



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEES

MEETING AGENDA

May 13, 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. **Board Meeting Minutes - Approval of the April 8, April 22, & April 24, 2013 Board Meeting minutes**
 - Attachments: April 8, 2013 meeting minutes
 - Motion to approve minutes
 - Trustee comment
 - Call for vote
 - Attachments: April 22, 2013 meeting minutes
 - Motion to approve minutes
 - Trustee comment
 - Call for vote
 - Attachments: April 24, 2013 meeting minutes
 - Motion to approve minutes
 - Trustee comment
 - Call for vote
7. **Treasurers Report - Presentation of financial reports for the month of March 2013**
 - Attachment: March, 2013 Revenue, Expenditure and Budget Allocation Reports and 3/31/13 Balance Sheet
 - Motion to accept
 - Trustee comment
 - Public comment
 - Call for vote
8. **Consideration of amending appliance contract to include one large commercial dry for an additional \$19.00 per month for 1 top & 1 front load washer, 1 regular dryer, and 1 commercial dryer for \$1140.00 per year (previous contract \$2754.00 per year)**
 - Attachment: Contract
 - Trustee comments
 - Motion to approve
 - Public comment
 - Call for vote

9. **Consideration of awarding tree removal quote to Alpine Tree Service (tree behind 1055 Sunflower 3rd time with bees) \$620.00 and cut back five (5) trees growing into fence and Leaning toward Garage for total cost of \$950.00**

Attachment: Quote Summary Attached
Trustee comments
Motion to approve
Public comment
Call for vote

10. **Consideration of awarding Americana fence removal and installation contract to Allied Fence**

Attachment: Quote Summary Attached
Trustee comments
Motion to approve
Public comment
Call for vote

11. **Consideration of awarding Safety & Environmental Systems contract to Flush & Vacuum Storm Drains**

Attachment: Quote Summary Attached
Trustee comments
Motion to approve
Public comment
Call for vote

12. **Consideration of awarding Tony's House Painting Inc. contract to paint inside wall @ CVS**

Attachment: Quote Summary Attached
Trustee comments
Motion to approve
Public comment
Call for vote

13. **Roads Project Update**

Attachment: Quote Summary Attached
Trustee comments
Public comment

14. **Trustee Reports**

15. **Public Comment***

16. **Trustees remarks**

17. **Adjournment**



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEE – REGULAR MEETING
April 8, 2013 - 7:00 PM

1. **Call to order**

By: Joanne Gaughan, Chairman, at 7:00 P.M.

2. **Invocation**

By: Becky Earnest

3. **Pledge of Allegiance**

Led by: Joanne Gaughan, Chairman

4. **Roll Call**

By: Marion “Molly” Stone, Secretary; Joanne Gaughan, Chairman; Rebecca “Becky” Earnest, 1st Vice Chairman; Philias “Phil” Matton, 2nd Vice Chairman; Marion “Molly” Stone, Secretary; Richard Kissinger, Treasurer; Donald Wink, Assistant Treasurer; Rodney “Rod” Lindsay, Trustee; and Harald Albinus, Trustee. All acknowledged their presence. Allison Kelly, Assistant Secretary; was absent. Cheryl Ennis, District Manager was present.

5. **Announcements by Chairman**

Joanne Gaughan commented on the April 3, 2013 meeting with Palm Bay Planning and Zoning Board saying that she, Barbara Kirsch, and Cheryl Ennis had attended the meeting representing Holiday Park and that the application for variance had been approved and will go to the City Council in May. She also commented on the presentation of the meeting agenda, by Palm Bay Planning and Zoning, which was on an overhead projector and asked that a similar system be looked into for the Park. Joanne Gaughan said that she had gone down to the grounds compound for the first time. She told the residents about the buildings and contents of each and that one building needs maintenance.

6. **Board Meeting Minutes - Approval of the March 25, 2013 Board Meeting minutes**

The meeting minutes of March 25, 2013 were distributed to the Board, posted on the bulletin board and on the District website for review prior to the meeting. Becky Earnest made a “motion to approve the minutes with corrections”. The corrections were noted and the motion to approve the minutes seconded by Harald Albinus. A vote was called. Motion carried.

7. **Treasurer’s Report - Presentation of financial reports for the month of February 2013**

The February 2013 Revenue, Expenditure, and Budget Allocation Report and February 28, 2013 Balance Sheet was distributed to the Board, posted on the bulletin board and on the District website for review prior to the meeting. Richard Kissinger first explained that Brevard County collects the Districts fees, where property owners do not pay their taxes, through sales of tax certificates. Richard Kissinger then gave an overview of the revenue and expenditure report. Becky Earnest made “a motion to approve the Treasurer’s report”. Rod Lindsay seconded the motion. A vote was called. Motion carried.

*Draft
Subject to change
by the Board of
Trustees*

8. Approval of the District Manager's contract

Questions regarding the District Manager's contract were discussed by the Board and residents that included health insurance, termination, life insurance, retirement benefits and length of contract, vacation, and sick time. It was discussed that, in the past, the contract was an open-ended contract, and it was suggested that the current contract be a one-year contract. The Board recommended that the attorney review the contract again with the added changes that were discussed. Harald Albinus made "a motion to make the contract length one year starting after the 90 days with review two months prior to the expiration date". Molly Stone seconded the motion. A vote was called motion carried.

9. Emergency Management –Consideration of approving Resolution 2013-01, 2013-02, and 2013-03, – authorizing utilization of City of Palm Bay contracts for management, removal, and disposal of storm debris and related services if/when-needed basis. (1-year extension on existing contract).

Rod Lindsay made "a motion to approve Resolution 2013-01, 2013-02, and 2013-03". Harald Albinus seconded the motion. A vote was called. Motion carried.

10. Pool Cover-Consideration of purchasing a new pool covers and winder system (continued from 3/25). The Board recommended that multiple quotes be obtained for the same product and the item was tabled until quotes were received.

11. Adjustments in ACC fees – Consideration of the ACC Board recommendation to change the ACC fee to \$10.00 across the board for any ACC application that requires a permit by the City of Palm Bay with fees received going to Park beautification.
Item was tabled until the ACC had the opportunity to review and make necessary changes to the applications.

12. Mowers – Consideration of purchasing new mowing equipment with optional financing (48" or 60" deck) Joanne Gaughan said that she was in the office at the time Mr. Cox from Robinson Equipment spoke about a financing option for mowers. Donald Wink recommended outsourcing the mowing because he felt that \$25,000 for mowers was excessive. Harald Albinus said that outsourcing was looked at last year, and it was decided that keeping the grounds staff was the best for the Park.

Jean Beach, 1090 Moonlight, said that, based on Ad-Hoc Budget numbers, it was agreed that staying in house was best but based on the actual budget numbers that were passed by the Board it would have been less to outsource.

Kayt Barclay, 385 Holiday Park, claimed that one of the mower operators was sleeping behind her home. (note: continued electrical problems with the old mower, which shuts off at random, may be the issue as the operator waits for the mower, sometimes 20 minutes, to cool before it starts again).

Harald Albinus recommended that residents take pictures if they see problems with grounds staff.

Joanne Gaughan mentioned that the grounds crew had cleaned a culvert, where there was a recent complaint of debris that had gathered at one end, and said immediately after it was cleaned a resident was spotted raking leaves into the same canal. Joanne recommended that pictures be taken of that as well.

Barbara Hoffman, 1021 Little, suggested that we would eventually have similar problems with outsourcing.

John LaLima, 1055 Sunflower, said that if a contractor did not do their job pay could be held back where we pay the grounds crew whether or not they are doing their job.

Harald Albinus said he would like to have Pat Hartwell come to a meeting so the Board could ask him questions. Rod Lindsay said that contracting outside was already done and did not work out. It was recommended that government contract be looked at. Harald Albinus made "a motion to procure mowers through a government contract". Rod Lindsay seconded the motion. Phil Matton said that the grounds crew needs working equipment in order to do their job. A vote was called on the motion. Motion carried.

13. Laundry Equipment – Consideration of new lease proposal by Mac-Gray for two washers and dryers and changing out the existing large driers to smaller units

Joanne Gaughan reviewed the proposed changes to the Mac-Gray contract for a 3-year contract at \$912.00 per year for two washers one top load and one front load and two Dryers for an \$1800.00 saving. This proposal was suggested as an alternative to purchasing washers and dryers, which had previously been approved by the Board. Becky Earnest made "a motion that we continue with the new contract for \$912.00 per year for three years". Molly Stone seconded the motion.

John LaLima, 1055 Sunflower, said the Board had previously agreed to keep a large dryer.

Kayt Barclay, 385 Holiday Park, asked if the equipment would be energy star rated and if Mac-Gray would give us new equipment after the three-year contract ran out.

A vote was called on the motion to lease the equipment from Mac-Gray. Motion carried. A motion was made by Becky Earnest "to rescind the motion to purchase washers and dryers". Rod Lindsay seconded the motion. A vote was called motion carried.

14. Roads Project – Bid update

Joanne Gaughan updated the residents on the progress of the road bids and said that they would be opened at a special meeting on April 24 at 2:00 pm. Richard Kissinger proposed that money be taken, if needed, from the reserves to complete the road project in its entirety. Joanne Gaughan suggested the additional funding be addressed after the contracts are received and a decision is made on a contractor.

15. 2013 – 2014 Budget – Discussion

Richard Kissinger said that he put funds in the budget for all of the special projects that the board had proposed; for beautification, Donald Wink wanted the irrigation in the front of the building

to be repaired, \$5000 was added for that purpose and \$5000 for landscaping; \$8,000 was added for tree trimming; an increase for uniforms was added; and \$65,000 line item was added to return the additional costs for the road project back to the reserves; temporary office services at \$10,000 was added. Becky Earnest asked that funds be included in the budget for a sound system and said she would get costs to the Board. Harald Albinus said he would look at the system and costs. Donald Wink asked where funds would come from for items other than landscaping and said he would like to start on projects.

Leanne Johnson, 309 Holiday Park, asked if there were funds for painting the rolling door.

Steve Ambros, 241 Blossom, asked if there were funds for security. Joanne Gaughan said she is working on a project, which uses the funds from the gate employee's salary and worker's compensation for a new security gate and still hire nighttime patrol to monitor the park as our "sister" park does.

