



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

March 9, 2015 - 7:00 PM

Philius "Phil" Matton
Chairperson

Allison Kelly
1st Vice-Chairman

Joanne Gaughan
2nd Vice-Chairman

Rebecca "Becky" Earnest
Secretary

Marion "Molly" Stone
Assistant Secretary

Thomas "Tom" Mahon
Treasurer

Marilyn Spall
Assistant Treasurer

Harald Albinus
Trustee

Rodney "Rod" Lindsay
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. **Consideration of Approving the Board Meeting Minutes of January 26, 2015**
 - Attachment: January 26, 2015 meeting minutes
 - Motion to approve minutes
 - Trustee comment
 - Call for vote
7. **Treasure's Report – Presentation of the financial reports for the month of January 2015**
 - Attachment: January 31, 2015 – Revenues & Expense Report: Budget Performance, Balance Sheet, Loan Balances
 - Motion to accept report for audit
 - Trustee comment
 - Call for vote
8. **Consideration of disposing of old unpaid debt from the AR Aging Report**
 - Attachment: A/R Aging Report December 31, 2014
 - Motion to approve writing off old debt for amount of \$1184.82
 - Trustee comment
 - Public comment
 - Call for vote
9. **Consideration of setting “wage scales” for staff [tabled from 2-9-15]**
 - Attachment: Suggested Employee Wage Scale /Discussion / Recommendations
 - Motion to approve
 - Trustee comment
 - Public comment
 - Call for vote
10. **Review –updated job descriptions, review vacation, & sick day policy [tabled from 2-9-15]**
 - Attachment: (Rewritten Job Descriptions /Vacation & sick day policy
Previously provided to the Board)
 - Motion to approve
 - Trustee comment
 - Public comment
 - Call for vote



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11. Office Staffing

Review funding for office staff for full time position

Motion to approve

Trustee comment

Public comment

Call for vote

12. Budget 2015-2016

Discuss wish list for 2015-2016 and long term "5 year" project

13. Public Comment

14. Trustees remarks

15. Adjournment



BOARD OF TRUSTEES

WORKSHOP MEETING MINUTES

January 26, 2015 - 7:00 PM

1. Call to order

By: Philias "Phil" Matton, Chairman at 7:01 PM

2. Invocation

By: Rebecca "Becky" Earnest, Secretary

3. Pledge of Allegiance

By: Joanne Gaughan, 2nd Vice Chairman

4. Roll Call

By: Rebecca "Becky" Earnest, Secretary; Philias "Phil" Matton, Chairman; Allison Kelly, 1st Vice Chairman; Joanne Gaughan, 2nd Vice Chairman; Thomas Mahon, Treasurer; Marilyn Spall, Assistant Treasurer; Rebecca "Becky" Earnest, Secretary; Marion "Molly" Stone, Assistant Secretary; Harald Albinus, Trustee. All acknowledged their presence. Rodney "Rod" Lindsay, Trustee was absent. Cheryl Ennis, District Manager was present with Sharon Johnson recording. Jessica Saeger was also present.

5. Announcements by Chairman

Phil Matton reminded everyone that the Special Deed Restriction Meeting is scheduled for tomorrow evening at 7pm. This meeting has been scheduled for the entire community to be able to come and ask questions regarding the Deed Restrictions.

Phil Matton stated that he has requested the supervisors from the Gate, Grounds and Custodial staff to come before the Board on February 23, 2015 for a question and answer period.

6. Board Meeting Minutes – Consideration of Approving the Board Meeting Minutes of December 22, 2014

The minutes from the December 22, 2014 Workshop Meeting, were posted on the District web site and bulletin board for review as well as distributed to the Board prior to the meeting.

Becky Earnest made a motion to approve the Workshop Meeting Minutes of December 22, 2014. Joanne Gaughan seconded the motion. With no questions by the Board or residents, a vote was called. Motion carried

7. Consideration of hearing Appeal of ACC Decision Regarding Concrete Layout for 192 Holiday Park (applications previously submitted to the Board for review)

Motion to *(confirm and approve the A.C.C. decision-requiring owner to remove existing concrete)* or *(Motion to rescind the A.C.C. decision-requiring owner to remove existing concrete and approve application (as submitted) (or) with amendment)*

**Draft pending
approval by the
Board of Trustee**

Ms. Kendra Bender 192 Holiday Park Blvd asked to address the Board of Trustees regarding her home and property at 192 Holiday Park Blvd NE. (copy of appeal in office for review).

The District Manager had asked that all Board Members come to the office and listen to the audio of the ACC Meeting in question.

There was much discussion among the Board of Trustees, ACC Committee Members and the residents with regards to issues and the concrete driveway.

Allison Kelly was asked to read a letter from Rodney Lindsay with his opinion on the situation as he was unable to attend the meeting.

Allison Kelly made a motion with three (3) different opinions and then rescinded the motion, as only one motion can be made at a time.

Phil Matton stated that Holiday Park has stricter guidelines than what the City of Palm Bay has.

Thomas Mahon made a motion to rescind the ACC recommendations and approve Addendum B which does not have a shed in it which needs to be added using the existing driveway and angle concrete to the new carport which was submitted by Kendra Bender to the Board of Trustees. Harald Albinus seconded the motion. A vote was called, motion carried with 2 opposed.

Phil Matton abstained from voting due to a conflict of interest.

Joanne Gaughan asked the secretary to take a roll call. A roll call was then taken by the secretary Becky Earnest.

Allison Kelly	approve
Joanne Gaughan	opposed
Becky Earnest	opposed
Harald Albinus	approve
Marilyn Spall	approve
Tom Mahon	approve
Molly Stone	approve

With a vote of 5 -2

Allison Kelly suggested to both Donna Matton and David Peck from the ACC Board to maybe define no concrete against the mobile or define that sentence as it's all a matter of definition. That way it is clear and this does not happen again, as it is all a learning process.

