



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEES

WORKSHOP MEETING AGENDA

April 27, 2015 - 7:00 PM

Philias "Phil" Matton
Chairperson

Allison Kelly
1st Vice-Chairman

Joanne Gaughan
2nd Vice-Chairman

Rebecca "Becky" Earnest
Secretary

Marion "Molly" Stone
Assistant Secretary

Vacant
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. **Employee Health Insurance Plan**
Review of Proposal by “One Insurance Group, Inc.” presented by Christopher Robinson, MBA, President, and Diane Langford, Agent

Consideration of approving One Insurance Group Inc. as employee health insurance agent

Motion to approve agency change
Trustee comment
Public comment
Call for vote

Consideration of approving new insurance plans and setting employee co-pays

Motion to approve insurance plan or plans with co-pays
Trustee comment
Public comment
Call for vote

7. **Consideration of Approving the Board Meeting Minutes of February 23, 2015, March 23, 2015, and April 10, 2015**

Attachment: February 23, 2015 meeting minutes
Motion to approve minutes
Trustee comment
Call for vote

Attachment: March 23, 2015 meeting minutes
Motion to approve minutes
Trustee comment
Call for vote

Attachment: April 10, 2015 meeting minutes
Motion to approve minutes
Trustee comment
Call for vote



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

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8. Manager's Report

Review of District activities for the month of April

Attachment: District Managers Report
Motion to approve report
Trustee comments
Public comments
Call for vote

9. Budget 2015-2016

Review of the 2015-2016 tentative budget and proposed "5-year" project plan

Trustee Comments
Public Comments

10. Review of Door Material for Recreation Hall

Attachments: Specifications for Aluminum and Fiberglass Door Systems
Trustee Comments
Public Comments
Motion to obtain quotes for (Aluminum or Fiberglass) Door Systems
Call for vote

11. Workers Compensation

Consideration of setting policy for employees injured on the job: whether or not to pay for days missed prior to workers compensation. (Currently the District has no policy to pay employees who are injured on the job. Workers compensation does not start for 5 days after injury.)

Trustee comment
Public comment
Call for vote

12. District Managers Contract Renewal

Consideration of approving the contract renewal for the District Manager (contract ends June 2015)

Trustee comment
Public comment
Call for vote

13. Dog size allowed in District

Review of the dog size restriction and size of visiting dogs allowed into the District
Directions to staff

14. Public Comment

15. Trustees remarks

16. Adjournment

PORT MALABAR HOLIDAY PARK

Rates Effective 06/01/2015

OPTION 4 - Change Plan to New Platinum Plan & add Second Silver option

		Current	Alternate High Option	Alternate Low Option
Health First		HF24	Platinum HMO Select 80 5037	Silver HMO Select 50 5334
		HMO	HMO	HMO
Deductible				
Individual (In/Out)		\$0 / NA	\$0 / NA	\$2,200 / NA
Family (In/Out)		\$0 / NA	\$0 / NA	\$4,400 / NA
Member Coinsurance (In/Out)		20% / NA	20% / NA	50% / NA
Out-of-pocket Max				
Individual (In/Out)		\$3,000 / NA	\$3,000 / NA	\$6,350 / NA
Family (In/Out)		\$6,000 / NA	\$6,000 / NA	\$12,700 / NA
Lifetime Maximum		Unlimited	Unlimited	Unlimited
Office Visit Copay				
PCP Visit (In/Out)		\$20 / NA	\$20 / NA	Visits 1-4 \$35 PCP, or \$50 Specialist or \$50 Urgent Care, Visit 5+, 50% / NA
Specialist Visit (In/Out)		\$40 / NA	\$40 / NA	Visits 1-4 \$35 PCP, or \$50 Specialist or \$50 Urgent Care, Visit 5+, 50% / NA
Preventive Services (In/Out)		\$0 / NA	\$0 / NA	\$0 / NA
Urgent Care (In/Out)				
Urgent Care (In/Out)		\$50 / NA	\$40 / NA	Visits 1-4 \$35 PCP, or \$50 Specialist or \$50 Urgent Care, Visit 5+, 50% / NA
Emergency Room (In/Out)		\$250 / \$250	\$150 / \$150	50% / 50%
Outpatient Diagnostic Tests (x-rays and blood work) (In/Out)		\$0, labs; 20%, x-rays / NA	\$0, labs; 20%, x-rays / NA	50%, labs; 50%, x-rays / NA
Advanced Imaging (CT, MRI, PET scans) (In/Out)		\$250 / NA	\$175 / NA	50% / NA
Outpatient Surgery Services (In/Out)		\$200 / NA	\$200 / NA	50% / NA
Inpatient Hospital Services (In/Out)		\$250 per day, days 1-5 / NA	\$250 per day, days 1-5 / NA	50% / NA
Ambulance (In/Out)		\$150 / \$150	\$250 / \$250	50% / 50%
Prescription Drugs (In/Out)		\$2/\$15/\$30/\$50/20% / NA	\$2/\$15/\$30/\$50/30% / NA	\$2/\$15/\$30/\$50/30% / NA
Gym Membership				
Gym Membership		Included	Included	Included
Employee 1 (45)	1	\$472.37	\$498.25	\$337.91
Employee 2 (38)	1	\$360.89	\$429.93	\$291.58
Employee 3 (56)	1	\$985.27	\$805.00	\$545.95
Employee 4 (59)	1	\$1,040.44	\$898.17	\$609.13
Employee 5 (63)	1	\$1,181.19	\$1,018.59	\$690.80
Employee 6 (59)	1	\$1,040.44	\$898.17	\$609.13
Employee 7 (37)	1	\$360.89	\$427.17	\$289.70
Employee 8 (32)	1	\$292.33	\$408.19	\$276.83
	8			
Monthly Total		\$5,733.82	\$5,383.47	\$3,651.03
Annual Total		\$68,805.84	\$64,601.64	\$43,812.36
Annual Decrease			-\$4,204.20	-\$24,993.48
% of Annual Decrease			-6.11%	-36.32%

All 2015 plans include pediatric dental and vision care.

Holiday Park

Monthly Cost

Annual Cost

Annual Decrease

HP Pays 90%

\$5,160.44

\$61,925.26

HP Pays 80%

\$4,306.78

\$51,681.31

-\$10,243.94

Minimum Savings

HP Pays 100%

\$3,285.93

\$39,431.12

-\$22,494.13

Potential Maximum Savings



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Boulevard NE
Palm Bay, Florida 32907-2196
321-724-2240 fax 321-724-8166
holidaypark@holidayparkfl.com

Board of Trustees
Workshop Meeting Minutes
February 23, 2015

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, 2st Vice Chairman

4. **Roll Call**

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

5. **Announcements by Chairman**

Phil Matton had spoken with Tom Mahon and he is coming along well and making progress. As Phil stated he has a lot of good ideas. We wish him a speedy recovery.

Almost half the ballots have been given out. We are trying to cut down on mailing by handing out as many as possible, before we have to mail out the balance.

Phil had asked Cheryl to work with Marilyn Spall on moving funds around to hire Jessica as a full time employee. Jessica has agreed to work full time so we are going to see what we can do.

There are some problems with the back pond with debris around that needs to be picked up. At the moment there is only one bridge left and there used to be three. Jack Arling from Holiday Park who is a carpenter stated that the bridges need to be 6 feet wide and materials to fix and repair these bridges will probably run between \$800 and \$1000.00 per bridge.

6. **Financial Audit (2013-'14)**

Independent financial audit report for fiscal year ending September 30, 2014

Ross Whitley, from Berman Hopkins Wright & LaHam CPA's and Associates presented an overview of the financial audit for year ending September 30, 2014. The Board received the completed Financial Audit for review prior to the meeting. Ross Whitley indicated there were several "tests" performed on the District's financial system, all which passed with no issues. He stated that the audit went really well this year.

Workshop Meeting

February 23, 2015

David Peck 1014 Willow CT stated in a prior meeting we were able to contribute more into our reserves and asked where our reserves are presently? Also do you audit other districts such as Holiday Park and finally what would you consider an adequate number to put into reserves?

