · Storm Water Management	665.51	665.51	0.00	0.00	665.51	665.51
0519442 · Equipment Lease- General	95.00	95.00	0.00	0.00	95.00	95.00
0519451 · Insurance - Liability	740.75	740.75	0.00	0.00	740.75	740.75
0519452 · Insurance - Property	1,278.48	1,278.48	0.00	0.00	1,278.48	1,278.48
0519491 · Cable - TV	14,151.39	14,151.39	0.00	0.00	14,151.39	14,151.39
0519541 · Taxes, Fees & Licenses	175.00	175.00	0.00	0.00	175.00	175.00
Total 519 · Gen Govt- Other Gen Govt	23,030.77	23,030.77	0.00	0.00	23,030.77	23,030.77
529 · Public Safety- Other Public Saf						
0529130 · Payroll - Gate	7,280.35	7,280.35	0.00	0.00	7,280.35	7,280.35
0529210 · Payroll Taxes - Gate	628.28	628.28	0.00	0.00	628.28	628.28
0529240 · Workers Comp Ins- Gate	469.75	469.75	0.00	0.00	469.75	469.75
0529460 · R&M Gate	475.00	475.00	0.00	0.00	475.00	475.00
0529499 · Non Capitalize Equip- Gate	424.16	424.16	0.00	0.00	424.16	424.16
0529520 · Supplies - Gate	14.53	14.53	0.00	0.00	14.53	14.53
Total 529 · Public Safety- Other Public Saf	9,292.07	9,292.07	0.00	0.00	9,292.07	9,292.07
539 · Physical Env- Other Phys Env						
0539130 · Payroll - Custodians	5,633.94	5,633.94	0.00	0.00	5,633.94	5,633.94
0539210 · Payroll Taxes - Custodial	477.70	477.70	0.00	0.00	477.70	477.70
0539230 · Health Ins- Custodial	1,002.16	1,002.16	0.00	0.00	1,002.16	1,002.16
0539240 · Workers Comp Ins-Custodial	348.99	348.99	0.00	0.00	348.99	348.99
0539461 · R&M Buildings	112.26	112.26	0.00	0.00	112.26	112.26
0539463 · R&M Equipment	127.50	127.50	0.00	0.00	127.50	127.50
0539499 · Non Capitalized Equip-Custodial	92.05	92.05	0.00	0.00	92.05	92.05
0539520 · Custodial Supplies	1,032.68	1,032.68	0.00	0.00	1,032.68	1,032.68
0539521 · Uniforms- Custodial	102.70	102.70	0.00	0.00	102.70	102.70
Total 539 · Physical Env- Other Phys Env	8,929.98	8,929.98	0.00	0.00	8,929.98	8,929.98
541 · Transportation- Road & Street						
0541461 · R&M Streets	6,876.00	6,876.00	0.00	0.00	6,876.00	6,876.00
0541464 · R&M Drainage	610.00	610.00	0.00	0.00	610.00	610.00
Total 541 · Transportation- Road & Street	7,486.00	7,486.00	0.00	0.00	7,486.00	7,486.00
572 · Culture/Rec- Parks & Recreation						
0572130 · Payroll - Grounds Crew	12,221.36	12,221.36	0.00	0.00	12,221.36	12,221.36
0572210 · Payroll Taxes - Grounds	1,045.88	1,045.88	0.00	0.00	1,045.88	1,045.88
0572230 · Health Insurance-Grounds	1,873.51	1,873.51	0.00	0.00	1,873.51	1,873.51
0572240 · Workers Comp Ins-Grounds	738.89	738.89	0.00	0.00	738.89	738.89
0572341 · Contract Svcs - Lawn Crew	6,704.56	6,704.56	0.00	0.00	6,704.56	6,704.56
0572342 · Landscape Management	3,435.00	3,435.00	0.00	0.00	3,435.00	3,435.00
0572431 · Landscape Trash Removal	145.00	145.00	0.00	0.00	145.00	145.00
0572461 · R&M Grounds Equipment	632.15	632.15	0.00	0.00	632.15	632.15
0572462 · R&M Pools & Rec Facilities	1,378.35	1,378.35	0.00	0.00	1,378.35	1,378.35