Tom Mahon suggested that maybe if someone is appealing the ACC ruling we should have a process by going back to the ACC to try and work it out before coming before the Board.

8. Managers Report – Review of activities for the month of January

The District Manager's Report for January 2015 was posted on the District website and bulletin board for review as well as distributed to the Board prior to the meeting.

Cheryl Ennis reviewed the District Manager's report.

Phil Matton asked for a motion to accept the Manager's Report. Allison Kelly made the motion to accept the Manager's Report for January 2015. Becky Earnest seconded the motion. A vote was called, motion carried.

9. **Consideration of Approving Demolition of the Pool Utility Building.** Review quotes to demo pool utility building to remove valves, install solid pipe, and fill foundation. (Note: there is a possibility that, in reconnecting pipes, a portion of the pool deck may need to be removed to access and reconnect plumbing). All quotes are plus permit fees if required.

There are three (3) quotes that have been received:

Atlantic Excavation and Paradise Pools working together	Bid: \$7875.00
Space Coast Shotcrete	Bid: \$8500.00
Pool Doctors of Brevard	Bid: \$6200.00

Joanne Gaughan asked why the Pool Doctor's quote is only good until tomorrow 1-27. As Cheryl explained most companies give quotes for a short period of time and this quote was originally given on 12-9 which was good for 10 days but we dragged it out. Cheryl did call them this morning explained that there would be a meeting tonight so they stated that they will honor the quote thru January 27th.

Joanne Gaughan went on to ask about warranty and permitting from the Pool Doctor. Cheryl explained that it does include both.

Phil Matton asked that when the job is completed if it would be level with the pool deck. Cheryl explained that it will be ground level. Also it was explained that they may have to cut into the pool deck to get the PVC pipes refitted together but at this time it is an unknown, but no quotes have been given on this. The Pool Doctor has better knowledge than anyone else.

Joanne Gaughan asked the District Manager asked if she had a preference. As she explained, the community in the past have had experience with the Pool Doctor. Becky Earnest then asked what Cheryl's recommendation would be. As she stated, they all know what we want to do. One is as good as the other. If it has to do with cost, I'm sure that the Pool Doctor would be fine.

David Peck 1014 Willow CT asked if this was already presented to the Board and approved at the meeting of 12/22/14 with Brevard Electric for \$4891.70. Now we are back again going over the plumbing again, is this two (2) different projects? As Cheryl explained only the electrical was voted and approved at that time. The demolition of the pool utility room part was only for review. At that time there was only one quote and the board requires three quotes.

Allison Kelly made a motion that we accept the Atlantic Excavation proposal in the amount of \$5,375.00. Cheryl explained that there are two quotes as Atlantic and Paradise would be working together, so the bid would be \$7875.00. Allison decided to rescind that motion as she was not aware that they would be working together.

Becky Earnest made a motion to approve demolition of the pool utility room for \$6,200.00 with Pool Doctor. Harald Albinus seconded the motion. A vote was called, motion carried with 2 opposed.

Joanne Gaughan asked the secretary to take a roll call. A roll call was then taken by the secretary Becky Earnest.

Allison Kelly	approve
Joanne Gaughan	opposed
Becky Earnest	approve
Harald Albinus	approve
Marilyn Spall	opposed
Tom Mahon	absent (left meeting early)
Molly Stone	approve
Phil Matton	approve

With a vote of 5 -2

- 10. Consideration of approving purchase of an additional 20 Podocarpus for the fence along Holiday Park at the same price of \$55.00 each installed total of \$1100.00 (Palm House recommended planting shrubs closer than original bushes in order to achieve objective of creating a solid hedge)**

Cheryl Ennis was asked by Joanne Gaughan what kind of warranty would come with these bushes. She explained that they come with a one year warrantee.

Becky Earnest asked Cheryl if there was enough money, Cheryl responded by stating that we had funds in the Landscaping Account.

Becky Earnest made a motion to buy twenty (20) more Podocarpus to be put along the fence at a price of \$55.00 each. Joanne Gaughan seconded the motion. A vote was called, motion carried.

- 11. Discuss - Powers and Duties of the A.C.C.**

Phil Matton explained that he had this put on the agenda for the people to be able to ask questions and better understand the ACC and as to what their duties are. Phil Matton asked if residents have any questions regarding the ACC. With no questions, he went on to say that they keep this place from being a trailer park.

- 12. Consideration of approving the A.C.C.'s form for home removal**

Molly Stone stated that it would be clearer if all changes are underlined, so that we know what the differences are from what is already in effect.

Joanne Gaughan feels that there are still many changes that need to be made to make it correct. She went on to note several changes that need to be made. With that said, she does not feel that this form regarding Home Removal should be approved at this time, until all corrections are made. Joanne then went on to say that she is willing to work with Patti regarding these changes before coming back to the Board.

Allison Kelly asked if we collect copies of license and insurance before contractors can work in the park. Joanne Gaughan responded that the office does collect this information.

Becky Earnest made a motion regarding corrections that Joanne spoke about be made on this form then brought back to the next Board Meeting. Molly Stone seconded the motion. A vote was called, motion carried.

13. Public Comment

John LaLima 1055 Sunflower that form needs to go back to the ACC Board for our approval before going back to the Board for your approval. The ACC Board needs to decide what changes are to be made.

Howard Sprague 126 Holiday Park Blvd. asked about the loans that we took out 10 years ago for roads, where does this loan stand now, do we keep on adding to it. Also, the lightening that we are doing, he hopes that we are getting advice before doing anymore, because what you are doing is wrong. We do not need lights shining in your eyes as you pull into the Rec Center.

Bob Shearer 382 Holiday Park Blvd. wants to comment on the powers and duties of the ACC Committee. He has heard a lot of remarks stating that Palm Bay never gets back to them, and they never answer. I am on their email list and they send me things every week on updates and everything going on in Palm Bay. He tries to attend either a meeting once a month or some kind of conference. He thinks maybe members of the ACC committee should try and attend some meetings to get the updates and find out what is going on in the area.

