



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEES

MEETING AGENDA

October 27, 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 September 30, 2014 Special DR Meeting and October 13, 2014 Board Meeting Minutes**
 - Attachment: September 30, 2014 meeting minutes
 - Motion to approve minutes
 - Trustee comment
 - Call for vote

 - Attachment: October 13, 2014 meeting minutes
 - Motion to approve minutes
 - Trustee comment
 - Call for vote
7. **Managers Report – Review of activities for September / October**
 - Attachment: Managers report dated October 2014
 - Motion to accept Managers report
 - Public comment
 - Trustee comment
 - Call for vote
8. **Review proposals and Consider approval of yearly contract Heating Ventilation and Air Conditioner (HVAC) Service**
 - Attachment: Contracts from HVAC Contractor
 - Motion to approve contract for yearly HVAC service
 - Public comment
 - Trustee comment
 - Call for vote
9. **Trees for Entrance Island and Parking Lot**
 - Review and discuss trees for parking area and front entrance island
 - Motion to approve purchase
 - Public comment
 - Trustee comment
 - Call for vote
10. **Review Drawings/Elevations of Pool/Electrical Room Roof Repair and/or Building**
 - Review and discuss building elevations



**PORT MALABAR HOLIDAY PARK
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11. Review and Discuss Estimates for Rec Hall Door Replacement.

Attached Quotes for review
Trustee comment
Public comments

12. Custodial Operation Guidelines

Review "Custodial Operation Guidelines" book for staff

13. Outsourcing of Lawn Service

Review of lawn service, previous quotes, and estimated costs of current services

14. Employee Merit Raise

Review and discuss merit raises

15. Holiday Park Signs

Review of signs design, pricing, and materials

16. Employee Holiday Luncheon

Discuss and set date for employee holiday luncheon

17. Date for Board of Trustee Special Meeting to Discuss "Rules" for Holiday Park

Set date for "Special Meeting" to discuss Holiday Park "Rules"

18. Review resident request for extenuating circumstances

Review memo previously distributed to Board regarding Owners situation
Trustee Comment
Public Comment
Motion as to the request
Call for vote

19. Public Comment

20. Trustee Remarks

21. Adjournment



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MOBILE HOME PARK RECREATION DISTRICT

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BOARD OF TRUSTEES

SPECIAL MEETING – Deed Restriction

September 30, 2014

1. Call to order

By: Joanne Gaughan, Chairman, at 1:02 P.M.

2. Pledge of Allegiance

Led By: Joanne Gaughan

3. Roll Call

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

4. Announcements by Chairman

Joanne Gaughan announced that, in the future, the DOR’s would be referred to as Deed Restrictions not Deed of Restrictions saying that it was incorrect. She also said that there were a few Deed Restrictions that needed review and they would be discussed first.

5. Review and Discussion of Rewritten DR’s

The DRs will be adjusted to say Deed Restrictions or DR’s. Items will be renumbered as needed to reflect the changes requested by Board members to date.

6. Review and Discussion of Remaining DR’s

Maintenance of exterior of home and Condition of Property were addressed first. It was decided that a specific list of items was unnecessary and storage of items outside the home would not be allowed. All household items designed for indoor use should be stored inside and patio furniture, grills bicycles that could be designated as outdoor items would be allowed as long as a patio was not a storage area for unused items.

Keith Rittscher, 391 Holiday Park, asked if storing items such as washer and dryers behind a screen would be allowed. It was suggested that as long as the items are used, not stored, and not visible from the street or adjacent property, it would be allowed.

Donna Matton, Holiday Park, expressed her concern with residents who leave for the season or extended periods of time that do not store their patio items and leave them out creating a hazardous situation during hurricane season.

Becky Earnest asked for the attorneys’ opinion on how to word a deed restriction that would require absent owners to store such items as Donna Matton mentioned and how it could be enforced.

Thomas Mahon, 281 Cheswick, suggested the District remove items if left that would pose a danger if

**Draft – Subject to
changes until
approved by the
Board of Trustees**

there was an impending storm.

Keith Rittscher, 391 Holiday Park, thought that specifying a specific number of days that an owner would be absent during hurricane season when items would need to be stored and those not in compliance would be subject to the fine system.

Joanne Gaughan said that after the DR's are completed that she would like to see realtors get a copy, so they can inform their prospective buyers.

The Board discussed fencing and whether it was addressed in the A.C.C.'s Rules and Regulations.

Donna Matton, 265 Holiday Park, said people put fence around patios and around trashcans but we do not have any that interfere with lawn maintenance.

Dave Peck, 1014 Willow, said that the A.C.C. did not put a ruling in regarding fencing and said the previous committee had decided that no fence was allowed. He added that the current committee reviews the applications on a case-by-case basis.

Patti Peck, 1014 Willow, thought it should be specified where fence is allowed.

The recommendation from the Board is that the current DR will remain as is.

Enforcement of the ACC Requirements was also addressed, and it was stated that the attorney had written a policy intended to be a part of the DR's. He also agreed that the Board could, by resolution, set the fees accordingly.