Mr. Whitley stated that as far as the reserves Holiday Park added \$220,000 into reserves at the end of the year.

There really isn't any hard fast rule but most places try to keep 3-6 months in reserves that aren't dedicated but after that you can set aside other moneys for designated purpose.

Barbara Hoffman 1021 Little CT. stated that as there are many lots in the park that have tax certificates that haven't been paid in the last 5 years. What would be your recommendation?

As Mr. Whitley, stated that Holiday Park is not alone in this. Currently there are not as many as it has been in the past years.

Bob Shearer 382 Holiday Park wanted to congratulate Cheryl on a job well done. Usually I come to the microphone and complain, he wanted to be the first to say excellent job.

Becky Earnest made a motion to accept the audit as presented by Ross Whitney. Marilyn Spall seconded the motion. A vote was called. Motion carried.

7. Managers Report

The District Manager's Report for February 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. Marilyn Spall made the motion to accept the Manager's Report for February 2015. Becky Earnest seconded the motion.

With no questions or comments from the Board or audience, a vote was called, motion carried.

8. Department Heads - Review of Responsibilities

Phil Matton had asked for the supervisor of each department to come and give the people a little synopsis

Gate Supervisor – Bruce Gilbert – has been here for 14 years, he has 7 employees under him, all scheduling is done by him. He feels that it works best with retiree's looking for only part time work.

John LaLima 1055 Sunflower asked why when there is a backup does some of the attendants leave the gate open to let people in. Bruce explained that the gate should be closed after every vehicle enters and will remind his staff.

Workshop Meeting

February 23, 2015

Marilyn Spall asked Bruce for a brief statement as to the procedure of calling people in. Bruce explained that there is List for people that have been called in by the resident. If they are not on the list they have to go over to the side and get in touch with the resident that they are visiting to have them call the gate so that they will be able to enter the park.

Rene St Pierre 222 Fantasy Ct asked about decals that are faded and how they are handling it. As Bruce explained, we are sending the people to the office to replace the decals, we are aware that there was a problem with the decals fading.

Joanne Gaughan asked about handling people walking in. Bruce explained that there is a list for people walking or on bicycles.

Bob Shearer 382 Holiday Park asked if Bruce feels that it is a safety issue when crossing over from the gate house. Bruce stated that it can be a real problem as it is a bad set up with having to cross over to go over to the vehicles coming in. Many people just do not stop when going out.

Marilyn Spall asked about the bell system that the grounds crew put across the road. Bruce explained that it is used all the time and feels that it was a very good idea.

Rod Lindsay asked about UPS / Fed Ex or BrightHouse, as to whether or not they have to be called in. As Bruce explained certain vehicles are allowed in at all times.

As Marilyn stated unless it is an emergency vehicle all vehicles should be called in.

Custodial Staff - Jose Rivera - has been here for almost four years, he has three people under him. We take care of the pool and the patio area, painting, and we do all minor maintenance repairs, along with cleaning and setting up for all functions in the hall.

Joanne Gaughan asked if the maintenance manual is useful to him. As he explained it is very useful.

Phil Matton explained that Jose has done an excellent job on the floor in the Rec Hall.

Grounds Staff – Pat Hartwell – has been here for 28 years, he has 4 people during the winter and spring but once the grass starts to grow we add on 3 – 4 temporary's from Manpower. Originally, he was hired just to mow grass, it has progressed over the years to a lot of different things in the park. We try to mow about 175 houses everyday in the summer as weather permits.

John LaLima 1055 Sunflower Lane asked if it was possible for the "weed eaters" to work from the carport out.

Bob Shearer thanked Pat for 28 years of continuing service. He then asked Pat if he was thrown into the job of supervisor. Pat explained that he does not mind being a supervisor and stated that he really feels that it is a nice park and if he really minded it he would not have been here 28 yrs.

David Peck 1014 Willow Ct. has heard that you are the mechanic and tries to keep everything in

Workshop Meeting

February 23, 2015

proper order, and wonders if you have enough equipment to do your job properly. Right now we do not have a backup mower. Life expectancy on a mower is 4 years with what we do. Major equipment problems we do send it out for repair.

Rene St.Pierre 222 Fantasy CT. weed eaters go from left to right and we disagree on that. We also disagree about using the equipment to run back and forth, is there anything we can do to cut down on the mileage.

Rod Lindsay stated regarding Mr. St Pierre concerns, if we buy another gator then we need another person, as far as what is being done with the park and how they maintain it, I can't think of another person that I would want beside Pat and he ends up taking a beating all the time.

Marilyn Spall stated that with the 704 lots plus the District property as well, we should be replacing mowers more than what we are. She knows that the grounds crew has done more than what was in the original deed restrictions. She wants to thank Pat, Jose and Bruce for all they do

Jean Roderick 1063 Sunflower Lane, stated nothing is even when they mow the lawn, why is that?

As Pat stated, most grounds are not even, every yard is different and they are not level and every type of grass mows differently.

Helen Ferguson 1127 Keystone CT. just wants to say that she thinks the grounds crew does a fantastic job and we really appreciate what they are doing.

Joanne Gaughan asked Pat who his backup was in case he was out. Pat explained, he has been training Felix Tanco and he feels that he is about the best of anyone he has trained and seems to pick things up quickly.

Howard Sprague 126 Holiday Park thinks that Pat should drive around instead of being on a mower working. He thinks that you should be supervising and if anything is needed then you can go get it.

As Pat explained, they work as a group and he sees what's going on. When Leo McManus was a Trustee, he had me on a golf cart and that only lasted a month before I was put on a mower.

Phil Matton stated that when a complaint comes into the office, Pat will go over and check it out, then get together with the office to have it recorded.

9. Trustee project updates

Rod Lindsay's project is Roads / Maintenance and Compound Area. There has been some problems with the roads, and Cheryl seems to know about them before I do. As far as the employees, we have a happy group and everyone works together, which means a lot when getting the job done. Compliments are very few and far between. Storage Compound will be coming up soon for decals.

Molly Stone – none

Workshop Meeting

February 23, 2015

Joanne Gaughan – Complaints are being taken care of – the majority is for 150 Holiday Park and at this time she is in a facility. If and when we receive updates the office will notify the Board.

Becky Earnest stated that the ACC has had a couple of members who have resigned so they will be looking for new members. If anyone is interested please come forward.

Allison Kelly - none

Phil Matton had a complaint about cigarette butts being dropped on the road and not being picked up.

10. Public Comment

John LaLima 1055 Sunflower Lane would like to see some of money in the surplus to be put into additional trimming trees especially in the back by the pond.

Bob Shearer 382 Holiday Park enjoyed all the supervisors coming up but has a problem with employees smoking. This is something that should be addressed.

Barbara Hoffman 1021 Little CT. commends everyone for the wonderful job that was done on the Deed Restrictions. But she is very upset with the people who are in constant violation and nothing is being done.

11. Trustee Remarks

Rod Lindsay asked that anyone who has not picked up their ballots to please do so. The cost of mailing out ballots is over \$4.00 for each property.

Becky Earnest wanted to let everyone know that the fund raiser at the Texas Road House raised \$350.00. She stated that the next fundraiser was going to be at Chili's on March 19th.

12. 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.



