



PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT

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

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## BOARD OF TRUSTEES

### MEETING AGENDA

May 12, 2014 - 7:00 PM

Joanne Gaughan  
Chairman

Rebecca "Becky" Earnest  
1<sup>st</sup> Vice-Chairman

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

Marion "Molly" Stone  
Secretary

Allison Kelly  
Assistant Secretary

Philius 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 – Approval of the April 17, Board Meeting minutes**
  - Attachment: April 17, 2014 meeting minutes
  - Motion to approve minutes
  - Trustee comment
  - Call for vote
7. **Treasure’s Report – Presentation of the financial reports for the month of February 2014**
  - Attachment: March 2014 – Revenues & Expense Report: Profit & Loss, Income & Expense by Fund, Balance Sheet, Loan Balances
  - Motion to accept report for audit
  - Trustee comment
  - Call for vote
8. **Emergency Management - Storm Debris**

**Consideration of approving Resolution 2014-02, 2014-03, and 2014-04, – authorizing utilization of City of Palm Bay contracts for management, removal and disposal of storm debris and related services if/when needed basis.**

  - Attachments: Resolution 2014-02, 2014-03 and 2014-04
  - Motion to approve Resolutions
  - Public comment
  - Trustee comment
  - Call for vote
9. **Employee Health Insurance – Plan Options, Affordable Health Care Plans – Discussion: Nungesser Insurance Agency Inc. Q&A**
  - Attachments: Health Insurance Premium Plan Chart
  - Motion to Approve Insurance Plan
  - Public comment
  - Trustee comment
  - Call for vote



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MOBILE HOME PARK RECREATION DISTRICT**

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**10. Budget – 2014/2015**

**(A) Proposed 2014-2015 Fiscal Year Budget**

Questions and Comments regarding the proposed \$1,435,000 budget for the District's fiscal year starting October 1, 2014

Attachment: Proposed 2014-2015 fiscal year budget  
Public comment  
Trustee comment  
Motion to Close 2014-2015 Budget Hearing  
Call for Vote

**(B) Proposed 2014-2015 Non-Ad Valorum Special Assessment Fee**

Consideration of proposed annual Special Assessment Fee of \$2,097 (equivalent to \$174.75 per month) for the fiscal year starting October 1, 2014

Public comment  
Trustee comment  
Motion to Close 2014-2015 Discussion on Assessment Fee  
Call for Vote

**(C) Adoption of Proposed 2014-15 Fiscal Year Budget and Non-Ad Valorum Special Assessment Fee.**

Review of comments and recommendations during the Public Hearing on the proposed budget and the proposed special assessment fee for the next fiscal year, consideration of any additional changes and resulting adjustments prior to approval.

Attachment: Proposed Resolution 2014-05 approving the budget and Special Assessment fee for the District's 2014-15 fiscal year  
Motion to adopt Resolution 2014-05 approving the 2014-15 Fiscal year budget and the 2014-15 Non Ad Valorum Special Assessment Fee, and authorizing Brevard County Tax Collector to process collections  
Call for Vote

**11. Consideration of approving painting of the recreation hall walls and stucco pillars**

Attachment: Quote Comparison Form  
Trustee comment  
Public Comment  
Motion to approve design/vendor/and or purchase  
Call for vote

12. **Review of Grounds Crew and Grounds Supervisor Job Description**
  - Trustee comment
  - Public comment
13. **Discussion of “Suggestions-Problems-Complaints-Comments” form**
  - Trustee comment
  - Public comment
14. **Public Comment**
15. **Trustees remarks**
16. **Adjournment**



PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT

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

**BOARD OF TRUSTEE  
SPECIAL MEETING MINUTES  
April 17, 2014 – 3:30 PM**

**1. Call to order**

By Joanne Gaughan, Chairman at 3:30 pm

**2. Pledge of Allegiance**

Led by: Joanne Gaughan, Chairman

**3. Roll Call**

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

**4. Fine System for Non-Compliance of the Deed of Restrictions**

The Board and residents discussed a fine system for non-compliance with the Deed of Restrictions as well as how a fine system would be put in place and the dollar amount for the fines that would be imposed. The subject of whether or not the fine should be cumulative or flat fee was discussed. The rule that was put in place for sending letters (3 letters 30 days apart) with the third letter being certified will still be followed however; the third letter will contain the fee for the non-compliance of the DOR’s.

Joanne Gaughan asked the ACC Board what their recommendation would be. Donna Matton said that a \$125.00 and double as you go. Joanne Gaughan reiterated her recommendation asking if she was suggesting a \$125.00 fine for a first letter and \$250.00 for a second and the third notice would be a lien.

Becky Earnest asked Joanne Gaughan to tell the attendees about the policy that was in place in the community she lived in up north. Joanne Gaughan said that fine system allowed for a public notice and restriction from using the facilities and said that we could ask the attorney if that would be possible. Becky Earnest wanted those that did not pay a fine to have their names posted. Joanne Gaughan agreed and said that it had been done briefly. Phil Matton recommended it be part of the manager’s report.

Becky Earnest asked for clarification on the fine and if it was to go with the first letter of non-compliance. It was said that it would be with a third certified letter.

**Draft  
Pending approval  
by The Board of  
Trustees**

Allison Kelly read from a document previously prepared by the attorney which questioned the ACC Boards right to levy a fine. The answer was “no, unless it is written in the DOR’s. As the documents are written currently the District has no authority to levy fines. But a lien for violation under the resolution concerning lot maintenance would need to be put into the DOR’s to suspend privileges of use of specific recreational facilities for a specific period of time. Fines can be accomplished for other violations of deed restrictions, if amended, authorizing implementation of fines. However, because the ACC is not a governing body they should not be given the authority to fine but they can recommend to the Trustees to impose a fine if the Deed Restrictions are amended to allow fines”.

Joanne Gaughan, reviewing the process said that we know we want to have a fine system that will be implemented after the normal two letters, with the third being a certified letter, stating that there would be fine. If the noncompliance was not met within a certain period of time, a fine of \$125.00 cumulative up to \$250.00 and after that a lien.

**5. Review of restated DOR’s.**

Joanne Gaughan mentioned that there are further updates needed to the DOR’s that have been worked on and she said it will be done by the Board so that everyone is clear as to the meanings.

The Board and residents continued with restating the DOR’s and discussed decals - Ordinance 87-1 See Attached. A question as to what constitutes an owner was asked, and it was decided that an owner is one that is listed on the Deed.

The next special meeting will be held on Tuesday April 29, 2014 at 3:00pm.

**6. Motion to Adjourn**

Harald Albinus made a motion to adjourn. Dan O’Connell seconded the motion. The meeting was adjourned at 4:20pm.

# Port Malabar Holiday Park Profit & Loss Budget Performance March 2014

Ordinary Income/Expense	Mar 14	Oct '13 - Mar 14	Annual Budget	\$ Budget Left	% Budget Used
Income					
325 - Special Assessments					
0325200 - Gross Assessments	48,231.00	1,246,036.44	1,476,288.00	230,251.56	84.4%
0325290 - Assessment Adjustments	-101.31	-46,181.33	-51,788.00	-5,606.67	89.17%
0325295 - Transferred to Debt Service Fund	-4,959.27	-114,205.52	-262,200.00	-147,994.48	43.56%
2325200 - From Gross Assessments- DebtSvc	4,959.27	114,205.52	262,200.00	147,994.48	43.56%
Total 325 - Special Assessments	48,129.69	1,199,855.11	1,424,500.00	224,644.89	84.23%
334-389 - Other Revenue Sources					
0334390 - State Grant- Other Physical Env	0.00	3,000.00		-3,000.00	
0341900 - Service Charges	1,093.05	5,568.95	5,000.00	-568.95	111.38%
0361100 - Interest Income	243.99	1,170.51	2,500.00	1,329.49	46.82%
0369900 - Other Income	0.00	8,354.48	2,000.00	-6,354.48	417.72%
0369902 - Laundry Income	133.75	1,012.01	1,000.00	-12.01	101.2%
0369903 - Property Maintenance Income	0.00	0.00	500.00	500.00	0.0%
0389400 - Proprietary- Grants & Donations	0.00	813.00		-813.00	
Total 334-389 - Other Revenue Sources	1,470.79	19,918.95	11,000.00	-8,918.95	181.08%
Total Income	49,600.48	1,219,774.06	1,435,500.00	215,725.94	84.97%
Gross Profit	49,600.48	1,219,774.06	1,435,500.00	215,725.94	84.97%
Expense					
511 - Gen Govt- Legislative					
0511451 - Board Bond Ins	33.76	202.59	700.00	497.41	28.94%
0511491 - Election Fees	0.00	308.77	1,600.00	1,291.23	19.3%
0511522 - Uniforms- Board	106.93	146.93	200.00	53.07	73.47%
Total 511 - Gen Govt- Legislative	140.69	658.29	2,500.00	1,841.71	26.33%
512-513 - Gen Govt- Exec, Fin & Admin					
0512130 - Payroll - Executive	3,832.42	22,500.01	45,000.00	22,499.99	50.0%
0512210 - Payroll Taxes - Executive	346.89	2,035.32	4,050.00	2,014.68	50.26%
0512230 - Health Insurance - Executive	597.30	3,743.80	8,320.00	4,576.20	45.0%
0512240 - Workers Comp Ins- Executive	219.54	1,317.21	775.00	-542.21	169.96%
0512400 - Travel Reimb - Executive	0.00	0.00	200.00	200.00	0.0%
0512551 - Education/Training- Exec	347.97	347.97	1,000.00	652.03	34.8%

