



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT
215 Holiday Park Boulevard NE
Palm Bay, Florida 32907-2196

BOARD OF TRUSTEES

MEETING AGENDA

December 22, 2014 - 7:00 PM

Joanne Gaughan
Chairman

Rebecca "Becky" Earnest
1st Vice-Chairman

Harald Albinus
2nd Vice-Chairman

Marion "Molly" Stone
Secretary

Allison Kelly
Assistant Secretary

Philias Matton
Treasurer

Marilyn Spall
Assistant Treasurer

Rodney "Rod" Lindsay
Trustee

Daniel "Dan" O'Connell
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 – Consideration of Approving the Board Meeting Minutes of November 25 and December 8, 2014, and Special DR Meeting Minutes of December 9 and December 15, 2014.**
 - Attachment: November 25, 2014 workshop meeting minutes
Motion to approve minutes
Trustee comment
Call for vote
 - Attachment: December 8, 2014 regular meeting minutes
Motion to approve minutes
Trustee comment
Call for vote
 - Attachment: December 9, 2014 DR meeting minutes
Motion to approve minutes
Trustee comment
Call for vote
 - Attachment: December 15, 2014 DR meeting minutes
Motion to approve minutes
Trustee comment
Call for vote
7. **Consideration of closing the SunTrust Bank account and transferring the funds in the account to T.D. Bank (Monthly fee higher than monthly interest (\$40,000.00 to transfer))**
 - Motion to approve transfer and account closing
 - Trustee comment
 - Public comment
 - Call for vote
8. **Managers Report – Review of activities for the month of December**
 - Motion to approve Managers Report
 - Trustee comment
 - Public comment
 - Call for vote



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9. Approval of invoice from Southern Fire Systems for \$552.00

Additional services to replace the exhaust fan belts and greasing both the upper and lower bearings.
The Fire Marshall requires cleaning once a year. (Cost for just cleaning \$478.00)

Attachment: Invoice from Southern Fire
Motion to approve invoice for \$552.00
Trustee comment
Call for vote

10. Review of quotes to move electrical and fill over pipes in the old pool utilities room.

Attached Quotes: Electrical and Demolition

Motion to approve Electrical contractor
Motion to approve Demolition using Atlantic Demo
Trustee comment
Public comment
Call for vote

11. Consideration of closing the recreation building on December 25, 2014, Christmas Day

Motion to approve building closure
Trustee comment
Public comment
Call for vote

12. Review updates to the Policies for golf carts (age and gas) and sheds (size & attachment) [from DR meeting December 15th]

Trustee comment
Public comment

13. Discuss - Age of Mobile Homes in Park – (Becky Earnest)

Trustee comment
Public comment

14. Discuss - Road Maintenance – (Marilyn Spall)

Trustee comment
Public comment

15. Trustee project updates

16. Public Comment

17. Trustee Remarks

18. Adjournment



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEES

WORKSHOP MEETING

November 24, 2014

1. **Call to order**

By: Joanne Gaughan, Chairman at 7:00 PM

2. **Invocation**

By: Becky Earnest, 1st Vice Chairman

3. **Pledge of Allegiance**

Led By: Joanne Gaughan, Chairman

4. **Roll Call**

By: Allison Kelly, Assistant Secretary; Joanne Gaughan, Chairman; Rebecca "Becky" Earnest, 1st Vice Chairman; Harald Albinus, 2nd Vice Chairman; Philias "Phil" Matton, Treasurer; Marilyn Spall, Assistant Treasurer; Allison Kelly, Assistant Secretary; Rodney "Rod" Lindsay, Trustee; Daniel "Dan" O'Connell, Trustee. All acknowledged their presence. Marion "Molly" Stone, Secretary; was absent. Cheryl Ennis, District Manager was present with Sharon Johnson recording.

5. **Announcements by Chairman**

Joanne Gaughan announced that we now have a new sound system and a demonstration was made by Harald Albinus. The meeting originally scheduled for November 25th has been cancelled and will have to be rescheduled. Joanne would like to add to the agenda 7(a) rescheduling the DR Policy Rules and Regulations Meeting. She asked for a motion, Allison Kelly made a motion to add 7a to the agenda, Becky Earnest seconded the motion. A vote was called, motion carried. Joanne Gaughan would also like to add 7(b) to the agenda – Discussion of Grounds Maintenance Report. A motion was made by Becky Earnest to add 7b to the agenda, Allison Kelly seconded the motion. A vote was called, motion carried.

6. **Board Meeting Minutes – Consideration of Approving the Board Meeting Minutes of October 27, 2014, November 10, 2014, and November 13, 2014**

The minutes from the October 27, 2014 Workshop Meeting, November 10, 2014 Regular Meeting Minutes and Special DR Meeting minutes from November 13, 2014, were posted on the District website and bulletin board for review as well as distributed to the Board prior to the meeting.

Becky Earnest made a motion to approve the minutes of October 27, 2014, Workshop Meeting Minutes. Allison Kelly seconded the motion. A vote was called, motion carried.

Phil Matton made a motion to approve the minutes of November 10, 2014, Regular Meeting Minutes. Becky Earnest seconded the motion. A vote was called, motion carried.

Becky Earnest made a motion to approve the minutes of November 13, 2014, Special DR Meeting Minutes. Allison Kelly seconded the motion. A vote was called, motion carried.

7. **Managers Report – Review of activities for the month of November**

The Districts Manager Report for November 2014 was posted on the District website and bulletin board for review as well as distributed to the Board prior to the meeting.

Cheryl Ennis reviewed the District Managers report.

Cheryl Ennis explained that she would like to comment on the budget adjustments for 2013 – 2014 year, as it was made mention at the last board meeting. People did not realize to what extent that the taxes were not being paid. She decided to pull some documents for the last few years to go over with everyone. In 2011 tax year there were 18 properties where the taxes were not paid, tax certificates were sold on all but 4 properties. In 2012 there were 26 homes go up for tax sale, 12 of those are still held by the county, so those taxes have not been paid. In 2013 tax year there were 46 homes. There are only 2 left that the county holds, so the tax certificates were purchased on 44 of the properties. We were out \$100,000.00 until we received the money at the end of June. There were comments made stating that we should have adjusted the budget and done more projects but we really could not adjust the budget until we received the money. On June 11 we received a statement from the county for almost \$6,500.00 and again on June 20th for \$91,600.00. By the time we received the money, the Board was off for the summer, and did not meet again until September. When the Board did meet again they were given the adjusted budget based on the money that had come in at the end of June. Over the summer we did do some projects that were approved. We put on the ADA door opener; the cap repair on the building was done as well. Once the Board did come back we bought some benches for the front of the building, we did landscaping around the building, along with trimming of the trees. If we had planned on doing more projects, and we didn't get the money, we would have been in serious trouble. It was unfortunate and hopefully with some of the changes the Board is going to be making, it will help out with penalizing the people who don't pay their taxes.