BOARD OF TRUSTEES: WORKSHOP MEETING MINUTES

MARCH 23, 2015 at 7:00 PM

1. **Call to order**
By: Philias "Phil" Matton, Chairman at 7:02 PM
2. **Invocation**
By: Rebecca "Becky" Earnest, Secretary
3. **Pledge of Allegiance**
By: Philias "Phil" Matton, Chairman
4. **Roll Call**
By Rebecca "Becky" Earnest, Secretary: Philias "Phil" Matton, Chairman; Allison Kelly, 1st Vice Chairman; Joanne Gaughan, 2nd Vice Chairman; Marilyn Spall, Assistant Treasurer; Rebecca "Becky" Earnest, Secretary; Marion "Molly" Stone, Assistant Secretary; Rodney "Rod" Lindsay, Trustee; Harald Albinus, Trustee, all acknowledged their presence. Absent: Thomas Mahon, Treasurer Others Present: Cheryl Ennis, District Manager and Jessica Saeger recording.
5. **Announcements by Chairman:**
Phil Matton gave an explanation to the residents regarding the absence of Sharon Johnson. Phil Matton specified that all ballots should be returned to the District office by March 26, 2015. All ballots will be officially counted on March 27, 2015.
6. **Resignation- Trustee/Treasurer Tom Mahon's (District 4):**
Phil Matton announced receiving a letter of resignation for Tom Mahon. Becky Earnest made a motion to accept Tom Mahon's letter of resignation. Allison Kelly seconded the motion. A vote was called, motion carried.
7. **Managers Report:**
Presentation of March 2015 monthly report was made by Cheryl Ennis. The Board discussed issues surrounding the lack of communication around Sharon Johnson's accident. A decision was made on how the District Manager and the Board would handle such incidents in the future. A motion to approve the managers report was made by Molly Stone. Marilyn Spall seconded the motion. A vote was called, motion carried.
8. **Independent Auditor for Ballot Count:**
A motion to accept the quote from Berman Hopkins Wright & Laham was made by Becky Earnest. Marilyn Spall seconded the motion.

Bob Shearer, 382 Holiday Park Boulevard, asked is it mandatory by law to get an outside organization to provide these services.

Cheryl Ennis explained that it is not mandatory. Although due to some resident's concerns on the vote procedures and their privacy, we requested an auditor.



PORT MALABAR HOLIDAY PARK
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Marilyn Spall wanted everyone to know this was an anticipated cost and it was built into the budget.

Allison Kelly discussed her concerns regarding the District spending money on an individual auditor.

Phil Matton reminded everyone the voting procedures will be open to the public and thanked everyone for their input.

A vote was called on the motion to accept the quote from Berman Hopkins Wright & Laham, motion carried, with one opposed.

9. Special Meeting:

The Board discussed setting a date for special meeting to review employee job descriptions, sick and vacation schedule, and rules and regulations. A date was set for Friday April 10, 2015 at 1:00 PM.

10. Amendment to ACC Rules and Regulations:

The City of Palm Bay does not address topics on wind mills and solar panels. The ACC Board requested the approval for updates to state, no winds mill on any lot and solar panels (only on roofs). David Peck represented the ACC Board and presented the new updates to the Board. A motion to approve the new updates to the ACC was made by Becky Earnest. Joanne Gaughan seconded the motion. A vote was called, motion carried.

11. Pump for Cold Pool:

Marilyn Spall made a motion to approve the repair to rebuild the pump for the cold pool in the amount of six hundred ninety dollars (\$690.00). Rod Lindsay seconded the motion.

Allison Kelly wanted clarification that this pump is a spare. Cheryl Ennis explained it is a spare pump and we always keep one on hand for each pool. The estimate is higher than usual because the pump needs to be rewound.

A vote was called to approve the repair in the amount of six hundred ninety dollars (\$690.00), motion carried.

12. Appointments to Architectural Control Committee:

David Peck, 1014 Willow Court, on behalf of the ACC Chairman, introduced Bud Getz and requested acceptance for Bud Getz as a new ACC Board member. David Peck explained the ACC is still looking for one more alternate. He stated the only requirement for an ACC member is to be a home owner in Holiday Park not a Florida resident. A motion to accept the appointment for Bud Getz to the ACC Board was made by Joanne Gaughan. Becky Earnest seconded the motion. A vote called, motion carried.

13. Facility Improvement "Possibilities":

A presentation was made by Bud Getz on potential physical layouts of the Recreation building for all indoor activities.

Joanne Gaughan announced her appreciation for the time spent on the drawings.



PORT MALABAR HOLIDAY PARK
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Becky Earnest commended everyone involved.

Marilyn Spall wanted to thank everyone for their hard work.

14. Public Comment:

Bob Shearer, 382 Holiday Park Boulevard, voiced his concerns on the way Management handled the recent pool shut down.

15. Trustee Remarks:

Rod Lindsay thanked everyone for participating and coming to the meeting.

Molly Stone expressed her concerns for residents that are not watching Bright House Channel 732. She doesn't know what the answer is, but there is a communication problem in the community.

Marilyn Spall thanked everyone for coming and supporting us.

Harald Albinus stated he would like to work on following Robert's Rules of Order guidelines.

Joanne Gaughan mentioned that she would like the Board to be advised by Cheryl on how Jessica's twenty-five (25) hours will be utilized.

Becky Earnest stated that one (1) Board position remains open. Anyone interested to please contact Cheryl Ennis or Phil Matton, but you do need to be a Florida resident. She reminded everyone about the upcoming fundraiser at Memaw's. She thanked everyone for coming this evening.

Allison Kelly reiterated to the residents we will establish a five (5) year plan. She is concerned with the lack of communication regarding the budget and we are at the end of March. She thanked everyone for coming, the comments are great. She agrees changes do need to be made. As a Board we are working together and trying to move forward.

Joanne Gaughan mentioned in anticipation to Tom Mahon's resignation, she took the liberty to speak to Jean Beach, who has considerable knowledge in the field. Jean Beach is willing to help assist in any way possible.

Phil Matton stated that he spoke with Jean Beach as well. She is willing to assist in any way possible.

16. Adjournment:

There being no further business, a motion to adjourn was made by Becky Earnest and seconded by Allison Kelly. A vote was called, motion carried. The meeting adjourned at 8:40 PM.



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Boulevard NE
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BOARD OF TRUSTEES: SPECIAL MEETING MINUTES

April 10, 2015 at 1:00 PM

1. Call to order

By: Philias "Phil" Matton, Chairman at 1:00 PM

2. Invocation

By: Rebecca "Becky" Earnest, Secretary

3. Pledge

By: Philias "Phil" Matton, Chairman

4. Roll Call

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

5. Announcements by Chairman:

Philias "Phil" Matton stated a property owner wanted information about employees. He asked all trustees to think about whether a home owner has the right to know financial information of employees (ie., salary, vacation). Phil Matton asked Cheryl Ennis to put it on the next agenda.

Marilyn Spall stated the public does receive this information. The budget shows employee's information but as a total, not per person.

The Chairman, Phil Matton, did not want to discuss it today because it is not on the agenda. He asked the trustees to think about if a property owner has the right to know financial information of employees and it will be up for discussion at the next meeting.

6. Employee Vacation & Medical Policy:

The Board of Trustees reviewed the vacation and medical policy.

Harald Albinus made a motion to leave vacation time as the same calculations (.01923 hours). Becky Earnest seconded the motion.

Joanne Gaughan state the information shows a maximum approval for both medical and vacation will be twice the annual award. This information is incorrect, it should be one. Joanne asked Cheryl Ennis, District Manager, if the information given for the manual is brand new. Cheryl explained the information came from an online source. She did take out information that did not apply to employees.



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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Becky Earnest stated the employee manual has not been approved, but we are voting on the calculations of .01923 hours for vacation time.

Cheryl Ennis explained that she was asked to put it on the agenda for discussion, the way the District office calculates vacation time and medical for employees. It was said the calculations (.01923 hours) should not be done that way. We should be discussing if we should keep the calculations the same or not.

Bruce Crabb, 442 Neighborly Court, asked if there will be public comments. Joanne stated it is not on the agenda. Cheryl Ennis explained public comments are only if the District is making financial changes.

Molly Stone asked if we will be addressing every aspect of the policy manual.

Becky Earnest made a motion to leave the medical calculations the same. Harald Albinus seconded the motion.

Bruce Crabb, 442 Neighborly Court, he is upset with incorrect information coming from the District office.

A vote was called on the motion to leave the vacation time the same calculations, motion carried, one opposed.

A vote was called on the motion to leave medical calculations the same, motion carried, two opposed.

7. Employee Job Descriptions:

The Board considered the updated job descriptions previously distributed to the Board (tabled from 2-9-15). The Board requested a separate date to meet specifically for job descriptions so the descriptions can be looked at line by line.

