



**PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT**

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

BOARD OF TRUSTEES

REGULAR MEETING MINUTES

March 12, 2018 – 7:00PM

Allison Kelly
Chairman

Keith Rittscher
1st Vice-Chairman

Bob Shortlidge
2nd Vice-Chairman

Ellouise Raffo
Secretary

Assistant Secretary

Kendra Bender
Treasurer

Helen Ferguson
Assistant Treasurer

Trustee

Barbara Whitneck
Trustee

District Manager

Ryan Poliakoff
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 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"



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1. Meeting call to order by Keith Rittscher

2. Invocation

3. Pledge of Allegiance

4. Roll Call by Ellouise Raffo

Present were Keith Rittscher, 1st Vice Chairman; Bob Shortlidge, 2nd Vice Chairman; Kendra Bender, Treasurer; Ellouise Raffo, Secretary; Barbara Whitneck, Trustee; Absent was Allison Kelly, Chairman; Helen Ferguson; Assistant Treasurer

5. Announcements by Chairman

Keith Rittscher; Special meeting on the 15th has been canceled. Kate Masi has withdrawn her name for the position of District Manager. Bruce Crabb has been asked to say something under the announcements by the Chairman.

Bruce Crabb, 442 Neighborly; Serious problem with the Wolf property. The people in charge have dropped the ball. No one notified the City the title was changed. None of this was documented. We now have to pay a little over \$3,000 for the water bill and things like that. That's what's happening. **Keith Rittscher;** It's under control and it's being taken care of.

6. Approval of 2/12/18, 2/16/18, 2/21/18 and 2/26/18 Meeting Minutes

Action: Motion to approve 2/12/18, 2/16/18, 2/21/18, and 2/26/18 minutes made by Kendra Bender, Ellouise Raffo seconds

Trustee Comment;

Public Comment;

Call for vote; motion passed

7. Treasurer's Report

Kendra Bender; reads the treasurers report (attached). **Kendra Bender;** Being a government and special district we have to submit our budget to the state of Florida. \$10,000 is going to capital outlay. We spent about \$20,000 more than last year. 5 months into the year we should be running at 41.6% and we are at 40%. We are following schedule.

Attachment: Revenues & Expense Report: Budget
Performance, Balance Sheet and Loan Balances

Action: Motion to Approve Treasurer's report mad by Bob Shortlidge, Barbara Whitneck seconds

Trustee Comment;



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Public Comment;
Call for vote; motion passed

8. Trustee Reports

Barbara Whitneck; Went to HPPPOA'S meeting on Monday. It was interesting. They have a lot of things coming up and think people should help out more.

Ellouise Raffo; Working on updates to DOR'S met with Jean and Joanne. We have been through about half of it. We haven't found anything major.

Kendra Bender; I was asked to spec out a laptop. That led to a whole IT review. All the office computers are so old, I am going to get something together. I want it to all be presented in one shot. We need to purchase legal licenses as well. We will get everything corrected quickly.

Keith Rittscher; Apex has to get his stuff down. I'm hoping in the next week we will have security cameras. It's moving along.

Bob Shortlidge; I got with Bob Shearer and we came up with a great idea. Bob went to some people that have served Jim Friel, Chuck Roane, and Bud Getz. It is a flag committee. They will lower and raise the flag whenever it needs to be raised. Thank you Jim, Chuck and Bud. We finished the bocce court. We are repairing the fences. All the handicap signs in the parking lot have been fixed. There's only 3 cement benches left. 200 gallons of used oil have been picked up. We have now taken 7 days of mowing to 6 days. The dead in the trees, I have letter of palm trees that need to be trimmed. I am going to find where every one of them are and get a list to call Alpine in. Lights that are out in the parking lot and the marquee sign. I have gotten 2 quotes (attached).

9. Old Business

Keith Rittscher; Allison has spent several hours with the police and 206. We are taking legal action. Roofing bids are coming in. We should be able to vote on them by the next meeting.

10. New Business

Keith Rittscher; Reads the 3 quotes for the bocce court awning (attached). It will probably be next fall if we go with the volunteers. Helms can start as soon as possible. **Kendra Bender;** We have the funds if you guys want faster results.

Action: Motion to approve the Helms quote for a bocce court awning made by Bob Shortlidge, Kendra Bender seconds

Trustee Comment;

Public Comment; **Joanne Gahan, 464 Holiday Park;** asks if they're putting the roof over the court that isn't being used. **Karen Carrero, 181 Holiday Park;** The newest court, they will put a roof over both ends to make it look like the one right now. They will attach the new roof to the old roof.

