



**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

February 12, 2018 - 7:00 PM

Allison Kelly
Chairman

Donna Matton
Trustee

Keith Rittscher
Secretary

Kendra Bender
Treasurer

Bob Eldridge
Trustee

Traci DelGaudio
District Manager

Bob Shortlidge
2nd Vice-Chairman

Trustee

Helen Ferguson
Assistant Treasurer

Trustee

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 called to order by Allison Kelly**
2. **Invocation by Keith Rittscher**
3. **Pledge of Allegiance**
4. **Roll Call by Donna Matton**

Present were Allison Kelly, Chairman; Donna Matton, 1st Vice Chairman; Bob Shortlidge, 2nd Vice Chairman; Keith Rittscher, Secretary; Kendra Bender, Treasurer; Helen Ferguson, Assistant Treasurer; Bob Eldridge, Trustee;

5a. Allison Kelly; I took this position as Chairman because I was concerned about this community. I want to see our community grow, thrive and be happy. We have to abide by the rules and regulations, our oath of office, and the Florida constitution. There are certain stipulations we must adhere to on this Board. You hear a lot about the Sunshine Law and how much it ties our hands because we can't talk to each other. That's just the rules and those are the regulations we have to follow. I have gotten a disturbing email from a member of this Board. By virtue of being Chairman I am going to deliver notice to this Trustee. The Board has not seen this, these are legal documents and they will be filed in the proper files and with the state attorney general. Allison Kelly reads a letter regarding removal of Donna Matton from the Board of Trustees (attached). **Allison Kelly;** You have a right to appeal. **Donna Matton;** The reason I spoke up was because we were not following our By Laws and the 3 minute rule. People were being allowed to talk and say things that hurt other people. **Allison Kelly;** The Sunshine Law clearly states we have public comment. Are you electing to resign effective immediately or are you going to pursue this meeting? **Donna Matton;** I'm going to pursue it.

Action: Motion to remove Donna Matton as 1st Vice Chairman made by Keith Rittscher, Bob Shortlidge seconds

Trustee Comment: Allison Kelly; Donna, you are no longer 1st Vice Chair. You will remain as a Trustee until the meeting takes place.

Public Comment:

Call for vote; motion passed 2 nays

5. Announcements by Chairman

1. There was an owners meeting held and we were provided feedback from that meeting. We will be addressing the things brought up at that meeting.
2. I have given assignments to all the Trustees. Bob Shortlidge has been leading the lawn crew, Keith has been working with Traci on the security camera install, Donna reviews DOR's with new renters and owners, Kendra and Helen of course continue to work on our finances, Helen was also on the new sign committee, and Bob Eldridge was



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working on our sign here and I've asked him if he was interested in working on our sound system here.

3. We have this big screen here now. We had it for Super Bowl. I wanted to see if we could get some volunteers for a movie night. Get pizza and popcorn, if anyone is interested let me know.
4. Jean Beach is resurrecting the memorial benches. If anyone has an interest in a bench please see Jean.

6. Approval of meeting minutes

Attachment: 1/22/18 Minutes

Action: Motion to Approve made by Bob Shortlidge, Helen Ferguson seconds

Trustee Comment: none

Public Comment:

Barbara Hoffman, 1021 Little; I just have a question about the approval of minutes. Have the minutes been hung up for everyone to see? **Traci;** They have been posted on the website. Barbara; Not everyone has a website. **Traci;** Unapproved minutes are not posted on the board until they are approved. **Barbara;** questions if the Trustees read the minutes before approving them **Allison Kelly;** I spoke to Bre and asked her to be a little bit more wordy when someone makes a comment to reflect that comment in the minutes so it's not lost. Our intent initially was to, when we had a website design team come in so that we could post audio so that everyone could hear every single thing. We are still working on that process but until then we will try to do much better at reflecting those.

Call for vote; motion passed

7. Treasurer's Report

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

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

Trustee Comment: **Traci;** I was just advising Kendra that our cable contract is a 10 year contract that will expire January, 2024. **Keith Rittscher;** I have a question, if this contract was signed in 2014 how come 2 months ago they raised my rates saying the contract was up for renegotiation. **Traci;** If it was your personal account, we have no contract with Spectrum regarding personal discounts for residents. **Keith Rittscher;** My contract was signed 6 months before, that's supposed to be a year and they said because of the parks contract is why it happened. So that's not true.



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Traci; I have heard for whatever reason, Spectrum is not honoring the discounts that Brighthouse was offering. I have read through the contract and there was nothing stated that they would provide us with any discounts.

Public Comment: **John LaLima, 1055 Sunflower;** You're questioning your electric bill being high. **Kendra Bender;** Our electric bill, the park electric bill. **John LaLima;** Yes, the reason that is, all of our electric bills have probably been high because of the winter we had. We've been using more heat. **Kay Barclay, 385 Holiday Park;** I spoke to Traci last week regarding the internet and paying the bill with Spectrum and you did tell me that the contract had been written and signed in 2014 but you did say that for clarification, it can be canceled with 30 days notice. **Traci;** What I told you was at the end of the 10 year period it will automatically renew for 3 consecutive years, if we wish to cancel that, we would have to send a 30 day written notice. **Mark Bodoh, 121 Holiday Park;** When you show the accounts of money over budget- **Kendra Bender;** What are you looking at? **Mark Bodoh;** At the Profit and Loss budget vs. Actual. It's got minuses in front of all those numbers, don't you think that's a little misleading? **Kendra Bender;** Our financial system prints it out that way. You can't say over or under. It looks like a bad thing, but it actually means under budget. You can't change the header. If it was a plus, we'd be over budget.

Call for vote; motion passed

8. Letters of interest to be on Board of Trustees

Attachment: Letters of interest from Barbara Whitneck and Elloise Raffa

Action: Motion to Approve letters of interest made by Kendra Bender, Helen Ferguson seconds

Trustee Comment: **Keith Rittscher;** asks if we checked any backgrounds? Allison Kelly; No, we never do. **Keith Rittscher;** says that all he's asking is if these letters of interest are all we get. **Allison Kelly;** Yes. **Bob Shortlidge;** asks that the new members look at the homeowners of this district and for the betterment of it and hopes that's the reason they are getting on.

Public Comment; none

Call for vote; motion passed

Swearing in of new members

9. Presentation on proposed signs for the park

By Jean Beach Jean Beach; The HPPOA has approved \$3,000 to contribute to this entire project.

Powerpoint presentation

Attachment: Quote comparison

Action: Motion to Approve sign design #2 for \$10,080 made by Bob



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Shortlidge, Kendra Bender seconds

Trustee Comment; **Kendra Bender**; Thank you Jean, for doing all the work. Thank you to the committee members. We need a sign and I'm happy it's happening. **Helen Ferguson**; Thank you, Jean. It was fun being on the committee.

Public Comment; questions about the signs asked all questions answered in the attached presentation.

Call for vote; motion passed

10. Discussion on adding the position of Grounds Maintenance Foreman

Allison Kelly; Bob Shortlidge felt that as we are looking for a new grounds supervisor, it would be helpful to have someone to coordinate the daily tasks and mowing schedule so we can keep on track. He has proposed a foreman position for the grounds crew. **Bob Shortlidge**; I want that foreman to stay on even after we have a supervisor I think a foreman would be helpful to the supervisor.

Attachment: Proposed Grounds Maintenance Foreman Supervisor

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

Trustee Comment; **Keith Rittscher**; asks for clarification that we are just approving the foreman position. **Allison Kelly**; Yes.