Harald Albinus made a motion to table this topic. Molly Stone seconded the motion.

Marilyn Spall asked to set a date to discuss.

Molly Stone asked if the Board could receive all information for meetings in a timely manner.

Marilyn Spall made a motion for a Special Meeting on Tuesday, April 28, 2015 at 6:00 PM to discuss only job descriptions. Joanne Gaughan seconded the motion.

Patty Peck, 1014 Willow Court, asked if the projector could be used to show the job descriptions to the public.

A vote was called to table employee job descriptions, motion carried.

A vote was called to set a Special Meeting to discuss only job descriptions, motion carried.

8. Holiday Park Rules & Regulations:

The Board of Trustees recommends the District Rules & Regulations to be separated from the policies. The Board requested a separate meeting for Holiday Park rules and regulations and policies.



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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Joanne Gaughan made a motion for this packet to be separated into two (2) separate packets, rules and regulations and policy as it is written. Then address it as two (2) separate issues and discuss each individually. Becky Earnest seconded the motion.

A meeting was set for Wednesday May 6, 2015 at 6:00 PM, to discuss Holiday Park rules and regulations.

A vote was called to address and separate rules and regulations and policies, motion carried.

9. Employee Manual:

The Board of Trustees recommendations and suggestions on the "Employee Manual" (previously distributed to the Board). The Board requested a separate meeting to discuss the employee manual. A meeting was set for Tuesday May 12, 2015 at 1:00 PM, to discuss employee manual.

10. Adjournment:

There being no further business, a motion to adjourn was made by Becky Earnest and seconded by Marilyn Spall. A vote was called and motion carried. The meeting adjourned at 2:20 PM.



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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4/22/15

Manager's Report – April 2015

1. Quotes are in process for door replacement. We are looking at options for all metal doors or fiberglass doors. The Board will need to determine type of door to have quoted so I can provide “apples to apples” quote.
2. The Pool Dr. has completed the demo at the utility room. The contractor damaged a portion of the existing fence. A quote for the repair was supplied to the Pool Dr. who gave us a certified check for the damage. We are waiting for the deck be repaired. When that is complete, the replacement fence will be installed. We anticipate the deck repair to be finished this week.
3. We had some problems with the cold pool, which was closed for several days while we determined the problem. The maintenance staff rewired some of the deteriorated electrical and we had electrician come out and hook everything back up to the transformer.
4. The Palm House has been called to look at shrubs at the entrance. We are waiting to hear back from them about replacements.
5. We are starting to increase the grounds staffing for the summer season. We have one Manpower staff person starting this week and have a second tentatively scheduled to begin next week.
6. Office staff has been working on budget and minutes. We have scheduled compound decals replacement for Thursday, April 30 from 9:00 to Noon. Residents need to bring their RV's, Trailers etc. to the recreation building along with the vehicle registration.
7. The City of Palm Bay is moving forward with putting in a driveway to the lift station at the Americana gate. They are hiring a contractor to move the fence back and clearing trees and shrubs along the fence line. They will be keeping us posted as the project progresses.

Port Malabar Holiday Park 2015-2016 Budget Proposal

DRAFT - 4/10/15, 4/24/15

	2015-2016		
	Budget	Proposed Adjustment	Proposed Budget
0 General Fund			
Income			
325 · Special Assessments			
0325200 · Gross Assessments	1,476,288		1,476,288
0325290 · Assessment Adjustments	-51,788		-51,788
0325295 · Transferred to Debt Service Fund	-262,200		-262,200
Total 325 · Special Assessments	1,162,300	0	1,162,300
334-389 · Other Revenue Sources			
0341900 · Service Charges	5,000		5,000
0361100 · Interest Income	2,500		2,500
0369900 · Other Income	2,000		2,000
0369902 · Laundry Income	1,000		1,000
0369903 · Property Maintenance Income	0		0
0389400 · Proprietary- Grants & Donations	0		0
0389800 · Proprietary- Private contr			0
Total 334-389 · Other Revenue Sources	10,500	0	10,500
Total Budgeted Income (General Fund)	1,172,800	0	1,172,800
Expense			
511 · Gen Govt- Legislative			
0511451 · Board Bond Ins	700		700
0511491 · Election Fees	1,600		1,600
0511522 · Uniforms- Board	200		200
Total 511 · Gen Govt- Legislative	2,500	0	2,500
512-513 · Gen Govt- Exec, Fin & Admin			
0512130 · Payroll - Executive	47,250		47,250
0512210 · Payroll Taxes - Executive	4,200		4,200
0512230 · Health Insurance - Executive	11,050	1,400	12,450
0512240 · Workers Comp Ins- Executive	2,800		2,800
0512400 · Travel Reimb - Executive	200		200
0512551 · Education/Training- Exec	1,000		1,000
0513130 · Payroll - Admin	44,100	5,400	49,500
0513210 · Payroll Taxes - Admin	3,920	535	4,455
0513230 · Health Insurance - Admin	13,200	1,600	14,800
0513240 · Workers Comp Ins - Admin	2,170		2,170
0513321 · Professional Fees - Auditing	13,500	-2,000	11,500
0513322 · Contract Accounting Services	10,200		10,200
0513340 · Payroll-related Services	2,150	50	2,200
0513341 · Temporary Office Services	500		500
0513400 · Travel Reimb- Admin	200		200

Port Malabar Holiday Park 2015-2016 Budget Proposal

DRAFT - 4/10/15, 4/24/15

	2015-2016	
	Budget	Proposed Budget
0513421 · Postage	2,000	-600
0513441 · Equipment Lease- Office	2,000	
0513462 · R&M Office Equipment	1,000	
0513471 · Deed Restriction Revision Exp		0
0513495 · Advertising Legal	1,800	
0513496 · Bank Charges	300	
0513497 · Advertising - Office	0	
0513499 · Non Capitalized Equip- Office	1,500	
0513510 · Office Expense	5,000	
Total 512-513 · Gen Govt- Exec, Fin & Admin	170,040	6,385
514 · Gen Govt- Legal Counsel		
0514311 · Professional Fees - Legal	8,000	-4,000
0514312 · Legal - Deed Rest. Enf.	3,000	1,000
Total 514 · Gen Govt- Legal Counsel	11,000	-3,000
519 · Gen Govt- Other Gen Govt		
0519411 · Telephone & Communications	6,500	
0519431 · Utilities - Electric	62,000	-2,000
0519432 · Utilities - Gas	2,000	
0519433 · Utilities - Water & Sewer	9,000	-4,000
0519434 · Storm Water Management	3,100	
0519442 · Equipment Lease- General	1,150	50
0519451 · Insurance - Liability	9,800	200
0519452 · Insurance - Property	14,700	
0519462 · Property Maintenance Expense	4,500	
0519491 · Cable - TV	170,100	4,400
0519497 · Other Expense	100	
0519499 · Non-Cap Equipment- Gen Govt	0	500
0519521 · Supplies Decals & Badges	800	
0519541 · Taxes, Fees & Licenses	30,000	500
Total 519 · Gen Govt- Other Gen Govt	313,750	-350
529 · Public Safety- Other Public Saf		
0529130 · Payroll - Gate	90,000	
0529210 · Payroll Taxes - Gate	8,100	
0529230 · Health Insurance - Gate	0	
0529240 · Workers Comp Ins- Gate	5,000	
0529460 · R&M Gate	1,700	
0529490 · Flags	300	
0529499 · Non Capitalize Equip- Gate	300	
0529520 · Supplies - Gate	1,000	
0529521 · Uniforms- Gate	200	