Call for vote; motion passed



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Jim Gahan, 464 Holiday Park; asks that the Board approve 3 year term limits for the ACC Board. Motion to approve 3 year term limits with 1 year off in-between terms made by Kendra Bender, Ellouise Raffo seconds

Keith Rittshcer; What if we are short? Can we reappoint them if there are no volunteers? **Dave Peck, 1014 Willow;** suggests the ACC Board have a rotating 2 year. Suggests that there be an amendment to the motion so that only 1 Board member will be replaced a year. **Motion** to amend the previous motion regarding ACC term limits made by Kendra Bender, Bob Shortlidge seconds. **Call for vote;** motion passed. **Motion** to approve rotating term limits for the ACC Board made by Ellouise Raffo, Kendra Bender seconds. **Call for vote;** motion passed. **Jim Gahan, 464 Holiday Park;** also mentions the ACC Board will no longer be approving applications with violations on their property. Once the violation is cured, they will review the application.

Bob Shortlidge; Kenneth Glath did not accept the Grounds Supervisor position. He was offered more money to work somewhere else. Bob recommends Shawn Shaffer as Grounds Supervisor. He has performed all his foreman duties and more. He's training everyone to run every mower. Shawn meets the qualifications except for the Public or Commercial Florida Pesticide License. He is willing to test for that license. I recommend Shawn Shaffer be hired as supervisor at \$14 an hour.

Action: Motion to approve Shawn Shaffer as the Grounds Maintenance Supervisor at \$14 made by Barbara Whitneck, Kendra Bender seconds

Trustee Comment;

Public Comment;

Call for vote; motion passed

Bob Shortlidge; We also have been looking for someone on the grounds maintenance. I recommend Daniel Rogers. He worked at the airport on their lawn crew, he's a single dad with 2 boys. He is able to work a mower and knows what he's doing. I recommend we hire Daniel Rogers at \$10 an hour with a 90 day probation.

Action: Motion to hire Daniel Rogers as grounds maintenance for \$10 with a 90 day probation made by Bob Shortlidge, Barbara Whitneck seconds

Trustee Comment: Kendra Bender; asks how many people we had before Jody left. **Bob Shortlidge;** 6 but we were looking for 1 more when he was here. We work with 7.

Public Comment; Bruce Crabb, 442 Neighborly; Last year I thought we had 7 in the summer and 6 in the winter, just check the payroll. **Kendra Bender;** I will check that. **Steve Ambrose, 241 Blossom;** We lost a guy already because we weren't willing to pay him enough. **Sal Cursi;** If you hire someone at \$10 will they get a raise? **Bob Shortlidge;** If there is a 90 day performance review and we are satisfied. I came with raises last time and I've heard so many rumors that we are afraid to pay more money hopefully we can bring Shawn in after 90 days and give him a raise. **Bob Shearer;** We ran 6 people and then we let the guy go. Mike said let's stay with what we had but we have always run 7. Did you put in a percentage for raises?

Kendra Bender; I didn't do that budget we are running on now but I watched them and they did percentage's. **Bob Shearer;** We are giving these guys quarters, that's an insult. We start our budget in October and we don't give raises until January and this year they didn't get them until March. **Bob Shortlidge;** When it comes to the budget I will fight for them.

Call for vote; motion passed



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Keith Rittscher; The sign is coming along but we don't have surveys, we are working on that. Headhunter is going to cost us 15k or more I would like everyone to take a look at that and we will bring it up at the next meeting.

11. Public Comment

Ginny Getz, 1142 Keystone; I asked Bud about the taxes. 2018 park fees and taxes were paid. He still has copies of everything he did. **Chuck Roan, 220 Borel;** I ride this park 7 nights a week. People don't slow down! We are talking about spending money on speed limit signs pay attention to what those signs say. **Gary Valentine, 1057 Maple;** Spoke with Allison about the speed limit radar signs. A new one is \$2,600 and a refurbished one is \$1,600. A headhunter might be worth it, we have not been successful on our own. **Kay Barclay, 385 Holiday Park;** The delivery trucks are flying through the park. **Breanna Earley, Admin Assistant;** advises residents to get the plate number or truck number and call the office. **Bruce Crabb, 442 Neighborly;** Ginny the taxes were not payed on the Wolf property. **Bob Shearer, 382 Holiday Park;** We need to address this in a different light we were already payed by Steve. There was a clause in how long he had to take care of the property. He's just letting it sit here. Let's get with Steve and see where we are. **Rod Lindsey, 1291 Joy;** working with ACC and has talked with Dave. We should rotate them every 3 years. We need to keep an eye open. **Chuck Roane, 220 Borel;** Steve Douglas was guaranteed he would have a clear title. **Barbara Whitneck;** Steve is already having a mobile home built for that property he is going to finish it.

