



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEES

MEETING AGENDA

April 22, 2013 - 7:00 PM

Joanne Gaughan
Chairman

Rebecca "Becky" Earnest
1st Vice-Chairman

Philius "Phil" Matton
2nd Vice-Chairman

Marion "Molly" Stone
Secretary

Allison Kelly
Assistant Secretary

Richard Kissinger
Treasurer

Donald R. Wink
Assistant Treasurer

Rodney "Rod" Lindsay
Trustee

Harald Albinus
Trustee

Cheryl Ennis
District Manager

Karl Bohne, Jr.
District's Attorney

* To comment on an item, after you have been recognized by the Chair, please go to the microphone and clearly give your name and address for the record. You may speak for up to three minutes. Note: If formal action is to be taken on an item by the Board, public comment will be requested prior to the vote.

NOTE: MINUTES OF BOARD MEETING ARE PREPARED IN SUMMARY FORM ONLY. PER CHAPTER 286.0105 FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL A DECISION OF THE BOARD HE/SHE SHOULD ARRANGE FOR A VERBATIM RECORD OF THE PROCEEDINGS WHICH INCLUDES THE TESTIMONY IN EVIDENCE ON WHICH THE APPEAL IS MADE.

"A community intended and operated for persons 55 and older"

1. **Call to order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Announcements by Chairman**
6. **Guest Speaker – Mowing Equipment, Ted Cox from Robinson Equipment, Kubota**
7. **Guest Speaker City of Palm Bay Building Department**
Q&A
8. **Approval of the District Manager’s contract**
Trustee Comment
Motion to approve the District Manager’s contract
Public Comment
Call for Vote
9. **Consideration of purchasing Mowers from Robinson Equipment**
Attachment: Quote from Robinson
Trustee Comments
Motion to Approve Purchase
Public Comment
Call for Vote
10. **District Manager’s Report**
Attachment: District Manager’s April Report
Trustee Comments
Motion to Accept
Public Comment
Call for Vote
11. **Proposed Budget 2013 – 2014**
Attachment: 2013 -2014 Proposed Budget
Trustee Comments
Motion to Accept
Public Comment
Call for Vote

12. **Trustee Reports**
13. **Public Comment***
14. **Trustees remarks**
15. **Adjournment**



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

Manager's Report – April

1. Pool Cover – Waiting on third quote, Intercostal Pools coming 4/22.
2. Employee Job Descriptions were handed out for employees to review. Over the next week, they will be complete. Yellow shirts have been ordered for grounds, blue for custodial and shirts for gate staff pending.
3. Refrigerator for Grounds Department – Purchased \$400.00
4. Mowers – One mower out for Repair
5. Podocarpus - Trimmed & Fence Repairs in the 100 Block of Holiday Park.
6. Grounds Temp Staffing – Two started Monday 4/22
7. Deed Restriction Notices – The office is continuing with deed restriction violation notices. Home on Keystone scheduled to be cleaned Saturday 4/20.
8. Roads – Three companies have shown interest in bidding the Roads project. Bid opening on Wednesday 4/24 at 2:00.
9. Health Insurance – Decrease ~\$8383.00
10. Painting – HPPOA office
11. The Palm Bay City Council is scheduled to hear the Variance Request on Thursday, May 2, 2013 anyone wishing to attend is welcome.

