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

BOARD OF TRUSTEES

REGULAR MEETING AGENDA

December 8, 2014 - 7:00 PM

Joanne Gaughan
Chairman

Rebecca "Becky" Earnest
1st Vice-Chairman

Harald Albinus
2nd Vice-Chairman

Marion "Molly" Stone
Secretary

Allison Kelly
Assistant Secretary

Philias Matton
Treasurer

Marilyn Spall
Assistant Treasurer

Rodney "Rod" Lindsay
Trustee

Daniel "Dan" O'Connell
Trustee

Cheryl Ennis
District Manager

Karl Bohne, Jr.
District's Attorney

*** To comment on an item, after you have been recognized by the Chair, please go to the microphone and clearly give your name and address for the record. You may speak for up to three minutes. Note: If formal action is to be taken on an item by the Board, public comment will be requested prior to the vote.**

NOTE: *MINUTES OF BOARD MEETING ARE PREPARED IN SUMMARY FORM ONLY. PER CHAPTER 286.0105 FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL A DECISION OF THE BOARD HE/SHE SHOULD ARRANGE FOR A VERBATIM RECORD OF THE PROCEEDINGS WHICH INCLUDES THE TESTIMONY IN EVIDENCE ON WHICH THE APPEAL IS MADE.*

"A community intended and operated for persons 55 and older"

1. **Call to order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Announcements by Chairman**
6. **Treasure's Report – Presentation of the financial reports for the month of October 2014**

   Attachment: October 31, 2014 – Revenues & Expense Report: Budget Performance, Balance Sheet, Loan Balances
   Motion to accept report for audit
   Trustee comment
   Call for vote

7. **Project Update - Status of Current Pending Projects**

   Trustee question / comment
   Public question / comment

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

   Attachment: Updated ACC Rules and Regulations, Application for Home or Property Improvements and Application for New Home Installation
   Motion to approve updates
   Trustee comments
   Public comments
   Call for vote

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

   Motion to Approve
   Trustee comment
   Public comment
   Call for vote

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

    Motion to Approve
    Trustee comment
    Public comment
    Call for vote

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

    Motion to Approve
    Trustee comment
    Public comment
    Call for vote

12. **Public Comment**

13. **Trustees remarks**

14. **Adjournment**

Port Malabar Holiday Park
Profit & Loss Budget Performance
October 2014

	Oct 14	YTD Oct 14	Annual Budget	$ Budget Left	% Budget Used
Ordinary Income/Expense					
Income					
325 · Special Assessments					
0325200 · Gross Assessments	0.00	0.00	1,476,288.00	1,476,288.00	0.0%
0325290 · Assessment Adjustments	0.00	0.00	-51,788.00	-51,788.00	0.0%
0325295 · Transfered to Debt Service Fund	-21,849.25	-21,849.25	-262,200.00	-240,350.75	8.33%
Total 325 · Special Assessments	-21,849.25	-21,849.25	1,162,300.00	1,184,149.25	-1.88%
334-389 · Other Revenue Sources					
0341900 · Service Charges	496.30	496.30	5,000.00	4,503.70	9.93%
0361100 · Interest Income	145.63	145.63	2,500.00	2,354.37	5.83%
0369900 · Other Income	0.34	0.34	2,000.00	1,999.66	0.02%
0369902 · Laundry Income	113.50	113.50	1,000.00	886.50	11.35%
0369903 · Property Maintenance Income	0.00	0.00	0.00	0.00	0.0%
0389400 · Proprietary- Grants & Donations	0.00	0.00	0.00	0.00	0.0%
0389800 · Proprietary- Private contr	288.00	288.00		-288.00	
Total 334-389 · Other Revenue Sources	1,043.77	1,043.77	10,500.00	9,456.23	9.94%
Total Income	-20,805.48	-20,805.48	1,172,800.00	1,193,605.48	-1.77%
Gross Profit	-20,805.48	-20,805.48	1,172,800.00		
Expense					
511 · Gen Govt- Legislative					
0511451 · Board Bond Ins	33.74	33.74	700.00	666.26	4.82%
0511491 · Election Fees	0.00	0.00	1,600.00	1,600.00	0.0%
0511522 · Uniforms- Board	0.00	0.00	200.00	200.00	0.0%
Total 511 · Gen Govt- Legislative	33.74	33.74	2,500.00	2,466.26	1.35%
512-513 · Gen Govt- Exec, Fin & Admin					
0512130 · Payroll - Executive	4,024.04	4,024.04	47,250.00	43,225.96	8.52%
0512210 · Payroll Taxes - Executive	364.16	364.16	4,200.00	3,835.84	8.67%
0512230 · Health Insurance - Executive	900.81	900.81	11,050.00	10,149.19	8.15%
0512240 · Workers Comp Ins- Executive	182.27	182.27	2,800.00	2,617.73	6.51%
0512400 · Travel Reimb - Executive	0.00	0.00	200.00	200.00	0.0%

