



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEES

MEETING AGENDA

September 8, 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

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 June 9 Board Meeting minutes**
 - Attachment: June 9, 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 June, July, August 2014**
 - Attachment: May 30, 2014 – Revenues & Expense Report: Budget Performance, Income & Expense by Fund, Balance Sheet, Loan Balances
 - Motion to accept report for audit
 - Trustee comment
 - Call for vote

 - June 30, 2014 – Revenues & Expense Report: Budget Performance, Income & Expense by Fund, Balance Sheet, Loan Balances
 - Motion to accept report for audit
 - Trustee comment
 - Call for vote

 - July 31, 2014 – Revenues & Expense Report: Budget Performance, Income & Expense by Fund, Balance Sheet, Loan Balances
 - Motion to accept report for audit
 - Trustee comment
 - Call for vote
8. **Deed of Restriction – Set date to resume DOR meetings**
 - Trustee comment
 - Public comment
 - Call for vote
9. **Approval of repair by Callagy Tires on District truck per attached invoice for \$750.56**
 - Attachment: Invoice
 - Trustee comment
 - Public comment
 - Call for vote



**PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT**

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

- 10. Approval of repair by West Melbourne Pump on main circulating pump for cold pool for \$1085.00**

Attachment: Invoice
Trustee comment
Public comment
Call for vote

- 11. Approval of Pump replacement/repair by Lake Doctors to fountain for \$995.74**

Attachment: Invoice
Trustee comment
Public comment
Call for vote

- 12. Budget – Adjustments (2013-14 fiscal year) Review of line item account adjustments to reflect revised expenditures projections [no change in total budgeted expenses]**

Attachment: Revised Budget
Trustee comment
Public comment

- 13. Consideration of purchasing three (3) new benches for the carport/patio area at the entrance to the Recreation Building**

Attachment: Quote comparison, photos, color chart
Trustee comment
Motion to approve purchase of benches by [vendor] in [color]
Public comment
Call for vote

- 14. Consideration of approving palm tree trimming (135 palm trees on district property) for \$2025.00. Alpine Tree Service agreed on same price as last year**

Attachment: Quote from Alpine
Trustee comment
Public comment
Call for vote

- 15. Consideration of asphalt repair on Pleasant Ct to repair drainage complaint at 1150 & 1149 also included is a quote to improve drainage on remaining areas of Pleasant**

Attachment: Quote from the Miller Group
Trustee comment
Motion to approve (Items #1, #2, #3)
Public comment
Call for vote

16. Review of “Cap Repair” Quotes and Repair/Enclosure of vents

Attachment: Quote summary for review
 Trustee comment
 Resident comment
 Recommendation to Staff

17. Painting inside of recreation hall by custodial staff off-white/cream to be done in sections - estimate on paint from Sherwin Williams approx. \$600.00.

18. Discussion and mowing recommendations for low-lying area properties during the rainy season on Holiday Park and Greenview [Directions to staff]

19. Public Comment

20. Trustees remarks

21. Adjournment



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

**BOARD OF TRUSTEE
REGULAR MEETING MINUTES
June 9, 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 Allison Kelly, Assistant Secretary : Joanne Gaughan, Chairman; Rebecca “Becky” Earnest, 1st Vice Chairman; Harald Albinus, 2nd Vice Chairman; Philas “Phil” Matton, Treasurer; Marilyn Spall, Assistant Treasurer; Allison Kelly, Assistant Secretary. All acknowledged their presence. Marion “Molly” Stone, Secretary; Rodney “Rod” Lindsay; Trustee; Daniel “Dan” O’Connell, Trustee, were absent. Cheryl Ennis, District Manager was present along with Sharon Johnson recording

5. Announcements by Chairman

Joanne Gaughan reminded everyone that there will be 4 seats on the Trustee Board available, with 3 of the 4 Trustees running again, one seat will be available as Dan O’Connell will not be running. If anyone has an interest, paperwork for filing may be obtained at the District office. Paperwork has to be in by June 20, 2014. If no one runs for the seat, someone may be appointed by the Board of Trustees in January.

6. Board Meeting Minutes – Approval of Board Meeting minutes

The minutes from the May 12, 2014, Regular Meeting, May 27, 2014 Workshop Meeting, and the May 29, 2014 Special DOR Meeting, 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 May 12, 2014 with corrections as previously submitted to the office. With no other comments, a vote was called. Motion Carried.

Becky Earnest made a motion to approve the minutes of May 27, 2014 with corrections as previously submitted to the office. Harald Albinus seconded the motion. With no other comments, a vote was called. Motion carried.

Becky Earnest made a motion to approve the minutes of May 29, 2014 with corrections as previously submitted to the office. Allison Kelly seconded the motion. With no other comments, a vote was called. Motion Carried.

**Draft
Pending Approval
by the
Board of Trustees**

June 9, 2014 Regular Meeting

7. **Treasure's Report – Presentation of the financial reports for the month of April 30, 2014**

Presentation of the financial reports for April 2014 was made by Phil Matton. Copies of the reports were distributed to the Board, posted on the District's bulletin board and website prior to the meeting for review. Phil Matton reviewed the expenses and income for year to date adding that we were shy of fulfilling our revenue amount.

