



PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT

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

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## BOARD OF TRUSTEES

### REGULAR MEETING AGENDA January 12, 2015 - 7:00 PM

Philius "Phil" Matton  
Chairperson

Allison Kelly  
1<sup>st</sup> Vice-Chairman

Joanne Gaughan  
2<sup>nd</sup> Vice-Chairman

Rebecca "Becky" Earnest  
Secretary

Marion "Molly" Stone  
Assistant Secretary

Thomas "Tom" Mahon  
Treasurer

Marilyn Spall  
Assistant Treasurer

Harald Albinus  
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. **Board Meeting Minutes – Consideration of Approving the Board Meeting Minutes of January 6, 2015 Organizational Meeting (December 22, 2014 still pending)**
  - Attachment: January 6, 2015 Organizational meeting minutes
  - Motion to approve minutes
  - Trustee comment
  - Call for vote
7. **Treasure’s Report – Presentation of the financial reports for the month of November 2014**
  - Attachment: November 30, 2014 – Revenues & Expense Report: Budget Performance, Balance Sheet, Loan Balances
  - Motion to accept report for audit
  - Trustee comment
  - Call for vote
8. **Consideration of Approving Additional \$400.00 for Brevard Electric for permit, NOC, and Labor.**
  - Attachment: Revised quote
  - Motion to approve additional \$400.00
  - Trustee comment
  - Public comment
  - Call for vote
9. **Status Review of Shed Regulations by Allison Kelly**
10. **Consideration of Adding Additional Lighting to the Side Entrance of the Recreation Building**  
Review of current lighting problems by Rod Lindsay
11. **Status of Restated Deed Restrictions, and Rules and Regulation**  
Update by District Manager
12. **Consideration of Setting a Date for Special DR Board Meeting**  
Review Attorneys Recommendations, ACC updates, and Updates to the Districts Rules and Regulations.
13. **Consideration of Setting a Date(s) for Special Public Meeting**  
Review Deed Restrictions and Rules and Regulations with Community

- 14. Board Member Assignments**  
Review of Current Board Member Assignments and Consideration of Additional Areas of Assignment Need
- 15. Public Comment**
- 16. Trustees remarks**
- 17. Adjournment**



PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT

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

## BOARD OF TRUSTEES

### ORGANIZATIONAL MEETING

JANUARY 6, 2015

1. **Call to order**

By: Joanne Gaughan, Chairman at 7:02 PM

2. **Invocation**

By: Becky Earnest, 1<sup>st</sup> Vice Chairman

3. **Pledge of Allegiance**

Led By: Joanne Gaughan, Chairman

4. **Roll Call**

By: Marion "Molly" Stone, Secretary; Joanne Gaughan, Chairman; Rebecca "Becky" Earnest, 1<sup>st</sup> Vice Chairman, Harald Albinus, 2<sup>nd</sup> Vice Chairman; Philius "Phil" Matton, Treasurer; Marilyn Spall, Assistant Treasurer; Marion "Molly" Stone, Secretary; Allison Kelly, Assistant Secretary;; Philius "Phil" Matton, Treasurer. All acknowledged their presence. Rodney "Rod" Lindsay, Trustee, and Dan O'Connell, Trustee were absent. Cheryl Ennis, District Manager was present with Sharon Johnson and Jessica Saeger recording.

5. **Oaths of Office – Trustees (Term expiring January 3, 2017)**

The following Board members were elected to office and were administered the Oath of Office:

Group 2	Harold Albinus	[Unopposed, and was therefore elected]
Group 6	Allison Kelly	[Unopposed, and was therefore elected]
Group 8	Philius "Phil" Matton	[Unopposed, and was therefore elected]

6. **Appointment to fill Vacant Trustee Position(s)**

With one vacant position for Group 4, Joanne Gaughan announced that the Board had received a letter of interest from Thomas Mahon and asked for a nomination to fill the vacant position. Becky Earnest "nominate Thomas Mahon for the position of Trustee". Phil Matton seconded the motion. With no other nominations a vote was called. Motion carried.

The Oath of Office was administered to Thomas Mahon who then took his position at the dais.

7. **Election of Officers**

Joanne Gaughan asked for nominations for Chairman. Becky Earnest made a motion to "nominate Joanne Gaughan". Molly Stone seconded the nomination. Harald Albinus made a "motion to nominate Phil Matton". Allison Kelly seconded the motion. With no other nominations, the nominations were closed. A vote was called on the nomination of Joanne Gaughan who needed unanimous vote to remain Chairperson. With four voting in favor of Joanne Gaughan the nomination did not pass. A vote was called on the nomination for Phil Matton for Chairperson.