12. Trustee Comments

Barbara Whitneck; Goodbye, everyone. **Ellouise Raffo;** Have a lovely evening. **Kendra Bender;** Thank you for coming! Good meeting, good day. **Bob Shortlidge;** Thanks everybody for coming. **Keith Rittscher;** Thank you.

13. Adjournment; Bob Shortlidge makes a motion to adjourn, Barbara Whitneck seconds. 8:03pm

Port Malabar Holiday Park
Profit & Loss Budget vs. Actual
 October 2017 through February 2018

	Oct '17 - Feb 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
325 · Special Assessments				
0325200 · Gross Assessments	1,195,122.66	1,476,288.00	-281,165.44	81.0%
0325290 · Assessment Adjustments	-74,015.94	-92,300.00	18,284.06	80.2%
0325295 · Transferred to Debt Service Fund	-87,397.00	-262,200.00	174,803.00	33.3%
Total 325 · Special Assessments	1,033,709.62	1,121,788.00	-88,078.38	92.1%
334-389 · Other Revenue Sources				
0341900 · Service Charges	3,005.20	5,000.00	-1,994.80	60.1%
0361100 · Interest Income	3,748.13	2,500.00	1,248.13	149.9%
0369900 · Other Income	231.25	2,000.00	-1,768.75	11.6%
0369902 · Laundry Income	617.75	1,000.00	-382.25	61.8%
Total 334-389 · Other Revenue Sources	7,602.33	10,500.00	-2,897.67	72.4%
Total Income	1,041,311.95	1,132,288.00	-90,976.05	92.0%
Gross Profit	1,041,311.95	1,132,288.00	-90,976.05	92.0%
Expense				
511 · Gen Govt- Legislative				
0511451 · Board Bond Ins	0.00	800.00	-800.00	0.0%
0511491 · Election Fees	0.00	1,600.00	-1,600.00	0.0%
0511522 · Uniforms- Board	102.40	200.00	-97.60	51.2%
Total 511 · Gen Govt- Legislative	102.40	2,600.00	-2,497.60	3.9%
512-513 · Gen Govt- Exec, Fin & Admin				
0512130 · Payroll - Executive	3,788.93	60,375.00	-56,586.07	6.3%
0512210 · Payroll Taxes - Executive	289.85	3,924.38	-3,634.53	7.4%
0512230 · Health Insurance - Executive	2,116.90	10,800.00	-8,683.10	19.6%
0512240 · Workers Comp Ins- Executive	1,295.10	2,000.00	-704.90	64.8%
0512400 · Travel Reimb - Executive	0.00	200.00	-200.00	0.0%
0512551 · Education/Training- Exec	0.00	1,000.00	-1,000.00	0.0%
0513130 · Payroll - Admin	27,667.90	47,143.20	-19,475.30	58.7%
0513210 · Payroll Taxes - Admin	2,183.21	3,064.31	-881.10	71.2%
0513230 · Health Insurance - Admin	201.13	6,757.00	-6,555.87	3.0%
0513240 · Workers Comp Ins - Admin	-71.95	2,871.00	-2,942.95	-2.5%
0513321 · Professional Fees - Auditing	6,500.00	16,000.00	-9,500.00	40.6%
0513322 · Contract Accounting Services	10,804.00	11,250.00	-446.00	96.0%
0513340 · Payroll-related Services	1,070.87	2,750.00	-1,679.13	38.9%
0513341 · Temporary Office Services	0.00	500.00	-500.00	0.0%
0513421 · Postage	117.28	1,000.00	-882.72	11.7%
