



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

## REGULAR MEETING AGENDA

November 10, 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

Philiias 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. **Treasure's Report – Presentation of the financial reports for the month of September 2014**
  - Attachment: September 30, 2014 – Revenues & Expense Report: Budget Performance, Balance Sheet, Loan Balances
  - Motion to accept report for audit
  - Trustee comment
  - Call for vote
7. **Budget – Adjustments (2013-14 fiscal year)**
  - Consideration of proposed year-end adjustment to line item account to reflect revised expenditures [budget increase reflects additional income]
  - Attachment: 2013-2014 Final Budget Adjustment Proposal
  - Motion to approve
  - Trustee comment
  - Public comment
  - Call for vote
8. **Audit Engagement - Fiscal year ending September 30, 2014**
  - Consideration of selecting Berman, Hopkins, Wright & LaHam to perform the required 2011-2012 financial audit for a fee and reimbursable costs not to exceed \$10,800
  - Attachment: Proposed agreement
  - Motion to approve audit agreement for '13-'14 fiscal year
  - Trustee comment
  - Public comment
  - Call for vote
9. **Consideration of Purchasing (30) Podocarpus for Entrance to District [continued from 10/27/14 meeting] Cost per 4'-5' bush (Discussion pending receipt of pricing)**
  - Motion to Approve
  - Trustee comment
  - Public comment
  - Call for vote
10. **Consideration of Approving Concrete Fill for Valleys in Shuffleboard Courts**
  - Attachments: Quotes from Quote Summary
  - Motion to Approve [Contractor and Price]
  - Trustee comment
  - Public comment
  - Call for vote



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- 11. Public Comment
- 12. Trustees remarks
- 13. Adjournment

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

Ordinary Income/Expense	Sep 14	Oct '13 - Sep 14	Annual Budget	\$ Budget Left	% Budget Used
Income					
325 - Special Assessments					
0325200 - Gross Assessments	0.00	1,474,191.00	1,476,288.00	2,097.00	99.86%
0325290 - Assessment Adjustments	0.00	-43,025.55	-51,788.00	-8,762.45	83.08%
0325295 - Transferred to Debt Service Fund	-23,293.34	-246,745.11	-262,200.00	-15,454.89	94.11%
2325200 - From Gross Assessments- DebtSvc	23,293.34	246,745.11	262,200.00	15,454.89	94.11%
Total 325 - Special Assessments	0.00	1,431,165.45	1,424,500.00	-6,665.45	100.47%
334-389 - Other Revenue Sources					
0334390 - State Grant- Other Physical Env	0.00	3,000.00		-3,000.00	
0341900 - Service Charges	177.90	9,295.25	5,000.00	-4,295.25	185.91%
0361100 - Interest Income	200.32	2,449.91	2,500.00	50.09	98.0%
0369900 - Other Income	0.00	8,354.48	2,000.00	-6,354.48	417.72%
0369902 - Laundry Income	98.25	1,731.01	1,000.00	-731.01	173.1%
0369903 - Property Maintenance Income	0.00	0.00	500.00	500.00	0.0%
0389400 - Proprietary- Grants & Donations	0.00	813.00		-813.00	
0389800 - Proprietary- Private contr	0.00	4,609.92		-4,609.92	
Total 334-389 - Other Revenue Sources	476.47	30,253.57	11,000.00	-19,253.57	275.03%
Total Income	476.47	1,461,419.02	1,435,500.00	-25,919.02	101.81%
Gross Profit	476.47	1,461,419.02	1,435,500.00	-25,919.02	101.81%
Expense					
511 - Gen Govt- Legislative					
0511451 - Board Bond Ins	33.81	405.20	700.00	294.80	57.89%
0511491 - Election Fees	0.00	308.77	1,600.00	1,291.23	19.3%
0511522 - Uniforms- Board	0.00	146.93	200.00	53.07	73.47%
Total 511 - Gen Govt- Legislative	33.81	860.90	2,500.00	1,639.10	34.44%
512-513 - Gen Govt- Exec, Fin & Admin					
0512130 - Payroll - Executive	3,894.24	45,828.33	45,000.00	-828.33	101.84%
0512210 - Payroll Taxes - Executive	352.45	4,146.33	4,050.00	-96.33	102.38%
0512230 - Health Insurance - Executive	900.81	8,855.38	8,320.00	-535.38	106.44%
0512240 - Workers Comp Ins- Executive	219.58	2,634.44	775.00	-1,859.44	339.93%
0512400 - Travel Reimb - Executive	0.00	130.71	200.00	69.29	65.36%