512-513	GEN GOV- EXEC, FIN & ADMIN					
512130	PAYROLL - EXECUTIVE	74,298	45,000	45,000		
512210	PAYROLL TAXES - EXECUTIVE	7,200	3,500	4,050		
	HEALTH INSURANCE - EXECUTIVE		7,700	8,320		
512240	WORKERS COMP INS - EXECUTIVE	2,500	2,000	775		
512400	TRAVEL REIMB - EXECUTIVE		200	200		
513130	PAYROLL - ADMIN	51,102	33,000	33,000		
513210	PAYROLL TAXES - ADMIN	4,600	3,600	3,915		
513230	HEALTH INSURANCE - ADMIN	20,100	10,700	11,506		
513240	WORKER COMP INS - ADMIN	1,600	800	800		
	TEMPORARY OFFICE SERVICES		10,500	10,500		
513321	PROFESSIONAL FEES - AUDITING	9,700	9,700	10,500		
513322	CONTRACT ACCOUNTING SERVICES	10,200	10,200	10,200		
513340	PAYROLL - RELATED SERVICES	1,700	1,700	1,700		
513341	TEMPORARY OFFICE SERVICES	500	500	500		
513400	TRAVEL REIMB - ADMIN	200	200	200		
513421	POSTAGE	1,400	1,400	1,400		
513441	EQUIPMENT LEASE - OFFICE	1,700	1,700	1,700		
513462	R&M OFFICE EQUIPMENT	1,000	1,000	1,000		
513495	ADVERTISING LEGAL	800	2,800	2,800		
513496	BANK CHARGES	300	300	300		
513497	ADVERTISING - OFFICE					
513499	NON CAPITALIZED EQUIP - OFFICE	1,500	1,500	1,500		
513510	OFFICE EXPENSE	5,000	5,000	5,000		
	EDUCATION & TRAINING - ADMIN EXE			1,000		
512-513	TOTAL GEN GOVT-EXEC, FIN & ADMIN	195,400	153,000	155,866		
514	GEN GOVT LEGAL COUNSEL					
514311	GEN GOVT LEGAL COUNSEL	8,000.00	8,000.00	8,000.00		
514312	LEGAL - DEED REST. ENF.	3,000.00	3,000.00	3,000.00		
514	TOTAL GEN GOVT LEGAL COUNSEL	11,000.00	11,000.00	11,000.00		

517	GEN GOVT DEBT SVC PAYMENT					
2517710	PRINCIPAL EXPENSE	168,200				
2517720	INTEREST EXPENSE	94,000				
517	TOTAL GEN GOVT SVCS-DEBT SVC PAYMENT	262,200	262,200			262,200
519	OTHER GEN GOVT					
519411	TELEPHONE & COMMUNICATIONS	6,500	6,500			6,500
519431	UTILITIES - ELECTRIC	62,000	62,000			62,000
519432	UTILITIES - GAS	2,000	2,000			2,000
519133	UTILITIES - WATER & SEWER	9,000	9,000			9,000
519434	STORM WATER MANAGEMENT	3,100	3,100			3,100
519442	EQUIPMENT LEASE - GENERAL	2,800	2,800			2,800
519451	INSURANCE - LIABILITY	9,000	9,000			9,000
519452	INSURANCE - PROPERTY	14,000	14,000			14,000
519462	PROPERTY MAINTNEANCE EXPENSE					1,500
519491	CABLE - TV	147,400	162,000			162,000
519497	OTHER EXPENSE	100	100			100
519499	NON-CAP EQUIPMENT - GEN GOVT					
519521	SUPPLIES DECALS & BADGES	800	800			800
519541	TAXES, FEES & LICENSES	30,000	30,000			30,000
519	TOTAL GEN GOVT-OTHER GEN GOVT	286,700	301,300			302,800
529	PUBLIC SAFETY- OTHER PUBLIC SAFETY					
529130	PAYROLL - GATE	88100	90,000			90,000
529210	PAYROLL TAXES - GATE	8300	8,300			8,100
529230	HEALTH INSURANCE - GATE					
529240	WORKERS COMP INS - GATE	2800	2,800			4,600
529460	R&M GATE	1,700	1,700			1,700
529490	FLAGS	300	300			300
529499	NON CAPITALIZED EQUIP - GATE	300	300			300
529520	SUPPLIES - GATE	1,000	1,000			1,000
529521	UNIFORMS - GATE	100	100			200
529	TOTAL PUBLIC SAFE-OTHER PUBLIC SAF	102,600	104,500			106,200