John LaLima, 1055 Sunflower, asked if money allocated in the budget for repairing the building at the grounds compound. John LaLima asked that the concrete benches be cleaned.

Harold Paine, 398 Holiday Park, said he heard a discussion about yard work and said he has been coming down since 1995 and said the back green area behind his home looks the best it ever has. Joanne Gaughan commented on the new fountain and asked if everyone had gone up and looked at it.

Rod Lindsay made "a motion to approve the tentative budget proposal with the recommended changes". Becky Earnest seconded the motion. A vote was called. Motion carried.

16. Public Comment

Donna Matton, 265 Holiday Park, said the ACC Board had approved the \$10.00 fee change. She invited everyone to the meeting on Tuesday at 11:00 saying that they would discuss the changes in City permit requirements.

Mary DePrete, 1041 Laurel, said the fountain is fixed and it is beautiful. She invited everyone up to the pond for TGIF on April 19 at 4:00 to see the new fountain and said they will be cooking hotdogs.

17. Trustees remarks

Harald Albinus asked for copies of the job descriptions. Harald Albinus added that he had several people call him with ideas for security, which he will bring to the Board.

Molly Stone reviewed several comments that were submitted to the office by residents that had been addressed. Molly Stone added that if the forms are not signed with phone numbers included they will not be addressed.

Becky Earnest said that the HPPOA is working on a webpage for the Happenings. Becky Earnest asked that the trees at the entrance be trimmed. Joanne Gaughan said that work was already started.

Richard Kissinger said that on May 5th the American Legion is having a 5k benefit for Camp Boggy Creek, which is for terminally ill children started by Paul Newman. He said all residents are welcome. Richard Kissinger also said that if anyone knows of any veterans in the Park that are in need of help to let him know and he will forward the information to the American Legion who will get them some help.

Donald Wink said that Barbara Hoffman had donated geraniums to the beautification committee and he needed flowerpots that he would like to place by each of the front doors and asked for a budget for the project. He said they would like to do a few projects in May, including something around the drainage canals and proposed vinyl fence and plantings that would be nice to look at and said the costs are about \$2100.00. Richard Kissinger made "a motion to set aside \$2500.00 saying it is also a safety issue". He also asked for the podocarpus to be trimmed. Joanne said that trimming is already scheduled.

Phil Matton suggested hiring temporary help for the office.

Rod Lindsay thanked everyone for coming and giving his or her suggestions.

18. Adjournment

Becky Earnest made "a motion to adjourn the meeting". Richard Kissinger seconded the motion. A vote called. Motion carried. The meeting adjourned at 9:00.



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEE – WORKSHOP MEETING April 22, 2013 - 7:00 PM

1. Call to order

By: Joanne Gaughan, Chairman, at 7:00 P.M.

2. Invocation

By: Becky Earnest

3. Pledge of Allegiance

Led by: Joanne Gaughan, Chairman

4. Roll Call

By: Marion "Molly" Stone, Secretary; Joanne Gaughan, Chairman; Rebecca "Becky" Earnest, 1st Vice Chairman; Philias "Phil" Matton, 2nd Vice Chairman; Marion "Molly" Stone, Secretary; Richard Kissinger, Treasurer; Donald Wink, Assistant Treasurer; Rodney "Rod" Lindsay, Trustee; all acknowledged their presence. Harald Albinus, Trustee, and Allison Kelly, Assistant Secretary, were absent. Cheryl Ennis, District Manager was present with Sharon Johnson recording.

5. Announcements by Chairman

None at this time.

6. Guest Speaker – Mowing Equipment, Ted Cox from Robinson Equipment, Kubota

There were several questions raised in regards to longevity and maintenance of the equipment. Ted Cox suggested that the typical lifespan is 25 hours a week, or 1300 hours a year and said in speaking with several contractors and Kubota 5500 to 6000 hours is the max life expediency, after that, it starts to cost money. Financing and leasing options were discussed.

Joanne Gaughan would like Mr. Cox to come in when the new mower arrives to give everyone a tutorial on mower operation and maintenance. She would like everyone to sign a paper acknowledging that the grounds employees were instructed on the mower's operation and maintenance.

Phil Matton asked Mr. Cox to make up a maintenance schedule for the grounds crew.

Both Rod Lindsay and Phil Matton agree that the mowers should be purchased outright.

Rene St. Pierre, 222 Fantasy, had two questions regarding the mowers and asked Mr. Cox if putting miles on every day running back and forth for breaks and lunches put excess on mowers and asked what should be the max cut of lawns 6 inches or 12 inches? Rene St. Pierre also suggested the grounds crew be assigned a unit and held accountable for all maintenance of the mower that they use.

*Draft
Subject to change by
the Board of Trustees*

John LaLima, 1055 Sunflower, asked if a lease on the mower was terminated after 1 year, who would be responsible for maintenance on equipment? Mr. Cox stated that Holiday Park would be responsible. Mr. Cox said that all mowers needed to be cleaned every day after each use and needed a Maintenance Program in place. Mr. LaLima thinks that the Board should wait on purchasing equipment until they get figures regarding the Lease Program.

7. Guest Speaker City of Palm Bay Building Department – Jason Mahaney

Many questions have come into the City of Palm Bay Building Department, and Mr. Mahaney has come to address some of the questions.

Phil Matton asked if a permit was needed to replace windows in a home and an existing accessory structure.

Mr. Mahaney said that all accessory structures need a building permit. Sheds, carports, screen rooms are considered accessory structures. The City of Palm Bay does not require a permit for work done on a mobile home itself unless it changes the structure of a mobile home such as a roof over. The City of Palm Bay does not issue any temporary permits.

Howard Sprague, 126 Holiday Park states that the City of Palm Bay requires an Architect drawing and it is pretty near to impossible to get someone to do smaller jobs.

Mr. Mahaney states that you need to have a Certified Engineer or Architect registered in the State of Florida to certify that the structure will be safe, before getting a permit.

John LaLima, 1055 Sunflower, gets conflicting reports in regards to installation of concrete. Mr. Mahaney states that concrete bigger than 2' x 2' requires a permit. John LaLima asked if pavers required a permit. Mr. Mahaney said no.

8. Approval of the District Manager's contract

Joanne Gaughan stated that a revised copy of the District Manager's contract was given to the Trustees based on suggestions from the last meeting.

Richard Kissinger made a motion to approve the "District Manager's Employment Agreement". Rod Lindsay seconded the motion. A vote was called. Motion carried.

9. Consideration of purchasing Mowers from Robinson Equipment

Phil Matton made a motion to approve the purchase of one Kubota, Model # F2680E based on the price of \$12,834. Richard Kissinger seconded the motion.

Joanne Gaughan stated that we have a motion to purchase one Kubota and wanted to add based on the price of \$12,834.00 less the \$1,200.00 trade in.

Donald Wink would rather wait for the price of a lease and said he would like to outsource mowing because he cannot see putting all that money out for mowers.

John LaLima, 1055 Sunflower, stated that he is in agreement with Donald Wink. We really should wait and see what the cost of the lease is going to be.

Joanne Gaughan called for the vote on the purchase. Motion carried with one opposed.

10. District Manager's Report

Cheryl Ennis reviewed the District Manager's report. The District Manager's report was distributed to the Board and posted on the District website and bulletin board prior to the meeting.

Joanne Gaughan reminded everyone that the bids for the road project are going to be opened at a Special Meeting on Wednesday April 24th at 2pm. Everyone is welcome

Molly Stone asked about the Grounds Temp Staffing – Cheryl Ennis explained that we had two temps from Manpower that had started.

Rod Lindsay asked about the Health Insurance and asked if the decrease of \$8300.00 was for the coming year. Cheryl explained that it is starting in June and the decrease includes adding the two employees who do not currently have health insurance in case the employees decide they want the health insurance at the June enrollment. Joanne Gaughan stated that it is a very nice savings for the Park.

Mary Evans, 134 Holiday Park, would like to comment, on the fence that was laid down for feral cats. She said that when the fence was put down the fence was not being put down into the ground properly. The cats are digging underneath the fence and coming into the park. People are still feeding the feral cats. She has been told to go to the Police Department and give names of people feeding the cats, the police will send an officer out to speak to the people who are feeding them and get a written report. Mary Evans said it is against the law to feed the feral cats in the park. The feral cat colonies are in the trees behind CVS. There is a feeding station there; people should feed them there and not in the Park. At times, there are 15 cats waiting to be fed.

Becky Earnest made a motion to accept the Managers Report. Molly Stone seconded the motion. A vote was called. Motion carried

11. Proposed Budget 2013 – 2014

Richard Kissinger states that the Board has reviewed the budget and it has been posted on the bulletin board.

Jean Beach, 1090 Moonlight, said that last year's loan restructure reduced the interest to 1 ½% and the loan payment was left the same to decrease the length and pay it off earlier. She asked when the Board approved that. She said there is another loan coming due in June and asked if we have the option to reduce the payment amount. She recommends that if possible the amount be reduced saying it would be about \$17,000.00 over a period of a year, which puts money in our pocket that could be used for other things.

Richard Kissinger stated that there would be no raise in Park Fees.

Becky Earnest questioned why the W/C insurance for the gate and grounds crew, is double from before. The quote given by FMIT was \$8200.00 from \$5,100.00. Becky asked if we had many claims. Richard Kissinger explained that it is part of the industry not just in this Park; rates are based on rates for the state.

Richard Kissinger explained that every Board Member had given him a list of their projects and cost. All projects were included in budget for beautification, tree trimming, sound system, landscaping, management, etc.

Donald Wink said he that the grounds maintenance went up \$14,000.00 over last year, and said again that we should check into outsourcing.

Donald Wink made "a motion to accept the Proposed Preliminary Budget". Becky Earnest seconded the motion. A vote was called. Motion carried.

12. Trustee Reports

Rod Lindsay said that estimates are in for getting rid of trees around the fence by the compound, also estimates are in on the fence and said the bid opening for roads is this Wednesday, April 24th.

Phil Matton said he can see that the grounds crew is out in full force and said he is still receiving complaints regarding not picking up branches. Joanne Gaughan, suggested that when Mr. Cox comes by to give instructions to grounds crew regarding mowers that he should sit in as well.