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

	Sep 14	Oct '13 - Sep 14	Annual Budget	\$ Budget Left	% Budget Used
0512551 · Education/Training- Exec	0.00	367.97	1,000.00	632.03	36.8%
0513130 · Payroll - Admin	3,340.06	40,377.94	33,000.00	-7,377.94	122.36%
0513210 · Payroll Taxes - Admin	302.28	3,653.39	3,915.00	261.61	93.32%
0513230 · Health Insurance - Admin	1,079.95	11,409.93	11,506.00	96.07	99.17%
0513240 · Workers Comp Ins - Admin	178.74	2,144.79	800.00	-1,344.79	268.1%
0513321 · Professional Fees - Auditing	0.00	13,000.00	10,500.00	-2,500.00	123.81%
0513322 · Contract Accounting Services	825.00	9,900.00	10,200.00	300.00	97.06%
0513340 · Payroll-related Services	156.00	2,270.00	1,700.00	-570.00	133.53%
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	63.26	1,122.85	1,400.00	277.15	80.2%
0513441 · Equipment Lease- Office	161.35	1,767.74	1,700.00	-67.74	103.99%
0513462 · R&M Office Equipment	0.00	175.00	1,000.00	825.00	17.5%
0513495 · Advertising Legal	0.00	0.00	2,800.00	2,800.00	0.0%
0513496 · Bank Charges	20.00	180.00	300.00	120.00	60.0%
0513497 · Advertising - Office	0.00	0.00	0.00	0.00	0.0%
0513499 · Non Capitalized Equip- Office	137.39	675.89	1,500.00	824.11	45.06%
0513510 · Office Expense	331.72	3,850.84	5,000.00	1,149.16	77.02%
0513551 · Education/Training- Admin	0.00	40.00		-40.00	
Total 512-513 · Gen Govt- Exec, Fin & Admin	11,962.83	152,531.53	155,866.00	3,334.47	97.86%
514 · Gen Govt- Legal Counsel					
0514311 · Professional Fees - Legal	122.50	2,380.00	8,000.00	5,620.00	29.75%
0514312 · Legal - Deed Rest. Enf.	525.00	2,705.00	3,000.00	295.00	90.17%
Total 514 · Gen Govt- Legal Counsel	647.50	5,085.00	11,000.00	5,915.00	46.23%
517 · Gen Govt Svcs- Debt Svc Payment					
2517710 · Principal Expense	19,330.59	215,610.00	168,200.00	-47,410.00	128.19%
2517720 · Interest Expense	3,962.75	31,135.11	94,000.00	62,864.89	33.12%
Total 517 · Gen Govt Svcs- Debt Svc Payment	23,293.34	246,745.11	262,200.00	15,454.89	94.11%
519 · Gen Govt- Other Gen Govt					
0519411 · Telephone & Communications	563.15	6,434.33	6,500.00	65.67	98.99%
0519431 · Utilities - Electric	4,904.24	57,874.73	62,000.00	4,125.27	93.35%
0519432 · Utilities - Gas	0.00	1,304.24	2,000.00	695.76	65.21%

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

	Sep 14	Oct '13 - Sep 14	Annual Budget	\$ Budget Left	% Budget Used
0519433 · Utilities - Water & Sewer	188.25	2,366.32	9,000.00	6,633.68	26.29%
0519434 · Storm Water Management	155.33	3,013.79	3,100.00	86.21	97.22%
0519442 · Equipment Lease- General	95.00	1,140.00	2,800.00	1,660.00	40.71%
0519451 · Insurance - Liability	809.84	9,718.00	9,000.00	-718.00	107.98%
0519452 · Insurance - Property	1,207.29	14,507.17	14,000.00	-507.17	103.62%
0519462 · Property Maintenance Expense	0.00	0.00	1,500.00	1,500.00	0.0%
0519491 · Cable - TV	13,490.57	159,925.47	162,000.00	2,074.53	98.72%
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	268.91	800.00	531.09	33.61%
0519541 · Taxes, Fees & Licenses	0.00	30,251.52	30,000.00	-251.52	100.84%
Total 519 · Gen Govt- Other Gen Govt	21,413.67	286,805.98	302,800.00	15,994.02	94.72%
529 · Public Safety- Other Public Saf					
0529130 · Payroll - Gate	6,978.21	86,360.34	90,000.00	3,639.66	95.96%
0529210 · Payroll Taxes - Gate	632.06	7,814.08	8,100.00	285.92	96.47%
0529230 · Health Insurance - Gate	0.00	0.00	0.00	0.00	0.0%
0529240 · Workers Comp Ins- Gate	413.48	4,961.34	4,600.00	-361.34	107.86%
0529460 · R&M Gate	45.94	1,580.59	1,700.00	119.41	92.98%
0529490 · Flags	0.00	129.00	300.00	171.00	43.0%
0529499 · Non Capitalize Equip- Gate	0.00	245.78	300.00	54.22	81.93%
0529520 · Supplies - Gate	111.46	905.29	1,000.00	94.71	90.53%
0529521 · Uniforms- Gate	0.00	0.00	200.00	200.00	0.0%
Total 529 · Public Safety- Other Public Saf	8,181.15	101,996.42	106,200.00	4,203.58	96.04%
539 · Physical Env- Other Phys Env					
0539130 · Payroll - Custodians	5,267.27	65,872.66	87,200.00	21,327.34	75.54%
0539210 · Payroll Taxes - Custodial	476.70	5,959.91	7,848.00	1,888.09	75.94%
0539230 · Health Ins- Custodial	951.26	15,458.63	22,620.00	7,161.37	68.34%
0539240 · Workers Comp Ins-Custodial	326.54	3,918.17	4,375.00	456.83	89.56%
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	2,213.55	8,827.64	4,000.00	-4,827.64	220.69%
0539462 · R&M Lighting- Rec Center	68.93	334.69	400.00	65.31	83.67%

