



**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

June 13, 2016 - 7:00 PM

William "Bud" Getz
Chairman

Keith Rittscher
1st Vice-Chairman

Marion "Molly" Stone
Secretary

Cathleen "Cathi" Brennan
Treasurer

Philias "Phil" Matton
Trustee

Jody Storozuk
District Manager

Gerald "Russ" Livermore
2nd Vice-Chairman

Allison Kelly
Assistant Secretary

Marilyn Spall
Assistant Treasurer

Rodney "Rod" Lindsay
Trustee

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"



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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 May 23, 2016 and May 31, 2016

Attachments: May 23, 2016 meeting minutes

Action: Motion to approve minutes
Trustee comment
Public comment*
Call for vote

Attachments: May 31, 2016 Special Meeting Minutes

Action: Motion to approve minutes
Trustee comment
Public comment*
Call for vote

Treasure's Report – Presentation of the financial reports for the month of May 2016

Attachment: May 31, 2016 – Revenues & Expense Report: Budget Performance,
Balance Sheet, Loan Balances

Action: Motion to accept report for audit
Trustee comment
Public comment
Call for vote

7. Budget Hearing 2016-2017 Budget

(A) Anyone desiring to present their questions and express their comments regarding the proposed \$1,435,000 budget for the District's fiscal year starting October 1, 2016

Attachment: Proposed 2016-2017 Fiscal Year Budget
(Assessment to remain \$2097 per year)

Trustee comments
Public comments

Action: Motion to Close 2016-2017 Assessment Fee Public Hearing
Call for vote



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(B) Adoption of Proposed 2016-2017 Fiscal Year Budget and Non-Ad Valorum Special Assessment Fee

(Review of comments and recommendations during the Public Hearing on the proposed budget and the proposed special assessment fee for the next fiscal year, consideration of any additional changes and resulting adjustments prior to approval)

Attachment: Proposed Resolution 2016-04 approving the budget and Special Assessment fee for the District's 2016-2017 fiscal year

Motion to adopt Resolution 2016-04 approving the 2016-2017 Fiscal year budget and the Non Ad Valorum Special Assessment Fee, and authorize Brevard County Tax Collector to process collections
Call for vote

8. 2015-2016 Adjusted Budget

Consideration of approving the adjusted 2015-2016 budget

Attachment: Adjusted Budget

Action: Motion to approve the adjusted 2015-2016 budget
Trustee comment
Public comment
Call for vote

9. Repair of Lawn Mower

Action: Motion of approve the repair of lawn mower
Trustee comment
Public comment
Call for vote

10. Permission to Purchase Lawn Mower

Action: Motion to approve lawn mower
Trustee comment
Public comment
Call for vote

11. Trustee Reimbursements

Action: Motion to approve reimbursements
Trustee comment
Public comment
Call for vote



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12. Permission to rent Backhoe as needed in the event of a storm

Action: Motion to approve backhoe rental
Trustee comment
Public comment
Call for vote

13. Park signs

Attachments: Quotes from Kendal Signs and Total Image Signs – *Art Kraft Sign*
Action: Motion to approve park signs
Trustee comment
Public comment
Call for vote

14. Consideration of Additional Lawn Crew

Action: Motion to approve additional lawn crew
Trustee comment
Public comment
Call for vote

15. Discussion of additional outside storage shed

Attachments: Quote attached (under \$5,000.00)
Action: Motion to approve additional outside storage
Trustee comment
Public comment
Call for vote

16. Cancellation of summer board meetings

Action: Motion to cancel board meetings considered for June 27th, July 11th
and 25th, August 8th and 22nd, 2016
Trustee comment
Public comment
Call for vote

17. Public Comment

18. District Managers Comments

19. Trustee Comment

20. Adjournment



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BOARD OF TRUSTEE: WORKSHOP MEETING MINUTES

May 23, 2016 at 7:00PM

1. Meeting call to order'

Led by: William "Bud" Getz, Chairman at 7:10PM

2. Invocation

Led by: Keith Rittscher, 1st Vice Chairman

3. Pledge of Allegiance

Led by: William "Bud" Getz, Chairman

4. Roll Call

Led by Marion "Molly" Stone, Secretary: William "Bud" Getz, Chairman; Keith Rittscher, 1st Vice Chairman; Gerald "Russ" Livermore, 2nd Vice Chairman; Marion "Molly" Stone; Cathleen "Cathi" Brennan, Treasurer; Marilyn Spall, Assistant Treasurer; Philias "Phil" Matton, Trustee; Rodney "Rod" Lindsay, Trustee, all acknowledged their presence. Absent: Allison Kelly, Assistant Secretary. William "Bud" Getz stated that we have a quorum. Jessica Saeger recording.

5. Announcements by Chairman:

Bud Getz, Chairman, announced the last four (4) to five (5) meetings the head count was larger than he ever witnessed. He was concerned that many people who attended those meetings were either newcomers or returning and he felt that some of the things taking place were rather embarrassing. He would like to start this evening that we all start to work together for the good of the community.

Bud stated that we will hold people accountable to comment for only three (3) minutes, one time per agenda item.

He continued to state that he needs to add a few things to the agenda that came in late and could not be included to the agenda. Bud requested a special meeting for May 31st for Jody Storozuk's probation period ending and any information on his salary (5A), information on credit cards (9A), and volunteer for a liaison for ACC (10A).

Bud Getz asked the Board for a head count on the special meeting. Bud clarified that there would be a quorum. Molly Stone asked Bud if the Board would receive an evaluation form. Bud agreed.

6. Consideration of Approving the Board Meeting Minutes of May 3 and 9, 2016:

Keith Rittscher made a motion to approve the minutes for May 3, 2016. Rod Lindsay seconded the motion. A vote was called, motion carried.

Keith Rittscher made a motion to approve the minutes for May 9, 2016. Russ Livermore seconded the motion. A vote was called, motion carried.

No public comments were made.



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7. Acceptance of Bud Getz's Letter of Resignation from the ACC Board:

Bud Getz, Chairman, stated that it is a conflict of interest serving on two Boards. So he asked for an acceptance of his resignation from the ACC Board.

Rod Lindsay made a motion to accept the letter of resignation. Marilyn Spall seconded the motion.

Donna Matton, 265 Holiday Park Boulevard, ACC Board Chairman, thanked Bud for his service on the Board. She continued while he will be missed by the ACC Board, he will do great on the Board of Trustees.

A vote was called to accept the resignation, motion carried.

8. District Manager's Report:

Bud Getz, Chairman, presented the District Manager's report in Jody Storozuk's absence.

The following is the District Manager's report dictated at the meeting:

1. The bamboo is gone and the hole is filled in.
2. Several drainage issues are fixed, and the backhoe was returned this morning. When the hurricane season happens we don't have a problem with water backing up.
3. Jody was requesting an extra employee for the yard for a total of seven (7) workers. He currently has six (6) workers. Bud explained that he doesn't have information on the allowance for the department.

Trustee Comments:

Phil asked if an additional worker would be factored into the budget, was advised it isn't Cathi advised she would like to table the additional worker until she is able to review the budget for this year, there is an allotment for next year but will need to see if there is for this year. Marilyn advised she believes we are up to full staff on the grounds crew at this point at least we are at the same amount of people we had prior. I agree with Cathi, don't know if there are enough monies there.

Public Comments:

Bruce Crabb 442 Neighborly Ct; normally we have 6 people on the yard crew and use temporary services for the summer. I have spoken with Jody, when doing the budget committee, about hiring one more worker for the grounds crew, keeping 7 people year round, saving the \$65,000 we spend on temp service.

A vote was called to table the discussion to the next regular board meeting, motion carried

4. Jody has requested the grounds crew be renamed Park Maintenance.

Trustee Phil Matton made the motion to change the name from grounds crew to Park Maintenance, Trustee 2nd Vice-Chairman Russ Livermore seconded motion.



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Trustee Comments:

Assistant Treasurer Marilyn Spall advised she agrees with this change of name since they are no longer responsible for grounds and lawn only but have expanded to include overall maintenance of the park.

Trustee Phil Matton asked if the charter for park would need to be revised as a result of the name change.

Molly Stone advised deed restrictions will need to be revised with the name change.

Bud Getz advised the name of maintenance is more in line with what they do, is a more accurate description of what they do.

No public comments

Called for a vote on the name change to Park Maintenance, motion carried.

5. Several homes have been sold in the park and new residents are moving in, staying on top of those changes.

6. The building is almost complete; believe the only thing left is the paint on the columns. Jose has been painting and has been doing it all on company time.

7. The gate house has also been painted.

8. Many empty houses are also being worked on. He is contacting family members regarding the units and hopefully will be able to put those up for sale soon.

9. Confidentiality Agreement:

Bud Getz, Chairman, read the "Confidentiality Agreement" for the residents. Bud explained that his understanding is there is a back page to this document for employees' and District Manager's signature but he has not physically seen it. He also stated that the document was handed out to employees during a health insurance meeting.

Keith Rittscher made a motion to not approve the confidentiality agreement. Molly Stone seconded the motion.

Marilyn Spall explained that many companies have this type of document. She continued to state that refusal to sign the agreement should be deemed as an immediate dismissal.

Molly Stone stated that any employee should be able to come to a Board member. She asked who the confidentiality agreement is aimed at? She requested that the District's Attorney review the document.



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Phil Matton stated that he sees it more as an ethical issue.

Keith Rittscher stated that "confidentiality" is covered by the Federal laws.

Bud Getz requested a copy of confidential agreement and "confidential" section covered in the employee manual get brought to the District Attorney. Bud asked for the motion to be revised.

Keith Rittscher revised his motion to table this discussion. Molly Stone seconded the motion.

Public Comments:

Harald Albinus, 427 Holiday Park Boulevard, suggests making a decision on this evening.

Sal Cursi, 1107 Keystone Court, suggested the Board should come to some type of agreement. This type of agreement is more for a large conglomerate.

Joanne Gaughan, 241 Berry Court, mentioned that this community has gone 50 years without a confidentiality agreement. She mentioned it is giving more power to the wrong person. She stated to the Board to be bold and make a decision.

Keith Rittscher made a motion to not accept the confidentiality agreement. Molly Stone seconded the motion. A vote was called, motion carried.

9A. Credit Cards:

Cathi Brennan stated that she found a bank to issue credit cards based on the Park's credit worthiness. She mentioned that the Park would receive three (3) cards, given to two Board members and the District Manager. She stated that we do not know our credit limits until we submit our documentation, two (2) years financials. She also explained it would take (3) three to (4) four weeks to receive the credit cards.

Molly Stone asked Cathi for the name of the bank. Cathi stated it is Florida Commerce Bank and FCB outsources to another company.