Joanne Gaughan asked if there were any questions.

Allison Kelly asked, "On properties where people are deceased, is there any way that we could ask the families to sign over the deed to the park, or is there any way to get that property under the park ownership?" Cheryl explained that most of them are in tax certificate and tax sale. We have tried several times to contact family members in different ways, but they do not respond. We can only hope that at some point people will buy the property and come in and clean up the property. When a person holds a tax certificate it is just an investment in the taxes, and they own a percentage, it is not ownership of the property

As Cheryl explained, once a property is sold, they would first have to satisfy the tax certificates.

Joanne Gaughan asked Cheryl to explain the personnel changes that we have. As Cheryl explained Dontrace Rowles has worked for Manpower for the last couple of years, he has been hired to replace one of the grounds person who left. Chris Brush, also a Manpower employee is being trained for a part time custodial position. We are training him now to see how he works out. The new man at the gate is Jimmy Richie who is working the 3rd shift, so unless you go out in the middle of the night you will probably never see him. We lost 2 gate attendants, and hired one. Since the person that had been out on medical is now back now we are fully staffed again at the gate.

Becky Earnest asked to have the office let the Trustee's know if there are changes in personnel to keep them informed. Cheryl stated that she would send an email out with any changes in personnel.

John LaLima 1055 Sunflower Lane, asked if any of the people who have not paid their taxes are they occupying the residence or renting it out. We should be able to take their privileges away. As Cheryl explained we do not have the right at this time to do that. Joanne Gaughan then explained that issue is being addressed in the new deed restrictions and hopefully by January we will be having a meeting, explaining this to all residents.

Mary Evans 134 Holiday Park Blvd, stated that strictly thru here say there is a house on Cheswick where the man who owned it passed away. His family came and told the park that they wanted nothing to do with it and offered to give it to the park. Cheryl stated the park does not own any property. Mary Evans also stated that there is another home in that area that has not paid their taxes, and the property is renting out

Bruce Crabb 442 Neighborly CT stated that when John Corton was our Treasurer 3 years ago, at that time we had been running \$80,000.00 short with non payment of taxes. We went from 18 certificates to 26 certificates to 46 certificates. Of all these people that own these certificates a lot of them are past the 7 year mark, and now they will lose their money completely. It is going to be a bad situation in this park.

Gloria Walsh 403 Holiday Park Blvd asked when we hire someone do we do background checks on employees coming to work. Cheryl explained that we do a background check and drug screen new employees.

Joanne Gaughan asked for a motion to accept the Managers Report. Becky Earnest made a motion to accept the report. Marilyn Spall seconded the motion. A vote was called, report accepted.

7a. Added to the Agenda – Rescheduling of Meeting from November 25, 2014 and adding an additional meeting for Rules and Regulations.

Joanne Gaughan asked for 2 meetings to be scheduled. The first meeting will be on Tuesday, December 9, 2014 at 11am, and second meeting will be on Monday December 15, 2014 at 9:30am, to go over Rules, Regulations and Policies. All Trustees were in agreement.

7b. Added to the Agenda – Grounds Maintenance Report

Joanne Gaughan had many questions regarding the report that was given to the Board of Trustees. Joanne wants to revamp the report that has been given out. She thinks that several changes need to be made. Maybe when we get a manual for grounds we can have better information on the reports.

Daniel O'Connell thinks that it is up to the District Manager to take charge and it is not up to the Trustees to get involved. He has utmost confidence that the Manager has it under control.

Marilyn Spall thinks that maybe what we should add to the report, which is out of a manual, either engine hours or miles to next tune up, that way you will know when it needs to be done.

Harald Albinus thinks we really do not need to know, but if something major happens we can go to the maintenance records to see when and if the piece of equipment had been maintained properly.

Kay Barclay 385 Holiday Park Blvd is concerned about the fact when you own a car there is usually a sticker on your vehicle to say when it's time to change the oil. Why can't these machines be maintained with stickers put on so you know when the next oil change is due.

Marilyn Spall commented on the fact that we as a Board do not need to know every time they change the oil.

Robert Shearer 382 Holiday Park Blvd asked if there was a Trustee in charge of Grounds. Do they go and see if the maintenance is being done on these machines properly? There is a lot of money in this equipment and we need to make sure that someone follows up on the maintenance program periodically to make sure it is being done. Blades on these lawn mowers are not being sharpened very often. I really think that we need a watch dog to check on this.

Allison Kelly thinks the record could be a little more explicit, so that it would help know who did it and when they did it, and put the mileage down with date. As she stated, anyone can draw an "X" and a line thru a maintenance report. I think what we are trying to do is to make sure that the equipment is being serviced properly.

Harald Albinus said that after an employee performs maintenance, the supervisor should check and initial it as well, stating that it has been checked.

Joanne Gaughan spoke again about the manual that the office had done for Custodial Staff and stated that Jessica is now in the process of doing a manual for the Grounds, Gate and Office. It's a great manual. It is a great piece of information.

Marilyn Spall asked about the mower that was just replaced how old it was? Cheryl explained that the mower was 7 years old. Making a mower last 7 years that gets that kind of use is pretty good.

Cheryl explained that Pat also does more during the summer because of the use it gets. Joanne Gaughan asked who the backup for Pat was. Cheryl stated that Felix has been training with Pat and knows a lot of the things that are going on. Each person is responsible for the mower that they use and does their own maintenance.

Dan O'Connell feels that we are Micro Managing and does not feel that it should be. Anyone can go over to the shack and look at their maintenance records, but he doesn't feel that he needs to know when the oil is being changed.

Bruce Crabb 442 Neighborly CT feels that a lot of these people do not realize that these mowers run all the time. He stated that in order to keep the 3 mowers running we have to buy one about every 2 ½ years. As far as the maintenance records, there is too much paperwork that is useless. We have a manager who is responsible for the day to day running of the park. It's her job to go down and check to make sure that the maintenance is done. It's simple, put the clipboard up, fill in the hours, the date when maintenance is done and then the supervisor signs it. All of these machines have hour meters on them.

Harald Albinus suggested that before all equipment goes out for the day tire pressure should be checked, fuel should be topped off; most important check to see if there are any oil leaks, and check the tire pressure.

Robert Silipigni 420 Holiday Park asked if we had looked into hiring an outside firm to do the lawn maintenance. Joanne Gaughan explained that it is on the agenda as Item #9

8. Employee Merit Raise vs. Cost of Living Raises [continued from October 27th Workshop]

Joanne Gaughan explained this is a continuation from the October 27th Workshop Meeting. In October, the Trustees approved a 2% Cost of Living increase for all hourly employees. Mr. Crabb wrote a note to the Board stating that back in April of 2012 it was recommended to the Board at the time that there would be no Cost of Living increases and all raises would be based on merit. That was true, but there's no policy stating that it would continue from year to year. If there had been a policy issued, it would have had to come before the Board and we would have had to revise the policy. Each year a new Board comes on and they have the right to make changes. So a Cost of Living Increase was passed.