Keith Rittscher, 391 Holiday Park, asked if there is going to be a review committee should an owner not agree with a ruling by the ACC or fines imposed.

It was stated that the fine system that will be in the deed restrictions will contain a review process should an owner request it. This review committee would be a group of residents other than that of the Board of Trustees or the ACC.

Joanne Gaughan said that the next step will be to complete the adjustment discussed and send the entire document to the attorney for review. The Board would then review the completed document and set a date for a public meeting to review all rewritten Deed Restrictions before it would go out to vote early spring.

7. Trustee Comment

Rod Lindsay asked about the ACC Rules. It was said that they had already been approved but if there were items he would like to have adjusted that he should have it put on the agenda at a Board meeting.

8. Public Comment

The Public made no further comments.

9. Adjournment

Becky Earnest made a motion to adjourn. Rod Lindsay seconded the motion. A vote called. Meeting Adjourned at 2:15.



PORT MALABAR HOLIDAY PARK
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215 Holiday Park Boulevard NE
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**BOARD OF TRUSTEE
REGULAR MEETING MINUTES
October 13, 2014 - 7:00 PM**

1. Call to order

By Joanne Gaughan, Chairman at 7pm

2. Invocation

By Becky Earnest, 1st Vice Chairman

3. Pledge of Allegiance

Led by: Joanne Gaughan, Chairman

4. Roll Call

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

5. Announcements by Chairman

Joanne Gaughan stated that we have a 10 year contract with BrightHouse and we know that every year it does go up a certain percentage. The letter was received to confirm the increase, the bulk for us is \$20.05 which is 76% off the current residential price.

At a Deed Restriction Meeting, a question was asked as to the properties that have not paid their taxes but are being rented, it was asked if the District could collect the rent on these properties. According to the attorney under Florida Statue 418 it does not provide for us to collect fees for rental properties.

Also a reminder, please remember to lock up your homes, cars, golf carts and anything of value.

Harald Albinus asked to add to the agenda for discussion and possible vote to Rejuvenate our Sound System.

Joanne Gaughan stated this item will be added and become #12 on the agenda. Item #12 will now become Item 13 and so on.

6. Board Meeting Minutes – Approval of the September 16, 2014 Special Deed Restriction Meeting minutes and September 22, 2014 Workshop Meeting Minutes.

The minutes from the September 16, 2014 Special DOR Meeting, and minutes from September 22, 2014 Workshop Meeting, were posted on the District website and bulletin board for review as well as distributed to the Board prior to the meeting.

**Draft
Subject to change
until approved by
Board of Trustees**

Becky Earnest made a motion to approve the “minutes of September 16, 2014 with corrections”, Special Deed Restriction Minutes. Harald Albinus seconded the motion. A vote was called, motion carried.

Becky Earnest made a motion to approve the minutes of September 22, 2014 Workshop Meeting Minutes. Dan O’Connell seconded the motion. A vote was called, motion carried.

7. Treasure’s Report – Presentation of the financial reports for the month of August 2014

Presentation of the financial reports for August 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. He explained that we collected all but one property that did not pay.

Joanne Gaughan explained that the month of September has not been reported as of yet. The Regular Meeting in November we will have the adjusted budget for 2013 – 2014, and it will be voted on then.

Marilyn Spall made a motion to accept the financial reports for August 2014 for audit. Rod Lindsay seconded the motion.

David Peck 1014 Willow CT, stated that an error occurred on the totals, it should read under revenues Year to Date \$25,995.00.

Patti Peck 1014 Willow CT, wanted to let people know that the HPPOA donated money toward several things during the year.

A vote was called. Motion carried.

8. Consideration of approving resurfacing of bocce court

As Joanne Gaughan explained there are 3 quotes from contractors for the resurfacing of the bocce court.

Rod Lindsay explained that Oyster Shell is crushed shells, which promotes drainage. There is a flooding problem with what we have now.

Phil Matton made a “Motion to approve Nidy Sport Construction quote of \$5,415.00 for resurfacing the Bocce Court. Becky Earnest seconded the motion.

John Bonasera, 370 Holiday Park thinks going with the 6”crushed oyster shells would be the best way to go.

A vote was called, motion carried.

9. Consideration of approving the purchase of a Kubota mower - \$13,600.00

Joanne Gaughan was asked in an email by Allison Kelly to read an email that was sent to the District Manager regarding the cost of mowing. *(See email attached)*. As Ms. Gaughan stated this has been brought up many times in the past. This will take a long time to research, get prices, and to send out for bids but would have no objection to bringing it up at a Workshop Meeting if that is the pleasure of the people and the Board but at this time all we are discussing is the purchasing of a new lawn mower.

Dan O'Connell made a motion to purchase a "Kubota F2690 mower" from Robinson in the amount of \$13,600.00. Marilyn Spall seconded the motion.

Harald Albinus asked if this lawn mower was a diesel. Phil Matton also stated that the cutting deck from the other mower will be able to go on the new mower and we can exchange parts from one to the other. We do recommend not getting another zero turn as it gouges the lawn.

Becky Earnest asked if this was budgeted, Joanne stated that there was \$10,000 put into that one line item and the balance would have to come out from another line item.

