



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

215 Holiday Park Blvd. NE  
Palm Bay, Florida 32907-2196  
Office: 321-724-2240

---

**BOARD OF TRUSTEES**

**REGULAR MEETING AGENDA**

February 08, 2016 - 7:00 PM

Rebecca "Becky" Earnest  
Chairman

Keith Rittscher  
1<sup>st</sup> Vice-Chairman

Harald Albinus  
2<sup>nd</sup> Vice-Chairman

Joanne Gaughan  
Secretary

Marion "Molly" Stone  
Assistant Secretary

Cathleen "Cathi" Brennan  
Treasurer

Marilyn Spall  
Assistant Treasurer

Vacant  
Trustee

Rodney "Rod" Lindsay  
Trustee

Vacant  
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 MEETINGS 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"**



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

215 Holiday Park Blvd. NE  
Palm Bay, Florida 32907-2196  
Office: 321-724-2240

---

1. Meeting 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 21, 2016
  - Attachments: January 21, 2016 meeting minutes
  - Motion to approve minutes
  - Trustee comment
  - Call for vote
7. Treasurer's Report- Presentation of the Financial Reports for the Month of December 2015
  - Attachments: December 31, 2015, Revenues & Expense Report: Budget Performance, Balance Sheet and Loan Balances
  - Action: Motion to accept report for audit
  - Trustee comment
  - Public comment\*
  - Call for vote
8. Renew Yearly Contract Heating Ventilation and Air Conditioner (HVAC) Service
  - Attachment: Contract from HVAC Contractor, Platt's Air & Heat
  - Action: Motion to approve contract for yearly HVAC service
  - Trustee comment
  - Public comment\*
  - Call for vote
9. Computer update (continued from 1/11/16, Agenda #13)
  - Update from Chairman
10. Owners not in "Good Standing" (continued from 1/25/16, Agenda #9B)
  - Attachment: Deed Restrictions, Article III, Section 18
  - Action: Motion to approve a fine system
  - Call for vote
11. District Manager Job Description
  - Attachment: District Manager Job Description (draft 06/15)
  - Action: Trustee Comment
12. Adjournment



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

215 Holiday Park Blvd. NE  
Palm Bay, Florida 32907-2196  
Office: 321-724-2240

---

**BOARD OF TRUSTEES: SPECIAL MEETING**

**January 21, 2016 at 2:00PM**

**1. Meeting call to order**

By: Rebecca "Becky" Earnest, Chairman at 2:02 PM

**2. Invocation**

By: Rebecca "Becky" Earnest, Chairman

**3. Pledge of Allegiance**

By: Rebecca "Becky" Earnest, Chairman

**4. Roll Call**

By Joanne Gaughan, Secretary: Joanne Gaughan, Secretary; Marilyn Spall, Assistant Treasurer; Rebecca "Becky" Earnest, Chairman; Keith Rittscher, 1<sup>st</sup> Vice Chairman, Marion "Molly" Stone, Assistant Secretary; Cathleen "Cathi" Brennan, Treasurer; Rodney "Rod" Lindsay, Trustee; Harald Albinus, 2nd Vice Chairman, all acknowledged their presence. Vacant: Trustee. Sharon Johnson, Administrative Assistant was present and Jessica Saeger, District Clerk recording.

**5. Announcements by Chairman:**

Becky Earnest stated that Jody Storozuk suffered a death in his family. We will reschedule his second interview for Thursday, February 4<sup>th</sup> at 2:00PM.

**6. District Manager-Recruitment [DM recruitment, 12-28-15, Agenda Item# 10B]:**

The Board interviewed Lydia Colon for the District Manager position. Each Board member asked Lydia several questions during her second interview and advised they would contact her with their decision.

**7. Holiday Park Employee Personnel Policy Manual:**

The Board reviewed and discussed the first portion of the employee manual.

*Keith Rittscher made a motion for a special meeting to continue the other half of the manual on February 4, 2016 at 2:00PM. Harald Albinus seconded the motion. A vote was called, motion carried.*

**8. Adjournment:**

*There being no further business, a motion to adjourn was made by Keith Rittscher and seconded by Harald Albinus. A vote was called, motion carried. The meeting adjourned at 4:00 PM.*

5:20 PM

01/19/16

**Port Malabar Holiday Park**  
**A/P Aging Summary**  
 As of December 31, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Berman Hopkins	7,000.00	0.00	0.00	0.00	0.00	7,000.00
Brevard Cty Supervisor of Elections	0.00	203.19	0.00	0.00	0.00	203.19
Brevard Locksmith & Bicycle Shop	0.00	0.00	0.00	0.00	-21.66	-21.66
Bright House 8152	0.00	29.47	0.00	0.00	0.00	29.47
CAPITAL OFFICE PROD	0.00	307.22	0.00	0.00	0.00	307.22
Eastside Mower	0.00	73.62	0.00	0.00	0.00	73.62
FMIT- Bonds	0.00	-27.00	0.00	0.00	0.00	-27.00
FPL 0034	0.00	1,861.41	0.00	0.00	0.00	1,861.41
FPL 1245	0.00	68.12	0.00	0.00	0.00	68.12
FPL 3047	0.00	407.29	0.00	0.00	0.00	407.29
FPL 3061	0.00	60.83	0.00	0.00	0.00	60.83
FPL 9069	0.00	55.25	0.00	0.00	0.00	55.25
Ricoh	0.00	220.40	0.00	0.00	0.00	220.40
<b>TOTAL</b>	<b>7,000.00</b>	<b>3,259.80</b>	<b>0.00</b>	<b>0.00</b>	<b>-21.66</b>	<b>10,238.14</b>