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

	Sep 14	Oct '13 - Sep 14	Annual Budget	\$ Budget Left	% Budget Used
0539463 · R&M Equipment	270.00	1,760.87	3,000.00	1,239.13	58.7%
0539499 · Non Capitalized Equip-Custodial	13.29	24.17	500.00	475.83	4.83%
0539520 · Custodial Supplies	246.02	4,850.59	4,000.00	-850.59	121.27%
0539521 · Uniforms- Custodial	0.00	102.00	200.00	98.00	51.0%
Total 539 · Physical Env- Other Phys Env	9,833.56	107,109.33	134,243.00	27,133.67	79.79%
541 · Transportation- Road & Street					
0541461 · R&M Streets	320.00	2,778.63	1,000.00	-1,778.63	277.86%
0541463 · R&M Signage	0.00	273.56	900.00	626.44	30.4%
0541464 · R&M Drainage	130.00	4,182.30	2,600.00	-1,582.30	160.86%
Total 541 · Transportation- Road & Street	450.00	7,234.49	4,500.00	-2,734.49	160.77%
572 · Culture/Rec- Parks & Recreation					
0572130 · Payroll - Grounds Crew	10,416.19	133,812.08	164,280.00	30,467.92	81.45%
0572210 · Payroll Taxes - Grounds	951.10	12,209.59	14,785.00	2,575.41	82.58%
0572230 · Health Insurance-Grounds	2,130.19	16,627.05	26,271.00	9,643.95	63.29%
0572240 · Workers Comp Ins-Grounds	663.63	7,964.26	8,200.00	235.74	97.13%
0572341 · Contract Svcs - Lawn Crew	7,484.65	61,199.35	65,000.00	3,800.65	94.15%
0572342 · Landscape Management	2,713.00	5,932.23	10,000.00	4,067.77	59.32%
0572431 · Landscape Trash Removal	145.00	1,737.90	2,200.00	462.10	79.0%
0572461 · R&M Grounds Equipment	430.04	6,867.65	4,500.00	-2,367.65	152.61%
0572462 · R&M Pools & Rec Facilities	1,527.95	18,239.54	12,800.00	-5,439.54	142.5%
0572463 · R&M Irrigation System	336.21	2,255.76	5,000.00	2,744.24	45.12%
0572464 · Sound Wall Maintenance	0.00	1,301.05	1,000.00	-301.05	130.11%
0572468 · Vehicle Repair	0.00	939.22	500.00	-439.22	187.84%
0572499 · Non Capitalized Equip-Grounds	0.00	2,794.49	2,500.00	-294.49	111.78%
0572521 · Supplies - Grounds	541.45	3,574.35	4,500.00	925.65	79.43%
0572522 · Fuel	1,476.79	14,291.46	15,000.00	708.54	95.28%
0572523 · Fertilizer	0.00	0.00	300.00	300.00	0.0%
0572524 · Supplies Recreational	0.00	185.13	300.00	114.87	61.71%
0572525 · Uniforms- Grounds	0.00	536.53	350.00	-186.53	153.29%
0572526 · Landscape Supplies	3,512.96	4,736.98	3,000.00	-1,736.98	157.9%
0572551 · Education/Training- Parks & Rec	0.00	105.82	300.00	194.18	35.27%
Total 572 · Culture/Rec- Parks & Recreation	32,329.16	295,310.44	340,786.00	45,475.56	86.66%