Marilyn Spall made a motion to allow Cathi to apply to Florida Commerce Bank (FCB) to apply for (3) three credit cards therefore, if changes happen, either by personnel or by Board members the Park could still operate normally. Russ Livermore seconded the motion.

Donald Wink, 1029 Maple Court, asked why the Park doesn't use the same bank as the Park's operating account. Cathi explained that the Park is a government entity thus the Park is unable to.

Harald Albinus, 427 Holiday Park Boulevard, questioned the limit on the credit cards. Cathi stated that the Park has not been approved.



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Joanne Gaughan, 241 Berry Court, questioned the limits on the credit cards. Cathi stated the credit limit will be based on the value of the District.

Many people question the cap on the credit cards. Bud said that we will look closely on the limit caps.

Molly Stone suggested that we should vote again on a cap before we receive the credit cards.

A vote was called to allow Cathi to apply to FCB to apply, motion carried.

10. Volunteer for ACC Liaison:

Bud Getz explained that the ACC Board needs a liaison from the Board of Trustees. He continued to state that he will either need a volunteer or he will need to appoint someone. Cathi Brennan volunteered to be the ACC liaison.

10A. Budget 2016-2017:

Chairman Bud Getz explained the first regular meeting in June will be a vote on the final budget.

Treasurer Cathi Brennan: I have results of over or under budget for 2015-2016. I carried the same numbers over for 2016-2017. My question is this \$100,000 that we had already discussed pulling over for the remodel. Do we want to include the \$100,000 in the 2016 budget for the remodel?
Payroll:

I had Jean Beach help with this. This is the projected payroll for each category for the year. Custodial was really padded with \$13,000 left over. The administration had a deficient of \$18,000 believe this was due to bonuses and overtime. For this year, these are the wages for the 6 people that we now employ. This will be an annual pay rate with 6 hours of OT per week. Ground \$186,338.45 for 16-17 and the same works down for custodial \$98,475.42 and this includes a 3% raise for everybody. The same goes down for admin at \$90,143.19.

This needs to be discussed because we don't have the final numbers for the district manager. Workman's Comp has gone up. I asked about the workman's comp since he will be working with equipment. We still have travel \$200 and education \$1000 can drop that if we need to but it is there. This is what we had for this year for payroll and this is what I'm projecting for next year and again the payroll taxes. There is the health insurance for admin and their workman's comp insurance. There are also professional fees for auditing, last year was \$11,500. I am budgeting \$12,000 for this year in case it goes up. Contracting services for Sandy we had \$10,200 budgeted. If we approve a raise, I have \$10,800 budgeted for her. Payroll related services, what we pay the payroll company. Temporary office services, we've got \$500 in there. I don't think we'll ever use it but it's someplace we can pull from if we need it. Postage in 14-15 had \$2000 budgeted. There was \$1100 left over. In 15-16 there was \$1400 budgeted, I left it at \$1400. Out total expenses are actually going to drop. In 15-16 we had projected expenses of \$180,125, for 16-17 I have it dropped to \$177,000. Professional fee, legal were left the same as they were. The only big thing is the cable because that goes up 5% every year. Other expense is made up of what was left over after I was done. There is the Christmas luncheon and other luncheons; this would be a good place to pull from for these expenses. Last year expenses were \$315,000. This year it will go up to \$332,000. The payroll for the gate, their workman's comp went up



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and everything else stayed the same \$107,000 last year to \$105,000 this year. The payroll for the custodians was \$80,000; next year will go up to \$98,475. That includes their taxes and health insurance for the year.

I called and spoke with the CPA office. She told me we cannot use the money for the capital outlay for this part of the remodel because it's not improving or extending the life of the building. This will need to go under repair and maintenance. Last week Jody advised we would be doing extensive electrical and plumbing work in this building. If we do electrical and plumbing in this building that would be adding to the value and life of the building, in which case we can take it out of the capital outlay account.

Chairman Bud Getz stated when we started working on repairs to the building we did not take into account the ADA. The ADA went into effect 20 years ago; there have been no improvements toward compliance in that time. We received credit for the two automatic doors. Now that we are remodeling we need to make sure that we are in compliance with the ADA. Right now we do not have room in this building to make a handicap compliant restroom. We can do an ADA complaint unisex restroom. We are also planning two water fountains, one high and one low. We can use the monies from the capital outlay account since this will be adding to the value and life of the building.

Everything else is pretty much the same as last year, the total numbers haven't changed. There is going to be 3% available per department, how that gets allocated will be up to that manager and the reviews that he gives the individual.

Chairman Bud Getz stated he had not planned on voting on the budget until the first meeting in June.

Assistant Treasurer Marilyn Spall stated she thinks we should still move some funds over to the budget. She suggested moving funds from the saving account.

Secretary Molly Stone asked what happens to the reserve fund. Treasurer Cathi Brennan advised that is a separate fund from the capital outlay.

Assistant Treasurer Marilyn Spall made a motion to transfer \$100,000 from savings. Trustee Phil Matton motion seconded.

Public comments:

Donald Wink, 1029 Maple Ct: I was told this building is not a public a public building and that's why we could get away with not having the ADA compliance.

Chairman Bud Getz advised when speaking with the architect that he advised this building is a public building and does need to be ADA compliant. The park allows people from outside the park to come in here making it a public building.

Secretary Molly Stone stated she feels we should do it anyway. We are an aging community with several residents that have wheelchairs and scooters. There are some people within the park that do not use the building because they are not able to. She feels we should bring the building up to ADA



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compliance for the residents.

Chairman Bud Getz called for a vote to transfer \$100,000. Vote passed.

11. Public Comments:

Harald Albinus, 427 Holiday Park Boulevard, explained that there is nothing wrong with the sound system, leave the volume as it is and just turn it on. He suggested using a white curtain to hang on the wall when using the projector. He continued to state that you can watch movies with the projector and it would be able to view full size.

Joanne Gaughan, 241 Berry Court, reminded that the District Manager should be working on an inventory list for all the grounds equipment for police and insurance purposes. She recommended adding photographs to the inventory list. She suggested to the Chairman to see if it is completed or is in the process.

12. Trustee Comments:

Rod Lindsay felt we made headway at this meeting and thanked Cathi and Marilyn regarding the budget.

Molly Stone thanked everyone for coming and gave a head count of sixty-two (62) for the meeting.

Cathi Brennan thanked everyone for the opportunity to work on the budget.

Russ Livermore thanked everyone for coming to the meeting.

Phil Matton stated that the microphones for all Board members and one hardwire microphone with extra-long cords would run five hundred seventy dollars and no cents (\$570.00). Everything is ordered and we should probably have them by the next meeting.

Keith Rittscher thanked everyone for coming to the meeting. He continued by thanking Cathi for working on the budget and thanking Bud for conducting the meeting.

Marilyn Spall explained that Jody and Raymond are fixing up the Park's truck. Jody stated that the truck needed a new plate. Jody asked Sharon to handle the information for the plate. Marilyn decided to help Sharon and went the DMV to try to get the necessary forms. Marilyn explained that while she was there the DMV suggested her paying the \$33.10 for the replacement plate. She continued to explain the check was not signed by Keith Rittscher although the accountant signed off on it. After Marilyn explained her story she passed the check over to have him sign it. Marilyn showed the old plate and asked Phil to help her destroy it.

Bud Getz thanked everyone for coming this evening. For the people who will not be at the June meeting, Bud stated to have a good summer.

13. Adjournment:

There being no further business to come before the Board, a motion to adjourn was made by Phil Matton and seconded by Russ Livermore. A vote was called, motion carried. The meeting adjourned at 9:00 PM.



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BOARD OF TRUSTEES

SPECIAL MEETING Minutes

May 31, 2016 - 7:00 PM

1. Meeting call to order

By: Chairman William "Bud" Getz

2. Invocation

By: Secretary Molly Stone

3. Pledge of Allegiance

By: Secretary Molly Stone

4. Roll Call

By: Secretary Molly Stone

Board members in attendance; Chairman William "Bud" Getz, 2nd Vice-Chairman Gerald "Russ" Livermore, Secretary Molly Stone, Treasurer Cathleen "Cathi" Brennan, Assistance Treasurer Marilyn Spall, Trustee Philias "Phil" Matton, Trustee Rodney "Rod" Lindsay
Absent were 1st Vice-Chairman Keith Rittscher and Assistant Secretary Allison Kelly

5. Announcements by Chairman

There are things going on in the park about firings. We lost 2 employees last week; one put in Resignation for personal reasons on the day of her resignation she was asked to leave. The other was a member of the grounds crew. A random drug screening was performed on four employees. One employee advised he would not pass the screening and left employment, the other 3 of the crew passed the screening.

Chairman Bud Getz provided a brief description on the random drug testing that took place.

Many people are spending too much time in the office causing a distraction to the employees. Beginning 5/31 office doors will be closed, no one should be in the office except current trustees particularly treasurers. Business should be conducted at the window. Go to Jody if you need something.

This special meeting is regarding Jody's probationary period has expired 5/29/16 and Jody's salary increase if there is one.



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6. District Manager's Probation

By: Bud Getz

Performance reviews came in late and are not attached to copies you have. I received 8 performance reviews from the board. I have used these to compile an overall permanent performance review and score.

Employee Performance Review for Jody Storozuk, District Manager, current salary \$45,000
Document created as a summary of the performance ratings forms completed by 8 board members and returned.

Team player/cooperation: Good to Excellent

Jody shows leadership and competence, became acquainted with residents their concerns and problems, the few problems can be equated with a change in management style from previous management; he expects all employees to be professional and trained.

Attitude: Excellent

Jody is very upbeat, loads of energy, he has gone over and above showing a willingness to complete all tasks related to this community. He demonstrates an attitude of what is needed to be done for the district and has gone out of his way to make the park a better place for all. Jody took on the largest problems first, starting with terminating employees that were not performing or were in conflict with the districts no drug policy.

Productivity: Excellent

Jody has made more improvements during probationary time than any previous manager, performed all assigned duties over and above what was expected of him. He has worked with residents to solve their problems. He transferred some employees, hired others to build a strong working team. He is teaching new skills as needed to maintain equipment as it should be and should have been, saving the district money by maintaining equipment in-house rather than sending it out for repairs. He has been working on some of the abandoned homes, contacting families or owners attempting to gain access and get the current assessment fees paid.

Quality of work: Excellent

Jody is very safety conscious with employees and residents; the work he is expected to do is accurate and comprehensive; excellent performance in task completion and insight. His quality of work has been exceptional. He seems to have the best interest of the park in mind. Jody brought in a back hoe/front end loader that he operated himself to improve and maintain the park drainage system that had not been touched for years that saved damage and money for the park. Jody had the outside of the hall building painted by our employees at a cost of less than \$5,000 that had been quoted over \$14,000 by a contractor. He has many talents and has shown them in doing projects around the park.