Rod Lindsay went back in the records looking to see about the merit raises but was unable to find the specific sentence. As Joanne Gaughan stated, all Board Members were given a copy of the minutes.

Joanne Gaughan wanted the Board to know when they get into Policies this could be decided as to whether to make a policy regarding raises.

Marilyn Spall wanted to make it clear that just because one Board decides to give one kind of a raise does not mean that every Board will do the same, unless it becomes policy.

Bruce Crabb 442 Neighborly CT, stated that it is his understanding that if a Board passes a motion it becomes a policy. He then asked, what the difference was between a motion and policy. Previous Boards have voted on things in the park, such as roads, fixing sidewalks, etc. it is my understanding that those are policies that have been adopted. Unless that policy is changed or voted out by a new Board that policy is in effect. That's Robert's Rule.

Allison Kelly explained that when you establish a policy, it is a binding process. When we vote on something to spend money in a budget that is not a policy, we are voting on a particular item that we are up for discussion, it's not a policy. A policy is a governing statement.

Bruce Crabb understands what a governing statement is. Also the Board has a set of By-Laws that have been voted on and passed. This Board has chosen not to follow them. What is the sense of having By-Laws if we do not follow them, anymore than if we have polices that are not followed.

Marilyn Spall explained to Mr. Crabb on this particular issue that the Cost of Living raise was only for hourly employees and was not damaging. The office staff went back and listened to the tapes again from 2012. I also understand that you can't hold future Boards to something that changes in the future.

Bruce Crabb stated that he does not think that we should give a Cost of Living Raise and a Merit Raise on top of it. One of the things that the Board should understand is that every dollar we spend on payroll we have to match. We also have to match FICA, and unemployment which brings it probably about up to 18% for every dollar.

As Joanne Gaughan explained that the entire thing has to be put into place, as far as Cost of Living, and Merit Raises. There will also be evaluation sheets made up for every employee from the District Manager filled out and bring her recommendations before the Board.

Robert Shearer 382 Holiday Park Blvd. agrees with the Board. Asked if a 2% Cost of Living Raise and a Merit raise was given as well. Joanne stated that they only received a 2% Cost of Living Raise.

9. Outsourcing of Lawn Service [continued from October 27th Workshop]

Joanne Gaughan explained that there has been several discussions in the past regarding this. It is a lot to undertake. Previous quotes have been given to all Board Members. Joanne asked for input from the Trustees.

Rod Lindsay stated that twice in the past the park has gone to lawn service and twice they had to go back. He has a list of additional things that the grounds crew do that people are unaware of. He feels that they should stay with what they have.

Daniel O'Connell stated that he is not in favor of getting outside lawn service to come in.

Marilyn Spall agrees with staying with our lawn crew, but she thinks that improvement could be made.

Phil Matton stated that he thinks that an outside source would be better and would save us a bundle of money. Most of our problems are from the grounds crew. If we let them go, all the problems would go out the window and we wouldn't have a buy machinery, fuel etc. He stated that a company called M&M is an excellent company. We should just hire two maintenance people and if they can not do the work then we can out source it.

Becky Earnest stated that we have been through this so many times, our grounds crews does so much more than just mowing, not in favor of calling in an outside source.

Allison Kelly agrees with Phil, we should look into an outside source and would like to see some figures. There are a lot of problems we need to address. If we stay with the grounds crew we need to have a qualified and responsible supervisor to manage the crew.

Harald Albinus wants to see numbers first before making a decision. Cost verses Cost. Yes look into it

The vote tallied 4 to 3 in favor of keeping the grounds crew.

Barbara Kirsch 349 Holiday Park has been here since the park was bought by General Development. It was a nightmare. After a company came in to do the lawns, they left then another

was hired and they decided it was too much and left as well. That was when the grass got very tall and it became a very bad situation. It was decided to do the grounds maintenance on their own. Bob Shearer 382 Holiday Park requested that if you already have a price, please do not release the price out, just in case you decide to put it out for bid.

John LaLima would like to see all the figures. The salaries, FICA, the Insurance, the Equipment costs, fuel costs, get a total price. If you do away with the grounds crew how will that effect our liability insurance, should cut it back somewhat. We have been asking for a schedule for that last 5 years to be posted. If we keep our grounds crew lets not get them to do 14 other jobs and basically stick to lawn maintenance. Allison wanted to let Mr. LaLima know that the first mowing schedule was posted on channel 732 today.

Bruce Crabb stated that we go over this about every 3 years. When John Corton pulled out all the figures, at that time it was going to cost more to do a contract than doing it ourselves as we will still need to have a maintenance crew to do other things. The bids were up over \$300,000 plus to keep the lawn crew as well.

Barbara Kirsch stated that when we first started our lawn service we hired a manager for the lawn it worked out great but then left to go work for someone else. From then on we have had a situation. We need a strong manager for the lawn crew. Joanne asked if he mowed or just went around and checked on the crew. As Barbara went on she explained that he never mowed.

Bruce Crabb wanted to say that Cheryl goes out in the park and checks on things and wanted to compliment her on that. Mr Anderson never did that. It was 3 years ago when Mr. Anderson was here, we hired a man named Tom Shane, and he went around and supervised the lawn crew. At that time the lawns looked great. After a couple of months Mr. Shane stated he wanted at least \$46,000.00 plus insurance to stay on.

Gail Estoh 1054 Sunflower complained about the lawn crew with several issues that she has had There is dead fish in the back pond, gullies need to be cleaned out. I was told that it has been cleaned and no one has ever been there to clean it out. The crew rides the mower too fast. She has made several complaints and feels that she does not get any satisfaction from the office. We need more attention back in that area.

Bob Shearer 382 Holiday Park Blvd has looked over the first 20 items on this list of which 15 of them would go under the grounds crew and feels that some of the work is not done by the grounds crew, plumbing for old and new wells, concrete work, do not see our guys doing this, there are about 4 or 5 items on there we need to divide the list out and decide what we would sub contract out.

Harald Albinus thinks that we need to hire a supervisor for the lawn crew.

Joanne Gaughan asked for a show of hands in the audience about outsourcing the lawn service. 9 People raised their hands. The general consensus is that either the supervisor has to improve or we need to consider other options.

Joanne Gaughan asked Cheryl Ennis her thoughts on the entire matter regarding the grounds crews

and hiring a supervisor. As Cheryl stated, we would have to do what the board really wants done.

Dan O'Connell asked what kinds of cost would be to hire another Supervisor for the Grounds Crew.

Phil Matton stated that we are working with apples and oranges and we don't have the proper figures to decide what to do. He thinks that we need to have a shake up when it comes to the lawn crew. He feels that if we can save over \$100,000 it would be a good idea to look into options.