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

	Sep 14	Oct '13 - Sep 14	Annual Budget	\$ Budget Left	% Budget Used
<b>701 - Capital Outlay</b>					
0519621 - Cap Outlay-Buildings & Imp	2,380.02	2,380.02	16,000.00	13,619.98	14.88%
0519631 - Cap Outlay-Infrastructure	1,772.00	36,949.27	15,000.00	-21,949.27	246.33%
0519641 - Cap Outlay-Grounds Equipment	0.00	5,589.14	5,000.00	-589.14	111.78%
0519642 - Cap Outlay-Furn, Fixt & Eq	0.00	3,139.71	1,000.00	-2,139.71	313.97%
Total 701 - Capital Outlay	4,152.02	48,058.14	37,000.00	-11,058.14	129.89%
Total Expense	112,297.04	1,251,737.34	1,357,095.00	105,357.66	92.24%
Net Ordinary Income	-111,820.57	209,681.68	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	-111,820.57	209,681.68	0.00		

# 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			
For Month			
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	-8,234.09	-4,384.24	-6,537.99
May-14	-8,272.02	-4,408.24	-6,596.43
Jun-14	-8,254.75	-4,396.35	-6,574.60
Jul-14	-8,291.71	-4,420.37	-6,632.55
Aug-14	-8,275.12	-4,408.10	-6,610.79
Sep-14	-8,284.66	-4,414.58	-6,631.35
Calculated Loan Balances for QuickBooks	649,865.01	390,931.42	403,839.23
ME Loan Balances Per Bank Statements	649,865.01	390,931.42	403,839.23
Difference	0.00	0.00	0.00

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11/05/14

Accrual Basis

**Port Malabar Holiday Park**  
**Balance Sheet**  
As of September 30, 2014

	Sep 30, 14
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
0101000 · TD Operating	44,545.51
0101100 · SunTrust Operating	41,064.96
0101500 · TD Fixed Rate Account	643,423.33
0102100 · Petty Cash	338.13
0104100 · SBA - Operating Account	80,101.77
0104509 · SBA Restr Fund B- Inv Gain(Loss)	864.53
Total Checking/Savings	810,338.23
Accounts Receivable	
0115100 · Accounts Receivable	1,222.60
Total Accounts Receivable	1,222.60
Total Current Assets	811,560.83
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	15,718.97
0170910 · Capitalized Loan Fees	52,239.00
0170920 · Accum Amortization	-24,959.46
Total Other Assets	42,998.51
<b>TOTAL ASSETS</b>	<b>4,241,608.52</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
0202000 · Accounts Payable	-2,089.74
Total Accounts Payable	-2,089.74
Credit Cards	
0202100 · Lowes Business Account	79.81
0202600 · Home Depot Acct	963.13
0202700 · Sunoco CC	1,367.83
0202930 · SunTrust CC 9560	64.12
0202940 · SunTrust CC 2324	1,919.50
Total Credit Cards	4,394.39
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	1,950.19
0217000 · Accrued Taxes Payable	177.64
0220000 · Customer Deposits	485.28
2215000 · Accrued Interest Payable	1,814.42
Total Other Current Liabilities	215,247.28
Total Current Liabilities	217,551.93

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11/05/14

Accrual Basis

Port Malabar Holiday Park

Balance Sheet

As of September 30, 2014

	<u>Sep 30, 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	1,666,977.84
Equity	
0271000 · Fund Balance- Unreserved	637,646.00
0274000 · Invested in capital assets	1,727,303.00
Net Income	209,681.68
Total Equity	<u>2,574,630.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,241,608.52</u></u>

Fixed Asset Acquisition  
FY2014

Date	Exp Acct	Asset Acct Desc	Location	Function	Description	Amount
12/29/13	0519631	Infrastructure	Compound	Parks & Rec	Replaced Fence & Gate for RV Compound	9,636.20
01/31/14	0519631	Infrastructure	Streets	Streets	Painted lines on streets	5,267.00
08/11/00	0519631	Infrastructure	Grounds	Parks & Rec	New irrigation deep well & pump	6,684.00
03/11/14	0519641	Grounds Equip	Grounds	Parks & Rec	John Deere Gator TS	5,589.14
03/21/14	0519642	Furn, Fixtures & Eq	Office	Gen Govt	Computer & Assess. for BH Community Channel	1,008.92
04/04/14	0519642	Furn, Fixtures & Eq	Rec Kitchen	Gen Govt	Reach-in freezer: True T-19F 27"	1,967.99
05/01/14	0519642	Furn, Fixtures & Eq	Rec Kitchen	Gen Govt	Add'l shelves for new Reach-in freezer	162.80
05/01/14	0519631	Infrastructure	Rec Entrance	Parks & Rec	Fountain for Front Landscaping project at Rec Hall e	591.75
06/04/14	0519631	Infrastructure	Rec Entrance	Parks & Rec	Front Landscaping project at Rec Hall entrance	12,997.32
09/23/14	0519631	Infrastructure	Rec Entrance	Parks & Rec	Benches for Front Landscaping project at Rec Hall e	1,772.00
09/26/14	0519621	Buildings & Improv	Rec Entrance	Gen Govt	Handicap access door opener	2,380.02
YTD						48,057.14
					Compound Fence	9,636.20
					Street Lines	5,267.00
					Irrigation Well	6,684.00
					Grounds Equip	5,589.14
					BH Community Channel Computer	1,008.92
					Freezer	2,130.79
					Front Landscaping project (Rec Hall Entrance)	15,361.07
					Handicap access door opener	2,380.02