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Attendance/punctuality: Good to Excellent

Jody has a very long distance from home to work. Since he has been retained upon completion of his probationary period he may want to move closer to the park. Although not an 8-5 person, the number of hours he puts in is more than the typical 40 hours. He is always reachable by cell phone.

Overall performance: Good to Excellent

Jody has done a wonderful job and I think we are fortunate to have him as the manager of our community, for numerous unpaid hours devoted to safe, sound operation of the park, some duties require being available in the office; he can be contacted when he's not. He has exceeded in what his job description states, he has gone above and beyond expectations.

Area for growth development and performance improvement: Good +

While Jody is eager to make changes in the park he needs to learn when to speak and when to hold his comments, considering the age and varied background of our residents. He may give residents false hope considering they have not experienced a manager as dynamic as himself in this environment. We sometimes need to keep plans quiet until we are ready to put them to action; I am sure that time will teach him many new lessons for dealing with our age population, and he will become our hero.

Comments:

Chairman Bud Getz stated many of the comments were repetitive so I have taken it down to two. It is unknown how much money Jody has saved the park in a relatively short period of time, it borders on \$100,000 and he just started. It's enough to do the improvements in the clubhouse without a loan. If you were at the last meeting we had transferred some funds to cover some costs because of the ADA compliance that were required. All of the residents have always stated they wanted a working manager who is visible and can get things accomplished. Jody has done this. The backstabbing in the park from residents has got to stop. Allow Jody to do what he can do, manage the park and bring the park standards up to where we have wanted them to be for so long. The negativity has played into the drama of a few. He is the manager that employees take their direction from and who support him in any way they can. Once this is done the drama will end and we can all concentrate on moving the park forward. The next performance review will be performed on the one year anniversary of the district manager's hire date, March 1, 2017 or sooner if necessary. This completes all the items on Jody's performance review which he will receive tomorrow with an additional witness from the board that he received it.

Chairman Bud Getz called for a motion to keep Jody as full time district manager.

2nd Vice-Chairman Russ Livermore made motion to keep Jody as a full time District Manager.

Trustee Phil Matton seconded motion.

Public comments:

Chuck Roan 220 Borel Ct I'm not surprised by the decision that was made, have not heard anything derogatory, feel lucky to have him(Jody).



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Gloria Walsh 403 Holiday Park Blvd inquired if a special license was required to perform drug test. Chairman Bud Getz responded no, these are kits that are available for purchase over the counter similar to a pregnancy test.

Carol Helton 342 Holiday Park Blvd: also requested better communication between the office and the board on what is occurring.

Chairman Bud Getz called for a vote to make Jody a full time employee, vote passed.

Additional comments:

Chairman Bud Getz: I think everybody in the park has got a new view of the way the park ought to be operated. He's available, he's welcome to your ideas, he's got some foresight of some things that need to be done in the park and I think he's what we needed.

Secretary Molly Stone: stated she would like to have more communication from the office either in the form of a memo or email.

7. Consideration of District Manager's Salary Increase

Chairman Bud Getz advised he received many unsolicited comments as to how much people have thought he should be raised to in relationship to what we've paid prior park managers and in relation to increases at our sister park on the west coast. There was a letter that was mailed to the trustees on 5/25/16 from Bruce Crabb relating to a suggested increase of \$20,000.

Assistant Treasurer Marilyn Spall provided actual numbers on the salaries of previous managers over several years and indicated there had been a wage increase freeze put in place this year.

Secretary Molly Stone requested information on workers comp, etc.

Assistant Treasurer Marilyn Spall advised those fees will always need to be paid regardless of person or salary.

Chairman Bud Getz called for a motion on Jody's pay raise.

2nd Vice-Chairman Russ Livermore made a motion for a \$15,000 pay raise for Jody. Trustee Phil Matton seconded the motion.

Public comments:

Joanne Gaughan 241 Berry Ct stated the only raise that Cheryl got was a 5% increase, she suggested a one-time bonus.

Bruce Crabb 442 Neighborly Ct requested an increase of \$20,000 based on performance.

John Bonasera 370 Holiday Park agreed with Bruce and might think about giving a bonus based on what he's saved us.



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

More trustee comments:

Treasurer Cathi Brennan said I like Joanne's plan, and suggest a 10% raise of \$4500 and a \$10,000 bonus.

Trustee Phil Matton stated a bonus does not count as his salary, when considering his next raise would not include the bonus, would be better to give the raise.

Chairman Bud Getz added with a bonus he will have to pay taxes on that right away whereas with a pay raise the taxes will be carried out over time.

Assistant Treasurer Marilyn Spall said it was suggested not to give another raise for over a year I have found that not to work. A person needs to be given the incentive to continue with job they are doing. I see advantages to both the raise and the bonus, open to more input.

Public comments

Annette Ragas 409 Holiday Park said I feel the salary that is being debated is very low, need to make it lucrative enough for him to want to stay and continue to do the great job he's doing.

Chuck Roan 220 Borel Cir stated in my business whether I was paid well or the salary cut I worked accordingly. I feel someone in his position shouldn't be wondering if he is appreciated. I am 100% for giving him a raise of \$20,000.

Bruce Crabb 442 Neighborly Ct requested the chairman to request by a show of hands whether the increase should be \$15,000 or \$20,000, I feel it should be a \$20,000 increase.

Chairman Bud Getz asked the board about taking a show of hands, the board agreed.

Chairman Bud Getz asked for a show of hands of the people that felt Jody should receive a \$20,000 increase.

Chairman Bud Getz asked for a show of hands of the people that felt Jody should receive a \$15,000 increase, chairman advised 2 hands.

Chairman Bud Getz asked for a show of hands of the people that felt Jody should receive a \$10,000 increase, chairman advised no hands

2nd Vice-Chairman Russ Livermore advised he would like to change original motion from a \$15,000 pay increase to a \$20,000 pay increase, Trustee Phil Matton seconded motion.

Chairman Bud Getz called for a vote on \$20,000 pay increase to a \$65,000 annual salary, vote passed.



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8. Public Comment

Bob Silipigni 420 Holiday Park wanted to remind everybody that he (Jody) is saving us \$10,000 by not taking the insurance so he's only getting a \$10,000 raise.

Bruce Crabb 442 Neighborly Ct thanked this board of trustees for an action that I think is very well taken, I compliment Bud on asking the audiences approval with a show of hands. I feel the residents should be able to show their approval and would like to see this in future meetings.

Mary Evans 134 Holiday Park said I have only know Jody for the last three months, he is an honest hard working man, I think it would be a shame to lose him over a few thousand dollars.

9. Trustee Comment

Trustee Rod Lindsay feels it went smoothly and accomplished the objective of the meeting.

Secretary Molly Stone advised 4 seats coming up for election. If anyone is interested contact Lori Scott, Supervisor of Elections or go to county offices in Palm Bay.

Assistant Treasurer Marilyn Spall said thank you everyone for coming and your input.

Treasurer Cathi Brennan was glad to see Jody got the raise that he did, but I will now have to redo the budget.

2nd Vice-Chairman Russ Livermore thanked everyone for coming out.

Trustee Phil Matton said it seems like people are coming together more.

Chairman Bud Getz said thank you for coming, thanks for the demeanor of the meeting, reminder of the next meeting 6/13/16, closed for July and August.

10. Adjournment

Trustee Phil Matton made a motion to adjourn the meeting, Assistant Treasurer Marilyn Spall seconded, meeting adjourned.

Port Malabar Holiday Park Income & Expense by Fund May 2016

Ordinary Income/Expense Income	00 General		02 Debt Svc		TOTAL	
	May 16	Oct '15 - May 16	May 16	Oct '15 - May 16	May 16	Oct '15 - May 16
325 · Special Assessments						
0325200 · Gross Assessments	34,639.06	1,381,923.00	0.00	0.00	34,639.06	1,381,923.00
0325290 · Assessment Adjustments	897.33	-43,571.43	0.00	0.00	897.33	-43,571.43
0325295 · Transferred to Debt Service Fund	-21,849.25	-174,794.00	0.00	0.00	-21,849.25	-174,794.00
Total 325 · Special Assessments	13,687.14	1,163,557.57	0.00	0.00	13,687.14	1,163,557.57
334-389 · Other Revenue Sources						
0341900 · Service Charges	875.93	7,150.53	0.00	0.00	875.93	7,150.53
0361100 · Interest Income	324.72	2,352.95	0.00	0.00	324.72	2,352.95
0369900 · Other Income	0.00	4,497.05	0.00	0.00	0.00	4,497.05
0369902 · Laundry Income	144.50	1,016.25	0.00	0.00	144.50	1,016.25
0369903 · Property Maintenance Income	0.00	92.49	0.00	0.00	0.00	92.49
0389800 · Proprietary- Private contr	0.00	2,363.00	0.00	0.00	0.00	2,363.00
Total 334-389 · Other Revenue Sources	1,345.15	17,472.27	0.00	0.00	1,345.15	17,472.27
8381100 · Appropriated PY Reserves	47,000.00	47,000.00	0.00	0.00	47,000.00	47,000.00
Total Income	62,032.29	1,228,029.84	0.00	0.00	62,032.29	1,228,029.84
Gross Profit	62,032.29	1,228,029.84	0.00	0.00	62,032.29	1,228,029.84
Expense						
511 · Gen Govt- Legislative						
0511451 · Board Bond Ins	0.00	600.03	0.00	0.00	0.00	600.03
0511491 · Election Fees	20.00	283.19	0.00	0.00	20.00	283.19
0511522 · Uniforms- Board	0.00	48.65	0.00	0.00	0.00	48.65
Total 511 · Gen Govt- Legislative	20.00	931.87	0.00	0.00	20.00	931.87
512-513 · Gen Govt- Exec, Fin & Admin						
0512130 · Payroll - Executive	3,832.42	21,989.78	0.00	0.00	3,832.42	21,989.78
0512210 · Payroll Taxes - Executive	320.09	1,851.25	0.00	0.00	320.09	1,851.25
0512230 · Health Insurance - Executive	0.00	1,424.23	0.00	0.00	0.00	1,424.23
0512240 · Workers Comp Ins- Executive	259.02	2,072.18	0.00	0.00	259.02	2,072.18
0513130 · Payroll - Admin	4,887.79	42,666.87	0.00	0.00	4,887.79	42,666.87
0513210 · Payroll Taxes - Admin	432.69	3,457.26	0.00	0.00	432.69	3,457.26
0513230 · Health Insurance - Admin	861.69	6,581.52	0.00	0.00	861.69	6,581.52
0513240 · Workers Comp Ins - Admin	239.21	1,913.69	0.00	0.00	239.21	1,913.69
0513321 · Professional Fees - Auditing	0.00	11,100.00	0.00	0.00	0.00	11,100.00
0513322 · Contract Accounting Services	866.25	6,930.00	0.00	0.00	866.25	6,930.00
0513340 · Payroll-related Services	150.00	2,017.50	0.00	0.00	150.00	2,017.50
0513421 · Postage	144.56	363.75	0.00	0.00	144.56	363.75
0513441 · Equipment Lease- Office	135.46	1,251.61	0.00	0.00	135.46	1,251.61
0513462 · R&M Office Equipment	175.00	250.00	0.00	0.00	175.00	250.00

