



# PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

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## BOARD OF TRUSTEES

### REGULAR MEETING MINUTES

December 11, 2017 - 6:00 PM

Chairman

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

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

Bette Snyder  
Secretary

Assistant Secretary

Kendra Bender  
Treasurer

Bob Shortlidge  
Assistant Treasurer

Keith Rittscher  
Trustee

Rodney "Rod" Lindsay  
Trustee

Traci DelGaudio  
District Manager

Karl Bohne, Jr.  
District's Attorney

\* To comment on an item, after the Chair has recognized you, 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 Allison Kelly
2. **Invocation** by Keith Rittscher
3. **Pledge of Allegiance**
4. **Roll Call** by Bette Snyder  
Present were Allison Kelly, acting Chair; Bette Snyder, Secretary; Kendra Bender, Treasurer; Bob Shortlidge, Assistant Treasurer; Keith Rittscher, Trustee; Rod Lindsay, Trustee.; Traci DelGaudio, District Manager.
5. **Draft Audit Report (attached)**  
By Allison Becka of McDonough CPA Solutions  
Allison Becka presented the report and went over highlights and procedures we can have to make our current ones that much stronger.
6. **Announcements by Chairman**
  1. Allison met with Traci and Jody to discuss setting up work schedules. Jody has had no formal training in managerial procedures so we are trying to get him on track. He is reporting to Traci on a weekly basis about what he's done during the week and what he plans to do the following week. Supplies for the lawn crew will be bought in bulk.
  2. We are moving forward with BSE in the first phase of fighting the storm water tax.
  3. Financial reports are going to be posted every meeting and the mowing schedule every week.
  4. There is no meeting December 25<sup>th</sup>. The next meeting will be the reorganizational meeting January 2<sup>nd</sup> at 7pm. At the regular trustee meeting January 8<sup>th</sup> at 7pm we will decide if we want the meetings to stay at 7pm or change to 6pm.
  5. Bicycles, residents, golf carts, and mobility devices are still out there at night with no lights. Please, talk to these people.
  6. The new 3 way stop at Holiday Park Blvd. and Blossom , people are still going through it. There's a 3 way stop. Keith Rittscher; But people are slowing down.
  7. All meetings that have a motion and a second will have public comment. There will be no meetings you will not have voice. All votes on all things on this board will be verbal. There will be no secret ballots or written ballots.
  8. District Manager's report will be at every Workshop meeting.
7. **Approval of meeting minutes**  
Attachment: 11/27/17 Minutes  
Action: Motion to Approve made by Kendra Bender, second Keith Rittscher  
Trustee Comment:  
Keith would like absent Trustees listed.



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Public Comment  
Call for vote; motion passed

## 8. Treasurer's Report

Discussion on Treasurer's report

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

Action: Motion to Approve made by Bob Shortlidge, Keith Rittscher seconds.

Trustee Comment: none

Public Comment: none

Call for vote; motion passed

## 9. Insurance Policy Renewal

Discussion on insurance policy numbers and amounts

Attachment: Insurance Property Schedule

Action: Motion to Approve made by Keith Rittscher, Bob Shortlidge seconds

Trustee Comment: none

Public Comment: none

Call for vote; motion passed

## 10. District Manager Job Description Changes

Attachment: Revised District Manager Job Description

Action: Motion to Approve made by Kendra Bender, Rod Lindsay seconds

Trustee Comment: none

Public Comment: none

Call for vote; motion passed

## 11. Verbal Clarification of Vote for District Manager

Allison Kelly wants to make it known how Trustees voted for District Manager.

Rod Lindsay voted for Traci

Bob Shortlidge voted for Traci

Bette Snyder voted for Patti

Keith Rittscher voted for Patti

Kendra Bender voted for Traci

Allison Kelly voted for Patti

Bud Getz voted for Traci

## 12. Revision of Park Maintenance and Park Maintenance Supervisor Job Descriptions

Attachment: Revised Job Descriptions

Action: Motion to Approve made by Kendra Bender, Keith Rittscher seconds

Trustee Comment: none

Public Comment: none

Call for vote; motion passed

## 13. BSE Consultants payment for Part 1

Phase 1 is \$2,750

[Part 1 includes: review provided plans and with the data contained in those plans with the field review



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provide an opinion letter as to why or why not we believe relief or partial relief from the Stormwater Fee is achievable.]

Action: Motion to Approve made by Rod Lindsay, Keith Rittscher seconds  
Trustee Comment: none  
Public Comment: none  
Call for vote; motion passed

### 13a. Discussion on employee bonuses

\$50 for employees, \$75 for Bruce Gilbert and Jody Storozuk, and \$100 for Traci DelGaudio

Custodial bonuses will be taken care of by HPPOA. All bonuses add up to \$850.

