



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

February 9, 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

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 12, 2015**

Attachment: January 12, 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 December 2014**

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

8. **Set Date for Vote**

Consideration of approving a date and time for a vote of the lot owners in Port Malabar Holiday Park to amend, consolidate, and restate the "Deed Restrictions" of Port Malabar Holiday Park

Motion to approve [date] as the date for voting
Trustee comment
Public comment
Call for vote

9. **Restriction Deed - Proposed amendments**

Consideration of approving Resolution 2015-01 calling an election for proposed deed restrictions amendments, consolidations, and restatements:

Attachment: Draft of Resolution 2015-01 and proposed ballot
Motion to approve Resolution 2015-01
Trustee comment
Public comment
Call for vote



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

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

10. Review of Resolution 2015__ for implementation of fines and schedule of fines for Violations.

Trustee comment
Public comment

11. Consideration of approving the contract with DocumentMall for 1 year \$1,050.00 (same as previous year)

Attachment: DocumentMall Subscription Rider
Motion to approve
Trustee comment
Public comment
Call for vote

12. Storage Shed

Consideration of approving the purchase of storage shed for HPPOA game equipment in the amount of \$2375.00 (to be installed at the shuffleboard area) HPPOA donating \$2375.00 to the District

Motion to approve
Trustee comment
Public comment
Call for vote

13. Discuss wage guidelines for custodial, grounds, and guard employees. Review vacation & sick day policy

Attachment: Vacation & sick day policy
Motion to approve
Trustee comment
Public comment
Call for vote

14. Consideration of approving the Architectural Control Committee's Application to Remove Home

Attachment: ACC Form for Home Removal
Motion to approve
Trustee comment
Public comment
Call for vote

- 15. Discuss the Process for A.C.C. Appeals to the Board of Trustees**
- 16. Public Comment**
- 17. Trustees remarks**
- 18. Adjournment**



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
REGULAR MEETING MINUTES
January 12, 2015 - 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: 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; Thomas Mahon, Treasurer; Marilyn Spall, Assistant Treasurer; Rebecca "Becky" Earnest, Secretary; Marion "Molly" Stone, Assistant Secretary; Rodney "Rod" Lindsay, Trustee; Harald Albinus, Trustee. All acknowledged their presence. Cheryl Ennis, District Manager was present with Sharon Johnson recording. Jessica Saeger was also present.
5. **Announcements by Chairman**
Phil Matton wanted to thank Joanne Gaughan for the wonderful job she had done the past 2 years as Chairman. He then went on to state that during meetings when a trustee would like to speak they will now have to raise their hand to be recognized.
6. **Board Meeting Minutes – Consideration of Approving the Board Meeting Minutes of January 6, 2015 Organizational Meeting (December 22, 2014 still pending)**
Becky Earnest made a motion to approve the Organizational Meeting Minutes of January 6, 2015 with corrections. Harald Albinus seconded the motion. With no questions by the Board or residents, a vote was called. Motion carried.
7. **Treasure's Report – Presentation of the financial reports for the month of November 2014**
The Treasurer's Report was posted on the bulletin board, district website, and distributed to the Board prior to the meeting. With no questions or comments from the Trustees or residents, Allison Kelly "made a motion to accept the Treasurer's Report" as read. Becky Earnest seconded the motion. A vote was called, motion carried. Report will be filed for audit.
8. **Consideration of Approving Additional \$400.00 for Brevard Electric for permit, NOC, and Labor.**
Joanne Gaughan questioned why they needed an additional \$400.00. Cheryl explained that their original proposal did not include permit fees or filing fees.

Marilyn Spall made a "Motion to approve an additional \$400.00 to Brevard Electric for permits, NOC, and Labor. Tom Mahon seconded the motion. With no other questions from the Board or

residents a vote was called. Motion carried.

9. **Status Review of Shed Regulations by Allison Kelly**

Allison Kelly wanted this to be put back on the agenda, as to what the ACC wanted and what the Board was deciding they wanted. Both had different opinions, and it was very convoluted. Allison Kelly asked Donna Matton how they are writing the Shed Regulations into the ACC Rules. We were told that we have to wait for the Board to review before putting into the ACC Rules and Regulations

Donna Matton explained that originally the shed had to be placed adjacent to the building, but the city does provide that if they have the land they can put the shed ten (10) feet back. The city will tell you if on the back of your home there is a window or door a shed can not be attached. A vote was taken, two (2) voted to keep attached to the home only, three (3) voted against being attached only and allow them to have a shed 10 feet back.

David Peck 1014 Willow CT, stated that at the ACC meeting this morning they had reviewed all of the forms including the additions that the attorney had given us. We also put the maximum size of the shed not to exceed 240 square feet. We came to terms with a 3/2 vote, and in the rules it does contain the ten (10) foot rule. All of these have been approved by the ACC and now goes before the Board.

Allison Kelly asked if the shed can not be attached per Palm Bay rules, then someone will be allowed to put the shed ten (10) feet back within the parameters of what you have established, would that be acceptable?

David Peck stated that would be an acceptable compromise in his opinion, but would still have to go before the Board and get the language readjusted in order to do that.

Donna Matton added normally we only allow sheds to be put ten (10) feet back if they can not attach the shed to the mobile. Allison added that is why the verbiage has to be there.

Rod Lindsay stated that we need to clarify, as long as the shed comes under the edge of the carport, Palm Bay considers that to be attached.

Donna Matton stated we already have that in the rules and regulations that if a shed is put in the back of the driveway it must have some of the carport over it, and that is considered attached.

Marilyn Spall asked Donna Matton if what Rod Lindsay asked is defined in the ACC Rule and Regulation.

Molly Stone asked if we are expected to vote on this tonight, Phil response was NO, not at this time.

John LaLima 1055 Sunflower Lane wanted to let everyone know the "minimum" is ten (10) feet, but if they want to put it back twelve (12) to fourteen (14) feet its ok as long as they have the area.

Allison Kelly asked if that is spelled out in the ACC Rules and Regulations.

David Peck stated that they will add to the verbiage in the morning the part under sheds to say if unable to be adjacent to the mobile, due to the City of Palm Bay regulations, the shed must be placed a minimum of ten (10) feet from the unit as long as the shed conforms to all set-backs.

Becky Earnest stated that it also needs to be added, if there is room it needs to be attached, there is no option but if they do not have the room than yes it can go back.

Marilyn Spall asked for clarification, she then asked if it can't be attached then they must go a minimum of ten (10) feet back, but can't be in the set-back. Then what happens if they don't have the room, does

that mean that they can't have a shed? She stated that she always thought they everyone has to have a carport and a shed.

David Peck responded by stating that there is a difference between a shed and a utility room. Older mobiles had very small utility rooms. People now need additional storage. A shed can be behind a carport not put on the sides or under the carport.