Port Malabar Holiday Park
Profit & Loss Budget Performance
October 2014

		YTD			
	Oct 14	Oct 14	Annual Budget	$ Budget Left	% Budget Used
0512551 · Education/Training- Exec	0.00	0.00	1,000.00	1,000.00	0.0%
0513130 · Payroll - Admin	3,548.33	3,548.33	44,100.00	40,551.67	8.05%
0513210 · Payroll Taxes - Admin	321.13	321.13	3,920.00	3,598.87	8.19%
0513230 · Health Insurance - Admin	1,079.95	1,079.95	13,200.00	12,120.05	8.18%
0513240 · Workers Comp Ins - Admin	160.59	160.59	2,170.00	2,009.41	7.4%
0513321 · Professional Fees - Auditing	0.00	0.00	13,500.00	13,500.00	0.0%
0513322 · Contract Accounting Services	825.00	825.00	10,200.00	9,375.00	8.09%
0513340 · Payroll-related Services	138.90	138.90	2,150.00	2,011.10	6.46%
0513341 · Temporary Office Services	0.00	0.00	500.00	500.00	0.0%
0513400 · Travel Reimb- Admin	0.00	0.00	200.00	200.00	0.0%
0513421 · Postage	5.75	5.75	2,000.00	1,994.25	0.29%
0513441 · Equipment Lease- Office	135.46	135.46	2,000.00	1,864.54	6.77%
0513462 · R&M Office Equipment	0.00	0.00	1,000.00	1,000.00	0.0%
0513495 · Advertising Legal	0.00	0.00	1,800.00	1,800.00	0.0%
0513496 · Bank Charges	20.00	20.00	300.00	280.00	6.67%
0513497 · Advertising - Office	0.00	0.00	0.00	0.00	0.0%
0513499 · Non Capitalized Equip- Office	0.00	0.00	1,500.00	1,500.00	0.0%
0513510 · Office Expense	223.15	223.15	5,000.00	4,776.85	4.46%
Total 512-513 · Gen Govt- Exec, Fin & Admin	11,929.54	11,929.54	170,040.00	158,110.46	7.02%
514 · Gen Govt- Legal Counsel					
0514311 · Professional Fees - Legal	0.00	0.00	8,000.00	8,000.00	0.0%
0514312 · Legal - Deed Rest. Enf.	472.50	472.50	3,000.00	2,527.50	15.75%
Total 514 · Gen Govt- Legal Counsel	472.50	472.50	11,000.00	10,527.50	4.3%
519 · Gen Govt- Other Gen Govt					
0519411 · Telephone & Communications	575.40	575.40	6,500.00	5,924.60	8.85%
0519431 · Utilities - Electric	4,587.73	4,587.73	62,000.00	57,412.27	7.4%
0519432 · Utilities - Gas	0.00	0.00	2,000.00	2,000.00	0.0%
0519433 · Utilities - Water & Sewer	148.57	148.57	9,000.00	8,851.43	1.65%
0519434 · Storm Water Management	665.51	665.51	3,100.00	2,434.49	21.47%
0519442 · Equipment Lease- General	95.00	95.00	1,150.00	1,055.00	8.26%
0519451 · Insurance - Liability	864.07	864.07	9,800.00	8,935.93	8.82%