Public Comment; **Phil Matton**, 465 Holiday Park; says that Bob cannot be foreman because he lives in the park. **Bob Shortlidge**; I am retired this is a permanent position for someone else. **Sal Cursi, 1107 Keystone**; asks if they know how much they'd be paying for this position. **Bob Shortlidge**; I have told employees that this position was a possibility and I have had 2 turn in their applications. As for money, we have not decided yet. **Sal**; says that the last foreman was getting \$14 an hour. To get someone with experience and knowledge on the different kinds of grass in the park \$14 an hour seems a little cheap. **Allison Kelly**; This is to approve a foreman. We have a job description for a supervisor. We are going to hire a qualified supervisor with those skills. **Bob Shortlidge**; I believe in hiring from within. We currently have 2 people that can do this job if it's approved. **Bruce Crabb, 442 Neighborly**; asks if this is going to be a working foreman. **Bob Shortlidge**; The supervisor and foreman will be working. As acting supervisor, I am not always able to be out there and I think they need someone out there giving them guidance.
Call for vote; motion passed

11. Trustee Project Updates

Bob Shortlidge; This is my report as acting lawn crew supervisor over the last few



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weeks. When I first arrived at the compound it was a mess. You couldn't find anything you were looking for. I had the crew bring all the mowers out, power wash and repair them. We cleaned the garage and placed all the mowers in an orderly fashion. There were 2 other mowers that were not usable. One we will take all the good parts off and scrap the rest. The other mower runs but the deck is broken and it will cost more to fix than it's worth. We have it for sale on the internet. While cleaning everything out we found a good usable trailer underneath the debris. When it came to safety all the employees were lacking. They did not have the proper gloves to protect their hands, there was no eye wash station and their rain gear was not fit to wear. So to remedy these conditions we purchased new rain gear and gloves. I created a safety station consisting of an eye wash station. I changed some policies around at the compound for safety reasons. There is no longer smoking or vaping allowed in the buildings. Safety glasses and ear plugs will be worn when mowing or edging. We have purchased lockers for employees to place personal items and PPE gear. We purchased an air compressor, hedge trimmer, cordless drill and impact guns. The crew would fill the bed of the truck with gas cans and drive to the gas station and fill them. In my opinion, it was unsafe and not cost effective. I went to Traci and she has placed calls about purchasing a fuel tank. We can have one, it has to be a double fuel tank. Traci will talk about this at the next meeting. There was 180 gallons of used oil at the compound. I informed Traci and asked her to find a company that can remove it in a safe and timely manner. The oil will be removed tomorrow. I inspected the truck to see what the garage had done. In my opinion, it was not fixed so I personally drove it to the garage and spoke to the mechanics. The truck was returned within a couple of days and it was up to my standards. After working with the crew I have found that they are very proficient in their jobs. There was an unsightly tree at the entrance of the park which myself and the crew removed. We finished mulching at the entrance and the community center. Traci and I have looked over all the applications we have received for grounds supervisor and have narrowed it down to 3. We are starting the interview process this week. I feel that I have vastly improved the working conditions of the grounds crew and cut costs. Last week we did 5 days of mowing in 4 days. We have improved the beauty of the park and will continue to improve for the future. **Keith Ritscher**; asks if we are looking at applications for foreman. **Bob Shortlidge**; We are only looking at supervisor and crew members. **Donna Matton**; gives her update on reviewing DOR'S with new renters and owners. She has gone over them with 1 new owner and will be meeting with another tomorrow. She placed several calls to a new renter and has not gotten a call back. Another woman said she understood the paperwork and rules for living in the park. **Keith Ritscher**; brings up that there is some trouble getting 3 signatures on applications for rent or purchase and if we could consider just getting 1 or 2 signatures. **Allison Kelly**; It should be the office's job to contact Trustees when there is paperwork that needs to be signed. **Keith Ritscher**; I have been working with Traci for the last week on the installation of the cameras. It's really just a matter of communication. Spectrum showed up and installed the office ones but were not able to set it up at the gate because there was no electricity. It's a work in progress.

12. Old Business

Allison Kelly; We have had several more complaints about 206. I will be taking a visit to the police station in the next couple of days to get a police report. I will set up another meeting with officer Rogers. This is escalating, with rumors and getting out of hand. I want



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to get the facts and hopefully I will have a report to give at the next meeting.

13a. Public Questions and Answers

Allison Kelly; There have been a lot of people asking questions and a lot of things flying around. I would like to give everyone the chance to ask this Board questions and get some answers. **Beck Earnest, 205 Borel;** The organ in the back, nobody plays. I would like to ask if HPPOA can sell it to get the funds for a new piano. **Allison Kelly;** I don't have a problem with that. **Keith Rittscher;** Would you sell the old piano as well? You're asking permission to sell both? **Becky;** Yes, we would like to sell both. **Allison Kelly;** Any objections? **Kendra Bender;** I'll see if it's on the fixed assets list, we'll have to write it off. How old is it, I'm sure it's depreciated. **Becky;** I have no idea. **Keith Rittscher** makes a motion to approve the sale of the organ, **Bob Shortlidge** seconds. **Becky;** would like to know if anything has been done about the fridge and freezer locks. **Traci;** Brevard Locksmith has been called. They are currently looking for a mechanism that fits your specifications. As for it being left unlocked, the office did not sign out the keys to anyone. **Howard Sprague, 126 Holiday Park;** had no problem with work being done out front but had wondered who would be taking care of the plants. Says that if you look our front there's nothing but dead plants. Why are we spending money on things we are not going to take care of and keep up with? Wishes there was a blower in the shed for them when they play bocce and shuffleboard. When they mow they never blow the grass off. **Allison Kelly;** You have a point of contact, Bob will take care of it. **Bob Shortlidge;** Now that I know about it, I will make sure it's being taken care of. **Sal Cursi, 1107 Keystone;** says that the blue tarp on the roof and the drywall needs to be addressed immediately. **Allison Kelly;** I discussed this with Traci a while ago. As well as the issue we are having with the dryer. That is a keynote she will be looking into. **Traci;** I spoke with American Constructors last week, he will be sending Brian Fox, who was one of the contractors that worked on the remodel out sometime this week. **Karren Carrerio 181 Holiday Park;** after \$6,000 for lights at the bocce court had been rescinded she has gotten 2 quotes to put a roof over the bocce court. One from Helms Aluminum which is \$6,800 and one from Palm Bay Aluminum for \$8,295. Bob Shearer talked to the bocce guys and they are willing to put the roof up themselves. That would save the park a lot of money. **Allison Kelly;** Thank you for doing the work, that's great. **John LaLima, 1055 Sunflower;** suggests the board vote on a price range for the grounds supervisor rate of pay. **Allison Kelly;** It will come up during the interview process. After a candidate is narrowed down, Bob and Traci will present a figure to the board. **Karen Karrerio, 181 Holiday Park;** reads a letter regarding a petition to remove Donna Matton from the Board of Trustees. **Donna Matton;** What I said was that those people that live here year round, we have noticed when the snowbirds leave everything quiets down, we are not emotionally upset or worked. What happens is these people are the ones that cause the upheaval. **Jean Beach, 1090 Moonlight;** the organ was not purchased by HPPOA or the district, it was donated. **Charlotte Gladstone;** addresses Allison coming onto her property regarding her grandchildren rollerskating in the park. **Allison Kelly;** Thank you for your comments, thank you for your letter. **Moria Washington;** asks Bob Shortlidge if the lawn crew is going to paint the cross walk at the gate. **Bob Shortlidge;** I looked into that, I'm just trying to figure out when we can do that so it can dry. **Bruce Crabb, 442 Neighborly;** thanks Bob for cleaning up the compound and Allison for allowing people to speak.



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13. Public comments

14. Trustee comments

Bob Eldridge; This park is in 2 different factions. No one wants to agree on anything.

There's no give or take. If we can't change that, this park will tear itself apart. The board has got to stop fighting. I'm concerned with what happened tonight. What I heard was that you, Allison, received an email.

Because of that we all got a letter. We ended up voting. I don't know why that vote even came up if we knew we'd be getting 2 new members. We should have waited for that vote and these people have got to live with that.

I don't think it's wrong for people on this Board to say "Allison, I don't agree with this." If we can't work together, we can't get anything done. **Allison**

Kelly; Your upset may come from not understanding the Sunshine law. We have rules we have to follow serving on this board. I encourage every Trustee to read their handbook and understand. As Chairman, it is my job to make sure the board is being run the way it should be run. As for the new Trustees, they were not Trustees when I received that email so it was none of their concern. **Bob Eldridge;** If I understand

correctly, we can't talk about things we will be voting on. She didn't say anything about a vote.