Donna Matton made comment that things have changed over the years and people are now putting doubles in and maybe someday triples in the park, and we need to realize that they want their sheds as they need room to put their things in.

Robert Shearer 382 Holiday Park asked if he wanted to move his shed on the side of the home as he does not have room in the back of his property as he is on the a corner, will the ACC not give him permission to do so.

Allison Kelly stated that ACC will leave a little leeway in for exceptions, and will work with people to make changes.

David Peck 1014 Willow CT stated that they will bring back the changes so that the Board of Trustees can vote on it at the next meeting.

10. Consideration of Adding Additional Lighting to the Side Entrance of the Recreation Building

Review of current lighting problems by Rod Lindsay.

Cheryl Ennis was asked to get three quotes on putting lights on the side of the building and will bring back to the Board.

11. Status of Restated Deed Restrictions, and Rules and Regulation - Update by District Manager

Cheryl Ennis explained that the Board has meet and discussed the Deed Restrictions and restated them. She has underlined all the new things and has given them to the attorney, made some adjustments and added the changes and legal verbiage as requested. She has also given him a copy of the District's Rules and Regulations, as well as the ACC since they have added some additional language in there. She would like to give everyone a copy of the completed form to date to review everything that is written so far, just in case you would like to change add to or be adjusted, before presenting it to the community. The attorney has already looked it over and put his blessing on it.

Robert Silipigni 420 Holiday Park Blvd asked about penalties, if they were discussed with the lawyer. Cheryl explained that the Board thoroughly went over all of that. He then went on to ask what kind of penalties are there. Joanne Gaughan stated that there will be monetary penalties and they will be discussed when we present all the Deed Restrictions to the community. He then asked if every restriction has a penalty.

Harald Albinus stated that nothing has been voted on yet.

Marilyn Spall reminded everyone that the meeting is open to the public, all are welcome to attend.

12. Consideration of Setting a Date for Special DR Board Meeting

A date for the Special DR Board Meeting was set for Thursday, January 22, 2015 at 4:00pm, to review the attorneys Recommendations, ACC updates, and Updates to the Districts Rules and Regulations.

Allison Kelly stated if we are setting the first meeting to review what the attorney has sent back, and the second meeting will be set for the community so that they can ask questions. A reminder, that all meetings are open to the community.

John LaLima 1055 Sunflower Lane asked how are you going to enforce these penalties in the Deed Restriction. What authority does the Board have? How are you going to make the people pay?

Joanne Gaughan stated that one of the things in the Deed Restrictions is they will be restricted from using the facilities and it will be publically posted on the bulletin board, but reminded everyone that this has to be voted on.

Marilyn Spall stated that if it got too far we will actually put a lien on their home if need be.

Allison Kelly stated that there is an escalating fee, a chance will be given and a letter will be sent, stating either you will clean it up, or suffer the consequences. We have discussed it many times and taken everyone's thoughts and put it in writing and now it will be in the final form, but if you are not going to obey the rules there is going to be a fine and it will escalate. The final result could be a lien on the property.

John LaLima 1055 Sunflower Lane stated that last year, we had 40 some odd people who didn't pay their taxes, do you really think these people care. Some of these properties already have liens on them, so now what are you going to do.

Allison Kelly then stated that is why we went to our attorney to find out how to get things done, remember we are under the Florida Statutes, that ties our hands as we are not a Homeowners Association, this is the best thing we can do within the law.

Tom Mahon stated that when someone does not pay their taxes, a tax lien certificate is put on the home. You can then buy the tax lien certificate. After three (3) years, you can then buy the home and the tax lien that you bought now takes precedence ahead of mortgages, the tax lien comes first.

13. Consideration of Setting a Date(s) for Special Public Meeting

A date for the Special Public Meeting was set for Tuesday, January 27, 2015 at 7:00pm., to review Deed Restrictions and Rules and Regulations with the Community.

Russ Livermore 399 Holiday Park Blvd. asked whether the public will have access to the Deed Restrictions prior to the meeting so they can review in advance. I would like to have a copy ahead of time.

Molly Stone stated that every single page needs to be posted in a public place seven days prior to the meeting.

Rod Lindsay thinks that both these meetings should be combined.

Becky Earnest stated that the first meeting is for the Trustees to review and understand before the second meeting. The second meeting is to give it to the people and explain it to them, before they vote and they do need a written copy.

Molly stated that there may be some changes after the first meeting, and thinks that the second meeting should be seven days after the first.

Tom Mahon asked if we could put it on channel 732 or go to the office and pick up a copy.

Bob Shearer 382 Holiday Park Blvd. thinks that it should be one meeting to come together. Paperwork should be put together and present to the community so it can be looked over before the next meeting. He thinks that four days is not enough time to go over all the new rules, they should have 7 to 10 days to review.

Marilyn Spall asked if he was suggesting that the meeting should be a week later.

Allison Kelly stated that you will get a chance to vote on each and every item, what you do not want you can vote against.

Joanne Gaughan stated that when it goes out for the vote, that's it.

Becky Earnest suggested instead of talking amongst yourselves, the information that you may be getting might be incorrect, you need to come to the meeting and have it explained or ask a trustee.

Patti Peck 1014 Willow CT, is very upset stating that there have been at least 10 meetings and there were some meetings where absolutely no one showed up, except for the few people who come all the time and this Board has worked very hard on this and no one cared enough to show up. Now when it's about to go to vote, everyone has something to say.

Harald Albinus wanted to let everyone know that you have several weeks to look over this before going for a vote.

Jean Beach 1090 Moonlight CT, this is a huge job. The original Deed Restrictions were done in the 1970's. There has been a lot of time spent on these. Also Deed Restrictions do not have to be posted for seven days. If the By-Laws are changed they have to be posted for the seven days. The agendas are already put on the web-site and these can be posted on our web-site for you to view as well.

Rod Lindsay still thinks that one week is not giving everyone enough time to go over the Deed Restrictions.

Joanne Gaughan stated that there will only be one document for the Deed Restrictions, they will supersede all ordinances. We also have Rules and Regulations which can only be changed by a vote of the Board of Trustees. Deed Restrictions can only be changed by a vote of the property owners.

Bob Shearer 382 Holiday Park Blvd. asked when they started the Deed Restriction meetings. He added that he has followed the meetings even when he was not here in the park as they were posted on the web-site. Some of these meetings were when the majority of people were not here.

Allison Kelly explained that the first meeting for the Deed Restrictions, were held on December 19, 2013.

Barbara Hoffman 1021 Little CT, stated we shouldn't put this on channel 732 but should put it on the website so that it can be downloaded.

David Peck 1014 Willow CT. asked that however you post it, let the people know what the original DR's are. Joanne Gaughan explained that anything underlined, is the language that has been changed.