Port Malabar Holiday Park
Profit & Loss Budget Performance
October 2014

	Oct 14	YTD Oct 14	Annual Budget	$ Budget Left	% Budget Used
0519452 · Insurance - Property	1,284.00	1,284.00	14,700.00	13,416.00	8.74%
0519462 · Property Maintenance Expense	0.00	0.00	4,500.00	4,500.00	0.0%
0519491 · Cable - TV	13,490.57	13,490.57	170,100.00	156,609.43	7.93%
0519497 · Other Expense	0.00	0.00	100.00	100.00	0.0%
0519499 · Non-Cap Equipment- Gen Govt	0.00	0.00	0.00	0.00	0.0%
0519521 · Supplies Decals & Badges	0.00	0.00	800.00	800.00	0.0%
0519541 · Taxes, Fees & Licenses	175.00	175.00	30,000.00	29,825.00	0.58%
Total 519 · Gen Govt- Other Gen Govt	21,885.85	21,885.85	313,750.00	291,864.15	6.98%
529 · Public Safety- Other Public Saf					
0529130 · Payroll - Gate	7,369.82	7,369.82	90,000.00	82,630.18	8.19%
0529210 · Payroll Taxes - Gate	667.83	667.83	8,100.00	7,432.17	8.25%
0529230 · Health Insurance - Gate	0.00	0.00	0.00	0.00	0.0%
0529240 · Workers Comp Ins- Gate	343.50	343.50	5,000.00	4,656.50	6.87%
0529460 · R&M Gate	0.00	0.00	1,700.00	1,700.00	0.0%
0529490 · Flags	0.00	0.00	300.00	300.00	0.0%
0529499 · Non Capitalize Equip- Gate	0.00	0.00	300.00	300.00	0.0%
0529520 · Supplies - Gate	14.28	14.28	1,000.00	985.72	1.43%
0529521 · Uniforms- Gate	0.00	0.00	200.00	200.00	0.0%
Total 529 · Public Safety- Other Public Saf	8,395.43	8,395.43	106,600.00	98,204.57	7.88%
539 · Physical Env- Other Phys Env					
0539130 · Payroll - Custodians	5,132.55	5,132.55	71,000.00	65,867.45	7.23%
0539210 · Payroll Taxes - Custodial	464.50	464.50	6,600.00	6,135.50	7.04%
0539230 · Health Ins- Custodial	951.26	951.26	11,650.00	10,698.74	8.17%
0539240 · Workers Comp Ins-Custodial	261.99	261.99	4,375.00	4,113.01	5.99%
0539400 · Travel Reimbursement Custodial	0.00	0.00	100.00	100.00	0.0%
0539461 · R&M Buildings	390.74	390.74	4,000.00	3,609.26	9.77%
0539462 · R&M Lighting- Rec Center	0.00	0.00	400.00	400.00	0.0%
0539463 · R&M Equipment	105.02	105.02	3,000.00	2,894.98	3.5%
0539499 · Non Capitalized Equip-Custodial	61.34	61.34	500.00	438.66	12.27%
0539520 · Custodial Supplies	667.38	667.38	4,000.00	3,332.62	16.69%
0539521 · Uniforms- Custodial	0.00	0.00	200.00	200.00	0.0%

Port Malabar Holiday Park
Profit & Loss Budget Performance
October 2014

	Oct 14	YTD Oct 14	Annual Budget	$ Budget Left	% Budget Used
Total 539 · Physical Env- Other Phys Env	8,034.78	8,034.78	105,825.00	97,790.22	7.59%
541 · Transportation- Road & Street					
0541461 · R&M Streets	189.99	189.99	1,000.00	810.01	19.0%
0541463 · R&M Signage	26.99	26.99	900.00	873.01	3.0%
0541464 · R&M Drainage	130.00	130.00	2,600.00	2,470.00	5.0%
Total 541 · Transportation- Road & Street	346.98	346.98	4,500.00	4,153.02	7.71%
572 · Culture/Rec- Parks & Recreation					
0572130 · Payroll - Grounds Crew	10,809.23	10,809.23	164,280.00	153,470.77	6.58%
0572210 · Payroll Taxes - Grounds	987.01	987.01	14,785.00	13,797.99	6.68%
0572230 · Health Insurance-Grounds	2,130.19	2,130.19	29,000.00	26,869.81	7.35%
0572240 · Workers Comp Ins-Grounds	532.28	532.28	8,200.00	7,667.72	6.49%
0572341 · Contract Svcs - Lawn Crew	8,138.48	8,138.48	65,000.00	56,861.52	12.52%
0572342 · Landscape Management	180.00	180.00	8,000.00	7,820.00	2.25%
0572431 · Landscape Trash Removal	145.00	145.00	2,200.00	2,055.00	6.59%
0572461 · R&M Grounds Equipment	1,433.78	1,433.78	4,500.00	3,066.22	31.86%
0572462 · R&M Pools & Rec Facilities	2,101.82	2,101.82	12,800.00	10,698.18	16.42%
0572463 · R&M Irrigation System	0.00	0.00	2,500.00	2,500.00	0.0%
0572464 · Sound Wall Maintenance	0.00	0.00	1,000.00	1,000.00	0.0%
0572468 · Vehicle Repair	0.00	0.00	2,000.00	2,000.00	0.0%
0572499 · Non Capitalized Equip-Grounds	319.00	319.00	2,500.00	2,181.00	12.76%
0572521 · Supplies - Grounds	202.86	202.86	4,500.00	4,297.14	4.51%
0572522 · Fuel	1,117.12	1,117.12	15,000.00	13,882.88	7.45%
0572524 · Supplies Recreational	0.00	0.00	1,800.00	1,800.00	0.0%
0572525 · Uniforms- Grounds	0.00	0.00	450.00	450.00	0.0%
0572526 · Landscape Supplies	115.68	115.68	3,300.00	3,184.32	3.51%
0572551 · Education/Training- Parks & Rec	0.00	0.00	300.00	300.00	0.0%
Total 572 · Culture/Rec- Parks & Recreation	28,212.45	28,212.45	342,115.00	313,902.55	8.25%
701 · Capital Outlay					
0519621 · Cap Outlay-Buildings & Imp	0.00	0.00	28,000.00	28,000.00	0.0%
0519631 · Cap Outlay-Infrastructure	0.00	0.00	15,000.00	15,000.00	0.0%
0519641 · Cap Outlay-Grounds Equipment	0.00	0.00	10,000.00	10,000.00	0.0%