Harald Albinus stated that the lawn crew drives too fast and has had several complaints.

Phil Matton stated that he has also had several complaints regarding the lawn crew and the District Manager needs to look into it further.

Joanne Gaughan explained that the price of the mower is at a state contract price and we did receive a credit of \$250.00 from the mower that could not be fixed anymore which brought our price down to \$13,600.00.

Molly Stone wanted to talk about outsourcing the lawn maintenance. As Joanne explained, there is a motion on the floor that we need to continue with the motion.

Marilyn Spall explained to Molly Stone that it would take close to a year to get all the information needed in order to outsource or determine what we are going to do. At this time we desperately need to get another mower, and it is covered mainly in the budget for this year.

A vote was called, motion carried.

10. Consideration of approving the purchase of a high-speed burnisher/buffer for the recreation floor

Rod Lindsay made a motion purchase a high speed burnisher (2000 rpms) from Janitorial Depot in the amount \$1,179.00 as it comes with a better warranty than the other even with pricing being comparative. Phil Matton seconded the motion. A vote was called, motion carried

11. Consideration of approving 2% COL raise for all employees.

A motion was made by Dan O'Connell to approve an increase of 2% COL for all employees, Phil Matton seconded the motion.

Joanne Gaughan had the accountant prepare a table for employees which clearly shows funding available for the 2% increase.

Becky Earnest stated that the terminology includes “all employees”, and wants that changed to exclude the District Manager as she already was given a raise in June and does not think that she should get a 2% Cost of Living raise as well. Phil Matton and Marilyn Spall both stated that it does not include the manager.

Joanne Gaughan stated that the motion would have to be amended on the motion to exclude “all”. The District Manager raises are separate and based on merit.

Becky Earnest was under the impression that the raises were always based on merit verses cost of living. Phil Matton stated that in the past we had given certain employees more money above the others.

Joanne Gaughan stated that she would like to see the District Manager explore a merit increase for some employees as well but it has nothing to do with this motion, and it would be at her discretion. It would be whenever she decides to present that increase. At this time the only thing that the District Manager is asking is for a 2% COL increase.

Rod Lindsay asked about the merit pay raises that were approved last year, does the District Manager have the authority to come before the board with merit increases for this year?

There was a motion and a second made for all employees for a 2% COL, but we need a motion to amend this motion.

Becky Earnest asked to amend the motion to exclude the District Manager from the 2% COL. Harald Albinus seconded the motion.

Phil Matton stated that it should have been Dan O’Connell to amend the motion. Joanne Gaughan agreed

Joanne Gaughan stated that there is a motion to give a 2% COL increase to all employees with the exclusion of the District Manager. A vote was called, motion carried with two opposed.

Joanne Gaughan asked for a roll call to be taken

A roll call was taken by Molly Stone, Secretary

Rod Lindsay voted – against

Dan O’Connell voted – against

Marilyn Spall voted – for

Phil Matton voted – for

Becky Earnest voted – for

Molly Stone voted – for

Harald Albinus voted – for

Joanne Gaughan voted – for

With a vote of 6 - 2

12. Consideration of approving a new Sound System (added to the agenda)

Harald Albinus distributed to the Board Members information, pictures of the new equipment and an estimate regarding replacing the sound system in the Recreation Hall.

Harald Albinus stated that he had some people come in during the summer months to give some suggestions on the sound system. Also people came in from Marion Music to give us some advice. The system that we have currently is not made for the speakers we are using with it, and is also outdated.

According to Harald Albinus he had previously received verbal prices ranging from \$6000 to \$8000 Marion Music gave an estimate for new equipment in the amount of \$2,829.00 installed which would replace most of the equipment that we are using now.

Marilyn Spall asked if we would be replacing the entire system or just parts of it, Harald response was yes but we will use the cabinet. The CD player will also be kept as well.

We would keep the speakers that we have now, we would replace the amplifier with a much smaller one, Harald also stated that the warrantee for this equipment would be 3 years if registering on line.

Harald Albinus made a motion to accept Marion Music estimate of \$2,829.00 for the installation of a new sound system. Dan O'Connell seconded the motion.

Rod Lindsay asked if we had funds in the current budget available to cover this project and was told by Joanne Gaughan that there will be.

Chuck Roan, 220 Borel Circle stated that at the moment we have a very lousy acoustic system, which is also very outdated.

Joanne Gaughan stated that we have a motion and a second to purchase the sound equipment for \$2,829.00 from Marion Music that Harald Albinus had looked into. A vote was called, motion carried.

Phil Matton asked how long it would take to get this equipment installed.

According to Harald Albinus, he stated that he will get in touch with Marion Music and get back to Mr. Matton with a time table.

13. Discussion by Trustee, whether or not the HPPOA is allowed to pay residents to perform services for the HPPOA

Joanne Gaughan stated that this item is for discussion only by the Trustees, as they want to make sure that they are not in violation of any Deed Restriction, Rule or Regulation and By-Law. The HPPOA is looking for some direction, as they wish to hire someone to do a job that no volunteer wants to do. The only thing that has been found in the Deed Restriction is that you can not run a business from your home, other than that there is nothing else she can find.