4:05 PM  
01/18/16  
Accrual Basis

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

Dec 31, 15

ASSETS

Current Assets

Checking/Savings

0101000 · TD Operating	143,254.71
0101500 · TD Fixed Rate Account	1,419,808.89
0102100 · Petty Cash	829.30
0104100 · SBA - Operating Account	81,509.26

Total Checking/Savings 1,645,402.16

Accounts Receivable

0115100 · Accounts Receivable 7,196.65

Total Accounts Receivable 7,196.65

Total Current Assets 1,652,598.81

Fixed Assets

0161900 · Land	223,836.00
0162900 · Buildings & Improvements	1,044,659.39
0163900 · AD - Buildings & Improvements	-728,169.00
0164900 · Infrastructure	3,311,871.73
0165900 · AD - Infrastructure	-743,085.84
0166910 · Furn, Fixtures & Equipment	97,091.72
0166920 · Grounds Equipment	65,727.21
0166930 · Computer Software	2,187.85
0167910 · AD - Furn, Fixtures & Equipment	-83,056.70
0167920 · AD - Grounds Equipment	-39,839.65
0167930 · AD - Computer Software	-2,187.85

Total Fixed Assets 3,149,034.86

Other Assets

0155000 · Prepaid Expenses 17,393.75

Total Other Assets 17,393.75

TOTAL ASSETS 4,819,027.42

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

0202000 · Accounts Payable 10,238.14

Total Accounts Payable 10,238.14

Credit Cards

0202100 · Lowes Business Account	251.49
0202600 · Home Depot Acct	482.53
0202700 · Sunoco CC	404.44
0202800 · Ace Hardware Account	69.87
0202930 · SunTrust CC 9560	248.80
0202940 · SunTrust CC 2324	692.18

Total Credit Cards 2,149.31

Other Current Liabilities

0203010 · Loan 1 Curr Portion - TD 5455	86,720.35
0203020 · Loan 2 Curr Portion - TD 2055	82,034.02
0203030 · Loan 3 Curr Portion - TD 9155	54,515.88
0216000 · Accrued Wages Payable	11,135.89
0217000 · Accrued Taxes Payable	917.76
0220000 · Customer Deposits	1,065.28
2215000 · Accrued Interest Payable	1,289.51

Total Other Current Liabilities 237,678.69

Total Current Liabilities 250,066.14

# Loan Balances at Month-End

		<u>Loan 2055</u>	<u>Loan 9155</u>	<u>Loan 5455</u>
QB Loan Balances on 09/30/2015		549,472.11	337,364.43	320,995.10
Less Principal Pymt in Debt Service Fund Acct				
00100002010000	<u>For Month</u>			
	Oct-15	-8,440.96	-4,509.05	-7,146.89
	Nov-15	-8,429.53	-4,500.47	-7,139.73
	Dec-15	-8,461.07	-4,521.47	-7,175.70
	Jan-16			
	Feb-16			
	Mar-16			
	Apr-16			
	May-16			
	Jun-16			
	Jul-16			
	Aug-16			
	Sep-16			
Calculated Loan Balances for QuickBooks		524,140.55	323,833.44	299,532.78
ME Loan Balances Per Bank Statements		<u>524,140.55</u>	<u>323,833.44</u>	<u>299,532.78</u>
Difference		0.00	0.00	0.00

4:10 PM

01/18/16

Accrual Basis

# Port Malabar Holiday Park Income & Expense by Fund December 2015

	00 General		02 Debt Svc		TOTAL	
	Dec 15	Oct - Dec 15	Dec 15	Oct - Dec 15	Dec 15	Oct - Dec 15
Ordinary Income/Expense						
Income						
325 - Special Assessments						
0325200 - Gross Assessments	711,401.85	1,060,095.02	0.00	0.00	711,401.85	1,060,095.02
0325290 - Assessment Adjustments	-27,909.61	-42,308.86	0.00	0.00	-27,909.61	-42,308.86
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	661,642.99	952,238.41	0.00	0.00	661,642.99	952,238.41
334-389 - Other Revenue Sources						
0341900 - Service Charges	1,056.75	2,987.40	0.00	0.00	1,056.75	2,987.40
0361100 - Interest Income	307.87	673.99	0.00	0.00	307.87	673.99
0369900 - Other Income	-0.03	1,492.97	0.00	0.00	-0.03	1,492.97
0369902 - Laundry Income	164.00	316.50	0.00	0.00	164.00	316.50
0369903 - Property Maintenance Income	92.49	92.49	0.00	0.00	92.49	92.49
Total 334-389 - Other Revenue Sources	1,621.08	5,563.35	0.00	0.00	1,621.08	5,563.35
Total Income	663,264.07	957,801.76	0.00	0.00	663,264.07	957,801.76
Gross Profit	663,264.07	957,801.76	0.00	0.00	663,264.07	957,801.76
Expense						
511 - Gen Govt- Legislative						
0511451 - Board Bond Ins	15.37	200.03	0.00	0.00	15.37	200.03
0511491 - Election Fees	203.19	203.19	0.00	0.00	203.19	203.19
0511522 - Uniforms-- Board	10.65	10.65	0.00	0.00	10.65	10.65
Total 511 - Gen Govt- Legislative	229.21	413.87	0.00	0.00	229.21	413.87
512-513 - Gen Govt- Exec, Fin & Admin						
0512130 - Payroll - Executive	2,254.34	10,492.52	0.00	0.00	2,254.34	10,492.52
0512210 - Payroll Taxes - Executive	198.75	891.03	0.00	0.00	198.75	891.03
0512230 - Health Insurance - Executive	-37.15	1,424.23	0.00	0.00	-37.15	1,424.23
0512240 - Workers Comp Ins- Executive	259.04	777.08	0.00	0.00	259.04	777.08
0513130 - Payroll - Admin	5,052.41	13,468.03	0.00	0.00	5,052.41	13,468.03
0513210 - Payroll Taxes - Admin	413.43	1,104.34	0.00	0.00	413.43	1,104.34
0513230 - Health Insurance - Admin	830.55	2,491.65	0.00	0.00	830.55	2,491.65
0513240 - Workers Comp Ins - Admin	239.22	717.64	0.00	0.00	239.22	717.64
0513321 - Professional Fees - Auditing	7,000.00	10,000.00	0.00	0.00	7,000.00	10,000.00
0513322 - Contract Accounting Services	825.00	2,475.00	0.00	0.00	825.00	2,475.00
0513340 - Payroll-related Services	149.50	447.50	0.00	0.00	149.50	447.50
0513421 - Postage	0.00	152.22	0.00	0.00	0.00	152.22
0513441 - Equipment Lease-Office	220.40	491.32	0.00	0.00	220.40	491.32
0513462 - R&M Office Equipment	0.00	75.00	0.00	0.00	0.00	75.00
0513497 - Advertising - Office	0.00	910.69	0.00	0.00	0.00	910.69
0513499 - Non Capitalized Equip-Office	0.00	454.91	0.00	0.00	0.00	454.91
0513510 - Office Expense	594.59	1,487.42	0.00	0.00	594.59	1,487.42