Dan O'Connell stated that there are many contractors that would love to come into this park and take our money.

Marilyn Spall asked if we have ever contacted the county to see what their practices are when hiring grounds. They have to have some kind of standards that they go by, and categories such as grounds crew and supervision of grounds crew which they follow when hiring people.

John LaLima 1055 Sunflower Lane, asked that we take Pat off the lawnmower to do his job as a supervisor. He should be making schedules out, giving orders to the crew and go around and check on them during the day.

Bruce Crabb asked the Board if they really wanted to spend \$40,000 - \$45,000 for a Supervisor, if so I think you could hire someone as a working supervisor. If Pat doesn't want to do it, get someone who will.

10. Review of proposals for slab removal

Joanne Gaughan stated that the office received 2 quotes for the removal of the concrete slabs. Notices were sent out to all the properties involved. To date only 2 owners have complied with the notice that had been sent out, there are 6 properties that still have concrete slabs on them. We will be eligible to remove the slabs legally in January. If they bring in the equipment and the slabs are removed all at once time the price will be a little cheaper instead of having to continually bring in equipment.

Joanne Gaughan read the quotes to the audience. The first bid was for \$11,425.00. If done all at the same time the price would be \$11,100.00. The second bid that came in was quite a bit lower. That bid came in with a price of \$5,744.00. The properties that are included in this bid are 105 Holiday Park Blvd., 140 Holiday Park Blvd., 1128 Center Lane, 1074 Moonlight CT., 1071 Wood CT., and 240 Berry CT.

Phil Matton stated the one is double the amount from the other. We have to go with the lower one. He also stated the properties would have to have a lien attached.

Joanne Gaughan explained you would send the owners a bill for the cost to remove the slab and seed the property, if they pay it fine, if not, you would have to file a lien on the property. The liens run anywhere from \$55.00 to \$300.00 depending on the cost. For example for a lien on a property that cost the District \$2500.00 we would have to pay \$175.00 to file a lien.

Becky Earnest asked if we were working on getting other proposals. Cheryl explained that Joanne

asked her to put it on the agenda for information purposes, but we have time to get other proposals.

Rod Lindsay asked about the slab where the Gazebo was. Cheryl explained that she asked about the slab since they were going to be across the street anyways. We can remove the concrete but to put another Gazebo we would have to get a Building Permit we would have to get permission from the owner and he has never answered any of our mail.

Marilyn Spall asked if we knew why there is such a vast difference from the 2 bids.

Bob Shearer 382 Holiday Park, stated that being in business I would not drag my feet because once he realizes he made a mistake. I would sign that bid immediately. 6 properties at that price you will never get anything lower.

Bruce Crabb 442 Neighborly asked if we would be last on the totem pole once we file a lien.

Harald Albinus stated that he would like to make a motion to hire Atlantic Excavation to remove the 6 slabs in the amount of \$5,744.00. Becky Earnest seconded the motion, a vote was called, motion carried.

Phil Matton asked if Cheryl could negotiate the contract regarding the \$1,000.00 up front before the work is done. Cheryl stated that she would look into it.

11. Trustee project updates

Harald Albinus would like to set up a time for the custodial staff and anyone else that will be using the new sound system to be trained.

Allison Kelly stated that upon reviewing the job descriptions she noticed that there are a lot of policy items listed in the job description. An updated copy of the job description was given to everyone and you can see the requirements for each job description as well as go thru them. She would like to write a detailed policy manual for all employees so that we have rules, regulations and policies. That will separate a lot of questions. Also a copy of the disciplinary policy that was approved last year as well as Employee Evaluation Forms that Cheryl can use for her evaluation of her employees

Rod Lindsay stated that the new surface is now in the courts but there is still some work to do regarding the Bocci Courts to try and make it work for us. The drainage is good. The people will be back to check on it. Joanne asked if there was anything on the compound.

Phil Matton did state that the grounds crew far exceeds what is needed to do on the equipment but does question sharpening the blades, but they do change the oil properly.

Becky Earnest stated that the ACC is working on some guidelines to come back to the Board with. There are still some problems in the park please be cautious.

If anyone has any problem with the equipment, please call Harald.

12. Public Comment

Patti Peck 1014 Willow CT, several weeks ago we had the family from Laurel CT and asked where that problem stood. The office stated that the problem has been solved, the son and wife has moved out the park.

Jean Beach asked about the walking gate going outside the park, as to where it stands. Joanne stated that we will go back and check to see where that stands.

Becky Earnest asked the office to get quotes on the walking gate and bring it before the board at the next meeting.

13. Trustee Remarks - none

14. Adjournment

Motion to adjourn was made by Becky Earnest at 8:40pm. Harald Albinus 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
REGULAR MEETING MINUTES
December 8, 2014 - 7:00 PM**

1. Call to order

By Joanne Gaughan, Chairman at 7pm

2. Invocation

By Becky Earnest, 1st Vice Chairman

3. Pledge of Allegiance

Led by: Joanne Gaughan, Chairman

4. Roll Call

By Molly Stone, Secretary; Joanne Gaughan, Chairman; Rebecca "Becky" Earnest, 1st Vice Chairman; Marion "Molly" Stone, Secretary; Allison Kelly, Assistant Secretary; Harald Albinus, 2nd Vice Chairman; Philas "Phil" Matton, Treasurer; Marilyn Spall, Assistant Treasurer; Rodney "Rod" Lindsay, Trustee; Daniel "Dan" O'Connell, all acknowledged their presence; was absent. Cheryl Ennis, District Manager was present along with Sharon Johnson who was recording.

5. Announcements by Chairperson

Joanne Gaughan informed residents that there were two Special Deed Restriction meetings scheduled one on December 9th at 11:00 and one on December 15th at 9:30. She asked residents to come and give some input. Joanne Gaughan also reminded residents that no children under 18 years of age were allowed to drive golf carts in the Park and that there should be absolutely no one standing on the back while the carts are in motion. Joanne also mentioned that Marilyn Spall, Assistant Treasurer, had come up with a spreadsheet for the office to use showing projects pending and complete and the costs of the projects. The spreadsheet is posted on the bulletin board. Our Insurance Company FMIT has issued a refund check to us in the amount of \$1,743.00.

6. Treasure's Report – Presentation of the financial reports for the month of October 2014

The Treasurer's Report was posted on the bulletin board, district website and distributed to the Board prior to the meeting. Residents were also given copies of the Budget Performance along with their agendas for the evening. Phil Matton reviewed the October 31, 2014 report income and expenses saying that for the month of October no funds were received and expenses were \$83,319.27 or 7.1% of the Budget used. Expenses included the sound system and the burnisher. Marlyn Spall made a "motion to approve the Treasurer's report for audit". Becky Earnest seconded the motion. A vote was called. Motion carried.