Port Malabar Holiday Park Income & Expense by Fund May 2016

	00 General		02 Debt Svc		TOTAL	
	May 16	Oct '15 - May 16	May 16	Oct '15 - May 16	May 16	Oct '15 - May 16
0513496 · Bank Charges	0.00	30.00	0.00	0.00	0.00	30.00
0513497 · Advertising - Office	0.00	910.69	0.00	0.00	0.00	910.69
0513499 · Non Capitalized Equip- Office	0.00	1,570.88	0.00	0.00	0.00	1,570.88
0513510 · Office Expense	87.50	2,429.66	0.00	0.00	87.50	2,429.66
0513551 · Education/Training- Admin	128.00	128.00	0.00	0.00	128.00	128.00
Total 512-513 · Gen Govt- Exec, Fin & Admin	12,519.68	108,938.87	0.00	0.00	12,519.68	108,938.87
514 · Gen Govt- Legal Counsel						
0514311 · Professional Fees - Legal	262.50	2,030.00	0.00	0.00	262.50	2,030.00
0514312 · Legal - Deed Rest. Enf.	0.00	52.50	0.00	0.00	0.00	52.50
Total 514 · Gen Govt- Legal Counsel	262.50	2,082.50	0.00	0.00	262.50	2,082.50
519 · Gen Govt- Other Gen Govt						
0519411 · Telephone & Communications	546.71	5,024.10	0.00	0.00	546.71	5,024.10
0519431 · Utilities - Electric	4,780.18	39,774.55	0.00	0.00	4,780.18	39,774.55
0519432 · Utilities - Gas	0.00	1,224.53	0.00	0.00	0.00	1,224.53
0519433 · Utilities - Water & Sewer	207.75	1,932.81	0.00	0.00	207.75	1,932.81
0519434 · Storm Water Management	155.33	2,212.58	0.00	0.00	155.33	2,212.58
0519442 · Equipment Lease- General	95.00	760.00	0.00	0.00	95.00	760.00
0519451 · Insurance - Liability	740.75	5,926.00	0.00	0.00	740.75	5,926.00
0519452 · Insurance - Property	846.08	7,201.02	0.00	0.00	846.08	7,201.02
0519491 · Cable - TV	14,854.39	116,726.12	0.00	0.00	14,854.39	116,726.12
0519497 · Other Expense	583.21	668.61	0.00	0.00	583.21	668.61
0519541 · Taxes, Fees & Licenses	733.10	31,046.61	0.00	0.00	733.10	31,046.61
Total 519 · Gen Govt- Other Gen Govt	23,542.50	212,496.93	0.00	0.00	23,542.50	212,496.93
529 · Public Safety- Other Public Saf						
0529130 · Payroll - Gate	7,308.63	58,648.30	0.00	0.00	7,308.63	58,648.30
0529210 · Payroll Taxes - Gate	610.23	4,951.49	0.00	0.00	610.23	4,951.49
0529240 · Workers Comp Ins- Gate	469.76	3,758.10	0.00	0.00	469.76	3,758.10
0529460 · R&M Gate	369.94	990.75	0.00	0.00	369.94	990.75
0529490 · Flags	0.00	36.05	0.00	0.00	0.00	36.05
0529499 · Non Capitalize Equip- Gate	0.00	494.15	0.00	0.00	0.00	494.15
0529520 · Supplies - Gate	46.68	356.47	0.00	0.00	46.68	356.47
0529521 · Uniforms- Gate	51.81	346.26	0.00	0.00	51.81	346.26
Total 529 · Public Safety- Other Public Saf	8,857.05	69,581.57	0.00	0.00	8,857.05	69,581.57
539 · Physical Env- Other Phys Env						
0539130 · Payroll - Custodians	5,398.39	44,906.32	0.00	0.00	5,398.39	44,906.32
0539210 · Payroll Taxes - Custodial	442.54	3,725.46	0.00	0.00	442.54	3,725.46
0539230 · Health Ins- Custodial	1,064.44	8,035.06	0.00	0.00	1,064.44	8,035.06
0539240 · Workers Comp Ins-Custodial	349.01	2,792.06	0.00	0.00	349.01	2,792.06
0539400 · Travel Reimbursement Custodial	0.00	8.90	0.00	0.00	0.00	8.90
0539461 · R&M Buildings						

Port Malabar Holiday Park Income & Expense by Fund May 2016

	00 General		02 Debt Svc		TOTAL	
	May 16	Oct '15 - May 16	May 16	Oct '15 - May 16	May 16	Oct '15 - May 16
461.1 · Exterior Painting	1,153.30	4,370.29	0.00	0.00	1,153.30	4,370.29
0539461 · R&M Buildings - Other	473.88	5,519.04	0.00	0.00	473.88	5,519.04
Total 0539461 · R&M Buildings	1,627.18	9,889.33	0.00	0.00	1,627.18	9,889.33
0539462 · R&M Lighting- Rec Center	8.49	297.31	0.00	0.00	8.49	297.31
0539463 · R&M Equipment	450.91	2,296.16	0.00	0.00	450.91	2,296.16
0539499 · Non Capitalized Equip-Custodial	0.00	794.21	0.00	0.00	0.00	794.21
0539520 · Custodial Supplies	371.91	4,075.48	0.00	0.00	371.91	4,075.48
0539521 · Uniforms- Custodial	0.00	152.50	0.00	0.00	0.00	152.50
Total 539 · Physical Env- Other Phys Env	9,712.87	76,972.79	0.00	0.00	9,712.87	76,972.79
541 · Transportation- Road & Street						
0541463 · R&M Signage	0.00	53.98	0.00	0.00	0.00	53.98
0541464 · R&M Drainage	625.00	2,040.00	0.00	0.00	625.00	2,040.00
Total 541 · Transportation- Road & Street	625.00	2,093.98	0.00	0.00	625.00	2,093.98
572 · Culture/Rec- Parks & Recreation						
0572130 · Payroll - Grounds Crew	12,369.77	93,089.86	0.00	0.00	12,369.77	93,089.86
0572210 · Payroll Taxes - Grounds	1,024.34	7,796.02	0.00	0.00	1,024.34	7,796.02
0572230 · Health Insurance-Grounds	1,108.82	12,461.18	0.00	0.00	1,108.82	12,461.18
0572240 · Workers Comp Ins-Grounds	738.90	5,911.32	0.00	0.00	738.90	5,911.32
0572341 · Contract Svcs - Lawn Crew	0.00	13,104.87	0.00	0.00	0.00	13,104.87
0572342 · Landscape Management	494.46	7,226.00	0.00	0.00	494.46	7,226.00
0572431 · Landscape Trash Removal	145.00	1,160.00	0.00	0.00	145.00	1,160.00
0572461 · R&M Grounds Equipment	1,012.84	4,853.59	0.00	0.00	1,012.84	4,853.59
0572462 · R&M Pools & Rec Facilities	1,683.23	12,119.18	0.00	0.00	1,683.23	12,119.18
0572463 · R&M Irrigation System	0.00	170.02	0.00	0.00	0.00	170.02
0572468 · Vehicle Repair	59.99	635.39	0.00	0.00	59.99	635.39
0572499 · Non Capitalized Equip-Grounds	1,132.16	2,977.39	0.00	0.00	1,132.16	2,977.39
0572521 · Supplies - Grounds	715.55	3,145.59	0.00	0.00	715.55	3,145.59
0572522 · Fuel	852.16	4,433.78	0.00	0.00	852.16	4,433.78
0572524 · Supplies Recreational	0.00	145.64	0.00	0.00	0.00	145.64
0572525 · Uniforms- Grounds	174.37	802.56	0.00	0.00	174.37	802.56
0572526 · Landscape Supplies	197.22	993.00	0.00	0.00	197.22	993.00
Total 572 · Culture/Rec- Parks & Recreation	21,708.81	171,025.39	0.00	0.00	21,708.81	171,025.39
701 · Capital Outlay						
0519621 · Cap Outlay-Buildings & Imp	0.00	23,213.66	0.00	0.00	0.00	23,213.66
0519631 · Cap Outlay-Infrastructure	0.00	6,876.00	0.00	0.00	0.00	6,876.00
0519641 · Cap Outlay-Grounds Equipment	0.00	9,169.96	0.00	0.00	0.00	9,169.96
Total 701 · Capital Outlay	0.00	39,259.62	0.00	0.00	0.00	39,259.62
Total Expense	77,248.41	683,383.52	0.00	0.00	77,248.41	683,383.52

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Accrual Basis

Port Malabar Holiday Park Income & Expense by Fund May 2016

	00 General		02 Debt Svc		TOTAL	
	May 16	Oct '15 - May 16	May 16	Oct '15 - May 16	May 16	Oct '15 - May 16
Net Ordinary Income	-15,216.12	544,646.32	0.00	0.00	-15,216.12	544,646.32
Other Income/Expense						
Other Income	0.00	0.00	21,849.25	174,794.00	21,849.25	174,794.00
2325200 · From Gross Assessments- DebtSvc						
Total Other Income	0.00	0.00	21,849.25	174,794.00	21,849.25	174,794.00
Other Expense						
517 · Gen Govt Svcs- Debt Svc Payment						
2517710 · Principal Expense	0.00	0.00	20,310.80	161,464.43	20,310.80	161,464.43
2517720 · Interest Expense	0.00	0.00	1,538.45	13,329.57	1,538.45	13,329.57
Total 517 · Gen Govt Svcs- Debt Svc Payment	0.00	0.00	21,849.25	174,794.00	21,849.25	174,794.00
Total Other Expense	0.00	0.00	21,849.25	174,794.00	21,849.25	174,794.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-15,216.12	544,646.32	0.00	0.00	-15,216.12	544,646.32