With a show of hands, the vote was four to three and the nomination passed. The gavel was then passed to Phil Matton, Chairman who continued with the remainder of the nominations as follows:

A) 1st Vice-Chairman –Harald Albinus nominated Becky Earnest. Joanne Gaughan seconded the nomination. Marilyn Spall nominated Allison Kelly. Molly Stone seconded the motion. With no other nominations, a vote was called on the nomination for Becky Earnest who needed a unanimous vote to retain her position as 1<sup>st</sup> Vice Chairperson. With four voting in favor of Becky Earnest, the nomination did not pass. A vote was called on the nomination for Allison Kelly. With a vote of four in favor of the nomination, Allison Kelly was nominated as 1<sup>st</sup> Vice-Chairman.

B) 2nd Vice-Chairman – Allison Kelly nominated Joanne Gaughan. Harald Albinus seconded the nomination. With no other nominations, a vote was called. Nomination passed.

C) Secretary – Allison Kelly nominated Becky Earnest. Harald Albinus seconded the nomination. With no other nominations, a vote was called. Nomination passed.

D) Assistant Secretary – Joanne Gaughan nominated Molly Stone. Allison Kelly seconded the motion. With no other nominations, a vote was called. Nomination passed.

E) Treasurer – Joanne Gaughan nominated Thomas Mahon. Becky Earnest seconded the nomination. With no other nominations, a vote was called. Nomination passed.

F) Assistant Treasurer – Becky Earnest nominated Marilyn Spall. Allison Kelly seconded the motion. With no other nominations, a vote was called. Nomination passed.

## **8. Adjournment**

Becky Earnest made a motion to adjourn. Joanne Gaughan seconded the motion. A vote was called and the meeting adjourned at 7:26 P.M.

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Marion Stone – Assistant Secretary  
Board of Trustees

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Date

# Port Malabar Holiday Park Profit & Loss Budget Performance November 2014

Ordinary Income/Expense	Nov 14	Oct - Nov 14	Annual Budget	\$ Budget Left	% Budget Used
<b>Income</b>					
<b>325 - Special Assessments</b>					
0325200 - Gross Assessments	464,345.71	464,345.71	1,476,288.00	1,011,942.29	31.45%
0325290 - Assessment Adjustments	-19,369.26	-19,369.26	-51,788.00	-32,418.74	37.4%
0325295 - Transferred to Debt Service Fund	-21,849.25	-43,698.50	-262,200.00	-218,501.50	16.67%
<b>Total 325 - Special Assessments</b>	<b>423,127.20</b>	<b>401,277.95</b>	<b>1,162,300.00</b>	<b>761,022.05</b>	<b>34.52%</b>
<b>334-389 - Other Revenue Sources</b>					
0341900 - Service Charges	367.20	863.50	5,000.00	4,136.50	17.27%
0361100 - Interest Income	145.47	291.10	2,500.00	2,208.90	11.64%
0369900 - Other Income	0.00	0.34	2,000.00	1,999.66	0.02%
0369902 - Laundry Income	95.75	209.25	1,000.00	790.75	20.93%
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	288.00	-288.00	-288.00	0.0%
<b>Total 334-389 - Other Revenue Sources</b>	<b>608.42</b>	<b>1,652.19</b>	<b>10,500.00</b>	<b>8,847.81</b>	<b>15.74%</b>
<b>Total Income</b>	<b>423,735.62</b>	<b>402,930.14</b>	<b>1,172,800.00</b>	<b>769,869.86</b>	<b>34.36%</b>
<b>Gross Profit</b>	<b>423,735.62</b>	<b>402,930.14</b>	<b>1,172,800.00</b>	<b>769,869.86</b>	<b>34.36%</b>
<b>Expense</b>					
<b>511 - Gen Govt- Legislative</b>					
0511451 - Board Bond Ins	33.76	67.50	700.00	632.50	9.64%
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%
<b>Total 511 - Gen Govt- Legislative</b>	<b>33.76</b>	<b>67.50</b>	<b>2,500.00</b>	<b>2,432.50</b>	<b>2.7%</b>
<b>512-513 - Gen Govt- Exec, Fin &amp; Admin</b>					
0512130 - Payroll - Executive	3,894.24	7,918.28	47,250.00	39,331.72	16.76%
0512210 - Payroll Taxes - Executive	352.45	716.61	4,200.00	3,483.39	17.06%
0512230 - Health Insurance - Executive	900.81	1,801.62	11,050.00	9,248.38	16.3%
0512240 - Workers Comp Ins- Executive	182.29	364.56	2,800.00	2,435.44	13.02%
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%
0513130 - Payroll - Admin	3,429.60	6,977.93	44,100.00	37,122.07	15.82%