Action: Motion to Approve made by Bob Shortlidge, Rod Lindsay seconds  
Trustee Comment: none  
Public Comment: Sal Cursi, 1107 Keystone Ct. asks what will be done with scrap money. Allison Kelly states all scrap will go to the maintenance crew. \$200 withheld due to using park equipment and time not working.  
Call for vote; motion passed

**14. Public comments;** Steve Ambrose, 241 Blossom Ln. would like to see an inventory list made and volunteers to help organize. Barbara Hoffman, 1021 Little Ct. wonders if the cameras at Americana have been set up and what happened with the underage people living in the park? Traci says the electric has been run and we are working with Apex to get everything else set up. Traci has spoken to the underage people and they claim to be helping their grandmother and only visit. Sal Cursi, 1107 Keystone Ct. asks what's going on with buying a new truck? And suggests getting a fueller. Allison Kelly will continue to look asks Sal to help us look for one. Bob Shortlidge likes the idea of a fueller but wonders what city ordinance is. Alice Frenette, 1007 Moonlight Ct. asks what is being done with the dirt at the Wolf property. Traci has tried to reach Steve Douglas from Endeavor Construction, not getting back to her. Becky Earnest, 205 Borel Cir. The old HPPOA closet is a disgrace. Allison Kelly would like to get the custodial staff to get on that. Jim Gahan, 464 Holiday Park Blvd. the man that installed the shuffleboard court is helping us refurbish them. Bob Silipigna, 420 Holiday Park Blvd. asks Keith Rittscher about 472 Holiday Park Blvd. Keith says he's never gotten a notice about this property and will go talk to him tomorrow.

### 15. Trustee comments

Allison Kelly asks that if you see anyone hoping the fence call the police. Bob Shortlidge says Merry Christmas and Happy Hanukkah. Kendra Bender thanks all Trustees for their year of service to the park. Keith Rittscher would like updates on suggestions and complaint follow ups.

**16. Adjournment:** Rod Lindsay makes a motion to adjourn, Keith Rittscher seconds.

	Nov. 2017	Monthly Budget	\$ Over Budget
Bank Balance - TD - Checking	153,252	N/A	
TD Savings	1,072,436	N/A	
Petty Cash	150	N/A	
SBA	<u>82,968</u>	N/A	
Total Bank	<u>1,308,806</u>	N/A	
Assessments Received for Month/Year	406,869	93,482	313,387
Other Revenue (Misc)	635	875	(240)
SBA Interest Income	<u>466</u>	0	466
Total Revenue/Income	407,970	94,357	313,613
		0	0
Transferred to Loans	<u>(21,849)</u>	<u>(21,850)</u>	1
		0	0
Revenue Received	407,970	94,357	313,613
Expenses for the Month/	<u>(80,363)</u>	<u>(94,357)</u>	13,994
Over/Under for Month	<u>327,607</u>	0	327,607
	Loan #1 5455	Loan #2 2055	Loan #3 9155
Original Interest Rate	4.84	5.63	5.23
Current Interest Rate	2.42	2.77	1.60
Current Estimated Payoff Date	5/31/2019	12/31/2020	9/30/2021
10/31/2017	226,985	438,949	278,280
Payments Made	<u>(7,404)</u>	<u>(8,686)</u>	<u>(4,656)</u>
11/30/2017	<u>219,581</u>	<u>430,263</u>	<u>273,624</u>

## Property Schedule

Port Malabar Holiday Park Mobile Home Park Recreation District, FMIT #0494

October 1, 2017 - October 1, 2018

Location #		Address	Occupancy		Construction Type
Loc	Bld	Cause of Loss - Building	Limit	Cause of Loss - Personal Property	Limit
001	001	215 Holiday Park Blvd NE Palm Bay, FL		Recreation Center/Office	Masonry Non-Combustible
		Special Form	\$1,909,215	Special Form	\$136,684
001	005	215 Holiday Park Blvd NE Palm Bay, FL		Canopies	Non-Combustible
		Special Form	\$36,132		\$0
001	006	215 Holiday Park Blvd NE Palm Bay, FL		Maintenance Building	Joisted Masonry
		Special Form	\$66,498	Special Form	\$20,000
001	007	215 Holiday Park Blvd NE Palm Bay, FL		Shed	Non-Combustible
		Special Form	\$2,800		\$0
001	008	215 Holiday Park Blvd NE Palm Bay, FL		Maintenance Garage w/Canopy	Joisted Masonry
		Special Form	\$39,074		\$0
001	010	215 Holiday Park Blvd NE Palm Bay, FL		Guard Shack (Gate House/Gate w/Covered Walkway)	Frame
		Special Form	\$41,128		\$0
001	011	215 Holiday Park Blvd NE Palm Bay, FL		Sign	Frame
		Special Form	\$500		\$0
001	013	215 Holiday Park Blvd NE Palm Bay, FL		Swimming Pool	Masonry Non-Combustible
		Special Form	\$50,000		\$0
001	014	215 Holiday Park Blvd NE Palm Bay, FL		Swimming Pool	Masonry Non-Combustible
		Special Form	\$35,000		\$0
001	016	215 Holiday Park Blvd NE Palm Bay, FL		Shed	Frame
		Special Form	\$1,650		\$0
001	018	215 Holiday Park Blvd NE Palm Bay, FL		Frame Deck and Water Spray	Frame
		Special Form	\$11,000		\$0
001	020	215 Holiday Park Blvd NE Palm Bay, FL		Chain Link Fencing / Metal Fencing around Pool	Non-Combustible
		Special Form	\$15,554		\$0
001	021	215 Holiday Park Blvd NE Palm Bay, FL		Exterior Lighting	Non-Combustible
		Special Form	\$43,500		\$0
001	022	215 Holiday Park Blvd NE Palm Bay, FL		Flag Pole	Non-Combustible
		Special Form	\$2,400		\$0
001	023	215 Holiday Park Blvd NE Palm Bay, FL		Chain Link Fencing	Non-Combustible
		Special Form	\$100,000		\$0
001	024	215 Holiday Park Blvd NE Palm Bay, FL		Chain Link Fence for Storage Area	Non-Combustible
		Special Form	\$9,000		\$0
001	025	215 Holiday Park Blvd NE Palm Bay, FL		Pool Heating Equipment	Non-Combustible
		Special Form	\$19,000		\$0