Joanne Gaughan asked Mr. Matton a question regarding other income and the amount we budgeted for \$2,000.00 which shows \$8,000.00. Cheryl Ennis explained that we received a rebate of \$6,000.00 from our Insurance Company FMIT. FMIT is a "not for profit" Insurance Company. They pool all the money and then distribute overages at the end of the physical year.

Allison Kelly asked about the net assessment income year to date figure of \$112,227 and if the number should be in parenthesis since that number is a difference not a positive number.

David Peck, 1014 Willow CT, asked about the Debt Service Fund saying that it seems like it is the same number year after year. Cheryl Ennis explained that the two line items represents the money that is taken out of one account and transferred into another account to pay the notes every month.

Marilyn Spall made a motion to "to accept the Treasurer's report for audit". Allison Kelly seconded the motion. With no other questions from the Board or residents, a vote was called. Motion carried. The report will be filed for audit.

8. **District Manager's update on recent DOR amendment and current projects**

Cheryl Ennis reviewed the DOR amendment regarding the concrete slabs that was just passed saying that Certified Letters were sent out to the nine owners in the park that have concrete slabs on their empty lots and noted that we are still waiting for three more to be returned. At this point everyone has been notified.

As of now we have 28 properties that will be going up for Tax Sale at the end of this month and into July. Last year we had 12 of these properties that did not sell, and we anticipate that the same 12 will probably not sell again. Cheryl will be giving the Board a list of the properties. Three of these properties have concrete slabs on them. Most likely they will not pull the concrete slab off of these properties.

Allison Kelly asked about jumping on a property and buying it at the Tax Sale and if we are going to look into that? Cheryl Ennis explained that we do have a homeowner in the park that is interested in buying some of the properties in the park and fixing them up. Joanne Gaughan asked if there are any properties at this time that are up for the first time.

Marilyn Spall asked if we have money in the budget for us to be able to buy properties in a Tax Sale, or is this something we have to start planning for.

Cheryl Ennis explained that the entrance into the Rec Facility is complete at this point but would like to add a couple of benches to the patio. We do have places for people to buy some memorial bricks in November. There is a spot for 160 – 180 bricks and added that the fountain is now working.

June 9, 2014 Regular Meeting

Joanne Gaughan explained that the meetings on the Deed of Restrictions have ended for the summer. She said we are going to try and categorize them so that they are more understandable. Our Goal is for that by the end of this calendar year we will have it completed, ready to go to the lawyer and then out for a vote.

9. **Painting of the Recreation Hall Discussion on Color**

Joanne Gaughan asked if we are voting on a color today. Maybe it should stay white and paint the columns a color to go with the teal color of the chairs. Becky also agrees with keeping the walls white. Phil Matton thinks that maybe we should paint the walls and leave the columns white. Patti Peck thinks maybe leave 3 walls white and then have an accent wall, with the columns being the color of the accent wall.

Becky Earnest thinks that a committee should be made following the guidelines to come up with a color. The colors should be put on channel 732 to get a consensus from the residents, at the end the color should be left to the discretion of Cheryl.

Joanne Gaughan said she thought the doors should be painted as well. Becky Earnest thinks that the doors should be stained. Maybe our custodial crew could do this as we did not get an estimate for that project.

Becky Earnest made a motion that the hall be painted basically white with the columns and end walls in an abstract accent teal color and that colors be put on channel 732 so that the residents can vote and have feedback as to what color they would like to see it. Marilyn Spall seconded the motion. A vote was called. Motion carried.

10. **Installation of Automatic Door Opener on Main Front entrance Door not to exceed “*specify dollar amount*” based on availability of funds in August and receiving three quotes on the project. (One estimate received for \$2000.00 in 2012).**

Joanne Gaughan explained that we have received a request from a tenant in the park who is handicapped and can't open the main front door to come into the Rec Hall saying that it wasn't in the budget that we are working on it now. The thought is if by the end of July, Cheryl sees that there are enough funds in our present budget to accomplish the opener and/or installation that we can vote on it now for a certain amount of money and have this done over the summer. So far in 2012 we did get an estimate for \$2,000.00

Harald Albinus made a motion to approve up to \$2,500.00. Phil Matton seconded the motion.

Becky Earnest stated that we need to get a couple of more estimates.

David Peck, 1014 Willow CT, asked if this is the type of item that we might be able to search for a grant. It's a disability type issue, and is wondering whether we can get a grant toward that.

Cheryl Ennis stated that we can look into it, but not with our Insurance Company this year, as we have already exceeded our grant amount. We could put in for next year, but usually the grants that we get are based on their exposure to liability.

Marilyn Spall asked if maybe we could get a grant from other sources.

Joanne Gaughan stated that we have a motion and a second, a vote was called, motion carried.

June 9, 2014 Regular Meeting

11. Repair of Cap Repair on Recreation Building not to exceed “*specify dollar amount*” based on availability of funds in August and receiving third quote on the project.