Allison Kelly; If you read the email, it was pertaining to Traci's review. That's a Special Meeting and we cannot discuss it. It's a violation of the Sunshine law. **Donna Matton;** I was bringing up the fact that you just need to let the girl do her job. If she needs help, let her come to you. **Keith Rittscher;** This should be discussed at the meeting pertaining to this. **Allison**

Kelly; Yes. **Bob Shortlidge;** Everyone has their opinion, this board has come together more than it has in the past. This board has every homeowner in their agenda. **Kendra Bender;** This was a hard night. This letter shocked me. But Allison, I believe you had to do it. I joined the board because I wanted to help. I want us all to work together. What I saw with Jean Beach and the committee, it was so nice to see something get done. **Helen Ferguson;** I have been so proud of all of us coming together. Thank you. **Keith Rittscher;** We won't always agree but we have to be respectful. Let's use our money and do good with it. I agree with Bob, best board I have been on. Donna, I have been through having the Sunshine law brought against me, you go through the process. Everything can be worked out. Let's not be afraid to invest in our park. **Barbara Whitneck;** I'm kinda new. I'm jus gonna listen for a while.

15. Adjournment; motion to adjourn made by Bob Shortlidge, Kendra Bender seconds. 8:55pm



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* TO FILE

February 12, 2018

Ms. Donna Matton
1st Vice Chairman
Port Malabar Holiday Park Mobile Home Park Recreation District

Re: Removal from the Board of Trustees for Malfeasance

Ms. Matton,
This is a formal written notice of a Special Trustee meeting to be held on February 21, 2018 at the Port Malabar Holiday Park Mobile Home Recreation District Center at 10AM, when you will have the opportunity to be heard on charges of Malfeasance, (Sunshine Law violations) per our By-Laws, Article 5 and why you should not be removed from a Trustee position on the Board of Trustees.

Regards,

Allison Kelly
Chairman, Board of Trustees
Port Malabar Holiday Park Mobile Home Park Recreation District
215 Holiday Park Blvd. NE
Palm Bay, Florida 32907



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MOBILE HOME PARK RECREATION DISTRICT**

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February 12, 2018

To: Board of Trustee Members

**Bob Shortlidge
Kendra Bender
Helen Ferguson
Keith Rittscher
Bob Eldridge**

RE: Removal of Donna Matton from her Officer position as 1st chair

Please allow this letter to notify the Board of Trustees that Trustee Ms. Donna Matton has committed a violation of the Sunshine Laws. Please see the attached email.

Based on this email, as well as a review of additional public postings where she states her intention to silence commentary by a portion of our community (namely, snowbirds), and given that Ms. Matton does not represent the best interests of the entire community, I intend to call for a Trustee vote to remove Ms. Matton from her elected position as first chair of the Board of Trustees. If so removed, she will continue to serve as a Trustee at Large until a Special meeting can be held to determine whether she may be removed from the Board for misfeasance (namely, her violation of the Sunshine Laws). This letter is being sent for information and review only, and not for discussion, in advance of tonight's meeting of the Board of Trustees.

Regards,

**Allison Kelly, Chairman
Board of Trustees
Port Malabar Holiday Park Mobile Home Park Recreation district**

Phil Matton <freedomdov@gmail.com>

2/7/2018 12:37 PM

Re: Trustee report

To ALLISON <akelly50@comcast.net>

allison for special meeting all these snow birds will be there to say terrible things .
this meeting is for us to do evaluation for traci. they are not to talke and you need to
say this to them because if you dont i will and get a vote from the trustees.

On Tue, Feb 6, 2018 at 7:46 AM, ALLISON <akelly50@comcast.net> wrote:

At the trustee meeting be prepared to discuss how many new owners or residents you have talked to these last
two weeks about rules , DOR ETC.
THANKS

Sent from XFINITY Connect App

10:47 AM

02/08/18

Accrual Basis

Port Malabar Holiday Park Profit & Loss Budget vs. Actual

October 2017 through January 2018

	Oct '17 - Jan 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
325 • Special Assessments				
0325200 • Gross Assessments	1,147,328.49	1,476,288.00	-328,959.51	77.7%
0325290 • Assessment Adjustments	-72,861.66	-92,300.00	19,338.34	79.0%
0325295 • Transferred to Debt Service Fund	-87,397.00	-262,200.00	174,803.00	33.3%
Total 325 • Special Assessments	986,969.83	1,121,788.00	-134,818.17	88.0%
334-389 • Other Revenue Sources				
0341900 • Service Charges	2,700.80	5,000.00	-2,299.20	54.0%
0361100 • Interest Income	2,994.88	2,500.00	494.88	119.8%
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	6,544.68	10,500.00	-3,955.32	62.3%
Total Income	993,514.51	1,132,288.00	-138,773.49	87.7%
Gross Profit	993,514.51	1,132,288.00	-138,773.49	87.7%
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	0.00	200.00	-200.00	0.0%
Total 511 • Gen Govt- Legislative	0.00	2,600.00	-2,600.00	0.0%
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	1,656.62	10,800.00	-9,143.38	15.3%
0512240 • Workers Comp Ins- Executive	1,036.08	2,000.00	-963.92	51.8%
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	19,608.39	47,143.20	-27,534.81	41.6%
0513210 • Payroll Taxes - Admin	1,533.21	3,084.31	-1,551.10	50.0%
0513230 • Health Insurance - Admin	177.16	6,757.00	-6,579.84	2.6%
0513240 • Workers Comp Ins - Admin	-311.16	2,871.00	-3,182.16	-10.8%
0513321 • Professional Fees - Auditing	6,500.00	16,000.00	-9,500.00	40.6%
0513322 • Contract Accounting Services	10,054.00	11,250.00	-1,196.00	89.4%
0513340 • Payroll-related Services	733.97	2,750.00	-2,016.03	26.7%
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	760.01	2,100.00	-1,339.99	36.2%
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	15.00	0.00	15.00	100.0%
0513499 • Non Capitalized Equip- Office	0.00	500.00	-500.00	0.0%
0513510 • Office Expense	2,090.78	4,150.00	-2,059.22	50.4%
0513551 • Education/Training- Admin	172.63	500.00	-327.37	34.5%
Total 512-513 • Gen Govt- Exec, Fin & Admin	48,310.75	178,134.89	-129,824.14	27.1%
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	22,351.03	60,000.00	-37,648.97	37.3%
0519432 • Utilities - Gas	550.57	2,000.00	-1,449.43	27.5%
0519433 • Utilities - Water & Sewer	1,525.42	4,000.00	-2,474.58	38.1%
0519434 • Storm Water Management	0.00	3,100.00	-3,100.00	0.0%
0519442 • Equipment Lease- General	599.40	1,200.00	-600.60	50.0%
0519451 • Insurance - Liability	2,195.32	10,500.00	-8,304.68	20.9%
0519452 • Insurance - Property	3,008.00	11,000.00	-7,992.00	27.3%
0519462 • Property Maintenance Expense	718.85	2,000.00	-1,281.15	35.9%
0519491 • Cable - TV	79,614.03	194,127.15	-114,513.12	41.0%
0519497 • Other Expense	276.53	0.00	276.53	100.0%
0519521 • Supplies Decals & Badges	255.00	500.00	-245.00	51.0%
0519541 • Taxes, Fees & Licenses	1,763.91	31,500.00	-29,736.09	5.6%
Total 519 • Gen Govt- Other Gen Govt	114,167.46	324,927.15	-210,759.69	35.1%
529 • Public Safety- Other Public Saf				
0529130 • Payroll - Gate	30,328.88	96,943.60	-66,614.72	31.3%
0529210 • Payroll Taxes - Gate	2,434.05	6,301.33	-3,867.28	38.6%
0529240 • Workers Comp Ins- Gate	1,679.04	5,637.00	-3,957.96	33.3%
0529460 • R&M Gate	1,371.99	1,000.00	371.99	137.2%
0529490 • Flags	381.25	150.00	231.25	254.2%
0529499 • Non Capitalize Equip- Gate	0.00	150.00	-150.00	0.0%
0529520 • Supplies - Gate	176.46	550.00	-373.54	32.1%
0529521 • Uniforms- Gate	0.00	300.00	-300.00	0.0%
Total 529 • Public Safety- Other Public Saf	36,571.67	111,031.93	-74,460.26	32.9%