Total: \$2,382,451

\$156,684

9:09 AM

12/11/17

Accrual Basis

**Port Malabar Holiday Park**  
**Profit & Loss Budget vs. Actual**  
**October through November 2017**

	Oct - Nov 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
325 · Special Assessments	385,019.57	1,121,788.00	-736,768.43	34.3%
334-389 · Other Revenue Sources	2,961.78	10,500.00	-7,538.22	28.2%
<b>Total Income</b>	<b>387,981.35</b>	<b>1,132,288.00</b>	<b>-744,306.65</b>	<b>34.3%</b>
Gross Profit	387,981.35	1,132,288.00	-744,306.65	34.3%
Expense				
511 · Gen Govt- Legislative	0.00	2,600.00	-2,600.00	0.0%
512-513 · Gen Govt- Exec, Fin & Admin	26,380.76	178,134.89	-151,754.13	14.8%
514 · Gen Govt- Legal Counsel	2,506.10	12,000.00	-9,493.90	20.9%
519 · Gen Govt- Other Gen Govt	63,030.75	324,927.15	-261,896.40	19.4%
529 · Public Safety- Other Public Saf	14,869.76	111,031.93	-96,162.17	13.4%
539 · Physical Env- Other Phys Env	16,242.83	115,425.37	-99,182.54	14.1%
541 · Transportation- Road & Street	742.05	10,500.00	-9,757.95	7.1%
572 · Culture/Rec- Parks & Recreation	35,582.83	282,629.96	-247,047.13	12.6%
701 · Capital Outlay	5,225.00	39,000.00	-33,775.00	13.4%
8000099 · Contingency Expense	5,000.00	56,038.70	-51,038.70	8.9%
<b>Total Expense</b>	<b>169,580.08</b>	<b>1,132,288.00</b>	<b>-962,707.92</b>	<b>15.0%</b>
Net Ordinary Income	218,401.27	0.00	218,401.27	100.0%
Other Income/Expense				
Other Income	43,698.50	262,200.00	-218,501.50	16.7%
Other Expense	57,338.84	262,200.00	-204,861.16	21.9%
Net Other Income	-13,640.34	0.00	-13,640.34	100.0%
Net Income	<b>204,760.93</b>	<b>0.00</b>	<b>204,760.93</b>	<b>100.0%</b>

9:09 AM

12/11/17

Accrual Basis

**Port Malabar Holiday Park**  
**Profit & Loss Budget vs. Actual**  
**November 2017**

	Nov 17	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
325 · Special Assessments	406,868.82	0.00	406,868.82	100.0%
334-389 · Other Revenue Sources	1,100.60	0.00	1,100.60	100.0%
<b>Total Income</b>	<b>407,969.42</b>	<b>0.00</b>	<b>407,969.42</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>407,969.42</b>	<b>0.00</b>	<b>407,969.42</b>	<b>100.0%</b>
Expense				
512-513 · Gen Govt- Exec, Fin & Admin	14,450.41	0.00	14,450.41	100.0%
514 · Gen Govt- Legal Counsel	1,014.00	0.00	1,014.00	100.0%
519 · Gen Govt- Other Gen Govt	39,307.22	0.00	39,307.22	100.0%
529 · Public Safety- Other Public Saf	5,692.27	0.00	5,692.27	100.0%
539 · Physical Env- Other Phys Env	6,575.13	0.00	6,575.13	100.0%
541 · Transportation- Road & Street	27.18	0.00	27.18	100.0%
572 · Culture/Rec- Parks & Recreation	8,296.56	0.00	8,296.56	100.0%
8000099 · Contingency Expense	5,000.00	0.00	5,000.00	100.0%
<b>Total Expense</b>	<b>80,362.77</b>	<b>0.00</b>	<b>80,362.77</b>	<b>100.0%</b>
<b>Net Ordinary Income</b>	<b>327,606.65</b>	<b>0.00</b>	<b>327,606.65</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
Other Income	21,849.25	0.00	21,849.25	100.0%
Other Expense	35,489.59	0.00	35,489.59	100.0%
<b>Net Other Income</b>	<b>-13,640.34</b>	<b>0.00</b>	<b>-13,640.34</b>	<b>100.0%</b>
<b>Net Income</b>	<b>313,966.31</b>	<b>0.00</b>	<b>313,966.31</b>	<b>100.0%</b>





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**JOB DESCRIPTION:** District Manager  
**REPORTS TO:** Board of Trustees

The District Manager shall act as the information liaison for the District.