Port Malabar Holiday Park Income & Expense Budget Performance May 2016

Ordinary Income/Expense	May 16	Oct '15 - May 16	Annual Budget	\$ Budget Left	% Budget Used
Income					
325 · Special Assessments					
0325200 · Gross Assessments	34,639.06	1,381,923.00	1,476,288.00	94,365.00	93.61%
0325290 · Assessment Adjustments	897.33	-43,571.43	-51,788.00	-8,216.57	84.13%
0325295 · Transferred to Debt Service Fund	-21,849.25	-174,794.00	-262,200.00	-87,406.00	66.66%
Total 325 · Special Assessments	13,687.14	1,163,557.57	1,162,300.00	-1,257.57	100.11%
334-389 · Other Revenue Sources					
0341900 · Service Charges	875.93	7,150.53	5,000.00	-2,150.53	143.01%
0361100 · Interest Income	324.72	2,352.95	2,500.00	147.05	94.12%
0369900 · Other Income	0.00	4,497.05	2,000.00	-2,497.05	224.85%
0369902 · Laundry Income	144.50	1,016.25	1,000.00	-16.25	101.63%
0369903 · Property Maintenance Income	0.00	92.49	0.00	-92.49	100.0%
0389400 · Proprietary- Grants & Donations	0.00	0.00	0.00	0.00	0.0%
0389800 · Proprietary- Private contr	0.00	2,363.00	0.00	-2,363.00	100.0%
Total 334-389 · Other Revenue Sources	1,345.15	17,472.27	10,500.00	-6,972.27	166.4%
8381100 · Appropriated PY Reserves	47,000.00	47,000.00	47,000.00	0.00	100.0%
Total Income	62,032.29	1,228,029.84	1,219,800.00	-8,229.84	100.68%
Gross Profit	62,032.29	1,228,029.84	1,219,800.00	-8,229.84	100.68%
Expense					
511 · Gen Govt- Legislative					
0511451 · Board Bond Ins	0.00	600.03	700.00	99.97	85.72%
0511491 · Election Fees	20.00	283.19	1,600.00	1,316.81	17.7%
0511522 · Uniforms- Board	0.00	48.65	200.00	151.35	24.33%
Total 511 · Gen Govt- Legislative	20.00	931.87	2,500.00	1,568.13	37.28%
512-513 · Gen Govt- Exec, Fin & Admin					
0512130 · Payroll - Executive	3,832.42	21,989.78	49,250.00	27,260.22	44.65%
0512210 · Payroll Taxes - Executive	320.09	1,851.25	4,200.00	2,348.75	44.08%
0512230 · Health Insurance - Executive	0.00	1,424.23	8,000.00	6,575.77	17.8%
0512240 · Workers Comp Ins- Executive	259.02	2,072.18	2,800.00	727.82	74.01%
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%

Port Malabar Holiday Park Income & Expense Budget Performance May 2016

	May 16	Oct '15 - May 16	Annual Budget	\$ Budget Left	% Budget Used
0513130 · Payroll - Admin	4,887.79	42,666.87	56,550.00	13,883.13	75.45%
0513210 · Payroll Taxes - Admin	432.69	3,457.26	4,455.00	997.74	77.6%
0513230 · Health Insurance - Admin	861.69	6,581.52	10,200.00	3,618.48	64.53%
0513240 · Workers Comp Ins - Admin	239.21	1,913.69	2,170.00	256.31	88.19%
0513321 · Professional Fees - Auditing	0.00	11,100.00	11,500.00	400.00	96.52%
0513322 · Contract Accounting Services	866.25	6,930.00	10,200.00	3,270.00	67.94%
0513340 · Payroll-related Services	150.00	2,017.50	2,200.00	182.50	91.71%
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	144.56	363.75	1,400.00	1,036.25	25.98%
0513441 · Equipment Lease- Office	135.46	1,251.61	2,000.00	748.39	62.58%
0513462 · R&M Office Equipment	175.00	250.00	1,000.00	750.00	25.0%
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	30.00	300.00	270.00	10.0%
0513497 · Advertising - Office	0.00	910.69	0.00	-910.69	100.0%
0513499 · Non Capitalized Equip- Office	0.00	1,570.88	1,500.00	-70.88	104.73%
0513510 · Office Expense	87.50	2,429.66	5,000.00	2,570.34	48.59%
0513551 · Education/Training- Admin	128.00	128.00	0.00	-128.00	100.0%
Total 512-513 · Gen Govt- Exec, Fin & Admin	12,519.68	108,938.87	176,425.00	67,486.13	61.75%
514 · Gen Govt- Legal Counsel					
0514311 · Professional Fees - Legal	262.50	2,030.00	4,000.00	1,970.00	50.75%
0514312 · Legal - Deed Rest. Enf.	0.00	52.50	4,000.00	3,947.50	1.31%
Total 514 · Gen Govt- Legal Counsel	262.50	2,082.50	8,000.00	5,917.50	26.03%
519 · Gen Govt- Other Gen Govt					
0519411 · Telephone & Communications	546.71	5,024.10	6,500.00	1,475.90	77.29%
0519431 · Utilities - Electric	4,780.18	39,774.55	60,000.00	20,225.45	66.29%
0519432 · Utilities - Gas	0.00	1,224.53	2,000.00	775.47	61.23%
0519433 · Utilities - Water & Sewer	207.75	1,932.81	5,000.00	3,067.19	38.66%
0519434 · Storm Water Management	155.33	2,212.58	3,100.00	887.42	71.37%
0519442 · Equipment Lease- General	95.00	760.00	1,200.00	440.00	63.33%
0519451 · Insurance - Liability	740.75	5,926.00	10,000.00	4,074.00	59.26%

Port Malabar Holiday Park Income & Expense Budget Performance May 2016

	May 16	Oct '15 - May 16	Annual Budget	\$ Budget Left	% Budget Used
0519452 - Insurance - Property	846.08	7,201.02	14,700.00	7,498.98	48.99%
0519462 - Property Maintenance Expense	0.00	0.00	4,500.00	4,500.00	0.0%
0519491 - Cable - TV	14,854.39	116,726.12	176,200.00	59,473.88	66.25%
0519497 - Other Expense	583.21	668.61	100.00	-568.61	668.61%
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	733.10	31,046.61	30,500.00	-546.61	101.79%
Total 519 - Gen Govt- Other Gen Govt	23,542.50	212,496.93	315,100.00	102,603.07	67.44%
529 - Public Safety- Other Public Saf					
0529130 - Payroll - Gate	7,308.63	58,648.30	91,135.00	32,486.70	64.35%
0529210 - Payroll Taxes - Gate	610.23	4,951.49	8,100.00	3,148.51	61.13%
0529230 - Health Insurance - Gate	0.00	0.00	0.00	0.00	0.0%
0529240 - Workers Comp Ins- Gate	469.76	3,758.10	5,000.00	1,241.90	75.16%
0529460 - R&M Gate	369.94	990.75	1,700.00	709.25	58.28%
0529490 - Flags	0.00	36.05	300.00	263.95	12.02%
0529499 - Non Capitalize Equip- Gate	0.00	494.15	300.00	-194.15	164.72%
0529520 - Supplies - Gate	46.68	356.47	1,000.00	643.53	35.65%
0529521 - Uniforms- Gate	51.81	346.26	200.00	-146.26	173.13%
Total 529 - Public Safety- Other Public Saf	8,857.05	69,581.57	107,735.00	38,153.43	64.59%
539 - Physical Env- Other Phys Env					
0539130 - Payroll - Custodians	5,398.39	44,906.32	80,000.00	35,093.68	56.13%
0539210 - Payroll Taxes - Custodial	442.54	3,725.46	6,600.00	2,874.54	56.45%
0539230 - Health Ins- Custodial	1,064.44	8,035.06	12,400.00	4,364.94	64.8%
0539240 - Workers Comp Ins-Custodial	349.01	2,792.06	4,375.00	1,582.94	63.82%
0539400 - Travel Reimbursement Custodial	0.00	8.90	100.00	91.10	8.9%
0539461 - R&M Buildings					
461.1 - Exterior Painting	1,153.30	4,370.29	0.00	-4,370.29	100.0%
0539461 - R&M Buildings - Other	473.88	5,519.04	4,000.00	-1,519.04	137.98%
Total 0539461 - R&M Buildings	1,627.18	9,889.33	4,000.00	-5,889.33	247.23%
0539462 - R&M Lighting- Rec Center	8.49	297.31	1,500.00	1,202.69	19.82%
0539463 - R&M Equipment	450.91	2,296.16	3,000.00	703.84	76.54%
0539499 - Non Capitalized Equip-Custodial	0.00	794.21	800.00	5.79	99.28%

Port Malabar Holiday Park Income & Expense Budget Performance May 2016

	May 16	Oct '15 - May 16	Annual Budget	\$ Budget Left	% Budget Used
0539520 · Custodial Supplies	371.91	4,075.48	4,000.00	-75.48	101.89%
0539521 · Uniforms- Custodial	0.00	152.50	200.00	47.50	76.25%
Total 539 · Physical Env- Other Phys Env	9,712.87	76,972.79	116,975.00	40,002.21	65.8%
541 · Transportation- Road & Street					
0541461 · R&M Streets	0.00	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	625.00	2,040.00	2,600.00	560.00	78.46%
Total 541 · Transportation- Road & Street	625.00	2,093.98	4,500.00	2,406.02	46.53%
572 · Culture/Rec- Parks & Recreation					
0572130 · Payroll - Grounds Crew	12,369.77	93,089.86	151,135.00	58,045.14	61.59%
0572210 · Payroll Taxes - Grounds	1,024.34	7,796.02	14,785.00	6,988.98	52.73%
0572230 · Health Insurance-Grounds	1,108.82	12,461.18	23,200.00	10,738.82	53.71%
0572240 · Workers Comp Ins-Grounds	738.90	5,911.32	8,200.00	2,288.68	72.09%
0572341 · Contract Svcs - Lawn Crew	0.00	13,104.87	63,000.00	49,895.13	20.8%
0572342 · Landscape Management	494.46	7,226.00	8,000.00	774.00	90.33%
0572431 · Landscape Trash Removal	145.00	1,160.00	2,200.00	1,040.00	52.73%
0572461 · R&M Grounds Equipment	1,012.84	4,853.59	7,000.00	2,146.41	69.34%
0572462 · R&M Pools & Rec Facilities	1,683.23	12,119.18	18,000.00	5,880.82	67.33%
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	59.99	635.39	2,000.00	1,364.61	31.77%
0572499 · Non Capitalized Equip-Grounds	1,132.16	2,977.39	2,500.00	-477.39	119.1%
0572521 · Supplies - Grounds	715.55	3,145.59	4,500.00	1,354.41	69.9%
0572522 · Fuel	852.16	4,433.78	15,000.00	10,566.22	29.56%
0572524 · Supplies Recreational	0.00	145.64	1,800.00	1,654.36	8.09%
0572525 · Uniforms- Grounds	174.37	802.56	450.00	-352.56	178.35%
0572526 · Landscape Supplies	197.22	993.00	3,300.00	2,307.00	30.09%
0572551 · Education/Training- Parks & Rec	0.00	0.00	300.00	300.00	0.0%
Total 572 · Culture/Rec- Parks & Recreation	21,708.81	171,025.39	328,870.00	157,844.61	52.0%
701 · Capital Outlay					
0519621 · Cap Outlay-Buildings & Imp	0.00	23,213.66	92,695.00	69,481.34	25.04%
0519631 · Cap Outlay-Infrastructure	0.00	6,876.00	32,000.00	25,124.00	21.49%