Joanne Gaughan stated that this desperately needs to be repaired, the money was not budgeted, nor do we know how much money we are going to have left. The cap is cracked around the entire building; a piece of concrete has already fallen off. We have received 2 quotes, one was for \$3,550.00, the other was for \$7,978.00 but we still need a third quote. If the money is available and Cheryl feels that we can get this accomplished over the summer after getting a third bid, we can have the project completed. There is some thought that there may be some funds available in August. This is something that has been talked about for 3 or 4 years now.

Phil Matton asked if we could vote on it if we do not get a third quote for less than \$3550.00

Donna Matton, 265 Holiday Park, stated that instead of using this money for painting inside the hall, why don't we put off painting and take this money and put it where it is really needed on the outside of this building.

Joanne Gaughan explained that the only time we can paint the inside Hall is in the summer. Donna Matton stated that there is always next summer; we need to save the outside of the building.

Becky Earnest asked what the price of the paint was for the hall. Cheryl said that the price for painting the hall was \$3,500.00.

Jean Beach, 1090 Moonlight CT. agrees that we need to repair the building to prevent it from crumbling and we need to take care of the structure before taking care of the aesthetics.

Phil Matton stated painting of the outside cannot be done until we take care of the structure. When the budget comes into effect in October maybe we can do it then. It's possible to get it done sometime in September.

Becky Earnest made a motion to rescind the approved motion for painting the interior of the Rec Hall. Harald Albinus seconded the motion. A vote was called. Motion carried.

Phil Matton made a motion to approve a quote of \$3550.00 from Singletary Concrete in the event that nothing comes in lower than that to do the work on the concrete cap on the outside of the building if we have the funds. Harald Albinus seconded the motion.

Allison Kelly wants to make sure that this money does not come out of the contingency funds. It has to be taken out of other places and not those funds.

Marilyn Spall asked about the 3rd quote being tied with the quote from Singletary. Phil Matton stated that since we know Singletary and know his work we should go with him.

Donna Matton, 265 Holiday Park, stated that if we do get Singletary we need to make sure that we get all permits before doing the job.

June 9, 2014 Regular Meeting

Joanne Gaughan asked Cheryl what was required before using a contractor. Cheryl explained that we require an Insurance Certificate, License, and permit to be obtained and brought into the office. Joanne Gaughan called for a vote, motion carried.

12. Public Comment

Jean Beach, 1090 Moonlight CT. asked about the roof on the electrical/ pool plumbing (old boiler room) which has already been approved.

Phil Matton stated that it was approved for the October Budget.

Becky Earnest asked about putting something up in the back of the parking lot so that the Golf carts do not run over the sprinkler heads and asked if we had heard anything from the city and the grant for out front of the park.

Cheryl Ennis said the last she heard was that the city wanted to widen the sidewalk. She has called and is waiting for a return call.

13. Trustees remarks

Joanne Gaughan asked Cheryl about the area around where we took the Gazebo off. Cheryl stated that we never received anything after several letters we have sent but we will try and make contact again with them.

Harald Albinus – nothing at this time

Allison Kelly – nothing at this time

Marilyn Spall - thanked everyone for helping us get through all this saying that your input helps out

Phil Matton - thanked everyone and especially Joanne for everything she does

Becky Earnest – thanked everyone for their support during the year. Also, reminded everyone that there will be several new places for our Fundraiser's. The first one will be held in September at Rooney's, with the second one to be held in October at Duffy's.

Joanne Gaughan thanked everyone for his or her support throughout the season and told everyone to have a great summer. Hopefully when we come back in September we are going to see some great changes.

14. Adjournment

Becky Earnest made a motion to adjourn. Marilyn Spall seconded the motion. A vote was called. Meeting adjourned at 8:00 pm.

A/O July 31, 2014

REVENUES 2013-2014					YTD	YTD
SPECIAL ASSESSMENTS			BUDGET	RECEIPT	BY \$	BY %
GROSS ASSESSMENTS			\$ 1,476,288	\$ 1,474,191	\$ 2,097	100%
ASSESSMENT DISCOUNT & ADJ			\$ (51,788)	\$ (43,026)	\$ (8,762.45)	83%
NET ASSESSMENTS INCOME			\$ 1,424,500	\$ 1,431,165	\$ (6,665)	100%
TRANS TO DEBT SERVICE FUND			\$ (262,200)	\$ (201,603)	\$ (60,597)	76.89%
FROM ASSESSMENTS-DEBT SVC			\$ 262,200	\$ 201,603	\$ 60,597	76.89%
TOTAL SPECIAL ASSESSMENTS			\$ 1,424,500	\$ -	\$ 1,424,500	0%
SERVICE CHARGES			\$ 5,000	\$ 8,639	\$ (3,639.35)	172.79%
INTEREST INCOME			\$ 2,500	\$ 2,059	\$ 441	82.36%
OTHER INCOME			\$ 2,000	\$ 8,357	\$ (6,357)	417.83%
LAUNDRY INCOME			\$ 1,000	\$ 1,413	\$ (413)	141.28%
TOTALS			\$ 1,435,000	\$ 1,460,056	\$ (24,556)	101.71%