Donald Wink said the Beautification group has one more meeting next Monday and said they will continue to meet over the summer to continue with Beautification, hoping to have an impact when people come back next fall. Donald Wink said the planters are here along with the soil, and we have the person ready to plant these planters around the main doors at the clubhouse.

Richard Kissinger asked residents to check your neighbors property and make sure that they do not leave loose objects around. He said to the people who are leaving to have a safe trip home and back in the fall.

Becky Earnest said the ACC is still working on the new forms and charges, hoping to bring those back to the 1st meeting in September.

Molly Stone said the office had received a few suggestions, complaint forms which have been addressed.

13. Public Comment*

Bill Perron, 312 Holiday Park, has put in a suggestion about putting a dog park so that the dogs can get some exercise in a nice little area. He said a nice place would be at the south side of the Shuffleboard and would need fencing on three sides.

John LaLima, 1055 Sunflower, said a tree behind his house is loaded with bees for the third time, and he thinks, that the Board should look into taking the tree down suggesting it would be more cost effective than trying to get rid of the bees.

Jean Beach, 1090 Moonlight said the benches are here and Mr. Sprague and Pete Young spent the day putting them together. Ms. Beach wanted to thank Mr. Sprague and Mr. Young for their all their hard work. She also commended the District Office for being cooperative and getting this project up and running. The grounds crew has also moved a bench for her, and she wants to thank them as well. The last thing is the shingles around the Rec Hall building and asked them to be looked into.

14. Trustees remarks

Rod Lindsay thinks that the bees in the tree behind Sunflower, maybe should be plugged up again, instead of taking the tree down. Also, the people who have dogs and walk them at night tend not to clean up after them, and is afraid that they will do the same thing in a dog park.

Phil Matton though that office help should be look into.

Becky Earnest said the HPPOA is having a fundraiser at the Texas Roadhouse on Thursday, May 9th. At the hostess station there will be a box to put your coupon along with your receipt and they will total it and give back 10% to the HPPOA that can be used toward beautification.

Joanne Gaughan made up a guideline with information for soliciting for bids. The office will be keeping a record of the names of the shrubs and how they will be cared for.

15. Adjournment

Becky Earnest made "a motion to adjourn". Richard Kissinger seconded the motion. A vote was called. Motion carried.



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEE – SPECIAL MEETING
April 24, 2013 - 2:00 PM

*Draft
Subject to change
by the
Board of Trustees*

1. Call to order

By: Joanne Gaughan, Chairman, at 2 P.M.

2. Pledge of Allegiance

Led by: Joanne Gaughan, Chairman

3. Roll Call

By: Marion "Molly" Stone, Secretary; Joanne Gaughan, Chairman; Rebecca "Becky" Earnest, 1st Vice Chairman; Marion "Molly" Stone, Secretary; Richard Kissinger, Treasurer; Rodney "Rod" Lindsay, Trustee. All acknowledged their presence. Philias "Phil" Matton, 2nd Vice Chairman; Donald Wink, Assistant Treasurer; Harald Albinus, Trustee; and Allison Kelly, Assistant Secretary were absent. Cheryl Ennis, District Manager was present with Sharon Johnson recording.

4. Bid Opening Roadway Project

Joanne Gaughan opened the bids from the prospective contractors announcing the bid prices and additions / changes suggested by the contractor for Holiday Park's cul-de-sac project. Copies will be forwarded to the board for review and bid results posted. The Board scheduled another Special Meeting for May 8, 2013 when the contractors will be given one half hour each to discuss their proposals and answer questions.

5. Public Comment

none

6. Trustee Comment

none

7. Adjournment

Becky Earnest made "a motion to adjourn the meeting". Molly Stone seconded the motion. A vote was called. Motion carried. Meeting adjourned at 3pm.

A/O MARCH, 2013

| REVENUES 2012-2013 | | | | | YTD | YTD |
|----------------------------|--------------|--------------|----|--|---------------|---------|
| SPECIAL ASSESSMENTS | | | | | BY \$ | BY % |
| | BUDGET | RECEIPT | | | | |
| GROSS ASSESSMENTS | \$ 1,476,288 | \$ 1,246,293 | \$ | | \$ 229,995 | 84% |
| ASSESSMENT DISCOUNT & ADJ | \$ (51,788) | \$ (46,034) | \$ | | \$ (5,753.64) | 89% |
| NET ASSESSMENTS INCOME | \$ 1,424,500 | \$ 1,200,259 | \$ | | \$ 224,241 | 84% |
| TRANS TO DEBT SERVICE FUND | \$ (262,200) | \$ (131,096) | \$ | | \$ (131,105) | 50.00% |
| FROM ASSESSMENTS-DEBT SVC | \$ 262,200 | \$ 131,095 | \$ | | \$ 131,105 | 50.00% |
| TOTAL SPECIAL ASSESSMENTS | \$ 1,424,500 | \$ - | \$ | | \$ 1,424,500 | 0% |
| SERVICE CHARGES | \$ 5,000 | \$ 5,361 | \$ | | \$ (360.91) | 107.22% |
| INTEREST INCOME | \$ 2,500 | \$ 1,351 | \$ | | \$ 1,149 | 54.04% |
| OTHER INCOME | \$ 2,000 | \$ 4,661 | \$ | | \$ (2,661) | 54.04% |
| LAUNDRY INCOME | \$ 1,000 | \$ 1,120 | \$ | | \$ (120) | 111.99% |
| TOTALS | \$ 1,435,000 | \$ 1,213,947 | \$ | | \$ 221,053 | 84.60% |

A/O MARCH 31, 2013

| EXPENSE | | % OF BUDGET | BUDGET 2012-2013 | Y TO D EXPENSE | BUDGET BALANCE | Y TO D BY % |
|----------------------------------|--|-------------|------------------|----------------|----------------|-------------|
| ACCOUNT TITLES | | | | | | |
| GEN GOV-LEGISLATIVE | | 0.17% | \$ 2,500 | \$ 650 | \$ 1,850 | 25.99% |
| GEN GOV- EXEC, FIN & ADMIN | | 13.62% | \$ 195,400 | \$ 96,931 | \$ 98,469 | 49.61% |
| GEN GOV-LEGAL COUNSEL | | 0.77% | \$ 11,000 | \$ 1,768 | \$ 9,233 | 16.07% |
| DEBT SERVICE -PRINCIPAL EXPENSE | | 11.72% | \$ 168,200 | \$ 100,691 | \$ 67,509 | 59.86% |
| DEBT SERVICE -INTEREST EXPENSE | | 6.55% | \$ 94,000 | \$ 30,404 | \$ 63,596 | 32.34% |
| OTHER GENERAL GOVERNMENT | | 19.98% | \$ 286,700 | \$ 160,590 | \$ 126,110 | 56.01% |
| PUBLIC SAFETY | | 7.15% | \$ 102,600 | \$ 48,075 | \$ 54,525 | 46.88% |
| PHYSICAL ENVIRONMENT | | 9.02% | \$ 129,500 | \$ 53,644 | \$ 75,856 | 41.42% |
| TRANSPORTATION-ROADS & STREET | | 0.31% | \$ 4,500 | \$ 2,769 | \$ 1,731 | 61.54% |
| CULTURE/REC-PARKS & RECREATION | | 22.72% | \$ 326,100 | \$ 120,442 | \$ 205,658 | 36.93% |
| TOTAL EXPENSES | | 92.02% | \$ 1,320,500 | \$ 615,964 | \$ 704,536 | 46.65% |
| TOTAL CAPITAL OUTLAY | | 91.63% | \$ 219,000 | \$ 492 | \$ 218,508 | 0.22% |
| CONTINGENCY EXPENSE | | 8.37% | \$ 20,000 | \$ - | \$ 20,000 | 100% |
| CAP OUTLAY & CONTINGENCY EXPENSE | | | \$ 239,000 | \$ 492 | \$ 238,508 | 16.90% |
| APPROPRIATED PY RESERVES | | | \$ 124,500 | \$ - | \$ 124,500 | 0% |

Port Malak Holiday Park Budget Performance- All Funds March 2013

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04/22/13
Accrual Basis

| Ordinary Income/Expense | Mar 13 | Oct '12 - Mar 13 | Annual Budget | \$ Budget Left | % Budget Used |
|--------------------------------------------|------------|------------------|---------------|----------------|---------------|
| Income | | | | | |
| 325 - Special Assessments | | | | | |
| 0325200 - Gross Assessments | 48,231.00 | 1,246,293.93 | 1,476,288.00 | 229,994.07 | 84.42% |
| 0325290 - Assessment Adjustments | -104.57 | -46,032.36 | -51,788.00 | -5,755.64 | 88.89% |
| 0325295 - Transferred to Debt Service Fund | -21,849.25 | -131,095.50 | -262,200.00 | -131,104.50 | 50.0% |
| 2325200 - From Gross Assessments- DebtSvc | 21,849.25 | 131,095.50 | 262,200.00 | 131,104.50 | 50.0% |
| Total 325 - Special Assessments | 48,126.43 | 1,200,261.57 | 1,424,500.00 | 224,238.43 | 84.26% |
| 334-389 - Other Revenue Sources | | | | | |
| 0341900 - Service Charges | 1,138.60 | 5,360.91 | 5,000.00 | -360.91 | 107.22% |
| 0361100 - Interest Income | 293.39 | 1,350.94 | 2,500.00 | 1,149.06 | 54.04% |
| 0369900 - Other Income | 2.51 | 4,661.02 | 2,000.00 | -2,661.02 | 233.05% |
| 0369902 - Laundry Income | 245.35 | 1,119.85 | 1,000.00 | -119.85 | 111.99% |
| 0369903 - Property Maintenance Income | 0.00 | 1,195.00 | | -1,195.00 | |
| Total 334-389 - Other Revenue Sources | 1,679.85 | 13,687.72 | 10,500.00 | -3,187.72 | 130.36% |
| Total Income | 49,806.28 | 1,213,949.29 | 1,435,000.00 | 221,050.71 | 84.6% |
| Gross Profit | 49,806.28 | 1,213,949.29 | 1,435,000.00 | 221,050.71 | 84.6% |
| Expense | | | | | |
| 511 - Gen Govt- Legislative | | | | | |
| 0511451 - Board Bond Ins | 33.77 | 408.14 | 700.00 | 291.86 | 58.31% |
| 0511491 - Election Fees | 10.00 | 70.00 | 1,600.00 | 1,530.00 | 4.38% |
| 0511522 - Uniforms- Board | 20.00 | 171.65 | 200.00 | 28.35 | 85.83% |
| Total 511 - Gen Govt- Legislative | 63.77 | 649.79 | 2,500.00 | 1,850.21 | 25.99% |
| 512-513 - Gen Govt- Exec, Fin & Admin | | | | | |
| 0512130 - Payroll - Executive | 2,771.16 | 32,371.30 | 74,298.00 | 41,926.70 | 43.57% |
| 0512210 - Payroll Taxes - Executive | 250.51 | 3,037.83 | 7,200.00 | 4,162.17 | 42.19% |
| 0512230 - Health Insurance - Executive | 1,127.88 | 1,127.88 | | -1,127.88 | |
| 0512240 - Workers Comp Ins- Executive | 214.55 | 1,530.80 | 2,500.00 | 969.20 | 61.23% |
| 0512400 - Travel Reimb - Executive | 0.00 | 18.42 | | -18.42 | |
| 0513130 - Payroll - Admin | 4,000.14 | 26,766.98 | 51,102.00 | 24,335.02 | 52.38% |
| 0513210 - Payroll Taxes - Admin | 361.60 | 2,497.57 | 4,600.00 | 2,102.43 | 54.3% |
| 0513230 - Health Insurance - Admin | 318.25 | 7,919.70 | 20,100.00 | 12,180.30 | 39.4% |