Under the direction of the Board of Trustees, the Manager shall represent the Board of Trustees and the District in accordance with all Florida Statutes, local ordinances and directives from the Board of Trustees during contacts with owners, residents, their guests, and other private and governmental entities to consistently and effectively implement the District's policies, regulations, and any additional assignments, in a professional manner. The Manager is responsible for the achievement of tangible results in any directive given. Directives given involve certain degrees of urgency to produce acceptable and appropriate results. Directives may require firm dealings with various people (ie: residents, contractors, inspectors, city officials), planning, budget decisions, problem solving and strong organizational skills to achieve expected results. Appropriate delegation of responsibilities will be expected as this position requires the ability to handle multiple projects concurrently.

## **ESSENTIAL RESPONSIBILITIES, ACTIVITIES and FUNCTIONS of the DISTRICT MANAGER:**

### **Personal Attributes:**

1. Manage, supervise, and coordinate all activities of the District in an effective, efficient, and professional manner;
2. Requires professional knowledge and the ability to conceive, analyze, evaluate, and exercise good judgment and willing and able to effectively implement, efficiently carryout and continually support programs desired by the Board of Trustees;
3. Must have good management intrapersonal skills, financial administration and the design of financial accounting/reporting systems, working knowledge of the public works system, understanding of fund investments, public relations, and the general accounting and computer software generally utilized by Florida local government;
4. Prefer a working knowledge of roads, drainage, and sidewalk maintenance, use and repair of small equipment and running of maintenance equipment as needed for regular upkeep of the community.
5. Must be able to accept constructive criticism, redirect changes in plans, priorities, policies and procedures as approved by the Board of Trustees
6. Communicate District business to the Board of Trustees a minimum of once per week via email or sooner if required.
7. Use of appropriate and professional "people skills" when interacting with residents, Trustees, employees and all outside companies.
8. A strong understanding of budget preparation is essential.
9. Ability to work independently yet within the scope of direction of the Board of Trustees.
10. Thorough knowledge of Florida Statutes relating to Special Recreation Districts as



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outlined in the Florida Special District Handbook.

## **District Personnel:**

1. Responsible for selecting qualified applicants, hiring, training, directing, evaluating and promoting. action Enforcing personnel disciplinary policies as required, up to and including termination of employees in accordance with the Employee Personnel Manual, Districts Rules and Regulations, ACC rules and regulations, and all applicable laws. Department head appointments must be approved by the Board of Trustees.
2. Maintain administrative organization of the District to ensure efficiency of operation.
3. Annually performs evaluations of supervisors, review evaluations for all other employees. Make recommendations to the Board of Trustees for any compensation adjustments that are warranted based on employee reviews. All performance evaluations must be completed by March.
4. Request approval from the Board of Trustees for any changes to the number of employees within a department.
5. Oversee proper coordination of responsibilities and duties between departments and between employees to minimize duplication of effort and to reduce operating costs.
6. Maintain confidentiality of all District information except information that is deemed public knowledge.
7. Institute and maintain fiduciary responsibilities, including all monies of the District to the District and to the Board of Trustees
8. Responsible for identifying and proposing to the Board of Trustees the implementation of methods and to increasing efficiency and quantity of service in all areas.
9. Coordinates departmental activities and sets attainable goals for each department.

## **Policies and Procedure:**

1. Will actively support and implement all Policies, Rules and Regulations, Deed of Restrictions and By-Laws established by the Board of Trustees in connection with the operation of the District.
2. Suggest new Policies or Rules and Regulations of the District. Suggest modifications to existing Policies or Rules and Regulations.
3. Maintain existing purchasing, accounting, and administrative procedures consistent with legal requirements and business practices.
4. Request and review a minimum of three (3) outside contractor bids and consultant proposals; present those proposals to the Board of Trustees; prepare recommendations for approval or disapproval when required.
5. Periodically review properties (both vacant and occupied) and make recommendations to the Board of Trustees for required improvements to said properties per the Deed of Restrictions.
6. Prepares federal and state grant requests and administers any grant program obtained.



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### **Regulatory:**

1. Is required to understand state and federal laws as they relate to the District and properties, activities, finance, reporting conduct and operations of local governmental units, particularly F. S. 418 Part 2, Mobile Home Park Recreation Districts and F. S. Chapter 286 ("Sunshine Law"), and insure timely compliance.
2. Immediately report any notices of investigations/violations to the Board of Trustees;
3. Submit regulatory reports required by the State and other agencies deadlines.