0513441 · Equipment Lease- Office	1,051.74	2,100.00	-1,048.26	50.1%
0513462 · R&M Office Equipment	75.00	250.00	-175.00	30.0%
0513471 · Deed Restriction Revision Exp	0.00	500.00	-500.00	0.0%
0513495 · Advertising Legal	0.00	500.00	-500.00	0.0%
0513496 · Bank Charges	15.00	0.00	15.00	100.0%
0513497 · Advertising - Office	45.00	0.00	45.00	100.0%
0513499 · Non Capitalized Equip- Office	0.00	500.00	-500.00	0.0%
0513510 · Office Expense	2,174.60	4,150.00	-1,975.40	52.4%
0513551 · Education/Training- Admin	172.63	500.00	-327.37	34.5%
Total 512-513 · Gen Govt- Exec, Fin & Admin	59,497.19	178,134.89	-118,637.70	33.4%
514 · Gen Govt- Legal Counsel				
0514311 · Professional Fees - Legal	4,241.60	10,000.00	-5,758.40	42.4%
0514312 · Legal - Deed Rest. Enf.	0.00	2,000.00	-2,000.00	0.0%
Total 514 · Gen Govt- Legal Counsel	4,241.60	12,000.00	-7,758.40	35.3%
519 · Gen Govt- Other Gen Govt				
0519411 · Telephone & Communications	1,309.40	5,000.00	-3,690.60	26.2%
0519431 · Utilities - Electric	27,673.69	60,000.00	-32,326.31	46.1%
0519432 · Utilities - Gas	1,107.08	2,000.00	-892.92	55.4%
0519433 · Utilities - Water & Sewer	4,307.84	4,000.00	307.84	107.7%
0519434 · Storm Water Management	0.00	3,100.00	-3,100.00	0.0%
0519442 · Equipment Lease- General	754.80	1,200.00	-445.20	62.9%
0519451 · Insurance - Liability	3,061.15	10,500.00	-7,438.85	29.2%
0519452 · Insurance - Property	3,760.00	11,000.00	-7,240.00	34.2%
0519462 · Property Maintenance Expense	803.85	2,000.00	-1,196.15	40.2%
0519491 · Cable - TV	96,488.38	194,127.15	-97,638.77	49.7%
0519497 · Other Expense	265.83	0.00	265.83	100.0%
0519521 · Supplies Decals & Badges	255.00	500.00	-245.00	51.0%
0519541 · Taxes, Fees & Licenses	2,115.91	31,500.00	-29,384.09	6.7%
Total 519 · Gen Govt- Other Gen Govt	141,902.93	324,927.15	-183,024.22	43.7%
529 · Public Safety- Other Public Saf				
0529130 · Payroll - Gate	41,800.85	96,943.60	-55,142.75	43.1%
0529210 · Payroll Taxes - Gate	3,389.65	6,301.33	-2,911.68	53.8%
0529240 · Workers Comp Ins- Gate	2,348.80	5,637.00	-3,288.20	41.7%
0529460 · R&M Gate	1,371.99	1,000.00	371.99	137.2%
0529490 · Flags	437.95	150.00	287.95	292.0%
0529499 · Non Capitalize Equip- Gate	0.00	150.00	-150.00	0.0%
0529520 · Supplies - Gate	236.45	550.00	-313.55	43.0%
0529521 · Uniforms- Gate	0.00	300.00	-300.00	0.0%
Total 529 · Public Safety- Other Public Saf	49,585.69	111,031.93	-61,446.24	44.7%

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03/07/18

Accrual Basis

Port Malabar Holiday Park
Profit & Loss Budget vs. Actual
October 2017 through February 2018