Port Malabar Holiday Park  
Profit & Loss Budget Performance  
November 2014

	Nov 14	Oct - Nov 14	Annual Budget	\$ Budget Left	% Budget Used
0513210 · Payroll Taxes - Admin	310.38	631.51	3,920.00	3,288.49	16.11%
0513230 · Health Insurance - Admin	1,079.95	2,159.90	13,200.00	11,040.10	16.36%
0513240 · Workers Comp Ins - Admin	160.61	321.20	2,170.00	1,848.80	14.8%
0513321 · Professional Fees - Auditing	6,000.00	6,000.00	13,500.00	7,500.00	44.44%
0513322 · Contract Accounting Services	825.00	1,650.00	10,200.00	8,550.00	16.18%
0513340 · Payroll-related Services	201.00	339.90	2,150.00	1,810.10	15.81%
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	98.65	104.40	2,000.00	1,895.60	5.22%
0513441 · Equipment Lease- Office	135.46	270.92	2,000.00	1,729.08	13.55%
0513462 · R&M Office Equipment	0.00	0.00	1,000.00	1,000.00	0.0%
0513495 · Advertising Legal	0.00	0.00	1,800.00	1,800.00	0.0%
0513496 · Bank Charges	20.00	40.00	300.00	260.00	13.33%
0513497 · Advertising - Office	0.00	0.00	0.00	0.00	0.0%
0513499 · Non Capitalized Equip- Office	0.00	0.00	1,500.00	1,500.00	0.0%
0513510 · Office Expense	657.18	880.33	5,000.00	4,119.67	17.61%
<b>Total 512-513 · Gen Govt- Exec, Fin &amp; Admin</b>	<b>18,247.62</b>	<b>30,177.16</b>	<b>170,040.00</b>	<b>139,862.84</b>	<b>17.75%</b>
<b>514 · Gen Govt- Legal Counsel</b>					
0514311 · Professional Fees - Legal	35.00	35.00	8,000.00	7,965.00	0.44%
0514312 · Legal - Deed Rest. Enf.	700.00	1,172.50	3,000.00	1,827.50	39.08%
<b>Total 514 · Gen Govt- Legal Counsel</b>	<b>735.00</b>	<b>1,207.50</b>	<b>11,000.00</b>	<b>9,792.50</b>	<b>10.98%</b>
<b>519 · Gen Govt- Other Gen Govt</b>					
0519411 · Telephone & Communications	440.95	1,016.35	6,500.00	5,483.65	15.64%
0519431 · Utilities - Electric	4,777.85	9,365.58	62,000.00	52,634.42	15.11%
0519432 · Utilities - Gas	453.61	453.61	2,000.00	1,546.39	22.68%
0519433 · Utilities - Water & Sewer	262.61	411.18	9,000.00	8,588.82	4.57%
0519434 · Storm Water Management	155.33	820.84	3,100.00	2,279.16	26.48%
0519442 · Equipment Lease- General	95.00	190.00	1,150.00	960.00	16.52%
0519451 · Insurance - Liability	864.08	1,728.15	9,800.00	8,071.85	17.63%
0519452 · Insurance - Property	1,284.00	2,568.00	14,700.00	12,132.00	17.47%
0519462 · Property Maintenance Expense	0.00	0.00	4,500.00	4,500.00	0.0%
0519491 · Cable - TV	13,490.57	26,981.14	170,100.00	143,118.86	15.86%