### **Meetings:**

1. Assist the Chairman of the Board in preparation of meeting agendas and in selecting items and priorities for discussion.
2. Prepare or assign preparation of supporting documents for all agenda items.
3. Attend regular, special and sub-committee meetings of the Board of Trustees.
4. Participate in meetings, discussions, project site visits, workshops and hearings that may pertain to the administration of services being provided or planned, and report results to the Board of Trustees;
5. Responsible for posting all meetings and preparation of all required legal announcements and notices relating to District business, operations, and activities.
6. Assist in presentations (PowerPoint) and recommendations to the Board of Trustees regarding construction or acquisition of infrastructure, capital improvements, and capital items.

### **Finance:**

1. Responsible for preparing income and expense projections and presenting budget recommendations to the Board of Trustees;
2. Assist Board of Trustee's Treasurer in the management of District's finances, bank and credit accounts, loans and investment vehicles within established District policies and applicable laws and fiduciary responsibilities; Responsible for the District Credit Card(s) in compliance with the District policy: District Credit Card(s) are to remain in the District office, locked in the Managers desk and only allowed to leave the office to purchase a specific/and or approved items(s) then returned to the locked desk, the signed/dated store receipt/invoice to be given to the office administrative personnel. Manager is responsible for monitoring all credit card purchases from all employees and will sign off on any/all purchases made and accompanied by all receipts. Fiduciary responsibility applies in all purchasing instances.
3. Administer the District's finances and budget(s) in accordance with Board's direction and applicable regulations and oversee the timely submission of all reports required by other agencies;
4. Request approval for adjustments to the annual budget when required or appropriate;
5. Assist in presentations and recommendations to the Board regarding means and methods of financing construction or acquisition of infrastructure, capital improvements and capital items.



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6. Control and administer the District's finances and budget(s) in accordance with the Board's direction and applicable regulations with the timely submission of all reports required by other agencies.
7. Research and apply for grants applicable to the District needs or requirements.

## **Payroll:**

1. Responsible for accuracy of employee payroll, calculating hours, regular vacation, medical and overtime.
2. Prepare payroll for processing or train office personnel to perform these duties.

## **Purchasing and Payment:**

1. Coordinate payment to suppliers, contractors and professional service providers;
2. Arrange for satisfactory delivery of requested materials and services.
3. Responsible for obtaining supplies and services at the lowest and best costs.
4. All purchases MUST have receipts or a copy of a paid order form from the vendor to be accepted and reimbursed to any employee.

## **Information Systems:**

1. Maintain databases, update as needed; back up hard drives and store appropriate data. Maintain software and upgrade as needed.
2. Design forms as needed, maintain District website and TV Channel 732.
3. Establish procedures for maintaining resident files and files relating to ALL District business.
4. Maintain employee personnel files (notes to file complaints; acknowledgements; employee reviews; promotions etc.)
5. Train and cross-train all office personnel in duties performed in the District Office.

## **Required Hours:**

1. Will work a minimum of forty (40) hours per week and may be required to work nights and/or weekends.
2. The District Manager is expected to perform at a high level professional service to ensure the District operates effectively and efficiently.
3. He or she must be available to be contacted 24/7 for emergencies and may be required to come into work to protect the interests and property of the District.

He or she will perform additional services, duties, and responsibilities as directed by the Board

## **QUALIFICATIONS:**

### **Education:**

1. Graduate from an accredited four year college or university program with 3+ years as a Chief Administrative Officer in a municipal government or equivalent combination of experience and training. High School degree or Technical Degree will be



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- considered with 5+ years of direct hands on and field management experience, budget responsibilities, administration, and construction experience.
2. Hands on experience with small equipment repairs, mower repairs, electrical/plumbing knowledge and experience, or the knowledge of such equipment through past experience managing a lawn maintenance crew. The ability to run heavy equipment or the knowledge to acquire heavy equipment as necessary.
  3. Ability to follow and give clear verbal and written instructions, assignments and/or directions, understand and write/express thoughts and comments clearly in English.
  4. Ability to prepare formal correspondence, governmental reports and technical studies using the appropriate format, punctuation, spelling and grammar of business English.
  5. Must have the strong technical ability to mentor other employees to increase duties or skills to their knowledge base.

## **Physical:**

1. May be required to sit for long periods of time;
2. May be required to walk or stand for periods of time of one hour or more;
3. Must be able to lift, carry, push, pull, or move objects weighing up to 20 pounds;
4. Must have effective use of hands and arms;
5. Must have a minimum of 20/50 in both eyes (corrective lenses acceptable);
6. Capable of hearing sufficiently to communicate with others (hearing aids acceptable).
7. Must be able to navigate a golf cart throughout the park for District Business.

## **Notice:**

The District is a drug and alcohol free work place and is an Equal Opportunity Employer. As a condition of employment, employee acknowledges that the District reserves the right, subject to statutory requirements, to promote, demote, reassign, suspend, or terminate any employee without notice or status (At will employee, per Florida State employment regulations)

By signing below, employee acknowledges that he/she has been given a copy of this Job Description and the Employee Manual which denotes acceptance/agreement to each policy. Copy of signed document will be placed in the employee's file maintained in the District office.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Date



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**JOB DESCRIPTION:**      **District Manager**  
**REPORTS TO:**            **Board of Trustees**

The District Manager shall act as the information liaison for the District.