John LaLima 1055 Sunflower Lane thinks that it is going to take a day or so just to get the new changes together before putting on the web-site. You need to give everyone a chance to read it.

14. Board Member Assignments

Review of Current Board Member Assignments and Consideration of Additional Areas of Assignment. Phil wanted to go over the assignments of the Board Members. At the present time he will still continue to be Sargent of Arms.

Rod Lindsay	Storage Compound / Maintenance / Grounds Crew
Becky Earnest	Liason for ACC & HPPOA
Allison Kelly	Job Descriptions / Employee Manuel / Employee Handbook / Benefits / Drug & Alcohol Policy / Offer Letter / Disciplinary Policy
	All employees will sign a copy of receiving these

Harald Albinus	Security and Sound System
Molly Stone	Grievances – (she declined)
Joanne Gaughan	Grievances
Marilyn Spall	To be determined
Molly Stone	To be determined

15. Public Comment - none

16. Trustees remarks

Rod Lindsay –	Flea Market is this Saturday.
Molly Stone –	If anyone still wants to have their picture taken, Thursday is the cutoff. She is also looking for pictures from around the park to go into the book.
Marilyn Spall –	Wanted to thank everyone for coming out especially in this weather.
Allison Kelly –	Thanked everyone for coming and does appreciate it. We are trying to make this a better place to live.
Becky Earnest –	The next fundraiser is at Fired Up Pizza on January 20 th .
Joanne Gaughan –	Regarding the form that Marilyn has made up for projects, I would like to add, Deed Restrictions to the project list as it's going to entail money for mailing and printing. Also asked, who is maintaining the spreadsheet?
Harald Albinus –	Absolutely nothing is being done behind anyone's back. Everyone has the right to be here.
Phil Matton –	We will be purchasing Blue Shirts from HPPOA for the Board Members.

17. 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 8:25pm.

Port Malabar Holiday Park Profit & Loss Budget Performance December 2014

	Dec 14	Oct - Dec 14	Annual Budget	\$ Budget Left	% Budget Used
Ordinary Income/Expense					
Income					
325 - Special Assessments					
0325200 - Gross Assessments	562,487.93	1,026,833.64	1,476,288.00	449,454.36	69.56%
0325290 - Assessment Adjustments	-22,148.61	-41,517.87	-51,788.00	-10,270.13	80.17%
0325295 - Transferred to Debt Service Fund	-21,849.25	-65,547.75	-262,200.00	-196,652.25	25.0%
Total 325 - Special Assessments	518,490.07	919,768.02	1,162,300.00	242,531.98	79.13%
334-389 - Other Revenue Sources					
0341900 - Service Charges	842.00	1,705.50	5,000.00	3,294.50	34.11%
0361100 - Interest Income	262.32	553.42	2,500.00	1,946.58	22.14%
0369900 - Other Income	1,743.00	1,743.34	2,000.00	256.66	87.17%
0369902 - Laundry Income	255.00	484.25	1,000.00	535.75	46.43%
0369903 - Property Maintenance Income	0.00	0.00	0.00	0.00	0.0%
0389400 - Proprietary- Grants & Donations	0.00	0.00	0.00	0.00	0.0%
0389800 - Proprietary- Private contr	0.00	288.00		-288.00	
Total 334-389 - Other Revenue Sources	3,102.32	4,754.51	10,500.00	5,745.49	45.28%
Total Income	521,592.39	924,522.53	1,172,800.00	248,277.47	78.83%
Gross Profit	521,592.39	924,522.53	1,172,800.00	248,277.47	78.83%
Expense					
511 - Gen Govt- Legislative					
0511451 - Board Bond Ins	33.81	101.31	700.00	598.69	14.47%
0511491 - Election Fees	0.00	0.00	1,600.00	1,600.00	0.0%
0511522 - Uniforms- Board	0.00	0.00	200.00	200.00	0.0%
Total 511 - Gen Govt- Legislative	33.81	101.31	2,500.00	2,398.69	4.05%
512-513 - Gen Govt- Exec, Fin & Admin					
0512130 - Payroll - Executive	4,024.04	11,942.32	47,250.00	35,307.68	25.28%
0512210 - Payroll Taxes - Executive	364.17	1,080.78	4,200.00	3,119.22	25.73%
0512230 - Health Insurance - Executive	900.81	2,702.43	11,050.00	8,347.57	24.46%
0512240 - Workers Comp Ins- Executive	182.29	546.85	2,800.00	2,253.15	19.53%
0512400 - Travel Reimb - Executive	0.00	0.00	200.00	200.00	0.0%
0512551 - Education/Training- Exec	0.00	0.00	1,000.00	1,000.00	0.0%
0513130 - Payroll - Admin	3,557.74	10,535.67	44,100.00	33,564.33	23.89%

Port Malabar Holiday Park

Profit & Loss Budget Performance

December 2014

	Dec 14	Oct - Dec 14	Annual Budget	\$ Budget Left	% Budget Used
0513210 • Payroll Taxes - Admin	321.97	953.48	3,920.00	2,966.52	24.32%
0513230 • Health Insurance - Admin	1,079.95	3,239.85	13,200.00	9,960.15	24.54%
0513240 • Workers Comp Ins - Admin	160.61	481.81	2,170.00	1,688.19	22.2%
0513321 • Professional Fees - Auditing	5,000.00	11,000.00	13,500.00	2,500.00	81.48%
0513322 • Contract Accounting Services	860.60	2,510.60	10,200.00	7,689.40	24.61%
0513340 • Payroll-related Services	205.00	544.90	2,150.00	1,605.10	25.34%
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	0.00	104.40	2,000.00	1,895.60	5.22%
0513441 • Equipment Lease- Office	135.46	406.38	2,000.00	1,593.62	20.32%
0513462 • R&M Office Equipment	0.00	0.00	1,000.00	1,000.00	0.0%
0513495 • Advertising Legal	0.00	0.00	1,800.00	1,800.00	0.0%
0513496 • Bank Charges	20.00	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	0.00	0.00	1,500.00	1,500.00	0.0%
0513510 • Office Expense	560.40	1,440.73	5,000.00	3,559.27	28.82%
Total 512-513 • Gen Govt- Exec, Fin & Admin	17,373.04	47,550.20	170,040.00	122,489.80	27.96%
514 • Gen Govt- Legal Counsel					
0514311 • Professional Fees - Legal	0.00	35.00	8,000.00	7,965.00	0.44%
0514312 • Legal - Deed Rest. Enf.	350.00	1,522.50	3,000.00	1,477.50	50.75%
Total 514 • Gen Govt- Legal Counsel	350.00	1,557.50	11,000.00	9,442.50	14.16%
519 • Gen Govt- Other Gen Govt					
0519411 • Telephone & Communications	600.23	1,616.58	6,500.00	4,883.42	24.87%
0519431 • Utilities - Electric	5,357.73	14,723.31	62,000.00	47,276.69	23.75%
0519432 • Utilities - Gas	0.00	453.61	2,000.00	1,546.39	22.68%
0519433 • Utilities - Water & Sewer	351.80	762.98	9,000.00	8,237.02	8.48%
0519434 • Storm Water Management	146.33	967.17	3,100.00	2,132.83	31.2%
0519442 • Equipment Lease- General	95.00	285.00	1,150.00	865.00	24.78%
0519451 • Insurance - Liability	864.08	2,592.23	9,800.00	7,207.77	26.45%
0519452 • Insurance - Property	1,284.00	3,852.00	14,700.00	10,848.00	26.2%
0519462 • Property Maintenance Expense	0.00	0.00	4,500.00	4,500.00	0.0%
0519491 • Cable - TV	13,490.57	40,471.71	170,100.00	129,628.29	23.79%