Marilyn Spall asked for a clarification or example.

Joanne Gaughan asked Patti Peck, Chairperson of the HPPOA to explain.

Patti Peck - Basically what they are asking is for someone to come into the kitchen after serving dinner to clean the kitchen. They have in the past hired others who did not live in the park, but now they would like to hire someone who does live in the park. It is not an outside job and it is not something he does someplace

else but they felt that it's a fine line as HPPOA is part of the District, they are not personally asking him to do it, it would part of the District. They really would like clarification.

Dan O'Connell asked if the money is being paid by the District or is it HPPOA money. Patti Peck explained that it is not District money and that the job would pay \$50.00 which is money made on that event.

The other option as Patti explained is Harald Albinus who does music, but in the past we have not been able to pay him, it has only been done with donations from the door.

Again Patti Peck stated that she is asking for guidance.

Rod Lindsay asked Joanne Gaughan if he could comment on this in reference to what Patti Peck is saying - he is volunteering, he is a member of the park, he is providing a service that has to be done in order for them to raise the money which they have in the park, he does not provide that service outside the park other than on a volunteer basis, the kitchen needs to be cleaned, that's part of the operation, to raise the funds, does not see a problem with it.

Joanne Gaughan then decided to ask for a poll of the Board:

Dan O'Connell thinks that it is fine to employ the people, probably isn't really related to the Deed Restrictions.

Marilyn Spall agrees, it benefits our park, does not see it going against our Deed Restrictions as he is not making a business where he is advertising out of his house, he is doing volunteer work.

Phil Matton stated that we pay a lot of money for bands on special occasions, so we will be saving money by using Harald.

Patti Peck wanted to make sure that everyone understands, this is an extra service. If you volunteer to chair or co-chair an event, you still have to buy a ticket for that event. They are not going to be paying everyone who volunteer's to do an event, it would be special occasion, cleaning the kitchen, or DJ.

Harald Albinus also stated that he would still be giving one free show a year.

Molly Stone remembers that this all started when people taught line dancing and also taught it professionally outside the park and wanted to be paid to teach in the park. They were refused. Just be aware, it has come up before and this will come up again.

Eileen Kraus 1121 Lindsay CT, was in charge of the phone book for many years and remembers that at one point someone in the park wanted to advertise in our phonebook who lived in the park and she was not allowed to let her do that as it has to do with the State of Florida and the park being a Special District. Maybe we should find out if it is allowed. She was told that it couldn't happen because of this. Barbara Dufault is the person who gave her that information.

Joanne Gaughan wanted to clarify that if a person wants to advertise in the phone book and that business that they want to advertise is not being run from the home, if they live in here why not.

14. Public Comment – None

15. Trustees remarks

Harald Albinus – nothing at this time

Molly Stone reminded everyone that beginning on Thursday signups for sittings will start for the photo directory. Hours will vary. It will be during HPPOA hours and during several events. There are several different dates that have been set aside for the pictures.

Becky Earnest has another Flu Clinic on November 11th from 11 thru 1pm. There will be a sign up sheet. Duffy's Fundraiser on October 23rd. please come out and support our park, and also wanted to thank the people for coming, we need input from all the residents.

Rod Lindsay wanted to know if there will be any further discussion among the Board on the COL Allowance verses the merit pay, are we going to be bringing this up again at a future meeting. "The reason that I voted against it was I want more clarification on it". He would like to have it brought up again at the workshop meeting. Joanne asked to have Cheryl put it on the agenda.

Dan O'Connell wanted to thank everyone for coming and also wanted to commend the whole workforce for the great job that they do in the park. He thinks that they should be thanked personally once in a while for what they do, it seems that you hear more about what they don't do instead not what they do. Cheryl put a list of things in our material tonight of things that the grounds crew do other than mowing. It was a very lengthy list and he thinks people would be very impressed to go through and view the list. We need to be thankful for the good people we have, we need to be thankful for the good administration we have in the park. They are on top of things.

Marilyn Spall and Phil Matton both thanked everyone for coming.

Joanne Gaughan reminded everyone that there will not be any more paper Happenings, please watch Channel 732 for information, if you wish to get the Happenings via email you can sign up, there is also a paper calendar every month in the Rec Hall.

16. Adjournment

Becky Earnest made a motion to adjourn. Marilyn Spall seconded the motion. A vote was called, motion carried. Meeting adjourned at 8:25pm

Holiday Park

Allison Asked that her

From: ALLISON <akelly50@comcast.net>
Sent: Friday, October 03, 2014 6:22 PM
To: beccamike5532@gmail.com; donovansreef1947@yahoo.com; danavisoconnell@gmail.com; mspall@cfl.rr.com; mstone84@cfl.rr.com; Holiday Park; jg2fl@att.net; baycruiser35@hotmail.com; freedomdove@gmail.com
Subject: Re: Friday Update 10/3/14

Comments be read
shared with the Board
& Residents

Just based on this part of your email and the skyrocketing costs of mower repairs/purchases, I would like to suggest we look into an outside mowing company. Comparing repair costs yearly, eqpt purchases, salaries, insurance(health) and workmanship comp it has to be less expensive than this route. Can we get 3 quotes from companies before making any decisions???? These costs are just to damaging to our budget
Allison