Under the direction of the Board of Trustees, the Manager shall represent the Board of Trustees and the District in accordance with all Florida Statutes, local ordinances and directives from the Board of Trustees during contacts with owners, residents, their guests, and other private and governmental entities to consistently and effectively implement the District's policies, regulations, and any additional assignments, in a professional manner. The Manager is responsible for the achievement of tangible results in any directive given. Directives given involve certain degrees of urgency to produce acceptable and appropriate results. Directives may require firm dealings with various people (ie: residents, contractors, inspectors, city officials), planning, budget decisions, problem solving and strong organizational skills to achieve expected results. Appropriate delegation of responsibilities will be expected as this position requires the ability to handle multiple projects concurrently.

### **ESSENTIAL RESPONSIBILITIES, ACTIVITIES and FUNCTIONS of the DISTRICT MANAGER:**

#### **Personal Attributes:**

1. Manage, supervise, and coordinate all activities of the District in an effective, efficient, and professional manner;
2. Requires professional knowledge and the ability to conceive, analyze, evaluate, and exercise good judgment and willing and able to effectively implement, efficiently carryout and continually support programs desired by the Board of Trustees;
3. Must have good management intrapersonal skills, financial administration and the design of financial accounting/reporting systems, working knowledge of the public works system, understanding of fund investments, public relations, and the general accounting and computer software generally utilized by Florida local government;
4. Must be able to accept constructive criticism, redirect changes in plans, priorities, policies and procedures as approved by the Board of Trustees
5. Communicate District business to the Board of Trustees a minimum of once per week via email or sooner if required.
6. Use of appropriate and professional "people skills" when interacting with residents, Trustees, employees and all outside companies.
8. A strong understanding of budget preparation is essential.
9. Ability to work independently yet within the scope of direction of the Board of Trustees.
10. Thorough knowledge of Florida Statutes relating to Special Recreation Districts as outlined in the Florida Special District Handbook.

#### **District Personnel:**



## PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

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1. Responsible for selecting qualified applicants, hiring, training, directing, evaluating and promoting. action Enforcing personnel disciplinary policies as required, up to and including termination of employees in accordance with the Employee Personnel Manual, Districts Rules and Regulations, ACC rules and regulations, and all applicable laws. Department head appointments must be approved by the Board of Trustees.
2. Maintain administrative organization of the District to ensure efficiency of operation.
3. Annually performs evaluations of supervisors, review evaluations for all other employees. Make recommendations to the Board of Trustees for any compensation adjustments that are warranted based on employee reviews. All performance evaluations must be completed by March.
4. Request approval from the Board of Trustees for any changes to the number of employees within a department.
5. Oversee proper coordination of responsibilities and duties between departments and between employees to minimize duplication of effort and to reduce operating costs.
6. Maintain confidentiality of all District information except information that is deemed public knowledge.
7. Institute and maintain fiduciary responsibilities, including all monies of the District to the District and to the Board of Trustees
8. Responsible for identifying and proposing to the Board of Trustees the implementation of methods and to increasing efficiency and quantity of service in all areas.
9. Coordinates departmental activities and sets attainable goals for each department.

### **Policies and Procedure:**

1. Will actively support and implement all Policies, Rules and Regulations, Deed of Restrictions and By-Laws established by the Board of Trustees in connection with the operation of the District.
2. Suggest new Policies or Rules and Regulations of the District. Suggest modifications to existing Policies or Rules and Regulations.
3. Maintain existing purchasing, accounting, and administrative procedures consistent with legal requirements and business practices.
4. Request and review a minimum of three (3) outside contractor bids and consultant proposals; present those proposals to the Board of Trustees; prepare recommendations for approval or disapproval when required.
5. Periodically review properties (both vacant and occupied) and make recommendations to the Board of Trustees for required improvements to said properties per the Deed of Restrictions.
6. Prepares federal and state grant requests and administers any grant program obtained.

### **Regulatory:**



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1. Is required to understand state and federal laws as they relate to the District and properties, activities, finance, reporting conduct and operations of local governmental units, particularly F. S. 418 Part 2, Mobile Home Park Recreation Districts and F. S. Chapter 286 ("Sunshine Law"), and insure timely compliance.
2. Immediately report any notices of investigations/violations to the Board of Trustees;
3. Submit regulatory reports required by the State and other agencies deadlines.

## **Meetings:**

1. Assist the Chairman of the Board in preparation of meeting agendas and in selecting items and priorities for discussion.
2. Prepare or assign preparation of supporting documents for all agenda items.
3. Attend regular, special and sub-committee meetings of the Board of Trustees.
4. Participate in meetings, discussions, project site visits, workshops and hearings that may pertain to the administration of services being provided or planned, and report results to the Board of Trustees;
5. Responsible for posting all meetings and preparation of all required legal announcements and notices relating to District business, operations, and activities.
6. Assist in presentations (PowerPoint) and recommendations to the Board of Trustees regarding construction or acquisition of infrastructure, capital improvements, and capital items.