	Oct '17 - Feb 18	Budget	\$ Over Budget	% of Budget
539 · Physical Env- Other Phys Env				
0539130 · Payroll - Custodians	33,452.71	76,805.04	-43,352.33	43.6%
0539210 · Payroll Taxes - Custodial	2,524.66	4,992.33	-2,467.67	50.8%
0539230 · Health Ins- Custodial	4,263.74	16,090.00	-11,826.26	26.5%
0539240 · Workers Comp Ins-Custodial	1,745.05	4,188.00	-2,442.95	41.7%
0539461 · R&M Buildings	1,380.23	5,000.00	-3,619.77	27.6%
0539462 · R&M Lighting- Rec Center	0.00	500.00	-500.00	0.0%
0539463 · R&M Equipment	1,161.19	3,000.00	-1,838.81	38.7%
0539499 · Non Capitalized Equip-Custodial	239.00	500.00	-261.00	47.8%
0539520 · Custodial Supplies	1,510.96	4,150.00	-2,639.04	36.4%
0539521 · Uniforms- Custodial	11.77	200.00	-188.23	5.9%
Total 539 · Physical Env- Other Phys Env	46,289.31	115,425.37	-69,136.06	40.1%
541 · Transportation- Road & Street				
0541461 · R&M Streets	469.00	5,000.00	-4,531.00	9.4%
0541463 · R&M Signage	766.69	900.00	-133.31	85.2%
0541464 · R&M Drainage	3,020.00	4,600.00	-1,580.00	65.7%
Total 541 · Transportation- Road & Street	4,255.69	10,500.00	-6,244.31	40.5%
572 · Culture/Rec- Parks & Recreation				
0572130 · Payroll - Grounds Crew	57,791.83	165,130.48	-107,338.65	35.0%
0572210 · Payroll Taxes - Grounds	4,308.28	10,733.48	-6,425.20	40.1%
0572230 · Health Insurance-Grounds	6,487.86	24,750.00	-18,262.14	26.2%
0572240 · Workers Comp Ins-Grounds	3,694.60	8,866.00	-5,171.40	41.7%
0572342 · Landscape Management	2,441.00	12,000.00	-9,559.00	20.3%
0572431 · Landscape Trash Removal	3,830.81	8,000.00	-4,169.19	47.9%
0572461 · R&M Grounds Equipment	168.90	10,000.00	-9,831.10	1.7%
0572462 · R&M Pools & Rec Facilities	4,296.31	18,000.00	-13,703.69	23.9%
0572463 · R&M Irrigation System	270.00	2,000.00	-1,730.00	13.5%
0572464 · Sound Wall Maintenance	0.00	1,000.00	-1,000.00	0.0%
0572468 · Vehicle Repair	933.31	1,000.00	-66.69	93.3%
0572498 · Non-Capitalized Equip- Rec	1,324.43	0.00	1,324.43	100.0%
0572499 · Non Capitalized Equip-Grounds	1,182.80	0.00	1,182.80	100.0%
0572521 · Supplies - Grounds	3,918.09	4,850.00	-931.91	80.8%
0572522 · Fuel	2,753.71	10,000.00	-7,246.29	27.5%
0572524 · Supplies Recreational	358.79	1,800.00	-1,441.21	19.9%
0572525 · Uniforms- Grounds	180.00	700.00	-520.00	25.7%
0572526 · Landscape Supplies	703.31	3,000.00	-2,296.69	23.4%
0572551 · Education/Training- Parks & Rec	0.00	800.00	-800.00	0.0%
Total 572 · Culture/Rec- Parks & Recreation	94,644.03	282,629.96	-187,985.93	33.5%
701 · Capital Outlay				
0519621 · Cap Outlay-Buildings & Imp	1,550.00	10,000.00	-8,450.00	15.5%
0519631 · Cap Outlay-Infrastructure	5,360.00	15,000.00	-9,640.00	35.7%
0519641 · Cap Outlay-Grounds Equipment	-50.00	12,000.00	-12,050.00	-0.4%
0519642 · Cap Outlay-Furn, Fixt & Eq	4,225.00	2,000.00	2,225.00	211.3%
Total 701 · Capital Outlay	11,085.00	39,000.00	-27,915.00	28.4%
8000099 · Contingency Expense	5,000.00	56,038.70	-51,038.70	8.9%
Total Expense	416,603.84	1,132,288.00	-715,684.16	36.8%
Net Ordinary Income	624,708.11	0.00	624,708.11	100.0%
Other Income/Expense				
Other Income				
2325200 · From Gross Assessments- DebtSvc	87,397.00	262,200.00	-174,803.00	33.3%
Total Other Income	87,397.00	262,200.00	-174,803.00	33.3%
Other Expense				
517 · Gen Govt Svcs- Debt Svc Payment				
2517710 · Principal Expense	106,687.09	247,678.00	-140,990.91	43.1%
2517720 · Interest Expense	5,586.90	14,522.00	-8,935.10	38.5%
Total 517 · Gen Govt Svcs- Debt Svc Payment	112,273.99	262,200.00	-149,926.01	42.8%
Total Other Expense	112,273.99	262,200.00	-149,926.01	42.8%
Net Other Income	-24,876.99	0.00	-24,876.99	100.0%
Net Income	599,831.12	0.00	599,831.12	100.0%