Port Malabar Holiday Park Profit & Loss Budget Performance December 2014

	Dec 14	Oct - Dec 14	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	437.91	437.91	0.00	-437.91	100.0%
0519521 · Supplies Decals & Badges	0.00	0.00	800.00	800.00	0.0%
0519541 · Taxes, Fees & Licenses	0.00	773.55	30,000.00	29,226.45	2.58%
Total 519 · Gen Govt- Other Gen Govt	22,627.65	66,936.05	313,750.00	246,813.95	21.33%
529 · Public Safety- Other Public Saf					
0529130 · Payroll - Gate	7,990.96	23,416.03	90,000.00	66,583.97	26.02%
0529210 · Payroll Taxes - Gate	724.05	2,121.45	8,100.00	5,978.55	26.19%
0529230 · Health Insurance - Gate	0.00	0.00	0.00	0.00	0.0%
0529240 · Workers Comp Ins- Gate	343.52	1,030.54	5,000.00	3,969.46	20.61%
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	0.00	30.24	1,000.00	969.76	3.02%
0529521 · Uniforms- Gate	0.00	0.00	200.00	200.00	0.0%
Total 529 · Public Safety- Other Public Saf	9,058.53	26,598.26	106,600.00	80,001.74	24.95%
539 · Physical Env- Other Phys Env					
0539130 · Payroll - Custodians	5,646.72	16,445.30	71,000.00	54,554.70	23.16%
0539210 · Payroll Taxes - Custodial	511.01	1,488.29	6,600.00	5,111.71	22.55%
0539230 · Health Ins- Custodial	951.26	2,853.78	11,650.00	8,796.22	24.5%
0539240 · Workers Comp Ins-Custodial	262.02	786.03	4,375.00	3,588.97	17.97%
0539400 · Travel Reimbursement Custodial	0.00	0.00	100.00	100.00	0.0%
0539461 · R&M Buildings	129.14	926.35	4,000.00	3,073.65	23.16%
0539462 · R&M Lighting- Rec Center	27.47	36.46	400.00	363.54	9.12%
0539463 · R&M Equipment	0.00	1,136.02	3,000.00	1,863.98	37.87%
0539499 · Non Capitalized Equip-Custodial	0.00	61.34	500.00	438.66	12.27%
0539520 · Custodial Supplies	2.99	735.36	4,000.00	3,264.64	18.38%
0539521 · Uniforms- Custodial	0.00	0.00	200.00	200.00	0.0%
Total 539 · Physical Env- Other Phys Env	7,530.61	24,468.93	105,825.00	81,356.07	23.12%
541 · Transportation- Road & Street					
0541461 · R&M Streets	10.21	200.20	1,000.00	799.80	20.02%
0541463 · R&M Signage	367.84	448.81	900.00	451.19	49.87%

Port Malabar Holiday Park Profit & Loss Budget Performance December 2014

	Dec 14	Oct - Dec 14	Annual Budget	\$ Budget Left	% Budget Used
0541464 · R&M Drainage	130.00	449.99	2,600.00	2,150.01	17.31%
Total 541 · Transportation- Road & Street	508.05	1,099.00	4,500.00	3,401.00	24.42%
572 · Culture/Rec- Parks & Recreation					
0572130 · Payroll - Grounds Crew	11,887.52	33,823.70	164,280.00	130,456.30	20.59%
0572210 · Payroll Taxes - Grounds	1,094.52	3,086.92	14,785.00	11,698.08	20.88%
0572230 · Health Insurance-Grounds	2,130.19	6,390.57	29,000.00	22,609.43	22.04%
0572240 · Workers Comp Ins-Grounds	532.48	1,597.04	8,200.00	6,602.96	19.48%
0572341 · Contract Svcs - Lawn Crew	0.00	12,348.41	65,000.00	52,651.59	19.0%
0572342 · Landscape Management	440.00	620.00	8,000.00	7,380.00	7.75%
0572431 · Landscape Trash Removal	145.00	435.00	2,200.00	1,765.00	19.77%
0572461 · R&M Grounds Equipment	138.32	2,712.49	4,500.00	1,787.51	60.28%
0572462 · R&M Pools & Rec Facilities	2,592.00	5,645.85	12,800.00	7,154.15	44.11%
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	156.56	563.32	4,500.00	3,936.68	12.52%
0572522 · Fuel	512.96	2,390.09	15,000.00	12,609.91	15.93%
0572524 · Supplies Recreational	120.22	120.22	1,800.00	1,679.78	6.68%
0572525 · Uniforms- Grounds	0.00	0.00	450.00	450.00	0.0%
0572526 · Landscape Supplies	0.00	230.43	3,300.00	3,069.57	6.98%
0572551 · Education/Training- Parks & Rec	0.00	0.00	300.00	300.00	0.0%
Total 572 · Culture/Rec- Parks & Recreation	19,739.77	70,330.53	342,115.00	271,784.47	20.56%
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 December 2014

	Dec 14	Oct - Dec 14	Annual Budget	\$ Budget Left	% Budget Used
Total Expense	77,221.46	261,164.78	1,172,800.00	911,635.22	22.27%
Net Ordinary Income	444,370.93	663,357.75	0.00	-663,357.75	100.0%
Other Income/Expense					
Other Income					
2325200 · From Gross Assessments- DebtSvc	21,849.25	65,547.75	262,200.00	196,652.25	25.0%
Total Other Income	21,849.25	65,547.75	262,200.00	196,652.25	25.0%
Other Expense					
517 · Gen Govt Svcs- Debt Svc Payment					
2517710 · Principal Expense	19,514.31	58,360.68	212,100.00	153,739.32	27.52%
2517720 · Interest Expense	2,334.94	7,187.07	50,100.00	42,912.93	14.35%
Total 517 · Gen Govt Svcs- Debt Svc Payment	21,849.25	65,547.75	262,200.00	196,652.25	25.0%
Total Other Expense	21,849.25	65,547.75	262,200.00	196,652.25	25.0%
Net Other Income	0.00	0.00	0.00	0.00	0.0%
Net Income	444,370.93	663,357.75	0.00	-663,357.75	100.0%