## **Finance:**

1. Responsible for preparing income and expense projections and presenting budget recommendations to the Board of Trustees;
2. Assist Board of Trustee's Treasurer in the management of District's finances, bank and credit accounts, loans and investment vehicles within established District policies and applicable laws and fiduciary responsibilities; Responsible for the District Credit Card(s) in compliance with the District policy: District Credit Card(s) are to remain in the District office, locked in the Managers desk and only allowed to leave the office to purchase a specific/and or approved items(s) then returned to the locked desk, the signed/dated store receipt/invoice to be given to the office administrative personnel. Manager is responsible for monitoring all credit card purchases from all employees and will sign off on any/all purchases made and accompanied by all receipts. Fiduciary responsibility applies in all purchasing instances.
3. Administer the District's finances and budget(s) in accordance with Board's direction and applicable regulations and oversee the timely submission of all reports required by other agencies;
4. Request approval for adjustments to the annual budget when required or appropriate;
5. Assist in presentations and recommendations to the Board regarding means and methods of financing construction or acquisition of infrastructure, capital improvements and capital items.
6. Control and administer the District's finances and budget(s) in accordance with the Board's direction and applicable regulations with the timely submission of all reports





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required by other agencies.

7. Research and apply for grants applicable to the District needs or requirements.

## **Payroll:**

1. Responsible for accuracy of employee payroll, calculating hours, regular vacation, medical and overtime.
2. Prepare payroll for processing or train office personnel to perform these duties.

## **Purchasing and Payment:**

1. Coordinate payment to suppliers, contractors and professional service providers;
2. Arrange for satisfactory delivery of requested materials and services.
3. Responsible for obtaining supplies and services at the lowest and best costs.
4. All purchases MUST have receipts or a copy of a paid order form from the vendor to be accepted and reimbursed to any employee.

## **Information Systems:**

1. Maintain databases, update as needed; back up hard drives and store appropriate data. Maintain software and upgrade as needed.
2. Design forms as needed, maintain District website and TV Channel 732.
3. Establish procedures for maintaining resident files and files relating to ALL District business.
4. Maintain employee personnel files (notes to file complaints; acknowledgements; employee reviews; promotions etc.)
5. Train and cross-train all office personnel in duties performed in the District Office.

## **Required Hours:**

1. Will work a minimum of forty (40) hours per week and may be required to work nights and/or weekends.
2. The District Manager is expected to perform at a high level professional service to ensure the District operates effectively and efficiently.
3. He or she must be available to be contacted 24/7 for emergencies and may be required to come into work to protect the interests and property of the District.

He or she will perform additional services, duties, and responsibilities as directed by the Board

## **QUALIFICATIONS:**

### **Education:**

1. Graduate from an accredited four year college or university program with 3+ years as a Chief Administrative Officer in a municipal government or equivalent combination of experience and training. High School degree or Technical Degree will be considered with 5+ years of direct hands on and field management experience, budget responsibilities and administrative experience.



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2. Ability to follow and give clear verbal and written instructions, assignments and/or directions, understand and write/express thoughts and comments clearly in English.
3. Ability to prepare formal correspondence, governmental reports and technical studies using the appropriate format, punctuation, spelling and grammar of business English.
4. Must have the strong technical ability to mentor other employees to increase duties or skills to their knowledge base.

### **Physical:**

1. May be required to sit for long periods of time;
2. May be required to walk or stand for periods of time of one hour or more;
3. Must be able to lift, carry, push, pull, or move objects weighing up to 20 pounds;
4. Must have effective use of hands and arms;
5. Must have a minimum of 20/50 in both eyes (corrective lenses acceptable);
6. Capable of hearing sufficiently to communicate with others (hearing aids acceptable).
7. Must be able to navigate a golf cart throughout the park for District Business.

### **Notice:**

The District is a drug and alcohol free work place and is an Equal Opportunity Employer. As a condition of employment, employee acknowledges that the District reserves the right, subject to statutory requirements, to promote, demote, reassign, suspend, or terminate any employee without notice or status (At will employee, per Florida State employment regulations)

By signing below, employee acknowledges that he/she has been given a copy of this Job Description and the Employee Manual which denotes acceptance/agreement to each policy. Copy of signed document will be placed in the employee's file maintained in the District office.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Date

## **Port Malabar Holiday Park Mobile Home Park Recreation District**

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Holiday Park expects all employees to conduct themselves in a positive and professional manner. All employees shall be neat and clean in appearance.

**JOB DESCRIPTION:** Parks Maintenance

**SUPERVISOR:** Parks Maintenance Supervisor  
District Manager

**WORKING HOURS:** 40 hour work week, Monday through Friday from 7:00 AM -4:00 PM,  
(2) 15 minute breaks (morning/afternoon) and one hour for lunch to meet Federal guidelines. Additional mandatory weekend hours as needed.