7. Project Update - Status of Current Pending Projects

Cheryl Ennis, District Manager, reviewed the status of pending projects saying that the Shuffleboard courts were scheduled and expected to be completed by the end of the week. The Palm House was still looking for Potocarpus they liked and needed to visit several other nurseries. Atlantic Demolition had asked about scheduling. They had time available the week of December 15th or after the first of January. The decision

was to wait until January. Cheryl also discussed the pool electrical/plumbing room. The Board had asked for apples to apples quotes on a new roof only for the project which would have required hiring a civil engineer to design and give the Board drawings and specifications for the project. However, since the room will serve no purpose other than to house electrical and pipes, Cheryl was looking for quotes to remove the electrical to a weatherproof box outside of the pool bathrooms and move the plumbing. Quotes had been received for the electrical and two more contactors had appointments for quotes also a pool company had been called to look at the project. Additional quotes for cutting off the roof, punching holes in the floor, and filling in the hole will be solicited. The replacement door project in the recreation hall was discussed and it was suggested by the Manager that it be placed on hold for the time being and recommended that a whole building rehabilitation plan be looked at including a wish list for the building so that a plan could be made for the interior of the building to include additional space for pool tables, moving the library, increasing storage space, etc.

Joanne Gaughan had several residents that had spoken to her about working on such a project. Bob Shearer, Bud Getz and Dave Peck have all offered their input to go over and start planning for projects that need to be done.

Finally the walk gate at the entrance was discussed and questions asked about what was the desired purpose of the gate. How it would be closed or locked and opened. The Board asked for a study of traffic on the sidewalk to determine it's usage at night. The office will come up with a plan to be used to determine a long range plan. There are many different kinds of gate operators. Cheryl did get a rough estimate for about \$650.00 just to open and close the gate.

Rod Lindsay suggested that we have the gate open during the day and locked at night, but the people would have to walk into the street to get around the gate.

Marilyn Spall thinks that we should not rush into anything and get more facts before we buy something.

Tom Mahon 281 Cheswick Circle, has anyone ever checked into the type that you have at hotels garages that you use a type of credit card to unlock then you would have a record of who comes in and out.

Allison Kelly thinks we should have a bell across the sidewalk to inform the gate house that someone is coming into the park.

Becky Earnest stated that at one point we had talked about revamping the entire area. Joanne Gaughan stated that she still has the original poster that Bob Shearer made regarding automatic gates when we were thinking about changing over.

John LaLima 1055 Sunflower seems to feel that we need a regular gate across the exit for the evening so the guard would have to open it for anyone to leave the park. A walking gate is a waste of money.

Tom Mahon 281 Cheswick Circle stated that he had been to gated communities in Florida where residents have a bar code on their vehicle, they can pull up to the gate and it opens for them, the guard would not be involved, but anyone who is a visitor would have to stop at the gate to be let into the park.

Barbara Hoffman 1021 Little CT, before jumping the gun, maybe we should have the guards do a survey for the next couple of months that way we know exactly how much traffic that you are really talking about going in and out during the hours in question before actually going crazy.

John LaLima 1055 Sunflower does not feel that an automatic gate is what we need security wise. These gates will open if pushed on hard enough. We need to stay with the gate people.

Joanne Gaughan asked for the opinion of the Board Members on having a walking gate:

Harald Albinus was approached by the person in charge of the Gate and he would like to have a walking gate.

Allison Kelly stated that Cheryl was in the middle of her report and was asking for guidance, so we are way off base discussing this. We should table this. We need to get more information before we make a discussion.

Cheryl asked Allison what other information she would like to see. Allison stated that she would like to have the residents come to the office to voice their opinion on a pedestrian gate, how much traffic is really out there, poll the guards as to how they feel about a gate, then bring it to the board meeting

Rod Lindsay stated we need to decide the purpose first, what do you really need it for. Is it for pedestrian traffic coming in and out at night.

Dan O'Connell agrees with Rod we need to decide what purpose it is intended to do, have the guards give us some numbers to see how many people come and go after a certain time in the evening.

Marilyn Spall does not feel that we need to do something at this time, this is under a long range plan, but would like to stay away from unmanned gates all together, as it wouldn't give us the security that we need.

Phil Matton agrees, but has concerns about the handicap people. They have a hard enough time now and to close walking gate would be a problem.

Becky Earnest we need to put more thought into it, and should go into the long range plans.

Molly Stone thinks that we really need to think very carefully about it.

Joanne Gaughan decided to table this and come up with a long range plan. We should really do a survey from the gate people and get some numbers so that there is something to work with.

8. Consideration of approving the changes to the forms for ACC Rules and Regulations, Application for Home or Property improvements and Application for New Home Installation

The updated ACC Rules and Regulations, Application for Home or Property Improvements and Application for New Home Installation were posted on the bulletin board and District website as well as distributed to the Board prior to the Board meeting for review. The changes to the forms were reviewed and additional recommendations were made to changes.

Phil Matton made a "motion to approve the A.C.C. forms. Becky Earnest seconded the motion.

Rod Lindsay asked about driveways on both sides of homes, is everything going to be grandfathered that already exists. Also skirting around the mobile homes it should be stated that the skirting should be completely enclosed around the home.

Molly Stone asked for clarification – it states that all new units must have a utility room/shed at the end of the carport. She was under the impression that it could be freestanding and 10 ft away.

Donna Matton stated that utility room/sheds are to be under the carport, attached to the mobile home or 10 feet back, or people have put on the back of the driveway.

Dave Peck 1014 Willow CT we have tried to differentiate between the two (utility and shed) on page 2.

Molly Stone stated on page 2 # item 4 on form Rules and Regulations it is redundant.

Leanne Johnson stated that the majority and quorum are not the same.

Allison Kelly stated that if there is a severe roof leak they still need to come to the office and fill out the application. It will automatically be approved at the next ACC meeting but non-emergency roof repairs need to be put into the rules and regulations.

Joanne Gaughan stated that we have 3 different corrections to the forms so we need to rescind the original motion. Phil Matton rescinded the original motion.

Phil Matton made a “motion to approve the A.C.C. forms with the corrections noted”. Becky Earnest seconded the motion. A vote was called. Motion carried.

9. Consideration of removing slab from the old gazebo at a quoted price of \$300.00

The Board and residents discussed the removal of the concrete slab from the old gazebo. As Joanne Gaughan stated we do not own this piece of land. The concrete slab was not in the quote that was given for the removal of the slab.

Becky Earnest made “a motion to remove the concrete slab. Phil Matton seconded the motion.

Rod Lindsay would like to see the slab stay there, if we take out the slab we need to get permission as we do not own that slab. It was decided to leave the concrete slab as is.

Allison asked for the condition of the slab. If it is not crumbling and not in the way, why spend the money.

Rod Lindsay asked for a show of hands from the audience as to if they would like to have the slab removed. With a show of hands the people decided that they did not want to spend the money to have the concrete removed.

Robert Shearer asked for a show of hands from the residents if they would like to use the concrete for something constructive. The people do not want to spend the money to have the slab removed.