10:47 AM

02/08/18

Accrual Basis

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

	Oct '17 - Jan 18	Budget	\$ Over Budget	% of Budget
539 • Physical Env- Other Phys Env				
0539130 • Payroll - Custodians	24,540.58	76,805.04	-52,264.48	32.0%
0539210 • Payroll Taxes - Custodial	1,829.29	4,992.33	-3,163.04	38.6%
0539230 • Health Ins- Custodial	3,487.72	16,090.00	-12,602.28	21.7%
0539240 • Workers Comp Ins-Custodial	1,396.04	4,188.00	-2,791.96	33.3%
0539461 • R&M Buildings	1,167.24	5,000.00	-3,832.76	23.3%
0539462 • R&M Lighting- Rec Center	0.00	500.00	-500.00	0.0%
0539463 • R&M Equipment	1,092.97	3,000.00	-1,907.03	36.4%
0539499 • Non Capitalized Equip-Custodial	239.00	500.00	-261.00	47.8%
0539520 • Custodial Supplies	1,384.47	4,150.00	-2,765.53	33.4%
0539521 • Uniforms- Custodial	11.77	200.00	-188.23	5.9%
Total 539 • Physical Env- Other Phys Env	35,149.06	115,425.37	-80,276.31	30.6%
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	2,885.00	4,600.00	-1,715.00	62.7%
Total 541 • Transportation- Road & Street	4,120.69	10,500.00	-6,379.31	39.2%
572 • Culture/Rec- Parks & Recreation				
0572130 • Payroll - Grounds Crew	43,176.95	165,130.48	-121,953.53	26.1%
0572210 • Payroll Taxes - Grounds	3,163.00	10,733.48	-7,570.48	29.5%
0572230 • Health Insurance-Grounds	5,567.18	24,750.00	-19,182.82	22.5%
0572240 • Workers Comp Ins-Grounds	2,955.68	8,866.00	-5,910.32	33.3%
0572342 • Landscape Management	1,741.00	12,000.00	-10,259.00	14.5%
0572431 • Landscape Trash Removal	3,106.80	8,000.00	-4,893.20	38.8%
0572461 • R&M Grounds Equipment	168.90	10,000.00	-9,831.10	1.7%
0572462 • R&M Pools & Rec Facilities	3,451.99	18,000.00	-14,548.01	19.2%
0572463 • R&M Irrigation System	135.00	2,000.00	-1,865.00	6.8%
0572464 • Sound Wall Maintenance	0.00	1,000.00	-1,000.00	0.0%
0572468 • Vehicle Repair	252.49	1,000.00	-747.51	25.2%
0572498 • Non-Capitalized Equip- Rec	1,324.43	0.00	1,324.43	100.0%
0572499 • Non Capitalized Equip-Grounds	339.95	0.00	339.95	100.0%
0572521 • Supplies - Grounds	2,741.60	4,850.00	-2,108.40	56.5%
0572522 • Fuel	2,089.70	10,000.00	-7,910.30	20.9%
0572524 • Supplies Recreational	401.24	1,800.00	-1,398.76	22.3%
0572526 • Uniforms- Grounds	180.00	700.00	-520.00	25.7%
0572526 • Landscape Supplies	644.31	3,000.00	-2,355.69	21.5%
0572551 • Education/Training- Parks & Rec	0.00	800.00	-800.00	0.0%
Total 572 • Culture/Rec- Parks & Recreation	71,440.22	282,629.96	-211,189.74	25.3%
701 • Capital Outlay				
0519621 • Cap Outlay-Buildings & Imp	1,550.00	10,000.00	-8,450.00	15.5%
0519631 • Cap Outlay-Infrastructure	1,000.00	15,000.00	-14,000.00	6.7%
0519641 • Cap Outlay-Grounds Equipment	0.00	12,000.00	-12,000.00	0.0%
0519642 • Cap Outlay-Furn, Fixt & Eq	4,225.00	2,000.00	2,225.00	211.3%
Total 701 • Capital Outlay	6,775.00	39,000.00	-32,225.00	17.4%
800099 • Contingency Expense	5,000.00	56,038.70	-51,038.70	8.9%
Total Expense	325,776.45	1,132,288.00	-806,511.55	28.8%
Net Ordinary Income	667,738.06	0.00	667,738.06	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	79,871.42	247,678.00	-167,806.58	32.2%
2517720 • Interest Expense	4,347.92	14,522.00	-10,174.08	29.9%
Total 517 • Gen Govt Svcs- Debt Svc Payment	84,219.34	262,200.00	-177,980.66	32.1%
Total Other Expense	84,219.34	262,200.00	-177,980.66	32.1%
Net Other Income	3,177.66	0.00	3,177.66	100.0%
Net Income	670,915.72	0.00	670,915.72	100.0%

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02/08/18
Accrual Basis

Port Malabar Holiday Park

Income & Expense

January 2018

	Jan 18
Ordinary Income/Expense	
Income	
325 · Special Assessments	
0325200 · Gross Assessments	66,625.49
0325290 · Assessment Adjustments	-1,466.22
0325295 · Transferred to Debt Service Fund	-21,849.25
Total 325 · Special Assessments	43,310.02
334-389 · Other Revenue Sources	
0341900 · Service Charges	878.15
0361100 · Interest Income	835.87
0369902 · Laundry Income	420.00
Total 334-389 · Other Revenue Sources	2,134.02
Total Income	45,444.04
Gross Profit	45,444.04
Expense	
512-513 · Gen Govt- Exec, Fin & Admin	
0512230 · Health Insurance - Executive	423.38
0512240 · Workers Comp Ins- Executive	259.02
0513130 · Payroll - Admin	3,150.21
0513210 · Payroll Taxes - Admin	257.00
0513230 · Health Insurance - Admin	424.42
0513240 · Workers Comp Ins - Admin	239.21
0513322 · Contract Accounting Services	804.00
0513340 · Payroll-related Services	154.10
0513441 · Equipment Lease- Office	173.00
0513510 · Office Expense	221.61
Total 512-513 · Gen Govt- Exec, Fin & Admin	6,105.95
514 · Gen Govt- Legal Counsel	
0514311 · Professional Fees - Legal	1,365.00
Total 514 · Gen Govt- Legal Counsel	1,365.00
519 · Gen Govt- Other Gen Govt	
0519411 · Telephone & Communications	324.07
0519431 · Utilities - Electric	6,226.30
0519433 · Utilities - Water & Sewer	371.27
0519442 · Equipment Lease- General	155.40
0519451 · Insurance - Liability	-402.17
0519452 · Insurance - Property	752.00
0519462 · Property Maintenance Expense	220.00
0519491 · Cable - TV	16,470.57
0519497 · Other Expense	0.75
Total 519 · Gen Govt- Other Gen Govt	24,118.19
529 · Public Safety- Other Public Saf	
0529130 · Payroll - Gate	4,929.16
0529210 · Payroll Taxes - Gate	410.59
0529240 · Workers Comp Ins- Gate	469.76
0529520 · Supplies - Gate	64.60
Total 529 · Public Safety- Other Public Saf	5,874.11
539 · Physical Env- Other Phys Env	
0539130 · Payroll - Custodians	3,679.37
0539210 · Payroll Taxes - Custodial	287.45
0539230 · Health Ins- Custodial	890.38
0539240 · Workers Comp Ins-Custodial	349.01
0539520 · Custodial Supplies	541.05
Total 539 · Physical Env- Other Phys Env	5,747.26

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02/08/18
Accrual Basis

Port Malabar Holiday Park
Income & Expense
January 2018

	Jan 18
541 · Transportation- Road & Street	
0541461 · R&M Streets	19.00
0541463 · R&M Signage	208.23
Total 541 · Transportation- Road & Street	227.23
572 · Culture/Rec- Parks & Recreation	
0572130 · Payroll - Grounds Crew	6,538.43
0572210 · Payroll Taxes - Grounds	510.89
0572230 · Health Insurance-Grounds	1,437.92
0572240 · Workers Comp Ins-Grounds	738.92
0572431 · Landscape Trash Removal	1,332.72
0572461 · R&M Grounds Equipment	109.90
0572462 · R&M Pools & Rec Facilities	603.74
0572463 · R&M Irrigation System	135.00
0572468 · Vehicle Repair	84.50
0572499 · Non Capitalized Equip-Grounds	339.95
0572521 · Supplies - Grounds	491.46
0572522 · Fuel	459.46
0572524 · Supplies Recreational	134.03
0572525 · Uniforms- Grounds	180.00
0572526 · Landscape Supplies	302.27
Total 572 · Culture/Rec- Parks & Recreation	13,399.19
Total Expense	56,836.93
Net Ordinary Income	-11,392.89
Other Income/Expense	
Other Income	
2325200 · From Gross Assessments- DebtSvc	21,849.25
Total Other Income	21,849.25
Other Expense	
517 · Gen Govt Svcs- Debt Svc Payment	
2517710 · Principal Expense	11,407.12
2517720 · Interest Expense	1,059.07
Total 517 · Gen Govt Svcs- Debt Svc Payment	12,466.19
Total Other Expense	12,466.19
Net Other Income	9,383.06
Net Income	-2,009.83

January 30, 2018

To the board of trustees,

I would like to be considered for a position on the Board of Trustees. I am not sure of the positions that are open but I feel that I could be an asset to your board of trustees.