14. Trustee Remarks

Molly Stone – nothing at this time

Marilyn Spall – nothing at this time but thanked everyone for coming

Harald Albinus – spoke with Cheryl regarding ordering 4 more Wireless Microphones

Joanne Gaughan – wanted to let Howard Sprague know that we still have 3 outstanding loans, 2 of them have exceptionally low interest rates but it is posted on the Board every month for everyone to see.

Becky Earnest – reminder that the next Fundraiser will be at the Texas Roadhouse on Feb. 19th.

Allison Kelly – wanted to thank everyone for their patience and understanding tonight but it was a very good meeting, the Board is here for everyone not just some of us.

Phil Matton asked Cheryl the status of the Blue Shirts for the Trustees. Cheryl explained that she was still waiting for a couple of Trustees to come to the office with their sizes so that she can order them.

15. Adjournment

A motion to adjourn was made by Becky Earnest and seconded by Allison Kelly. A vote was called Motion carried. The meeting was adjourned at 8:45pm.

Port Malabar Holiday Park Profit & Loss Budget Performance January 2015

Ordinary Income/Expense	Jan 15	Oct '14 - Jan 15	Annual Budget	\$ Budget Left	% Budget Used
Income					
325 · Special Assessments					
0325200 · Gross Assessments	82,929.26	1,109,762.90	1,476,288.00	366,525.10	75.17%
0325290 · Assessment Adjustments	-2,456.39	-43,974.26	-51,788.00	-7,813.74	84.91%
0325295 · Transferred to Debt Service Fund	-21,849.25	-87,397.00	-262,200.00	-174,803.00	33.33%
Total 325 · Special Assessments	58,623.62	978,391.64	1,162,300.00	183,908.36	84.18%
334-389 · Other Revenue Sources					
0341900 · Service Charges	1,161.05	2,866.55	5,000.00	2,133.45	57.33%
0361100 · Interest Income	301.76	855.18	2,500.00	1,644.82	34.21%
0369900 · Other Income	5,320.00	7,063.34	2,000.00	-5,063.34	353.17%
0369902 · Laundry Income	172.00	636.25	1,000.00	363.75	63.63%
0369903 · Property Maintenance Income	5,743.98	5,743.98	0.00	-5,743.98	100.0%
0389400 · Proprietary- Grants & Donations	0.00	0.00	0.00	0.00	0.0%
0389800 · Proprietary- Private contr	969.97	1,257.97		-1,257.97	
Total 334-389 · Other Revenue Sources	13,668.76	18,423.27	10,500.00	-7,923.27	175.46%
Total Income	72,292.38	996,814.91	1,172,800.00	175,985.09	84.99%
Gross Profit	72,292.38	996,814.91	1,172,800.00	175,985.09	84.99%
Expense					
511 · Gen Govt- Legislative					
0511451 · Board Bond Ins	33.33	134.64	700.00	565.36	19.23%
0511491 · Election Fees	40.00	40.00	1,600.00	1,560.00	2.5%
0511522 · Uniforms- Board	10.00	10.00	200.00	190.00	5.0%
Total 511 · Gen Govt- Legislative	83.33	184.64	2,500.00	2,315.36	7.39%
512-513 · Gen Govt- Exec, Fin & Admin					
0512130 · Payroll - Executive	4,024.04	15,966.36	47,250.00	31,283.64	33.79%
0512210 · Payroll Taxes - Executive	364.14	1,444.92	4,200.00	2,755.08	34.4%
0512230 · Health Insurance - Executive	900.81	3,603.24	11,050.00	7,446.76	32.61%
0512240 · Workers Comp Ins- Executive	182.29	729.14	2,800.00	2,070.86	26.04%
0512400 · Travel Reimb - Executive	0.00	0.00	200.00	200.00	0.0%
0512551 · Education/Training- Exec	228.00	228.00	1,000.00	772.00	22.8%
0513130 · Payroll - Admin	3,899.88	14,435.55	44,100.00	29,664.45	32.73%

Port Malabar Holiday Park Profit & Loss Budget Performance January 2015

	Jan 15	Oct '14 - Jan 15	Annual Budget	\$ Budget Left	% Budget Used
0513210 · Payroll Taxes - Admin	352.94	1,306.42	3,920.00	2,613.58	33.33%
0513230 · Health Insurance - Admin	1,079.95	4,319.80	13,200.00	8,880.20	32.73%
0513240 · Workers Comp Ins - Admin	160.61	642.42	2,170.00	1,527.58	29.61%
0513321 · Professional Fees - Auditing	0.00	11,000.00	13,500.00	2,500.00	81.48%
0513322 · Contract Accounting Services	825.00	3,335.60	10,200.00	6,864.40	32.7%
0513340 · Payroll-related Services	455.00	999.90	2,150.00	1,150.10	46.51%
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	18.65	123.05	2,000.00	1,876.95	6.15%
0513441 · Equipment Lease- Office	135.46	541.84	2,000.00	1,458.16	27.09%
0513462 · R&M Office Equipment	164.30	164.30	1,000.00	835.70	16.43%
0513495 · Advertising Legal	0.00	0.00	1,800.00	1,800.00	0.0%
0513496 · Bank Charges	0.00	60.00	300.00	240.00	20.0%
0513497 · Advertising - Office	0.00	0.00	0.00	0.00	0.0%
0513499 · Non Capitalized Equip- Office	1,489.96	1,489.96	1,500.00	10.04	99.33%
0513510 · Office Expense	276.89	1,719.50	5,000.00	3,280.50	34.39%
Total 512-513 · Gen Govt- Exec, Fin & Admin	14,557.92	62,110.00	170,040.00	107,930.00	36.53%
514 · Gen Govt- Legal Counsel					
0514311 · Professional Fees - Legal	748.00	783.00	8,000.00	7,217.00	9.79%
0514312 · Legal - Deed Rest. Enf.	262.50	1,785.00	3,000.00	1,215.00	59.5%
Total 514 · Gen Govt- Legal Counsel	1,010.50	2,568.00	11,000.00	8,432.00	23.35%
519 · Gen Govt- Other Gen Govt					
0519411 · Telephone & Communications	603.96	2,220.54	6,500.00	4,279.46	34.16%
0519431 · Utilities - Electric	5,016.53	19,739.84	62,000.00	42,260.16	31.84%
0519432 · Utilities - Gas	0.00	453.61	2,000.00	1,546.39	22.68%
0519433 · Utilities - Water & Sewer	340.42	1,103.40	9,000.00	7,896.60	12.26%
0519434 · Storm Water Management	368.55	1,335.72	3,100.00	1,764.28	43.09%
0519442 · Equipment Lease- General	95.00	380.00	1,150.00	770.00	33.04%
0519451 · Insurance - Liability	864.08	3,456.31	9,800.00	6,343.69	35.27%
0519452 · Insurance - Property	1,284.00	5,136.00	14,700.00	9,564.00	34.94%
0519462 · Property Maintenance Expense	5,743.98	5,743.98	4,500.00	-1,243.98	127.64%
0519491 · Cable - TV	14,151.39	54,623.10	170,100.00	115,476.90	32.11%