Molly Stone asked if we have a process to remove the slab and have the registered letters been sent. Can we put a lien on the property.

Joanne Gaughan stated there was a motion and a second. A vote was called. Joanne Gaughan then asked each board member their opinion in a poll taken by the Secretary.

Harald Albinus – do not remove
Becky Earnest – remove
Marilyn Spall – do not remove
Rod Lindsay – do not remove
Joanne Gaughan – did not vote

Allison Kelly – do not remove
Phil Matton – remove
Dan O’Connell – do not remove
Molly Stone – do not remove

With a vote of 2 yes to (remove) and 6 no (not to remove) it was decided to keep the concrete on the property in question.

10. Discussion – 1128 Center La property, Consideration of approving the delay of slab removal on property per owner request

The District Manager explained to the Board the property owner’s request of an extension on slab removal saying that she was trying to resolve a possible utility easement issue with the City. The Board decided that the length of time that was given was over the 6 months and the costs that the contractor had given for doing all properties at once was about a \$400.00 savings. Therefore, the Board decided that they would move forward on the slab removal and that no vote to approve delay was needed. It was decided that the District Manager would be discussing it in January with the owner.

11. Consideration of Approving funds for the District’s Attorney, Karl Bohne, to create forms and provide documentation for the process of filing property liens and approving the filing of liens as necessary for slab removal

Joanne Gaughan explained to the Board that she had discussed with Karl Bohne the process for filling liens saying that he could create the forms needed for the District to complete the slab removal process, send bills, and file liens if necessary. Cheryl Ennis explained that some of the documents had already been done for liens on properties and they would just need to be reworked with costs under \$200.00. Becky Earnest made “a motion to have the attorney create forms for processing liens and everything needed to file at a cost of up to \$200.00. Molly Stone seconded the motion. A vote was called. Motion carried.

12. Public Comment

John LaLima 1055 Sunflower Lane regarding the house that the bank owns, before removing the home from the property they will need to go before the ACC Board and make sure that they abide by the rules and regulations.

Donna Matton explained that they do not need a permit to remove a home and usually when the company that is bringing the home out they bring another home in.

Donna Matton asked about approval of the paperwork with the ACC., does it need to come before the Board again. Joanne Gaughan explained that as long as nothing else is added it does not need to come before the Board again.

13. Trustees remarks

Rod Lindsay would like to thank the maintenance personnel for putting up the Christmas decorations.

Marilyn Spall thanked everyone for coming out especially with the weather, we all appreciate your support.

Phil Matton also appreciate everyone coming

Becky Earnest appreciated the email that was sent out by the District Manager, it's always very informative and Merry Christmas to everyone

Molly Stone seconded that

Allison Kelly would like to thank the Board for all the hard work that this Board puts in. We are all here to make the park look beautiful.

Joanne Gaughan please bring a neighbor or friend to our meetings. December 22nd will be a workshop meeting.

14. Adjournment

Motion to adjourn was made by Becky Earnest. Harald Albinus seconded the motion. A vote was called, motion carried. Meeting adjourned at 8:15pm.



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEES

SPECIAL MEETING – Deed Restriction

December 9, 2014

1. Call to order

By: Joanne Gaughan, Chairman, at 11:01 P.M.

2. Pledge of Allegiance

Led By: Joanne Gaughan

3. Roll Call

By: Marion “Molly” Stone, Secretary; Joanne Gaughan, Chairman; Rebecca “Becky” Earnest, 1st Vice Chairman; Harald Albinus, 2nd Vice Chairman; Marion “Molly” Stone, Secretary; Allison Kelly, Assistant Secretary Philias “Phil” Matton, Treasurer; Rodney “Rod” Lindsay, Trustee; Daniel “Dan” O’Connell, Trustee All acknowledged their presence, Marilyn Spall, Assistant Treasurer; was absent. Cheryl Ennis, District Manager was present with Sharon Johnson recording.

4. Announcements by Chairman

Joanne Gaughan said that the Board would continue from where they left off.

5. Discussion of Deed Restrictions, Rules & Regulations, and Policy

The Board and residents continued with the Pool Rules & Regulations going through the existing and clarifying. Flotation devices for children were discussed. It was decided that only arm wings, coast guard, or UL approved safety devices for children would be allowed and “swim diapers” would be required. Food and Beverages on the pool deck were also discussed. The Health Department has rules about food which is not allowed on the pool deck. No alcohol is allowed and no beverage on the wet deck is allowed.

The Board discussed golf carts and the age limit for cart drivers in the Park. The age was changed to 18. For safety of all, also added were lights on personal mobility vehicle for those used after dark.

Additionally, the policy on the size of shed/utility room allowed in the Park was reviewed. There exists a policy for minimum size but there is no maximum size. It was also suggested that the Board review the policy requiring all sheds or utility rooms be attached to the mobile because of the additional burden it puts on mowing.

6. Trustee Comment

No additional comments

7. Public Comment

No additional comments

8. Adjournment

Becky Earnest made “a motion to adjourn.” Allison Kelly seconded the motion. A vote was called. Motion carried. The meeting was adjourned at 12:17 PM.



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT
215 Holiday Park Boulevard NE
Palm Bay, Florida 32907-2196

BOARD OF TRUSTEES

SPECIAL MEETING – Deed Restriction

December 15, 2014

1. Call to order

By: Joanne Gaughan, Chairman, at 9:30 AM

2. Pledge of Allegiance

Led By: Joanne Gaughan

3. Roll Call

By: Marion “Molly” Stone, Secretary; Joanne Gaughan, Chairman; Rebecca “Becky” Earnest, 1st Vice Chairman; Harald Albinus, 2nd Vice Chairman; Marion “Molly” Stone, Secretary; Marilyn Spall, Assistant Treasurer; Rodney “Rod” Lindsay, Trustee; Daniel “Dan” O’Connell, Trustee All acknowledged their presence, Allison Kelly, Assistant Secretary; Philias “Phil” Matton, Treasurer was absent. Cheryl Ennis, District Manager was present with Sharon Johnson recording.

4. Announcements by Chairman

None

5. Discussion of Deed Restrictions, Rules & Regulations, and Policy Continued from December 9.

The Board continued its discussion on Rules & Regulations and picked up from the December 9th meeting discussing sheds. Joanne Gaughan said that the A.C.C. rules has a minimum size not a maximum and it was suggested that a maximum size be approved. It was also discussed that the rules were that sheds had to be attached. Molly Stone mentioned that some homes do not have room because of the shape of the lot to have sheds attached. Becky Earnest said she felt that all sheds should be attached, as was the policy. Dan O’Connell suggested that attached sheds might limit the size. Rod Lindsay agreed that sheds should be attached and recommended that sheds over a certain size be required to be attached. Joanne Gaughan said she thought that it was a good idea as well. Patty Peck informed the Board that according to the City the maximum size is no more than ½ the size of the home. Molly Stone talked about a couple homes that cut off corners or moved posts to be within the setbacks. Joanne Gaughan asked each board member their opinion. They were as follows:

Harald Albinus-attached
Molly Stone-detached
Becky Earnest-attached
Marilyn Spall-attached
Dan O’Connell-attached
Rod Lindsay-attached
Joanne Gaughan-attached

It was recommended by the Board that all future sheds be attached. The size of the shed was discussed and it was decided and agreed to by all Board members that it would be by square footage and 240 square feet would be the approved maximum size.