# Port Malabar Holiday Park Profit & Loss Budget Performance March 2014

	Mar 14	Oct '13 - Mar 14	Annual Budget	\$ Budget Left	% Budget Used
0513130 • Payroll - Admin	3,597.21	19,962.98	33,000.00	13,037.02	60.49%
0513210 • Payroll Taxes - Admin	325.54	1,805.83	3,915.00	2,109.17	46.13%
0513230 • Health Insurance - Admin	826.08	5,177.73	11,506.00	6,328.27	45.0%
0513240 • Workers Comp Ins - Admin	178.74	1,072.40	800.00	-272.40	134.05%
0513321 • Professional Fees - Auditing	3,000.00	13,000.00	10,500.00	-2,500.00	123.81%
0513322 • Contract Accounting Services	825.00	4,950.00	10,200.00	5,250.00	48.53%
0513340 • Payroll-related Services	139.00	1,223.00	1,700.00	477.00	71.94%
0513341 • Temporary Office Services	0.00	0.00	11,000.00	11,000.00	0.0%
0513400 • Travel Reimb- Admin	0.00	0.00	200.00	200.00	0.0%
0513421 • Postage	502.77	626.98	1,400.00	773.02	44.78%
0513441 • Equipment Lease- Office	203.65	886.11	1,700.00	813.89	52.12%
0513462 • R&M Office Equipment	0.00	105.00	1,000.00	895.00	10.5%
0513495 • Advertising Legal	0.00	0.00	2,800.00	2,800.00	0.0%
0513496 • Bank Charges	20.00	60.00	300.00	240.00	20.0%
0513497 • Advertising - Office	0.00	0.00	0.00	0.00	0.0%
0513499 • Non Capitalized Equip- Office	0.00	0.00	1,500.00	1,500.00	0.0%
0513510 • Office Expense	892.51	2,059.67	5,000.00	2,940.33	41.19%
Total 512-513 • Gen Govt- Exec, Fin & Admin	15,854.62	80,874.01	155,866.00	74,991.99	51.89%
514 • Gen Govt- Legal Counsel					
0514311 • Professional Fees - Legal	87.50	1,715.00	8,000.00	6,285.00	21.44%
0514312 • Legal - Deed Rest. Enf.	0.00	682.50	3,000.00	2,317.50	22.75%
Total 514 • Gen Govt- Legal Counsel	87.50	2,397.50	11,000.00	8,602.50	21.8%
517 • Gen Govt Svcs- Debt Svc Payment					
2517710 • Principal Expense	4,434.36	99,982.06	168,200.00	68,217.94	59.44%
2517720 • Interest Expense	524.91	14,223.46	94,000.00	79,776.54	15.13%
Total 517 • Gen Govt Svcs- Debt Svc Payment	4,959.27	114,205.52	262,200.00	147,994.48	43.56%
519 • Gen Govt- Other Gen Govt					
0519411 • Telephone & Communications	532.41	3,144.39	6,500.00	3,355.61	48.38%
0519431 • Utilities - Electric	4,712.66	28,879.08	62,000.00	33,120.92	46.58%
0519432 • Utilities - Gas	0.00	905.98	2,000.00	1,094.02	45.3%
0519433 • Utilities - Water & Sewer	215.61	1,254.97	9,000.00	7,745.03	13.94%
0519434 • Storm Water Management	155.33	1,655.37	3,100.00	1,444.63	53.4%

# Port Malabar Holiday Park Profit & Loss Budget Performance March 2014

	Mar 14	Oct '13 - Mar 14	Annual Budget	\$ Budget Left	% Budget Used
0519442 · Equipment Lease- General	95.00	570.00	2,800.00	2,230.00	20.36%
0519451 · Insurance - Liability	809.85	4,859.01	9,000.00	4,140.99	53.99%
0519452 · Insurance - Property	1,217.76	7,263.66	14,000.00	6,736.34	51.88%
0519462 · Property Maintenance Expense	0.00	0.00	1,500.00	1,500.00	0.0%
0519491 · Cable - TV	13,483.54	78,982.05	162,000.00	83,017.95	48.75%
0519497 · Other Expense	0.00	1.50	100.00	98.50	1.5%
0519499 · Non-Cap Equipment- Gen Govt	0.00	0.00	0.00	0.00	0.0%
0519521 · Supplies Decals & Badges	0.00	127.00	800.00	673.00	15.88%
0519541 · Taxes, Fees & Licenses	0.00	29,501.52	30,000.00	498.48	98.34%
Total 519 · Gen Govt- Other Gen Govt	21,222.16	157,144.53	302,800.00	145,655.47	51.9%
529 · Public Safety- Other Public Saf					
0529130 · Payroll - Gate	7,293.88	43,017.28	90,000.00	46,982.72	47.8%
0529210 · Payroll Taxes - Gate	556.99	3,891.11	8,100.00	4,208.89	48.04%
0529230 · Health Insurance - Gate	0.00	0.00	0.00	0.00	0.0%
0529240 · Workers Comp Ins- Gate	413.45	2,480.66	4,600.00	2,119.34	53.93%
0529460 · R&M Gate	0.00	702.19	1,700.00	997.81	41.31%
0529490 · Flags	0.00	0.00	300.00	300.00	0.0%
0529499 · Non Capitalize Equip- Gate	158.00	158.00	300.00	142.00	52.67%
0529520 · Supplies - Gate	270.48	378.67	1,000.00	621.33	37.87%
0529521 · Uniforms- Gate	0.00	0.00	200.00	200.00	0.0%
Total 529 · Public Safety- Other Public Saf	8,792.80	50,627.91	106,200.00	55,572.09	47.67%
539 · Physical Env- Other Phys Env					
0539130 · Payroll - Custodians	5,378.59	35,508.89	87,200.00	51,691.11	40.72%
0539210 · Payroll Taxes - Custodial	486.75	3,211.98	7,848.00	4,636.02	40.93%
0539230 · Health Ins- Custodial	1,455.26	9,121.36	22,620.00	13,498.64	40.32%
0539240 · Workers Comp Ins-Custodial	326.52	1,959.08	4,375.00	2,415.92	44.78%
0539340 · Contract Services - Custodial	0.00	0.00	0.00	0.00	0.0%
0539400 · Travel Reimbursement Custodial	0.00	0.00	100.00	100.00	0.0%
0539461 · R&M Buildings	150.98	3,693.66	4,000.00	306.34	92.34%
0539462 · R&M Lighting- Rec Center	0.00	127.91	400.00	272.09	31.98%
0539463 · R&M Equipment	0.00	645.81	3,000.00	2,354.19	21.53%
0539499 · Non Capitalized Equip-Custodial	0.00	0.00	500.00	500.00	0.0%