# Port Malabar Holiday Park FY2013-2014 Final Budget Adjustment Proposal

	Actual Oct '13-Sep 14	Approved Budget 06-10-2014	Proposed Budget Adjustment	Proposed Budget
<b>0 General Fund</b>				
<b>Income</b>				
<b>325 · Special Assessments</b>				
0325200 · Gross Assessments	1,474,191.00	1,476,288.00	0.00	1,476,288.00
0325290 · Assessment Adjustments	-43,025.55	-51,788.00	8,688.00	-43,100.00
0325295 · Transferred to Debt Service Fund	-246,745.11	-262,200.00	15,400.00	-246,800.00
<b>Total 325 · Special Assessments</b>	<b>1,184,420.34</b>	<b>1,162,300.00</b>	<b>24,088.00</b>	<b>1,186,388.00</b>
<b>334-389 · Other Revenue Sources</b>				
0341900 · Service Charges	9,295.25	5,000.00	4,200.00	9,200.00
0361100 · Interest Income	2,449.91	2,500.00	0.00	2,500.00
0369900 · Other Income	8,354.48	2,000.00	6,300.00	8,300.00
0369902 · Laundry Income	1,731.01	1,000.00	700.00	1,700.00
0369903 · Property Maintenance Income	0.00	500.00	-500.00	0.00
0389400 · Proprietary- Grants & Donations	3,813.00		3,800.00	3,800.00
0389800 · Proprietary- Private contr	4,609.92		4,600.00	4,600.00
<b>Total 334-389 · Other Revenue Sources</b>	<b>30,253.57</b>	<b>11,000.00</b>	<b>19,100.00</b>	<b>30,100.00</b>
 8381100 · Appropriated PY Reserves	 0.00	 0.00	 0.00	 0.00
<b>Total Income Sources (General Fund)</b>	<b>1,214,673.91</b>	<b>1,173,300.00</b>	<b>43,188.00</b>	<b>1,216,488.00</b>
<b>Expense</b>				
<b>511 · Gen Govt- Legislative</b>				
0511451 · Board Bond Ins	405.20	700.00	-200.00	500.00
0511491 · Election Fees	308.77	1,600.00	-1,200.00	400.00
0511522 · Uniforms- Board	146.93	200.00	0.00	200.00
<b>Total 511 · Gen Govt- Legislative</b>	<b>860.90</b>	<b>2,500.00</b>	<b>-1,400.00</b>	<b>1,100.00</b>
<b>512-513 · Gen Govt- Exec, Fin &amp; Admin</b>				
0512130 · Payroll - Executive	45,828.33	45,000.00	1,000.00	46,000.00
0512210 · Payroll Taxes - Executive	4,146.33	4,050.00	150.00	4,200.00
0512230 · Health Insurance - Executive	8,855.38	8,320.00	580.00	8,900.00
0512240 · Workers Comp Ins- Executive	2,634.44	775.00	1,925.00	2,700.00
0512400 · Travel Reimb - Executive	130.71	200.00	-50.00	150.00
0512551 · Education/Training- Exec	367.97	1,000.00	-600.00	400.00
0513130 · Payroll - Admin	40,377.94	33,000.00	7,500.00	40,500.00
0513210 · Payroll Taxes - Admin	3,653.39	3,915.00	-215.00	3,700.00
0513230 · Health Insurance - Admin	11,409.93	11,506.00	-6.00	11,500.00
0513240 · Workers Comp Ins - Admin	2,144.79	800.00	1,400.00	2,200.00
0513321 · Professional Fees - Auditing	13,000.00	10,500.00	2,500.00	13,000.00
0513322 · Contract Accounting Services	9,900.00	10,200.00	-200.00	10,000.00
0513340 · Payroll-related Services	2,270.00	1,700.00	600.00	2,300.00
0513341 · Temporary Office Services	0.00	11,000.00	-11,000.00	0.00
0513400 · Travel Reimb- Admin	0.00	200.00	-200.00	0.00