A/O July 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	\$ 793	\$ 1,707	31.73%
GEN GOV- EXEC, FIN & ADMIN		10.86%	\$ 171,535	\$ 128,644	\$ 27,222	82.53%
GEN GOV-LEGAL COUNSEL		0.77%	\$ 11,000	\$ 3,615	\$ 7,385	32.86%
DEBT SERVICE -PRINCIPAL EXPENSE		11.72%	\$ 168,200	\$ 176,985	\$ (8,785)	105.22%
DEBT SERVICE -INTEREST EXPENSE		6.55%	\$ 94,000	\$ 24,617	\$ 69,383	26.19%
OTHER GENERAL GOVERNMENT		21.09%	\$ 262,200	\$ 244,024	\$ 58,776	80.59%
PUBLIC SAFETY		7.40%	\$ 102,964	\$ 85,489	\$ 20,711	80.50%
PHYSICAL ENVIRONMENT		9.35%	\$ 129,386	\$ 90,063	\$ 44,180	67.09%
TRANSPORTATION-ROADS & STREET		0.31%	\$ 4,500	\$ 5,648	\$ (1,148)	125.51%
CULTURE/REC-PARKS & RECREATION		23.74%	\$ 336,415	\$ 231,995	\$ 108,791	68.08%
TOTAL EXPENSES		91.96%	\$ 1,306,200	\$ 991,873	\$ 328,222	75.14%
TOTAL CAPITAL OUTLAY		73.41%	\$ 37,000	\$ 43,906	\$ (6,906)	118.67%
CONTINGENCY EXPENSE		26.59%	\$ 13,405	\$ -	\$ 13,405	100.00%
CAPITOL OUTLAY & CONTINGENCY EXPENSE			\$ 50,405	\$ 43,906	\$ 6,499	12.89%
APPROPRIATED PY RESERVES			\$ -	\$ -	\$ -	#DIV/0!

CALLAGY TIRES INC.
 MV-06977
 6625 SO BABCOCK ST.
 MALABAR, FL 32950
 (321) 727-8988

Original

Type Invoice # Date Old WO # By
 IN IN00302109 07/24/14 CW00290806 GH

Account Name-Address Contact
 7242240 HOLIDAY PARK
 (321) - H. (321) -
 W. (321) -
 M. (321) 000-0000

License # Year-Model Color Mileage Engine Inspection Date
 210432 91 DODGE DAKOTA GOLD/BROWN 75828 3.9L

PO Number: Tag Number:

Item	Description	Qty	Parts	Labor	FET/Core	TC	Extension
	GEN CHECK OVER						
	ROAD WORTHY						
7612	A/C BELT	1.00	21.59			132	21.59
7485	AIR PUMP BELT	1.00	18.51			132	18.51
7450	P/STEERING BELT	1.00	16.13			132	16.13
21172	UPPER RAD HOSE	1.00	26.24			132	26.24
22476	LOWER RAD HOSE	1.00	17.88			132	17.88
20693	BYPASS HOSE	1.00	7.74			132	7.74
CU1195	RADIATOR ASSEMBLY	1.00	173.56			132	173.56
COOL	COOLANT/ANTIFREEZE	1.00	19.70			132	19.70
LA	LABOR ON BELTS, HOSE & RAD	3.50		75.00		132	262.50
W37564	REAR WHEEL CYLINDERS	2.00	18.62			132	37.25
62020	AIR FILTER	1.00	7.98			132	7.98
	BRAKE FLUID	1.00	8.99			132	8.99
LAB	BLEED BRAKES, LABOR ON HYD	1.00		75.00		132	75.00
REG	*****THANK YOU*****					132	
SS	SHOP SUPPLIES	1.00	15.00			132	15.00
	CHECK US OUT ON THE WEB					132	
	@ CALLAGYTIRE.COM					132	
	*****					132	

Handwritten signature and number 024917

Estimate: Revised: 2nd Rev: Auth by: Telephone: Promised: Telephone:

RECEIVED
 JUL 24 2014

BY:

Totals

Parts 370.57
 Labor 337.50
 Other
 FET/Core
 Subtotal 708.07
 Tax 42.49
 Total 750.56

Cash: Check: Cr Cd: 750.56 Chrg:

**West Melbourne Pump
and Repair
321-872-4537**

885834

CUSTOMER'S ORDER NO.		DEPARTMENT		DATE	
NAME <i>Holiday Park</i>		RECEIVED		<i>7-9-14</i>	
ADDRESS		JUL 09 2014			
CITY, STATE, ZIP		BY: <i>SJ</i>			
SOLD BY	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD. PAID OUT

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1			
2	Invoice for repair of		
3	Cold pool main Cic pump		
4	New		
5	1 SHP		
6	184 S.M		
7	1 PS185		
8	1 basket		
9	labor Shop		
10			
11			
12			
13			
14	<i>Thank you Tom</i>		
15			
16	1 year manufacturer defect		
17		Total	1085.-
18			