It was recommended that the A.C.C. convene a special meeting to review the Boards Recommendation before the Boards next Regular meeting to consider any alternative recommendations they may have.

The access decal policy was also looked at and it was said that the policy is actually on the DR's and would not be needed as a separate policy.

The Golf cart policy was reviewed again. Rod Lindsay recommended that gas golf carts be allowed saying he did not see any difference. Molly Stone said that there was a "doddle bug" that was loud and should not be allowed. Marilyn Spall recommended that the "battery operated carts only" be taken out and that all Motor vehicle compliances should be followed as far as noise and safety levels.

Buzzy Raulerson, 1229 Shell, said he had a gas cart and would like to know why he can not use it since it doesn't make any more noise than other vehicles.

The Board unanimously decided that ATV use by residents or guests would not be allowed.

The Planting policies were discussed. It was decided that the Manager would review the policy and come up with the wording for review and approval by the Board.

The Animal Trap Policy was reviewed and will remain as is.

The Carport policy was deemed to be obsolete since it is now covered under the A.C.C. rules and regulations and policies.

Visitor's policy is covered under the Deed Restrictions.

6. **Board Recommendations on Policies Relating to Staff, Wages, and Current Job Descriptions**
Postponed to future meeting due to time constraints.

7. **Adjournment**

Harald Albinus made a motion to adjourn. Becky Earnest seconds the motion. A vote was called. Meeting was adjourned at 10:28.

SOUTHERN FIRE SYSTEMS

Mailing Address:
P.O. Box 237345
Cocoa, Florida 32923-7345
(321) 636-6222

LIC#223433-0001-2011
LIC#223433-0002-2011

RESTAURANT • INDUSTRIAL • MARINE PROTECTION

S
O
L
D
T
O
Holiday Park
215 Holiday Park RD
Palm Bay FL 32907

TELEPHONE NO. 724-2240

RECEIVED
DEC 09 2014

INVOICE

BY: [Signature]

3743

*****CHECK APPROVAL FORM*****

REMARKS / INVOICE TO:

MANAGER _____ SECRETARY SG
TREASURER _____ DATE: _____
2nd SIGNATURE _____ DATE: _____
G/L ACCOUNT _____
COMMENTS _____

Hus Mathias

1752 Huntington Ln. #65
Rockledge, FL 32955

PLEASE PAY FROM THIS INVOICE. NO STATEMENT WILL BE SENT.

WORK DESCRIPTION	UNIT PRICE	EXTENSION
Hood exhaust degreasing hood systems. Hoods leak some through seams and may drip some after leaving.		
Cleaned up all debris and mopped		\$1300
Semiannual system service on Ansul system		\$100
2nd exhaust fan belt size is AX24		
Weld patches in hood #125		
QUANTITY	PARTS DESCRIPTION	
7	Ansul nozzle caps	\$6 \$42
3	360 links	\$12 \$36
1	grease both upper and lower bearings in exhaust fan. Only 1 fan is greasable	\$135
1	Replace exhaust fan belt	\$125
1	4L240 belt	\$14

Customer/authorized agent/undersigned has fully inspected all work performed by Southern Fire Systems (SFS), inside and outside the premises, that ALL debris generated by the degreasing process was removed and is completely satisfied with the performance of the job.

Customer/authorized agent/undersigned has fully inspected inside and outside premises and agrees that no damage was caused by SFS. Any pre-existing damages/defects may be hand written above.

Customer/authorized agent/undersigned was advised prior to work being performed that grease alone and the degreasing process may damage/discolor roof.

In no event shall SFS be liable for incidental or consequential damages nor shall SFS's liability for any claims or damage arising out of or connected with this agreement, or the manufacture, sale, delivery or use of products, or the rendition of services with which this agreement is

concerned exceed the purchase price of such products or services.

Customer agrees that the venue for any action brought as a result of this agreement shall be in Brevard County, Florida and this agreement shall be governed by the laws of State of Florida.

Amounts due become delinquent upon the tenth of the month following invoice date and are subject to a 1.5% service charge per month or \$10 minimum, whichever is greater. Any returned checks will be subject to a \$50 handling fee.

This writing is intended by the parties as the final expression of their agreement and is the complete and exclusive statement of the terms of their agreement. No statements or representations which are not contained in this agreement are binding upon SFS and it is understood that any such statements and representations were intended to, and did not, form a part of this agreement.

TAXABLE

TAX

INVOICE
TOTAL



\$552.00

By signing and/or paying this document, customer represents that he/she has read the entire agreement and agrees to the terms and conditions set forth herein. X

Signature

Date

Print Name

11/24/14



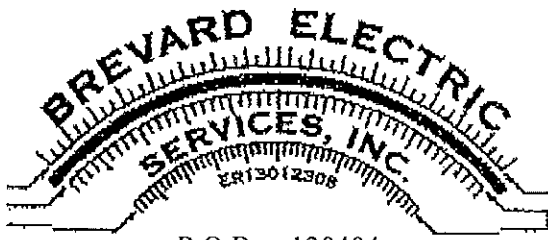
PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

12/17/2014

Manager's Report – December 2014

1. The Shuffleboard concrete work was completed on December 10. I also contacted the Mr. Shuffle and requested additional sloped edging for the courts. He discounted the price to \$100 per court for a total cost of \$400.00. The order was placed and the edging ordered.
2. Two new microphones and cords were ordered for the sound system. Marion Music inspected one of the microphones and it was determined to be beyond repair. We also purchase two stands for the speakers, which were received and assembled.
3. Auditors have completed the internal audit conducted on site. Berman Hopkins will finish at their office and be back in January to review their findings with the account and myself. It was requested that the completed audit be presented to the Board at the first meeting in February.
4. Quotes were received for old pool utility room to remove the electrical and re-install it on the outside of the building and to demo the building. I also called Paradise Pools who came in and looked at the project and made some recommendations. In his opinion, it did not make sense to move the valves and he recommended leaving them. He also said it should have been done when the above ground vac-pak system was installed. In his opinion, the valves are new, not needed. and since they are not turned on and off it is unlikely they will cause any problems. Any changes now would need to be done with plans drawn by an engineer and submitted to the Health Department for review. I called and confirmed this with the Health Department.
5. I have followed up with the Palm House. They are still looking for some quality plants. He asked us to be patient and he has not forgotten He wants to make sure we will be happy with what we get and what he installs.