I have over 30 years of customer service. I also have over 30 years of finance and filing and office experience. Although my computer skills are not that advanced I feel that if I was taught I could still learn anything.

I feel that I have an open mind and have the ability to access any situation that may arise. I am a great listener and I feel that I will have the best interest for the residents of Holiday Park. I am able to place my personal opinions to the side and do what is best for everyone.

Thank you for taking me into consideration.

Regards,

Barbara Whitneck

1215 Shell Court, N.E.

Palm Bay, Fl. 32907

321-501-5648

Ellouise S. Raffo
176 Holiday Park Blvd NE
Palm Bay, Fl.32907

February 4, 2018

Allison Kelly, Chairman
Board of Trustees
Port Malabar Holiday Park

Dear Allison,

I am a registered voter in the State of Florida and I would like to be appointed by the Board to fill one of the seats now vacant.

Yours truly,

A handwritten signature in cursive script, appearing to read 'Ellouise S. Raffo', written in black ink.

Ellouise S Raffo

Meeting February 12, 2018

Presented by Jean Beach

This project has taken way too many years to come to this point. District files contained proposals from 2012, 2014 and 2016. During 2014, Joanne Gaughan supplied the District with numerous pictures of signs from throughout Palm Bay. She is familiar with proposals received from three vendors at that time. I don't know what happened in 2012.

In the fall of 2015, Ginny Getz spent a lot of time getting updated proposals which were presented to the trustees in spring 2016. Project was tabled until September. We all remember what happened during summer 2016, so the project was not brought back to the table for review and vote.

Last month, Allison appointed a committee consisting of Penny Phaneuf and me; Joanne Gaughan and Jim Gahan immediately volunteered to also serve on this committee. Within a few days, Trustee, Helen Ferguson, volunteered to be a member of the committee.

We were asked to select two designs and provide pricing for our selection. Rather than starting from the very beginning, we chose to review designs and pictures from the District files dating 2012, 2014 and 2016.

One of the vendors who quoted three times informed a member of the committee that their company was not interested in sending another proposal. I guess it was "three strikes and you are out".

The committee selected the designs proposed from Art-Kraft Sign Co., located in Palm Bay. Company has been in business since 1968 serving national, regional and local clients. Their motto is "Quality signage at an affordable price with excellent service".

Art-Kraft Sign Co. is licensed across the state of Florida. Their installation crews have a minimum of 10 years of experience in the sign industry.

Jim Gahan brought sign making experience to the table. He was familiar with the material used for the sign and could advise that vinyl lettering is best and cost effective for our new signs.

Please note that I said SIGNS. Residents asked about the sign directly outside the park. When I looked at the signs inside the park it was obvious that we needed to replace several signs.

This is one of the designs we selected. It has a flat top, sign is made of aluminum plate, finished lt. spray stucco, installed over (2) 4" square aluminum support posts with direct burial concrete foundation:

Entrance, single face	\$4,300
Recreation Center/District, double side	4,600
Directional Sign	2,150
Exit	550
Marquee	450

Note that all the signs have the same design – flat across the top. Wording would be changed to read “Adult Deed Restriction Community”.

Second design has a curved top, to be placed in the same areas, made of the same material.

Entrance, single face	\$5,730
Recreation Center/District, double side	4,750
Directional Sign	2,150
Exit	550
Marquee	450

Total cost for first design is \$12,130; total cost for second design is \$13,080.

Requirements:

ACC Approval, Engineering Drawings and City of Palm Bay Permit
Removal of exiting posts and shrubbery.

HPPOA has approved contributing \$3,000 toward entire package.
Offer stand for six months.

HPPOA:

February 12, 2018

Pricing for the following signs:

ENTRANCE

DIRECTIONAL SIGN

RECREATION CENTER / DISTRICT OFFICE

MARQUEE

EXIT

ALL VINYL LETTERING

SIGN LOCATION	FLAT TOP	CURVED TOP
Entrance Single Face **	\$ 4,300	\$ 5,730
Recreation Center / District	\$ 4,600	\$ 4,750
Directional Sign	\$ 2,150	\$ 2,150
Exit	\$ 550	\$ 550
Marquee	\$ 450	\$ 450
TOTAL	\$12,130	\$13,080

** Requirements:

ACC Approval, Engineering Drawings and City of Palm Bay Permit

Removal of exiting posts

- HPPOA has approved contributing \$3,000 toward entire package
- Offer stands for six months

Port Malabar Holiday Park Mobile Home Park Recreation District
Quote Comparison

3/14

Project Name: Entrance Sign – Recreation Sign

Entrance Sign

Vendor:	Description	Warranty	Price
Kendal Signs 446 Gus Hipp Blvd. Rockledge, FL 32955 321-636-5116	4'x10'x2"HDU (High Density Urethane)sign installed on existing Posts 6x6" Sign is Routed 2" deep with raised border and Decoration Painted acrylic enamel	1 year material, finishes, workmanship	\$2470.00
Max-R @248 N 5499 Executive Dr. Sussex, WI 53089 888-868-6297	4' x 8' 100% Recycled Milk Jugs- UV protected plastic resin Low Maintenance Never requires painting. Design is routed and colored resin filled. This is designed for Triple post.	A full 5-year warranty on all of our products. However, the sign itself has a life expectancy of 20-30 years.	*\$1885.00
Art Kraft Sign Company 2675 Kirby Circle Palm Bay, FL 321 727-7324	1/8" Thick Aluminum Plate with LT. spray stucco and applied Vinyl Decoration. Tapered base fabricated out of aluminum with LT. spray stucco enamel finish installed over (2) 4" square aluminum support posts set in concrete	One year full warranty on Vinyl has its own warranty against fading I believe, it's about 5-6 years that is from 3M We stand behind our signs	**\$3550.00

*Shipping Charges are \$252.00 for both signs
**This sign may require a permit from the City \$213.00

Port Malabar Holiday Park Mobile Home Park Recreation District
Quote Comparison

Project Name: Signs

Add On
Item # 13

Vendor:	Description	Warranty	Price
Kendall Signs 446 Gus Hipp Blvd. Rockledge, FL 32955 321-636-5116	Manufacture and Install 1 Single-Faced Non Illuminated monument sign mounted on double pole supports		\$6729.00
	Manufacture and Install 1 Double Faced Non Illuminated monument sign mounted on double Pole supports		\$5761.46
	Price does not include removal of any existing signs		

Total Image Signs & Graphics	Monument Sign Double Signed HDU Approx. 12' x 4.5' installed		
1400 San Carlos Ave Deltona, FL 32738 386-668-5533	Monument Sign Single Signed HDU Approx. 9.5.5 installed		
	Full specs and drawings will be done upon 50% deposit and removal of old signs will be billed separately. Customer to supply any permits if required	Total	\$11,000.00

Art-Kraft Sign Company	One single face sign		\$3080.00
265 Kirby Circle	One Double face sign		\$3350.00
Palm Bay, FL 32905	One sign showing the Sun -- single face sign		\$3750.00
321-727-7324	Any color would be the same price		

February 12, 2018

Pricing for the following signs:

ENTRANCE

DIRECTIONAL SIGN

RECREATION CENTER / DISTRICT OFFICE

MARQUEE

EXIT

ALL VINYL LETTERING

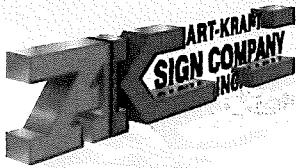
SIGN LOCATION	FLAT TOP	CURVED TOP
Entrance Single Face **	\$ 4,300	\$ 5,730
Recreation Center / District	\$ 4,600	\$ 4,750
Directional Sign	\$ 2,150	\$ 2,150
Exit	\$ 550	\$ 550
Marquee	\$ 450	\$ 450
TOTAL	\$12,130	\$13,080

** Requirements:

ACC Approval, Engineering Drawings and City of Palm Bay Permit

Removal of exiting posts

- HPPOA has approved contributing \$3,000 toward entire package
- Offer stands for six months



ART-KRAFT SIGN COMPANY, INC.