**Port Malabar Holiday Park**  
**Profit & Loss Budget Performance**  
November 2014

	Nov 14	Oct - Nov 14	Annual Budget	\$ Budget Left	% Budget Used
0519497 - Other Expense	0.00	0.00	100.00	100.00	0.0%
0519499 - Non-Cap Equipment- Gen Govt	0.00	0.00	0.00	0.00	0.0%
0519521 - Supplies Decals & Badges	0.00	0.00	800.00	800.00	0.0%
0519541 - Taxes, Fees & Licenses	598.55	773.55	30,000.00	29,226.45	2.58%
<b>Total 519 - Gen Govt- Other Gen Govt</b>	<b>22,422.55</b>	<b>44,308.40</b>	<b>313,750.00</b>	<b>269,441.60</b>	<b>14.12%</b>
<b>529 - Public Safety- Other Public Saf</b>					
0529130 - Payroll - Gate	8,055.25	15,425.07	90,000.00	74,574.93	17.14%
0529210 - Payroll Taxes - Gate	729.57	1,397.40	8,100.00	6,702.60	17.25%
0529230 - Health Insurance - Gate	0.00	0.00	0.00	0.00	0.0%
0529240 - Workers Comp Ins- Gate	343.52	687.02	5,000.00	4,312.98	13.74%
0529460 - R&M Gate	0.00	0.00	1,700.00	1,700.00	0.0%
0529490 - Flags	0.00	0.00	300.00	300.00	0.0%
0529499 - Non Capitalize Equip- Gate	0.00	0.00	300.00	300.00	0.0%
0529520 - Supplies - Gate	15.96	30.24	1,000.00	969.76	3.02%
0529521 - Uniforms- Gate	0.00	0.00	200.00	200.00	0.0%
<b>Total 529 - Public Safety- Other Public Saf</b>	<b>9,144.30</b>	<b>17,539.73</b>	<b>106,600.00</b>	<b>89,060.27</b>	<b>16.45%</b>
<b>539 - Physical Env- Other Phys Env</b>					
0539130 - Payroll - Custodians	5,666.03	10,798.58	71,000.00	60,201.42	15.21%
0539210 - Payroll Taxes - Custodial	512.78	977.28	6,600.00	5,622.72	14.81%
0539230 - Health Ins- Custodial	951.26	1,902.52	11,650.00	9,747.48	16.33%
0539240 - Workers Comp Ins-Custodial	262.02	524.01	4,375.00	3,850.99	11.98%
0539400 - Travel Reimbursement Custodial	0.00	0.00	100.00	100.00	0.0%
0539461 - R&M Buildings	406.47	797.21	4,000.00	3,202.79	19.93%
0539462 - R&M Lighting- Rec Center	8.99	8.99	400.00	391.01	2.25%
0539463 - R&M Equipment	1,031.00	1,136.02	3,000.00	1,863.98	37.87%
0539499 - Non Capitalized Equip-Custodial	0.00	61.34	500.00	438.66	12.27%
0539520 - Custodial Supplies	64.99	732.37	4,000.00	3,267.63	18.31%
0539521 - Uniforms- Custodial	0.00	0.00	200.00	200.00	0.0%
<b>Total 539 - Physical Env- Other Phys Env</b>	<b>8,903.54</b>	<b>16,938.32</b>	<b>105,825.00</b>	<b>88,886.68</b>	<b>16.01%</b>
<b>541 - Transportation- Road &amp; Street</b>					
0541461 - R&M Streets	0.00	189.99	1,000.00	810.01	19.0%
0541463 - R&M Signage	53.98	80.97	900.00	819.03	9.0%



## Port Malabar Holiday Park Profit & Loss Budget Performance November 2014

	Nov 14	Oct - Nov 14	Annual Budget	\$ Budget Left	% Budget Used
0541464 · R&M Drainage	189.99	319.99	2,600.00	2,280.01	12.31%
<b>Total 541 · Transportation- Road &amp; Street</b>	243.97	590.95	4,500.00	3,909.05	13.13%
572 · Culture/Rec- Parks & Recreation					
0572130 · Payroll - Grounds Crew	11,126.95	21,936.18	164,280.00	142,343.82	13.35%
0572210 · Payroll Taxes - Grounds	1,015.39	2,002.40	14,785.00	12,782.60	13.54%
0572230 · Health Insurance-Grounds	2,130.19	4,260.38	29,000.00	24,739.62	14.69%
0572240 · Workers Comp Ins-Grounds	532.28	1,064.56	8,200.00	7,135.44	12.98%
0572341 · Contract Svcs - Lawn Crew	4,209.93	12,348.41	65,000.00	52,651.59	19.0%
0572342 · Landscape Management	0.00	180.00	8,000.00	7,820.00	2.25%
0572431 · Landscape Trash Removal	145.00	290.00	2,200.00	1,910.00	13.18%
0572461 · R&M Grounds Equipment	1,140.39	2,574.17	4,500.00	1,925.83	57.2%
0572462 · R&M Pools & Rec Facilities	952.03	3,053.85	12,800.00	9,746.15	23.86%
0572463 · R&M Irrigation System	0.00	0.00	2,500.00	2,500.00	0.0%
0572464 · Sound Wall Maintenance	0.00	0.00	1,000.00	1,000.00	0.0%
0572468 · Vehicle Repair	0.00	0.00	2,000.00	2,000.00	0.0%
0572499 · Non Capitalized Equip-Grounds	47.49	366.49	2,500.00	2,133.51	14.56%
0572521 · Supplies - Grounds	203.90	406.76	4,500.00	4,093.24	9.04%
0572522 · Fuel	760.01	1,877.13	15,000.00	13,122.87	12.51%
0572524 · Supplies Recreational	0.00	0.00	1,800.00	1,800.00	0.0%
0572525 · Uniforms- Grounds	0.00	0.00	450.00	450.00	0.0%
0572526 · Landscape Supplies	114.75	230.43	3,300.00	3,069.57	6.98%
0572551 · Education/Training- Parks & Rec	0.00	0.00	300.00	300.00	0.0%
<b>Total 572 · Culture/Rec- Parks &amp; Recreation</b>	22,378.31	50,590.76	342,115.00	291,524.24	14.79%
701 · Capital Outlay					
0519621 · Cap Outlay-Buildings & Imp	0.00	0.00	28,000.00	28,000.00	0.0%
0519631 · Cap Outlay-Infrastructure	5,415.00	5,415.00	15,000.00	9,585.00	36.1%
0519641 · Cap Outlay-Grounds Equipment	13,100.00	13,100.00	10,000.00	-3,100.00	131.0%
0519642 · Cap Outlay-Furn, Fixt & Eq	0.00	4,008.00	2,000.00	-2,008.00	200.4%
<b>Total 701 · Capital Outlay</b>	18,515.00	22,523.00	55,000.00	32,477.00	40.95%
8000099 · Contingency Expense	0.00	0.00	41,470.00	41,470.00	0.0%
8581100 · Budgeted Return to Reserves	0.00	0.00	20,000.00	20,000.00	0.0%