# Port Malabar Holiday Park Profit & Loss Budget Performance March 2014

	Mar '14	Oct '13 - Mar 14	Annual Budget	\$ Budget Left	% Budget Used
0539520 - Custodial Supplies	141.41	2,357.67	4,000.00	1,642.33	58.94%
0539521 - Uniforms- Custodial	0.00	0.00	200.00	200.00	0.0%
Total 539 - Physical Env- Other Phys Env	7,939.51	56,626.36	134,243.00	77,616.64	42.18%
541 - Transportation- Road & Street					
0541461 - R&M Streets	0.00	2,172.27	1,000.00	-1,172.27	217.23%
0541463 - R&M Signage	0.00	182.55	900.00	717.45	20.28%
0541464 - R&M Drainage	130.00	2,406.56	2,600.00	193.44	92.56%
Total 541 - Transportation- Road & Street	130.00	4,761.38	4,500.00	-261.38	105.81%
572 - Culture/Rec- Parks & Recreation					
0572130 - Payroll - Grounds Crew	12,156.49	71,529.96	184,280.00	92,750.04	43.54%
0572210 - Payroll Taxes - Grounds	1,108.87	6,521.39	14,785.00	8,263.61	44.11%
0572230 - Health Insurance-Grounds	845.36	5,045.71	26,271.00	21,225.29	19.21%
0572240 - Workers Comp Ins-Grounds	663.70	3,982.13	8,200.00	4,217.87	48.56%
0572341 - Contract Svcs - Lawn Crew	0.00	12,952.25	65,000.00	52,047.75	19.93%
0572342 - Landscape Management	0.00	2,795.93	10,000.00	7,204.07	27.96%
0572431 - Landscape Trash Removal	145.00	873.00	2,200.00	1,327.00	39.68%
0572461 - R&M Grounds Equipment	548.73	2,698.71	4,500.00	1,801.29	59.97%
0572462 - R&M Pools & Rec Facilities	1,465.92	7,341.40	12,800.00	5,458.60	57.36%
0572463 - R&M Irrigation System	1,290.26	1,525.33	5,000.00	3,474.67	30.51%
0572464 - Sound Wall Maintenance	0.00	1,301.05	1,000.00	-301.05	130.11%
0572468 - Vehicle Repair	0.00	188.66	500.00	311.34	37.73%
0572499 - Non Capitalized Equip-Grounds	0.00	2,146.62	2,500.00	353.38	85.87%
0572521 - Supplies - Grounds	125.27	1,227.46	4,500.00	3,272.54	27.28%
0572522 - Fuel	938.06	5,130.93	15,000.00	9,869.07	34.21%
0572523 - Fertilizer	0.00	0.00	300.00	300.00	0.0%
0572524 - Supplies Recreational	79.99	185.13	300.00	114.87	61.71%
0572525 - Uniforms- Grounds	0.00	0.00	350.00	350.00	0.0%
0572526 - Landscape Supplies	88.82	225.24	3,000.00	2,774.76	7.51%
0572551 - Education/Training- Parks & Rec	0.00	0.00	300.00	300.00	0.0%
Total 572 - Culture/Rec- Parks & Recreation	19,476.47	125,670.90	340,786.00	215,115.10	36.88%
701 - Capital Outlay					
0519621 - Cap Outlay-Buildings & Imp	0.00	0.00	16,000.00	16,000.00	0.0%

# Port Malabar Holiday Park Profit & Loss Budget Performance March 2014

	Mar 14	Oct '13 - Mar 14	Annual Budget	\$ Budget Left	% Budget Used
0519631 - Cap Outlay-Infrastructure	0.00	21,587.20	15,000.00	-6,587.20	143.92%
0519641 - Cap Outlay-Grounds Equipment	5,589.14	5,589.14	5,000.00	-589.14	111.78%
0519642 - Cap Outlay-Furn, Fixt & Eq	1,008.92	1,008.92	1,000.00	-8.92	100.89%
Total 701 - Capital Outlay	6,598.06	28,185.26	37,000.00	8,814.74	76.18%
Total Expense	85,201.08	621,151.66	1,357,095.00	735,943.34	45.77%
Net Ordinary Income	-35,600.60	598,622.40	78,405.00		
Other Income/Expense					
Other Income					
8381100 - Appropriated PY Reserves	0.00	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.00	0.0%
Other Expense					
8000097 - void	0.00	0.00		0.00	
8000099 - Contingency Expense	0.00	0.00	13,405.00	13,405.00	0.0%
8581100 - Budgeted Return to Reserves	0.00	0.00	65,000.00	65,000.00	0.0%
Total Other Expense	0.00	0.00	78,405.00	78,405.00	0.0%
Net Other Income	0.00	0.00	-78,405.00		
Net Income	-35,600.60	598,622.40	0.00		

6:05 PM

04/21/14

Accrual Basis

# Port Malabar Holiday Park Income & Expense by Fund March 2014

	00 General		02 Debt Svc		TOTAL	
	Mar 14	Oct '13 - Mar 14	Mar 14	Oct '13 - Mar 14	Mar 14	Oct '13 - Mar 14
Ordinary Income/Expense						
Income						
325 - Special Assessments						
0325200 - Gross Assessments	48,231.00	1,246,036.44	0.00	0.00	48,231.00	1,246,036.44
0325290 - Assessment Adjustments	-101.31	-46,181.33	0.00	0.00	-101.31	-46,181.33
0325295 - Transferred to Debt Service Fund	-4,959.27	-114,205.52	0.00	0.00	-4,959.27	-114,205.52
2325200 - From Gross Assessments- DebtSvc	0.00	0.00	4,959.27	114,205.52	4,959.27	114,205.52
Total 325 - Special Assessments	43,170.42	1,085,649.59	4,959.27	114,205.52	48,129.69	1,199,855.11
334-389 - Other Revenue Sources						
0334390 - State Grant- Other Physical Env	0.00	3,000.00	0.00	0.00	0.00	3,000.00
0341900 - Service Charges	1,093.05	5,568.95	0.00	0.00	1,093.05	5,568.95
0361100 - Interest Income	243.99	1,170.51	0.00	0.00	243.99	1,170.51
0369900 - Other Income	0.00	8,354.48	0.00	0.00	0.00	8,354.48
0369902 - Laundry Income	133.75	1,012.01	0.00	0.00	133.75	1,012.01
0389400 - Proprietary- Grants & Donations	0.00	813.00	0.00	0.00	0.00	813.00
Total 334-389 - Other Revenue Sources	1,470.79	19,918.95	0.00	0.00	1,470.79	19,918.95
Total Income	44,641.21	1,105,568.54	4,959.27	114,205.52	49,600.48	1,219,774.06
Gross Profit	44,641.21	1,105,568.54	4,959.27	114,205.52	49,600.48	1,219,774.06
Expense						
511 - Gen Govt- Legislative						
0511451 - Board Bond Ins	33.76	202.59	0.00	0.00	33.76	202.59
0511491 - Election Fees	0.00	308.77	0.00	0.00	0.00	308.77
0511522 - Uniforms- Board	106.93	146.93	0.00	0.00	106.93	146.93
Total 511 - Gen Govt- Legislative	140.69	658.29	0.00	0.00	140.69	658.29
512-513 - Gen Govt- Exec, Fin & Admin						
0512130 - Payroll - Executive	3,832.42	22,500.01	0.00	0.00	3,832.42	22,500.01
0512210 - Payroll Taxes - Executive	346.89	2,035.32	0.00	0.00	346.89	2,035.32
0512230 - Health Insurance - Executive	597.30	3,743.80	0.00	0.00	597.30	3,743.80
0512240 - Workers Comp Ins- Executive	219.54	1,317.21	0.00	0.00	219.54	1,317.21
0512551 - Education/Training- Exec	347.97	347.97	0.00	0.00	347.97	347.97
0513130 - Payroll - Admin	3,597.21	19,962.98	0.00	0.00	3,597.21	19,962.98
0513210 - Payroll Taxes - Admin	325.54	1,805.83	0.00	0.00	325.54	1,805.83
0513230 - Health Insurance - Admin	826.08	5,177.73	0.00	0.00	826.08	5,177.73
0513240 - Workers Comp Ins - Admin	178.74	1,072.40	0.00	0.00	178.74	1,072.40
0513321 - Professional Fees - Auditing	3,000.00	13,000.00	0.00	0.00	3,000.00	13,000.00
0513322 - Contract Accounting Services	825.00	4,950.00	0.00	0.00	825.00	4,950.00
0513340 - Payroll-related Services	139.00	1,223.00	0.00	0.00	139.00	1,223.00
0513421 - Postage	502.77	626.98	0.00	0.00	502.77	626.98
0513441 - Equipment Lease- Office	203.65	886.11	0.00	0.00	203.65	886.11
0513462 - R&M Office Equipment	0.00	105.00	0.00	0.00	0.00	105.00
0513496 - Bank Charges	20.00	60.00	0.00	0.00	20.00	60.00