Port Malabar Holiday Park  
Income & Expense by Fund  
December 2015

	00 General		02 Debt Svc		TOTAL	
	Dec 15	Oct - Dec 15	Dec 15	Oct - Dec 15	Dec 15	Oct - Dec 15
Total 512-513 · Gen Govt- Exec, Fin & Admin	18,000.08	47,860.58	0.00	0.00	18,000.08	47,860.58
514 · Gen Govt- Legal Counsel						
0514311 · Professional Fees - Legal	0.00	315.00	0.00	0.00	0.00	315.00
Total 514 · Gen Govt- Legal Counsel	0.00	315.00	0.00	0.00	0.00	315.00
519 · Gen Govt- Other Gen Govt						
0519411 · Telephone & Communications	218.84	1,718.09	0.00	0.00	218.84	1,718.09
0519431 · Utilities - Electric	5,168.82	14,885.59	0.00	0.00	5,168.82	14,885.59
0519432 · Utilities - Gas	0.00	350.74	0.00	0.00	0.00	350.74
0519433 · Utilities - Water & Sewer	178.40	715.86	0.00	0.00	178.40	715.86
0519434 · Storm Water Management	155.33	976.17	0.00	0.00	155.33	976.17
0519442 · Equipment Lease- General	95.00	285.00	0.00	0.00	95.00	285.00
0519451 · Insurance - Liability	740.75	2,222.25	0.00	0.00	740.75	2,222.25
0519452 · Insurance - Property	413.66	2,970.62	0.00	0.00	413.66	2,970.62
0519491 · Cable - TV	14,151.39	42,454.17	0.00	0.00	14,151.39	42,454.17
0519497 · Other Expense	0.00	1.07	0.00	0.00	0.00	1.07
0519541 · Taxes, Fees & Licenses	0.00	1,680.98	0.00	0.00	0.00	1,680.98
Total 519 · Gen Govt- Other Gen Govt	21,122.19	68,260.54	0.00	0.00	21,122.19	68,260.54
529 · Public Safety- Other Public Saf						
0529130 · Payroll - Gate	8,029.99	22,453.14	0.00	0.00	8,029.99	22,453.14
0529210 · Payroll Taxes - Gate	684.59	1,929.29	0.00	0.00	684.59	1,929.29
0529240 · Workers Comp Ins- Gate	469.80	1,409.30	0.00	0.00	469.80	1,409.30
0529460 · R&M Gate	0.00	475.00	0.00	0.00	0.00	475.00
0529490 · Flags	0.00	36.05	0.00	0.00	0.00	36.05
0529499 · Non Capitalize Equip- Gate	0.00	424.16	0.00	0.00	0.00	424.16
0529520 · Supplies - Gate	26.30	197.84	0.00	0.00	26.30	197.84
0529521 · Uniforms- Gate	0.00	294.45	0.00	0.00	0.00	294.45
Total 529 · Public Safety- Other Public Saf	9,210.68	27,219.23	0.00	0.00	9,210.68	27,219.23
539 · Physical Env- Other Phys Env						
0539130 · Payroll - Custodians	5,601.04	16,746.90	0.00	0.00	5,601.04	16,746.90
0539210 · Payroll Taxes - Custodial	469.38	1,414.51	0.00	0.00	469.38	1,414.51
0539230 · Health Ins- Custodial	1,002.16	3,006.48	0.00	0.00	1,002.16	3,006.48
0539240 · Workers Comp Ins-Custodial	349.03	1,047.01	0.00	0.00	349.03	1,047.01
0539461 · R&M Buildings	267.05	2,547.67	0.00	0.00	267.05	2,547.67
0539462 · R&M Lighting- Rec Center	0.00	134.90	0.00	0.00	0.00	134.90
0539463 · R&M Equipment	0.00	1,139.25	0.00	0.00	0.00	1,139.25
0539499 · Non Capitalized Equip-Custodial	0.00	205.21	0.00	0.00	0.00	205.21
0539520 · Custodial Supplies	480.19	1,674.22	0.00	0.00	480.19	1,674.22
0539521 · Uniforms- Custodial	0.00	102.70	0.00	0.00	0.00	102.70
Total 539 · Physical Env- Other Phys Env	8,168.85	28,018.85	0.00	0.00	8,168.85	28,018.85
541 · Transportation- Road & Street						
0541461 · R&M Streets	-6,876.00	0.00	0.00	0.00	-6,876.00	0.00