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

Port Malabar Holiday Park

Balance Sheet

As of December 31, 2014

	Dec 31, 14
ASSETS	
Current Assets	
Checking/Savings	
0101000 · TD Operating	40,835.66
0101500 · TD Fixed Rate Account	1,370,256.06
0102100 · Petty Cash	514.45
0104100 · SBA - Operating Account	80,134.26
Total Checking/Savings	1,491,740.43
Accounts Receivable	
0115100 · Accounts Receivable	1,185.82
Total Accounts Receivable	1,185.82
Total Current Assets	1,492,926.25
Fixed Assets	
0161900 · Land	223,836.00
0162900 · Buildings & Improvements	1,022,452.76
0163900 · AD - Buildings & Improvements	-689,589.28
0164900 · Infrastructure	3,306,457.73
0165900 · AD - Infrastructure	-626,581.61
0166910 · Furn, Fixtures & Equipment	93,082.72
0166920 · Grounds Equipment	77,526.71
0166930 · Computer Software	2,187.85
0167910 · AD - Furn, Fixtures & Equipment	-80,418.30
0167920 · AD - Grounds Equipment	-55,687.04
0167930 · AD - Computer Software	-2,187.85
Total Fixed Assets	3,271,079.69
Other Assets	
0155000 · Prepaid Expenses	14,038.91
0170910 · Capitalized Loan Fees	52,239.00
0170920 · Accum Amortization	-28,456.45
Total Other Assets	37,821.46
TOTAL ASSETS	4,801,827.40
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0202000 · Accounts Payable	9,487.20
Total Accounts Payable	9,487.20
Other Current Liabilities	
0203010 · Loan 1 Curr Portion - TD 5455	81,492.73
0203020 · Loan 2 Curr Portion - TD 2055	120,446.61
0203030 · Loan 3 Curr Portion - TD 9155	53,651.14
0216000 · Accrued Wages Payable	10,859.05
0217000 · Accrued Taxes Payable	988.37
0220000 · Customer Deposits	775.28
2215000 · Accrued Interest Payable	1,814.42
Total Other Current Liabilities	270,027.60
Total Current Liabilities	279,514.80
Long Term Liabilities	
0203910 · Loan 1- TD 5455	322,346.50
0203920 · Loan 2- TD 2055	529,418.40
0203930 · Loan 3- TD 9155	337,280.28
Total Long Term Liabilities	1,189,045.18
Total Liabilities	1,468,559.98

11:59 AM
01/19/15
Accrual Basis

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

	<u>Dec 31, 14</u>
Equity	
0271000 · Fund Balance- Unreserved	637,646.00
0274000 · Invested in capital assets	1,727,303.00
8007 · Retained Earnings	304,960.67
Net Income	663,357.75
Total Equity	<u>3,333,267.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,801,827.40</u></u>

Port Malabar Holiday Park

Income & Expense by Fund

December 2014

	00 General		02 Debt Svc		TOTAL	
	Dec 14	Oct - Dec 14	Dec 14	Oct - Dec 14	Dec 14	Oct - Dec 14
Ordinary Income/Expense						
Income						
325 · Special Assessments						
0325200 · Gross Assessments	562,487.93	1,026,833.64	0.00	0.00	562,487.93	1,026,833.64
0325290 · Assessment Adjustments	-22,148.61	-41,517.87	0.00	0.00	-22,148.61	-41,517.87
0325295 · Transferred to Debt Service Fund	-21,849.25	-65,547.75	0.00	0.00	-21,849.25	-65,547.75
Total 325 · Special Assessments	518,490.07	919,768.02	0.00	0.00	518,490.07	919,768.02
334-389 · Other Revenue Sources						
0341900 · Service Charges	842.00	1,705.50	0.00	0.00	842.00	1,705.50
0361100 · Interest Income	262.32	553.42	0.00	0.00	262.32	553.42
0369900 · Other Income	1,743.00	1,743.34	0.00	0.00	1,743.00	1,743.34
0369902 · Laundry Income	255.00	464.25	0.00	0.00	255.00	464.25
0389800 · Proprietary- Private contr	0.00	288.00	0.00	0.00	0.00	288.00
Total 334-389 · Other Revenue Sources	3,102.32	4,754.51	0.00	0.00	3,102.32	4,754.51
Total Income	521,592.39	924,522.53	0.00	0.00	521,592.39	924,522.53
Gross Profit	521,592.39	924,522.53	0.00	0.00	521,592.39	924,522.53
Expense						
511 · Gen Govt- Legislative						
0511451 · Board Bond Ins	33.81	101.31	0.00	0.00	33.81	101.31
Total 511 · Gen Govt- Legislative	33.81	101.31	0.00	0.00	33.81	101.31
512-513 · Gen Govt- Exec, Fin & Admin						
0512130 · Payroll - Executive	4,024.04	11,942.32	0.00	0.00	4,024.04	11,942.32
0512210 · Payroll Taxes - Executive	364.17	1,080.78	0.00	0.00	364.17	1,080.78
0512230 · Health Insurance - Executive	900.81	2,702.43	0.00	0.00	900.81	2,702.43
0512240 · Workers Comp Ins- Executive	182.29	546.85	0.00	0.00	182.29	546.85
0513130 · Payroll - Admin	3,557.74	10,535.67	0.00	0.00	3,557.74	10,535.67
0513210 · Payroll Taxes - Admin	321.97	953.48	0.00	0.00	321.97	953.48
0513230 · Health Insurance - Admin	1,079.95	3,239.85	0.00	0.00	1,079.95	3,239.85
0513240 · Workers Comp Ins - Admin	160.61	481.81	0.00	0.00	160.61	481.81
0513321 · Professional Fees - Auditing	5,000.00	11,000.00	0.00	0.00	5,000.00	11,000.00
0513322 · Contract Accounting Services	860.60	2,510.60	0.00	0.00	860.60	2,510.60
0513340 · Payroll-related Services	205.00	544.90	0.00	0.00	205.00	544.90
0513421 · Postage	0.00	104.40	0.00	0.00	0.00	104.40
0513441 · Equipment Lease- Office	135.46	406.38	0.00	0.00	135.46	406.38
0513496 · Bank Charges	20.00	60.00	0.00	0.00	20.00	60.00
0513510 · Office Expense	560.40	1,440.73	0.00	0.00	560.40	1,440.73
Total 512-513 · Gen Govt- Exec, Fin & Admin	17,373.04	47,550.20	0.00	0.00	17,373.04	47,550.20
514 · Gen Govt- Legal Counsel						
0514311 · Professional Fees - Legal	0.00	35.00	0.00	0.00	0.00	35.00
0514312 · Legal - Deed Rest. Enf.	350.00	1,522.50	0.00	0.00	350.00	1,522.50