Port Malabar Holiday Park
Profit & Loss Budget Performance
October 2014

	Oct 14	YTD Oct 14	Annual Budget	$ Budget Left	% Budget Used
0519642 · Cap Outlay-Furn, Fixt & Eq	4,008.00	4,008.00	2,000.00	-2,008.00	200.4%
Total 701 · Capital Outlay	4,008.00	4,008.00	55,000.00	50,992.00	7.29%
8000099 · Contingency Expense	0.00	0.00	41,470.00	41,470.00	0.0%
8581100 · Budgeted Return to Reserves	0.00	0.00	20,000.00	20,000.00	0.0%
Total Expense	83,319.27	83,319.27	1,172,800.00	1,089,480.73	7.1%
Net Ordinary Income	-104,124.75	-104,124.75	0.00		
Other Income/Expense					
Other Income					
2325200 · From Gross Assessments- DebtSvc	21,849.25	21,849.25	262,200.00	240,350.75	8.33%
Total Other Income	21,849.25	21,849.25	262,200.00	240,350.75	8.33%
Other Expense					
517 · Gen Govt Svcs- Debt Svc Payment					
2517710 · Principal Expense	19,446.38	19,446.38	212,100.00	192,653.62	9.17%
2517720 · Interest Expense	2,402.87	2,402.87	50,100.00	47,697.13	4.8%
Total 517 · Gen Govt Svcs- Debt Svc Payment	21,849.25	21,849.25	262,200.00	240,350.75	8.33%
Total Other Expense	21,849.25	21,849.25	262,200.00	240,350.75	8.33%
Net Other Income	0.00	0.00	0.00		
Net Income	**-104,124.75**	**-104,124.75**	**0.00**		

Port Malabar Holiday Park
Balance Sheet
As of October 31, 2014

	Oct 31, 14
ASSETS	
Current Assets	
Checking/Savings	
0101000 · TD Operating	59,924.10
0101100 · SunTrust Operating	41,047.40
0101500 · TD Fixed Rate Account	543,575.50
0102100 · Petty Cash	351.30
0104100 · SBA - Operating Account	80,112.61
Total Checking/Savings	725,010.91
Accounts Receivable	
0115100 · Accounts Receivable	1,185.82
Total Accounts Receivable	1,185.82
Total Current Assets	726,196.73
Fixed Assets	
0161900 · Land	223,836.00
0162900 · Buildings & Improvements	1,022,452.76
0163900 · AD - Buildings & Improvements	-689,589.28
0164900 · Infrastructure	3,306,457.73
0165900 · AD - Infrastructure	-626,581.61
0166910 · Furn, Fixtures & Equipment	93,082.72
0166920 · Grounds Equipment	77,526.71
0166930 · Computer Software	2,187.85
0167910 · AD - Furn, Fixtures & Equipment	-80,418.30
0167920 · AD - Grounds Equipment	-55,687.04
0167930 · AD - Computer Software	-2,187.85
Total Fixed Assets	3,271,079.69
Other Assets	
0155000 · Prepaid Expenses	11,969.03
0170910 · Capitalized Loan Fees	52,239.00
0170920 · Accum Amortization	-28,456.45
Total Other Assets	35,751.58
TOTAL ASSETS	4,033,028.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0202000 · Accounts Payable	14,887.64
Total Accounts Payable	14,887.64
Other Current Liabilities	
0203010 · Loan 1 Curr Portion - TD 5455	81,492.73
0203020 · Loan 2 Curr Portion - TD 2055	120,446.61
0203030 · Loan 3 Curr Portion - TD 9155	53,651.14
0216000 · Accrued Wages Payable	4,940.16
0217000 · Accrued Taxes Payable	449.92
0220000 · Customer Deposits	515.28
2215000 · Accrued Interest Payable	1,814.42
Total Other Current Liabilities	263,310.26
Total Current Liabilities	278,197.90
Long Term Liabilities	
0203910 · Loan 1- TD 5455	322,346.50
0203920 · Loan 2- TD 2055	529,418.40
0203930 · Loan 3- TD 9155	337,280.28
Total Long Term Liabilities	1,189,045.18
Total Liabilities	1,467,243.08