Port Malak Holiday Park
Budget Performance- All Funds
March 2013

| | Mar 13 | Oct '12 - Mar 13 | Annual Budget | \$ Budget Left | % Budget Used |
|---------------------------------------------|-----------|------------------|---------------|----------------|---------------|
| 0513240 · Workers Comp Ins - Admin | 134.17 | 1,117.87 | 1,600.00 | 482.13 | 69.87% |
| 0513321 · Professional Fees - Auditing | 0.00 | 10,000.00 | 9,700.00 | -300.00 | 103.09% |
| 0513322 · Contract Accounting Services | 825.00 | 4,725.00 | 10,200.00 | 5,475.00 | 46.32% |
| 0513340 · Payroll-related Services | 280.00 | 1,428.00 | 1,700.00 | 272.00 | 84.0% |
| 0513341 · Temporary Office Services | 0.00 | 0.00 | 500.00 | 500.00 | 0.0% |
| 0513400 · Travel Reimb- Admin | 0.00 | 35.76 | 200.00 | 164.24 | 17.88% |
| 0513421 · Postage | 54.99 | 437.76 | 1,400.00 | 962.24 | 31.27% |
| 0513441 · Equipment Lease- Office | 258.30 | 1,013.86 | 1,700.00 | 686.14 | 59.64% |
| 0513462 · R&M Office Equipment | 198.95 | 198.95 | 1,000.00 | 801.05 | 19.9% |
| 0513495 · Advertising Legal | 0.00 | 0.00 | 800.00 | 800.00 | 0.0% |
| 0513496 · Bank Charges | 5.00 | 47.45 | 300.00 | 252.55 | 15.82% |
| 0513497 · Advertising - Office | 0.00 | 859.16 | | -859.16 | |
| 0513499 · Non Capitalized Equip- Office | 0.00 | 148.20 | 1,500.00 | 1,351.80 | 9.88% |
| 0513510 · Office Expense | 200.01 | 1,648.03 | 5,000.00 | 3,351.97 | 32.96% |
| Total 512-513 · Gen Govt- Exec, Fin & Admin | 11,000.51 | 96,930.52 | 195,400.00 | 98,469.48 | 49.61% |
| 514 · Gen Govt- Legal Counsel | | | | | |
| 0514311 · Professional Fees - Legal | 332.50 | 1,260.00 | 8,000.00 | 6,740.00 | 15.75% |
| 0514312 · Legal - Deed Rest. Enf. | 0.00 | 507.50 | 3,000.00 | 2,492.50 | 16.92% |
| Total 514 · Gen Govt- Legal Counsel | 332.50 | 1,767.50 | 11,000.00 | 9,232.50 | 16.07% |
| 517 · Gen Govt Svcs- Debt Svc Payment | | | | | |
| 2517710 · Principal Expense | 17,479.84 | 100,691.45 | 168,200.00 | 67,508.55 | 59.86% |
| 2517720 · Interest Expense | 4,369.41 | 30,404.05 | 94,000.00 | 63,595.95 | 32.35% |
| Total 517 · Gen Govt Svcs- Debt Svc Payment | 21,849.25 | 131,095.50 | 262,200.00 | 131,104.50 | 50.0% |
| 519 · Gen Govt- Other Gen Govt | | | | | |
| 0519411 · Telephone & Communications | 511.54 | 2,958.24 | 6,500.00 | 3,541.76 | 45.51% |
| 0519431 · Utilities - Electric | 4,860.95 | 27,403.33 | 62,000.00 | 34,596.67 | 44.2% |
| 0519432 · Utilities - Gas | 0.00 | 585.35 | 2,000.00 | 1,414.65 | 29.27% |
| 0519433 · Utilities - Water & Sewer | 912.86 | 6,214.55 | 9,000.00 | 2,785.45 | 69.05% |
| 0519434 · Storm Water Management | 155.33 | 1,637.37 | 3,100.00 | 1,462.63 | 52.82% |
| 0519442 · Equipment Lease- General | 229.50 | 945.54 | 2,800.00 | 1,854.46 | 33.77% |
| 0519451 · Insurance - Liability | 785.25 | 7,211.50 | 9,000.00 | 1,788.50 | 80.13% |
| 0519452 · Insurance - Property | 1,168.66 | 7,004.44 | 14,000.00 | 6,995.56 | 50.03% |

Port Malat Holiday Park Budget Performance- All Funds March 2013

| | Mar 13 | Oct '12 - Mar 13 | Annual Budget | \$ Budget Left | % Budget Used |
|---------------------------------------------|-----------|------------------|---------------|----------------|---------------|
| 0519462 - Property Maintenance Expense | 0.00 | 1,195.00 | | -1,195.00 | |
| 0519491 - Cable - TV | 12,843.81 | 75,228.03 | 147,400.00 | 72,171.97 | 51.04% |
| 0519497 - Other Expense | 8.53 | 10.03 | 100.00 | 89.97 | 10.03% |
| 0519499 - Non-Cap Equipment- Gen Govt | 0.00 | 492.00 | | -492.00 | |
| 0519521 - Supplies Decals & Badges | 0.00 | 0.00 | 800.00 | 800.00 | 0.0% |
| 0519541 - Taxes, Fees & Licenses | 0.00 | 30,196.63 | 30,000.00 | -196.63 | 100.66% |
| Total 519 - Gen Govt- Other Gen Govt | 21,476.43 | 161,082.01 | 286,700.00 | 125,617.99 | 56.19% |
| 529 - Public Safety- Other Public Saf | | | | | |
| 0529130 - Payroll - Gate | 6,955.39 | 41,891.17 | 88,100.00 | 46,208.83 | 47.55% |
| 0529210 - Payroll Taxes - Gate | 626.35 | 3,912.15 | 8,300.00 | 4,387.85 | 47.13% |
| 0529230 - Health Insurance - Gate | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 0529240 - Workers Comp Ins- Gate | 339.12 | 1,871.42 | 2,800.00 | 928.58 | 66.84% |
| 0529460 - R&M Gate | 0.00 | 369.54 | 1,700.00 | 1,330.46 | 21.74% |
| 0529490 - Flags | 0.00 | 0.00 | 300.00 | 300.00 | 0.0% |
| 0529499 - Non Capitalize Equip- Gate | 0.00 | 0.00 | 300.00 | 300.00 | 0.0% |
| 0529520 - Supplies - Gate | 10.00 | 31.07 | 1,000.00 | 968.93 | 3.11% |
| 0529521 - Uniforms- Gate | 0.00 | 0.00 | 100.00 | 100.00 | 0.0% |
| Total 529 - Public Safety- Other Public Saf | 7,930.86 | 48,075.35 | 102,600.00 | 54,524.65 | 46.86% |
| 539 - Physical Env- Other Phys Env | | | | | |
| 0539130 - Payroll - Custodians | 5,701.28 | 33,632.08 | 85,550.00 | 51,917.92 | 39.31% |
| 0539210 - Payroll Taxes - Custodial | 515.39 | 3,169.96 | 8,250.00 | 5,080.04 | 38.42% |
| 0539230 - Health Ins- Custodial | 1,478.54 | 9,561.92 | 20,500.00 | 10,938.08 | 46.64% |
| 0539240 - Workers Comp Ins-Custodial | 296.59 | 1,636.74 | 3,000.00 | 1,363.26 | 54.56% |
| 0539400 - Travel Reimbursement Custodial | 0.00 | 0.00 | 100.00 | 100.00 | 0.0% |
| 0539461 - R&M Buildings | 50.00 | 959.96 | 4,000.00 | 3,040.04 | 24.0% |
| 0539462 - R&M Lighting- Rec Center | 163.96 | 379.89 | 400.00 | 20.11 | 94.97% |
| 0539463 - R&M Equipment | 0.00 | 1,656.95 | 3,000.00 | 1,343.05 | 55.23% |
| 0539499 - Non Capitalized Equip-Custodial | 0.00 | 0.00 | 500.00 | 500.00 | 0.0% |
| 0539520 - Custodial Supplies | 855.00 | 2,646.62 | 4,000.00 | 1,353.38 | 66.17% |
| 0539521 - Uniforms- Custodial | 0.00 | 0.00 | 200.00 | 200.00 | 0.0% |
| Total 539 - Physical Env- Other Phys Env | 9,060.76 | 53,644.12 | 129,500.00 | 75,855.88 | 41.42% |
| 541 - Transportation- Road & Street | | | | | |