# Port Malabar Holiday Park FY2013-2014 Final Budget Adjustment Proposal

	Actual Oct '13-Sep 14	Approved Budget 06-10-2014	Proposed Budget Adjustment	Proposed Budget
0513421 · Postage	1,122.85	1,400.00	-200.00	1,200.00
0513441 · Equipment Lease- Office	1,767.74	1,700.00	100.00	1,800.00
0513462 · R&M Office Equipment	175.00	1,000.00	-800.00	200.00
0513495 · Advertising Legal	0.00	2,800.00	-2,800.00	0.00
0513496 · Bank Charges	180.00	300.00	-100.00	200.00
0513497 · Advertising - Office	0.00	0.00	0.00	0.00
0513499 · Non Capitalized Equip- Office	675.89	1,500.00	-800.00	700.00
0513510 · Office Expense	3,850.84	5,000.00	-1,000.00	4,000.00
0513551 · Education/Training- Admin	40.00		50.00	50.00
<b>Total 512-513 · Gen Govt- Exec, Fin &amp; Admin</b>	<b>152,531.53</b>	<b>155,866.00</b>	<b>-2,166.00</b>	<b>153,700.00</b>
<b>514 · Gen Govt- Legal Counsel</b>				
0514311 · Professional Fees - Legal	2,380.00	8,000.00	-5,500.00	2,500.00
0514312 · Legal - Deed Rest. Enf.	2,705.00	3,000.00	-200.00	2,800.00
<b>Total 514 · Gen Govt- Legal Counsel</b>	<b>5,085.00</b>	<b>11,000.00</b>	<b>-5,700.00</b>	<b>5,300.00</b>
<b>519 · Gen Govt- Other Gen Govt</b>				
0519411 · Telephone & Communications	6,434.33	6,500.00	0.00	6,500.00
0519431 · Utilities - Electric	57,874.73	62,000.00	-4,000.00	58,000.00
0519432 · Utilities - Gas	1,304.24	2,000.00	-600.00	1,400.00
0519433 · Utilities - Water & Sewer	2,366.32	9,000.00	-6,600.00	2,400.00
0519434 · Storm Water Management	3,013.79	3,100.00	0.00	3,100.00
0519442 · Equipment Lease- General	1,140.00	2,800.00	-1,600.00	1,200.00
0519451 · Insurance - Liability	9,718.00	9,000.00	800.00	9,800.00
0519452 · Insurance - Property	14,507.17	14,000.00	600.00	14,600.00
0519462 · Property Maintenance Expense	0.00	1,500.00	-1,500.00	0.00
0519491 · Cable - TV	159,925.47	162,000.00	-2,000.00	160,000.00
0519497 · Other Expense	1.50	100.00	-50.00	50.00
0519499 · Non-Cap Equipment- Gen Govt	0.00	0.00	0.00	0.00
0519521 · Supplies Decals & Badges	268.91	800.00	-500.00	300.00
0519541 · Taxes, Fees & Licenses	30,251.52	30,000.00	1,000.00	31,000.00
<b>Total 519 · Gen Govt- Other Gen Govt</b>	<b>286,805.98</b>	<b>302,800.00</b>	<b>-14,450.00</b>	<b>288,350.00</b>
<b>529 · Public Safety- Other Public Saf</b>				
0529130 · Payroll - Gate	86,360.34	90,000.00	-3,000.00	87,000.00
0529210 · Payroll Taxes - Gate	7,814.08	8,100.00	-200.00	7,900.00
0529230 · Health Insurance - Gate	0.00	0.00	0.00	0.00
0529240 · Workers Comp Ins- Gate	4,961.34	4,600.00	400.00	5,000.00
0529460 · R&M Gate	1,580.59	1,700.00	-100.00	1,600.00
0529490 · Flags	129.00	300.00	-100.00	200.00
0529499 · Non Capitalize Equip- Gate	245.78	300.00	0.00	300.00
0529520 · Supplies - Gate	905.29	1,000.00	0.00	1,000.00
0529521 · Uniforms- Gate	0.00	200.00	-200.00	0.00
<b>Total 529 · Public Safety- Other Public Saf</b>	<b>101,996.42</b>	<b>106,200.00</b>	<b>-3,200.00</b>	<b>103,000.00</b>
<b>539 · Physical Env- Other Phys Env</b>				
0539130 · Payroll - Custodians	65,872.66	87,200.00	-21,200.00	66,000.00