Port Malabar Holiday Park 2015-2016 Budget Proposal

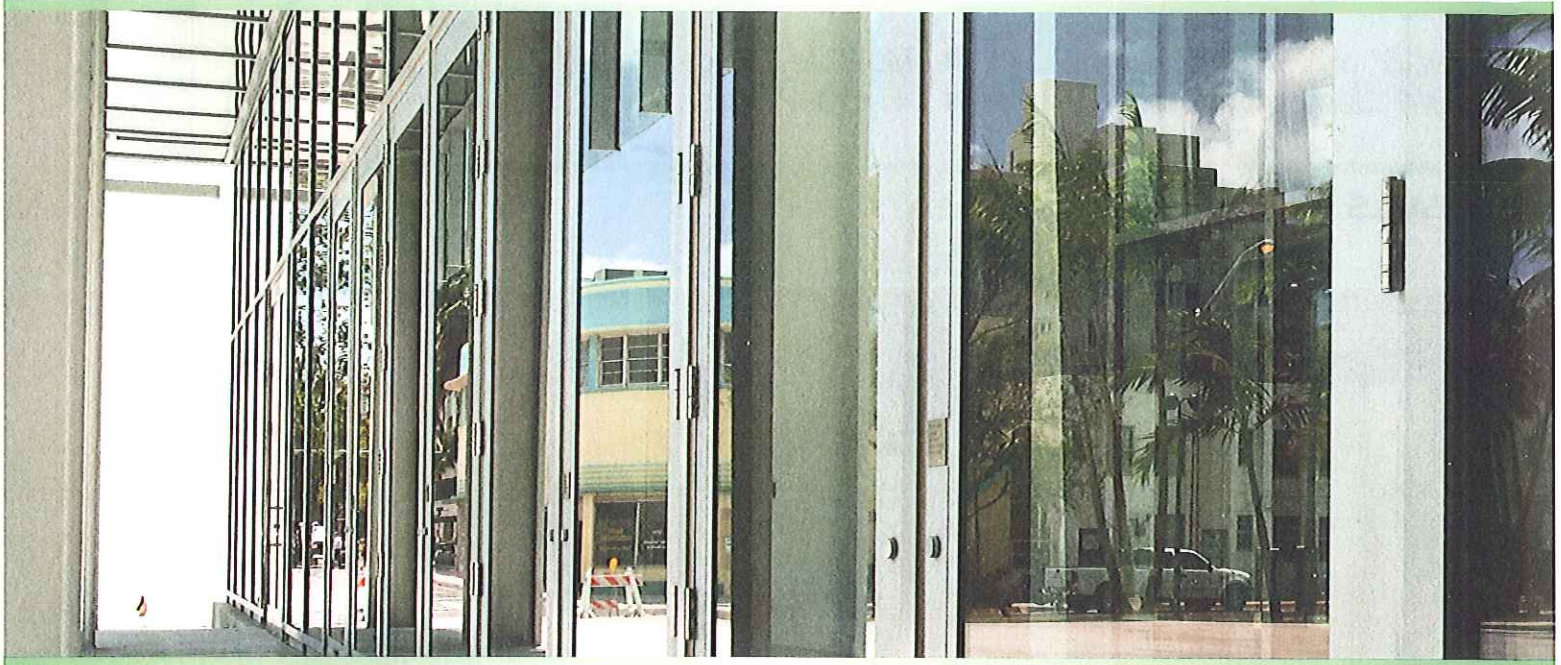
DRAFT - 4/10/15, 4/24/15

	2015-2016		
	Budget	Proposed Adjustment	Proposed Budget
Total 529 · Public Safety- Other Public Saf	106,600	0	106,600
539 · Physical Env- Other Phys Env			
0539130 · Payroll - Custodians	71,000	9,000	80,000
0539210 · Payroll Taxes - Custodial	6,600	400	7,000
0539230 · Health Ins- Custodial	11,650	1,350	13,000
0539240 · Workers Comp Ins-Custodial	4,375		4,375
0539400 · Travel Reimbursement Custodial	100		100
0539461 · R&M Buildings	4,000		4,000
0539462 · R&M Lighting- Rec Center	400	1,100	1,500
0539463 · R&M Equipment	3,000		3,000
0539499 · Non Capitalized Equip-Custodial	500	300	800
0539520 · Custodial Supplies	4,000		4,000
0539521 · Uniforms- Custodial	200		200
Total 539 · Physical Env- Other Phys Env	105,825	12,150	117,975
541 · Transportation- Road & Street			
0541461 · R&M Streets	1,000		1,000
0541463 · R&M Signage	900		900
0541464 · R&M Drainage	2,600		2,600
Total 541 · Transportation- Road & Street	4,500	0	4,500
572 · Culture/Rec- Parks & Recreation			
0572130 · Payroll - Grounds Crew	164,280	-14,280	150,000
0572210 · Payroll Taxes - Grounds	14,785		14,785
0572230 · Health Insurance-Grounds	29,000	4,800	33,800
0572240 · Workers Comp Ins-Grounds	8,200		8,200
0572341 · Contract Svcs - Lawn Crew	65,000	-2,000	63,000
0572342 · Landscape Management	8,000		8,000
0572431 · Landscape Trash Removal	2,200		2,200
0572461 · R&M Grounds Equipment	4,500	2,500	7,000
0572462 · R&M Pools & Rec Facilities	12,800	5,200	18,000
0572463 · R&M Irrigation System	2,500		2,500
0572464 · Sound Wall Maintenance	1,000		1,000
0572468 · Vehicle Repair	2,000		2,000
0572499 · Non Capitalized Equip-Grounds	2,500		2,500
0572521 · Supplies - Grounds	4,500		4,500
0572522 · Fuel	15,000		15,000
0572524 · Supplies Recreational	1,800		1,800
0572525 · Uniforms- Grounds	450		450
0572526 · Landscape Supplies	3,300		3,300
0572551 · Education/Training- Parks & Rec	300		300
Total 572 · Culture/Rec- Parks & Recreation	342,115	-3,780	338,335

Port Malabar Holiday Park 2015-2016 Budget Proposal

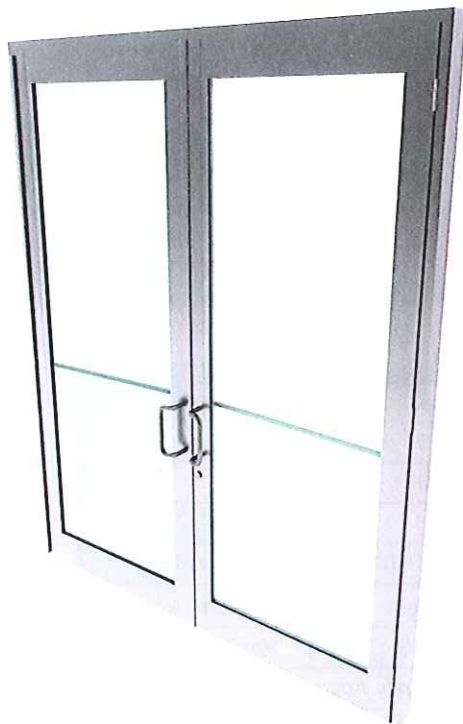
DRAFT - 4/10/15, 4/24/15

	2015-2016		
	Budget	Proposed Adjustment	Proposed Budget
701 · Capital Outlay			
0519621 · Cap Outlay-Buildings & Imp	28,000	2,065	30,065
0519631 · Cap Outlay-Infrastructure	15,000	20,000	35,000
0519641 · Cap Outlay-Grounds Equipment	10,000	8,000	18,000
0519642 · Cap Outlay-Furn, Fixt & Eq	2,000		2,000
Total 701 · Capital Outlay	55,000	30,065	85,065
 8000099 · Contingency Expense	 41,470	 -21,470	 20,000
8581100 · Budgeted Return to Reserves	20,000	-20,000	0
Total Expense + Contingency + Return (General Fund)	1,172,800	-41,470	1,172,800
 <u>2 Debt Service Fund</u>			
Income			
325 Special Assessments			
2325200 · From Gross Assessments- DebtSvc	262,200		262,200
Total Available Income (from General Fund)	262,200	0	262,200
 Expense			
517 · Gen Govt Svcs- Debt Svc Payment			
2517710 · Principal Expense	212,100	26,600	238,700
2517720 · Interest Expense	50,100	-26,600	23,500
Total 517 · Gen Govt Svcs- Debt Svc Payment	262,200	0	262,200
Total Expense (Debt Svc Fund)	262,200	0	262,200
 Total Income- All Funds	 1,435,000	 0	 1,435,000
Total Expense- All Funds	1,435,000	0	1,435,000



The K2 Summit is the pinnacle of impact doors. Designed to withstand high design pressures, the K2 Summit can be built to 8' x 10' pairs and can be equipped with a myriad

of options including 4 different types of panic hardware, optional 3/4" jambs, 10" bottom rail and more.