Port Malak Holiday Park Budget Performance- All Funds March 2013

| | Mar 13 | Oct '12 - Mar 13 | Annual Budget | \$ Budget Left | % Budget Used |
|---------------------------------------------|-----------|------------------|---------------|----------------|---------------|
| 0541461 - R&M Streets | 0.00 | 363.01 | 1,000.00 | 636.99 | 36.3% |
| 0541463 - R&M Signage | 0.00 | 625.87 | 900.00 | 274.13 | 69.54% |
| 0541464 - R&M Drainage | 130.00 | 1,780.41 | 2,600.00 | 819.59 | 68.48% |
| Total 541 - Transportation- Road & Street | 130.00 | 2,769.29 | 4,500.00 | 1,730.71 | 61.54% |
| 572 - Culture/Rec- Parks & Recreation | | | | | |
| 0572130 - Payroll - Grounds Crew | 11,843.24 | 66,458.01 | 160,800.00 | 94,341.99 | 41.33% |
| 0572210 - Payroll Taxes - Grounds | 1,076.92 | 6,204.67 | 15,100.00 | 8,895.33 | 41.09% |
| 0572230 - Health Insurance-Grounds | 700.75 | 9,817.87 | 36,500.00 | 26,682.13 | 26.9% |
| 0572240 - Workers Comp Ins-Grounds | 519.73 | 2,868.13 | 5,100.00 | 2,231.87 | 56.24% |
| 0572341 - Contract Svcs - Lawn Crew | 0.00 | 11,505.89 | 65,000.00 | 53,494.11 | 17.7% |
| 0572342 - Landscape Management | 280.00 | 1,993.88 | 2,000.00 | 6.12 | 99.69% |
| 0572431 - Landscape Trash Removal | 145.60 | 873.60 | 2,200.00 | 1,326.40 | 39.71% |
| 0572461 - R&M Grounds Equipment | 1,617.51 | 5,221.72 | 4,500.00 | -721.72 | 116.04% |
| 0572462 - R&M Pools & Rec Facilities | 1,281.07 | 7,065.56 | 12,800.00 | 5,734.44 | 55.2% |
| 0572463 - R&M Irrigation System | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 0572464 - Sound Wall Maintenance | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 0.0% |
| 0572468 - Vehicle Repair | 0.00 | 99.63 | 500.00 | 400.37 | 19.93% |
| 0572499 - Non Capitalized Equip-Grounds | 81.47 | 636.44 | 2,500.00 | 1,863.56 | 25.46% |
| 0572521 - Supplies - Grounds | 297.80 | 1,596.40 | 4,500.00 | 2,903.60 | 35.48% |
| 0572522 - Fuel | 1,053.82 | 5,660.62 | 9,500.00 | 3,839.38 | 59.59% |
| 0572523 - Fertilizer | 0.00 | 0.00 | 300.00 | 300.00 | 0.0% |
| 0572524 - Supplies Recreational | 0.00 | 26.93 | 300.00 | 273.07 | 8.98% |
| 0572525 - Uniforms- Grounds | 0.00 | 0.00 | 200.00 | 200.00 | 0.0% |
| 0572526 - Landscape Supplies | 146.31 | 414.32 | 3,000.00 | 2,585.68 | 13.81% |
| 0572551 - Education/Training- Parks & Rec | 0.00 | 0.50 | 300.00 | 299.50 | 0.17% |
| Total 572 - Culture/Rec- Parks & Recreation | 19,044.22 | 120,444.17 | 326,100.00 | 205,655.83 | 36.94% |
| 701 - Capital Outlay | | | | | |
| 0519621 - Cap Outlay-Buildings & Imp | 0.00 | 0.00 | 8,000.00 | 8,000.00 | 0.0% |
| 0519631 - Cap Outlay-Infrastructure | 0.00 | 0.00 | 205,000.00 | 205,000.00 | 0.0% |
| 0519641 - Cap Outlay- Grounds Equipment | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0.0% |
| 0519642 - Capl Outlay-Furn, Fixt & Eq | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 0.0% |
| Total 701 - Capital Outlay | 0.00 | 0.00 | 219,000.00 | 219,000.00 | 0.0% |

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Accrual Basis

Port Malal Holiday Park Budget Performance- All Funds March 2013

| | Mar 13 | Oct '12 - Mar 13 | Annual Budget | \$ Budget Left | % Budget Used |
|------------------------------------|------------|------------------|---------------|----------------|---------------|
| Total Expense | 90,888.30 | 616,458.25 | 1,539,500.00 | 923,041.75 | 40.04% |
| Net Ordinary Income | -41,082.02 | 597,491.04 | -104,500.00 | | |
| Other Income/Expense | | | | | |
| Other Income | | | | | |
| 8381100 · Appropriated PY Reserves | 0.00 | 124,500.00 | 124,500.00 | 0.00 | 100.0% |
| Total Other Income | 0.00 | 124,500.00 | 124,500.00 | 0.00 | 100.0% |
| Other Expense | | | | | |
| 8000097 · void | 0.00 | 0.00 | | 0.00 | |
| 8000099 · Contingency Expense | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 0.0% |
| Total Other Expense | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 0.0% |
| Net Other Income | 0.00 | 124,500.00 | 104,500.00 | | |
| Net Income | -41,082.02 | 721,991.04 | 0.00 | | |

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Accrual Basis

Port Malabar Holiday Park Income & Expense by Fund March 2013

| | 00 General | | 02 Debt Svc | | TOTAL | |
|--------------------------------------------|------------|------------------|-------------|------------------|------------|------------------|
| | Mar 13 | Oct '12 - Mar 13 | Mar 13 | Oct '12 - Mar 13 | Mar 13 | Oct '12 - Mar 13 |
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| 325 - Special Assessments | | | | | | |
| 0325200 - Gross Assessments | 48,231.00 | 1,246,293.93 | 0.00 | 0.00 | 48,231.00 | 1,246,293.93 |
| 0325290 - Assessment Adjustments | -104.57 | -46,032.36 | 0.00 | 0.00 | -104.57 | -46,032.36 |
| 0325295 - Transferred to Debt Service Fund | -21,849.25 | -131,095.50 | 0.00 | 0.00 | -21,849.25 | -131,095.50 |
| 2325200 - From Gross Assessments- DebtSvc | 0.00 | 0.00 | 21,849.25 | 131,095.50 | 21,849.25 | 131,095.50 |
| Total 325 - Special Assessments | 26,277.18 | 1,069,166.07 | 21,849.25 | 131,095.50 | 48,126.43 | 1,200,261.57 |
| 334-389 - Other Revenue Sources | | | | | | |
| 0341900 - Service Charges | 1,138.60 | 5,360.91 | 0.00 | 0.00 | 1,138.60 | 5,360.91 |
| 0361100 - Interest Income | 293.39 | 1,350.94 | 0.00 | 0.00 | 293.39 | 1,350.94 |
| 0369900 - Other Income | 2.51 | 4,661.02 | 0.00 | 0.00 | 2.51 | 4,661.02 |
| 0369902 - Laundry Income | 245.35 | 1,119.85 | 0.00 | 0.00 | 245.35 | 1,119.85 |
| 0369903 - Property Maintenance Income | 0.00 | 1,195.00 | 0.00 | 0.00 | 0.00 | 1,195.00 |
| Total 334-389 - Other Revenue Sources | 1,679.85 | 13,687.72 | 0.00 | 0.00 | 1,679.85 | 13,687.72 |
| Total Income | 27,957.03 | 1,082,853.79 | 21,849.25 | 131,095.50 | 49,806.28 | 1,213,949.29 |
| Gross Profit | 27,957.03 | 1,082,853.79 | 21,849.25 | 131,095.50 | 49,806.28 | 1,213,949.29 |
| Expense | | | | | | |
| 511 - Gen Govt- Legislative | | | | | | |
| 0511451 - Board Bond Ins | 33.77 | 408.14 | 0.00 | 0.00 | 33.77 | 408.14 |
| 0511491 - Election Fees | 10.00 | 70.00 | 0.00 | 0.00 | 10.00 | 70.00 |
| 0511522 - Uniforms- Board | 20.00 | 171.65 | 0.00 | 0.00 | 20.00 | 171.65 |
| Total 511 - Gen Govt- Legislative | 63.77 | 649.79 | 0.00 | 0.00 | 63.77 | 649.79 |
| 512-513 - Gen Govt- Exec, Fin & Admin | | | | | | |
| 0512130 - Payroll - Executive | 2,771.16 | 32,371.30 | 0.00 | 0.00 | 2,771.16 | 32,371.30 |
| 0512210 - Payroll Taxes - Executive | 250.51 | 3,037.83 | 0.00 | 0.00 | 250.51 | 3,037.83 |
| 0512230 - Health Insurance - Executive | 1,127.88 | 1,127.88 | 0.00 | 0.00 | 1,127.88 | 1,127.88 |
| 0512240 - Workers Comp Ins- Executive | 214.55 | 1,530.80 | 0.00 | 0.00 | 214.55 | 1,530.80 |
| 0512400 - Travel Reimb - Executive | 0.00 | 18.42 | 0.00 | 0.00 | 0.00 | 18.42 |
| 0513130 - Payroll - Admin | 4,000.14 | 26,766.98 | 0.00 | 0.00 | 4,000.14 | 26,766.98 |
| 0513210 - Payroll Taxes - Admin | 361.60 | 2,497.57 | 0.00 | 0.00 | 361.60 | 2,497.57 |
| 0513230 - Health Insurance - Admin | 318.25 | 7,919.70 | 0.00 | 0.00 | 318.25 | 7,919.70 |
| 0513240 - Workers Comp Ins - Admin | 134.17 | 1,117.87 | 0.00 | 0.00 | 134.17 | 1,117.87 |
| 0513321 - Professional Fees - Auditing | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 |
| 0513322 - Contract Accounting Services | 825.00 | 4,725.00 | 0.00 | 0.00 | 825.00 | 4,725.00 |
| 0513340 - Payroll-related Services | 280.00 | 1,428.00 | 0.00 | 0.00 | 280.00 | 1,428.00 |
| 0513400 - Travel Reimb- Admin | 0.00 | 35.76 | 0.00 | 0.00 | 0.00 | 35.76 |
| 0513421 - Postage | 54.99 | 437.76 | 0.00 | 0.00 | 54.99 | 437.76 |
| 0513441 - Equipment Lease- Office | 258.30 | 1,013.86 | 0.00 | 0.00 | 258.30 | 1,013.86 |
| 0513462 - R&M Office Equipment | 198.95 | 198.95 | 0.00 | 0.00 | 198.95 | 198.95 |
| 0513496 - Bank Charges | 5.00 | 47.45 | 0.00 | 0.00 | 5.00 | 47.45 |