## Port Malabar Holiday Park Profit & Loss Budget Performance November 2014

	Nov 14	Oct - Nov 14	Annual Budget	\$ Budget Left	% Budget Used
Total Expense	100,624.05	183,943.32	1,172,800.00	988,856.68	15.68%
Net Ordinary Income	323,111.57	218,986.82	0.00		
Other Income/Expense					
Other Income					
2325200 - From Gross Assessments- DebtSvc	21,849.25	43,698.50	262,200.00	218,501.50	16.67%
Total Other Income	21,849.25	43,698.50	262,200.00	218,501.50	16.67%
Other Expense					
517 - Gen Govt Svcs- Debt Svc Payment					
2517710 - Principal Expense	19,399.99	38,846.37	212,100.00	173,253.63	18.32%
2517720 - Interest Expense	2,449.26	4,852.13	50,100.00	45,247.87	9.69%
Total 517 - Gen Govt Svcs- Debt Svc Payment	21,849.25	43,698.50	262,200.00	218,501.50	16.67%
Total Other Expense	21,849.25	43,698.50	262,200.00	218,501.50	16.67%
Net Other Income	0.00	0.00	0.00	0.00	0.0%
Net Income	<b>323,111.57</b>	<b>218,986.82</b>	<b>0.00</b>		

**Port Malabar Holiday Park  
Income & Expense by Fund  
November 2014**

12:57 PM  
12/29/14  
Accrual Basis

	00 General		02 Debt Svc		TOTAL
	Nov 14	Oct - Nov 14	Nov 14	Oct - Nov 14	
Ordinary Income/Expense					
Income					
325 - Special Assessments					
0325200 - Gross Assessments	464,345.71	464,345.71	0.00	0.00	464,345.71
0325290 - Assessment Adjustments	-19,369.26	-19,369.26	0.00	0.00	-19,369.26
0325295 - Transferred to Debt Service Fund	-21,849.25	-43,698.50	0.00	0.00	-43,698.50
Total 325 - Special Assessments	423,127.20	401,277.95	0.00	0.00	401,277.95
334-389 - Other Revenue Sources					
0341900 - Service Charges	367.20	863.50	0.00	0.00	863.50
0361100 - Interest Income	145.47	291.10	0.00	0.00	291.10
0369900 - Other Income	0.00	0.34	0.00	0.00	0.34
0369902 - Laundry Income	95.75	209.25	0.00	0.00	209.25
0389800 - Proprietary- Private contr	0.00	288.00	0.00	0.00	288.00
Total 334-389 - Other Revenue Sources	608.42	1,652.19	0.00	0.00	1,652.19
Total Income	423,735.62	402,930.14	0.00	0.00	402,930.14
Gross Profit	423,735.62	402,930.14	0.00	0.00	402,930.14
Expense					
511 - Gen Govt- Legislative					
0511451 - Board Bond Ins	33.76	67.50	0.00	0.00	67.50
Total 511 - Gen Govt- Legislative	33.76	67.50	0.00	0.00	67.50
512-513 - Gen Govt- Exec, Fin & Admin					
0512130 - Payroll - Executive	3,894.24	7,918.28	0.00	0.00	7,918.28
0512210 - Payroll Taxes - Executive	352.45	716.61	0.00	0.00	716.61
0512230 - Health Insurance - Executive	900.81	1,801.62	0.00	0.00	1,801.62
0512240 - Workers Comp Ins- Executive	182.29	364.56	0.00	0.00	364.56
0513130 - Payroll - Admin	3,429.60	6,977.93	0.00	0.00	6,977.93
0513210 - Payroll Taxes - Admin	310.38	631.51	0.00	0.00	631.51
0513230 - Health Insurance - Admin	1,079.95	2,159.90	0.00	0.00	2,159.90
0513240 - Workers Comp Ins - Admin	160.61	321.20	0.00	0.00	321.20
0513321 - Professional Fees - Auditing	6,000.00	6,000.00	0.00	0.00	6,000.00
0513322 - Contract Accounting Services	825.00	1,650.00	0.00	0.00	1,650.00
0513340 - Payroll-related Services	201.00	339.90	0.00	0.00	339.90
0513421 - Postage	98.65	104.40	0.00	0.00	104.40
0513441 - Equipment Lease- Office	135.46	270.92	0.00	0.00	270.92
0513496 - Bank Charges	20.00	40.00	0.00	0.00	40.00
0513510 - Office Expense	657.18	880.33	0.00	0.00	880.33
Total 512-513 - Gen Govt- Exec, Fin & Admin	18,247.62	30,177.16	0.00	0.00	30,177.16
514 - Gen Govt- Legal Counsel					
0514311 - Professional Fees - Legal	35.00	35.00	0.00	0.00	35.00
0514312 - Legal - Deed Rest. Ent.	700.00	1,172.50	0.00	0.00	1,172.50