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Accrual Basis

# Port Malabar Holiday Park Income & Expense by Fund March 2014

	00 General		02 Debt Svc		TOTAL	
	Mar 14	Oct '13 - Mar 14	Mar 14	Oct '13 - Mar 14	Mar 14	Oct '13 - Mar 14
0513510 · Office Expense	892.51	2,059.67	0.00	0.00	892.51	2,059.67
Total 512-513 · Gen Govt- Exec, Fin & Admin	15,854.62	80,874.01	0.00	0.00	15,854.62	80,874.01
514 · Gen Govt- Legal Counsel						
0514311 · Professional Fees - Legal	87.50	1,715.00	0.00	0.00	87.50	1,715.00
0514312 · Legal - Deed Rest. Enf.	0.00	682.50	0.00	0.00	0.00	682.50
Total 514 · Gen Govt- Legal Counsel	87.50	2,397.50	0.00	0.00	87.50	2,397.50
517 · Gen Govt Svcs- Debt Svc Payment						
2517710 · Principal Expense	0.00	0.00	4,434.36	99,982.06	4,434.36	99,982.06
2517720 · Interest Expense	0.00	0.00	524.91	14,223.46	524.91	14,223.46
Total 517 · Gen Govt Svcs- Debt Svc Payment	0.00	0.00	4,959.27	114,205.52	4,959.27	114,205.52
519 · Gen Govt- Other Gen Govt						
0519411 · Telephone & Communications	532.41	3,144.39	0.00	0.00	532.41	3,144.39
0519431 · Utilities - Electric	4,712.66	28,879.08	0.00	0.00	4,712.66	28,879.08
0519432 · Utilities - Gas	0.00	905.98	0.00	0.00	0.00	905.98
0519433 · Utilities - Water & Sewer	215.61	1,254.97	0.00	0.00	215.61	1,254.97
0519434 · Storm Water Management	155.33	1,655.37	0.00	0.00	155.33	1,655.37
0519442 · Equipment Lease- General	95.00	570.00	0.00	0.00	95.00	570.00
0519451 · Insurance - Liability	809.85	4,859.01	0.00	0.00	809.85	4,859.01
0519452 · Insurance - Property	1,217.76	7,263.66	0.00	0.00	1,217.76	7,263.66
0519491 · Cable - TV	13,483.54	78,982.05	0.00	0.00	13,483.54	78,982.05
0519497 · Other Expense	0.00	1.50	0.00	0.00	0.00	1.50
0519521 · Supplies Decals & Badges	0.00	127.00	0.00	0.00	0.00	127.00
0519541 · Taxes, Fees & Licenses	0.00	29,501.52	0.00	0.00	0.00	29,501.52
Total 519 · Gen Govt- Other Gen Govt	21,222.16	157,144.53	0.00	0.00	21,222.16	157,144.53
529 · Public Safety- Other Public Saf						
0529130 · Payroll - Gate	7,293.88	43,017.28	0.00	0.00	7,293.88	43,017.28
0529210 · Payroll Taxes - Gate	656.99	3,891.11	0.00	0.00	656.99	3,891.11
0529240 · Workers Comp Ins- Gate	413.45	2,480.66	0.00	0.00	413.45	2,480.66
0529460 · R&M Gate	0.00	702.19	0.00	0.00	0.00	702.19
0529499 · Non Capitalize Equip- Gate	158.00	158.00	0.00	0.00	158.00	158.00
0529520 · Supplies - Gate	270.48	378.67	0.00	0.00	270.48	378.67
Total 529 · Public Safety- Other Public Saf	8,792.80	50,627.91	0.00	0.00	8,792.80	50,627.91
539 · Physical Env- Other Phys Env						
0539130 · Payroll - Custodians	5,378.59	35,508.89	0.00	0.00	5,378.59	35,508.89
0539210 · Payroll Taxes - Custodial	486.75	3,211.98	0.00	0.00	486.75	3,211.98
0539230 · Health Ins- Custodial	1,455.26	9,121.36	0.00	0.00	1,455.26	9,121.36
0539240 · Workers Comp Ins-Custodial	326.52	1,959.08	0.00	0.00	326.52	1,959.08
0539461 · R&M Buildings	150.98	3,693.66	0.00	0.00	150.98	3,693.66
0539462 · R&M Lighting- Rec Center	0.00	127.91	0.00	0.00	0.00	127.91
0539463 · R&M Equipment	0.00	645.81	0.00	0.00	0.00	645.81
0539520 · Custodial Supplies	141.41	2,357.67	0.00	0.00	141.41	2,357.67

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Accrual Basis

# Port Malabar Holiday Park Income & Expense by Fund March 2014

	00 General		02 Debt Svc		TOTAL	
	Mar 14	Oct '13 - Mar 14	Mar 14	Oct '13 - Mar 14	Mar 14	Oct '13 - Mar 14
Total 539 - Physical Env- Other Phys Env	7,939.51	56,626.36	0.00	0.00	7,939.51	56,626.36
541 - Transportation- Road & Street						
0541461 - R&M Streets	0.00	2,172.27	0.00	0.00	0.00	2,172.27
0541463 - R&M Signage	0.00	182.55	0.00	0.00	0.00	182.55
0541464 - R&M Drainage	130.00	2,406.56	0.00	0.00	130.00	2,406.56
Total 541 - Transportation- Road & Street	130.00	4,761.38	0.00	0.00	130.00	4,761.38
572 - Culture/Rec- Parks & Recreation						
0572130 - Payroll - Grounds Crew	12,156.49	71,529.96	0.00	0.00	12,156.49	71,529.96
0572210 - Payroll Taxes - Grounds	1,108.87	6,521.39	0.00	0.00	1,108.87	6,521.39
0572230 - Health Insurance-Grounds	845.36	5,045.71	0.00	0.00	845.36	5,045.71
0572240 - Workers Comp Ins-Grounds	663.70	3,982.13	0.00	0.00	663.70	3,982.13
0572341 - Contract Svcs - Lawn Crew	0.00	12,952.25	0.00	0.00	0.00	12,952.25
0572342 - Landscape Management	0.00	2,795.93	0.00	0.00	0.00	2,795.93
0572431 - Landscape Trash Removal	145.00	873.00	0.00	0.00	145.00	873.00
0572461 - R&M Grounds Equipment	548.73	2,698.71	0.00	0.00	548.73	2,698.71
0572462 - R&M Pools & Rec Facilities	1,485.92	7,341.40	0.00	0.00	1,485.92	7,341.40
0572463 - R&M Irrigation System	1,290.26	1,525.33	0.00	0.00	1,290.26	1,525.33
0572464 - Sound Wall Maintenance	0.00	1,301.05	0.00	0.00	0.00	1,301.05
0572468 - Vehicle Repair	0.00	188.66	0.00	0.00	0.00	188.66
0572499 - Non Capitalized Equip-Grounds	0.00	2,146.62	0.00	0.00	0.00	2,146.62
0572521 - Supplies - Grounds	125.27	1,227.46	0.00	0.00	125.27	1,227.46
0572522 - Fuel	938.06	5,130.93	0.00	0.00	938.06	5,130.93
0572524 - Supplies Recreational	79.99	185.13	0.00	0.00	79.99	185.13
0572526 - Landscape Supplies	88.82	225.24	0.00	0.00	88.82	225.24
Total 572 - Culture/Rec- Parks & Recreation	19,476.47	125,670.90	0.00	0.00	19,476.47	125,670.90
701 - Capital Outlay						
0519631 - Cap Outlay-Infrastructure	0.00	21,587.20	0.00	0.00	0.00	21,587.20
0519641 - Cap Outlay-Grounds Equipment	5,589.14	5,589.14	0.00	0.00	5,589.14	5,589.14
0519642 - Cap Outlay-Furn, Fixt & Eq	1,008.92	1,008.92	0.00	0.00	1,008.92	1,008.92
Total 701 - Capital Outlay	6,598.06	28,185.26	0.00	0.00	6,598.06	28,185.26
Total Expense	80,241.81	506,946.14	4,959.27	114,205.52	85,201.08	621,151.66
Net Ordinary Income	-35,600.60	598,622.40	0.00	0.00	-35,600.60	598,622.40
Net Income	-35,600.60	598,622.40	0.00	0.00	-35,600.60	598,622.40