PROPOSAL

QUALITY SIGNAGE SINCE 1968

2675 KIRBY CIRCLE, PALM BAY, FL 32905 • PH 321.727.7324 • FX 321.951.2466 • WWW.ART-KRAFT.COM

Proposal Submitted To:

HOLIDAY PARK RECREATION DISTRICT
215 HOLIDAY PARK BLVD.
PALM BAY, FL

Contact Name

Jean Beach

Phone

728-4926

Fax**E-mail**

hbeach08@comcast.net

Date

1-25-18

Sales Person

Eveline England

Designer

Wayne

Design #**Job Name & Location**

We propose hereby to furnish material and labor complete in accordance with specifications below, for the sum of:

Payment to be made as follows:

Deposit of 50% down

Balance due upon completion. Credit Card payments subject to a 2% service fee.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Eveline England
Eveline England

We hereby submit specifications and estimates for:

Supply all materials and labor to fabricate the following:

note tax will be added on ALL signs

permit, engineering \$200,- acquisition and NOC will be added on entrance sign

#28486-C ALL VINYL LETTER OPTIONS

one (1) non illuminated double face monument

all aluminum construction DISTRICT OFFICE

cost: \$4,650.-

#28486-D optional design

one (1) double face monument with curved top DISTRICT OFFICE

cost: \$4,750.-

#32801-C

one (1) single face non illuminated entrance sign

all aluminum to match either monument HOLIDAY PARK

cost: \$ 5,730.-

#32802-B optional design

HOLIDAY PARK

cost: \$4,300.-

#34849

option A or B directional PARK OFFICE single face \$2,150.- and EXIT sign \$550.-

Cost: \$2,700.-

#34861

remove vinyl panels on illuminated sign & replace with new either option

cost: \$450.-

NOTE: THIS PROPOSAL MAY BE WITHDRAWN FROM US IF NOT ACCEPTED WITHIN 30 DAYS

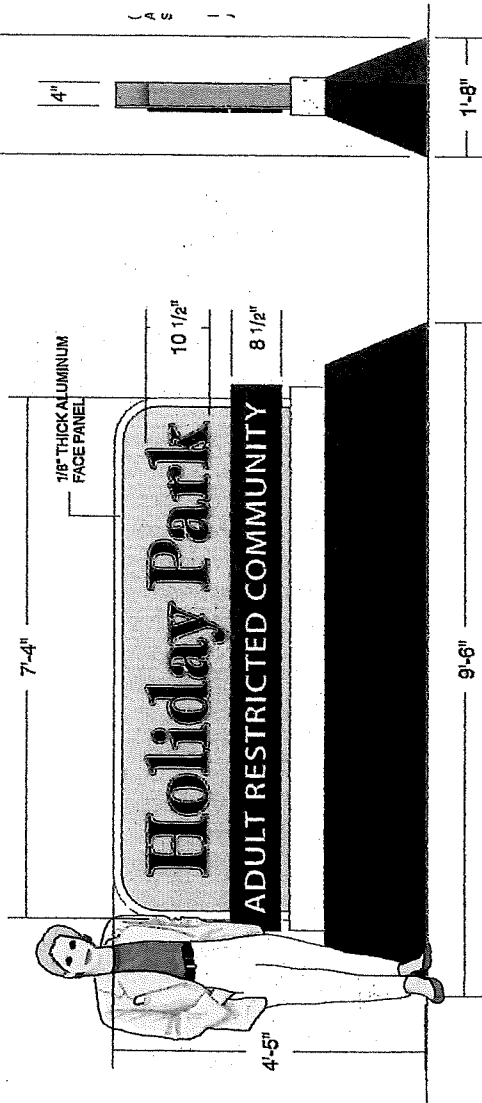
1. All signage to remain property of Art-Kraft Sign Company, Inc. until paid in full. The Client/Buyer agrees to pay all cost in the event of default of payment by the Client/Buyer, including a reasonable attorney's fee.
2. The Client/Buyer hereby grants Art-Kraft Sign Company, Inc. the right of entry into and on the property of the Client/Buyer for the purpose of retaking possession of the signage in the event of default.
3. Any payments not timely received by Art-Kraft Sign Company, Inc. shall bear interest from the due date at the rate of 18% per annum until paid in full.
4. Primary electric to signs by others. Primary electric not included in price.

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

Customer Signature

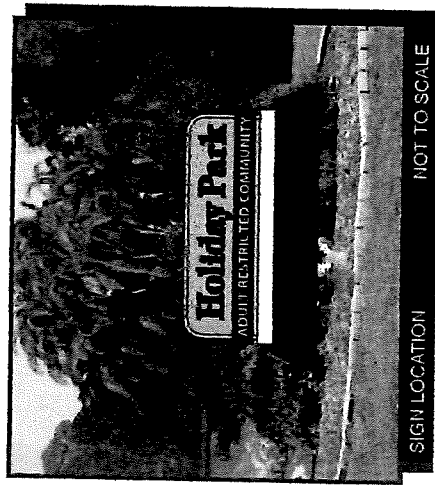
Date

HOLIDAY PARK
215 HOLIDAY PARK BLVD.
PALM BAY, FL



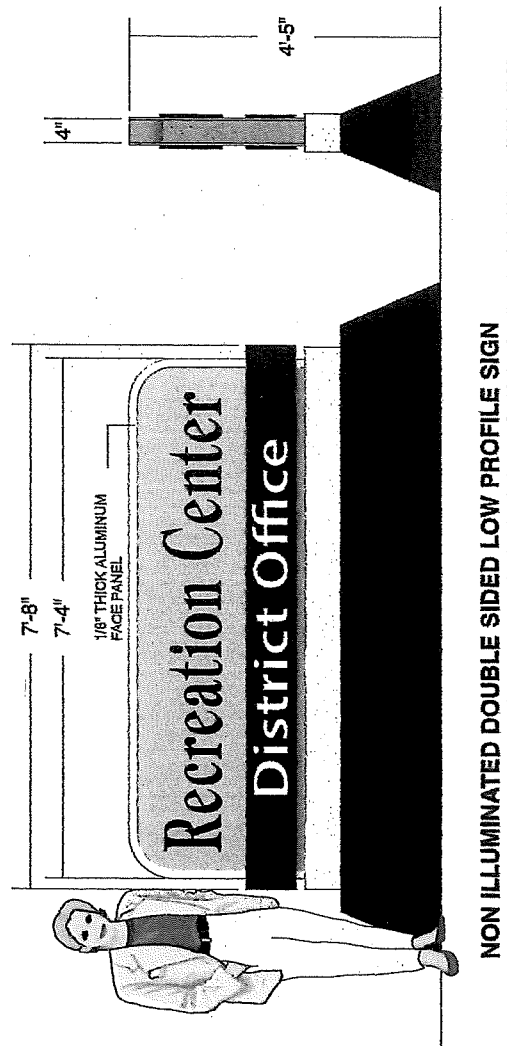
NON ILLUMINATED SINGLE SIDED LOW PROFILE SIGN

SIGN PANEL MANUFACTURED OUT OF 1/8" THICK ALUMINUM PLATE FINISHED LT. SPRAY STUCCO "HOLIDAY PARK" COPY TO BE 1/4" ACRYLIC FCOS FINISHED WITH FRENCH ROAST AND WHITE OUTLINE TAPERED BASE FABRICATED OUT OF ALUMINUM WITH LT. SPRAY STUCCO ENAMEL FINISH COLORS FRENCH ROAST, WHITE AND SAND TRAP SIGN INSTALLED OVER (2) 4" SQUARE ALUMINUM SUPPORT POSTS WITH DIRECT BURIAL CONCRETE FOUNDATION