RECEIVED BY

A-5805
T-46320/46350

KEEP THIS SLIP FOR REFERENCE

01-11

INVOICE



The Lake Doctors, Inc.
Aquatic Management Services®

3543 State Road 419, Winter Springs, FL 32708

Invoice #	128712
Account #	709727
Invoice Date	8/14/2014
Due Date	8/24/2014

Bill To

PORT MALABAR HOLIDAY PARK
215 HOLIDAY PARK BOULEVARD NE
PALM BAY, FL 32907-2196

Pay online at:
www.lakedoctors.com

Invoice Questions: Call us at
1-800-666-5253 or
lakes@lakedoctors.com



P.O. No.	Terms NET 10 DAYS	Rep
Item Number	Description	Amount
	Fountain/Aeration-Service Call	340.00
	One (1) 3 hp Pump End	615.74
	One (1) Main Overload	20.00
	One (1) Start Overload	20.00
<p>RECEIVED AUG 18 2014 BY: <u>SS</u></p> <p>*****CHECK APPROVAL FORM***** MANAGER <u>SS</u> SECRETARY <u>SS</u> TREASURER <u>SS</u> DATE: <u>8-19-14</u> 2nd SIGNATURE <u>ms</u> DATE: <u>8/18/14</u> G/L ACCOUNT <u>0541464</u> COMMENTS _____</p>		
<p>To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.</p> <p>Please do not send any correspondence with your payment as it may delay our response to your inquiry.</p>		<p>Non-Taxable Subtotal</p> <p>Taxable Subtotal</p> <p>Tax</p> <p>Total Invoice \$995.74</p>

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

Bill To

PORT MALABAR HOLIDAY PARK
215 HOLIDAY PARK BOULEVARD NE
PALM BAY, FL 32907-2196

Amount Enclosed

Invoice # 128712

Account # 709727

Date 8/14/2014

Go green and have your invoice emailed!

Email Address _____

☐ Please Check Box if New Address and Make Changes Above

The Lake Doctors, Inc.
3543 State Road 419
Winter Springs, FL 32708

IF PAYING BY CREDIT CARD, FILL OUT BELOW

___ Mastercard ___ Visa ___ American Express

Card # _____

Card Verification # _____

Exp. Date # _____

Print Name _____

Billing Address: _____ Check box if same as above

Signature _____

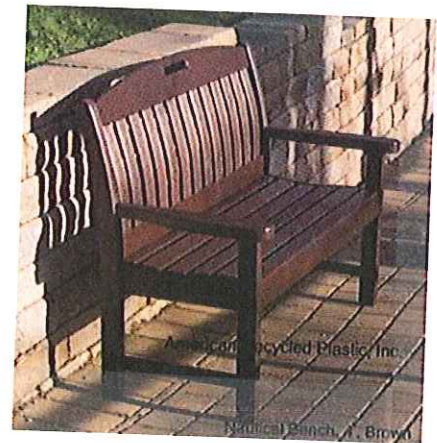
	A	B	C	G	H	M	O	Q	R	S
1			Fund	'13-'14 Oct Budget Actual Beg	Year to Date Oct '13 to July '14	Estimated for Aug & September	Proposed '13-'14 Adj Sept '14			
2			0 General Fund							
3										
4			NUMBER OF HOMES ASSESSED	704	704		704			
5			YEARLY ASSESSMENT FEE	\$ 2,097	2,097		\$ 2,097			
6			MONTHLY ASSESSMENT FEE	\$ 175	175		\$ 175			
7										
8			325 Special Assessments							
9			0325200 · Gross Assessments	1,476,288	1,474,191	0	1,476,288			
10			0325290 · Assessment Adjustments	-51,788	-43,026	0	-43,100	8,688		
11			0325295 · Transferred to Debt Service Fund	-262,200	-201,603	-44,000	-245,600	16,600		
12			Total 325 Special Assessments	1,162,300	1,229,563		1,187,588			
13										
14			334-389 Other Revenue Sources							
15			0334390 · State Grant- Other Physical Env.	0	3,000	0	3,000	3,000		
16			0341900 · Service Charges	5,000	8,639	350	9,000	4,000		
17			0361100 · Interest Income	2,500	2,059	400	2,450	50		
18			0369900 · Other Income	2,000	8,354	0	8,354	6,354		
19			0369902 · Laundry Income	1,000	1,413	180	1,550	550		
20			0369903 · Property Maintenance Income	500	0	0	0	500		
21			0389400 · Proprietary- Grants & Donations	0	813	0	813	813		
22			0389800 · Proprietary-Private Contributions	0	4,610	0	4,600	4,600		
23			Total 334-389 Other Revenue Sources	11,000	28,888		29,767			
24				1,173,300	1,258,451		1,217,355			
25										
26			8381100 · Appropriated PY Reserves	0	0	0	0			
27			Total Available Income (General Fund)	1,173,300	1,258,451	0	1,217,355	44,055		
28										
29										
30			511 Gen Govt Svcs- Legislative							
31			0511451 · Board Bond Ins	700	338	362	700			
32			0511491 · Election Fees	1,600	309	1,291	1,600			
33			0511522 · Uniforms- Board	200	147	53	200			
34			Total 511 Gen Govt Svcs- Legislative	2,500	794		2,500			
35										
36			512-513 Gen Govt Svcs- Exec, Fin & Admin							
37			0512130 · Payroll - Executive	45,000	37,910	8,050	46,000	-1,000		
38			0512210 · Payroll Taxes - Executive	4,050	3,430	730	4,200	-150		
39			0512230 · Health Insurance - Executive	8,320	7,096	1,810	9,000	-680		
40			0512240 · Workers Comp Ins- Executive	775	2,195	440	2,650	-1,875		
41			0512400 · Travel Reimb - Executive	200	131	50	200			
42			0512551 · Education & Training	1,000	368	500	500	500		
43			0513130 · Payroll - Admin	33,000	33,611	7,200	41,000	-8,000		
44			0513210 · Payroll Taxes - Admin	3,915	3,041	650	3,700	215		
45			0513230 · Health Insurance - Admin	11,506	9,301	2,160	12,000	-494		
46			0513240 · Workers Comp Ins - Admin	800	1,787	375	2,200	-1,400		
47			0513321 · Professional Fees - Auditing	10,500	13,000	2,500	15,600	-5,100		
48			0513322 · Contract Accounting Services	10,200	8,250	1,650	10,000	200		
49			0513340 · Payroll-related Services	1,700	1,901	275	2,300	-600		
50			0513341 · Temporary Office Services	11,000	0	0	500	10,500		
51			0513400 · Travel Reimb- Admin	200	0	0	0	200		
52			0513421 · Postage	1,400	1,050	100	1,250	150		
53			0513441 · Equipment Lease- Office	1,700	1,471	280	1,800	-100		