Port Malabar Holiday Park  
Income & Expense by Fund  
December 2015

	00 General		02 Debt Svc		TOTAL	
	Dec 15	Oct - Dec 15	Dec 15	Oct - Dec 15	Dec 15	Oct - Dec 15
0541463 · R&M Signage	0.00	53.98	0.00	0.00	0.00	53.98
0541464 · R&M Drainage	135.00	875.00	0.00	0.00	135.00	875.00
Total 541 · Transportation-Road & Street	-6,741.00	928.98	0.00	0.00	-6,741.00	928.98
572 · Culture/Rec- Parks & Recreation						
0572130 · Payroll - Grounds Crew	12,277.09	36,476.91	0.00	0.00	12,277.09	36,476.91
0572210 · Payroll Taxes - Grounds	1,038.46	3,109.49	0.00	0.00	1,038.46	3,109.49
0572230 · Health Insurance-Grounds	1,873.51	5,620.53	0.00	0.00	1,873.51	5,620.53
0572240 · Workers Comp Ins-Grounds	738.98	2,216.76	0.00	0.00	738.98	2,216.76
0572341 · Contract Svcs - Lawn Crew	898.66	13,104.87	0.00	0.00	898.66	13,104.87
0572342 · Landscape Management	0.00	3,615.00	0.00	0.00	0.00	3,615.00
0572431 · Landscape Trash Removal	145.00	435.00	0.00	0.00	145.00	435.00
0572461 · R&M Grounds Equipment	151.05	1,088.78	0.00	0.00	151.05	1,088.78
0572462 · R&M Pools & Rec Facilities	1,049.48	4,433.67	0.00	0.00	1,049.48	4,433.67
0572463 · R&M Irrigation System	0.00	170.02	0.00	0.00	0.00	170.02
0572468 · Vehicle Repair	223.80	395.57	0.00	0.00	223.80	395.57
0572499 · Non Capitalized Equip-Grounds	0.00	133.88	0.00	0.00	0.00	133.88
0572521 · Supplies - Grounds	132.76	714.16	0.00	0.00	132.76	714.16
0572522 · Fuel	404.44	1,786.45	0.00	0.00	404.44	1,786.45
0572524 · Supplies Recreational	145.64	145.64	0.00	0.00	145.64	145.64
0572525 · Uniforms- Grounds	0.00	291.55	0.00	0.00	0.00	291.55
0572526 · Landscape Supplies	114.37	680.54	0.00	0.00	114.37	680.54
Total 572 · Culture/Rec- Parks & Recreation	19,193.24	74,418.82	0.00	0.00	19,193.24	74,418.82
701 · Capital Outlay						
0519631 · Cap Outlay-Infrastructure	6,876.00	6,876.00	0.00	0.00	6,876.00	6,876.00
Total 701 · Capital Outlay	6,876.00	6,876.00	0.00	0.00	6,876.00	6,876.00
Total Expense	76,059.25	254,311.87	0.00	0.00	76,059.25	254,311.87
Net Ordinary Income	587,204.82	703,489.89	0.00	0.00	587,204.82	703,489.89
Other Income/Expense						
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	0.00	0.00	20,158.24	60,324.87	20,158.24	60,324.87
2517710 · Principal Expense	0.00	0.00	1,691.01	5,222.88	1,691.01	5,222.88
2517720 · Interest Expense	0.00	0.00	21,849.25	65,547.75	21,849.25	65,547.75
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

**Port Malabar Holiday Park**  
**Income & Expense by Fund**  
December 2015

	00 General		02 Debt Svc		TOTAL	
	Dec 15	Oct - Dec 15	Dec 15	Oct - Dec 15	Dec 15	Oct - Dec 15
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	587,204.82	703,489.89	0.00	0.00	587,204.82	703,489.89

# Port Malab Holiday Park Profit & Loss Budget Performance December 2015

## Ordinary Income/Expense

### Income

#### 325 · Special Assessments

0325200 · Gross Assessments

0325290 · Assessment Adjustments

0325295 · Transferred to Debt Service Fund

Total 325 · Special Assessments

334-389 · Other Revenue Sources

0341900 · Service Charges

0361100 · Interest Income

0369900 · Other Income

0369902 · Laundry Income

0369903 · Property Maintenance Income

0389400 · Proprietary- Grants & Donations

0389800 · Proprietary- Private contr

Total 334-389 · Other Revenue Sources

8381100 · Appropriated PY Reserves

Total Income

Gross Profit

Expense

511 · Gen Govt- Legislative

0511451 · Board Bond Ins

0511491 · Election Fees

0511522 · Uniforms- Board

Total 511 · Gen Govt- Legislative

512-513 · Gen Govt- Exec, Fin & Admin

0512130 · Payroll - Executive

0512210 · Payroll Taxes - Executive

0512230 · Health Insurance - Executive

0512240 · Workers Comp Ins- Executive

0512400 · Travel Reimb - Executive

0512551 · Education/Training- Exec

Dec 15	Oct - Dec 15	Annual Budget	\$ Budget Left	% Budget Usec
--------	--------------	---------------	----------------	---------------

711,401.85	1,060,095.02	1,476,268.00	416,192.98	71.81%
-27,909.61	-42,308.86	-51,788.00	-9,479.14	81.7%
-21,849.25	-65,547.75	-262,200.00	-196,652.25	25.0%
661,642.99	952,238.41	1,162,300.00	210,061.59	81.93%
1,056.75	2,987.40	5,000.00	2,012.60	59.75%
307.87	673.99	2,500.00	1,826.01	26.96%
-0.03	1,492.97	2,000.00	507.03	74.65%
164.00	316.50	1,000.00	683.50	31.65%
92.49	92.49	0.00	-92.49	100.0%
0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.0%
1,621.08	5,563.35	10,500.00	4,936.65	52.98%
0.00	0.00	47,000.00	47,000.00	0.0%
663,264.07	957,801.76	1,219,800.00	261,998.24	78.52%
663,264.07	957,801.76	1,219,800.00	261,998.24	78.52%
15.37	200.03	700.00	499.97	28.58%
203.19	203.19	1,600.00	1,396.81	12.7%
10.65	10.65	200.00	189.35	5.33%
229.21	413.87	2,500.00	2,086.13	16.56%
2,254.34	10,492.52	49,250.00	38,757.48	21.31%
198.75	891.03	4,200.00	3,308.97	21.22%
-37.15	1,424.23	8,000.00	6,575.77	17.8%
259.04	777.08	2,800.00	2,022.92	27.75%
0.00	0.00	200.00	200.00	0.0%
0.00	0.00	1,000.00	1,000.00	0.0%