P O Box 120404
West Melbourne, FL 32912

Phone # 321-729-0203 Fax # 321-729-0783

Estimate

DATE	ESTIMATE NO.
12/18/2014	7111

NAME / ADDRESS		Project
Holiday Park Cheryl 724-2240 holidaypark@holidayparkfl.com		
DESCRIPTION		TOTAL
215 HOLIDAY PARK BLVD PALM BAY, FL. 32907 SCOPE OF WORK: 1. MOVE ALL POWER FROM POOL HOUSE TO BUILDING 2. RE FEED EAST AND WEST VAK PACKS 3. RE FEED 2 POOL HEATERS 4. PROVIDE 3 NEW LIGHT TRANSFORMERS, RE USE 2 TRANSFORMERS AND RE FEED POOL LIGHTS. (POOL LIGHTS NOT INCLUDED) 5. RE POWER OTHER BRANCH CIRCUITS. (EXISTING PANEL TO BE USED) TOTAL LABOR AND MATERIAL COST		4,800.70
PLEASE SIGN AND FAX / EMAIL/ SCAN BACK TO US. ESTIMATE GOOD FOR 30 DAYS THANK YOU!		TOTAL \$4,800.70

Signature _____

Date _____



11/21/14

Holiday Park
Attn: Cheryl
Re: Pool wiring

Quote for the following electrical work.

Demo existing pool wiring and relocate to exterior wall of restroom bldg.

Total labor and material.....\$5,200.00*

*Notes

Price does not include any permit fees.

includes new square D panel & new lighting transformers

Kevin Arsenault

All Suncoast Electric, Inc

2855 Kirby Circle NE #2
Palm Bay, FL 32905

Office Phone: 321-288-4109
Office Fax: 321-409-1931
Email: Allsuncoastelectric@cfl.rr.com

Commercial Estimate

Date	Estimate #
12/11/2014	5015
P.O. No.	
14-0927	

Name / Address	Ship To
Holiday PARK 215 Holiday Park Blvd Palm Bay, FL 32907	Holiday Park 215 Holiday Park Blvd Palm Bay, FL 32907 Cheryl

Description	Qty	Total
ESTIMATE ON ELECTRICAL - (*INCLUDES PERMIT UP TO \$100.00) *INSTALL NEW WEATHER PROOF 30 CIRCUIT 3 PHASE PANEL ON BUILDING, CONNECT TO EXISTING CIRCUIT *REMOVE ELECTRICAL PANEL AND EQUIPMENT IN OLD POOL ROOM FOR DEMOLITION. *EXTEND ALL LIGHT AND LIGHTS COVER POOL DECK *RELOCATE CONTACTOR SYSTEM AND POOL TRANSFORMER TO NEW LOCATION. *INSTALL NEW WEATHER PROOF TIME CLOCKS AND PHOTO CELLS *REFEED (2) POOL EQUIPMENT STATION FROM NEW PANEL *RUN (2) NEW CIRCUITS FROM NEW PANEL TO EXISTING POOL HEATERS PROVIDE NEW DISCONNECTS AND MOUNTING POLE *NOTE* THIS DOES NOT INCLUDED NEW POOL TRANSFORMERS *REUSE EXISTING* *TO PROVIDE AND INSTALL NEW STAINLESS STEEL POOL TRANSFORMERS - PLEASE ADD \$282.00 EACH FOR STAINLESS STEEL UNITS *NOTE* THIS DOES NOT INCLUDE ENGINEERING OR LOAD CALCULATIONS OF EXISTING EQUIPMENT Job Materials and Labor Cost	0	0.00
	1	7,023.42
This estimate is valid for 30 days unless otherwise discussed and noted. All payments are due at time of service, there shall be a \$50.00 charge for all returned check fees/NSF. If payment is late a 15% chg shall be assessed.		Total \$7,023.42

Customer Signature _____

Proposal

Page No. _____

of _____

Pages _____

POOL DOCTOR OF BREVARD, INC.

County License No. SW006

State License No. RP0025170

(321) 773-6555

PO Box 121205
West Melbourne, FL 32912-1205

PROPOSAL SUBMITTED TO Holiday Park		PHONE 724-2240	DATE 12-9-14
STREET		JOB NAME	
CITY, STATE, and ZIP CODE Palm Bay, FL		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

1. Install temporary plug in main drain in order to prevent pool from draining
2. Remove the top of the concrete filter room to approximately 4" below deck level
3. Re-plumb pipe eliminating ball valves and unions
4. Remove section of floor of filter room for drainage
5. Install fill dirt

TOTAL **\$6200.00**

****Bid good for 10 days****

~~We Propose~~ hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Six thousand two hundred **6200.00** dollars (\$ _____).

Payment to be made as follows:

It is very likely that an existing structural crack will reappear as a hairline crack after any pool or deck resurfacing. Warranty shall not include pools which have been abused physically or through lack of proper chemical balancing, chlorine applications or other chemical abuses.

Authorized Signature **Diane Holtman**

Note: This proposal may be withdrawn by us if not accepted within _____ days.

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. The deposit is non-refundable.

Date of Acceptance _____

Signature _____

Signature _____

PROPOSAL

Atlantic Excavation Inc.

500 Bahama Drive, Indialantic, FL 32903

[Ph] 321.723.4865 [Fax] 321.723.4865

[Robert Johnson's Cell] 321.288.6547

DATE: DECEMBER 18, 2014

1.0

TO Port Malabar Holiday Park
215 Holiday Park Blvd.NE
Palm Bay, FL. 32907-2196
321-724-2240
holidaypark@holidayparkfl.com

equipment room demolition

QTY	DESCRIPTION	PRICE
	<ol style="list-style-type: none">1. Mobilize equipment to site2. Protect plumbing as much as possible during scope of work,any repairs if needed by others3. Remove concrete roof in sections4. Remove concrete walls down to existing grade in sections5. Remove raised concrete footer to existing grade6. Remove areas of concrete in floor for drainage and percolation, backfill room with clean import in lifts to secure plumbing7. Haul off all debris to local waste facility8. Grade area within scope of work9. If sod required after back fill of room add \$250.00 to quote and is only for the area of demolition (room area)	\$5,375.00
	Notes: \$1000.00 deposit required prior to start Sod repair if needed in access quoted after job is complete Removal of electric by others	
		\$5,375.00

This is a proposal on the goods named, subject to the conditions noted below:

Buyer hereby acknowledges receipt of merchandise and services set forth herein and a copy of this sales ticket. Payment is due at the time of completion. In the event that we are compelled to initiate a collection process and/or lawsuit to collect for any amount owed, the buyer agrees to pay any and all collection costs, attorney's fees, costs and expenses should this account not be paid in full before sale becomes delinquent.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed 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 Worker's Compensation Insurance.

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.

Signature: _____ Date: _____