**Port Malabar Holiday Park**  
**Balance Sheet**  
As of March 31, 2014

	<u>Mar 31, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
0101000 · TD Operating	57,961.14
0101100 · SunTrust Operating	41,170.53
0101500 · TD Fixed Rate Account	1,011,070.02
0102100 · Petty Cash	937.87
0104100 · SBA - Operating Account	75,426.24
0104500 · SBA Restricted fund B	4,612.88
0104509 · SBA Restr Fund B- Inv Gain(Loss	864.53
Total Checking/Savings	1,192,043.21
Accounts Receivable	
0115100 · Accounts Receivable	1,188.98
Total Accounts Receivable	1,188.98
Total Current Assets	1,193,232.19
Fixed Assets	
0161900 · Land	223,836.00
0162900 · Buildings & Improvements	1,022,176.74
0163900 · AD - Buildings & Improvements	-652,590.40
0164900 · Infrastructure	3,269,508.46
0165900 · AD - Infrastructure	-511,579.93
0166910 · Furn, Fixtures & Equipment	93,768.01
0166920 · Grounds Equipment	76,236.77
0166930 · Computer Software	2,187.85
0167910 · AD - Furn, Fixtures & Equipment	-81,277.62
0167920 · AD - Grounds Equipment	-53,028.85
0167930 · AD - Computer Software	-2,187.85
Total Fixed Assets	3,387,049.18
Other Assets	
0155000 · Prepaid Expenses	14,365.60
0170910 · Capitalized Loan Fees	52,239.00
0170920 · Accum Amortization	-24,959.46
Total Other Assets	41,645.14
<b>TOTAL ASSETS</b>	<b><u>4,621,926.51</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
0202000 · Accounts Payable	-4,425.89
Total Accounts Payable	-4,425.89
Other Current Liabilities	
0203010 · Loan 1 Curr Portion - TD 5455	78,858.79
0203020 · Loan 2 Curr Portion - TD 2055	79,160.85
0203030 · Loan 3 Curr Portion - TD 9155	52,800.11
0216000 · Accrued Wages Payable	934.59
0217000 · Accrued Taxes Payable	85.14
0220000 · Customer Deposits	1,145.28
2215000 · Accrued Interest Payable	370.33
Total Other Current Liabilities	213,355.09
Total Current Liabilities	208,929.20

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Accrual Basis

# Port Malabar Holiday Park

## Balance Sheet

As of March 31, 2014

	<u>Mar 31, 14</u>
Long Term Liabilities	
0203910 · Loan 1- TD 5455	397,141.24
0203920 · Loan 2- TD 2055	661,448.51
0203930 · Loan 3- TD 9155	390,836.16
Total Long Term Liabilities	<u>1,449,425.91</u>
Total Liabilities	1,658,355.11
Equity	
0271000 · Fund Balance- Unreserved	637,646.00
0274000 · Invested in capital assets	1,727,303.00
Net Income	598,622.40
Total Equity	<u>2,963,571.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,621,926.51</u></u>

# Loan Balances at Month-End

		<u>Loan 2055</u>	<u>Loan 9155</u>	<u>Loan 5455</u>
QB Loan Balances on 09/30/2013		740,609.36	443,636.27	476,000.03
Less Principal Pymt in Debt Service Fund Acct 00100002010000				
	<u>For Month</u>			
	Oct-13	-8,183.77	-4,367.75	-6,445.70
	Nov-13	-8,221.97	-4,353.48	-6,506.86
	Dec-13	-8,203.97	-4,379.38	-6,482.39
	Jan-14	-8,214.08	-4,366.09	-6,499.58
	Feb-14	-8,308.21	-4,371.91	-6,642.56
	Mar-14	adjust	-4,434.36	adjust
	Apr-14			
	May-14			
	Jun-14			
	Jul-14			
	Aug-14			
	Sep-14			
Calculated Loan Balances for QuickBooks		699,477.36	417,363.30	443,422.94
ME Loan Balances Per Bank Statements		<u>699,477.36</u>	<u>417,363.30</u>	<u>443,422.94</u>

A/O MARCH 31, 2014

REVENUES 2013-2014					
SPECIAL ASSESSMENTS	BUDGET		YTD D		YTD D BY %
		RECEIPT	BY \$		
GROSS ASSESSMENTS	\$ 1,476,288	\$ 1,246,036	\$ 230,252		84%
ASSESSMENT DISCOUNT & ADJ	\$ (51,788)	\$ (46,181)	\$ (5,606.67)		89%
NET ASSESSMENTS INCOME	\$ 1,424,500	\$ 1,199,855	\$ 224,645		84%
TRANS TO DEBT SERVICE FUND	\$ (262,200)	\$ (114,206)	\$ (147,994)		43.56%
FROM ASSESSMENTS-DEBT SVC	\$ 262,200	\$ 114,206	\$ 147,994		43.56%
TOTAL SPECIAL ASSESSMENTS	\$ 1,424,500	\$ -	\$ 1,424,500		0%
SERVICE CHARGES	\$ 5,000	\$ 5,569	\$ (568.95)		111.38%
INTEREST INCOME	\$ 2,500	\$ 1,171	\$ 1,329		46.82%
OTHER INCOME	\$ 2,000	\$ 8,357	\$ (6,357)		417.83%
LAUNDRY INCOME	\$ 1,000	\$ 1,012	\$ (12)		101.20%
TOTALS	\$ 1,435,000	\$ 1,219,776	\$ 215,724		84.97%

A/O MARCH 31, 2014

EXPENSE	% OF BUDGET	BUDGET 2012-2013	Y TO D EXPENSE	BUDGET BALANCE	Y TO D BY %
ACCOUNT TITLES					
GEN GOV-LEGISLATIVE	0.17%	\$ 26,000	\$ 658	\$ 1,842	26.33%
GEN GOV- EXEC, FIN & ADMIN	10.86%	\$ 171,535	\$ 80,874	\$ 74,992	51.89%
GEN GOV-LEGAL COUNSEL	0.77%	\$ 11,000	\$ 2,398	\$ 8,603	21.80%
DEBT SERVICE -PRINCIPAL EXPENSE	11.72%	\$ 168,200	\$ 99,982	\$ 68,218	59.44%
DEBT SERVICE -INTEREST EXPENSE	6.55%	\$ 94,000	\$ 14,223	\$ 79,777	15.13%
OTHER GENERAL GOVERNMENT	21.09%	\$ 262,200	\$ 157,145	\$ 145,655	51.90%
PUBLIC SAFETY	7.40%	\$ 102,964	\$ 50,628	\$ 55,572	47.67%
PHYSICAL ENVIRONMENT	9.35%	\$ 129,386	\$ 56,626	\$ 77,617	42.18%
TRANSPORTATION-ROADS & STREET	0.31%	\$ 4,500	\$ 4,761	\$ (261)	105.81%
CULTURE/REC-PARKS & RECREATION	23.74%	\$ 336,415	\$ 125,671	\$ 215,115	36.88%
TOTAL EXPENSES	91.96%	\$ 1,306,200	\$ 592,966	\$ 727,129	44.92%
TOTAL CAPITAL OUTLAY	73.41%	\$ 37,000	\$ 28,185	\$ 8,815	76.18%
CONTINGENCY EXPENSE	26.59%	\$ 13,405	\$ -	\$ 13,405	100.00%
CAPL OUTLAY & CONTINGENCY EXPENSE		\$ 50,405	\$ 28,185	\$ 22,220	44.08%
APPROPRIATED PY RESERVES		\$ -	\$ -	\$ -	#DIV/0!

## **RESOLUTION 2014-02**

**A RESOLUTION OF PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT AUTHORIZING THE CHAIRMAN TO EXECUTE A CONTRACT WITH CROWDERGULF JOINT VENTURE, INC. FOR DEBRIS REMOVAL SERVICES; PROVIDING FOR THE PROCESS OF ISSUING A NOTICE TO PROCEED; APPOINTING THE DISTRICT MANAGER AS THE DISTRICT'S REPRESENTATIVE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Port Malabar Holiday Park Mobile Park Recreation District is a special purpose local government created pursuant to Chapter 418.3 Florida Statutes, and

WHEREAS, the Port Malabar Holiday Park Mobile Park Recreation District is geographically located in an area which is periodically subject to Hurricanes and other major storm events producing windblown and accumulated debris which may endanger residents and destroy property, and

WHEREAS, the Port Malabar Holiday Park Mobile Park Recreation District's emergency management plan includes minimizing potential danger to residents by opening roads for access by fire/rescue, medical, police, and other emergency responders, and expediting recovery by assisting in restoration efforts by providing for the removal of potentially hazardous damaged trees and accumulated storm related debris, and

WHEREAS, Chapter 189.4221 Florida Statutes provides that Special Districts may obtain certain contractual services utilizing the competitively selected and awarded purchasing agreements of other special districts, municipalities and counties, and

WHEREAS, The City of Palm Bay competitively selected and awarded a contract to CrowderGulf Disaster Recovery and Debris Management. for storm debris removal/disaster recovery services, which expire on May 31, 2013, and by mutual written assent of the parties may be renewed for four (4) additional twelve (12) month periods of which this is the third year, and

WHEREAS, after reviewing the selection process and the terms and conditions of the City's debris removal contract the Board of Trustees has determined it would be in the best interest of the Port Malabar Holiday Park Mobile Park Recreation District and the public to utilize the City's contact if/when warranted by a major storm.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PORT MALABAR HOLIDAY PARK MOBILE PARK RECREATION DISTRICT, FLORIDA THAT:

SECTION 1. The forgoing "whereas" clauses are true and correct and are hereby ratified and confirmed by the Board of Trustees. All exhibits attached hereto are hereby incorporated herein.