9:47 AM

03/07/18

Accrual Basis

Port Malabar Holiday Park
Income & Expense
February 2018

	<u>Feb 18</u>
572 · Culture/Rec- Parks & Recreation	
0572130 · Payroll - Grounds Crew	14,614.88
0572210 · Payroll Taxes - Grounds	1,145.28
0572230 · Health Insurance-Grounds	736.18
0572240 · Workers Comp Ins-Grounds	738.92
0572342 · Landscape Management	700.00
0572431 · Landscape Trash Removal	724.01
0572462 · R&M Pools & Rec Facilities	844.32
0572463 · R&M Irrigation System	135.00
0572468 · Vehicle Repair	19.14
0572499 · Non Capitalized Equip-Grounds	319.95
0572521 · Supplies - Grounds	769.29
0572522 · Fuel	664.01
0572524 · Supplies Recreational	-42.45
0572526 · Landscape Supplies	59.00
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Total 572 · Culture/Rec- Parks & Recreation	21,427.53
701 · Capital Outlay	
0519631 · Cap Outlay-Infrastructure	4,360.00
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Total 701 · Capital Outlay	4,360.00
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Total Expense	88,594.38
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Net Ordinary Income	-40,796.94
Other Income/Expense	
Other Expense	
517 · Gen Govt Svcs- Debt Svc Payment	
2517710 · Principal Expense	26,815.67
2517720 · Interest Expense	1,238.98
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Total 517 · Gen Govt Svcs- Debt Svc Payment	28,054.65
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Total Other Expense	28,054.65
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Net Other Income	-28,054.65
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Net Income	<u>-68,851.59</u>

9:47 AM

03/07/18

Accrual Basis

Port Malabar Holiday Park
Income & Expense
February 2018

	<u>Feb 18</u>
Ordinary Income/Expense	
Income	
325 · Special Assessments	
0325200 · Gross Assessments	47,794.07
0325290 · Assessment Adjustments	-1,054.28
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Total 325 · Special Assessments	46,739.79
334-389 · Other Revenue Sources	
0341900 · Service Charges	304.40
0361100 · Interest Income	753.25
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Total 334-389 · Other Revenue Sources	1,057.65
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Total Income	47,797.44
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Gross Profit	47,797.44
Expense	
512-513 · Gen Govt- Exec, Fin & Admin	
0512230 · Health Insurance - Executive	423.38
0512240 · Workers Comp Ins- Executive	259.02
0513130 · Payroll - Admin	8,061.51
0513210 · Payroll Taxes - Admin	650.00
0513230 · Health Insurance - Admin	-12.93
0513240 · Workers Comp Ins - Admin	239.21
0513322 · Contract Accounting Services	750.00
0513340 · Payroll-related Services	336.90
0513441 · Equipment Lease- Office	291.73
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Total 512-513 · Gen Govt- Exec, Fin & Admin	10,998.82
519 · Gen Govt- Other Gen Govt	
0519431 · Utilities - Electric	5,322.66
0519432 · Utilities - Gas	556.51
0519433 · Utilities - Water & Sewer	2,782.42
0519442 · Equipment Lease- General	155.40
0519451 · Insurance - Liability	865.83
0519452 · Insurance - Property	752.00
0519462 · Property Maintenance Expense	85.00
0519491 · Cable - TV	16,874.35
0519497 · Other Expense	-10.70
0519541 · Taxes, Fees & Licenses	352.00
	<hr/>
Total 519 · Gen Govt- Other Gen Govt	27,735.47
529 · Public Safety- Other Public Saf	
0529130 · Payroll - Gate	11,471.97
0529210 · Payroll Taxes - Gate	955.60
0529240 · Workers Comp Ins- Gate	469.76
0529520 · Supplies - Gate	59.99
	<hr/>
Total 529 · Public Safety- Other Public Saf	12,957.32
539 · Physical Env- Other Phys Env	
0539130 · Payroll - Custodians	8,912.15
0539210 · Payroll Taxes - Custodial	695.37
0539230 · Health Ins- Custodial	702.22
0539240 · Workers Comp Ins-Custodial	349.01
0539461 · R&M Buildings	195.00
	<hr/>
0539520 · Custodial Supplies	126.49
	<hr/>
Total 539 · Physical Env- Other Phys Env	10,980.24
541 · Transportation- Road & Street	
0541464 · R&M Drainage	135.00
	<hr/>
Total 541 · Transportation- Road & Street	135.00



03/06/18

Holiday Park
Attn: Bob
Re: Lighting

Quote for the following electrical work.