Port Malabar Holiday Park Income & Expense Budget Performance May 2016

	May 16	Oct '15 - May 16	Annual Budget	\$ Budget Left	% Budget Used
0519641 · Cap Outlay-Grounds Equipment	0.00	9,169.96	18,000.00	8,830.04	50.94%
0519642 · Cap Outlay-Furn, Fixt & Eq	0.00	0.00	2,000.00	2,000.00	0.0%
Total 701 · Capital Outlay	0.00	39,259.62	144,695.00	105,435.38	27.13%
8000097 · void	0.00	0.00	0.00	0.00	
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%
Total Expense	77,248.41	683,383.52	1,219,800.00	536,416.48	56.02%
Net Ordinary Income	-15,216.12	544,646.32	0.00		
Other Income/Expense					
Other Income					
2325200 · From Gross Assessments- DebtSvc	21,849.25	174,794.00	262,200.00	87,406.00	66.66%
Total Other Income	21,849.25	174,794.00	262,200.00	87,406.00	66.66%
Other Expense					
517 · Gen Govt Svcs- Debt Svc Payment					
2517710 · Principal Expense	20,310.80	161,464.43	238,700.00	77,235.57	67.64%
2517720 · Interest Expense	1,538.45	13,329.57	23,500.00	10,170.43	56.72%
Total 517 · Gen Govt Svcs- Debt Svc Payment	21,849.25	174,794.00	262,200.00	87,406.00	66.66%
Total Other Expense	21,849.25	174,794.00	262,200.00	87,406.00	66.66%
Net Other Income	0.00	0.00	0.00		
Net Income	-15,216.12	544,646.32	0.00		

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Accrual Basis

Port Malabar Holiday Park

Balance Sheet

As of May 31, 2016

	May 31, 16
ASSETS	
Current Assets	
Checking/Savings	
0101000 • TD Operating	148,719.26
0101500 • TD Fixed Rate Account	1,183,885.56
0102100 • Petty Cash	1,757.26
0104100 • SBA Savings Account	81,698.37
Total Checking/Savings	1,416,060.45
Accounts Receivable	
0115100 • Accounts Receivable	7,236.62
Total Accounts Receivable	7,236.62
Other Current Assets	
0156010 • Vendor Deposits	30,000.00
Total Other Current Assets	30,000.00
Total Current Assets	1,453,297.07
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	4,342.79
Total Other Assets	4,342.79
TOTAL ASSETS	4,606,674.72
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0202000 • Accounts Payable	1,350.71
Total Accounts Payable	1,350.71
Credit Cards	
0202600 • Home Depot Acct	1,321.56
0202700 • Sunoco CC	970.41
0202930 • SunTrust CC 9560	730.12
0202940 • SunTrust CC 2324	3,113.88
Total Credit Cards	6,135.97

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Accrual Basis

Port Malabar Holiday Park
Balance Sheet
 As of May 31, 2016

	May 31, 16
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	9,649.46
0217000 · Accrued Taxes Payable	795.83
0220000 · Customer Deposits	1,065.28
2215000 · Accrued Interest Payable	1,289.51
Total Other Current Liabilities	236,070.33
Total Current Liabilities	243,557.01
Long Term Liabilities	
0203910 · Loan 1- TD 5455	234,274.75
0203920 · Loan 2- TD 2055	467,438.09
0203930 · Loan 3- TD 9155	282,848.55
Total Long Term Liabilities	984,561.39
Total Liabilities	1,228,118.40
Equity	
0271000 · Fund Balance- Unreserved	939,708.00
0274000 · Invested in capital assets	1,941,202.00
0281100 · Appropriated Funds	-47,000.00
Net Income	544,646.32
Total Equity	3,378,556.32
TOTAL LIABILITIES & EQUITY	4,606,674.72

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Port Malabar Holiday Park
A/P Aging Summary
As of May 31, 2016

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
AT&T 2240	0.00	196.70	0.00	0.00	0.00	196.70
AT&T 6636 Gate	0.00	93.24	0.00	0.00	0.00	93.24
FPL 0034	0.00	1,409.38	0.00	0.00	0.00	1,409.38
FPL 1245	0.00	70.11	0.00	0.00	0.00	70.11
FPL 3047	0.00	379.20	0.00	0.00	0.00	379.20
FPL 3061	0.00	56.40	0.00	0.00	0.00	56.40
FPL 9069	0.00	74.13	0.00	0.00	0.00	74.13
In The Swim	0.00	86.94	0.00	0.00	0.00	86.94
Poolsure	-1,413.35	0.00	0.00	0.00	0.00	-1,413.35
Ricoh	0.00	135.46	0.00	0.00	0.00	135.46
Schillinger & Coleman	262.50	0.00	0.00	0.00	0.00	262.50
TOTAL	-1,150.85	2,501.56	0.00	0.00	0.00	1,350.71

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Port Malabar Holiday Park
A/R Aging Summary
 As of May 31, 2016

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1042 Moonlight	0.00	0.00	0.00	0.00	375.00	375.00
105 Holiday Park Blvd	0.00	0.00	0.00	0.00	957.33	957.33
1071 Wood Ct	0.00	0.00	0.00	0.00	957.33	957.33
1074 Moonlight Ct	0.00	0.00	0.00	0.00	957.33	957.33
1111 Seminole Ct	0.00	0.00	0.00	0.00	125.00	125.00
1183 Greenview	0.00	0.00	0.00	0.00	275.00	275.00
1214 Shell Ct	0.00	0.00	0.00	0.00	125.00	125.00
1285 Dove Ct	0.00	0.00	0.00	0.00	275.00	275.00
140 Holiday Park Blvd	0.00	0.00	0.00	0.00	957.33	957.33
146 Holiday Park Blvd	0.00	0.00	0.00	0.00	235.00	235.00
194 Holiday Park Blvd	0.00	0.00	0.00	0.00	275.00	275.00
220 Blossom	0.00	0.00	0.00	0.00	125.00	125.00
240 Berry Ct	0.00	0.00	0.00	0.00	957.33	957.33
357 Holiday Park Blvd	0.00	0.00	0.00	0.00	475.00	475.00
628 Candle Ct	0.00	0.00	0.00	0.00	125.00	125.00
Brevard County Tax Collector	0.00	0.00	0.00	0.00	0.00	0.00
HPPOA	0.00	0.00	39.97	0.00	0.00	39.97
Storozuk, Jody	0.00	-95.64	95.64	0.00	0.00	0.00
TOTAL	0.00	-95.64	135.61	0.00	7,196.65	7,236.62

Loan Balances at Month-End

	Loan #1	Loan #2	Loan #3	
	Loan 5455	Loan 2055	Loan 9155	
Orig LOC/Loan Date	3/4/2005	11/9/2007	5/12/2008	
Orig Loan Amt	\$ 1,000,000	\$ 1,000,000	\$ 600,000	
Orig Loan Maturity	3/4/2020	11/9/2022	5/12/2023	
Orig Loan Int Rate	4.84	5.63	5.23	
Current Loan Int Rate	2.42	1.43	1.60	
Current Estimated Payoff Date	5/31/2019	12/31/2020	9/30/2021	
QB Loan Balances on 09/30/2015	320,995.10	549,472.11	337,364.43	
Less Principal Pymt in Debt Service Fund Acct 00100002010000				
	For Month			
	Oct-15	-7,146.89	-8,440.96	-4,509.05
	Nov-15	-7,139.73	-8,429.53	-4,500.47
	Dec-15	-7,175.70	-8,461.07	-4,521.47
	Jan-16	-7,170.04	-8,450.33	-4,512.69
	Feb-16	-7,184.98	-8,460.06	-4,519.32
	Mar-16	-7,238.29	-8,511.45	-4,553.53
	Apr-16	-7,215.03	-8,481.63	-4,531.41
	May-16	-7,248.27	-8,510.88	-4,551.65
	Jun-16			
	Jul-16			
	Aug-16			
	Sep-16			
Calculated Loan Balances for QuickBooks	263,476.17	481,726.20	301,164.84	
ME Loan Balances Per Bank Statements	263,476.17	481,726.20	301,164.84	
Difference	0.00	0.00	0.00	

Fixed Asset Acquisition
FY2016

[illegible]

**Port Malabar Holiday Park
2015-2016 Budget Proposal**

	2014-2015			2015-2016	2016-2017
	Prelim Actuals Oct '14 - Mar 15	Budget	+/-	Budget	Proposed Budget
0 General Fund					
Income					
325 • Special Assessments					
0325200 • Gross Assessments	1,253,939	1,476,288.00	-39,843.00	1,476,288.00	1476288.00
0325290 • Assessment Adjustments	-46,297	-51,788.00	8,315.52	-51,788.00	-51788.00
0325295 • Transferred to Debt Service Fund	-131,096	-262,200.00	533.91	-262,200.00	-262200.00
Total 325 • Special Assessments	1,076,547	1,162,300.00	-30,993.57	1,162,300.00	1162300.00
334-389 • Other Revenue Sources					
0341900 • Service Charges	3,812	5,000.00	4,373.70	5,000.00	5000.00
0361100 • Interest Income	1,121	2,500.00	1,593.38	2,500.00	2500.00
0369900 • Other Income	7,063	2,000.00	5,292.90	2,000.00	2000.00
0369902 • Laundry Income	855	1,000.00	932.50	1,000.00	1000.00
0369903 • Property Maintenance Income	5,744	0.00	7,193.98		
0388000 • Gain/Loss on Sale of Assets			750.00		
0389400 • Proprietary- Grants & Donations	0	0.00	850.00		
0389800 • Proprietary- Private contr	1,258		5,758.12		
8381100 • Appropriated PY Reserves				147,000.00	
Total 334-389 • Other Revenue Sources	19,853	10,500.00	26,744.58	157,500.00	10500.00
Total Budgeted Income (General Fund)	1,096,400	1,172,800.00	-4,248.99	1,319,800.00	1172800.00
Expense					
511 • Gen Govt- Legislative					
0511451 • Board Bond Ins	168	700.00	262.72	700.00	700.00
0511491 • Election Fees	40	1,600.00	1,540.00	1,600.00	1600.00
0511522 • Uniforms- Board	162	200.00	-18.00	200.00	200.00
Total 511 • Gen Govt- Legislative	370	2,500.00	1,784.72	2,500.00	2500.00