FEATURES:

- Up to 8'0" x 10' 0" pairs
- 2010 energy code compliant
- Panic equipped with Adams Rite or Sargent - Can be electrified
- Panic equipped with Von Duprin and Regent to 8' - Can be electrified
- 9/16" laminated or 1 5/16" laminated-insulated glass
- ADA bumper threshold

OPTIONS:

- Multiple panics
- Insulated laminated glazing
- Residential 3 point latch lever
- Butt hinges or continuous gear hinges
- 10" bottom rail
- 3/4" jambs

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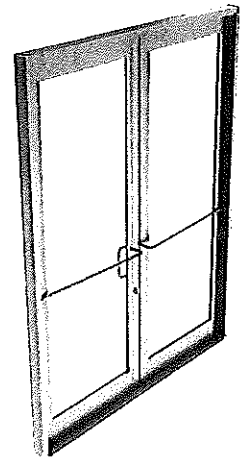
7421 East Spartan Boulevard • Charleston, SC 29418
Ph: 800-868-4527 Fax: 800-314-4436

Pg 1

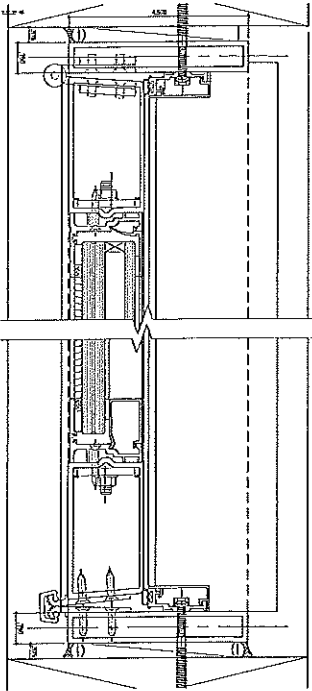
K2

SUMMIT IMPACT OUTSWING DOOR

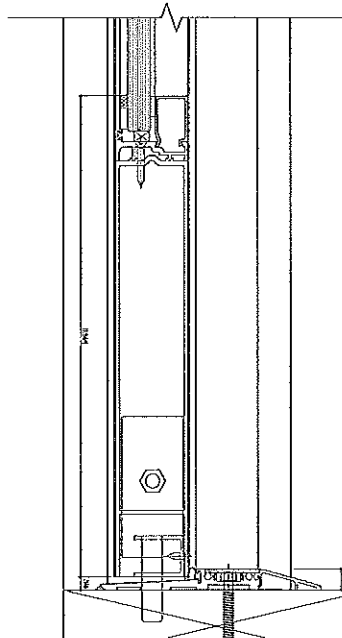
- 9/16" or 1 5/16" Glazing
- 3/4" Jamb Optional
- Multiple Panics Available
- 4' x 10' Panels



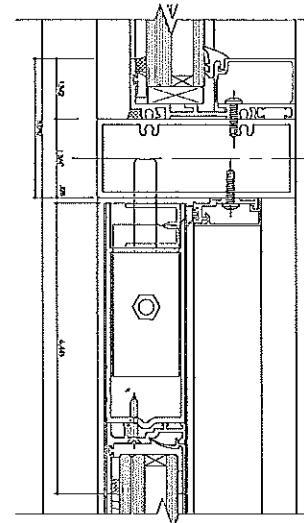
DETAILS



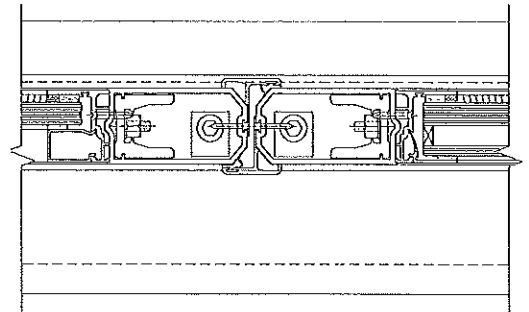
1 5/16" Glazing with standard hinge and 1/4" jamb, 9/16" glazing with 1/4" jamb and continuous gear hinge



ADA bumper threshold with 10" bottom rail



K2 Summit 1 5/16" insulated laminated glass with transom



K2 Summit meeting stiles with 9/16" and 1 5/16" glazing and astragals

PERFORMANCE

GLASS LOADS	9/16" HS Uvekol or 1 5/16" w/ HS Uvekol	9/16" Uvekol Annealed	9/16" .090 Saflex Annealed	1 5/16" .090 Saflex HS
	+100/-100 spf	+90/-90 psf	+90/-90 psf	+90/-90 psf
WATER	15 lbs. (Please specify if water rated when ordering)			
MAX PANEL SIZE	Non-Reinforced		Reinforced	
	72" x 108" (optional transom to 10')		96" x 120" (optional transom to 12')	
Approved Panics	Regent 4770	Von Duprin	Sargent	Adams Rite
	Max Dim 6' x 8'	Max Dim. 6' x 8'	Max Dim. 8' x 10'	Max Dim. 8' x 10"
TESTING PROTOCOL	Miami Dade NOA and Florida Building Code Approved			
	TAS 201 Passed	TAS 202 Passed	TAS 203 Passed	ANSI Z97 Passed
ENERGY	Achieves energy code requirements with performance glass			



Page 2

**Products Main**[Entry Doors](#)[Patio Doors](#)[Multi-Family Doors](#)[Trim & Millwork](#)[New Products](#)[DoorWays App](#)[Energy Efficiency](#)

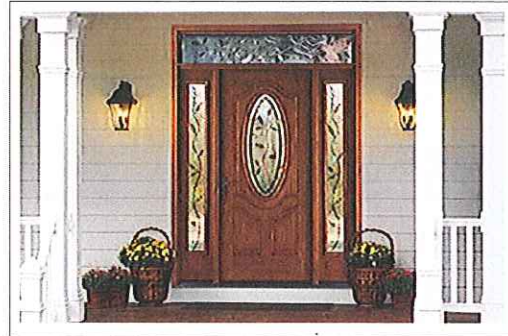
Fiberglass Entry Door Systems

Fiber-Classic Oak

Meet the very first fiberglass front door — the door that revolutionized an industry. Therma-Tru's Fiber-Classic® Oak door changed how doors are made, and still sets the standard for today's fiberglass entry doors.

Our original vision was an entry door that would not crack, split, splinter, or warp like wood. The result? Therma-Tru's Fiber-Classic Oak fiberglass entry door that's durable, stylish, economical and most preferred by builders and remodelers.

- [Browse all doors in this collection.](#)
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Build Your Door

Choose your door and then personalize it with our wide variety of options.

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View style number(s), features and additional information.