Holiday Park

From: Allison Kelly <akelly50@comcast.net>
Sent: Saturday, October 04, 2014 1:53 PM
To: Becky Earnest
Cc: M Stone; Holiday Park; <freedomdove@gmail.com>; <donovansreef1947@yahoo.com>; <jg2fl@att.net>; <baycruiser35@hotmail.com>; <mspall@cfl.rr.com>; <danavisoconnell@gmail.com>
Subject: Re: whoops

I don't think the board should vote on purchasing anything until we have some information to consider, like cost of outside company vs what the TOTAL cost of having our crew/eqpt costs per yr/ workmans comp/ health ins/ gas etc . This will take time to compile. We can also alert thee residents via TV station that the mowing will be behind due to eqpt breakdown. We can NOT continue to spend this kind of money on express. That is abused. 4800 hr is not a tremendous amount of hrs on a commercial mower. We need to be vigilant here!
Allison

Sent from my iPhone

On Oct 4, 2014, at 12:17 PM, Becky Earnest <beccamike5532@gmail.com> wrote:



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

Manager's Report – October 2014

1. New benches were purchased assembled and installed for both the island in the front of the recreation hall and for the game courts on the side of the building.
2. The beam in the recreation hall was stained where the petition was removed.
3. New sound system is ordered. We are waiting on delivery.
4. The Royal Poinciana and Foxtail Palms were planted by the Palm House and variegated Schefflera were planted at the RV compound. We found those for \$10 each at Home Depot. Unfortunately, a member of the grounds staff reported that he was hit in the eye by a flying insect and took one of the trees. He wears glasses and been given and instructed to wear safety glasses over them at all times.
5. Alpine Tree Service removed the bottlebrush that was damaging the parking lot and the Palatka Holly that was old and in poor condition. Stumps have been ground down. The District office is recommending planting triple foxtail palms single foxtail palms.
6. Done Right Contracting has completed the cap repair. Staff has sealed and painted the cap.
7. The Board had previously approved repairs to Pleasant Ct. however, the contractor requested payment prior to starting the work. Neither Holiday Park nor the Miller Group prepays for work. The Miller Group kindly offered to direct pay the asphalt supplier however, the contractor denied that form of payment and therefor his contract cancelled. We are continuing to look for an alternative contractor who are willing to perform small road repairs and are currently waiting on a quote.
8. The Nidy Sport was contacted regarding the Boards approval of resurfacing the bocce court. They are 3 months away from installation but will keep us in mind should they have a slot open.
9. The warranty on the fountain motor was approved by the supplier and a new motor has been ordered. Installation is expected this week.
10. The Burnisher was ordered and received.
11. The mower was ordered and delivery is expected in 2-3 weeks.
12. We continue to work on the DR's and are recommending that the Board schedule an additional meeting to discuss rules and regulations.

Done Right Contracting LLC

1950 Palm Bay Road NE
Palm Bay, Florida 32905

Estimate

Phone (321)952-0505
Fax (321) 952-7230

Date	Estimate #
9/19/2014	62671

Name / Address
Port Malabar Holiday Park Attn. Cheryl Ennis 215 Holiday Park Blvd. Palm Bay, Fl. 32907

CGC1S17212 * ER13013707 * HI6738

Customer #	Project	Rep	Tracking #
321-724-2240	Doors by the pool	JAJ	

Item	Description	Qty	U/M	Rate	Total
01.02 N...	Record Notice of Commencement	1.00	ea	10.00	10.00
01.2 Bui...	Building Permits estimated. Actual cost will be adjusted at final billing.			150.00	150.00
01.4 Ex...	Expediting Service- Provide all necessary paperwork associated with getting building permit.			156.25	156.25
11.01 St...	Supply and Install lumber to frame above doors to delete transoms. Includes plywood, peel and stick for dry-in and wire lathe. Supply and Stucco returns around both doors after new doors are installed and above doors after transoms have been removed.. Texture to match existing.			1,508.00	1,508.00
12 doors...	Demo 2- existing 6'0" x 8'0" exterior doors with high arch transoms by pool area. Haul away all debris. Supply and Install 2- 6'0" x 8'0" prehung fiberglass double doors with pvc/composite jambs, series 882, clear glass, impact rated, 1/2 light with grills between glass.			7,448.90	7,448.90
18 Interi...	Supply and Install drywall above two doors where transom has been removed. Finish to be O.P. to match existing.			780.00	780.00
24 Paint	Supply and Paint new stucco with hot stucco primer only. Paint around new doors after installed with owner supplied paint. Contractor to supply primer.			455.00	455.00
Total				\$10,508.15	

www.donerightcontracting.com

Owner/ authorized agent: _____

Company representative: _____

Anything Exterior, Inc.
(dba A & E Complete Renovations)
4355 Dow Road, Suite 14 Melbourne, FL 32934
Office: 321.953.3655 - 772.226.7688 Vero Bch
Fax: 772.492.3621
cookclay@rocketmail.com

estimate

Complete Residential Remodeling

For: Holiday Park Date: 9/8/14 Contact: Clay Cook
Service Address: 215 Holiday Park Blvd Contact Phone: 321-508-3896
Palm Bay Florida 32909

Anything Exterior, Inc./ A&E Complete Renovations, agrees to furnish all materials and labor necessary to do modernization work as set forth below on the premises located at the above listed address.