# Port Malabar Holiday Park Profit & Loss Budget Performance December 2015

	Dec 15	Oct - Dec 15	Annual Budget	\$ Budget Left	% Budget Usec
0513130 - Payroll - Admin	5,052.41	13,468.03	56,550.00	43,081.97	23.82%
0513210 - Payroll Taxes - Admin	413.43	1,104.34	4,455.00	3,350.66	24.79%
0513230 - Health Insurance - Admin	830.55	2,491.65	10,200.00	7,708.35	24.43%
0513240 - Workers Comp Ins - Admin	239.22	717.64	2,170.00	1,452.36	33.07%
0513321 - Professional Fees - Auditing	7,000.00	10,000.00	11,500.00	1,500.00	86.96%
0513322 - Contract Accounting Services	825.00	2,475.00	10,200.00	7,725.00	24.27%
0513340 - Payroll-related Services	149.50	447.50	2,200.00	1,752.50	20.34%
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	152.22	1,400.00	1,247.78	10.87%
0513441 - Equipment Lease- Office	220.40	491.32	2,000.00	1,508.68	24.57%
0513462 - R&M Office Equipment	0.00	75.00	1,000.00	925.00	7.5%
0513471 - Deed Restriction Revision Exp	0.00	0.00	0.00	0.00	0.0%
0513495 - Advertising Legal	0.00	0.00	1,800.00	1,800.00	0.0%
0513496 - Bank Charges	0.00	0.00	300.00	300.00	0.0%
0513497 - Advertising - Office	0.00	910.69	0.00	-910.69	100.0%
0513499 - Non Capitalized Equip- Office	0.00	454.91	1,500.00	1,045.09	30.33%
0513510 - Office Expense	594.59	1,487.42	5,000.00	3,512.58	29.75%
Total 512-513 - Gen Govt- Exec, Fin & Admin	18,000.08	47,860.58	176,425.00	128,564.42	27.13%
514 - Gen Govt- Legal Counsel					
0514311 - Professional Fees - Legal	0.00	315.00	4,000.00	3,685.00	7.88%
0514312 - Legal - Deed Rest. Enf.	0.00	0.00	4,000.00	4,000.00	0.0%
Total 514 - Gen Govt- Legal Counsel	0.00	315.00	8,000.00	7,685.00	3.94%
519 - Gen Govt- Other Gen Govt					
0519411 - Telephone & Communications	218.84	1,718.09	6,500.00	4,781.91	26.43%
0519431 - Utilities - Electric	5,168.82	14,885.59	60,000.00	45,114.41	24.81%
0519432 - Utilities - Gas	0.00	350.74	2,000.00	1,649.26	17.54%
0519433 - Utilities - Water & Sewer	178.40	715.86	5,000.00	4,284.14	14.32%
0519434 - Storm Water Management	155.33	976.17	3,100.00	2,123.83	31.49%
0519442 - Equipment Lease- General	95.00	285.00	1,200.00	915.00	23.75%
0519451 - Insurance - Liability	740.75	2,222.25	10,000.00	7,777.75	22.22%
0519452 - Insurance - Property	413.66	2,970.62	14,700.00	11,729.38	20.21%

# Port Malabon Holiday Park Profit & Loss Budget Performance December 2015

	Dec 15	Oct - Dec 15	Annual Budget	\$ Budget Left	% Budget Usec
0519462 · Property Maintenance Expense	0.00	0.00	4,500.00	4,500.00	0.0%
0519491 · Cable - TV	14,151.39	42,454.17	176,200.00	133,745.83	24.09%
0519497 · Other Expense	0.00	1.07	100.00	98.93	1.07%
0519499 · Non-Cap Equipment- Gen Govt	0.00	0.00	500.00	500.00	0.0%
0519521 · Supplies Decals & Badges	0.00	0.00	800.00	800.00	0.0%
0519541 · Taxes, Fees & Licenses	0.00	1,680.98	30,500.00	28,819.02	5.51%
<b>Total 519 · Gen Govt- Other Gen Govt</b>	<b>21,122.19</b>	<b>68,260.54</b>	<b>315,100.00</b>	<b>245,839.46</b>	<b>21.66%</b>
529 · Public Safety- Other Public Saf					
0529130 · Payroll - Gate	8,029.99	22,453.14	91,135.00	68,681.86	24.64%
0529210 · Payroll Taxes - Gate	684.59	1,929.29	8,100.00	6,170.71	23.82%
0529230 · Health Insurance - Gate	0.00	0.00	0.00	0.00	0.0%
0529240 · Workers Comp Ins- Gate	469.80	1,409.30	5,000.00	3,590.70	28.19%
0529460 · R&M Gate	0.00	475.00	1,700.00	1,225.00	27.94%
0529490 · Flags	0.00	36.05	300.00	263.95	12.02%
0529499 · Non Capitalize Equip- Gate	0.00	424.16	300.00	-124.16	141.39%
0529520 · Supplies - Gate	26.30	197.84	1,000.00	802.16	19.78%
0529521 · Uniforms- Gate	0.00	294.45	200.00	-94.45	147.23%
<b>Total 529 · Public Safety- Other Public Saf</b>	<b>9,210.68</b>	<b>27,219.23</b>	<b>107,735.00</b>	<b>80,515.77</b>	<b>25.27%</b>
539 · Physical Env- Other Phys Env					
0539130 · Payroll - Custodians	5,601.04	16,746.90	80,000.00	63,253.10	20.93%
0539210 · Payroll Taxes - Custodial	469.38	1,414.51	6,600.00	5,185.49	21.43%
0539230 · Health Ins- Custodial	1,002.16	3,006.48	12,400.00	9,393.52	24.25%
0539240 · Workers Comp Ins-Custodial	349.03	1,047.01	4,375.00	3,327.99	23.93%
0539400 · Travel Reimbursement Custodial	0.00	0.00	100.00	100.00	0.0%
0539461 · R&M Buildings	267.05	2,547.67	4,000.00	1,452.33	63.69%
0539462 · R&M Lighting- Rec Center	0.00	134.90	1,500.00	1,365.10	8.99%
0539463 · R&M Equipment	0.00	1,139.25	3,000.00	1,860.75	37.98%
0539499 · Non Capitalized Equip-Custodial	0.00	205.21	800.00	594.79	25.65%
0539520 · Custodial Supplies	480.19	1,674.22	4,000.00	2,325.78	41.86%
0539521 · Uniforms- Custodial	0.00	102.70	200.00	97.30	51.35%
<b>Total 539 · Physical Env- Other Phys Env</b>	<b>8,168.85</b>	<b>28,018.85</b>	<b>116,975.00</b>	<b>88,956.15</b>	<b>23.95%</b>
541 · Transportation- Road & Street					