	A	B	C	G	H	M	O	Q	R	S
1	Fund			'13-'14 Oct Budget Actual Beg	Year to Date Oct '13 to July '14	Estimated for Aug & September	Proposed '13-'14 Adj Sept '14			
54			0513462 · R&M Office Equipment	1,000	175	825	1,000			
55			0513495 · Advertising Legal	2,800	0		0	2,800		
56			0513496 · Bank Charges	300	140	40	200	100		
57			0513497 · Advertising - Office	0	0	0	0			
58			0513499 · Non Capitalized Equip- Office	1,500	316	1,184	1,500			
59			0513510 · Office Expense	5,000	3,432	500	4,000	1,000		
60			0513551 · Education/Training-Admin	0	40		40	-40		
61			Total 513 Gen Govt Svcs- Fin & Admin	155,866	128,644		159,640			
62										
63			514 Gen Govt Svcs- Legal Counsel							
64			0514311 · Professional Fees - Legal	8,000	2,135	5,865	6,500	1,500		
65			0514312 · Legal - Deed Rest. Enf.	3,000	1,480	1,520	2,000	1,000		
66			Total 514 Gen Govt Svcs- Legal Counsel	11,000	3,615		8,500			
67										
68			519 Gen Govt Svcs- Other Gen Govt Services							
69			0519411 · Telephone & Communications	6,500	5,307	1,200	6,500			
70			0519431 · Utilities - Electric	62,000	48,085	10,100	58,000	4,000		
71			0519432 · Utilities - Gas	2,000	1,304	0	1,400	600		
72			0519433 · Utilities - Water & Sewer	9,000	2,018	450	2,500	6,500		
73			0519434 · Storm Water Management	3,100	2,703	375	3,100			
74			0519442 · Equipment Lease- General	2,800	950	190	1,150	1,650		
75			0519451 · Insurance - Liability	9,000	8,098	1,620	10,000	-1,000		
76			0519452 · Insurance - Property	14,000	12,093	2,420	14,600	-600		
77			0519462 · Property Maintenance Expense	1,500	0	400	400	1,100		
78			0519491 · Cable - TV	162,000	132,944	26,900	160,000	2,000		
79			0519497 · Other Expense	100	2	98	100			
80			0519499 · Non-Cap Equipment- Gen Govt	0	0	0	0			
81			0519521 · Supplies Decals & Badges	800	269	50	300	500		
82			0519541 · Taxes, Fees & Licenses	30,000	30,252	0	30,500	-500		
83			Total 519 Gen Govt Svcs- Other Gen Govt Service	302,800	244,024		288,550			
84										
85			529 Public Safety- Other Public Safety							
86			0529130 · Payroll - Gate	90,000	72,158	15,400	88,000	2,000		
87			0529210 · Payroll Taxes - Gate	8,100	6,531	1,400	8,000	100		
88			0529230 · Health Insurance - Gate	0	0	0	0			
89			0529240 · Workers Comp Ins- Gate	4,600	4,131	850	5,000	-400		
90			0529460 · R&M Gate	1,700	1,535	165	2,000	-300		
91			0529490 · Flags	300	129	0	200	100		
92			0529499 · Non Capitalize Equip- Gate	300	246	0	300			
93			0529520 · Supplies - Gate	1,000	756	100	1,000			
94			0529521 · Uniforms- Gate	200	0	0	0	200		
95			Total 529 Public Safety- Other Public Safety	106,200	85,486		104,500			
96										
97			539 Physical Env- Other Phys Env							
98			0539130 · Payroll - Custodians	87,200	55,679	10,500	67,000	20,200		
99			0539210 · Payroll Taxes - Custodial	7,848	5,037	950	6,100	1,748		
100			0539230 · Health Ins- Custodial	22,620	13,601	2,081	15,700	6,920		
101			0539240 · Workers Comp Ins-Custodial	4,375	3,265	675	4,000	375		
102			0539340 · Contract Services -Custodial	0	0	0	0			
103			0539400 · Travel Reimbursement Custodial	100	0	0	0	100		
104			0539461 · R&M Buildings	4,000	6,218	500	8,000	-4,000		
105			0539462 · R&M Lighting- Rec Center	400	202	198	400			