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

	00 General		02 Debt Svc		TOTAL	
	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15
0572463 · R&M Irrigation System	170.02	170.02	0.00	0.00	170.02	170.02
0572468 · Vehicle Repair	171.77	171.77	0.00	0.00	171.77	171.77
0572499 · Non Capitalized Equip-Grounds	38.06	38.06	0.00	0.00	38.06	38.06
0572521 · Supplies - Grounds	223.87	223.87	0.00	0.00	223.87	223.87
0572522 · Fuel	783.17	783.17	0.00	0.00	783.17	783.17
0572525 · Uniforms- Grounds	291.65	291.65	0.00	0.00	291.65	291.65
0572526 · Landscape Supplies	307.21	307.21	0.00	0.00	307.21	307.21
Total 572 · Culture/Rec- Parks & Recreation	30,160.45	30,160.45	0.00	0.00	30,160.45	30,160.45
Total Expense	92,161.95	92,161.95	0.00	0.00	92,161.95	92,161.95
Net Ordinary Income	-110,960.92	-110,960.92	0.00	0.00	-110,960.92	-110,960.92
Other Income/Expense						
Other Income						
2325200 · From Gross Assessments- DebtSvc	0.00	0.00	21,849.25	21,849.25	21,849.25	21,849.25
Total Other Income	0.00	0.00	21,849.25	21,849.25	21,849.25	21,849.25
Other Expense						
517 · Gen Govt Svcs- Debt Svc Payment						
2517710 · Principal Expense	0.00	0.00	20,096.90	20,096.90	20,096.90	20,096.90
2517720 · Interest Expense	0.00	0.00	1,752.35	1,752.35	1,752.35	1,752.35
Total 517 · Gen Govt Svcs- Debt Svc Payment	0.00	0.00	21,849.25	21,849.25	21,849.25	21,849.25
Total Other Expense	0.00	0.00	21,849.25	21,849.25	21,849.25	21,849.25
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-110,960.92	-110,960.92	0.00	0.00	-110,960.92	-110,960.92



Mailing Address:
 P.O. Box 237345
 Cocoa, Florida 32923-7345

(321) 636-6222

LIC#223433-0001-2011
 LIC#223433-0002-2011

INVOICE

4045

RESTAURANT • INDUSTRIAL • MARINE PROTECTION

S
 O L D
 215 Holiday Park RD
 T O Palm Bay, FL 32907

TELEPHONE NO. 724-2240

REMARKS / INVOICE TO:

Hus

1752 Huntington Ln. #65
 Rockledge, FL 32955

PLEASE PAY FROM THIS INVOICE. NO STATEMENT WILL BE SENT.

WORK DESCRIPTION	UNIT PRICE	EXTENSION
Hood exhaust degreasing hood systems. Hood and hood lights leak some through seams and may drip some after leaving.		
Cleaned up all debris and mopped		\$300
Semi annual system service on Ansul system		\$100

RECEIVED
 NOV 30 2015

BY: SA

CHECK APPROVAL FOR
 MANAGER SECRETARY SA
 PRESURER DATE:
 SIGNATURE DATE:
 C/L ACCOUNT 05304603
 COMMENTS REM EQUIP. STOVE

QUANTITY	PARTS DESCRIPTION	UNIT PRICE	EXTENSION
7	Ansul nozzle caps	\$16 each	\$112
3	360 Links	\$12 each	\$36
1	Grease both upper and lower bearings in exhaust fan		\$35
1	Adjust exhaust fan motor bracket		\$35
1	AX24 belt		\$20

Customer/authorized agent/undersigned has fully inspected all work performed by Southern Fire Systems (SFS), inside and outside the premises, that ALL debris generated by the degreasing process was removed and is completely satisfied with the performance of the job.
 Customer/authorized agent/undersigned has fully inspected inside and outside premises and agrees that no damage was caused by SFS. Any pre-existing damages/defects may be hand written above.
 Customer/authorized agent/undersigned was advised prior to work being performed that grease alone and the degreasing process may damage/discolor roofs, paints, asphalt, and etched metals.
 In no event shall SFS be liable for incidental or consequential damages nor shall SFS's liability for any claims or damage arising out of or connected with this agreement, or the manufacture, sale, delivery or use of products, or the rendition of services with which this agreement is

concerned exceed the purchase price of such products or services. Customer agrees that the venue for any action brought as a result of this agreement shall be in Brevard County, Florida and this agreement shall be governed by the laws of State of Florida.
 Amounts due become delinquent upon the tenth of the month following invoice date and are subject to a 1.5% service charge per month or \$10 minimum, whichever is greater. Any returned checks will be subject to a \$50 handling fee.
 This writing is intended by the parties as the final expression of their agreement and is the complete and exclusive statement of the terms of their agreement. No statements or representations which are not contained in this agreement are binding upon SFS and it is understood that any such statements and representations were intended to, and did not, form a part of this agreement.

TAXABLE	X
TAX	
INVOICE TOTAL	
➔	\$568.00

By signing and/or paying this document, customer represents that he/she has read the entire agreement and agrees to the terms and conditions set forth herein. X 11/30/15