## Port Malabon Holiday Park Profit & Loss Budget Performance December 2015

	Dec 15	Oct - Dec 15	Annual Budget	\$ Budget Left	% Budget Used
0541461 · R&M Streets	-6,876.00	0.00	1,000.00	1,000.00	0.0%
0541463 · R&M Signage	0.00	53.98	900.00	846.02	6.0%
0541464 · R&M Drainage	135.00	875.00	2,600.00	1,725.00	33.65%
<b>Total 541 · Transportation- Road &amp; Street</b>	<b>-6,741.00</b>	<b>928.98</b>	<b>4,500.00</b>	<b>3,571.02</b>	<b>20.64%</b>
572 · Culture/Rec- Parks & Recreation					
0572130 · Payroll - Grounds Crew	12,277.09	36,476.91	151,135.00	114,658.09	24.14%
0572210 · Payroll Taxes - Grounds	1,038.46	3,109.49	14,765.00	11,675.51	21.03%
0572230 · Health Insurance-Grounds	1,873.51	5,620.53	23,200.00	17,579.47	24.23%
0572240 · Workers Comp Ins-Grounds	738.98	2,216.76	8,200.00	5,983.24	27.03%
0572341 · Contract Svcs - Lawn Crew	898.66	13,104.87	63,000.00	49,895.13	20.8%
0572342 · Landscape Management	0.00	3,615.00	8,000.00	4,385.00	45.19%
0572431 · Landscape Trash Removal	145.00	435.00	2,200.00	1,765.00	19.77%
0572461 · R&M Grounds Equipment	151.05	1,088.78	7,000.00	5,911.22	15.55%
0572462 · R&M Pools & Rec Facilities	1,049.48	4,433.67	18,000.00	13,566.33	24.63%
0572463 · R&M Irrigation System	0.00	170.02	2,500.00	2,329.98	6.8%
0572464 · Sound Wall Maintenance	0.00	0.00	1,000.00	1,000.00	0.0%
0572468 · Vehicle Repair	223.80	395.57	2,000.00	1,604.43	19.78%
0572499 · Non Capitalized Equip-Grounds	0.00	133.88	2,500.00	2,366.12	5.36%
0572521 · Supplies - Grounds	132.76	714.16	4,500.00	3,785.84	15.87%
0572522 · Fuel	404.44	1,786.45	15,000.00	13,213.55	11.91%
0572524 · Supplies Recreational	145.64	145.64	1,800.00	1,654.36	8.09%
0572525 · Uniforms- Grounds	0.00	291.55	450.00	158.45	64.79%
0572526 · Landscape Supplies	114.37	680.54	3,300.00	2,619.46	20.62%
0572551 · Education/Training- Parks & Rec	0.00	0.00	300.00	300.00	0.0%
<b>Total 572 · Culture/Rec- Parks &amp; Recreation</b>	<b>19,193.24</b>	<b>74,418.82</b>	<b>328,870.00</b>	<b>254,451.18</b>	<b>22.63%</b>
701 · Capital Outlay					
0519621 · Cap Outlay-Buildings & Imp	0.00	0.00	92,695.00	92,695.00	0.0%
0519631 · Cap Outlay-Infrastructure	6,876.00	6,876.00	32,000.00	25,124.00	21.49%
0519641 · Cap Outlay-Grounds Equipment	0.00	0.00	18,000.00	18,000.00	0.0%
0519642 · Cap Outlay-Furn, Fixt & Eq	0.00	0.00	2,000.00	2,000.00	0.0%
<b>Total 701 · Capital Outlay</b>	<b>6,876.00</b>	<b>6,876.00</b>	<b>144,695.00</b>	<b>137,819.00</b>	<b>4.75%</b>
8000097 · void	0.00	0.00		0.00	