Port Malabar Holiday Park
Balance Sheet
As of October 31, 2014

	Oct 31, 14
Equity	
0271000 · Fund Balance- Unreserved	637,646.00
0274000 · Invested in capital assets	1,727,303.00
8007 · Retained Earnings	304,960.67
Net Income	-104,124.75
Total Equity	2,565,784.92
TOTAL LIABILITIES & EQUITY	4,033,028.00

Loan Balances at Month-End

		Loan 2055	Loan 9155	Loan 5455
QB Loan Balances on 09/30/2014		649,865.01	390,931.42	403,839.23
Less Principal Pymt in Debt Service Fund Acct				
00100002010000	For Month			
	Oct-14	-8,321.32	-4,438.02	-6,687.04
	Nov-14			
	Dec-14			
	Jan-15			
	Feb-15			
	Mar-15			
	Apr-15			
	May-15			
	Jun-15			
	Jul-15			
	Aug-15			
	Sep-15			
Calculated Loan Balances for QuickBooks		641,543.69	386,493.40	397,152.19
ME Loan Balances Per Bank Statements		641,543.69	386,493.40	397,152.19
Difference		0.00	0.00	0.00

PORT MALABAR HOLIDAY PARK

MOBILE HOME PARK RECREATIONAL DISTRICT
ARCHITECTURAL CONTROL COMMITTEE
Rules and Regulations

Meetings scheduled twice monthly on 2nd and 4th Tuesday at 9:00AM
Applications must be received in the District Office on Thursday
Prior to the next scheduled ACC meeting.

1. Homeowner shall be responsible for submitting an application for improvements on outside of unit to the Architectural Committee (ACC). Applications are available at the District Office or at www.holidayparkfl.com.
2. Improvements include:
    a. Addition to existing mobile (Florida room, screened-in room, sheds)*
    b. Adding electrical to existing Florida room, screened-in room, sheds*
    c. Closing in screened room with windows*
    d. All concrete work, driveway, walk ways, patios*
    e. Roof replacement if replaced with same style roof(no city permit required)
    f. Planting and removal of any tree or shrub (no city permit required) (ACC request, but no fee)
    g. Fencing of any type including fencing around garbage and recycle cans
    h. Removal and replacement of existing unit*

    *City of Palm Bay permit required
3. No work can begin until the completed application goes through the following types:
    a. ACC review and approval
    b. If approved, the project must be reviewed by City of Palm Bay and permit issued. If no permit is required, ask city employee to date and sign your request.
    c. Present city permit to District Office
    d. District Office will return your approved application
    e. Place approved application in front window of your unit
4. Approved forms not picked up will be filed in the owners file for future reference.

NEW UNIT

Realizing that from time to time owners within the Community wishing to remove their old unit and replace with new, some existing rules must be flexible.

Companies that manufacture homes only build in certain dimensions. Also lots in Holiday Park are irregular in size and shape. No homes older than 10 years.

The Architectural Control Committee shall have the authority to make exception from the rules under the following conditions:

1. Exceptions are not excessive.
2. There must be a good reason for the exception.

3. All set-backs front lines, sidelines and rear lines must be adhered to.
4. The exceptions must be approved by the majority of the quorum.
5. Exceptions are not in conflict with the Deed of Restrictions.

There shall be only single story homes permitted in the park and be a width of no less than 16 feet wide.

Owner and/or Contractor shall attend the committee meeting when an application for a new unit is presented to the committee.
The Homeowner or Contractor shall be responsible for locating all property lines and supply flagged markers a minimum of two (2) feet in height at each property marker.

A certified plotted survey will be required with the application when a unit is being replaced or placed on an empty lot.

All new units must have a utility room/shed at the end of the carport no less than 9x12 which includes electric and is attached to the roof.
Air Conditioning Compressors must be marked on the plans and placed at ground level either on side or back of the unit.

The unit shall not be placed upon any lot unless there is also affixed thereto a carport and a single driveway which shall be a minimum eleven feet (11') wide and minimum of thirty four feet (34') long, a double driveway a minimum of twenty feet (20') wide and eighteen (18)' long. Carport and driveway must be sufficient to accommodate two (2) vehicles.

No driveway/carports shall be allowed in front of the unit. Second driveway will be decided case-by case. Additional driveway should be in pavers. No cement on both sides of the mobile/driveway. Keep green in front of mobile.

Property Lines Home completely set up on piers, leveled with running gear and tongue removed. An eighteen (18") inch minimum clearance shall be established between the ground and the lowest point of any portion of the chassis I beams. Home and all permanent structures must be set back a minimum of ten (10) feet from property line on street side(s) and rear, side setbacks a minimum of six (6) feet.