# Port Malabar Holiday Park FY2013-2014 Final Budget Adjustment Proposal

	Actual Oct '13-Sep 14	Approved Budget 06-10-2014	Proposed Budget Adjustment	Proposed Budget
0539210 · Payroll Taxes - Custodial	5,959.91	7,848.00	-1,848.00	6,000.00
0539230 · Health Ins- Custodial	15,458.63	22,620.00	-6,620.00	16,000.00
0539240 · Workers Comp Ins-Custodial	3,918.17	4,375.00	-375.00	4,000.00
0539340 · Contract Services - Custodial	0.00	0.00	0.00	0.00
0539400 · Travel Reimbursement Custodial	0.00	100.00	-100.00	0.00
0539461 · R&M Buildings	8,827.64	4,000.00	5,000.00	9,000.00
0539462 · R&M Lighting- Rec Center	334.69	400.00	0.00	400.00
0539463 · R&M Equipment	1,760.87	3,000.00	-1,200.00	1,800.00
0539499 · Non Capitalized Equip-Custodial	24.17	500.00	-400.00	100.00
0539520 · Custodial Supplies	4,850.59	4,000.00	1,000.00	5,000.00
0539521 · Uniforms- Custodial	102.00	200.00	0.00	200.00
<b>Total 539 · Physical Env- Other Phys Env</b>	<b>107,109.33</b>	<b>134,243.00</b>	<b>-25,743.00</b>	<b>108,500.00</b>
<b>541 · Transportation- Road &amp; Street</b>				
0541461 · R&M Streets	2,778.63	1,000.00	2,000.00	3,000.00
0541463 · R&M Signage	273.56	900.00	-600.00	300.00
0541464 · R&M Drainage	4,182.30	2,600.00	1,900.00	4,500.00
<b>Total 541 · Transportation- Road &amp; Street</b>	<b>7,234.49</b>	<b>4,500.00</b>	<b>3,300.00</b>	<b>7,800.00</b>
<b>572 · Culture/Rec- Parks &amp; Recreation</b>				
0572130 · Payroll - Grounds Crew	133,812.08	164,280.00	-29,280.00	135,000.00
0572210 · Payroll Taxes - Grounds	12,209.59	14,785.00	-2,485.00	12,300.00
0572230 · Health Insurance-Grounds	16,627.05	26,271.00	-9,271.00	17,000.00
0572240 · Workers Comp Ins-Grounds	7,964.26	8,200.00	-200.00	8,000.00
0572341 · Contract Svcs - Lawn Crew	61,199.35	65,000.00	-3,000.00	62,000.00
0572342 · Landscape Management	5,932.23	10,000.00	-4,000.00	6,000.00
0572431 · Landscape Trash Removal	1,737.90	2,200.00	-400.00	1,800.00
0572461 · R&M Grounds Equipment	6,867.65	4,500.00	2,500.00	7,000.00
0572462 · R&M Pools & Rec Facilities	18,239.54	12,800.00	6,200.00	19,000.00
0572463 · R&M Irrigation System	2,255.76	5,000.00	-2,000.00	3,000.00
0572464 · Sound Wall Maintenance	1,301.05	1,000.00	500.00	1,500.00
0572468 · Vehicle Repair	939.22	500.00	500.00	1,000.00
0572499 · Non Capitalized Equip-Grounds	2,794.49	2,500.00	500.00	3,000.00
0572521 · Supplies - Grounds	3,574.35	4,500.00	-800.00	3,700.00
0572522 · Fuel	14,291.46	15,000.00	0.00	15,000.00
0572523 · Fertilizer	0.00	300.00	-300.00	0.00
0572524 · Supplies Recreational	185.13	300.00	-100.00	200.00
0572525 · Uniforms- Grounds	536.53	350.00	250.00	600.00
0572526 · Landscape Supplies	4,736.98	3,000.00	1,800.00	4,800.00
0572551 · Education/Training- Parks & Rec	105.82	300.00	-100.00	200.00
<b>Total 572 · Culture/Rec- Parks &amp; Recreation</b>	<b>295,310.44</b>	<b>340,786.00</b>	<b>-39,686.00</b>	<b>301,100.00</b>
<b>701 · Capital Outlay</b>				
0519621 · Cap Outlay-Buildings & Imp	2,380.02	16,000.00	-13,500.00	2,500.00
0519631 · Cap Outlay-Infrastructure	36,949.27	15,000.00	23,000.00	38,000.00
0519641 · Cap Outlay-Grounds Equipment	5,589.14	5,000.00	1,000.00	6,000.00