572	CULTURE/REC PARKS & RECREATION				
572130	PAYROLL - GROUNDS CREW	160,800	163,280	164,280	
572210	PAYROLL - TAXES	15,100	15,100	14,785	
572230	HEALTH INSURANCE - GROUNDS	36,500	10,000	26,271	
572240	WORKERS COMP INS - GROUNDS	5,100	5,100	8,200	
572341	CONTRACT SVCS - LAWN CREW	65,000	65,000	65,000	
572342	LANDSCAPE MANAGEMENT	2,000	10,000	10,000	
572431	LANDSCAPE TRASH REMOVAL	2,200	2,200	2,200	
572461	R&M GROUNDS EQUIPMENT	4,500	4,500	4,500	
572462	R&M POOLS & REC FACILITIES	12,800	12,800	12,800	
572463	R&M IRRIGATION SYSTEM	-	5,000	5,000	
572464	SOUND WALL MAINTENANCE	1,000	1,000	1,000	
572468	VEHICLE REPAIR	500	500	500	
572499	NON CAPITALIZED EQUIP - GROUNDS	2,500	2,500	2,500	
572521	SUPPLIES - GROUNDS	4,500	4,500	4,500	
572522	FUEL	9,500	9,500	15,000	
572523	FERTILIZER	300	300	300	
572524	SUPPLIES RECREATIONAL	300	300	300	
572525	UNIFORMS - GROUNDS	200	200	350	
572526	LANDSCAPE - SUPPLIES	3,000	3,000	3,000	
572551	EDUCATION/TRAINING - PARKS & REC	300	300	300	
572	TOTAL CULTURE/REC PARKS & REC	326,100	315,080	340,786	
8381100	TOTAL EXPENSES	1,320,500	1,272,030	1,320,095	
	APPROIATED BY RESERVES	124,500			
	TOTAL OTHER INCOME	124,500		-	
	OTHER EXPENSE				
701	CAPITAL OUTLAY				
519621	CAP OUTLAY - BUILDINGS & IMP	8,000	8,000	16,000	
519631	CAP OUTLAY - INFRASTRUCTURE	205,000	15,000	15,000	
519641	CAP OUTLAY - GROUNDS EQUIPMENT	5,000	5,000	5,000	
9519642	CAP OUTLAY - FURN & EQ	1,000	1,000	1,000	
701	TOTAL CAPITAL OUTLAY	219,000	29,000	37,000	
8000099	CONTINGENCY EXPENSE	20,000	70,470	12,905	
	PAY BACK TO RESERVE		65,000	65,000	
	TOTAL OTHER EXPENSE	239,000	164,470	114,905	
	TOTAL ALL EXPENSES: CAP OUTLAY, CONTNGY & RESERVE	1,435,000	1,436,500	1,435,000	



Robinson Equipment Co., Inc.
 Post Office Box 156
 Mims, Florida 32764
 Telephone 321-267-2023 Fax No. 321-267-5824

EQUIPMENT QUOTATION
 The Following is submitted for your consideration and acceptance within 14 days. Subject to applicable taxes and prices.

To: HOLIDAY PARK
 DATE 4/6/13

ATT: CHERYL

Quantity	Description	Unit Price
1 OR MORE	KUBOTA MODEL F2680E PER QUOTE	\$23,268.00
	WE CAN DO KUBOTA FINANCING	
	WITH 0% DOWN 0% INTEREST	
	48 MONTHS	
	KUBOTA INSURANCE	
	FILE FEE AND DOC STAMP	
	MONTHLY PAYMENT APPROX \$520.00	
	PER MONTH	
	WE NEED A CREDIT APPLICATION	
	FROM HOLIDAY PARK AND	
	CONTRACT SIGNED BY ONE OF	
	THE FOLLOWING OFFICERS	
	PRESIDENT, VICE PRESIDENT,	
	TREASURER OR SECRETARY	
	I HOPE THIS WILL HELP	

Customer Order No. _____
 Robinson Equipment Co., Inc.

Signature: _____
 TED COX

Cash	Charge	C.O.D.	Credit
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Robinson Equipment Co., Inc.
 Post Office Box 156
 Mims, Florida 32754
 Telephone 321-267-2023 Fax No. 321-267-5824

EQUIPMENT QUOTATION

The Following is submitted for your consideration and acceptance within 14 days. Subject to applicable taxes and prices.

To: HOLIDAY PARK

DATE 3/12/13

ATT:

Quantity	Description	Unit Price
1 OR MORE	KUBOTA MODEL F2680E	\$12,834.00
	2WD OUT FRONT MOWER UNIT	X2
	3 CYL. DIESEL ENGINE, 25.5 HP	\$ 25,668.00
	23X10.5-12 FRONT TIRES	
	16X6.50-8 REAR TIRES	
	2 POST ROPS	
	NO MOWER DECK	
2EA	LESS F2880 TRADE ALLOWANCE	(\$1,200.00)
	X2	
		\$2,400.00
	TOTAL TRADE DIFFERENCE	\$23,268.00

Customer Order No. _____

Robinson Equipment Co., Inc.

Signature: _____

TED COX

Cash	Charge	C.O.D.	Credit
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