The undersigned Contractor agrees to furnish the following materials, improvements, labor and /or services:

Replace Two Sets of Double Doors

Remove existing doors and the arch section above the doors.

Re-frame the area above the doors. install exterior board and stucco.

Install two sets of double doors with impact / half lite. 8ft Doors

Fiberglass doors and pvc lambs impact rated.

Door closers, and push bars, complete with all hardware.

Total Cost \$7,975.00

Plus Permit

All for the sum \$7,975.00

Deposit required: 50%

Salesman: Clay Cook



ESTIMATE

A.L. Phoenix Construction Inc.
5545 Mulberry Lane.
Grant, FL 32949
Lic # CBC1251529
321 984 1233

October 24, 2014

To;
Holiday Park
215 Holiday Park Blvd. NE
Palm Bay, FL 32907

Job Location;
215 Holiday Park Blvd. NE
Palm Bay, FL 32907

Job Description West Side Ballroom Exterior Doors

The original exterior doors in the west wall of the club house ball room are starting to show their age. Being 7'4" tall and 2.25" thick, the doors are not standard size doors. I believe the doors and the decorative transoms were either built on site or by a local shop to the architects' specifications, when the building was originally constructed. To construct new doors to fit the existing openings would be costly and the doors would not meet the new building code requirements. The existing wood doors are rotting in several places and allowing rain water to penetrate the structure. Causing water damage to the hard wood floors that can be seen just inside the doors.

The transoms over the doors consist of a wood frame with decorative wood panels. Day light can be seen through some of the joints in the wood panels and there are water marks indicating the panels are also leaking during heavy rain storms. The weather stripping's are in bad shape and you can see day light between the two doors.

The transoms, doors, jambs, thresholds, and hardware need to be replaced.



Scope of work

1. Provide Engineering.
2. Provide City of Palm Bay building permit.
3. Remove hardware, doors, Jambs, transoms and thresholds.
4. Frame in new transom area over door opening using 2x4 pressure treated lumber as per engineer's specifications.
5. Install 1/2" cdx plywood on the interior and exterior of new framing, fastened per engineer's specifications.
6. Install two (2) new 6'0" x 8'0" pre hung 1"3/4 Therma Tru Fiber Classic fiberglass double doors, with insulated clear glass, divided lites, removable wood grilles, composite jambs, aluminum thresholds, stainless steel hinges and brushed nickel panic hardware.
7. Seal thresholds.
8. Install 30# felt paper and galvanized wire lath over plywood on transoms.
9. Stucco and finish the interior and exterior of the transoms to match existing.
10. Install new interior and exterior door casings.
11. Stain doors and trim to match existing interior trim finish.
12. Seal doors and jambs with Minwax Helmsman Spar Urethane.
13. Install new brushed nickel panic bars, door closers and pulls.
14. Paint interior and exterior of transoms.
15. Clean up.

Note;

Attached is a suggestion for a door configuration I think will work well with the architecture of the building; however the owners will need to approve the style and configuration of the new doors.

The structural condition of the exterior block wall is not known at this time. Any additional damage uncovered during the repair will be completed on a time and material basis.

A.L. Phoenix Construction, Inc. is not responsible for delays due to back ordered materials or circumstances beyond our control. The attached proposal is based on estimated time and material costs, of which may result in an increase or reduction in the final cost. We propose to furnish and install the above complete in accordance with the enclosed specifications for the estimated sum below. Any alteration or deviation from above specifications involving extra labor and/or material costs will become an extra charge over the agreed amount. Agreements made with mechanics or subcontractors on the job are not recognized. No statement, arrangement or understanding, expressed or implied not contained herein will be recognized.

Payments are to be made as follows; a draw for material upon execution of the contract. Balance upon substantial completion, plus any agreed upon extras. The foregoing terms, specifications and conditions are satisfactory and are hereby agreed to. You are authorized to do the work as specified and payment will be as outlined above. The owner upon signing this agreement represents and warrants that he/she is the owner of the premises, and that he/she has read this agreement and agrees also to pay, within thirty (30) days of completion, a 1-1/2% service charge per month on any unpaid balance. Any changes or additions to this estimate will require a signed change before work begins. Our labor carries a one (1) year warranty