Port Malabar Holiday Park Profit & Loss Budget Performance January 2015

	Jan 15	Oct '14 - Jan 15	Annual Budget	\$ Budget Left	% Budget Used
0519497 - Other Expense	0.00	0.00	100.00	100.00	0.0%
0519499 - Non-Cap Equipment- Gen Govt	51.33	489.24	0.00	-489.24	100.0%
0519521 - Supplies Decals & Badges	0.00	0.00	800.00	800.00	0.0%
0519541 - Taxes, Fees & Licenses	28,886.58	29,660.13	30,000.00	339.87	98.87%
Total 519 - Gen Govt- Other Gen Govt	57,405.82	124,341.87	313,750.00	189,408.13	39.63%
529 - Public Safety- Other Public Saf					
0529130 - Payroll - Gate	7,649.44	31,065.47	90,000.00	58,934.53	34.52%
0529210 - Payroll Taxes - Gate	693.14	2,814.59	8,100.00	5,285.41	34.75%
0529230 - Health Insurance - Gate	0.00	0.00	0.00	0.00	0.0%
0529240 - Workers Comp Ins- Gate	343.52	1,374.06	5,000.00	3,625.94	27.48%
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	117.26	147.50	1,000.00	882.50	14.75%
0529521 - Uniforms- Gate	0.00	0.00	200.00	200.00	0.0%
Total 529 - Public Safety- Other Public Saf	8,803.36	35,401.62	106,600.00	71,198.38	33.21%
539 - Physical Env- Other Phys Env					
0539130 - Payroll - Custodians	5,349.36	21,794.66	71,000.00	49,205.34	30.7%
0539210 - Payroll Taxes - Custodial	484.12	1,972.41	6,600.00	4,627.59	29.89%
0539230 - Health Ins- Custodial	951.26	3,805.04	11,650.00	7,844.96	32.66%
0539240 - Workers Comp Ins-Custodial	262.02	1,048.05	4,375.00	3,326.95	23.96%
0539400 - Travel Reimbursement Custodial	0.00	0.00	100.00	100.00	0.0%
0539461 - R&M Buildings	61.48	987.83	4,000.00	3,012.17	24.7%
0539462 - R&M Lighting- Rec Center	608.24	644.70	400.00	-244.70	161.18%
0539463 - R&M Equipment	0.00	1,136.02	3,000.00	1,863.98	37.87%
0539499 - Non Capitalized Equip-Custodial	248.75	310.09	500.00	189.91	62.02%
0539520 - Custodial Supplies	776.74	1,512.10	4,000.00	2,487.90	37.8%
0539521 - Uniforms- Custodial	137.45	137.45	200.00	62.55	68.73%
Total 539 - Physical Env- Other Phys Env	8,879.42	33,348.35	105,825.00	72,476.65	31.51%
541 - Transportation- Road & Street					
0541461 - R&M Streets	65.40	265.60	1,000.00	734.40	26.56%
0541463 - R&M Signage	0.00	448.81	900.00	451.19	49.87%

Port Malabar Holiday Park Profit & Loss Budget Performance January 2015

	Jan 15	Oct '14 - Jan 15	Annual Budget	\$ Budget Left	% Budget Used
0541464 · R&M Drainage	130.00	579.99	2,600.00	2,020.01	22.31%
Total 541 · Transportation- Road & Street	195.40	1,294.40	4,500.00	3,205.60	28.76%
572 · Culture/Rec- Parks & Recreation					
0572130 · Payroll - Grounds Crew	11,855.15	45,678.85	164,280.00	118,601.15	27.81%
0572210 · Payroll Taxes - Grounds	1,081.60	4,168.52	14,785.00	10,616.48	28.19%
0572230 · Health Insurance-Grounds	2,130.19	8,520.76	29,000.00	20,479.24	29.38%
0572240 · Workers Comp Ins-Grounds	532.28	2,129.32	8,200.00	6,070.68	25.97%
0572341 · Contract Svcs - Lawn Crew	0.00	12,348.41	65,000.00	52,651.59	19.0%
0572342 · Landscape Management	350.00	970.00	8,000.00	7,030.00	12.13%
0572431 · Landscape Trash Removal	145.00	580.00	2,200.00	1,620.00	26.36%
0572461 · R&M Grounds Equipment	2,102.69	4,815.18	4,500.00	-315.18	107.0%
0572462 · R&M Pools & Rec Facilities	946.49	6,592.34	12,800.00	6,207.66	51.5%
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	0.00	366.49	2,500.00	2,133.51	14.66%
0572521 · Supplies - Grounds	83.85	647.17	4,500.00	3,852.83	14.38%
0572522 · Fuel	786.56	3,176.65	15,000.00	11,823.35	21.18%
0572524 · Supplies Recreational	131.54	251.76	1,800.00	1,548.24	13.99%
0572525 · Uniforms- Grounds	0.00	0.00	450.00	450.00	0.0%
0572526 · Landscape Supplies	2,200.00	2,430.43	3,300.00	869.57	73.65%
0572551 · Education/Training- Parks & Rec	0.00	0.00	300.00	300.00	0.0%
Total 572 · Culture/Rec- Parks & Recreation	22,345.35	92,675.88	342,115.00	249,439.12	27.09%
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	5,415.00	15,000.00	9,585.00	36.1%
0519641 · Cap Outlay-Grounds Equipment	0.00	13,100.00	10,000.00	-3,100.00	131.0%
0519642 · Cap Outlay-Furn, Fixt & Eq	0.00	4,008.00	2,000.00	-2,008.00	200.4%
Total 701 · Capital Outlay	0.00	22,523.00	55,000.00	32,477.00	40.95%
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%