**Port Malabar Holiday Park
2015-2016 Budget Proposal**

	2014-2015			2015-2016	2016-2017
	Prelim Actuals Oct '14 - Mar 15	Budget	+/-	Budget	Proposed Budget
512-513 - Gen Govt- Exec, Fin & Admin					
0512130 - Payroll - Executive	21,548	47,250.00	-2,931.28	52,650.00	66950.00
0512210 - Payroll Taxes - Executive	1,904	4,200.00	-116.34	4,200.00	4686.50
0512230 - Health Insurance - Executive	5,405	11,050.00	1,514.81	8,000.00	0.00
0512240 - Workers Comp Ins- Executive	911	2,800.00	612.51	2,800.00	3108.00
0512400 - Travel Reimb - Executive	0	200.00	-71.82	200.00	200.00
0512551 - Education/Training- Exec	255	1,000.00	745.00	1,000.00	2000.00
0513130 - Payroll - Admin	19,791	44,100.00	-1,299.05	56,550.00	62598.00
0513210 - Payroll Taxes - Admin	1,747	3,920.00	37.34	4,455.00	4381.86
0513230 - Health Insurance - Admin	6,480	13,200.00	1,545.44	10,200.00	6143.00
0513240 - Workers Comp Ins - Admin	803	2,170.00	197.68	2,170.00	2871.00
0513321 - Professional Fees - Auditing	11,000	13,500.00	1,500.00	11,500.00	12000.00
0513322 - Contract Accounting Services	4,986	10,200.00	264.40	10,200.00	10800.00
0513340 - Payroll-related Services	1,432	2,150.00	-294.90	2,200.00	2200.00
0513341 - Temporary Office Services	0	500.00		500.00	500.00
0513400 - Travel Reimb- Admin	0	200.00		200.00	0.00
0513421 - Postage	163	2,000.00	1,123.11	1,400.00	1000.00
0513441 - Equipment Lease- Office	677	2,000.00	-41.59	2,000.00	2100.00
0513462 - R&M Office Equipment	164	1,000.00	835.70	1,000.00	1000.00
0513471 - Deed Restriction Revision Exp	1,543	6,500.00	306.53		0.00
0513495 - Advertising Legal	0	800.00	758.58	1,800.00	500.00
0513496 - Bank Charges	60	300.00	176.26	600.00	150.00
0513497 - Advertising - Office	0	0.00	0.00		0.00
0513499 - Non Capitalized Equip- Office	1,490	1,700.00	-13.44	1,500.00	2000.00
0513510 - Office Expense	2,454	5,000.00	530.93	5,000.00	4000.00
Total 512-513 - Gen Govt- Exec, Fin & Admin	82,813	175,740.00	5,379.87	180,125.00	189188.36

**Port Malabar Holiday Park
2015-2016 Budget Proposal**

	2014-2015			2015-2016	2016-2017
	Prelim Actuals Oct '14 - Mar 15	Budget	+/-	Budget	Proposed Budget
514 - Gen Govt- Legal Counsel					
0514311 - Professional Fees - Legal	783	5,000.00	1,376.40	4,000.00	4000.00
0514312 - Legal - Deed Rest. Enf.	1,785	4,000.00	860.10	4,000.00	4000.00
Total 514 - Gen Govt- Legal Counsel	2,568	9,000.00	2,236.50	8,000.00	8000.00
519 - Gen Govt- Other Gen Govt					
0519411 - Telephone & Communications	2,977	6,500.00	-580.06	6,500.00	6500.00
0519431 - Utilities - Electric	29,861	62,000.00	2,815.83	60,000.00	60000.00
0519432 - Utilities - Gas	966	2,000.00	550.68	2,000.00	2000.00
0519433 - Utilities - Water & Sewer	1,475	5,000.00	2,058.05	5,000.00	4000.00
0519434 - Storm Water Management	1,646	3,100.00	95.20	3,100.00	3100.00
0519442 - Equipment Lease- General	570	1,150.00	10.00	1,200.00	1200.00
0519451 - Insurance - Liability	4,320	10,350.00	-18.95	10,000.00	10500.00
0519452 - Insurance - Property	6,420	15,400.00	-8.00	14,700.00	15500.00
0519462 - Property Maintenance Expense	6,019	8,500.00	1,306.02	4,500.00	4500.00
0519491 - Cable - TV	82,926	168,100.00	265.78	176,200.00	184791.55
0519497 - Other Expense	0	100.00	94.00	100.00	
0519499 - Non-Cap Equipment- Gen Govt	489	500.00	10.76	500.00	500.00
0519521 - Supplies Decals & Badges	0	800.00	545.00	800.00	500.00
0519541 - Taxes, Fees & Licenses	30,030	31,500.00	432.97	30,500.00	31500.00
Total 519 - Gen Govt- Other Gen Govt	167,700	315,000.00	7,577.28	315,100.00	324591.55
529 - Public Safety- Other Public Saf					
0529130 - Payroll - Gate	41,532	90,000.00	845.03	91,135.00	90143.19
0529210 - Payroll Taxes - Gate	3,671	8,100.00	319.31	8,100.00	6310.02
0529230 - Health Insurance - Gate	0	0.00	0.00		0.00
0529240 - Workers Comp Ins- Gate	1,718	4,500.00	377.68	5,000.00	5637.00
0529460 - R&M Gate	0	1,700.00	1,428.11	1,700.00	1700.00
0529490 - Flags	0	350.00	13.75	300.00	300.00
0529499 - Non Capitalize Equip- Gate	0	300.00	300.00	300.00	300.00
0529520 - Supplies - Gate	265	1,000.00	128.51	1,000.00	1000.00
0529521 - Uniforms- Gate	0	200.00	200.00	200.00	300.00
Total 529 - Public Safety- Other Public Saf	47,185	106,150.00	3,612.39	107,735.00	105690.21
539 - Physical Env- Other Phys Env					
0539130 - Payroll - Custodians	29,649	67,000.00	760.96	80,000.00	98475.42
0539210 - Payroll Taxes - Custodial	2,620	5,900.00	157.79	6,600.00	6893.28
0539230 - Health Ins- Custodial	5,708	11,775.00	194.65	12,400.00	14628.00
0539240 - Workers Comp Ins-Custodial	1,310	3,375.00	230.75	4,375.00	4188.00
0539400 - Travel Reimbursement Custodial	0	100.00	100.00	100.00	0.00
0539461 - R&M Buildings	11,888	14,000.00	-10,203.61	4,000.00	4000.00
Exterior Painting					
0539462 - R&M Lighting- Rec Center	917	2,400.00	968.01	1,500.00	1000.00
0539463 - R&M Equipment	1,136	3,000.00	792.68	3,000.00	3000.00
0539499 - Non Capitalized Equip-Custodial	310	700.00	375.94	800.00	500.00
0539520 - Custodial Supplies	1,836	4,000.00	263.71	4,000.00	4000.00
0539521 - Uniforms- Custodial	137	200.00	62.65	200.00	200.00
Total 539 - Physical Env- Other Phys Env	55,511	112,450.00	-6,296.67	116,975.00	136884.70

**Port Malabar Holiday Park
2015-2016 Budget Proposal**

	2014-2015			2015-2016	2016-2017
	Prelim Actuals Oct '14 - Mar 15	Budget	+/-	Budget	Proposed Budget
541 - Transportation- Road & Street					
0541461 - R&M Streets	276	1,000.00	-4,635.02	1,000.00	5000.00
0541463 - R&M Signage	517	900.00	38.13	900.00	900.00
0541464 - R&M Drainage	840	2,600.00	980.01	2,600.00	4600.00
Total 541 - Transportation- Road & Street	1,633	4,500.00	-3,616.88	4,500.00	10500.00
572 - Culture/Rec- Parks & Recreation					
0572130 - Payroll - Grounds Crew	61,735	141,780.00	1,545.34	151,135.00	186338.45
0572210 - Payroll Taxes - Grounds	5,499	12,985.00	729.24	14,785.00	13043.69
0572230 - Health Insurance-Grounds	12,781	25,000.00	559.35	23,200.00	22500.00
0572240 - Workers Comp Ins-Grounds	2,662	6,700.00	312.33	8,200.00	8866.00
0572341 - Contract Svcs - Lawn Crew	13,645	65,000.00	19,471.63	63,000.00	
0572342 - Landscape Management	1,611	5,000.00	2,466.44	8,000.00	8000.00
0572431 - Landscape Trash Removal	870	1,800.00	60.00	2,200.00	2200.00
0572461 - R&M Grounds Equipment	5,407	9,500.00	-884.71	7,000.00	15000.00
0572462 - R&M Pools & Rec Facilities	9,013	19,300.00	-2,463.03	18,000.00	18000.00
0572463 - R&M Irrigation System	0	2,500.00	1,885.00	2,500.00	2000.00
0572464 - Sound Wall Maintenance	0	1,000.00	1,000.00	1,000.00	1000.00
0572468 - Vehicle Repair	315	1,000.00	684.59	2,000.00	1000.00
0572498 - Non Capitalized Equip - Rec			-1,419.52		
0572499 - Non Capitalized Equip-Grounds	366	2,500.00	2,500.00	2,500.00	2500.00
0572521 - Supplies - Grounds	1,011	4,500.00	851.27	4,500.00	4500.00
0572522 - Fuel	3,519	15,000.00	4,874.16	15,000.00	12000.00
0572524 - Supplies Recreational	252	800.00	397.51	1,800.00	1800.00
0572525 - Uniforms- Grounds	0	450.00	450.00	450.00	700.00
0572526 - Landscape Supplies	3,665	7,800.00	470.30	3,300.00	3000.00
0572551 - Education/Training- Parks & Rec	0	300.00	300.00	300.00	800.00
Total 572 - Culture/Rec- Parks & Recreation	122,351	322,915.00	33,789.90	328,870.00	303248.15