Total \$ 14,434.78

David A. Eckert

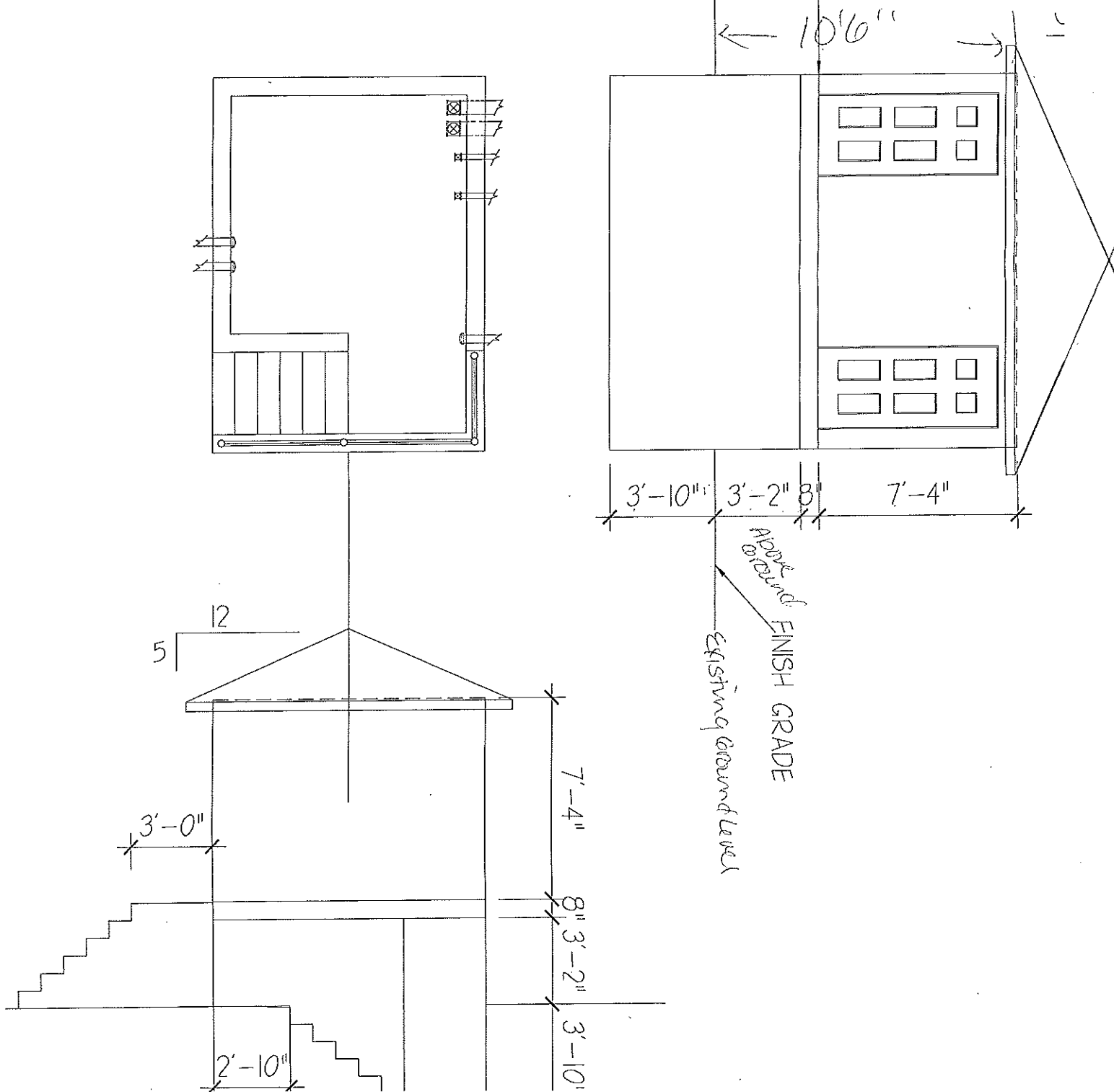
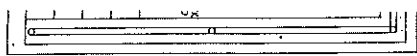
President

Date

Owner/Agent

Date





PROPOSAL

PLATT'S AIR CONDITIONING & HEATING, INC

320 THOR AVE, SUITE 1
PALM BAY, FL 32909
PH (321) 768-0759 FAX (321) 768-2182
LIC. # CAC1813933

Port Malabar Holiday Park
215 Holiday Park Blvd.
Palm Bay, FL 32907

October 21, 2014

Yearly Air Conditioning equipment maintenance agreement on 5 commercial grade systems in clubhouse

Check overall operations of equipment
Check freon levels
Check voltage and amp draws to all electric motors and compressors
Check electrical connections
Inspect evaporator and condenser coils
Inspect drain pans
Clear and inspect drain lines
Add algae tablet to drain pans
Inspect general operation of thermostats

Total for above: \$479.00 per year

\$65.00 service calls during regular business hours 8am – 4pm Monday – Friday
\$145.00 after hours emergency service calls

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra cost will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

This proposal may be withdrawn by us if not accepted within 20 days.