- SECTION 2. The Chairman of the Board is authorized and directed to execute on behalf of the District the attached contract with to CrowderGulf Disaster Recovery and Debris Management.
- SECTION 3. The Chairman, or in the event the Chairman is unavailable or incapacitated the 1st Vice Chairman, or the 2nd Vice Chairman in the event of the unavailability or incapacity of both the Chairman and the 1st Vice Chairman, shall determine if following a wind storm event the resulting conditions warrant to CrowderGulf Disaster Recovery and Debris Management proceeding with debris removal/disaster recovery services under the terms and conditions of the contract. If the contractor is authorized to proceed such notice is to be in writing and include the name of the company representative to whom notice was directed, how transmitted and the effective time and date, with copies to all members of the Board of Trustees and the District Manager.
- SECTION 4. The District Manager is authorized to represent the District with governmental agency representatives and the contractor to facilitate the debris removal/disaster recovery project, and initiate participation in cost reimbursement and assistance programs of other governmental units which the District may be eligible.
- SECTION 5. All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.
- SECTION 6. If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered eliminated and will in way affect the validity of the other provisions of this Resolution.
- SECTION 7. This Resolution shall become effective immediately upon its passage and adoption.

ADOPTED by the Board of Trustees of the Port Malabar Holiday Park Mobile Park Recreation District this 12<sup>th</sup> day of May, 2014

\_\_\_\_\_  
Joanne Gaughan, Trustee  
Board Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marion Stone, Trustee  
Board Secretary

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Sharon Johnson, Administrative Assistant

## **RESOLUTION 2014-03**

**A RESOLUTION OF PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT AUTHORIZING THE CHAIRMAN TO EXECUTE A CONTRACT WITH CERES ENVIRONMENTAL SERVICES, INC. FOR DEBRIS REMOVAL/DISASTER RECOVERY SERVICES; PROVIDING FOR THE PROCESS OF ISSUING A NOTICE TO PROCEED; APPOINTING THE DISTRICT MANAGER AS THE DISTRICT'S REPRESENTATIVE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Port Malabar Holiday Park Mobile Park Recreation District is a special purpose local government created pursuant to Chapter 418.30 Florida Statutes, and

WHEREAS, the Port Malabar Holiday Park Mobile Park Recreation District is geographically located in an area which is periodically subject to Hurricanes and other major storm events producing windblown and accumulated debris which may endanger residents and destroy property, and

WHEREAS, the Port Malabar Holiday Park Mobile Park Recreation District's disaster management plan includes minimizing potential danger to residents by opening roads for access by fire/rescue, medical, police, and other emergency responders, and expediting recovery by assisting in restoration efforts by providing for the removal of potentially hazardous damaged trees and accumulated storm related debris, and

WHEREAS, Chapter 189.4221 Florida Statue provides that Special Districts may obtain certain contractual services utilizing the competitively selected and awarded purchasing agreements of other special districts, municipalities and counties, and

WHEREAS, The City of Palm Bay competitively selected and awarded a contract to Ceres Environmental Services, Inc. for storm debris removal services on July 6, 2012 which expire on May 31, 2013 and by mutual written assent of the parties may be renewed for four (4) additional twelve (12) month periods of which this is the third year, and

WHEREAS, after reviewing the selection process and the terms and conditions of the City's debris removal/disaster recovery contract the Board of Trustees has determined it would be in the best interest of the Port Malabar Holiday Park Mobile Park Recreation District and the public to utilize the City's contract if/when warranted by a major storm.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PORT MALABAR HOLIDAY PARK MOBILE PARK RECREATION DISTRICT, FLORIDA THAT:

SECTION 1. The forgoing "whereas" clauses are true and correct and are hereby ratified and confirmed by the Board of Trustees. All exhibits attached hereto are hereby incorporated herein.

- SECTION 2. The Chairman of the Board is authorized and directed to execute on behalf of the District the attached contract with Ceres Environmental Services, Inc.
- SECTION 3. The Chairman, or in the event the Chairman is unavailable or incapacitated the 1st Vice Chairman, or the 2nd Vice Chairman in the event of the unavailability or incapacity of both the Chairman and the 1st Vice Chairman, shall determine if following a wind storm event the resulting conditions warrant Ceres Environmental Services, Inc. proceeding with debris removal/disaster recovery services under the terms and conditions of the contract. If the contractor is authorized to proceed such notice is to be in writing and include the name of the company representative to whom notice was directed, how transmitted and the effective time and date, with copies to all members of the Board of Trustees and the District Manager.
- SECTION 4. The District Manager is authorized to represent the District with governmental agency representatives and the contractor to facilitate the debris removal project, and initiate participation in cost reimbursement and assistance programs of other governmental units which the District may be eligible.
- SECTION 5. All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.
- SECTION 6. If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered eliminated and will in way affect the validity of the other provisions of this Resolution.
- SECTION 7. This Resolution shall become effective immediately upon its passage and adoption.

ADOPTED by the Board of Trustees of the Port Malabar Holiday Park Mobile Park Recreation District this 12th day of May, 2014.

\_\_\_\_\_  
Joanne Gaughan, Trustee  
Board Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marion Stone, Trustee  
Board Secretary

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Sharon Johnson, Administrative Assistant

## **RESOLUTION 2014-04**

**A RESOLUTION OF PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT AUTHORIZING THE CHAIRMAN TO EXECUTE A CONTRACT WITH THOMPSON CONSULTING SERVICES, LLC FOR DEBRIS MONITORING SERVICES; PROVIDING FOR THE PROCESS OF ISSUING A NOTICE TO PROCEED; APPOINTING THE DISTRICT MANAGER AS THE DISTRICT'S REPRESENTATIVE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Port Malabar Holiday Park Mobile Park Recreation District is a special purpose local government created pursuant to Chapter 418.3 Florida Statutes, and

WHEREAS, the Port Malabar Holiday Park Mobile Park Recreation District is geographically located in an area which is periodically subject to Hurricanes and other major storm events producing windblown and accumulated debris which may endanger residents and destroy property, and

WHEREAS, the Port Malabar Holiday Park Mobile Park Recreation District's disaster management plan includes minimizing potential danger to residents by opening roads for access by fire/rescue, medical, police, and other emergency responders, and expediting recovery by assisting in restoration efforts by providing for the removal of potentially hazardous damaged trees and accumulated storm related debris, and

WHEREAS, Chapter 189.4221 Florida Statue provides that Special Districts may obtain certain contractual services utilizing the competitively selected and awarded purchasing agreements of other special districts, municipalities and counties, and

WHEREAS, The City of Palm Bay competitively selected and awarded a contract to Thompson Consulting Services, LLC for debris monitoring services on August 7, 2012 and by mutual written assent of the parties may be renewed for four (4) additional twelve (12) month periods of which this is the third year, and

WHEREAS, after reviewing the selection process and the terms and conditions of the City's debris monitoring contract the Board of Trustees has determined it would be to the best interest of the Port Malabar Holiday Park Mobile Park Recreation District and the public to utilize the City's contact if/when warranted by a major storm.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PORT MALABAR HOLIDAY PARK MOBILE PARK RECREATION DISTRICT, FLORIDA THAT:

SECTION 1. The forgoing "whereas" clauses are true and correct and are hereby ratified and confirmed by the Board of Trustees. All exhibits attached hereto are hereby incorporated herein.

SECTION 2. The Chairman of the Board is authorized and directed to execute on behalf of the District the attached contract Thompson Consulting Services.

- SECTION 3. The Chairman, or in the event the Chairman is unavailable or incapacitated the 1st Vice Chairman, or the 2nd Vice Chairman in the event of the unavailability or incapacity of both the Chairman and the 1st Vice Chairman, shall determine if following a wind storm event the resulting conditions warrant Thompson Consulting Services proceeding with debris monitoring services under the terms and conditions of the contract. If the contractor is authorized to proceed such notice is to be in writing and include the name of the company representative to whom notice was directed, how transmitted and the effective time and date, with copies to all Board members and the District Manager.
- SECTION 4. The District Manager is authorized to represent the District with governmental agency representatives and the contractor to facilitate the debris management project, and initiate participation in cost reimbursement and assistance programs of other governmental units which the District may be eligible.
- SECTION 5. All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.
- SECTION 6. If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered eliminated and will in way affect the validity of the other provisions of this Resolution.
- SECTION 7. This Resolution shall become effective immediately upon its passage and adoption.