## Port Malab, Holiday Park Profit & Loss Budget Performance

December 2015

	Dec 15	Oct - Dec 15	Annual Budget	\$ Budget Left	% Budget Use
8000099 - Contingency Expense	0.00	0.00	15,000.00	15,000.00	0.0%
8581100 - Budgeted Return to Reserves	0.00	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>76,059.25</b>	<b>254,311.87</b>	<b>1,219,800.00</b>	<b>965,488.13</b>	<b>20.85%</b>
<b>Net Ordinary Income</b>	<b>587,204.82</b>	<b>703,489.89</b>	<b>0.00</b>		
<b>Other Income/Expense</b>					
<b>Other Income</b>					
2325200 - From Gross Assessments- DebtSvc	21,849.25	65,547.75	262,200.00	196,652.25	25.0%
<b>Total Other Income</b>	<b>21,849.25</b>	<b>65,547.75</b>	<b>262,200.00</b>	<b>196,652.25</b>	<b>25.0%</b>
<b>Other Expense</b>					
517 - Gen Govt Svcs- Debt Svc Payment					
2517710 - Principal Expense	20,158.24	60,324.87	238,700.00	178,375.13	25.27%
2517720 - Interest Expense	1,691.01	5,222.88	23,500.00	18,277.12	22.23%
<b>Total 517 - Gen Govt Svcs- Debt Svc Payment</b>	<b>21,849.25</b>	<b>65,547.75</b>	<b>262,200.00</b>	<b>196,652.25</b>	<b>25.0%</b>
<b>Total Other Expense</b>	<b>21,849.25</b>	<b>65,547.75</b>	<b>262,200.00</b>	<b>196,652.25</b>	<b>25.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>Net Income</b>	<b>587,204.82</b>	<b>703,489.89</b>	<b>0.00</b>		



# PROPOSAL

## PLATT'S AIR CONDITIONING & HEATING, INC

320 THOR AVE. SUITE 1  
PALM BAY, FL 32909  
PH (321) 768-0739 FAX (321) 768-2182  
LIC. # CAC1813933

Port Malabar Holiday Park  
215 Holiday Park Blvd.  
Palm Bay, FL 32907

January 25, 1016

Yearly Air Conditioning equipment maintenance agreement on 5 commercial grade systems in clubhouse

Check overall operations of equipment  
Check freon levels  
Check voltage and amp draws to all electric motors and compressors  
Check electrical connections  
Inspect evaporator and condenser coils  
Inspect drain pans  
Clear and inspect drain lines  
Add algae tablet to drain pans  
Inspect general operation of thermostats

Total for above: \$479.00 per year

\$65.00 service calls during regular business hours 8am – 4pm Monday – Friday

\$145.00 after hours emergency service calls

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra cost will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

This proposal may be withdrawn by us if not accepted within 20 days.

ACCEPTANCE OF PROPOSAL \_\_\_\_\_ DATE \_\_\_\_\_



### **Enforcement of Deed Restriction and Rules and Regulations**

The Board of Trustees shall adopt policies and procedures for the levying of fines by resolution against any owner for the failure of the owner of the parcel or its occupant, leaseholder, or invitee to comply with any provision of the Deed Restriction, the A.C.C. Rules and Regulations, or reasonable Rules and Regulations and Policies of the District. A fine may be levied for each day of a continuing violation, with a single notice and opportunity for hearing. A fine imposed pursuant to this section shall become a lien upon the owner's property. If a violation of the Deed Restriction, A.C.C. Rules and Regulations, or reasonable rules of the District is found, the District Manager shall notify the violator and give him or her thirty (30) days to correct the violation.

If after thirty (30) days the violation has not been corrected, a second letter indicating an impending fine will be sent to the owner giving them an additional thirty (30) days to correct the violation.

If after two (2) letters have been sent for a violation of the Deed Restriction, A.C.C. Rules and Regulations, or reasonable Rules and Regulations of the District and the violation has not be corrected, a third certified letter will sent which will include a final twenty-one (21) day invoice to cure, and the notice shall state that failure to remedy the violation within the time prescribed herein may result in an additional fine per day per violation until the violation is cured as specified in the Resolution.

Should the violation continue beyond the time specified for correction in the third and final notice, the District shall schedule a hearing, and written notice of such hearing shall be hand delivered or mailed, via certified mail, return receipt, to said violator. At the option of the District, notice may additionally be served by posting. If the violation is not corrected by the time specified for correction in the third notice, the case may be presented to the designated Board/Committee for enforcement even if the violation has been corrected prior to the hearing, and the notice shall so state.

Each case before the designated Board/Committee for enforcement shall be presented by a member of the administrative staff of the District. If the District prevails in prosecuting a case before the designated Board/Committee for enforcement, it shall be entitled to recover all costs incurred in prosecuting the case before the Board and such costs may be included in the lien authorized herein.

The designated Board/Committee for enforcement shall proceed to hear the cases on the agenda for that day. All testimony shall be under oath and shall be recorded. The designated Board/Committee for enforcement shall take testimony from the witnesses. Formal rules of

Port Malabar Holiday Park  
Mobile Home Park Recreation District

---

**JOB DESCRIPTION:** District Manager1

**REPORTS TO:** Board of Trustees

District Manager shall act as information center for the District.

Under the general direction of the Board, the Manager shall represent the Board and the District during contacts with owners, residents, their guests, and other private and governmental entities to consistently and effectively implement the Board's policies, regulations, and assignments in a respectful, even, pleasant manner.

**ESSENTIAL RESPONSIBILITIES, ACTIVITIES and FUNCTIONS:**

**Personal Attributes:**

1. Manage, supervisor, and coordinate all activities of the District in an effective, efficient, and professional manner.
2. Requires professional knowledge and the ability to conceive, analyze, evaluate, and exercise good judgment and willing and able to effectively implement, efficiently carryout and continually support programs desired by the Board of Trustees.
3. Have knowledge of good management principles and skills in personnel, capital financing, public works, fund's investments, public relations, and the general accounting and computer software generally utilized by Florida local government.
4. Must be able to accept constructive criticism or changes in plans, priorities, policies, and procedures as the Board may approve.
5. Communicate District business to Trustees in a timely and professional manner.
6. Use excellent "people skills" when interacting with residents, Trustees, employees and all outside companies.