Available Door Sizes:

- 2'8" x 6'8"
- 2'10" x 6'8"
- 3'0" x 6'8"

Dimensional Data

Glass: Clear
Low-E Available (2)

Finish Options:
[Stainable](#) [Paintable](#)

Installation:
[Installation Instructions](#)



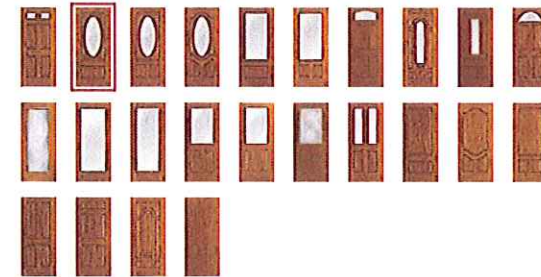
Pick Door Height: [6'8" Doors](#) [8'0" Doors](#)

Pick a Configuration: 6 Available Styles

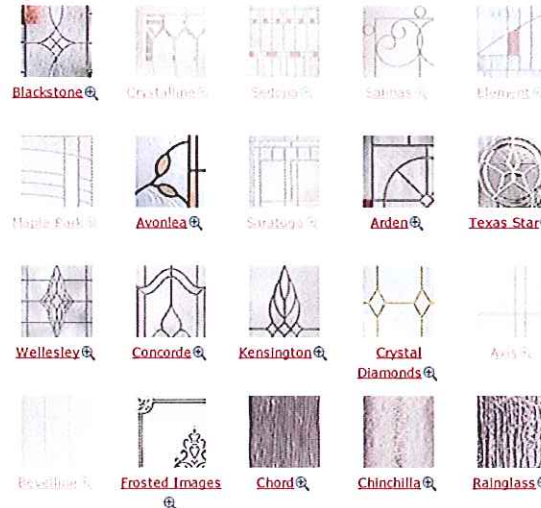
3'6" doors not available as double ▼



Pick a Door Style: 24 Available Styles ▼



Pick a Glass Style: 14 Available Styles ▼



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Impact Rated Doors and Glass

Therma-Tru's impact rated products are a better way to protect your home against severe storm damage, including heavy winds, rain and flying debris. And, like other Therma-Tru products, they offer beauty and style for strong curb appeal.

Impact Rated Glass

Therma-Tru now offers impact rated glass with our Lip-Lite Frame, which is a beautifully designed, scrolled frame that is unobtrusive and unlike other industrial-type frames you'll find on the market today. The Lip-Lite Frame allows for extra room between the frame and the lockset, which means your hardware options are almost endless. Our screw cover channel hides unsightly screws. Be assured your entryway will have eye-catching curb appeal, yet stand up to all types of harsh weather.

Opaque Impact Rated Doors

Opaque Impact Rated Doors offer plenty of style choices while providing protection. Ideal for coastal areas with the highest exposure to tropical storms and hurricanes, opaque impact doors are also recommended for other areas of the country that experience occasional severe weather conditions. Our opaque impact doors are designed with a steel plate inside to withstand hurricane force winds and are Florida code and High Velocity, Hurricane Zone approved (Miami-Dade and Broward counties). They have the highest structural ratings available in the marketplace today, providing homeowners with peace of mind that their doors will remain intact during severe weather.

[Therma-Tru Impact-Rated Doors and Glass](#)

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Therma-Tru® Fiberglass and Steel Door Systems

Fiberglass – Classic-Craft®, Fiber-Classic®, Smooth-Star®, and Pulse® Door Systems

Steel – Pulse®, Profiles™, Traditions,
and Therma-Tru® Fire Door (TR 12-24) Steel-Edge Door Systems

Residential Limited Warranty

For Purchases Made on or After January 1, 2015

1. WHAT THE LIMITED WARRANTY COVERS AND FOR HOW LONG

a) PRODUCT DEFINITION:

THERMA-TRU® DOOR SYSTEM ("Product") consists of a Therma-Tru fiberglass or steel door slab(s) named above and the following parts when they are genuine Therma-Tru components: sidelites, any applied or inserted panels, dentil shelf, simulated divided lites on doors and sidelites, glass lite inserts with Therma-Tru logo glass temper blaze, wood grilles, hinges, weatherstrip, door bottom sweep (gaskets), rain deflector, rain guard, sill pan, screens, internal grids, corner seal pads, door sill, astragal, steel door frame, rot-resistant jambs, rot-resistant mullions, rot-resistant brickmould and multi-point locking system door handles and lockset (on fiberglass Products only). This Limited Warranty applies only when all of these parts are genuine Therma-Tru components. Other all-wood parts including primed Pine jambs, primed Pine mullions, primed Pine brickmould, Oak jambs, Oak mullions, Oak brickmould, mull casing, and steel Product's locking systems are not covered by this Limited Warranty.

b) COVERAGE:

Subject to the limitations and exclusions below, and for the duration of the applicable stated Warranty Period, Therma-Tru warrants that Products purchased and installed in the USA or Canada:

NON-GLASS COMPONENTS: Are free from non-conformities in material and workmanship. All hinges in fiberglass and steel Product, and multi-point locking systems installed in a fiberglass Product are also warranted against non-conformities in the mechanical and locking mechanism (excluding (i) installations within 5 miles of a body of salt water, (ii) the finish, and (iii) multi-point locking systems installed in steel Products). See Section 2a "WHAT THIS LIMITED WARRANTY DOES NOT COVER" for clarification.

GLASS COMPONENTS: Are free from non-conformities in material and workmanship resulting in internal glazing failure, seal failure, internal insert slippage, and permanent and material visual obstruction from moisture or dust film formation in the air space of the sealed glass unit.

NOTES ABOUT TIMELY FINISHING OF DOOR SYSTEMS:

- For continued warranty coverage, all fiberglass Therma-Tru door systems (Products) must be finished within 6 months of the installation date; and all steel Therma-Tru door systems (Products) must be finished within several days of the installation date. However, all bare or unprotected wood surfaces (such as door frames) on all steel and fiberglass Products (including any bare or unprotected wood surfaces used or exposed by builders, contractors, dealers, or distributors on or in conjunction with the Products) should be primed and painted, or stained and top coated within the lesser of 2 weeks of installation or exposure to weather. All doors must have all 6 sides finished. (Note: If a genuine Therma-Tru door bottom sweep (gasket) is properly applied by the builder, contractor, dealer, or distributor to the bottom edge of the door, then only the 5 remaining sides of the door require finishing.) For all doors, sides, top and bottom must be inspected and maintained as regularly as the front and back face surfaces. All PVC lite frames and simulated divided lite bars must be finished within 30 days of installation and are not recommended for use behind storm doors or if exposed to direct sunlight to be painted dark colors.
- Improper or untimely finishing of the Product by the Warranty Holder or its agents (i) increases the chance for Product damage of the type which is NOT COVERED by this Limited Warranty and (ii) increases the preparatory work that must be performed by the Warranty Holder or its agents in order to properly finish and maintain the Product in a manner not inconsistent with Therma-Tru's recommendations and instructions. This is particularly a consideration for steel Products.
- Therma-Tru Same-Day® Stain finishing product is recommended for staining and top coating fiberglass Products that do NOT have a Therma-Tru factory-applied exterior finish, that is, for Classic-Craft®, Fiber-Classic®, and Pulse® Product, and is covered by a separate 5-year limited warranty from the date of purchase. (Request a copy for all terms and provisions from Therma-Tru as indicated in Section 6 below or from your builder, dealer, or contractor who installed or sold the Product.)
- See Therma-Tru's recommendations and guidance for proper finishing of fiberglass and steel Products at www.thermatru.com (i) "Recommendations For Proper Finishing and Painting or Staining", and (ii) "Frequently Asked Questions".

SUMMARY OF LIMITED WARRANTY PERIODS FOR PRODUCTS – for Residential Warranty Holders Effective January 2015

This table summarizes for Residential Warranty Holders the Warranty Periods under this Limited Warranty that apply to Products when the following genuine Therma-Tru, manufactured or recommended components are incorporated into the Door System. This table is provided for your convenience ONLY. READ the entire Limited Warranty for the conditions and limitations that apply to this information. Commercial/Multi-Resident Warranty Holders are subject to different Warranty Coverage, Warranty Periods and Transferability restrictions which are stated in Section 1(c) "Warranty Duration".