Port Malabar Holiday Park Income & Expense by Fund December 2014

11:59 AM
01/19/15
Accrual Basis

	00 General		02 Debt Svc		TOTAL	
	Dec 14	Oct - Dec 14	Dec 14	Oct - Dec 14	Dec 14	Oct - Dec 14
Total 514 · Gen Govt- Legal Counsel	350.00	1,557.50		0.00	350.00	1,557.50
519 · Gen Govt- Other Gen Govt						
0519411 · Telephone & Communications	600.23	1,616.58	0.00	0.00	600.23	1,616.58
0519431 · Utilities - Electric	5,357.73	14,723.31	0.00	0.00	5,357.73	14,723.31
0519432 · Utilities - Gas	0.00	453.61	0.00	0.00	0.00	453.61
0519433 · Utilities - Water & Sewer	351.80	762.98	0.00	0.00	351.80	762.98
0519434 · Storm Water Management	146.33	967.17	0.00	0.00	146.33	967.17
0519442 · Equipment Lease- General	95.00	285.00	0.00	0.00	95.00	285.00
0519451 · Insurance - Liability	864.08	2,592.23	0.00	0.00	864.08	2,592.23
0519452 · Insurance - Property	1,284.00	3,852.00	0.00	0.00	1,284.00	3,852.00
0519491 · Cable - TV	13,490.57	40,471.71	0.00	0.00	13,490.57	40,471.71
0519499 · Non-Cap Equipment- Gen Govt	437.91	437.91	0.00	0.00	437.91	437.91
0519541 · Taxes, Fees & Licenses	0.00	773.55	0.00	0.00	0.00	773.55
Total 519 · Gen Govt- Other Gen Govt	22,627.65	66,936.05	0.00	0.00	22,627.65	66,936.05
529 · Public Safety- Other Public Saf						
0529130 · Payroll - Gate	7,990.96	23,416.03	0.00	0.00	7,990.96	23,416.03
0529210 · Payroll Taxes - Gate	724.05	2,121.45	0.00	0.00	724.05	2,121.45
0529240 · Workers Comp Ins- Gate	343.52	1,030.54	0.00	0.00	343.52	1,030.54
0529520 · Supplies - Gate	0.00	30.24	0.00	0.00	0.00	30.24
Total 529 · Public Safety- Other Public Saf	9,058.53	26,598.26	0.00	0.00	9,058.53	26,598.26
539 · Physical Env- Other Phys Env						
0539130 · Payroll - Custodians	5,646.72	16,445.30	0.00	0.00	5,646.72	16,445.30
0539210 · Payroll Taxes - Custodial	511.01	1,488.29	0.00	0.00	511.01	1,488.29
0539230 · Health Ins- Custodial	951.26	2,853.78	0.00	0.00	951.26	2,853.78
0539240 · Workers Comp Ins-Custodial	262.02	786.03	0.00	0.00	262.02	786.03
0539461 · R&M Buildings	129.14	926.35	0.00	0.00	129.14	926.35
0539462 · R&M Lighting- Rec Center	27.47	36.46	0.00	0.00	27.47	36.46
0539463 · R&M Equipment	0.00	1,136.02	0.00	0.00	0.00	1,136.02
0539499 · Non Capitalized Equip-Custodial	0.00	61.34	0.00	0.00	0.00	61.34
0539520 · Custodial Supplies	2.99	735.36	0.00	0.00	2.99	735.36
Total 539 · Physical Env- Other Phys Env	7,530.61	24,468.93	0.00	0.00	7,530.61	24,468.93
541 · Transportation- Road & Street						
0541461 · R&M Streets	10.21	200.20	0.00	0.00	10.21	200.20
0541463 · R&M Signage	367.84	448.81	0.00	0.00	367.84	448.81
0541464 · R&M Drainage	130.00	449.99	0.00	0.00	130.00	449.99
Total 541 · Transportation- Road & Street	508.05	1,099.00	0.00	0.00	508.05	1,099.00
572 · Culture/Rec- Parks & Recreation						
0572130 · Payroll - Grounds Crew	11,887.52	33,823.70	0.00	0.00	11,887.52	33,823.70
0572210 · Payroll Taxes - Grounds	1,084.52	3,086.92	0.00	0.00	1,084.52	3,086.92
0572230 · Health Insurance-Grounds	2,130.19	6,390.57	0.00	0.00	2,130.19	6,390.57
0572240 · Workers Comp Ins-Grounds	532.48	1,597.04	0.00	0.00	532.48	1,597.04

11:59 AM

01/19/15

Accrual Basis

Port Malabar Holiday Park

Income & Expense by Fund

December 2014

	00 General		02 Debt Svc		TOTAL	
	Dec 14	Oct - Dec 14	Dec 14	Oct - Dec 14	Dec 14	Oct - Dec 14
0572341 · Contract Svcs - Lawn Crew	0.00	12,348.41	0.00	0.00	0.00	12,348.41
0572342 · Landscape Management	440.00	620.00	0.00	0.00	440.00	620.00
0572431 · Landscape Trash Removal	145.00	435.00	0.00	0.00	145.00	435.00
0572461 · R&M Grounds Equipment	138.32	2,712.49	0.00	0.00	138.32	2,712.49
0572462 · R&M Pools & Rec Facilities	2,592.00	5,645.85	0.00	0.00	2,592.00	5,645.85
0572499 · Non Capitalized Equip-Grounds	0.00	366.49	0.00	0.00	0.00	366.49
0572521 · Supplies - Grounds	156.56	563.32	0.00	0.00	156.56	563.32
0572522 · Fuel	512.96	2,390.09	0.00	0.00	512.96	2,390.09
0572524 · Supplies Recreational	120.22	120.22	0.00	0.00	120.22	120.22
0572526 · Landscape Supplies	0.00	230.43	0.00	0.00	0.00	230.43
Total 572 · Culture/Rec- Parks & Recreation	19,739.77	70,330.53	0.00	0.00	19,739.77	70,330.53
701 · Capital Outlay						
0519631 · Cap Outlay-Infrastructure	0.00	5,415.00	0.00	0.00	0.00	5,415.00
0519641 · Cap Outlay-Grounds Equipment	0.00	13,100.00	0.00	0.00	0.00	13,100.00
0519642 · Cap Outlay-Furn, Fixt & Eq	0.00	4,008.00	0.00	0.00	0.00	4,008.00
Total 701 · Capital Outlay	0.00	22,523.00	0.00	0.00	0.00	22,523.00
Total Expense	77,221.46	261,164.78	0.00	0.00	77,221.46	261,164.78
Net Ordinary Income	444,370.93	663,357.75	0.00	0.00	444,370.93	663,357.75
Other Income/Expense						
Other Income						
2325200 · From Gross Assessments- DebtSvc	0.00	0.00	21,849.25	65,547.75	21,849.25	65,547.75
Total Other Income	0.00	0.00	21,849.25	65,547.75	21,849.25	65,547.75
Other Expense						
517 · Gen Govt Svcs- Debt Svc Payment						
2517710 · Principal Expense	0.00	0.00	19,514.31	58,360.68	19,514.31	58,360.68
2517720 · Interest Expense	0.00	0.00	2,334.94	7,187.07	2,334.94	7,187.07
Total 517 · Gen Govt Svcs- Debt Svc Payment	0.00	0.00	21,849.25	65,547.75	21,849.25	65,547.75
Total Other Expense	0.00	0.00	21,849.25	65,547.75	21,849.25	65,547.75
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	444,370.93	663,357.75	0.00	0.00	444,370.93	663,357.75