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04/22/13

Accrual Basis

Port Malabar Holiday Park Income & Expense by Fund March 2013

| | 00 General | | 02 Debt Svc | | TOTAL | |
|---------------------------------------------|------------|------------------|-------------|------------------|-----------|------------------|
| | Mar 13 | Oct '12 - Mar 13 | Mar 13 | Oct '12 - Mar 13 | Mar 13 | Oct '12 - Mar 13 |
| 0513497 - Advertising - Office | 0.00 | 859.16 | 0.00 | 0.00 | 0.00 | 859.16 |
| 0513499 - Non Capitalized Equip- Office | 0.00 | 148.20 | 0.00 | 0.00 | 0.00 | 148.20 |
| 0513510 - Office Expense | 200.01 | 1,648.03 | 0.00 | 0.00 | 200.01 | 1,648.03 |
| Total 512-513 - Gen Govt- Exec, Fin & Admin | 11,000.51 | 96,930.52 | 0.00 | 0.00 | 11,000.51 | 96,930.52 |
| 514 - Gen Govt- Legal Counsel | 332.50 | 1,260.00 | 0.00 | 0.00 | 332.50 | 1,260.00 |
| 0514311 - Professional Fees - Legal | 0.00 | 507.50 | 0.00 | 0.00 | 0.00 | 507.50 |
| 0514312 - Legal - Deed Rest. Enf. | 332.50 | 1,767.50 | 0.00 | 0.00 | 332.50 | 1,767.50 |
| Total 514 - Gen Govt- Legal Counsel | 332.50 | 1,767.50 | 0.00 | 0.00 | 332.50 | 1,767.50 |
| 517 - Gen Govt Svcs- Debt Svc Payment | 0.00 | 0.00 | 17,479.84 | 100,691.45 | 17,479.84 | 100,691.45 |
| 2517710 - Principal Expense | 0.00 | 0.00 | 4,369.41 | 30,404.05 | 4,369.41 | 30,404.05 |
| 2517720 - Interest Expense | 0.00 | 0.00 | 21,849.25 | 131,095.50 | 21,849.25 | 131,095.50 |
| Total 517 - Gen Govt Svcs- Debt Svc Payment | 0.00 | 0.00 | 21,849.25 | 131,095.50 | 21,849.25 | 131,095.50 |
| 519 - Gen Govt- Other Gen Govt | 511.54 | 2,958.24 | 0.00 | 0.00 | 511.54 | 2,958.24 |
| 0519411 - Telephone & Communications | 4,860.95 | 27,403.33 | 0.00 | 0.00 | 4,860.95 | 27,403.33 |
| 0519431 - Utilities - Electric | 0.00 | 585.35 | 0.00 | 0.00 | 0.00 | 585.35 |
| 0519432 - Utilities - Gas | 912.86 | 6,214.55 | 0.00 | 0.00 | 912.86 | 6,214.55 |
| 0519433 - Utilities - Water & Sewer | 155.33 | 1,637.37 | 0.00 | 0.00 | 155.33 | 1,637.37 |
| 0519434 - Storm Water Management | 229.50 | 945.54 | 0.00 | 0.00 | 229.50 | 945.54 |
| 0519442 - Equipment Lease- General | 785.25 | 7,211.50 | 0.00 | 0.00 | 785.25 | 7,211.50 |
| 0519451 - Insurance - Liability | 1,168.66 | 7,004.44 | 0.00 | 0.00 | 1,168.66 | 7,004.44 |
| 0519452 - Insurance - Property | 0.00 | 1,195.00 | 0.00 | 0.00 | 0.00 | 1,195.00 |
| 0519462 - Property Maintenance Expense | 12,843.81 | 75,228.03 | 0.00 | 0.00 | 12,843.81 | 75,228.03 |
| 0519491 - Cable - TV | 8.53 | 10.03 | 0.00 | 0.00 | 8.53 | 10.03 |
| 0519497 - Other Expense | 0.00 | 492.00 | 0.00 | 0.00 | 0.00 | 492.00 |
| 0519499 - Non-Cap Equipment- Gen Govt | 0.00 | 30,196.63 | 0.00 | 0.00 | 0.00 | 30,196.63 |
| 0519541 - Taxes, Fees & Licenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 519 - Gen Govt- Other Gen Govt | 21,476.43 | 161,082.01 | 0.00 | 0.00 | 21,476.43 | 161,082.01 |
| 529 - Public Safety- Other Public Saf | 6,955.39 | 41,891.17 | 0.00 | 0.00 | 6,955.39 | 41,891.17 |
| 0529130 - Payroll - Gate | 626.35 | 3,912.15 | 0.00 | 0.00 | 626.35 | 3,912.15 |
| 0529210 - Payroll Taxes - Gate | 339.12 | 1,871.42 | 0.00 | 0.00 | 339.12 | 1,871.42 |
| 0529240 - Workers Comp Ins- Gate | 0.00 | 369.54 | 0.00 | 0.00 | 0.00 | 369.54 |
| 0529460 - R&M Gate | 10.00 | 31.07 | 0.00 | 0.00 | 10.00 | 31.07 |
| 0529520 - Supplies - Gate | 7,930.86 | 48,075.35 | 0.00 | 0.00 | 7,930.86 | 48,075.35 |
| Total 529 - Public Safety- Other Public Saf | 7,930.86 | 48,075.35 | 0.00 | 0.00 | 7,930.86 | 48,075.35 |
| 539 - Physical Env- Other Phys Env | 5,701.28 | 33,632.08 | 0.00 | 0.00 | 5,701.28 | 33,632.08 |
| 0539130 - Payroll - Custodians | 515.39 | 3,169.96 | 0.00 | 0.00 | 515.39 | 3,169.96 |
| 0539210 - Payroll Taxes - Custodial | 1,478.54 | 9,561.92 | 0.00 | 0.00 | 1,478.54 | 9,561.92 |
| 0539230 - Health Ins- Custodial | 296.59 | 1,636.74 | 0.00 | 0.00 | 296.59 | 1,636.74 |
| 0539240 - Workers Comp Ins-Custodial | 50.00 | 959.96 | 0.00 | 0.00 | 50.00 | 959.96 |
| 0539461 - R&M Buildings | 163.96 | 379.89 | 0.00 | 0.00 | 163.96 | 379.89 |
| 0539462 - R&M Lighting- Rec Center | | | | | | |

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04/22/13

Accrual Basis

Port Malabar Holiday Park Income & Expense by Fund March 2013

| | 00 General | | 02 Debt Svc | | TOTAL | |
|---------------------------------------------|------------|------------------|-------------|------------------|------------|------------------|
| | Mar 13 | Oct '12 - Mar 13 | Mar 13 | Oct '12 - Mar 13 | Mar 13 | Oct '12 - Mar 13 |
| 0539463 • R&M Equipment | 0.00 | 1,656.95 | 0.00 | 0.00 | 0.00 | 1,656.95 |
| 0539520 • Custodial Supplies | 855.00 | 2,646.62 | 0.00 | 0.00 | 855.00 | 2,646.62 |
| Total 539 • Physical Env- Other Phys Env | 9,060.76 | 53,644.12 | 0.00 | 0.00 | 9,060.76 | 53,644.12 |
| 541 • Transportation- Road & Street | | | | | | |
| 0541461 • R&M Streets | 0.00 | 363.01 | 0.00 | 0.00 | 0.00 | 363.01 |
| 0541463 • R&M Signage | 0.00 | 625.87 | 0.00 | 0.00 | 0.00 | 625.87 |
| 0541464 • R&M Drainage | 130.00 | 1,780.41 | 0.00 | 0.00 | 130.00 | 1,780.41 |
| Total 541 • Transportation- Road & Street | 130.00 | 2,769.29 | 0.00 | 0.00 | 130.00 | 2,769.29 |
| 572 • Culture/Rec- Parks & Recreation | | | | | | |
| 0572130 • Payroll - Grounds Crew | 11,843.24 | 66,458.01 | 0.00 | 0.00 | 11,843.24 | 66,458.01 |
| 0572210 • Payroll Taxes - Grounds | 1,076.92 | 6,204.67 | 0.00 | 0.00 | 1,076.92 | 6,204.67 |
| 0572230 • Health Insurance-Grounds | 700.75 | 9,817.87 | 0.00 | 0.00 | 700.75 | 9,817.87 |
| 0572240 • Workers Comp Ins-Grounds | 519.73 | 2,868.13 | 0.00 | 0.00 | 519.73 | 2,868.13 |
| 0572341 • Contract Svcs - Lawn Crew | 0.00 | 11,505.89 | 0.00 | 0.00 | 0.00 | 11,505.89 |
| 0572342 • Landscape Management | 280.00 | 1,993.88 | 0.00 | 0.00 | 280.00 | 1,993.88 |
| 0572431 • Landscape Trash Removal | 145.60 | 873.60 | 0.00 | 0.00 | 145.60 | 873.60 |
| 0572461 • R&M Grounds Equipment | 1,617.51 | 5,221.72 | 0.00 | 0.00 | 1,617.51 | 5,221.72 |
| 0572462 • R&M Pools & Rec Facilities | 1,281.07 | 7,065.56 | 0.00 | 0.00 | 1,281.07 | 7,065.56 |
| 0572468 • Vehicle Repair | 0.00 | 99.63 | 0.00 | 0.00 | 0.00 | 99.63 |
| 0572499 • Non Capitalized Equip-Grounds | 81.47 | 636.44 | 0.00 | 0.00 | 81.47 | 636.44 |
| 0572521 • Supplies - Grounds | 297.80 | 1,596.40 | 0.00 | 0.00 | 297.80 | 1,596.40 |
| 0572522 • Fuel | 1,053.82 | 5,660.62 | 0.00 | 0.00 | 1,053.82 | 5,660.62 |
| 0572524 • Supplies Recreational | 0.00 | 26.93 | 0.00 | 0.00 | 0.00 | 26.93 |
| 0572526 • Landscape Supplies | 146.31 | 414.32 | 0.00 | 0.00 | 146.31 | 414.32 |
| 0572551 • Education/Training- Parks & Rec | 0.00 | 0.50 | 0.00 | 0.00 | 0.00 | 0.50 |
| Total 572 • Culture/Rec- Parks & Recreation | 19,044.22 | 120,444.17 | 0.00 | 0.00 | 19,044.22 | 120,444.17 |
| Total Expense | 69,039.05 | 485,362.75 | 21,849.25 | 131,095.50 | 90,888.30 | 616,458.25 |
| Net Ordinary Income | -41,082.02 | 597,491.04 | 0.00 | 0.00 | -41,082.02 | 597,491.04 |
| Other Income/Expense | | | | | | |
| 8381100 • Appropriated PY Reserves | 0.00 | 124,500.00 | 0.00 | 0.00 | 0.00 | 124,500.00 |
| Total Other Income | 0.00 | 124,500.00 | 0.00 | 0.00 | 0.00 | 124,500.00 |
| Net Other Income | | | | | | |
| Net Income | -41,082.02 | 721,991.04 | 0.00 | 0.00 | -41,082.02 | 721,991.04 |