### **JOB RESPONSIBILITIES:**

Mowing, weed whipping, edging, blowing grass clippings, trimming trees and shrubbery, removing debris from common grounds  
Use of hand and power tools including weed-eater, industrial riding mower, edger and other equipment used for lawn and landscape maintenance  
Use of ladders, chainsaws and other tree care equipment  
Provide cleaning and basic preventative maintenance to equipment  
Maintain clean work area  
Additional duties and projects as assigned by Supervisor or District Manager  
Support and enforce all policies, OSHA rules, safety regulations & guidelines  
Ability to work effectively with others  
Ability to follow directions from Supervisor  
Other duties as assigned

### **SPECIFIC DUTIES:**

Use and maintain assigned power equipment and hand tools  
Perform assigned tasks thoroughly and efficiently  
Follow instructions as directed regarding the use of chemicals and supplies  
Use all equipment in a safe manner  
Move equipment, supplies and tools as required  
Maintain slow to medium mowing speed to prevent any damage to resident's property and/or grass  
Operate safely all job related equipment  
Immediately report unsafe working conditions to Supervisor or District Manager  
Assist Building Maintenance staff in performing assigned duties when directed by Supervisor or District manager  
Knowledge of ACC Rules & Regulations  
Perform related duties as required

### **PHYSICAL REQUIREMENTS:**

Continuous walking, bending, standing, lifting, moving, or carrying large bulky items up to 75 lbs  
Safely operating potentially dangerous equipment  
Ability to work outside year round in cold, hot, and occasionally in rainy conditions  
Effective use of arms and hands

## **Port Malabar Holiday Park Mobile Home Park Recreation District**

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Holiday Park expects all employees to conduct themselves in a positive and professional manner. All employees shall be neat and clean in appearance.

**JOB DESCRIPTION:** Parks Maintenance Supervisor

**SUPERVISOR:** District Manager

**WORKING HOURS:** 40 hours per work week, Monday-Friday 7:00AM-4:00PM, (2) 15 minute breaks and one hour lunch, as required to meet Federal guidelines. Additional mandatory weekend hours as needed

### **JOB RESPONSIBILITIES:**

Supervise all Parks Maintenance employees  
Train employees, and retrain when necessary, in proper use of mowers, trimmers, blowers, edgers  
Plan and coordinate work schedule for all assigned duties  
Train, schedule and direct employees in the following areas:  
    proper use of equipment provided  
    landscaping and grounds keeping activities  
    proper use of fertilizers, pesticides and other chemicals according to specifications  
    proper repair and maintenance of grounds equipment, buildings, roads, storm drains, signs, striping roads, painting, retention ponds and other activities as assigned by the Manager  
Provide work status reports to District Manager in detail and on time  
Answer inquiries from residents in courteous manner  
Up hold District rules and regulations  
Knowledge of ACC Rules & Regulations regarding plantings  
Effectively work with residents, Trustees and other employees  
Review time punched cards for accuracy  
Establish safety procedures  
Support and enforce all policies, OSHA rules, safety regulations & guidelines  
Other duties as assigned

### **SPECIFIC GROUNDS MAINTENANCE DUTIES:**

#### **Lawn Maintenance-**

Fax schedule to District office on Friday  
Oversee lawn mowing according to schedule

#### **Equipment Maintenance-**

Weekly schedule and oversee maintenance on all equipment assigned to parks maintenance  
Use established practices and procedures to complete maintenance as scheduled.

#### **Safety-**

When necessary Parks Maintenance Supervisor may operate job related equipment  
Equipment must be handled in a safe manner  
Train grounds maintenance employees to safely operate all job related equipment including but not limited to mowers, trimmers, edgers, blowers, hand-operated power tools and hand tools  
Use safety equipment provided by District  
Properly dispose of chemicals and waste

**Job Descriptions: Park Maintenance Supervisor (cont.)**

**EDUCATION and EXPERIENCE:**

**Education-**

High School Diploma or Equivalent

Degree from an accredited college or university desired

Formal training in turf management or other directly related field encompasses Parks Maintenance

**Experience-**

Six (6) or more years of park maintenance and/or landscaping including two (2) years of supervisory experience managing a crew in park maintenance, landscaping or related environment

Knowledge to provide proper equipment maintenance

**Substitute Education for Experience-**

Associate Degree may be substituted for 1 year of experience; related Bachelors' Degree for 2 years of experience,

Must have at least two (2) years of ground experience and supervisory experience

**NOTICE:**

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By signing below, employee acknowledges that he/she has been given a copy of this Job Description and the Employee Manual which denotes acceptance/agreement to each policy. Copy of signed document will be placed in the employee's file maintained in the District office.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

## Proposal for Employee Bonuses:

(Last year supervisors received \$50 and all other employees received \$25 for a total of \$720)

District Manager \$100

(Admin Assistant for 10 months of year)

Supervisors to receive \$75 each: \$150

Bruce Gilbert

Jody Storozuk

Office and Park Maintenance employees to receive \$50 each: \$250

Breanna Earley

Chris Brush

Shawn Shaffer

DeWayne Herrin

James Klasssen

Gate employees to receive \$25 each:\$175

Steve Wooldridge

Ralph Connor

Eddie McWilliams

Tom Aceto

Jim Silva

Mike Kase

Jim Richey

Total of \$675

\*\*Custodial bonuses paid by HPPOA