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			
Feb-15			
Mar-15			
Apr-15			
May-15			
Jun-15			
Jul-15			
Aug-15			
Sep-15			
Calculated Loan Balances for QuickBooks	624,897.11	377,617.18	383,760.69
ME Loan Balances Per Bank Statements	624,897.11	377,617.18	383,760.69
Difference	0.00	0.00	0.00



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

Note:

Resolution 2015-01 is a document scheduling a vote of the lot owners to amend, consolidate, and restate the Deed Restrictions. It also contains the ballot and referendum questions that have been reviewed and approved by the Districts' attorney Karl Bohne. It will be an additional document sent to the Board, posted on the website and bulletin board.

RESOLUTION 2015-__

A RESOLUTION OF BOARD OF TRUSTEES FOR PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT ADOPTING PROCEDURES FOR THE IMPLEMENTATION OF FINES AND A SCHEDULE OF FINES FOR VIOLATIONS OF THE AMENDED, CONSOLIDATED AND RESTATED DECLARATION OF RESTRICTIONS, CONDITIONS, COVENANTS, AND RESERVATIONS AFFECTING PROPERTY LOCATED IN PORT MALABAR HOLIDAY PARK, UNIT ONE AND UNIT TWO; PROVIDING AN EFFECTIVE DATE.

WHEREAS, eligible members of Port Malabar Holiday Park Mobile Home Park Recreation District (the District) voted to adopt the AMENDED, CONSOLIDATED AND RESTATED DECLARATION OF RESTRICTIONS, CONDITIONS, COVENANTS, AND RESERVATIONS AFFECTING PROPERTY LOCATED IN PORT MALABAR HOLIDAY PARK, UNIT ONE AND UNIT TWO (the Declarations): and,

WHEREAS, the District Board of Trustees has the authority to set a fine schedule and procedures for violations of the Declarations; and,

WHEREAS, Pursuant to Article III, Section 18 of the Declarations he Board of Trustees has determined that it is in the best interest of the health, safety and welfare of the District to adopt fining procedures and a fine schedule.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Trustees of the Port Malabar Holiday Park Mobile Home Park Recreation District s follows:

Section 1. Violation procedures and fines adopted

A) A.C.C. rules and regulations, District rules and regulations, and Declaration enforcement, as provided for in Article II, Section 9 and Article III, Section 18 shall be by the District Office and/or The Board of Trustees.

B) Except as may be otherwise provided for herein, a fine of up to \$250.00 per day per violation may be imposed against any owner for the failure of the owner of the parcel or its occupant, licensee, or invitee to comply with any provision of the Declaration, the District bylaws, or reasonable rules of the District and A.C.C. A fine may be levied for each day of a continuing violation, with a single notice and opportunity for hearing. A fine imposed shall become a lien upon the owner's or violator's property. In the event of a repeat violation, which shall mean a violation of a provision of the Declaration, the District bylaws, or reasonable rules of the District or A.C.C. by a person who has been previously found by the District Office and/or the Board of Trustees, to have violated or who has admitted violating the same provision within 5 years prior to the violation, the District Office and or the Board of Trustees may impose a fine of up to \$500.00 per violation. Such a fine shall become a lien on the owner's or violator's

property. The fines shall accrue on a daily basis, until cured, after the determination by the District Office that a violation has occurred.

- C) The notice provisions of Article III, section 18 shall be complied with prior to the imposition of any fine by the District Office.
- D) In determining the amount of the fine, if any, the District Office and/or the Board of Trustees shall consider the following factors:
 - 1. The gravity of the violation;
 - 2. Any actions taken by the violator to correct the violation; and
 - 3. Any previous violations committed by the violator.
- E) The District shall also recover any costs and attorney fees incurred against the owner of the property or violator for instituting the enforcement procedures in Article III, Section 18.

Section 2.

This Resolution shall take effect immediately upon its adoption.

This Resolution was then declared to be duly passed and adopted this ____ day of _____, 2015.

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

By: _____ Board Chair

Attest:

Administrative Assistant

DocumentMall Subscription Rider Components, Subscription Term and Fees

Customer Name:	Port Malabar Holiday Park	Customer Oracle No:	3764025
Contact Name:	Cheryl Ennis Dist Manager	Customer Contact No:	321-724-2240

Transaction Type: Renewal
PS Services Required: No (If yes, attach this Rider to a PS Statement of Work).

NOTE: The PS Charges will be billed separately from the items on this Subscription Rider

Subscription Term Enter Total # of Months

VPN	Qty	Price	Extended Price	Description
004629MIU-PS1	1	\$ 1,050	\$ 1,050	DocumentMall Basic - 1 Yr, 16 GB, 5 Users
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
Total			\$ 1,050	

Billing Method: Single upfront paymt

Payment

Notes:

Renewal Key will become active upon expiration of current end date of 3.1.2015

The purpose of this Rider is to supply the terms and conditions for our customers to access and use the DocumentMall Solution. This DocumentMall Rider supplements and amends existing agreements between the parties, which may be in the form of a Statement of Work, Purchase Order or a Service Schedule or Order to a "Master" agreement. Such existing agreements are incorporated and referred to herein as the "Agreement". In the event of any conflict between the terms of the Agreement and this Rider, the terms of this Rider shall control. "You" or "Subscriber" means the party shown in signature line below.

1. **DocumentMall Hosted Services.** DocumentMall is a web-based application provided by Ricoh that is designed to enable centralized storage, indexing, and access for your electronic documents (the "Hosted Services"). For the duration of the Subscription and number of authorized uses you have purchased, and provided that you are not in default, you shall be entitled to access and use the DocumentMall Hosted Services over the Internet for your own internal business purposes only.