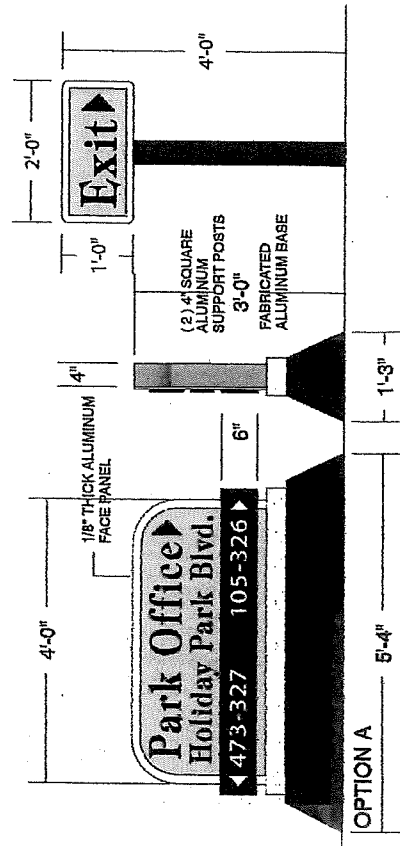


SIGN LOCATION NOT TO SCALE

PAINT SAND TRAP SW-6066
PAINT FRENCH ROAST SW-6069



NON ILLUMINATED DOUBLE SIDED LOW PROFILE SIGN



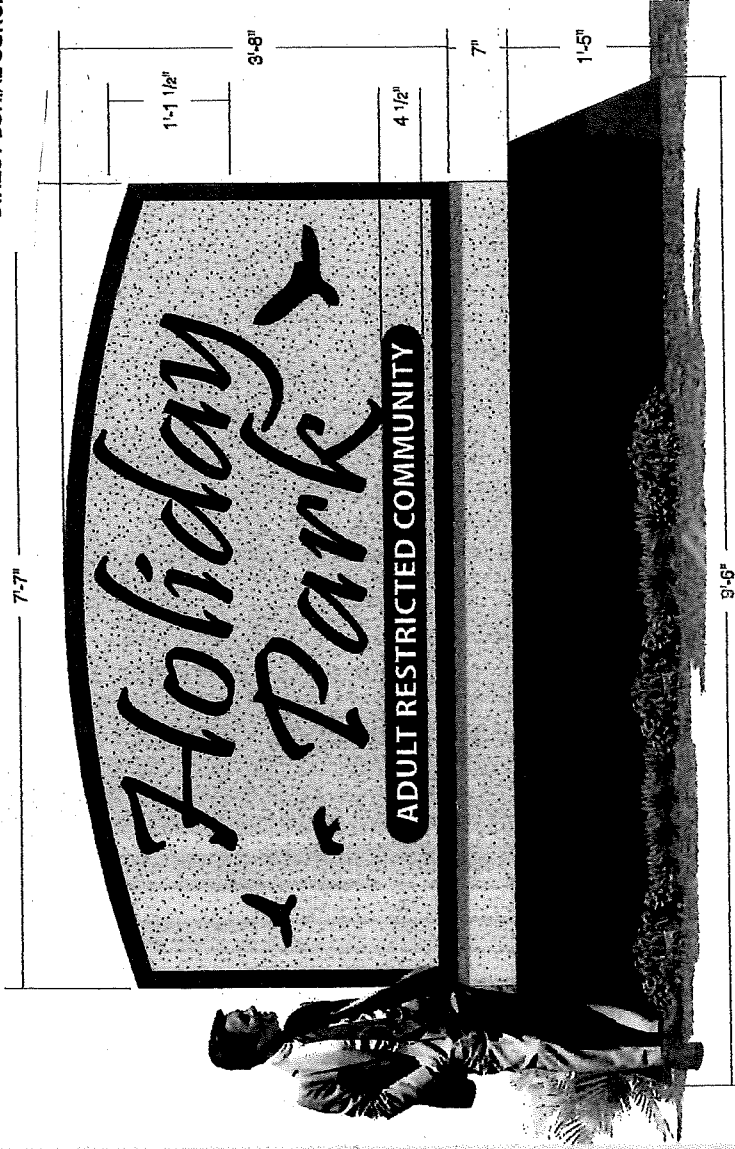
OPTION A

(2) 4" SQUARE ALUMINUM SUPPORT POSTS
FABRICATED ALUMINUM BASE

HOLIDAY PARK
215 HOLIDAY DRIVE BLVD
PALM BAY, FL

SINGLE-SIDED NON-ILLUMINATED MONUMENT SIGN

FABRICATED 1/8" ALUMINUM PANEL
"HOLIDAY PARK" COPY AND BIRDS TO BE 1/4" ACRYLIC FCOOS AND
BOTTOM PANEL TO BE 1/4" ACRYLIC FINISHED WITH FRENCH ROAST ACRYLIC ENAMEL
ALL COPY & DECORATION TO BE FIRST SURFACE APPLIED VINYL
SIGN INSTALLED ON TWO VERTICAL 6" SQUARE TUBE
DIRECT BURIAL CONCRETE FOUNDATION



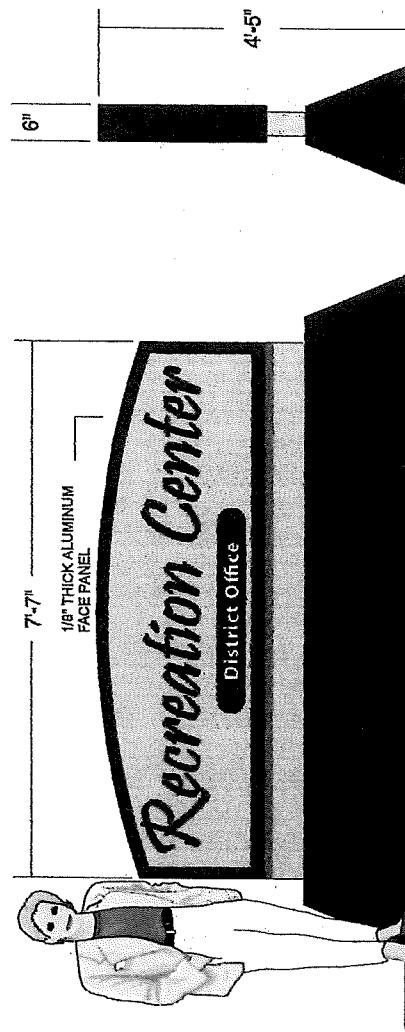
PAINT
SAND TRAP
SW-8088

VINYL
FRENCH ROAST
SW-8088



NOT TO SCALE

SIGN LOCATION

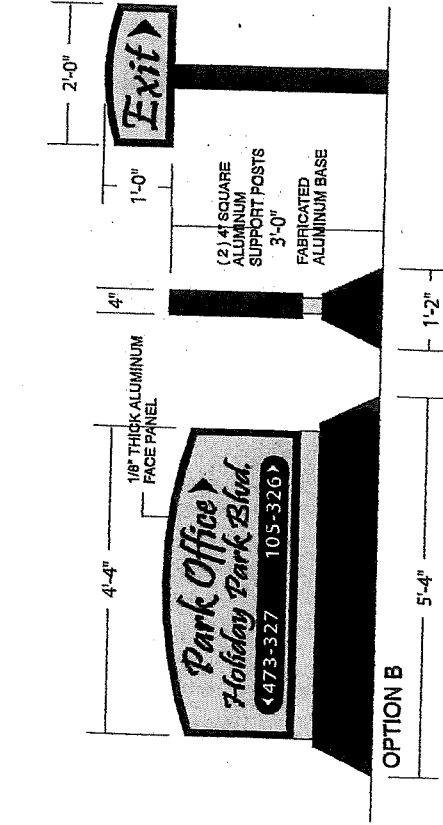


1/8" THICK ALUMINUM
FACE PANEL

6"

4'-5"