ADOPTED by the Board of Trustees of the Port Malabar Holiday Park Mobile Park Recreation District this 12<sup>th</sup> day of May 2014.

\_\_\_\_\_  
Joanne Gaughan, Trustee  
Board Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marion Stone, Trustee  
Board Secretary

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Sharon Johnson, Administrative Assistant

	NUNGESSER INSURANCE AGENCY, INC.								
	2115 PALM BAY RD. NE STE. 2-E								
	PALM BAY, FL. 32905								
	PH: 321-725-9300 FX: 321-725-9301								
	EMAIL: NUNGESSERINS2AOL.COM								
					HEALTH INSURANCE QUOTE				
					FOR: PORT MALABAR HOLIDAY PARK				
					EFF: 6-1-2014 (RENEWAL QUOTE)				
		CURRENT		ALT		ALT		BC/BS	
INS NAME		HFHP		HFHP		AETNA		14306	
PLAN NAME		HF24		SG VALUE		FL SILVER			
				GOLD					
DED		0		\$500		\$3,000		1,500	
COINS		80/20		80/20		100%		50%	
OOP MAX		\$3,000		\$6,000		\$5,500		\$6,250	
PCP COPAY		\$20		\$25		\$30		\$35	
SPEC COPAY		\$40		\$45		\$60		\$50	
URGENT CARE		\$50		\$50		DED/COINS		\$55	
ER		\$250		\$300		DED/COINS		DED/COINS	
XRAYS		20%		20%		DED/COINS		\$100	
LAB		\$0		\$0		DED/COINS		\$100	
SPEC IMAG						DED/COINS			
MRI/PET,ETC		\$250		\$275		DED/COINS		\$250	
IN PATIENT		\$250 X5 EACH		\$875 ADM		DED/COINS		DED/COINS	
OPSURG		\$200		20%		DED/COINS		\$300	
RX		2/15/30/50/20%		2/15/30/50/30%		20/75/50% TO \$500		0/4/10/50/100	
				(200 BRD/SPEC.DED)				200/150	
		CURRENT	RENEWAL						
D.PRESSLEY		292.95	360.89	359.03		360.33		369.78	
O.WOODLEY		844.57	1,040.44	716.01		723.32		742.30	
S.JOHNSON		958.83	1,181.19	867.32		852.73		875.10	
C.ENNIS		799.79	985.27	685.46		661.88		679.26	
F.TANCO		292.95	360.89	363.74		365.07		374.66	
J.RIVERA		844.57	1,040.44	764.78		756.27		776.11	
D.CANNON		292.95	360.89	363.74		367.45		374.66	
J.HERRIN			1,040.44	764.78					
I.ADKINS			616.50	424.26					
C.GANT			472.37	410.45					
TOTAL		4,170.76	7,459.32	5,719.57					

**Port Malabar Holiday Park Mobile Home Park Recreation District  
2014-2015 Proposed Budget**

<b>Fund</b>		<b>2013-2014 October Budget</b>	<b>2014-2015 Proposed Budget</b>
<b>0 General Fund</b>			
	<b>NUMBER OF HOMES ASSESSED</b>	<b>704</b>	<b>704</b>
	<b>YEARLY ASSESSMENT FEE</b>	<b>\$ 2,097</b>	<b>\$ 2,097</b>
	<b>MONTHLY ASSESSMENT FEE</b>	<b>\$ 175</b>	<b>\$ 175</b>
<b>325 Special Assessments</b>			
	0325200 · Gross Assessments	1,476,288	1,476,288
	0325290 · Assessment Adjustments	-51,788	-51,788
	0325295 · Transferred to Debt Service Fund	-262,200	-262,200
	<b>Total 325 Special Assessments</b>	<b>1,162,300</b>	<b>1,162,300</b>
<b>334-389 Other Revenue Sources</b>			
	0341900 · Service Charges	5,000	5,000
	0361100 · Interest Income	2,500	2,500
	0369900 · Other Income	2,000	2,000
	0369902 · Laundry Income	1,000	1,000
	0369903 · Property Maintenance Income	500	0
	0389400 · Proprietary- Grants & Donations	0	0
	<b>Total 334-389 Other Revenue Sources</b>	<b>11,000</b>	<b>10,500</b>
		<b>1,173,300</b>	<b>1,172,800</b>
	8381100 · Appropriated PY Reserves	0	0
	<b>Total Available Income (General Fund)</b>	<b>1,173,300</b>	<b>1,172,800</b>
<b>511 Gen Govt Svcs- Legislative</b>			
	0511451 · Board Bond Ins	700	700
	0511491 · Election Fees	1,600	1,600
	0511522 · Uniforms- Board	200	200
	<b>Total 511 Gen Govt Svcs- Legislative</b>	<b>2,500</b>	<b>2,500</b>
<b>512-513 Gen Govt Svcs- Exec, Fin &amp; Admin</b>			
	0512130 · Payroll - Executive	45,000	47,250
	0512210 · Payroll Taxes - Executive	4,050	4,200
	0512230 · Health Insurance - Executive	8,320	7,410
	0512240 · Workers Comp Ins- Executive	775	2,800
	0512400 · Travel Reimb - Executive	200	200
	0512551 · Education & Training	1,000	1,000
	0513130 · Payroll - Admin	33,000	44,100
	0513210 · Payroll Taxes - Admin	3,915	3,920
	0513230 · Health Insurance - Admin	11,506	9,370

**Port Malabar Holiday Park Mobile Home Park Recreation District  
2014-2015 Proposed Budget**

<b>Fund</b>		<b>2013-2014 October Budget</b>	<b>2014-2015 Proposed Budget</b>
	0513240 · Workers Comp Ins - Admin	800	2,170
	0513321 · Professional Fees - Auditing	10,500	13,500
	0513322 · Contract Accounting Services	10,200	10,200
	0513340 · Payroll-related Services	1,700	2,150
	0513341 · Temporary Office Services	11,000	500
	0513400 · Travel Reimb- Admin	200	200
	0513421 · Postage	1,400	2,000
	0513441 · Equipment Lease- Office	1,700	2,000
	0513462 · R&M Office Equipment	1,000	1,000
	0513495 · Advertising Legal	2,800	1,800
	0513496 · Bank Charges	300	300
	0513497 · Advertising - Office	0	0
	0513499 · Non Capitalized Equip- Office	1,500	1,500
	0513510 · Office Expense	5,000	5,000
	<b>Total 513 Gen Govt Svcs- Fin &amp; Admin</b>	<b>155,866</b>	<b>162,570</b>
	<b>514 Gen Govt Svcs- Legal Counsel</b>		
	0514311 · Professional Fees - Legal	8,000	8,000
	0514312 · Legal - Deed Rest. Enf.	3,000	3,000
	<b>Total 514 Gen Govt Svcs- Legal Counsel</b>	<b>11,000</b>	<b>11,000</b>
	<b>519 Gen Govt Svcs- Other Gen Govt Services</b>		
	0519411 · Telephone & Communications	6,500	6,500
	0519431 · Utilities - Electric	62,000	62,000
	0519432 · Utilities - Gas	2,000	2,000
	0519433 · Utilities - Water & Sewer	9,000	9,000
	0519434 · Storm Water Management	3,100	3,100
	0519442 · Equipment Lease- General	2,800	1,150
	0519451 · Insurance - Liability	9,000	9,800
	0519452 · Insurance - Property	14,000	14,700
	0519462 · Property Maintenance Expense	1,500	4,500
	0519491 · Cable - TV	162,000	170,100
	0519497 · Other Expense	100	100
	0519499 · Non-Cap Equipment- Gen Govt	0	0
	0519521 · Supplies Decals & Badges	800	800
	0519541 · Taxes, Fees & Licenses	30,000	30,000
	<b>Total 519 Gen Govt Svcs- Other Gen Govt Services</b>	<b>302,800</b>	<b>313,750</b>
	<b>529 Public Safety- Other Public Safety</b>		
	0529130 · Payroll - Gate	90,000	90,000
	0529210 · Payroll Taxes - Gate	8,100	8,100
	0529230 · Health Insurance - Gate	0	0