**District Personnel:**

1. Responsible for selecting qualified applicants, hiring, training, directing, evaluating, promoting, and taking disciplinary action up to and including termination of all employees in accordance with the Board's rules and regulations and applicable laws.
2. Annually perform evaluations for supervisors, review evaluations for all other employees and based on the evaluations, make recommendations to Board for increases in compensation. All performance evaluations must be completed by March.
3. Request approval of the District's Board for any changes in number of employees within a department.
4. Ensure proper coordination of responsibilities and duties between departments and between employees to minimize duplication of effort and to reduce operating costs.
5. Responsible for identifying and proposing to the Board the implementation of method and manners of obtaining or increasing efficiency and quantities of service.

**JOB DESCRIPTION: District Manager (cont.)**

**Policies and Procedure:**

1. Actively support and implement all policies established by the Board in connection with the operation of the District.
2. Suggest new policies or modifications to existing policies.
3. Establish purchasing, accounting, and administrative procedures consistent with legal requirements and business practices.
4. Prepare and review minimum of three (3) outside contractor bids and consultant proposals; present those proposals to the Board, make recommendations for approval or disapproval.
5. Periodically review properties and make recommendations to Board for required improvements.

**Regulatory:**

1. Required to understand state and federal laws as they relate to the structure, activities, finance, reporting conduct and operations of local governmental units, particularly F. S. 418 Part 2, Mobile Home Park Recreation Districts and F. S. Chapter 286 ("Sunshine Law"), and insure timely compliance.
2. Immediately report any notices of investigations/violations from an agency having jurisdiction to the Board.
3. Timely submit regulatory reports required by State and other agencies.

**Meetings:**

1. Assist the Chairman of the Board in preparation of the Board's meeting agendas and in selecting items and priorities for discussion.
2. Prepare or assign preparation of supporting documents for all agenda items.
3. Attend regular, special and sub-committee meetings of the Board.
4. Participate in meetings, discussions, project site visits, workshops and hearings that may pertain to the administration of services being provided or planned, and report results to the Board.
5. Responsible for advertising meetings and preparation of all required legal announcements and notices relating to District business, operations, and activities.
6. Assist in presentations and recommendations to the Board regarding construction or acquisition of infrastructure, capital improvements, and capital items.

**Finance:**

1. Responsible for preparing income and expense projections and presenting budget recommendations to the Board.
2. Assist Board's Treasurer in the management of District's finances, bank and credit accounts, loans and investment vehicles within established District policies and applicable law.
3. Control and administer the District's finances and budget(s) in accordance with Board's direction and applicable regulations and the timely submission of all reports required by other agencies.

**JOB DESCRIPTION: District Manager (cont.)**

**Finance (cont.)**

4. Request approval for adjustments to the annual budget when required or appropriate.
5. Assist in presentations and recommendations to the Board regarding means and methods of financing construction or acquisition of infrastructure, capital improvements, and capital items.
6. Control and administer the District's finances and budget(s) in accordance with Board's direction and applicable regulations and the timely submission of all reports required by other agencies.
7. Research and apply for grants applicable to the District.

**Payroll:**

1. Responsible for accuracy of all employee payroll, calculating hours, regular vacation, medical and overtime.
2. Prepare payroll for processing; or, train office personnel to perform these duties.

**Purchasing and Payment:**

1. Coordinate payment to suppliers, contractors and professional service providers
2. Arrange for satisfactory delivery of requested materials and services.
3. Responsible for obtaining supplies and services at the lowest and best costs.

**Information Systems:**

1. Maintain databases, update as needed; back up hard drives and store appropriate data. Maintain software and upgrade as needed.
2. Design forms as needed; maintain District website; and, TV Channel 732.
3. Establish procedures for maintaining resident files and files relating to District business.
4. Maintain personnel files including but not limited to employee compliments and criticism.
5. Train and cross-train all office personnel in all duties performed in the District Office.

**Required Hours:**

1. Minimum of forty (40) hours per week; may require working nights and/or weekends.
2. As an essential employee, the Manager is expected to perform at high level professional service to ensure the District operates effectively and efficiently.
3. May be required to work during emergencies to protect the interests and property of the District.

Perform additional services, duties, and responsibilities as directed by the Board.

**JOB DESCRIPTION: District Manager (cont.)**

**QUALIFICATIONS:**

**Education:**

1. Minimum of \_\_\_\_\_ education; with \_\_\_\_\_ years work experience \_\_\_\_\_.
2. Ability to follow and give verbal and written instructions, assignments and/or directions, understand and write in English.
3. Ability to prepare formal correspondence, governmental reports and technical studies using the appropriate format, punctuation, spelling and grammar of business English.
4. Ability to read, write or communicate in other languages is desirable but not required.

**Physical:**

1. Requires sitting for long periods of time.
2. Frequently requires walking or standing for periods of time of one hour or more.
3. Must be able to lift, carry, push, pull, or move objects weighing up to 20 pounds.
4. Effective use of hands and arms.
5. Have a minimum of 20/50 in both eyes (glasses acceptable).
6. Capable of hearing sufficiently to communicate with others (hearing aids acceptable).

**Notice:**

The District is a drug and alcohol free work place and is an Equal Opportunity Employer. As a condition of employment, employee acknowledges that the District reserves the right, subject to statutory requirements, to promote, demote, reassign, suspend, or terminate any employee without notice or status.

By signing below, employee acknowledges that he/she has been given a copy of this Job Description and the Employee Manual which denotes acceptance/agreement to each policy. Copy of signed document will be placed in the employee's file maintained in the District office.

\_\_\_\_\_  
Employee Signature                      Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature                      Date \_\_\_\_\_