**Port Malabar Holiday Park  
Income & Expense by Fund  
November 2014**

12:57 PM  
12/29/14  
Accrual Basis

	00 General		02 Debt Svc		TOTAL	
	Nov 14	Oct - Nov 14	Nov 14	Oct - Nov 14	Nov 14	Oct - Nov 14
Total 514 - Gen Govt- Legal Counsel	735.00	1,207.50	0.00	0.00	735.00	1,207.50
519 - Gen Govt- Other Gen Govt						
0519411 - Telephone & Communications	440.95	1,016.35	0.00	0.00	440.95	1,016.35
0519431 - Utilities - Electric	4,777.85	9,365.58	0.00	0.00	4,777.85	9,365.58
0519432 - Utilities - Gas	453.61	453.61	0.00	0.00	453.61	453.61
0519433 - Utilities - Water & Sewer	262.61	411.18	0.00	0.00	262.61	411.18
0519434 - Storm Water Management	155.33	820.84	0.00	0.00	155.33	820.84
0519442 - Equipment Lease- General	95.00	190.00	0.00	0.00	95.00	190.00
0519451 - Insurance - Liability	864.08	1,728.15	0.00	0.00	864.08	1,728.15
0519452 - Insurance - Property	1,284.00	2,568.00	0.00	0.00	1,284.00	2,568.00
0519491 - Cable - TV	13,490.57	26,981.14	0.00	0.00	13,490.57	26,981.14
0519541 - Taxes, Fees & Licenses	598.55	773.55	0.00	0.00	598.55	773.55
Total 519 - Gen Govt- Other Gen Govt	22,422.55	44,308.40	0.00	0.00	22,422.55	44,308.40
529 - Public Safety- Other Public Saf						
0529130 - Payroll - Gate	8,055.25	15,425.07	0.00	0.00	8,055.25	15,425.07
0529210 - Payroll Taxes - Gate	729.57	1,397.40	0.00	0.00	729.57	1,397.40
0529240 - Workers Comp Ins- Gate	343.52	687.02	0.00	0.00	343.52	687.02
0529520 - Supplies - Gate	15.96	30.24	0.00	0.00	15.96	30.24
Total 529 - Public Safety- Other Public Saf	9,144.30	17,539.73	0.00	0.00	9,144.30	17,539.73
539 - Physical Env- Other Phys Env						
0539130 - Payroll - Custodians	5,666.03	10,798.58	0.00	0.00	5,666.03	10,798.58
0539210 - Payroll Taxes - Custodial	512.78	977.28	0.00	0.00	512.78	977.28
0539230 - Health Ins- Custodial	951.26	1,902.52	0.00	0.00	951.26	1,902.52
0539240 - Workers Comp Ins-Custodial	262.02	524.01	0.00	0.00	262.02	524.01
0539461 - R&M Buildings	406.47	797.21	0.00	0.00	406.47	797.21
0539462 - R&M Lighting- Rec Center	8.99	8.99	0.00	0.00	8.99	8.99
0539463 - R&M Equipment	1,031.00	1,136.02	0.00	0.00	1,031.00	1,136.02
0539499 - Non Capitalized Equip-Custodial	0.00	61.34	0.00	0.00	0.00	61.34
0539520 - Custodial Supplies	64.99	732.37	0.00	0.00	64.99	732.37
Total 539 - Physical Env- Other Phys Env	8,903.54	16,938.32	0.00	0.00	8,903.54	16,938.32
541 - Transportation- Road & Street						
0541461 - R&M Streets	0.00	189.99	0.00	0.00	0.00	189.99
0541463 - R&M Signage	53.98	80.97	0.00	0.00	53.98	80.97
0541464 - R&M Drainage	189.99	319.99	0.00	0.00	189.99	319.99
Total 541 - Transportation- Road & Street	243.97	590.95	0.00	0.00	243.97	590.95
572 - Culture/Rec- Parks & Recreation						
0572130 - Payroll - Grounds Crew	11,126.95	21,936.18	0.00	0.00	11,126.95	21,936.18
0572210 - Payroll Taxes - Grounds	1,015.39	2,002.40	0.00	0.00	1,015.39	2,002.40
0572230 - Health Insurance-Grounds	2,130.19	4,260.38	0.00	0.00	2,130.19	4,260.38
0572240 - Workers Comp Ins-Grounds	532.28	1,064.56	0.00	0.00	532.28	1,064.56
0572341 - Contract Svcs - Lawn Crew	4,209.93	12,348.41	0.00	0.00	4,209.93	12,348.41