Port Malabar Holiday Park
Profit & Loss Budget Performance
January 2015

	Jan 15	Oct '14 - Jan 15	Annual Budget	\$ Budget Left	% Budget Used
Total Expense	113,281.10	374,447.76	1,172,800.00	798,352.24	31.93%
Net Ordinary Income	-40,988.72	622,367.15	0.00		
Other Income/Expense					
Other Income					
2325200 - From Gross Assessments- DebtSvc	21,849.25	87,397.00	262,200.00	174,803.00	33.33%
Total Other Income	21,849.25	87,397.00	262,200.00	174,803.00	33.33%
Other Expense					
517 - Gen Govt Svcs- Debt Svc Payment					
2517710 - Principal Expense	19,472.27	77,832.95	212,100.00	134,267.05	36.7%
2517720 - Interest Expense	2,376.98	9,564.05	50,100.00	40,535.95	19.09%
Total 517 - Gen Govt Svcs- Debt Svc Payment	21,849.25	87,397.00	262,200.00	174,803.00	33.33%
Total Other Expense	21,849.25	87,397.00	262,200.00	174,803.00	33.33%
Net Other Income	0.00	0.00	0.00		
Net Income	-40,988.72	622,367.15	0.00		

Port Malabar Holiday Park Income & Expense by Fund January 2015

Ordinary Income/Expense

Income
325 - Special Assessments
0325200 - Gross Assessments
0325290 - Assessment Adjustments
0325295 - Transferred to Debt Service Fund

Total 325 - Special Assessments

334-389 - Other Revenue Sources

0341900 - Service Charges
0361100 - Interest Income
0369900 - Other Income
0369902 - Laundry Income
0369903 - Property Maintenance Income
0389800 - Proprietary- Private contr

Total 334-389 - Other Revenue Sources

Total Income

Gross Profit

Expense

511 - Gen Govt- Legislative
0511451 - Board Bond Ins
0511491 - Election Fees
0511522 - Uniforms- Board

Total 511 - Gen Govt- Legislative

512-513 - Gen Govt- Exec, Fin & Admin
0512130 - Payroll - Executive
0512210 - Payroll Taxes - Executive
0512230 - Health Insurance - Executive
0512240 - Workers Comp Ins- Executive
0512551 - Education/Training- Exec
0513130 - Payroll - Admin
0513210 - Payroll Taxes - Admin
0513230 - Health Insurance - Admin
0513240 - Workers Comp Ins - Admin
0513321 - Professional Fees - Auditing
0513322 - Contract Accounting Services
0513340 - Payroll-related Services
0513421 - Postage
0513441 - Equipment Lease- Office
0513462 - R&M Office Equipment
0513496 - Bank Charges
0513499 - Non Capitalized Equip- Office

	00 General		02 Debt Svc		TOTAL	
	Jan 15	Oct '14 - Jan 15	Jan 15	Oct '14 - Jan 15	Jan 15	Oct '14 - Jan 15
82,929.26	1,109,762.90	0.00	82,929.26	1,109,762.90		
-2,456.39	-43,974.26	0.00	-2,456.39	-43,974.26		
-21,849.25	-87,397.00	0.00	-21,849.25	-87,397.00		
58,623.62	978,391.64	0.00	58,623.62	978,391.64		
1,161.05	2,866.55	0.00	1,161.05	2,866.55		
301.76	855.18	0.00	301.76	855.18		
5,320.00	7,063.34	0.00	5,320.00	7,063.34		
172.00	636.25	0.00	172.00	636.25		
5,743.98	5,743.98	0.00	5,743.98	5,743.98		
969.97	1,257.97	0.00	969.97	1,257.97		
13,668.76	18,423.27	0.00	13,668.76	18,423.27		
72,292.38	996,814.91	0.00	72,292.38	996,814.91		
72,292.38	996,814.91	0.00	72,292.38	996,814.91		
33.33	134.64	0.00	33.33	134.64		
40.00	40.00	0.00	40.00	40.00		
10.00	10.00	0.00	10.00	10.00		
83.33	184.64	0.00	83.33	184.64		
4,024.04	15,966.36	0.00	4,024.04	15,966.36		
364.14	1,444.92	0.00	364.14	1,444.92		
900.81	3,603.24	0.00	900.81	3,603.24		
182.29	729.14	0.00	182.29	729.14		
228.00	228.00	0.00	228.00	228.00		
3,899.88	14,435.55	0.00	3,899.88	14,435.55		
352.94	1,306.42	0.00	352.94	1,306.42		
1,079.95	4,319.80	0.00	1,079.95	4,319.80		
160.61	642.42	0.00	160.61	642.42		
0.00	11,000.00	0.00	0.00	11,000.00		
825.00	3,335.60	0.00	825.00	3,335.60		
455.00	999.90	0.00	455.00	999.90		
18.65	123.05	0.00	18.65	123.05		
135.46	541.84	0.00	135.46	541.84		
164.30	164.30	0.00	164.30	164.30		
0.00	60.00	0.00	0.00	60.00		
1,489.96	1,489.96	0.00	1,489.96	1,489.96		