2. **Subscription Term; Renewal.** The Hosted Services are licensed for use on a time-limited subscription basis (the "Subscription Term"). Upon expiration of the Subscription Term, you will no longer be able to access or use the Hosted Services. The Subscription Term shall commence on the date specified above but in no event later than the first to occur of the date (i) you complete any registration or activation of the Hosted Services or (ii) you first access or use the Hosted Services. Approximately sixty (60) days prior to the end of the Initial Subscription Period, Ricoh will provide Customer with a letter of notification advising as to the termination date of the Hosted Services, along with a renewal form to be signed by Customer and returned to Ricoh. Upon any renewal, the Payments will be adjusted to Ricoh's then-prevailing rates, which will be reflected in an automatic increase as of the renewal date.

3. **Payments.** Charges for the Hosted Services, including for any new or additional use, modules, features or extensions of the Subscription Term that may be requested in subsequent purchaser orders, ("Fees") are payable by you for the full period of the Subscription Term, and are quoted and payable in United States dollars, without offset or deduction. Fees will be billed monthly over the Subscription Term and You agree to pay the Fees within ten (10) days after the date of the invoice for such Fees. All Fees are non-cancellable and non-refundable, and the number or duration of subscriptions, features, or usage purchased cannot be decreased during the Term. In addition to the Fees, Subscriber shall responsible for and agrees to pay all taxes that are, or may in the future be, assessed in connection with the provision or use of the Hosted Services including but not limited to any local, county, state, federal or foreign VAT, sales, use, excise, gross receipts, transfer, personal property or other similar taxes, or duties, or taxes on Internet transactions ("Taxes"). However, Subscriber shall not be responsible for paying any taxes based solely on Ricoh's net income or property. If you do not pay all Fees promptly when due, or otherwise default under any other obligation under this Rider, the Agreement or applicable license or terms of use, following ten (10) days written notice to you, Ricoh may in addition to its other remedies (a) suspend your access to the Hosted Services or (b) cancel this Rider and terminate Hosted Services. No refund or credit will be given for any early termination of this Rider. If you fail to pay any Fees within thirty (30) days after the date of the invoice, Ricoh may assess a late charge of 1.5% per month on any unpaid amounts or the maximum allowed by law, whichever is less. In the event of a payment default by you, you agree to pay Ricoh all costs and expenses of collection and enforcement of Ricoh's rights hereunder, including, but not limited to, reasonable internal and external legal costs, whether or not suit is brought. All remedies hereunder or at law are cumulative.

4. **Subscription License.** Ricoh hereby grants You and your "Users" (as defined below) a time-limited, a non-exclusive, non-assignable, non-sub licensable, non-transferable license to access and use the Hosted Services remotely over the Internet according to the terms of use established by the Licensors. Copies of the relevant terms of use may be found at <http://www.documentmall.com/license> agreement and you must accept these terms before you access or use the Hosted Services for the first time. The aggregate use of the Hosted Services by You and your Users may not exceed the number of individuals, seats, machines or other volume, storage or usage metrics that you have purchased. For these purposes, "Users" means individuals who are authorized by Subscriber to use the Hosted Services, or who access the Hosted Services under a Subscriber account or password, and may include employees, consultants or contractors and agents of Subscriber. Further, your rights are limited to only those particular feature sets or modules set forth above; are only for the Subscription Term set forth above, and are solely for your own internal business purposes. This license shall not be deemed to transfer any ownership, title or proprietary rights to the Hosted Services to you. You acknowledge and agree that the Hosted Services use and contain confidential and proprietary information and technology of Ricoh and/or its Licensors and embody trade secrets and intellectual property of Ricoh and/or its Licensors protected under United States copyright and other laws, and by international treaty provisions. Your rights in the Hosted Services are limited to those license rights expressly granted under this License, and Ricoh and/or its Licensors retain all rights not expressly granted herein.

You shall not: (i) reverse engineer, disassemble, decompile or otherwise attempt to access or determine the source code of the Hosted Services, (ii) copy, or reproduce the site or Hosted Services in any way, in whole or in part, (iii) modify, alter, tamper with, repair or create any derivative work based on the Hosted Services, (iv) remove any proprietary notices, labels, or marks on the site or Hosted Services (v) assign, rent, sell, transfer, re-distribute or sublicense the Hosted Services, or any part thereof, to any third party, (vi) create Internet "links" to the site or Hosted Services or "frame" or "mirror" any content available on the Hosted Services on any other server or wireless Internet-based device, or (vii) operate the Hosted Services on a time-sharing or service bureau basis, or (viii) permit the use of the site or Hosted Services by anyone other than You and your Users.

5. **Export Controls.** Subscriber shall comply with all export laws and restrictions and regulations of the Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control ("OFAC"), or other United States or foreign agency or authority, and shall not use the Hosted Services to export, or allow the export or re-export of Content in violation of any such restrictions, laws or regulations. Without limiting the foregoing, Subscriber represents and warrants that (i) it and its Users are not located in, and are not citizens, nationals or residents of any country to which the United States has prohibited the export of technical information, (ii) none of its Users are listed on the United States Department of Treasury list of Specially Designated Nationals, Specially Designated Terrorists, and Specially Designated Narcotics Traffickers, or on the United States Department of Commerce Table of Denial Orders, (iii) it will not permit the Hosted Services to be download or otherwise export or re-export the Hosted Services, directly or indirectly, to prohibited countries or persons on the above-mentioned lists, (iv) it will not use or permit the Hosted Services to be used for, any purposes prohibited by United States law, including, without limitation, for the development, design, manufacture or production of nuclear, chemical, or biological weapons of mass destruction, and (v) that it will otherwise comply with all applicable export control laws.

By signing below, the undersigned represents that he/she is duly authorized to enter into this Rider on behalf of his/her respective entity.

CUSTOMER (SUBSCRIBER)

Name (Print)	Location

Authorized Signature	Title	Date

RICOH PRELIMINARY REVIEW

Preliminary Review Signature - Approval (Branch Management -- SrMoD)	Name and Title (Print)	Date



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

12/20/12

Updates to the employees Policies & Procedures Manual are in process and will be finalized during the next few months. Those changes and are summarized for you as follows:

- Reference to Health insurance 10% paid by employee
- Vacation:

Vacation is now determined by hours worked (which still works out to be the same as long as the employee has qualified for 40 hours per week). The payment schedule is as follows:

Medical no matter how many years of service -0.01923 hrs.

Vacation:

Less than 2 years .01923 hrs.

2-4 years .03846 hrs.

5-9 years .05769 hrs.

10 years and over .07693 hrs.

Accrued and unused Vacation is paid out upon termination

- Holidays

Currently Christmas Eve is a full day off

- Mileage

Is paid equal to the State Government policy.