## Port Malabar Holiday Park Income & Expense by Fund November 2014

	00 General		02 Debt Svc		TOTAL
	Nov 14	Oct - Nov 14	Nov 14	Oct - Nov 14	
0572342 · Landscape Management	0.00	180.00	0.00	0.00	180.00
0572431 · Landscape Trash Removal	145.00	290.00	0.00	0.00	290.00
0572461 · R&M Grounds Equipment	1,140.39	2,574.17	0.00	0.00	2,574.17
0572462 · R&M Pools & Rec Facilities	952.03	3,053.85	0.00	0.00	3,053.85
0572499 · Non Capitalized Equip-Grounds	47.49	366.49	0.00	0.00	366.49
0572521 · Supplies - Grounds	203.90	406.76	0.00	0.00	406.76
0572522 · Fuel	760.01	1,877.13	0.00	0.00	1,877.13
0572526 · Landscape Supplies	114.75	230.43	0.00	0.00	230.43
<b>Total 572 · Culture/Rec- Parks &amp; Recreation</b>	<b>22,378.31</b>	<b>50,590.76</b>	<b>0.00</b>	<b>0.00</b>	<b>50,590.76</b>
<b>701 · Capital Outlay</b>					
0519631 · Cap Outlay-Infrastructure	5,415.00	5,415.00	0.00	0.00	5,415.00
0519641 · Cap Outlay-Grounds Equipment	13,100.00	13,100.00	0.00	0.00	13,100.00
0519642 · Cap Outlay-Furn, Fixt & Eq	0.00	4,008.00	0.00	0.00	4,008.00
<b>Total 701 · Capital Outlay</b>	<b>18,515.00</b>	<b>22,523.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,523.00</b>
<b>Total Expense</b>	<b>100,624.05</b>	<b>183,943.32</b>	<b>0.00</b>	<b>0.00</b>	<b>183,943.32</b>
<b>Net Ordinary Income</b>	<b>323,111.57</b>	<b>218,986.82</b>	<b>0.00</b>	<b>0.00</b>	<b>218,986.82</b>
<b>Other Income/Expense</b>					
2325200 · From Gross Assessments- DebtSvc	0.00	0.00	21,849.25	43,698.50	43,698.50
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>21,849.25</b>	<b>43,698.50</b>	<b>43,698.50</b>
<b>Other Expense</b>					
517 · Gen Govt Svcs- Debt Svc Payment	0.00	0.00	19,399.99	38,846.37	38,846.37
2517710 · Principal Expense	0.00	0.00	2,449.26	4,852.13	4,852.13
2517720 · Interest Expense	0.00	0.00	21,849.25	43,698.50	43,698.50
<b>Total 517 · Gen Govt Svcs- Debt Svc Payment</b>	<b>0.00</b>	<b>0.00</b>	<b>21,849.25</b>	<b>43,698.50</b>	<b>43,698.50</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>21,849.25</b>	<b>43,698.50</b>	<b>43,698.50</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>323,111.57</b>	<b>218,986.82</b>	<b>0.00</b>	<b>0.00</b>	<b>218,986.82</b>

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			
Jan-15			
Feb-15			
Mar-15			
Apr-15			
May-15			
Jun-15			
Jul-15			
Aug-15			
Sep-15			
Calculated Loan Balances for QuickBooks	633,237.93	382,067.02	390,484.34
ME Loan Balances Per Bank Statements	633,237.93	382,067.02	390,484.34
Difference	0.00	0.00	0.00