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Accrual Basis

Port Malabar Holiday Park Income & Expense by Fund January 2015

	00 General		02 Debt Svc		TOTAL	
	Jan 15	Oct '14 - Jan 15	Jan 15	Oct '14 - Jan 15	Jan 15	Oct '14 - Jan 15
0513510 • Office Expense	276.89	1,719.50	0.00	0.00	276.89	1,719.50
Total 512-513 • Gen Govt- Exec, Fin & Admin	14,557.92	62,110.00	0.00	0.00	14,557.92	62,110.00
514 • Gen Govt- Legal Counsel	748.00	783.00	0.00	0.00	748.00	783.00
0514311 • Professional Fees - Legal	262.50	1,785.00	0.00	0.00	262.50	1,785.00
0514312 • Legal - Deed Rest. Enf.	1,010.50	2,568.00	0.00	0.00	1,010.50	2,568.00
Total 514 • Gen Govt- Legal Counsel	603.96	2,220.54	0.00	0.00	603.96	2,220.54
519 • Gen Govt- Other Gen Govt	5,016.53	19,739.84	0.00	0.00	5,016.53	19,739.84
0519411 • Telephone & Communications	0.00	453.61	0.00	0.00	0.00	453.61
0519431 • Utilities - Electric	340.42	1,103.40	0.00	0.00	340.42	1,103.40
0519432 • Utilities - Gas	368.55	1,335.72	0.00	0.00	368.55	1,335.72
0519433 • Utilities - Water & Sewer	95.00	380.00	0.00	0.00	95.00	380.00
0519434 • Storm Water Management	864.08	3,456.31	0.00	0.00	864.08	3,456.31
0519442 • Equipment Lease- General	1,284.00	5,136.00	0.00	0.00	1,284.00	5,136.00
0519451 • Insurance - Liability	5,743.98	5,743.98	0.00	0.00	5,743.98	5,743.98
0519452 • Insurance - Property	14,151.39	54,623.10	0.00	0.00	14,151.39	54,623.10
0519462 • Property Maintenance Expense	51.33	489.24	0.00	0.00	51.33	489.24
0519491 • Cable - TV	28,886.58	29,660.13	0.00	0.00	28,886.58	29,660.13
0519499 • Non-Cap Equipment- Gen Govt	57,405.82	124,341.87	0.00	0.00	57,405.82	124,341.87
0519541 • Taxes, Fees & Licenses	7,649.44	31,065.47	0.00	0.00	7,649.44	31,065.47
Total 519 • Gen Govt- Other Gen Govt	693.14	2,814.59	0.00	0.00	693.14	2,814.59
529 • Public Safety- Other Public Saf	343.52	1,374.06	0.00	0.00	343.52	1,374.06
0529130 • Payroll - Gate	117.26	147.50	0.00	0.00	117.26	147.50
0529210 • Payroll Taxes - Gate	8,803.36	35,401.62	0.00	0.00	8,803.36	35,401.62
0529240 • Workers Comp Ins- Gate	5,349.36	21,794.66	0.00	0.00	5,349.36	21,794.66
0529520 • Supplies - Gate	484.12	1,972.41	0.00	0.00	484.12	1,972.41
Total 529 • Public Safety- Other Public Saf	951.26	3,805.04	0.00	0.00	951.26	3,805.04
539 • Physical Env- Other Phys Env	262.02	1,048.05	0.00	0.00	262.02	1,048.05
0539130 • Payroll - Custodians	61.48	987.83	0.00	0.00	61.48	987.83
0539210 • Payroll Taxes - Custodial	608.24	644.70	0.00	0.00	608.24	644.70
0539230 • Health Ins- Custodial	0.00	1,136.02	0.00	0.00	0.00	1,136.02
0539240 • Workers Comp Ins-Custodial	248.75	310.09	0.00	0.00	248.75	310.09
0539461 • R&M Buildings	776.74	1,512.10	0.00	0.00	776.74	1,512.10
0539462 • R&M Lighting- Rec Center	137.45	137.45	0.00	0.00	137.45	137.45
0539463 • R&M Equipment	8,879.42	33,348.35	0.00	0.00	8,879.42	33,348.35
0539499 • Non Capitalized Equip-Custodial	65.40	265.60	0.00	0.00	65.40	265.60
0539520 • Custodial Supplies	0.00	448.81	0.00	0.00	0.00	448.81
0539521 • Uniforms- Custodial						
Total 539 • Physical Env- Other Phys Env						
541 • Transportation- Road & Street						
0541461 • R&M Streets						
0541463 • R&M Signage						