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04/22/13
Accrual Basis

Port Malabar Holiday Park
Balance Sheet
As of March 31, 2013

| | <u>Mar 31, 13</u> |
|--------------------------------------------|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 0101000 · TD Operating | 96,417.34 |
| 0101100 · SunTrust Operating | 41,231.45 |
| 0101500 · TD Fixed Rate Account | 1,206,410.28 |
| 0102100 · Petty Cash | 1,222.20 |
| 0104100 · SBA - Operating Account | 67,135.54 |
| 0104500 · SBA Restricted fund B | 12,773.85 |
| 0104509 · SBA Restr Fund B- Inv Gain(Loss) | -726.65 |
| Total Checking/Savings | <u>1,424,464.01</u> |
| Accounts Receivable | |
| 0115100 · Accounts Receivable | 1,085.00 |
| Total Accounts Receivable | <u>1,085.00</u> |
| Total Current Assets | <u>1,425,549.01</u> |
| Fixed Assets | |
| 0161900 · Land | 223,836.00 |
| 0162900 · Buildings & Improvements | 1,024,401.74 |
| 0163900 · AD - Buildings & Improvements | -616,198.17 |
| 0164900 · Infrastructure | 2,858,676.27 |
| 0165900 · AD - Infrastructure | -410,704.35 |
| 0166910 · Furn, Fixtures & Equipment | 99,882.01 |
| 0166920 · Grounds Equipment | 77,146.68 |
| 0166930 · Computer Software | 2,187.85 |
| 0167910 · AD - Furn, Fixtures & Equipment | -83,504.08 |
| 0167920 · AD - Grounds Equipment | -60,781.49 |
| 0167930 · AD - Computer Software | -2,187.85 |
| Total Fixed Assets | <u>3,112,754.61</u> |
| Other Assets | |
| 0155000 · Prepaid Expenses | 13,024.23 |
| 0170910 · Capitalized Loan Fees | 52,239.00 |
| 0170920 · Accum Amortization | -21,462.47 |
| Total Other Assets | <u>43,800.76</u> |
| TOTAL ASSETS | <u><u>4,582,104.38</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 0202000 · Accounts Payable | 25,802.88 |
| Total Accounts Payable | <u>25,802.88</u> |
| Other Current Liabilities | |
| 0203010 · Loan 1 Curr Portion - TD 5455 | 76,530.00 |
| 0203020 · Loan 2 Curr Portion - TD 2055 | 76,535.00 |
| 0203030 · Loan 3 Curr Portion - TD 9155 | 35,076.00 |
| 0220000 · Customer Deposits | 625.78 |
| 2215000 · Accrued Interest Payable | 1,265.65 |
| Total Other Current Liabilities | <u>190,032.43</u> |
| Total Current Liabilities | <u>215,835.31</u> |
| Long Term Liabilities | |
| 0203910 · Loan 1- TD 5455 | 475,735.34 |
| 0203920 · Loan 2- TD 2055 | 758,698.24 |
| 0203930 · Loan 3- TD 9155 | 448,919.22 |
| Total Long Term Liabilities | <u>1,683,352.80</u> |
| Total Liabilities | <u>1,899,188.11</u> |

12:08 PM
04/22/13
Accrual Basis

Port Malabar Holiday Park
Balance Sheet
As of March 31, 2013

| | <u>Mar 31, 13</u> |
|--------------------------------------|----------------------------|
| Equity | |
| 0271000 · Fund Balance- Unreserved | 844,162.00 |
| 0274000 · Invested in capital assets | 1,241,263.23 |
| 0281100 · Appropriated Funds | -124,500.00 |
| Net Income | <u>721,991.04</u> |
| Total Equity | <u>2,682,916.27</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>4,582,104.38</u></u> |

Loan Balances at Month-End

| | | <u>Loan 2055</u> | <u>Loan 9155</u> | <u>Loan 5455</u> |
|-----------------------------------------------------------------|------------------|-------------------|-------------------|-------------------|
| QB Loan Balances on 09/30/2012 | | 835,233.24 | 483,995.22 | 552,265.34 |
| Less Principal Pymt in Debt Service Fund Acct 00100002010000 | | | | |
| | <u>For Month</u> | | | |
| | Oct-12 | -5,046.50 | -2,849.85 | -6,229.63 |
| | Nov-12 | -8,106.44 | -2,792.38 | -6,296.61 |
| | Dec-12 | -8,083.13 | -2,874.04 | -6,265.12 |
| | Jan-13 | -8,093.40 | -2,817.90 | -6,282.87 |
| | Feb-13 | -8,198.76 | -2,829.77 | -6,445.21 |
| | Mar-13 | -8,112.82 | -3,048.10 | -6,318.92 |
| | Apr-13 | | | |
| | May-13 | | | |
| | Jun-13 | | | |
| | Jul-13 | | | |
| | Aug-13 | | | |
| | Sep-13 | | | |
| Calculated Loan Balances for QuickBooks | | 789,592.19 | 466,783.18 | 514,426.98 |
| Adj for current payment posted in wrong month | | 8,112.82 | 0.00 | 6,318.92 |
| Calculated Loan Balances to match Bank Statements | | <u>797,705.01</u> | <u>466,783.18</u> | <u>520,745.90</u> |
| ME Loan Balances Per Bank Statements | | <u>797,705.01</u> | <u>466,783.18</u> | <u>520,745.90</u> |

Initials: _____

COMMERCIAL WASHER/DRYER RENTAL AGREEMENT

Date of Rental Agreement: 4/25/2013

This rental agreement ("Rental Agreement") is between Mac-Gray Services, Inc. 6110 Pelican Creek Circle, Riverview, FL 33578 hereinafter called Lessor, and PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT, 215 Holiday Park Blvd., NE, Palm Bay, FL 32907-2196, hereinafter called Lessee.

1. Lessor hereby rents to Lessee, 2 washer(s) (1 front load washer and 1 top load washer) and 2 dryer(s) (1 existing multi-load dryer, which counts as two dryers, and 1 single dryer), (the "Equipment") on a monthly basis, commencing on 6/17/2013 and expiring on 6/17/2016. Upon expiration, Lessor and Lessee agree that this agreement shall continue on a month-to-month basis until canceled by either party by written notice. Washer(s) and dryer(s) are to be located in laundry room facilities located in the real property commonly known as PORT MALABAR HOLIDAY PARK, (herein referred to as the "Property").

2. Lessee agrees to pay NINETY-FIVE DOLLARS (\$95.00) rent per month to Lessor based on the following schedule (the "Rental Schedule"): (\$19.00) per washer; (\$19.00) per dryer; (\$38.00) per washer/dryer stack or multi-load dryer; [Florida Sales Tax Exemption Number 85-801258956C-4]. Rental Schedule may, at Lessor's option, be increased up to 1.5% annually on each anniversary date of this Rental Agreement to address increases in labor, repair parts and fuel costs. Initial washer vend prices to be \$2.00. Initial dryer vend prices to be \$0.25.

3. Lessee agrees to pay above rent for machines in advance to Lessor by the first (1st) of each calendar month. A sum equal to one month's rent is to be paid prior to installation of Lessor's Equipment, as a security deposit for full and timely performance of Lessee's obligations hereunder. If any rental payment on any coin-operated machines is seventy-five (75) days or more overdue, Lessor, at its sole option, may have the coin vault locks on the washers and dryers changed, and Lessor will collect all monies therefrom and apply them to the past due rents and collection charges until the account is current. Lessor will then continue to collect the machines and use the money to pay Lessor's monthly rental charge and FIVE DOLLARS (\$5.00) per machine, per month collection charge, and then send any remaining amount to Lessee for the duration of this Rental Agreement.

4. Lessor shall repair the Equipment after receiving notification by Lessee of a malfunction in the operation of the Equipment. Lessor is not liable or responsible for: repairs by reason of the negligence or misuse of persons other than Lessor, accidental damage to the Equipment, loss or damage caused by persons other than Lessor, loss or damage caused by strikes, fire, explosion, theft, floods, riots, civil commotion, war, malicious mischief, acts of God, or any act or cause beyond normal and reasonable operation of the Equipment.

5. Lessee is responsible and liable to preserve the Equipment in good and clean condition, and to see to it that it is used only for the purposes for which it is intended, that it is treated with due care, and is not misused, damaged, or destroyed. Lessee is responsible for the conditions that affect the Equipment such as proper venting for dryers and plumbing for washers. Lessee is responsible and liable for alteration, painting, modification, or decorations of the Equipment, and agrees that it will not be moved without the consent of the Lessor. Lessee, except as otherwise provided in this agreement, hereby assumes and shall bear the entire risk of loss and damage to the Equipment from any and every cause whatsoever, exclusive of any gross negligence by the Lessor or Lessor's representatives and agents.

6. The Equipment shall remain the property of Lessor, and shall remain free from all claims against any person other than Lessor. Lessor, at its option, may file a UCC filing at the appropriate clerk's or secretary of state's office with respect to the Equipment.

7. Lessee shall be responsible for any business license taxes incurred by reason of its operation of the Equipment.

8. Lessor makes no warranties, either express or implied, pertaining to the merchantability of the machines, or their fitness for any particular purpose.

9. Exclusive of any gross negligence by the Lessor or Lessor's representatives or agents, Lessee shall indemnify Lessor against, and hold Lessor harmless from, any and all claims, actions, suits, proceedings, costs, expenses, damages, and liabilities, including attorneys' fees, arising out of, connected with, or resulting from the Equipment, including without limitation the manufacture, selection, delivery, possession, use, operation, or return of the Equipment.