**Port Malabar Holiday Park**  
**Balance Sheet**  
 As of November 30, 2014

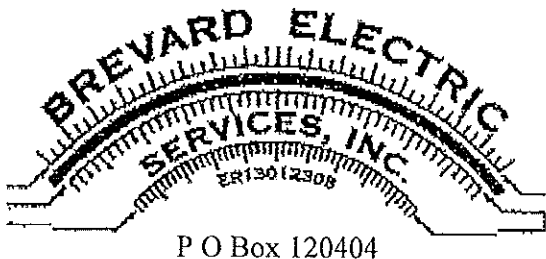
	Nov 30, 14
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
0101000 · TD Operating	45,022.27
0101100 · SunTrust Operating	41,029.76
0101500 · TD Fixed Rate Account	888,669.48
0102100 · Petty Cash	347.85
0104100 · SBA - Operating Account	80,123.05
<b>Total Checking/Savings</b>	<b>1,055,192.41</b>
Accounts Receivable	
0115100 · Accounts Receivable	1,185.82
<b>Total Accounts Receivable</b>	<b>1,185.82</b>
<b>Total Current Assets</b>	<b>1,056,378.23</b>
<b>Fixed Assets</b>	
0161900 · Land	223,836.00
0162900 · Buildings & Improvements	1,022,452.76
0163900 · AD - Buildings & Improvements	-689,589.28
0164900 · Infrastructure	3,306,457.73
0165900 · AD - Infrastructure	-626,581.61
0166910 · Furn, Fixtures & Equipment	93,082.72
0166920 · Grounds Equipment	77,526.71
0166930 · Computer Software	2,187.85
0167910 · AD - Furn, Fixtures & Equipment	-80,418.30
0167920 · AD - Grounds Equipment	-55,687.04
0167930 · AD - Computer Software	-2,187.85
<b>Total Fixed Assets</b>	<b>3,271,079.69</b>
<b>Other Assets</b>	
0155000 · Prepaid Expenses	8,218.97
0170910 · Capitalized Loan Fees	52,239.00
0170920 · Accum Amortization	-28,456.45
<b>Total Other Assets</b>	<b>32,001.52</b>
<b>TOTAL ASSETS</b>	<b>4,359,459.44</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
0202000 · Accounts Payable	15,212.03
<b>Total Accounts Payable</b>	<b>15,212.03</b>
Credit Cards	
0202100 · Lowes Business Account	8.04
<b>Total Credit Cards</b>	<b>8.04</b>
Other Current Liabilities	
0203010 · Loan 1 Curr Portion - TD 5455	81,492.73
0203020 · Loan 2 Curr Portion - TD 2055	120,446.61
0203030 · Loan 3 Curr Portion - TD 9155	53,651.14
0216000 · Accrued Wages Payable	7,623.61
0217000 · Accrued Taxes Payable	693.91
0220000 · Customer Deposits	575.28
2215000 · Accrued Interest Payable	1,814.42
<b>Total Other Current Liabilities</b>	<b>266,297.70</b>
<b>Total Current Liabilities</b>	<b>281,517.77</b>

12:55 PM  
12/29/14  
Accrual Basis

**Port Malabar Holiday Park**  
**Balance Sheet**  
As of November 30, 2014

	<u>Nov 30, 14</u>
<b>Long Term Liabilities</b>	
0203910 · Loan 1- TD 5455	322,346.50
0203920 · Loan 2- TD 2055	529,418.40
0203930 · Loan 3- TD 9155	337,280.28
<b>Total Long Term Liabilities</b>	<u>1,189,045.18</u>
<b>Total Liabilities</b>	1,470,562.95
<b>Equity</b>	
0271000 · Fund Balance- Unreserved	637,646.00
0274000 · Invested in capital assets	1,727,303.00
8007 · Retained Earnings	304,960.67
Net Income	218,986.82
<b>Total Equity</b>	<u>2,888,896.49</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,359,459.44</u></u>





P O Box 120404  
West Melbourne, Fl 32912

Phone # 321-729-0203 Fax # 321-729-0783

# Estimate

DATE	ESTIMATE NO.
12/18/2014	7111

<p>NAME / ADDRESS</p> <p>Holiday Park Cheryl 724-2240 holidaypark@holidayparkfl.com</p>	<p>Project</p>
DESCRIPTION	TOTAL
<p>215 HOLIDAY PARK BLVD PALM BAY, FL. 32907</p> <p>SCOPE OF WORK:</p> <ol style="list-style-type: none"> <li>1. MOVE ALL POWER FROM POOL HOUSE TO BUILDING</li> <li>2. RE FEED EAST AND WEST VAK PACKS</li> <li>3. RE FEED 2 POOL HEATERS</li> <li>4. PROVIDE 3 NEW LIGHT TRANSFORMERS, RE USE 2 TRANSFORMERS AND RE FEED POOL LIGHTS. ( POOL LIGHTS NOT INCLUDED)</li> <li>5. RE POWER OTHER BRANCH CIRCUITS. ( EXISTING PANEL TO BE USED)</li> </ol> <p>TOTAL LABOR AND MATERIAL COST</p>	<p>4,800.70</p>
<p>TOTAL LABOR AND MATERIAL COST FOR PERMIT, NOC AND INSPECTOR</p>	<p>500.00</p>
<p>PLEASE SIGN AND FAX / EMAIL/ SCAN BACK TO US. ESTIMATE GOOD FOR 30 DAYS THANK YOU!</p>	<p><b>TOTAL</b> \$5,300.70</p>

Signature \_\_\_\_\_

Date \_\_\_\_\_