Repair lighting outage in 1 pole on pool deck.
Total labor and material.....\$368.27*

Replace post top fixture in club house parking lot.
Total labor and material.....\$219.80*

*Notes

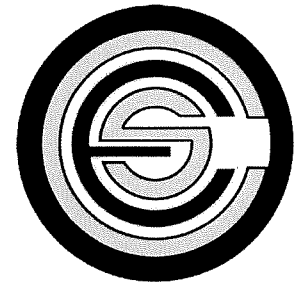
Price does not include any permit fees.
All work to be completed during normal business hours.

Kevin Arsenault

Champion Electrical Services, Inc.
 EC13006791
 2911 Dusa Dr Ste. A
 Melbourne, FL 32934 US
 (321) 698-6339
 championelectric@att.net

Estimate

RECEIVED
 MAR 12 2018
 BY: *[Signature]*



ADDRESS
Bob Port Malabar Holiday Park 215 Holiday Park Blvd NE Palm Bay, FL 32907-2196

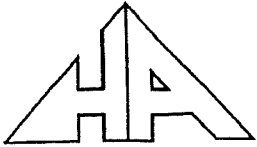
ESTIMATE #	DATE
1874	03/11/2018

ACTIVITY	QTY	RATE	AMOUNT
215 Holiday Park			
Convert pool pole light to LED	1	300.00	300.00
Repair parking lot lights, switch to LED	2	125.00	250.00
Inspect front entrance sign to determine reason for not turning on. Will determine price after inspection.	1	0.00	0.00

TOTAL **\$550.00**

Accepted By

Accepted Date



Helms Aluminum, Inc.

Licensed & Insured

C.C.A.L. #205

Pool enclosures • Screen Rooms • Windows • Roofovers

498 Tillman Ave. SW

Palm Bay, FL 32908

Phone (321) 723-7199

DATE 1-18-18

SOLD TO Holiday Park WORK # _____ HOME# _____

MAILING ADDRESS # clubhouse / Karen contact CITY _____ ZIP _____

INSTALLATION ADDRESS _____ CITY _____ ZIP _____

PROPERTY OWNER _____ PHONE _____ TERMS & FINANCE 25/50/25

SCREEN COLOR:	CHARCOAL	GRAY	
MESH TYPE:	18X14	20X20	20X30
ROOF:	MANSARD	GABLE	DOME
<u>FLAT</u>	PEAK	PORCH	
DOORS:			
ALUMINUM ROOF:	<u>WHITE</u>	IVY	
ALUMINUM ROOF INSTALLATION:	YES	NO	
CHAIR RAIL			
FLORIDA GLASS:	16	24	36
KICKPLATE:	16	24	36
GUTTERS:			
FRAME COLOR:	WHITE	<u>BRONZE</u>	
LOT	BLOCK		
SUBDIVISION	<u>Holiday Park</u>		
COMMENTS	<u>✓ footer w/ engineering</u>		

Provide & Install Covered Pan Roof
 Post & Beam to attach to existing covered area.

(2)

All permits & engineering included in price.

Total \$6,800

6-8 wks out

WE ARE NOT RESPONSIBLE FOR DAMAGED LANDSCAPING.

This proposal does not become a contract until accepted and signed by an officer of the contractor and if not accepted, any cash payment will be returned. Contractor expressly reserves all contractors, mechanics and material man's lien which may be asserted under any provision of law to secure payment of the contract price and may assert and fix the same as a lien upon the real property on which installation is made. Purchaser agrees to supply electrical power at job site.

MATERIAL AND WORKMANSHIP GUARANTEED FOR 1 YEAR
ANY CHANGES AFTER FINAL MEASUREMENTS WILL BE CHARGED ACCORDINGLY
25% DEPOSIT REQUIRED - 50% DRAW - 25% UPON COMPLETION
 A survey sheet or a plot plan and complete legal description is required on all contracts.

"Section 501.025, Florida Statutes, (Consumer Protection) provides that..."the buyer has the right to cancel a home solicitation sale until midnight on the third business day after the day on which the buyer signs an agreement..."

I / We have read the foregoing proposed contract and accept the same on the terms and conditions printed on the reverse side and as stated above.

A \$35.00 fee will be assessed on all returned checks.