10. Upon breach by Lessee of any of the terms of this Rental Agreement, Lessor, in addition to other remedies provided for herein and by law, shall have the right with notice to Lessee to enter and retake possession of the Equipment. Lessor shall be entitled to reasonable costs and attorneys' fees incurred in the retaking of the Equipment or in otherwise enforcing its rights under this Rental Agreement, including utilizing all or part of the security deposit for any monetary or other default hereunder.

Confidential and Proprietary – Property of Mac-GrayMac-Gray Sales ver. updated 9/1/11

- AR Contact

11. The parties agree that in the event Lessee breaches this Rental Agreement, it will be impractical and very difficult to fix actual damages to the Lessor, and therefore the Lessor is entitled to liquidated damages. In addition to any other cumulative remedies provided by law or equity, Lessor shall be entitled to liquidated damages computed as follows: (a) All accrued rent to the date of return of the Equipment; (b) plus one half (½) of all the rent remaining on the unexpired term of the Rental Agreement.

12. Lessee acknowledges that access control devices, if any, supplied by the Lessor are not warranted to provide any guaranty of security. Lessee is responsible for security, including maintenance and repair of all doors, gates, hinges, frames, and door strikes. Lessee is responsible for any theft or vandalism of the Equipment, including actual and consequential damages.

13. Any additional Equipment shall be subject to the terms of this Rental Agreement, as well as any additional monthly rental required.

14. This Rental Agreement may not be assigned without the consent of the Lessor, which consent shall not be unreasonably withheld. At the time Lessee ceases to be owner of the real property where the Equipment is located, Lessee will obtain an Assumption of this Rental Agreement from the new owner thereof. If Lessee manages said real property, then at the time it ceases to be manager thereof, it will obtain an Assumption of this Rental Agreement from the owner of the real property. Said Assumption and a request for Lessor's approval thereof will be delivered forthwith to Lessor by Lessee. Lessee agrees to timely inform Lessor, in writing, of any change in ownership or management of said real property. In the event said Assumption is not obtained, Lessee will continue to be liable for all payments and obligations under this Rental Agreement. This Rental Agreement shall be binding upon the heirs, successors, assigns, transferees, and personal representatives of the parties.

15. Anyone signing this Rental Agreement on behalf of a corporation or partnership warrants and represents that he, she or it has full authority to do so. If this Rental Agreement is signed by any agent of the Lessee, that agent warrants and represents he, she or it has written authority to execute this Rental Agreement on behalf of said Lessee.

16. The parties hereby agree that if any provision of this agreement is held invalid or unenforceable, all other provisions of this agreement remain fully valid, enforceable, and binding on the parties.

17. This written agreement constitutes the entire understanding between the parties with respect to the subject matter, and replaces and cancels any prior representations, agreements, or understandings. The parties acknowledge they have read and understand this agreement, and there are no representations nor agreements, written or oral, which are not contained herein. The prevailing party shall be entitled to recover all costs and reasonable attorney's fees incurred to enforce the provisions of this Rental Agreement.

Executed as a sealed instrument as of the date first appearing above.

BILL TO: PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd NE

Palm Bay, FL 32907-2196

Telephone: (321) 724-2240

Facsimile: (321) 724-8166

LESSOR: MAC-GRAY SERVICES, INC.

By _____
James A. Wigfall, District Sales Manager

Witness: _____

LESSEE: PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

By _____
Joanne Gaughan, Chairman of the Board of Trustee

Date _____

Witness: _____

Schedule A

1. Leased Premises Description

| | | |
|--------------------------|--------------|-----------------------------------------------|
| Location Name | Room Name | Address |
| 215 Holiday Park Blvd NE | Laundry Room | 215 Holiday Park Blvd, NE, Palm Bay, FL 32907 |

2. Other:

Equipment Detail

| Quantity | Make | Model | Description |
|----------|--------|-----------|---------------------------------------|
| 1 | Maytag | UP-FLCOIN | Certified Inventory Front Load Washer |
| 1 | Maytag | UP-TLCOIN | Certified Inventory Top Load Washer |
| 1 | ADC | ADG25-A | Existing multi-load Gas Dryer |
| 1 | Maytag | UP-DGCOIN | Certified Inventory Gas Dryer |

Lessee: Port Malabar Holiday Park Mobile
Home Park Recreation District

Lessor: Mac-Gray Services, Inc.

Joanne Gaughan Date
Chairman of the Board of Trustee

James A. Wigfall Date
District Sales Manager

Port Malabar Holiday Park Mobile Home Park Recreation District
Quote Comparison

Project Name: Tree Removal / Stump Grinding / Debris removal – Bee infested (3rd time) behind 1055 Sunflower
Date: 4/29/13
Funds: Transfer from

| Vendor: | Description | Price |
|-----------------------|-----------------|-----------|
| Alpine Tree Service | Remove Oak Tree | \$ 620.00 |
| Palm Bay Tree Service | Remove Oak Tree | \$1200.00 |
| | | |

ALPINE TREE SERVICE OF BREVARD

1565 Corey Rd.

MALABAR, FLORIDA 32950

PHONE : 254 -TREE (8733) Cell # 987-5492

Estimate -

Customer

Name Holiday Park Recreation District

Address 215 Holiday Park Blvd.

City Palm Bay State Fl. ZIP

Phone 321-724-2240 (Ctc: Cheryl)

| Date | Description | TOTAL |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 03/19/13 | Removal of Australian Pine trees in the maintenance compound as discussed with Staff Removal of 5 trees that are up against fence and trimming back of others that are leaning towards compound. Trim branches over shed on other side. | \$950.00 |
| THANK YOU Dave | | |
| TOTAL AMOUNT | | \$950.00 |

Port Malabar Holiday Park Mobile Home Park Recreation District
Quote Comparison

Project Name: Americana Gate Replacement

Chain Link Fence ~30' Of 7' commercial grade chain link plus 24' x 7' cantilever gate and 3 additional line posts, all posts set in concrete 6 gauge wire

Schedule 40 pipe 2 1/2" line posts -- 3" terminals posts - 4" gatepost

Top and bottom tension wire

Steel ties -- steel hog rings

Brace & truss

Date: 5/3/13

Funds: Transfer from Contingency Expense

| Vendor: | Description | Price | Warranty | Completion |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------|---------------------------------|--------------------------------------|
| Allied Fence LLC PO Box 372521 Satellite Beach, FL 32937 321-302-2469 alliedfencelc@yahoo.com John Daly - Owner | See Above | \$4100.00 plus permit | 2 years materials & workmanship | Within 1 week from receipt of permit |
| Atlantic Fence 4640 N US1 Melbourne FL 32935 321 255-1020 atlanticfencelc@att.net Carl Hartwigs - Owner | See Above | \$4190.00 plus permit | 1 year material & workmanship | 2 weeks |
| Palm Bay Fence 2857 Palm Bay RD NE Palm Bay, FL 32905 321 724-1021 Warner Brenner Owner | See Above | \$5180.00 plus permit | Withdraw Quote | |

Port Malabar Holiday Park Mobile Home Park Recreation District
Quote Comparison

Project Name: Flush Storm Drain & Vacuum Debris - Three Storm Drains and Pipes (1) on Candle, (1) on Sunrise, and (1) @ 331 Holiday Park
(Grounds Staff Cleaned Storm Drains in January the 3 above need flush and vacuum for proper drainage)

| Vendor: | Description | Price |
|------------------------------------------------------------------------------------------------------------------|-------------|-----------|
| Safety & Environmental Systems 11280 S Indian River Dr Sebastian, FL 32958 210-336-2097 Chris Pinson | See Above | \$1440.00 |
| FCC Environmental 233 Central Florida Pkwy Orlando FL 32824 407-854-1621 Robert Slotabec | See Above | \$2145.00 |

Port Malabar Holiday Park Mobile Home Park Recreation District
Quote Comparison

Project Name: Holiday Park Entrance Wall —Inside Wall
Specifications: Pressure clean block wall, seal all cracks, apply sealer, and paint
Funding:

| Vendor: | Description | Material | Price | Warranty |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------|-----------|--------------------------------------------------------|
| Professional Home Improvements Ken Wartell 321 508-4421 wartell1patt.net | See Above Specifications 1 coat primer 1 coat paint Spray and back roll | Sherwin Williams A100 | \$2200.00 | 5 years labor material |
| | | Sherwin Williams Elastomeric | \$2500.00 | 10 years warranty material & Labor |
| Darren Martin 321-543-0921 | See Above Specifications | Sherwin Williams Elastomeric | \$4505.00 | Warranty per Sherwin Williams |
| | | Sherwin Williams A5 Smooth Elastomeric | \$4255.54 | |
| Tony's House Painting Inc. 321 725-6636 | See Above Specifications 1 coat primer 2 coats paint Hand Roll entire project | Richards Paint | \$3000.00 | 7 years Factor Warranty on Labor & Material |
| Handy Dans 321 327-9777 321 720-7434 Handydanshomeimprovementsfl.com | See Above Specifications | Home Depot | 2400.00 | 1 year labor Warranty on material per Home Depot |

Port Malabar Holiday Park Mobile Home Park Recreation District

Fiscal Year 2012 – 2013 Roadway (cul-de-sac) Project

| Contractor | 8" Pulverisation & Full Depth Reclamation, Stabilizing & Fine Grading | 1.5" of S-1 or S-III Asphalt | 24" Stop Bar | Options | Remove & Replace Curbing | Total Bid |
|------------------------------------------------------|-----------------------------------------------------------------------|------------------------------|--------------|---------------------------------------|--------------------------|--------------|
| The Miller Group Joe Vail 770-968-9100 | \$193,470.00 | \$125,680.00 | \$2640.00 | 2" Asphalt Add \$15,000 | -- | \$321,790.00 |
| Ranger Construction Bill Yoder 772-464-6460 | \$182,294.00 | \$132,791.75 | \$875.00 | -- | \$6,606.00 | \$322,566.75 |
| Asphalt Paving Systems Mark Rohrbach 813-455-2471 | \$214,441.50 | \$175,952.00 | \$2,000.00 | 12.5mm SP Mix No additional charge | -- | \$392,393.50 |