Carports, Room Additions and Add-on-Structures outside the original footprint of the unit

1. Must be attached to original structure,
2. To be constructed to conform in appearance with original structure and of the same color as the unit.
3. Must have a full concrete pad and footers.
4. Be built to a set of plans approved by City Building Department.
5. Must be in compliance with ACC Rules and Regulations.
6. Obtain all City and Park permits required.

Sheds- Must be on cement blocks and have a skirting and tie-downs. May be placed adjacent to unit or a minimum of ten (10) feet from unit as long as shed conforms to all set-backs. Must apply to the ACC for approval before installation and comply with the city of Palm Bay restrictions/permits. All sheds not using vinyl skirting

must use a hardware cloth or wire mesh not to exceed ½ inch openings in size behind the block or brick to keep unwanted animals from under shed.
All Rubbermaid-type storage units must be backed up to your unit and tied down.

Skirting- Must be of stucco or vinyl and must be of a termite resistance material. The front of the home shall be closed solid, planters are optional. All older homes not using vinyl should use a hardware cloth or wire mesh not to exceed ½ inch openings in size behind the block or brick to keep unwanted animals from under home. All homes must have adequate ventilation, according to building code requirements. It is strongly suggested that all homes have a protection from weed eaters around the skirting.

Steps to enter the unit must not exceed eight (8) inches in height and no less than nine (9) inches in depth. Special exceptions may be made for handicapped persons and must conform to the Americans with Disability Act. Placement of all handicapped ramps must be approved by the Architectural Control Committee.

Gutters and Down Spouts that are installed on a unit should have elbow joints that are at least four (4") from the ground.

Sufficient Tie Downs must be attached to each unit and conforming with state and local codes.

No Garage allowed on any lot.

UNIT REMOVAL: Any owner removing a mobile shall have sixty (60) days to replace the unit, otherwise the lot must be returned to ground level. No structure shall remain above ground level, including but not limited to porches, foundations, carports, driveways, sheds and all concrete pads and any other man-made structure. Lot shall be completely covered with sod. Any delays may be brought to the ACC for consideration of an extension and approval on a case-by-case basis

Colors: Units, add-on and sheds being painted or re-sided must conform to the esthetic value of the community. Deep colors samples such as purple, blues, reds, black and browns must be approved by the Architectural Control Committee.

House Numbers: Three inches (3") inches to six inches (6") in height and must be attached to both sides of the mailbox and on the unit.

Plantings – New trees outside an established flowerbed must be preapproved by the A.C.C. All new plantings bordering mobile shall have a minimum 5 feet clearance from nearest obstacle, i.e. shrub, tree, fire hydrant, utility post, etc and **does not go over property line or into set-back.**

**** PLANTING WILL NOT BE APPROVED IF LOCATED IN EASEMENTS, OR RIGHT-OF-WAY.**

All areas that are left inaccessible to lawn mowers (under 5 feet grass area radius between obstacles) will be owner's responsibility. **Homeowners are responsible for keeping their yard clean and clear of stones and debris.**

Plantings should be bordered around the base out to the drop area and maintained as no weeding or weed eating will be done behind or between plantings or against trees less than 24 inches in diameter or free standing fruit trees. All plantings must be maintained in a weed-free state and trees must be kept trimmed. If this is not done the District will give you 30 day notice to do this work or give you the alternative of paying a fee for the service.

The committee shall compare your request with plant species that are commonly known as invasive. Two well-known invasive plantings that not allowed are all types of bamboo and peppertree. The District shall maintain a list of plants considered invasive by USDA.

Borders – All mulched or stone beds must be bordered with appropriate materials that creates a barrier between bed and grass area (acceptable borders are concrete stones abutted so not to allow growth between the stones, landscape timber, rolled plastic landscape trim 3" above ground level). **A border should be around plantings so there is a barrier for the weed eater to work against.**

Tree Removal –Approval must be received from A.C.C. prior to removing any tree on your property. The stump of any tree must also be removed to below ground level. If tree is on property line, owner must obtain written approval from all parties concerned.

All work is to be started within ninety (90) days of issuance and completed within sixty (60) days from starting date, weather permitting. Permit should be returned to the District Office upon completion of project. Contractor agrees no work will be done on Sundays and Legal National Holidays. Work hours are 8:00AM to 5:00PM.

THE ARCHITECTURAL CONTROL COMMITTEE SHALL HAVE THE AUTHORITY TO PLACE A STOP ORDER ON ANY PROJECT IN VIOLATION OF THESE GUIDELINES AND DEED RESTRICTIONS.

If you are in disagreement with your ACC rulings, you have the right to appeal to the Board of Trustees.