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Accrual Basis

Port Malabar Holiday Park Income & Expense by Fund January 2015

	00 General		02 Debt Svc		TOTAL	
	Jan 15	Oct '14 - Jan 15	Jan 15	Oct '14 - Jan 15	Jan 15	Oct '14 - Jan 15
0541464 · R&M Drainage	130.00	579.99	0.00	0.00	130.00	579.99
Total 541 · Transportation- Road & Street	195.40	1,294.40	0.00	0.00	195.40	1,294.40
572 · Culture/Rec- Parks & Recreation	11,855.15	45,678.85	0.00	0.00	11,855.15	45,678.85
0572130 · Payroll - Grounds Crew	1,081.60	4,168.52	0.00	0.00	1,081.60	4,168.52
0572210 · Payroll Taxes - Grounds	2,130.19	8,520.76	0.00	0.00	2,130.19	8,520.76
0572230 · Health Insurance-Grounds	532.28	2,129.32	0.00	0.00	532.28	2,129.32
0572240 · Workers Comp Ins-Grounds	0.00	12,348.41	0.00	0.00	0.00	12,348.41
0572341 · Contract Svcs - Lawn Crew	350.00	970.00	0.00	0.00	350.00	970.00
0572342 · Landscape Management	145.00	580.00	0.00	0.00	145.00	580.00
0572431 · Landscape Trash Removal	2,102.69	4,815.18	0.00	0.00	2,102.69	4,815.18
0572461 · R&M Grounds Equipment	946.49	6,592.34	0.00	0.00	946.49	6,592.34
0572462 · R&M Pools & Rec Facilities	0.00	366.49	0.00	0.00	0.00	366.49
0572499 · Non Capitalized Equip-Grounds	83.85	647.17	0.00	0.00	83.85	647.17
0572521 · Supplies - Grounds	786.56	3,176.65	0.00	0.00	786.56	3,176.65
0572522 · Fuel	131.54	251.76	0.00	0.00	131.54	251.76
0572524 · Supplies Recreational	2,200.00	2,430.43	0.00	0.00	2,200.00	2,430.43
0572526 · Landscape Supplies	22,345.35	92,675.88	0.00	0.00	22,345.35	92,675.88
Total 572 · Culture/Rec- Parks & Recreation	0.00	0.00	0.00	0.00	0.00	0.00
701 · Capital Outlay	0.00	5,415.00	0.00	0.00	0.00	5,415.00
0519631 · Cap Outlay-Infrastructure	0.00	13,100.00	0.00	0.00	0.00	13,100.00
0519641 · Cap Outlay-Grounds Equipment	0.00	4,008.00	0.00	0.00	0.00	4,008.00
0519642 · Cap Outlay-Furn, Fixt & Eq	0.00	22,523.00	0.00	0.00	0.00	22,523.00
Total 701 · Capital Outlay	113,281.10	374,447.76	0.00	0.00	113,281.10	374,447.76
Total Expense	-40,988.72	622,367.15	0.00	0.00	-40,988.72	622,367.15
Net Ordinary Income	0.00	0.00	21,849.25	87,397.00	21,849.25	87,397.00
Other Income/Expense	0.00	0.00	21,849.25	87,397.00	21,849.25	87,397.00
2325200 · From Gross Assessments- DebtSvc	0.00	0.00	21,849.25	87,397.00	21,849.25	87,397.00
Total Other Income	0.00	0.00	21,849.25	87,397.00	21,849.25	87,397.00
Other Expense	0.00	0.00	19,472.27	77,832.95	19,472.27	77,832.95
517 · Gen Govt Svcs- Debt Svc Payment	0.00	0.00	2,376.98	9,564.05	2,376.98	9,564.05
2517710 · Principal Expense	0.00	0.00	21,849.25	87,397.00	21,849.25	87,397.00
2517720 · Interest Expense	0.00	0.00	21,849.25	87,397.00	21,849.25	87,397.00
Total 517 · Gen Govt Svcs- Debt Svc Payment	0.00	0.00	21,849.25	87,397.00	21,849.25	87,397.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00

Port Malabar Holiday Park
Income & Expense by Fund
January 2015

	00 General		02 Debt Svc		TOTAL	
	Jan 15	Oct '14 - Jan 15	Jan 15	Oct '14 - Jan 15	Jan 15	Oct '14 - Jan 15
Net Income	-40,988.72	622,367.15	0.00	0.00	-40,988.72	622,367.15

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03/02/15
Accrual Basis

Port Malabar Holiday Park

Balance Sheet

As of January 31, 2015

	<u>Jan 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
0101000 · TD Operating	48,380.12
0101500 · TD Fixed Rate Account	1,322,480.70
0102100 · Petty Cash	920.00
0104100 · SBA - Operating Account	80,146.16
Total Checking/Savings	1,451,926.98
Accounts Receivable	
0115100 · Accounts Receivable	6,929.80
Total Accounts Receivable	6,929.80
Total Current Assets	1,458,856.78
Fixed Assets	
0161900 · Land	223,836.00
0162900 · Buildings & Improvements	1,022,450.76
0163900 · AD - Buildings & Improvements	-689,588.28
0164900 · Infrastructure	3,306,456.73
0165900 · AD - Infrastructure	-626,581.61
0166910 · Furn, Fixtures & Equipment	93,083.72
0166920 · Grounds Equipment	77,526.71
0166930 · Computer Software	2,187.85
0167910 · AD - Furn, Fixtures & Equipment	-80,420.30
0167920 · AD - Grounds Equipment	-55,688.04
0167930 · AD - Computer Software	-2,187.85
Total Fixed Assets	3,271,075.69
Other Assets	
0155000 · Prepaid Expenses	13,389.28
Total Other Assets	13,389.28
TOTAL ASSETS	<u>4,743,321.75</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0202000 · Accounts Payable	9,428.64
Total Accounts Payable	9,428.64
Other Current Liabilities	
0203010 · Loan 1 Curr Portion - TD 5455	81,492.73
0203020 · Loan 2 Curr Portion - TD 2055	80,587.61
0203030 · Loan 3 Curr Portion - TD 9155	53,651.14
0216000 · Accrued Wages Payable	13,689.39
0217000 · Accrued Taxes Payable	1,246.21
0220000 · Customer Deposits	1,315.28
2215000 · Accrued Interest Payable	1,814.42
Total Other Current Liabilities	233,796.78
Total Current Liabilities	243,225.42
Long Term Liabilities	
0203910 · Loan 1- TD 5455	322,346.50
0203920 · Loan 2- TD 2055	569,277.40
0203930 · Loan 3- TD 9155	337,280.28
Total Long Term Liabilities	1,228,904.18
Total Liabilities	1,472,129.60