	A	B	C	G	H	M	O	Q	R	S
1	Fund			'13-'14 Oct Budget Actual Beg	Year to Date Oct '13 to July '14	Estimated for Aug & September	Proposed '13-'14 Adj Sept '14			
106			0539463 · R&M Equipment	3,000	1,491	500	2,000	1,000		
107			0539499 · Non Capitalized Equip-Custodial	500	11	450	500			
108			0539520 · Custodial Supplies	4,000	4,559	1,000	5,600	-1,600		
109			0539521 · Uniforms- Custodial	200	0		100	100		
110			Total 539 Physical Env- Other Phys Env	134,243	90,063		109,400			
111										
112			541 Transportation- Road & Street							
113			0541461 · R&M Streets	1000	2,448	200	2,700	-1,700		
114			0541463 · R&M Signage	900	274	100	400	500		
115			0541464 · R&M Drainage	2,600	2,927	1,260	4,200	-1,600		
117			Total 541 Transportation- Road & Street Facilities	4,500	5,648		7,300			
118										
119			572 Culture/Rec- Parks & Recreation							
120			0572130 · Payroll - Grounds Crew	164,280	112,765	22,000	135,000	29,280		
121			0572210 · Payroll Taxes - Grounds	14,785	10,288	1,975	12,500	2,285		
122			0572230 · Health Insurance-Grounds	26,271	12,419	4,500	17,000	9,271		
123			0572240 · Workers Comp Ins-Grounds	8,200	6,637	1,340	8,000	200		
124			0572341 · Contract Svcs - Lawn Crew	65,000	42,828	19,000	62,000	3,000		
125			0572342 · Landscape Management	10,000	3,219	4,000	7,300	2,700		
126			0572431 · Landscape Trash Removal	2,200	1,448	290	1,800	400		
127			0572461 · R&M Grounds Equipment	4,500	6,371	1,500	8,000	-3,500		
128			0572462 · R&M Pools & Rec Facilities	12,800	14,984	3,500	18,500	-5,700		
129			0572463 · R&M Irrigation System	5,000	1,920	200	2,500	2,500		
130			0572464 · Sound Wall Maintenance	1,000	1,301	0	1,350	-350		
131			0572468 · Vehicle Repair	500	189	800	1,000	-500		
132			0572499 · Non Capitalized Equip-Grounds	2,500	2,794	600	3,500	-1,000		
133			0572521 · Supplies - Grounds	4,500	2,315	1,500	4,000	500		
134			0572522 · Fuel	15,000	10,826	2,600	13,500	1,500		
135			0572523 · Fertilizer	300	0	0	0	300		
136			0572524 · Supplies Recreational	300	185	115	300			
137			0572525 · Uniforms- Grounds	350	639	0	550	-200		
138			0572526 · Landscape Supplies	3,000	827	3,000	3,000			
139			0572551 · Education/Training- Parks & Rec	300	40	60	100	200		
140			Total 572 Culture/Rec- Parks & Recreation	340,786	231,995		299,900			
141										
143			701 · Cap Outlay							
144			0519621 · Cap Outlay-Buildings & Imp	16,000		8,000	8,000	8,000		
145			0519631 · Cap Outlay-Infrastructure	15,000	35,177	1,850	38,000	-23,000		
146			0519641 · Cap Outlay-Grounds Equipment	5,000	5,589	0	6,000	-1,000		
147			0519642 · Cap Outlay-Furn, Fixt & Eq	1,000	3,140	2,500	5,500	-4,500		
148			0519643 · Cap Outlay- Computer Software	0	0		0			
149			0519600 · Cap Outlay-Other	0			0			
150			Total 801 Capital Outlay	37,000	43,906		57,500			
151										
152			Other Expense							
153			8000099 · Contingency Expense	13,405			53,111	39,706		
154			8581100 · Budgeted Return to Reserves	65,000			100,000	35,000		
155			Total Expenses + Contingency (General Fund)	1,173,300			1,190,900			
156										
157			2 Debt Service Fund							
158										
159			325 Special Assessments							