Purchaser: _____ Date _____

Salesman: Denise Dolans

CHECK # _____

THIS PRICE IS BASED ON THE DIMENSIONS SHOWN ON THE ABOVE SKETCH.

CONTRACT PRICE	<u>6800</u>
DEPOSIT	<u>1700</u>
DRAW	<u>3400</u>
BAL DUE	<u>1700</u>

SUBJECT TO TERMS AND CONDITIONS ON REVERSE SIDE

WHITE · SIGN & RETURN

YELLOW · CUSTOMER

PINK · FILE



PROPOSAL / CONTRACT PALM BAY ALUMINUM CORP.

Since 1977

1779 Canova Street SE * Palm Bay, FL 32909

(321)725-5444 * Fax (321)725-5454

License#: RX11066810

www.palmbayaluminum.com



PROPOSAL SUBMITTED TO:	PHONE: 508-971-2689	DATE: 2-8-18
NAME: KAREN CARREIRO	JOB NAME: CARREIRO	
STREET: 181 HOLIDAY PARK BLVD NE	ADDRESS:	
CITY: PALM BAY	CITY:	STATE:
STATE: FL 32907	EMAIL: lulou71024@aol.com	

We hereby submit specifications and estimates for:

ERECT 2 OPEN PATIO COVERS 21' X 12' COMPLETE WITH POSTS AND BEAMS. THE ROOFS WILL BE 3" NON-INSULATED ALUMINUM ROOF PANS AND WILL BE COMPLETE WITH GUTTER, TRIM AND DOWNSPOUTS AS NEEDED. THE NEW TRIM WILL NOT MATCH THE EXISTING TRIM. BUILDING PERMIT INCLUDED.

Any estimated wait time provided is our projected start date for your project. Any estimated wait time given is based on current production schedules and material availability. ESTIMATED WAIT TIMES ARE NOT A GUARANTEED TIME FOR YOUR PROJECT TO START. Delays may occur that are beyond Palm Bay Aluminum's control resulting in a delay and/or a new projected start date.

Palm Bay Aluminum Corp. (the "Contractor") proposes to furnish the labor and materials (the "Work") as described above for the sum of: EIGHT THOUSAND TWO HUNDRED NINETY FIVE Dollars (\$ 8,295.00) (the "Cost of Work") with payment to be made as follows: **UPON COMPLETION OF WORK.** All requests to deviate from the Work may result in an increase in the Cost of Work that will be charged to the customer. The Cost of Work is contingent upon strikes, accidents, increases in the cost of labor or supplies, extraordinary events and other delays beyond Contractor's control. In the event there is an increase in the cost of labor or supplies prior to the date Contractor commences the Work, Contractor may provide customer notice of an increase in the Cost of Work at which time the customer may (i) elect to pay the increased Cost of Work or (ii) terminate this Contract (in which event Contractor shall be released of all liabilities, obligations or claims related hereto). This Proposal/Contract is subject to acceptance within 30 days (five (5) days if left blank) and is void thereafter at the option of Contractor. No warranty work will be performed until Contractor has been paid in full. In the event it becomes necessary for Contractor to employ professional assistance (attorneys or otherwise) in connection with any alleged breach of this Proposal/Contract, Contractor shall be permitted to recover all costs and fees associated therewith from customer. A 3% PROCESSING FEE WILL BE APPLIED TO ALL CREDIT CARD TRANSACTIONS. There is a minimum of \$750.00 for credit card transactions.

Authorized Signature: David A. Ayers

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED: Signature: _____ Date _____

LANSING Building Supply
321- 254-1020

2-	4x4 x 24 Post -	510.00
1-	4x4 x 30 Post -	322.00
38-	12" x 12' Long Firds -	910.00
8-	2x4 C B Beams - 20' LONG -	330.00
4-	6" x 12' Long FURIA -	24.00
2-	6" x 20' Long Gutter	34.00
8-	4" U Concrete Anchors -	64.00
2-	8' Down Spouts -	24.00
8-	Elbows	16.00
(10)	Misc. Gutter Brackets (4) End Caps,	200.00
(2)	Down Spouts, TAPE, Screws -	

Subtotal - \$2434.00
Delivery Charge - 25.00

Total ~~2,4~~ 2,459.00

Material List & Cost
for ~~2~~ Roofs over

Base Courts

2 - Roofs 12' x 19' Each