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Accrual Basis

Port Malabar Holiday Park
Balance Sheet
As of January 31, 2015

	<u>Jan 31, 15</u>
Equity	
0271000 · Fund Balance- Unreserved	822,384.00
0274000 · Invested in capital assets	1,826,441.00
Net Income	<u>622,367.15</u>
Total Equity	<u>3,271,192.15</u>
TOTAL LIABILITIES & EQUITY	<u>4,743,321.75</u>

Fixed Asset Acquisition
FY2015

Date	Exp Acct	Asset Acct Desc	Location	Function	Description	Amount
10/15/14	0519642	Furn, Fixtures & Eq	Rec Hall	Parks & Rec	New sound system	2,829.00
10/20/14	0519642	Furn, Fixtures & Eq	Rec Hall	Gen Govt	2000 RPM Burnisher machine (floor polisher)	1,179.00
11/13/14	0519641	Grounds Equipt	Grounds	Parks & Rec	New Kubota F2690 E mower (see trade-ins \$750)	13,850.00
11/21/14	0519631	Infrastructure	Pool Area	Parks & Rec	Resurface bocce court	5,415.00
YTD						23,273.00
10/15/14	0519642	Furn, Fixtures & Eq		Parks & Rec	Sound System	2,829.00
10/20/14	0519642	Furn, Fixtures & Eq		Gen Govt	Floor Polisher	1,179.00
11/13/14	0519641	Grounds Equipt	Grounds	Parks & Rec	Kubota mower	13,850.00
11/21/14	0519631	Infrastructure	Pool Area	Parks & Rec	Resurface bocce court	5,415.00

Loan Balances at Month-End

	<u>Loan 2055</u>	<u>Loan 9155</u>	<u>Loan 5455</u>
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	-8,305.76	-4,426.38	-6,667.85
Dec-14	-8,340.82	-4,449.84	-6,723.65
Jan-15	-8,326.25	-4,439.00	-6,707.02
Feb-15			
Mar-15			
Apr-15			
May-15			
Jun-15			
Jul-15			
Aug-15			
Sep-15			
Calculated Loan Balances for QuickBooks	616,570.86	373,178.18	377,053.67
ME Loan Balances Per Bank Statements	616,570.86	373,178.18	377,053.67
Difference	0.00	0.00	0.00

**Port Malabar Holiday Park
A/R Aging Summary
As of January 31, 2015**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
101 Cheswick	0.00	0.00	0.00	0.00	75.00	75.00
1042 Moonlight	0.00	0.00	0.00	0.00	200.00	200.00
105 Holiday Park Blvd	0.00	957.33	0.00	0.00	0.00	957.33
1071 Wood Ct	0.00	957.33	0.00	0.00	0.00	957.33
1074 Moonlight Ct	0.00	957.33	0.00	0.00	0.00	957.33
1128 Center Ln	0.00	957.33	0.00	0.00	0.00	957.33
1170 Keystone	0.00	0.00	0.00	0.00	65.00	65.00
1183 Greenvew	0.00	0.00	0.00	0.00	150.00	150.00
1285 Dove Ct	0.00	0.00	0.00	0.00	150.00	150.00
140 Holiday Park Blvd	0.00	957.33	0.00	0.00	0.00	957.33
146 Holiday Park Blvd	0.00	0.00	0.00	0.00	110.00	110.00
194 Holiday Park Blvd	0.00	0.00	0.00	0.00	150.00	150.00
220 Blossom	0.00	0.00	0.00	0.00	125.00	125.00
240 Berry Ct	0.00	957.33	0.00	0.00	0.00	957.33
357 Holiday Park Blvd	0.00	0.00	0.00	0.00	75.00	75.00
383 Holiday Park Blvd	0.00	0.00	0.00	0.00	50.00	50.00
Pressley, Derrick	0.00	0.00	0.00	0.00	35.82	35.82
TOTAL	0.00	5,743.98	0.00	0.00	1,185.82	6,929.80

↑
need board
approval to
write these
off.

Abandon
properties where
maintenance was
done in 2012 &
expensed in 2012



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

Memo: Wages 2015-02a-Salary

To: The Board of Trustees
From: Cheryl Ennis, District Manager
Date: March 6, 2015
Subject: Employee Salary Rates

Grounds:

Mower Operators				
Starting Pay	90-Day Review	6-Month Review	1-Year Review	2-Year Review
\$9.75	Up to \$10.25	Up to \$10.75	Up to \$11.25	Up to \$11.75
Grounds Maintenance				
Starting Pay	90-Day Review	6-Month Review	1-Year Review	2-Year Review
\$9.00	Up to \$9.50	Up to \$10.00	Up to \$10.50	Up to \$11.00

Janitorial/General Building Maintenance:

Janitorial/General Building Maintenance				
Starting Pay	90-Day Review	6-Month Review	1-Year Review	2-Year Review
\$9.60	Up to \$10.10	Up to \$10.60	Up to \$11.10	Up to \$11.60
Head - Janitorial/General Building Maintenance				
Starting Pay	90-Day Review	6-Month Review	1-Year Review	2-Year Review
\$10.35	Up to \$10.85	Up to \$11.35	Up to \$11.85	Up to \$12.35

Gate:

Gate Attendant				
Starting Pay	90-Day Review	6-Month Review	1-Year Review	2-Year Review
Up to \$8.36	Up to \$8.61	Up to \$8.86	Up to \$9.11	Up to \$9.36
Supervisor - Gate Attendant				
Starting Pay	90-Day Review	6-Month Review	1-Year Review	2-Year Review
Up to \$9.36	Up to \$9.61	Up to \$10.86	Up to \$10.11	Up to \$10.36

Administrative:

Administrative Assistant				
Starting Pay	90-Day Review	6-Month Review	1-Year Review	2-Year Review
\$11.50	Up to \$12.00	Up to \$13.00	Up to \$14.00	Up to \$15.00
District Clerk				
Starting Pay	90-Day Review	6-Month Review	1-Year Review	2-Year Review
\$10.00	Up to \$10.50	Up to \$11.00	Up to \$11.75	Up to \$13.50