Updated November 25, 2014

Approved ACC Chairperson _____ Date _____

Board of Trustee Chairperson _____ Date _____

Approved on December 8, 2014 at Board of Trustee Meeting

ARTHITECTURAL CONTROL COMMITTEE

PORT MALABAR PARK RECREATION DISTRICT, A DEED RESTRICTED COMMUNITY

Application to **RENOVATE HOME EXTERIOR AND/OR PROPERTY** in Holiday Park Mobile Home District

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ Application fee $10.00.

The following information shall be required prior to start of construction/planting/alteration:

( ) This application must be approved and signed by ACC to be valid,

( ) Must have a City Building Permit, as/if required

( ) Permit must be brought to the District Office before work begins on the home

( ) Property pins on effected side shall be located and displayed by applicant

( ) Locate proposed work or addition on a copy of Final Engineering Survey for the home and lot. Show shape, dimensions, location and identity of area(s) where the work will take place. Use the same scale as that shown on the Survey. If proposed work cannot be clearly shown on a Final Engineering Survey, include a scale drawing as previously described. If trees must be removed, stumps must also be removed. Any structure must be set back a minimum of *10 feet* from property line on street side(s) and rear, side setbacks a minimum of *6 feet*. Construction and/or planting are **not** permitted in easements or setbacks.

( ) A $10.00 ACC fee shall accompany initial application.

_____

SIGNATURE OF APPLICANT

1. On the lines below, explain in detail exactly what is proposed

   _____

   _____

   _____

2. What materials are to be used (ie wood, aluminum, stucco, PVC,etc):

   _____

   _____

3. Who is to perform the work: (If owner, so state, if contractor or subcontractor(s), list name(s) and type of work each will perform, a copy of their license and insurance certificate.

   _____

   _____

4. Work will commence on _____ and be completed on _____ Approximate Dates).
5. Contractor agrees no work will be done on Sundays and Legal National Holidays. Work hours are 8:00AM to 5:00PM.

Approval is subject to applicant obtaining the required City of Palm Bay Building Permit.

Wherever the terms "home", "Mobile Home" or "Manufactured Home" are used herein it shall mean a mobile home defined in the corporate title of this District. Exterior of appurtenance (Patio, Utility Buildings, etc.)

should match siding of the mobile home or blend in architecturally. All accessory structures must be tied down.

All debris must be cleaned up daily and removed upon completion of project.

All materials must be stored in the carport.

Any Construction without an approved ACC Application will be stopped immediately.

***THESE INSTRUCTIONS, WHICH ARE MADE A PART OF THE APPLICATION TO CONSTRUCT, ARE UNDERSTOOD BY THE UNDERSIGNED.
"The undersigned hereby agrees to supply the ACC with any additional information and/or documentation which may be requested by the ACC."

The ACC reserves the right to visit work in progress and review work upon completion.

_____ _____
(Signature of contractor) (Signature of property owner)

APPLICATION RECEIVED DATE: _____

ACC PROCESSED: DATE: _____
Approved _____ Disapproved _____ Date _____

_____ _____
(MEMBER) (MEMBER)
REMARKS: _____

APPLICATIONS ARE GOOD FOR SIX (6) MONTHS

Revised November 25, 2014

ACC Chairperson _____ Date _____
Donna Matton
Board of Trustee Chairperson _____ Date _____
Joanne Gaughan
Approved on _____ at Board of Trustee Meeting

PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd NE
Palm Bay, FL 32907
Ph: 321-724-2240 Fax: 321-724-8166
Email: holidaypark@cfl.rr.com
Web: www.holidaypark.cc

Architectural Control Committee Application to **INSTALL HOME** in Holiday Park

District Overview

Port Malabar Holiday Park Mobile Home Park Recreation District is a community intended and operated for persons over 55 years of age under the Federal Fair Housing Act of 1988. It functions as a Special Taxing District according to Florida Statute 416. It is a subdivision of privately owned lots and homes which are deed-restricted. Regulations include, but are not limited to, size and number of pets, duration of stay of visitors, and architectural controls. A non-ad valorem assessment is levied which is paid annually in addition to real estate taxes. The District is administered by a Board of Trustees elected from Precinct 101 which is Holiday Park. The assessment covers employee wages, roads and drainage, ponds management, mowing operations, facilities and pool maintenance. Residents are provided basic cable, and gate access services 24/7.

NAME _____ DATE _____

ADDRESS _____

PHONE # _____ APPLICATION FEE $50.