ACCEPTANCE OF PROPOSAL _____ DATE _____



Service Experts

HEATING & AIR CONDITIONING
WWW.SERVICEEXPERTS.COM

285 Lake View Boulevard
Cocoa, FL 32926

888.432.8266

License #: CAC1813864

Performance[™]
Inspection

Precision[™]
Tune-Up

PLUS Maintenance[™]
Agreement

Platinum[™]
Protection Plan

OFFICE USE ONLY

Agreement #: _____ Customer #: _____ Invoice #: _____ Ticket #: _____
Customer Name: Park Malabar Holiday Park
Street Address: 215 Holiday Park Blvd Rec. building
City: Park Malabar State: FL Zip: _____ Email: _____
Home Phone: 321 724 2246 Work Phone: _____
Service Address: _____

SYSTEM/ACCESSORIES

Equipment Location: <u>blg</u>	Model # _____
Brand: <u>CARRIER</u>	Serial # _____
Mfg. Date: _____	
Equipment Location: <u>blg</u>	Model # _____
Brand: <u>CARRIER</u>	Serial # _____
Mfg. Date: _____	
Equipment Location: <u>blg</u>	Model # _____
Brand: <u>CARRIER</u>	Serial # _____
Mfg. Date: _____	
Equipment Location: <u>pool</u>	Model # _____
Brand: <u>CARRIER</u>	Serial # _____
Mfg. Date: _____	
Equipment Location: _____	Model # _____
Brand: _____	Serial # _____
Mfg. Date: _____	

SERVICE PLAN

☐ Monthly ☒ Quarterly ☐ Bi-Annual ☐ 1 Yr ☐ 2 Yr ☐ 3 Yr ☐ RA ☐ PT

<input checked="" type="radio"/> Performance Inspection <input type="radio"/> Investment \$ _____ <input type="radio"/> Filt. Size _____ <input type="radio"/> Filt. Qty. _____ <input type="radio"/> Filt. Size _____ <input type="radio"/> Filt. Qty. _____	<input checked="" type="radio"/> Precision Tune-Up <input type="radio"/> Investment \$ _____ <input type="radio"/> Filt. Size _____ <input type="radio"/> Filt. Qty. _____ <input type="radio"/> Filt. Size _____ <input type="radio"/> Filt. Qty. _____	<input type="radio"/> PLUS Maintenance <input type="radio"/> Investment \$ _____ <input type="radio"/> Monthly ePay \$ _____ <input type="radio"/> # of Tune-ups _____ <input type="radio"/> Start Date _____ <input type="radio"/> Next Tune-up _____	<input type="radio"/> Platinum PLUS Protection <input type="radio"/> Investment \$ _____ <input type="radio"/> Monthly ePay \$ _____ <input type="radio"/> # of Tune-ups _____ <input type="radio"/> Start Date _____ <input type="radio"/> Next Tune-up _____
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Platinum PLUS Protection: All Home Comfort System Inspection items marked 'Needs Attention' must be repaired prior to eligibility. See reverse of pink copy for full terms and conditions. This Service Plan has no expiration, see terms for details.

☐ Platinum PLUS Eligibility Confirmed Technician Signature _____

Date of Sale _____ / _____ / _____

Date of Delivery _____ / _____ / _____

Dealer Number 534812

☐ CASH ☐ VISA ☐ M/C ☐ AMEX ☐ DISC ☐ SEI ☐ Check # _____

Print Name _____ Exp. _____ / _____

Account # _____

With Code _____ Credit Plan _____

Amount Financed _____ Tech # _____

Customer Signature _____ Date _____

Customer Signature _____ Date _____

Technician Signature _____ Date _____

THANK YOU!

BUYER'S RIGHT TO CANCEL

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the notice of cancellation for an explanation of this right on the reverse side of this page.

INSPECTION STEPS

Check All That Apply NEED OK ATTN

- Check thermostat calibration
- Check air/oil filters
- Check blower components
- Measure for correct air flow
- Check all electrical connections
- Ensure proper system operation
- Examine quality of installation
- Inspect area around system
- Inspect equipment clearances
- Examine overall condition

COOLING ONLY

- Check condenser and evaporator coils
- Test starting capabilities
- Test safety controls
- Measure temp. difference supply/return
- Monitor refrigerant pressure
- Check condensate drains

HEATING ONLY

- Is the system matched properly (HPs)
- Check heat mode (HPs)
- Check defrost cycle (HPs)
- Check auxiliary heat operation (HPs)
- Examine heat exchange for damage & corrosion
- Inspect ignition assembly
- Inspect burner assembly for operation & roll out
- Inspect venting and vent clearances
- Combustion air meets requirements
- Check gas/oil pressure
- Inspect gas/oil piping
- Test safety controls
- Measure temp. difference supply/return

TUNE-UP STEPS

Also Includes Inspection Steps Listed Above OK

- Clean and/or replace standard air filters
- Tighten electrical connections
- Measure volts and amps
- Lubricate all moving parts
- Clean condensate drain
- Apply protective coating

COOLING ONLY

- In-place cleaning of blower components
- Monitor cooling cycle
- Apply biocide treatment
- Clean condenser coil

HEATING ONLY

- Clean and adjust burner assembly
- Clean ignition assembly
- Monitor flue draft
- Adjust gas pressure
- Adjust pilot
- Monitor heating cycle
- In-place cleaning of blower components

YOUR SATISFACTION IS 100% GUARANTEED.

INVESTMENT

PLUS Service Plan Investment	1360 -
System Inspection / Tune-Up	inc
SubTotal	
Sales Tax	Inc
Total Investment	
Total Savings Today	1360 -

See Reverse Side for both PLUS Service Plans and Terms & Conditions