**Port Malabar Holiday Park Mobile Home Park Recreation District  
2014-2015 Proposed Budget**

<b>Fund</b>		<b>2013-2014 October Budget</b>	<b>2014-2015 Proposed Budget</b>
	0529240 · Workers Comp Ins- Gate	4,600	5,000
	0529460 · R&M Gate	1,700	1,700
	0529490 · Flags	300	300
	0529499 · Non Capitalize Equip- Gate	300	300
	0529520 · Supplies - Gate	1,000	1,000
	0529521 · Uniforms- Gate	200	200
	<b>Total 529 Public Safety- Other Public Safety</b>	<b>106,200</b>	<b>106,600</b>
	<b>539 Physical Env- Other Phys Env</b>		
	0539130 · Payroll - Custodians	87,200	71,000
	0539210 · Payroll Taxes - Custodial	7,848	6,600
	0539230 · Health Ins- Custodial	22,620	8,370
	0539240 · Workers Comp Ins-Custodial	4,375	4,375
	0539400 · Travel Reimbursement Custodial	100	100
	0539461 · R&M Buildings	4,000	4,000
	0539462 · R&M Lighting- Rec Center	400	400
	0539463 · R&M Equipment	3,000	3,000
	0539499 · Non Capitalized Equip-Custodial	500	500
	0539520 · Custodial Supplies	4,000	4,000
	0539521 · Uniforms- Custodial	200	200
	<b>Total 539 Physical Env- Other Phys Env</b>	<b>134,243</b>	<b>102,545</b>
	<b>541 Transportation- Road &amp; Street</b>		
	0541461 · R&M Streets	1,000	1,000
	0541463 · R&M Signage	900	900
	0541464 · R&M Drainage	2,600	2,600
	<b>Total 541 Transportation- Road &amp; Street Facilities</b>	<b>4,500</b>	<b>4,500</b>
	<b>572 Culture/Rec- Parks &amp; Recreation</b>		
	0572130 · Payroll - Grounds Crew	164,280	164,280
	0572210 · Payroll Taxes - Grounds	14,785	14,785
	0572230 · Health Insurance-Grounds	26,271	25,000
	0572240 · Workers Comp Ins-Grounds	8,200	8,200
	0572341 · Contract Svcs - Lawn Crew	65,000	65,000
	0572342 · Landscape Management	10,000	8,000
	0572431 · Landscape Trash Removal	2,200	2,200
	0572461 · R&M Grounds Equipment	4,500	4,500
	0572462 · R&M Pools & Rec Facilities	12,800	12,800
	0572463 · R&M Irrigation System	5,000	2,500
	0572464 · Sound Wall Maintenance	1,000	1,000
	0572468 · Vehicle Repair	500	1,500
	0572499 · Non Capitalized Equip-Grounds	2,500	2,500

**Port Malabar Holiday Park Mobile Home Park Recreation District  
2014-2015 Proposed Budget**

<b>Fund</b>		<b>2013-2014 October Budget</b>	<b>2014-2015 Proposed Budget</b>
	0572521 · Supplies - Grounds	4,500	4,500
	0572522 · Fuel	15,000	15,000
	0572523 · Fertilizer	300	300
	0572524 · Supplies Recreational	300	1,800
	0572525 · Uniforms- Grounds	350	350
	0572526 · Landscape Supplies	3,000	3,000
	0572551 · Education/Training- Parks & Rec	300	300
	<b>Total 572 Culture/Rec- Parks &amp; Recreation</b>	<b>340,786</b>	<b>337,515</b>
	0519621 · Cap Outlay-Buildings & Imp	16,000	28,000
	0519631 · Cap Outlay-Infrastructure	15,000	15,000
	0519641 · Cap Outlay-Grounds Equipment	5,000	10,000
	0519642 · Cap Outlay-Furn, Fixt & Eq	1,000	1,000
	0519643 · Cap Outlay- Computer Software	0	0
	0519600 · Cap Outlay- Other	0	1,000
	<b>Total 801 Capital Outlay</b>	<b>37,000</b>	<b>55,000</b>
	8000099 · Contingency Expense	13,405	56,820
	8581100 · Budgeted Return to Reserves	65,000	20,000
	<b>Total Expenses + Contingency (General Fund)</b>	<b>1,173,300</b>	<b>1,172,800</b>
	<b>2 Debt Service Fund</b>		
	<b>325 Special Assessments</b>		
	2325200 · From Gross Assessments- DebtSvc	262,200	262,200
	<b>Total 325 Special Assessments</b>	<b>262,200</b>	<b>262,200</b>
	<b>Total Available Income (General Fund)</b>	<b>262,200</b>	<b>262,200</b>
	<b>517 Gen Govt Svcs- Debt Service Payments</b>		
	2517710 · Principal Expense	212,100	212,100
	2517720 · Interest Expense	50,100	50,100
	<b>Total 517 Gen Govt Svcs- Debt Service Payments</b>	<b>262,200</b>	<b>262,200</b>
	<b>Total Expenses (Debt Svc Fund)</b>	<b>262,200</b>	<b>262,200</b>
	<b>Total Income- All Funds</b>	<b>1,435,500</b>	<b>1,435,000</b>
	<b>Total Expenses- All Funds</b>	<b>1,435,500</b>	<b>1,435,000</b>



# PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

## RESOLUTION 2014-05

### A RESOLUTION OF PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT ADOPTING THE 2014 - 2015 NON AD VALOREM SPECIAL ASSESSMENT FEE AND THE ANNUAL BUDGET FOR THE 2014-2015 FISCAL YEAR STARTING OCTOBER 1, 2014.

WHEREAS, Florida Statue 418.304(4)(a) provides the District's fiscal year shall commence on October 1 and end on September 30, and requires that on or before July 1 of each year the Board of Trustees shall adopt by Resolution an itemized budget and the amount of the Special Assessment Fee to meet the operational funding needs of the District for the next ensuing fiscal year, and

WHEREAS, Florida Statue 418.304(4)(b) requires that on or before July 30 of each year the Board of Trustee shall by Resolution shall fix the amount of the Special Assessment for the next ensuing year, and

WHEREAS, a notice of Public Hearings to consider the proposed Special Assessment Fee and Budget for the next fiscal year at which time qualified electors in the District could appear and be heard was advertised for 7:00 PM, May 12, 2014, to be held at 215 Holiday Park Boulevard NE, Palm Bay, Florida, which notices are published on the Districts Official website and circular before the budget hearing as required by Florida Statue 418.418(4).

NOW THEREFORE BE IT HEREBY RESOVED, by the Board of Trustees of the Port Malabar Holiday Park Mobile Home Park Recreation District that after the Public Hearing and due consideration of the Revenue projections and Expenditure projections for the fiscal year beginning October 1, 2014, that:

- A) the 2014-2015 Fiscal Year Budget, with revenues and expenditures balanced at \$1,435,000 is adopted,
- B) the 2014-2015 Non-Ad Valorem Special Assessment Fee of Two Thousand and Ninety Seven Dollars and no Cents (\$2,097) per unit lot in the District is approved,
- C) the Brevard County Tax Collector is authorized to collect the Non-Ad Valorem Special Assessment Fee for the benefit of the District.

IN WITNESS THEREOF, the undersigned Trustees have set hand and seal to certify that advertised public hearings were held as scheduled, the 2014-2015 Special Assessment Fee of \$2,097 was approved, the 2014-2015 fiscal year Budget of \$1,435,000 was approved, and that this Resolution 2014-05 was adopted by the District's Board of Trustees during the May 12, 2014 meeting of the Board.

\_\_\_\_\_  
Joanne Gaughan, Trustee  
Board Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marion Stone, Trustee  
Board Secretary

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
District Manager

Port Malabar Holiday Park Mobile Home Park Recreation District  
Quote Comparison

Project Name: **Recreation Hall- Prime as needed, Paint Interior Walls, and Stucco**

Vendor:	Description	Warranty	Price
Jeff Wilson Painting LLC 1581 Vista Lake Cir Melbourne FL 32904 321 604-2684	Apply two coats of paint over all walls Recommends Satin finish <i>Glidden Premium Paint Brushed and rolled</i>	No warranty issued on labor for interior work Per contractor	\$3500.00
Customer's 1 <sup>st</sup> Choice Paint, Inc. 4320 South US Hwy 1 Rockledge FL 32955 321 639-3103	Lightly pole sand where needed apply 1 coat of paint second coat if needed <i>Lanco Complete Interior Flat Paint Brushed and rolled Spray stucco and backroll</i>	No warranty issued on labor for interior work Per contractor	(1) coat \$2535.00 (2) coats \$3802.50
Jack Nelson Better Painting LLC 321 693-1979	Paint walls with Interior Recommends Satin will do Flat two coats <i>Glidden or Sherwin Williams Rolled and Brushed</i>	No warranty issued on labor for interior work Per contractor	\$3800.00