See Notes (*)	Fiberglass	Steel		
Door System*	Classic-Craft, Fiber-Classic, Smooth-Star, Pulse*	Profiles, Wood-Edge Pulse*	Traditions Wood-Edge	Therma-Tru, Fire Door (TR 12-24) Steel-Edge
Warranty Period	Lifetime	10 Years	5 Years	15 Years (10 Years within 5 Miles of Salt Water)
Door a/k/a Door Slab and Panels – Applied or inserted	Yes	Yes	Yes	Yes
Fire-Rated **	Select Product Codes (20-minute**)	Select Product Codes (20-minute**)	Select Product Codes (20-minute**)	90-minute**
Glass Lites – Clear, Low-E, Deco, and lite Frames Glazing, seal, internal insert placement, absence of permanent/material obstruction from moisture or dust formation in air space and applied wood grilles	Yes	Yes	Yes (10 Years)	No
Hardware – Hinges Mechanical (excluding (i) installations within 5 miles of a body of salt water and (ii) the finish)	Yes	Yes	Yes	Yes
Lockset – Multi-Point Locking System Mechanical and locking mechanisms (excluding (i) installations within 5 miles of body of salt water, (ii) the finish and (iii) multi-point locking systems installed in steel Products)	Yes	No	No	No
Corner Seal Pad – (excluding normal wear and tear)	Yes	Yes	Yes	Yes
Sills	Yes	Yes	Yes	Yes
Door Bottom Sweep (Gasket) and Weatherstrip – (excluding normal wear and tear)	Yes	Yes	Yes	Yes
Rain guard/Rain deflector – (Optional)	Yes	Yes	Yes	Yes
Aluminum or Stainable Astragal – (Optional)	Yes	Yes	Yes	Yes
*Frames – Rot-resistant and sourced from Therma-Tru	Yes	Yes	Yes	Yes
*Frames and Framing Components – of any type that are <u>not</u> sourced from Therma-Tru (see Sections 2(a), 12th bullet)	No	No	No	No
Tru-Defense, Door System eligibility and Warranty Rider	***			

*A "door" and a "door system" are not the same. A "door system" is assembled by a person (for example, your builder, contractor, dealer, or distributor) who sources and combines various separate components, including the "door Slab," into an entry system. If your door system is assembled using all genuine Therma-Tru parts, then you receive far more than just a beautiful door. You are purchasing an entry system in which every component has been manufactured or recommended by Therma-Tru to work together as an integral "door system" ... AND you will get the full benefit of a Therma-Tru door system limited warranty.

**A 20-minute Fire-rated door must be permanently labeled with a fire door certification label to signify that the Product is qualified as Fire-rated. To determine if an eligible door has been machined and is certified for use as a fire door, an official fire door certification label will be affixed, usually between the top and middle hinge, on the edge of the hinge side of the door slab. In the event that a fire door certification label is missing or has been removed, for a Fire-rated door to retain its fire rating it must be field labeled by the certification entity that originally certified the door (usually Warnock Hersey Intertek or Underwriters Laboratories). A Therma-Tru Fire Door (TR12-24) Steel-Edge must be installed with a Therma-Tru Adjust-a-Fit, 2 frame with a lock bore sleeve, and a smock and draft intumescent seal to achieve a 90-minute or 60-minute positive pressure rating.

***Tru-Defense Fiberglass Door System: A Therma-Tru Fiberglass door system may qualify for supplemental reimbursement under the Tru-Defense, Door System Warranty Rider that provides for additional payment to the Warranty Holder of up to a maximum of \$2,000 reimbursement if water infiltrates under a properly assembled, installed, and maintained fiberglass door system that meets the additional provisions stated in the Tru-Defense, Door System Warranty Rider. A copy of the Tru-Defense, Door System Warranty Rider for Fiberglass Door Systems is available from Therma-Tru Corp., 1750 Indian Wood Circle, Maumee, Ohio 43537, at 1-800-537-5322 or at www.thermatru.com, or from the builder, dealer, or contractor who installed or sold the Product.

c) WARRANTY PERIOD:

Product	Warranty Holder Classification	
	Residential Warranty Holder	Commercial/Multi-Resident Warranty Holder
Fiberglass: • Classic-Craft® Doors • Fiber-Classic® Doors • Smooth-Star® Doors • Pulse® Doors	Lifetime ¹	3 Years ²
Steel: • Profiles™ (Wood-Edge Doors) • Pulse® (Wood-Edge Doors)	10 Years ²	1 Year ³
Steel: • Traditions (Wood-Edge Doors)	5 Years ²	1 Year ³
Steel: • Therma-Tru® Fire Door (TR 12-24) Steel-Edge Doors	15 Years ² (10 Years ² within 5 Miles of Salt Water)	1 Year ³

¹ Measured from date Product was originally purchased from an authorized dealer and continuing for as long as the original Residential Warranty Holder owns and resides in the premises in which the Product was installed ("Lifetime Limited Warranty"), unless a shorter duration is expressly stated for the Product component. Not transferable.

² Measured from date Product was originally purchased from an authorized dealer and continuing for the stated duration period as long as the original Residential Warranty Holder owns and resides in the premises in which the Product was installed during that entire duration period. Not transferable.

³ Measured from the earlier of the date Product was shipped from Therma-Tru or an authorized dealer; transferable to successor Commercial/Multi-Resident Warranty Holder during and for the balance of the original Commercial/Multi-Resident Warranty Period.

d) WARRANTY HOLDER CLASSIFICATIONS:

RESIDENTIAL WARRANTY HOLDERS: If the Product is installed in (i) a new residential dwelling and the first occupant owns the dwelling or (ii) an existing owner-occupied residential dwelling, and in each case, at the time of installation such owner is also responsible for Product replacement, then that owner is a Residential Warranty Holder. For example, assume the Product is installed in a condominium unit (a "dwelling") in a multi-resident building. If the first occupant of the condominium unit is the first owner of that unit and is also responsible for Product replacement, then that owner is a Residential Warranty Holder; however, if the owner is not the first occupant or if someone else other than the owner (for example, the condominium association) is responsible for Product replacement, then the owner is not a Residential Warranty Holder.

COMMERCIAL/MULTI-RESIDENT WARRANTY HOLDERS: If the Product is installed under conditions in which no one qualifies as a Residential Warranty Holder as described above, then the warranty holder is the owner of the dwelling or building in which the Product has been installed at the time of installation (and its builder and contractor). That owner is classified as a Commercial/Multi-Resident Warranty Holder. For example, this includes owners of commercial or investment buildings, or multi-resident premises in which the occupant is not responsible (other than through periodic fees/other assessments) for Product replacement whether or not the occupant owns the residential dwelling unit in the premises (including by example, certain condominiums, town homes, duplexes, apartments, cooperatives).

2. WHAT THIS LIMITED WARRANTY DOES NOT COVER

This Limited Warranty does not include non-conformities or damages attributable to or arising from:

a) GENERALLY:

- General wear and tear, including without limitation wear and tear of weatherstrip, corner seal pads, door bottom sweep (gasket), or the multi-point locking system.
- Minor scratches or minor visual imperfections outside the Product's standard manufacturing and quality specification parameters.
- The finish on a multi-point locking system (door handles and lockset) and hinges is not warranted and is purchased "AS IS". This includes but is not limited to finish discoloration, tarnishing, scratches, abrasions, and visual imperfections. Exposure to certain environmental conditions, including but not limited to salt spray, acid rain, high humidity, or other corrosive elements may adversely affect the coatings on finishes (as well as the mechanical and multi-point locking system (door handles and lockset mechanisms). Timely and proper cleaning of hinges and a multi-point locking system will help to extend the finish appearance (and mechanical mechanisms) and discourage the possibility of rust and corrosion. Hinges and a multi-point locking system (door handles and lockset) should be wiped down periodically with a soft, water-dampened cloth and dried off with a soft dry cloth. Abrasive cleaners or other harsh chemicals should never be used on hinges or a multi-point locking system (door handles and lockset). Maintenance of the finish (and mechanical mechanisms) is the responsibility of the Warranty Holder.
- The mechanical mechanism on hinges installed within 5 miles of a body of salt water.
- The mechanical and locking mechanism on the multi-point locking system if the Product is installed within (5) miles of a body of salt water or installed on any steel Products. The Warranty Holder is responsible for maintaining the mechanical features of hinges and the multi-point locking system in the same manner as noted in the 3rd bullet above. Therma-Tru does not recommend the use of multi-point locking systems with steel Products. If any multi-point locking system is used with steel Products, its use is "AS IS" WITH NO WARRANTIES.
- EXPRESS OR IMPLIED WARRANTIES, INCLUDING NO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND THE OTHER PROVISIONS OF SECTIONS 4 AND 5 OF THIS LIMITED WARRANTY APPLY.