9'-6"



1/8" THICK ALUMINUM
FACE PANEL

4"

(2) 4" SQUARE
ALUMINUM
SUPPORT POSTS
3'-0"

FABRICATED
ALUMINUM BASE

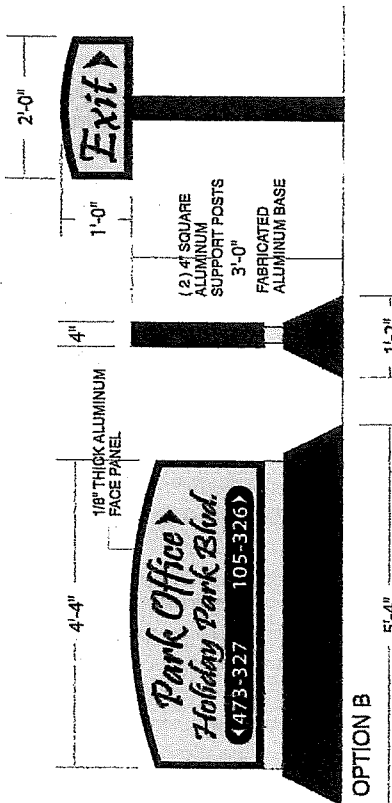
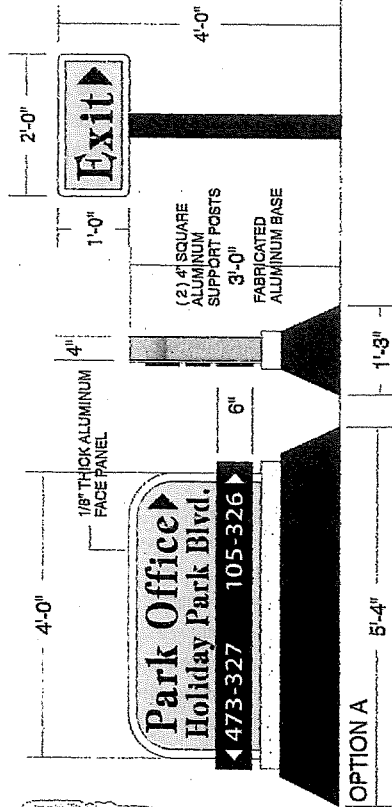
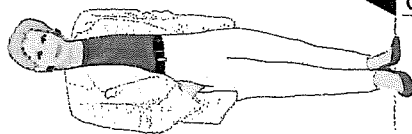
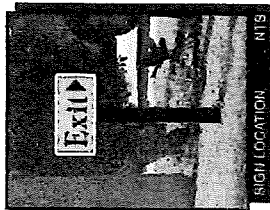
OPTION B

5'-4"

1'-2"

NON ILLUMINATED DOUBLE SIDED LOW PROFILE SIGN

HOLIDAY PARK
215 HOLIDAY PARK BLVD.
PALM BAY, FL



OPTION A

OPTION B

NON ILLUMINATED SINGLE SIDED LOW PROFILE SIGN

SIGN PANEL MANUFACTURED OUT OF 1/8" THICK ALUMINUM PLATE FINISHED LT. SPRAY STUCCO
"HOLIDAY PARK" COPY TO BE 1/4" ACRYLIC FCOS FINISHED WITH FRENCH ROAST AND WHITE OUTLINE
TAPERED BASE FABRICATED OUT OF ALUMINUM WITH LT. SPRAY STUCCO ENAMEL FINISH
COLORS FRENCH ROAST, WHITE AND SAND TRAP
SIGN INSTALLED OVER (2) 4" SQUARE ALUMINUM SUPPORT POSTS
WITH DIRECT BURIAL CONCRETE FOUNDATION

PAINT
SAND TRAP
SW-6066

PAINT
FRENCH ROAST
SW-6069

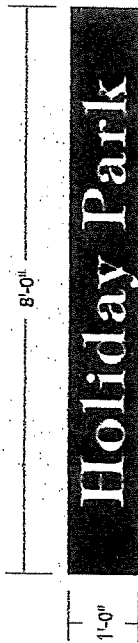


www.Art-Kraft.com
ArtKraftSigns

CUSTOMER	HOLIDAY PARK RECREATION DISTRICT	DESIGN NO.	34849	REVISION		CUSTOMER APPROVAL	DATE
SALES REP.	EVELINE	DESIGNER	MEAGAN	SCALE	1/2" = 1'-0"	DATE	1-19-18

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HOLIDAY PARK
215 HOLIDAY PARK BLVD.
PALM BAY, FL



OPTION A

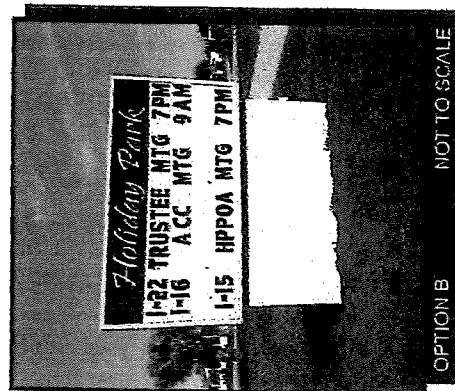


OPTION B



OPTION A

NOT TO SCALE



OPTION B

NOT TO SCALE

INTERNALLY ILLUMINATED DOUBLE-SIDED VINYL COPY CHANGE

REMOVE EXISTING VINYL COPY
REPLACE WITH NEW 3M SCOTCHCAL DARK BROWN VINYL
OUTSIDE SURFACE APPLIED

VINYL
DARK BROWN
3630-69



ART-KRAFT SIGN COMPANY, INC.

CUSTOMER	HOLIDAY PARK RECREATION DISTRICT	DESIGN NO.	34861	REVISION		CUSTOMER APPROVAL	
SALES REP.	EVELINE	DESIGNER	MEAGAN	SCALE	1/2" = 1'-0"	DATE	1-22-18

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Port Malabar Holiday Park Mobile Home Park Recreation District

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: Foreman

SUPERVISOR: Grounds 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.

JOB RESPONSIBILITIES:

Assist Supervisor in training employees, and retrain when necessary, in proper use of equipment

Report to Supervisor the plan for the day and coordinate a work schedule

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

Trim trees, shrubbery, weed flower beds

Spread mulch in all flower beds, around trees, shrubbery, and under benches

Plan the plantings for flower beds

Use hand and power tools when necessary

Use ladders, chainsaws and other tree care equipment

Provide cleaning and basic preventative maintenance to equipment

Apply pesticides when necessary

Maintain clean work area

Support and enforce all policies, OSHA rules, safety regulations & guidelines

Ability to work effectively with others

Ability to take directions from Supervisor

Other duties as assigned

SPECIFIC DUTIES:

Oversee maintenance personnel in all aspects of their duties

Use and maintain assigned power equipment and hand tools

Perform assigned tasks thoroughly and efficiently

Use all equipment in a safe manner

Move equipment, supplies, and tools as required

Operate all job related equipment safely

Immediately report unsafe working conditions to Supervisor

Knowledge of ACC Rules & Regulations relating to planting trees, shrubbery, and flower beds

Perform related duties as required

SAFETY:

Help Supervisor train grounds maintenance
Make sure all maintenance personnel are wearing their Personal Protective Equipment
Use safety equipment provided by the District

EQUIPMENT MAINTENANCE:

Oversee maintenance of all lawn care equipment
Checks preventative maintenance sheets to ensure all personnel are performing proper maintenance

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
Minimum of 20/50 eyesight in both one eyes (glasses acceptable)
Capable of hearing in at least one ear sufficient to communicate with others (hearing aids acceptable)

Job Descriptions: Foreman (cont.)

Physical stamina to handle physically demanding work
Ability and willingness to learn both formal and on-the-job training

LICENSE/CERTIFICATES:

Valid Class C Florida Driver's License or Equivalent
Certified Arborists certificate or training to receive

QUALIFICATIONS & EXPERIENCE :**QUALIFICATIONS**

High School Diploma or Equivalent
Knowledge to use and provide maintenance to hand and power tools
Knowledge of proper equipment maintenance and performance
Understand and communicate in English

EXPERIENCE:

Experience; (6) years or more of park maintenance and/or landscaping

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.

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