	A	B	C	G	H	M	O	Q	R	S
1	Fund			'13-'14 Oct Budget Actual Beg	Year to Date Oct '13 to July '14	Estimated for Aug & September	Proposed '13-'14 Adj Sept '14			
160			2325200 · From Gross Assessments- DebtSvc	262,200	201,603	44,000	245,600			
161			Total 325 Special Assessments	262,200	201,603		245,600			
162			Total Available Income (General Fund)	262,200	201,603		245,600			
163										
164			517 Gen Govt Svcs- Debt Service Payments							
165			2517710 · Principal Expense	212,100	176,985	38,800	215,700			
166			2517720 · Interest Expense	50,100	24,617	5,197	28,900			
167			Total 517 Gen Govt Svcs- Debt Service Payments	262,200	201,603		244,600	17,600		
168			Total Expenses (Debt Svc Fund)	262,200	201,603		244,600			
169										
170			Total Income- All Funds	1,435,500			1,462,955	27,455		
171			Total Expenses- All Funds	1,435,500			1,435,500			
172										
173										
178										
179										
180										
181			Included in the above pending approval							
182			0519621 · Cap Outlay-Buildings & Imp	\$4,450	Repair cap remove vents and finish walls inside and out					
183				\$600	Paint Recreation Hall (2) Coats by Custodial Staff					
184				\$2,000	Benches (3) front of rec hall					
185			0519631 · Cap Outlay-Infrastructure	\$1,850	Repair Pleasant Court in front of 1149 and 1150					
186			0572342 · Landscape Management	\$2,000	Trim Palms					
187			0541464 · R&M Drainage	\$1,000	Repair Fountain @ Entrance					
188			0519642 · Cap Outlay-Furn, Fixt & Eq	\$2,500	Automatic Door Opener					
189			0572526 · Landscape Supplies	\$2,000	Mulch around park, stone front border around pavers, planting at compound					

- Nautical Bench 5' \$650.00 America Recycled
- Total \$1980.00 includes shipping \$30.00



- Bench 5' \$490.00 x3 benches Max R
- ~\$1670 includes \$200.00 for shipping

ALPINE TREE SERVICE OF BREVARD

1565 Corey Rd.

MALABAR , FLORIDA 32950

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

ESTIMATE

Customer

Name Holiday Park Recreation District

Address 215 Holiday Park Blvd.

City Palm Bay State Fl. ZIP

Phone 321-724-2240

Date	Description	TOTAL
09/04/14	Trimming of 135 Palm trees per location list (Same price as last year \$15 per Palm) All Debris removed	\$2,025.00
THANK YOU Dave		
TOTAL AMOUN		\$2,025.00

Cheryl Ennis

From: Joe Vail <Joe.Vail@millergroup.ca>
Sent: Wednesday, August 06, 2014 12:52 PM
To: Cheryl Ennis (cennis@holidayparkfl.com)
Subject: Repairs on Pleasant Lane

Cheryl,

I have received the cost to improve the low areas holding water in front of the drives at 1149 and 1150 Pleasant Court. The Cost is:

- Item # ① - Remove and replace a portion of the concrete drive at 1149 Pleasant Court and install an asphalt patch to raise the area and decrease the water standing. \$1,200.00
- # ② - Install an asphalt patch in front of the drive at 1150 Pleasant Court to raise the area and decrease the water standing. \$ 650.00

To Improve the drainage in the center will require milling the center of the road from a point in front of 1150 Pleasant Lane to a point that will drain near the existing catch basin at the end of the cul-de-sac and installing new asphalt to channel the water standing in the low area in front of 1150 to the existing catch basin.

- # ③ - Total Cost:
- o Mill Existing Asphalt, haul and dispose of millings \$ 5,100.00
 - o Replace Asphalt - Grade and Compact \$ 2,400.00

TOTAL COST TO REPAIR AREAS AT DRIVES AND IN CENTER OF PLEASANT LANE = \$9,350.00

I am not sure we will be able to satisfy the owners in this area and would recommend only improving the low areas at the drives to determine if that will be enough. The work around the drive will not take a lot of equipment and can be done ASAP. Then when we are in the area in October you can let me know if the Holiday Park wants to do the center.

Thanks

Joe Vail, Project Estimator
The Miller Group, Inc.
1715 Nolan Court
Morrow, GA 30260
(770) 968-9100 - Office
(770) 968-0002 - Fax
(404) 427-3012 - Cell
joe.vail@millergroup.ca

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Port Malabar Holiday Park Mobile Home Park Recreation District
Quote Comparison

Project Name: Recreation Center Cap Repair

Vendor:	Description	Warranty	Price:
Singletary Concrete 1095 Grandeur St SE Palm Bay, FL 32909	Remove Replace and Repair cap Approx. 75lf as needed Remove	1 year on labor	\$2200.00
AL Phoenix Construction 5545 Mulberry Ln Grant, FL 32949	Remove Replace and Repair cap 80lf as needed Remove	1 year on labor	\$6950.00
Done Right Contracting 1500 Main St Ne Palm Bay, FL 32905	Demo ~ 90lf or existing damaged concreted and haul away debris	1 year on labor	\$2000.00