1. **THE FOLLOWING INFORMATION WILL BE REQUIRED PRIOR TO APPROVAL. (PLEASE USE A CHECK LIST)**
   a. Year, make and model of mobile home
   b. Copy of manufacturer's specification and floor plan
   c. Location of proposed installation imposed on an Engineering Survey of the site, showing placement of permanent steps, air conditioner pad, and appurtenances.
   d. An enlarged scale drawing of the proposed work shall be submitted to clearly define the position and dimensions. Show existing trees and identify trees to be removed. This will not eliminate the need for a scale drawing on an Engineering Survey of the site.
   e. Copy of recorded title (warranty deed or similar recorded document)
   f. All Property Pins and house location pins to be located and visibly identified prior to approval by ACC and remain in place during entire construction period through to final occupancy.
   g. Permits must be brought to District Office before work begins on home.
   h. Hard copies of License and Insurance Acord must be attached to the application.
   i. A $50.00 fee shall accompany initial application. Re-submissions require additional $10.00 fees.
2. **MINIMUM INSTALLATIONS REQUIREMENTS**
   a. Home completely set up on piers, leveled with running gear and tongue removed. An 18" minimum clearance shall be established between the ground and the lowest point of any portion of the chassis I beams. Home and all permanent structures must be set back a minimum of 10 feet from property line on street side(s) and rear, side setbacks a minimum of 6 feet. Subject to change from City of Palm Bay Code Department.

b. Home tied down and inspected by law.
c. Driveway should be minimum 11 feet wide and 34 feet long to accommodate two parked vehicles. If the driveway can be utilized for parking vehicles side by side then the driveway should be at least 20 feet wide and 18 feet long. The sidewalk is not considered part of the parking space. Driveways/carports shall not be in front of the home. Driveway should flair at curb.
d. A concrete carport slab with approved roof, including posts and fascia.
e. Air conditioning units **shall not** be installed in the front (or street side) of mobile homes. Shall be on side if room permits or in the back of home.
f. Approved skirting material (ex: block, brick, stucco, vented aluminum or vinyl soffit material) sufficient to enclose the entire base of home, sheds and properly ventilated.
g. Landscaping with appropriate plants in accordance with the established Architectural Control Committee Rules and Regulations.
h. Shall have a utility building not smaller than 9' by 12' attached to carport at the rear or side of mobile.
i. Contractor shall remove old mobile from park immediately upon removal from lot.

3. **GENERAL INFORMATION**
   a. The provisions of the District, the City of Palm Bay and Buildings Code are applicable.
   b. No deviations may be made to alter grade levels of lot. All finished grade elevations at mobile must be minimum 30" from finished floor.
   c. The ACC shall maintain the right to visit the proposed home site to determine compatibility of applicant's home with established neighborhood homes, using impressions derived from visit.
   d. Construction shall be completed within sixty (60) days from starting date, weather permitting.
4. **APPLICANT IS RESPONSIBLE FOR:**
   a. Obtaining or having obtained Building Permits from Palm Bay Building Department and posting same in a conspicuous location. Permits must be brought to the District Office before work begins on home.
   b. Calling or having contractor call for required inspections by the Palm Bay Building Department.
   c. Owner **shall** file a re-submission application with ACC for approval of any deviations from the original application.
   d. Assuring the work is completed as specified in application drawings, specifications or re-submission as submitted.
   e. Owner **shall** obtain a Certified Building Location Drawing upon completion and furnish copy to District Office.
   f. The mobile shall not be used for any purpose until a valid Certificate of Occupancy has been issued by the City of Palm Bay.
   g. Any unauthorized changes shall result in an immediate "Stop Work Order"
5. **ACC FORM TO INSTALL MOBILE HOME**

   1. Who is to perform the work? List all contractors and sub-contractors, type of work each will perform, copies of their licenses, and insurance *Acord* form showing the District as additional insured.

_____

_____

_____

_____

_____

_____

2. Work will commence on _____ , completed on _____.
   (Approximate dates)
3. Contractor agrees no work will be done on Sundays and Legal National Holidays. Work hours are 8 A.M. to 5 P.M.

THESE INSTRUCTIONS, WHICH ARE MADE PART OF THE APPLICATION TO INSTALL, ARE UNDERSTOOD BY THE UNDERSIGNED.

"The undersigned hereby agrees to supply the ACC with any additional information and/or documentation which may be requested by the ACC"

_____ _____

(SIGNATURE OF PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE) (SIGNATURE OF CONTRACTOR OR BUILDER)

DATE APPLICATION RECEIVED: _____

_____

(SIGNATURE OF DISTRICT MANAGER)

DATE APPLICATION APPROVED: _____

ACC INITIALS: _____ _____

REMARKS:

_____

_____

_____

_____

***The undersigned acknowledges receipt of Architectural Control Committee Rules and Regulations.

_____

(SIGNATURE OF PROPERTY OWNER)

Original for the District Office and two (2) copies of completed application to the owner.

THIS APPLICATION IS VALID FOR SIX (6) MONTHS

Revised November 25, 2014

ACC Chairperson _____ Date _____
Donna Matton

Board of Trustee Chairperson _____ Date _____
Joanne Gaughan

Approved on _____ at Board of Trustee Meeting