# Port Malabar Holiday Park FY2013-2014 Final Budget Adjustment Proposal

	Actual Oct '13-Sep 14	Approved Budget 06-10-2014	Proposed Budget Adjustment	Proposed Budget
0519642 · Cap Outlay-Furn, Fixt & Eq	3,139.71	1,000.00	3,000.00	4,000.00
Total 701 · Capital Outlay	48,058.14	37,000.00	13,500.00	50,500.00
Total Expense	1,004,992.23	1,094,895.00	-75,545.00	1,019,350.00
8000099 · (Bugeted) Contingency Expense	0.00	13,405.00	0.00	13,405.00
8581100 · Budgeted Return to Reserves	0.00	65,000.00	118,733.00	183,733.00
Total Expenses + Contingency (General Fund)	1,004,992.23	1,173,300.00	43,188.00	1,216,488.00
<b>2 Debt Service Fund</b>				
<b>Income</b>				
2325200 · From Gross Assessments- DebtSvc	246,745.11	262,200.00	-15,400.00	246,800.00
Total Income Sources (Debt Svc Fund)	246,745.11	262,200.00	-15,400.00	246,800.00
<b>Expense</b>				
517 · Gen Govt Svcs- Debt Svc Payment				
2517710 · Principal Expense	215,610.00	168,200.00	47,450.00	215,650.00
2517720 · Interest Expense	31,135.11	94,000.00	-62,850.00	31,150.00
Total 517 · Gen Govt Svcs- Debt Svc Payment	246,745.11	262,200.00	-15,400.00	246,800.00
Total Expenses (Debt Svc Fund)	246,745.11	262,200.00	-15,400.00	246,800.00
Total Income- All Funds	1,461,419.02	1,435,500.00	27,788.00	1,463,288.00
Total Expenses- All Funds	1,251,737.34	1,435,500.00	27,788.00	1,463,288.00
Calc Return to Reserves (Before Audit Adj's)	209,681.68			

# BERMAN HOPKINS WRIGHT LAHAM

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October 20, 2014

Port Malabar Holiday Park  
Mobile Home Park Recreation District  
215 Holiday Park Blvd., NE  
Palm Bay, Florida 32907

**COPY RECEIVED**  
OCT 30 2014

BY: .....

We are pleased to confirm our understanding of the services we are to provide Port Malabar Holiday Park Mobile Home Park Recreation District (the "District") for the year ended September 30, 2014. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the District as of and for the year ended September 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual - General Fund

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Schedule of Revenues and Other Sources - Budget and Actual - General Fund
- 2) Schedule of Expenditures - Budget and Actual - General Fund

## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified (unmodified), we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Additionally, we will complete the online annual financial report to be submitted to the Department of Financial Services. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District and the respective changes in financial position in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

## **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Berman Hopkins Wright and LaHam, CPA's and Associate's, LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Florida Auditor General or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Berman Hopkins Wright and LaHam, CPA's and Associate's, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Florida Auditor General. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately November 2014 and to issue our reports no later than January 31, 2015. Ross A. Whitley, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$10,800. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2012 peer review report accompanies this letter.

Given that we will assign seasoned professionals to your engagement, and recognizing the demand for talented qualified personnel, it is understood that should the District choose to hire any Berman Hopkins Wright and LaHam, CPA's and Associate's, LLP assigned personnel during an engagement, or up to twelve months after completion of an engagement the District agrees to compensate Berman Hopkins Wright and LaHam, CPA's and Associate's, LLP an amount equal to the individual's annual compensation for the previous twelve-month period.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

The District has the option of renewing this agreement for years after September 30, 2014, at the terms stated above.

We appreciate the opportunity to be of service to Port Malabar Holiday Park Mobile Home Park Recreation District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Respectfully,

A handwritten signature in black ink, appearing to read "Ross Whitley", with a long, sweeping horizontal line extending to the right.

Ross A. Whitley, CPA  
Berman Hopkins Wright & LaHam, CPA's and Associates, LLP

RESPONSE:

This letter correctly sets forth the understanding of Port Malabar Holiday Park Mobile Home Park Recreation District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## System Review Report

October 25, 2012

To the Shareholders of

Berman Hopkins Wright & LaHam CPAs and Associates, LLP  
and the National Peer Review Committee of the  
American Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berman Hopkins Wright & LaHam CPAs and Associates, LLP (the firm) in effect for the year ended June 30, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/PRSummary](http://www.aicpa.org/PRSummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Berman Hopkins Wright & LaHam CPAs and Associates, LLP in effect for the year ended June 30, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Berman Hopkins Wright & LaHam CPAs and Associates, LLP has received a peer review rating of *pass*.

*RW Group, LLC*

Port Malabar Holiday Park Mobile Home Park Recreation District  
Quote Comparison

Project Name: Shuffleboard Court - Fill – (4) 2’x50’ foot strips with 3000psi  
concrete w/fiber

Vendor:	Price
CH Singletary Concrete 896 Yellow Wood CT ST Palm Bay, FL PH: 321 725-6786	\$1300.00
Stillwater Construction 2555 Cason La Malabar FL 32950 PH: 321 508-1374	\$1600.00
Done Right Contracting 1500 Main ST NE Palm Bay FL 32905 PH: 321 952-0505	\$1687.50