**Port Malabar Holiday Park
2015-2016 Budget Proposal**

	2014-2015			2015-2016	2016-2017
	Prelim Actuals Oct '14 - Mar 15				
	Budget	+/-		Budget	Proposed Budget
701 - Capital Outlay					
0519621 - Cap Outlay-Buildings & Imp	2,520	54,475.00	32,266.37	192,965.00	30000.00
0519631 - Cap Outlay-Infrastructure	5,415	16,600.00	11,185.00	32,000.00	25000.00
0519641 - Cap Outlay-Grounds Equipment	13,100	13,200.00	-650.00	18,000.00	20000.00
0519642 - Cap Outlay-Furn, Fixt & Eq	4,008	4,100.00	92.00	2,000.00	2000.00
Total 701 - Capital Outlay	25,043	88,375.00	42,893.37	244,965.00	77000.00
8000099 - Contingency Expense	0	13,470.00	13,470.00	15,000.00	15197.04
8581100 - Budgeted Return to Reserves	0	20,000.00	20,000.00		0.00
Total Expense + Contingency + Return (General Fund)	505,174	1,170,100.00	33,470.00	1,323,770.00	1172800.00
2 Debt Service Fund					
Income					
325 Special Assessments					
2325200 - From Gross Assessments- DebtSvc	131,096	262,200.00	533.91	262,200.00	262200.00
Total Available Income (from General Fund)	131,096	262,200.00		262,200.00	262200.00
Expense					
517 - Gen Govt Svcs- Debt Svc Payment					
2517710 - Principal Expense	117,106	237,200.00	395.98	238,700.00	247678.00
2517720 - Interest Expense	13,989	25,000.00	137.93	23,500.00	14522.00
Total 517 - Gen Govt Svcs- Debt Svc Payment	131,096	262,200.00		262,200.00	262200.00
Total Expense (Debt Svc Fund)	131,096	262,200.00	533.91		
Total Income- All Funds	1,227,496	1,435,000.00		1,582,000.00	1435000.00
Total Expense- All Funds	636,269	1,432,300.00		1,585,970.00	1435000.00
		2,700.00			0.00



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

RESOLUTION 2016-04

A RESOLUTION OF PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT ADOPTING THE 2016 - 2017 NON AD VALOREM SPECIAL ASSESSMENT FEE AND THE ANNUAL BUDGET FOR THE 2016-2017 FISCAL YEAR STARTING OCTOBER 1, 2016.

WHEREAS, Florida Statute 418.304(4) (a) provides the District's fiscal year shall commence on October 1 and end on September 30, and requires that on or before July 1, of each year the Board of Trustees shall adopt by Resolution an itemized budget and the amount of the Special Assessment Fee to meet the operational funding needs of the District for the next ensuing fiscal year, and

WHEREAS, Florida Statute 418.304(4)(b) requires that on or before July 30, of each year the Board of Trustee shall by Resolution shall fix the amount of the Special Assessment for the next ensuing year, and

WHEREAS, a notice of Public Hearings to consider the proposed Special Assessment Fee and Budget for the next fiscal year at which time qualified electors in the District could appear and be heard 7:00 PM, June 13, 2016, to be held at 215 Holiday Park Boulevard NE, Palm Bay, Florida, which notice was published as required by Florida Statute 418.304(4) (b).

NOW THEREFORE BE IT HEREBY RESOVED, by the Board of Trustees of the Port Malabar Holiday Park Mobile Home Park Recreation District that after the Public Hearing and due consideration of the Revenue projections and Expenditure projections for the fiscal year beginning October 1, 2016, that:

- A) the 2016-2017 Fiscal Year Budget, with revenues and expenditures balanced at \$1,435,000 is adopted,
- B) the 2016-2017 Non-Ad Valorem Special Assessment Fee of Two Thousand and Ninety Seven Dollars and no Cents (\$2,097) per unit lot in the District is approved,
- C) the Brevard County Tax Collector is authorized to collect the Non-Ad Valorem Special Assessment Fee for the benefit of the District.

IN WITNESS THEREOF, the undersigned Trustees have set hand and seal to certify that advertised public hearings were held as scheduled, the 2016-2017 Special Assessment Fee of \$2,097 was approved, the 2016-2017 fiscal year Budget of \$1,435,000 was approved, and that this Resolution 2016-04 was adopted by the District's Board of Trustees during the June 13, 2016 meeting of the Board.

William E Getz, Jr., Trustee
Board Chairman

Date

Marion Stone, Trustee
Board Secretary

Date

Attest:

Jody Storozuk
District Manager

Port Malabar Holiday Park 2015-2016 Budget Adjustment Proposal

Proposed 2015 - 2016 Budget Adjustment

	2015-2016		
	Approved Budget 06/08/2015	Proposed Adjustment on 06/13/2016	Proposed Budget
0 General Fund			
Income			
325 · Special Assessments			
0325200 · Gross Assessments	1,476,288	0	1,476,288
0325290 · Assessment Adjustments	-51,788	0	-51,788
0325295 · Transferred to Debt Service Fund	-262,200	0	-262,200
Total 325 · Special Assessments	1,162,300	0	1,162,300
334-389 · Other Revenue Sources			
0341900 · Service Charges	5,000	0	5,000
0361100 · Interest Income	2,500	0	2,500
0369900 · Other Income	2,000	0	2,000
0369902 · Laundry Income	1,000	0	1,000
** 8381100 · Appropriated PY Reserves	47,000	100,000	147,000
0369903 · Property Maintenance Income	0	0	0
0389400 · Proprietary- Grants & Donations	0	0	0
0389800 · Proprietary- Private contr	0	0	0
Total 334-389 · Other Revenue Sources	57,500	100,000	157,500
Total Budgeted Income (General Fund)	1,219,800	100,000	1,319,800
701 · Capital Outlay			
0519621 · Cap Outlay-Buildings & Imp	92,695	100,000	192,695
0519631 · Cap Outlay-Infrastructure	32,000	0	32,000
0519641 · Cap Outlay-Grounds Equipment	18,000	0	18,000
0519642 · Cap Outlay-Furn, Fixt & Eq	2,000	0	2,000
Total 701 · Capital Outlay	144,695	100,000	244,695
8000099 · Contingency Expense	15,000	0	15,000
8581100 · Budgeted Return to Reserves	0	0	0
Total Expense + Contingency + Return (General Fund)	1,219,800	100,000	1,319,800
2 Debt Service Fund			
Income			
325 Special Assessments			
2325200 · From Gross Assessments- DebtSvc	262,200	0	262,200
Total Available Income (from General Fund)	262,200	0	262,200
Expense			
517 · Gen Govt Svcs- Debt Svc Payment			
2517710 · Principal Expense	238,700	0	238,700
2517720 · Interest Expense	23,500	0	23,500
Total 517 · Gen Govt Svcs- Debt Svc Payment	262,200	0	262,200
Total Expense (Debt Svc Fund)	262,200	0	262,200
Total Income- All Funds	1,482,000	100,000	1,582,000
Total Expense- All Funds	1,482,000	100,000	1,582,000

Port Malabar Holiday Park Mobile Home Park Recreation District
Quote Comparison

Project Name: Signs

Add On
Item # 13

Vendor:	Description	Warranty	Price
Kendall Signs 446 Gus Hipp Blvd. Rockledge, FL 32955 321-636-5116	Manufacture and Install 1 Single-Faced Non Illuminated monument sign mounted on double pole supports		\$6729.00
	Manufacture and Install 1 Double Faced Non Illuminated monument sign mounted on double Pole supports		\$5761.46
	Price does not include removal of any existing signs		

Total Image Signs & Graphics	Monument Sign Double Signed HDU Approx. 12' x 4.5' installed		
1400 San Carlos Ave			
Deltona, FL 32738 386-668-5533	Monument Sign Single Signed HDU Approx. 9.5.5 installed		
	Full specs and drawings will be done upon 50% deposit and removal of old signs will be billed separately. Customer to supply any permits if required	Total	\$11,000.00

Art-Kraft Sign Company	One single face sign		\$3080.00
265 Kirby Circle	One Double face sign		\$3350.00
Palm Bay, FL 32905 321-727-7324	One sign showing the Sun -- single face sign		\$3750.00
	Any color would be the same price		

**PROPOSAL / CONTRACT**

Customer: Holiday Park	Contact: Ginney
Billing Address: 215 Holiday Park Blvd. NE Palm Bay, FL 32907	Phone #: 724-2240
Project Address: same	Fax #:
Email: wegvr@gmail.com	Date: 6/8/16

SCOPE OF WORK:

1) Manufacture and install One (1) SINGLE-FACED NON illuminated monument sign mounted on double pole supports. \$6,729.00

2) Manufacture and install One DOUBLE-FACED NON illuminated monument sign mounted on double pole supports. \$5,761.46

Cabinets and base to be 1.5lb high density EPS foam with (2) 4" schedule 40 PVC sleeves and (2) 4" schedule 40 aluminum poles, for each sign. All to be prime coated and painted in a light textured simulated stucco finish. Simulated stacked stone columns. All copy, logo panel and border to be raised PVC painted acrylic enamel in a semi-gloss finish. Simulated stone finish on columns. Install to be direct burial in concrete foundation in customers approved location.

NOTE: Price does not include removal of any existing signs.

Signs installed on development property. Not facing county roads. Permits not required for signs not facing county or city roads. Tax exempt certificate needed.

Engineering \$0.00
Permit Acquisition Labor

SUBTOTAL: \$12,490.46 **TAX:** \$0.00 **TOTAL:** \$12,490.46 **DEPOSIT DUE:** \$6,245.23

TOTAL DOES NOT INCLUDE THE COST OF THE PERMIT AND WILL BE BILLED AT ACTUAL COST UPON COMPLETION.

Terms and Conditions: A deposit of 50% of the total is due upon acceptance of job. Any job that includes an electronic message center requires a 60% deposit. Balance is due upon installation. Any payments not received in a timely manner by Kendal Signs shall bear interest from the due date at the rate of 18% per annum, with a \$50 late fee assessed per month for the past due accounts until paid in full. All signage to remain property of Kendal Signs until paid in full. Customer's failure to submit prompt final payment following installations as per plan shall constitute default. The client/buyer agrees to pay all cost in the event of default of payment by the client/buyer, including reasonable attorney's fees. The client/buyer hereby grants Kendal Signs the right of entry into and on the property of the client/buyer for the purpose of retaking possession of the signage in the event of default, regardless of partial payment received for signage

RESPECTFULLY SUBMITTED BY: Danny Priore **EMAIL :** Danny@Kendalsigns.com

NOTES: Kendal Signs will complete all work as per plan. Customer shall be assessed a lost trip charge if site is not ready upon our crews arrival. Pricing based upon 120 volt primary power to sign location by others. Substandard soil conditions (i.e. coquina, rock, large roots, water, pipe, etc.) or fascias (i.e. steel beams) are additional. All additions, changes or errors that require additional time, labor or materials will be charged at Kendal Signs standard pricing. Kendal Signs reserves the right to apply minor final adjustments and revisions to any sign designs that is deemed in our sole discretion to benefit the sign's operation and/or overall appearance.

Product Warranty: Our standard warranty is as follows: One (1) year on materials, finishes, general workmanship; includes parts and labor. One (1) year on ballasts and transformers; includes parts only; labor to be billed as extra. Ninety (90) days on neon; includes parts and labor. Thirty (30) days on fluorescent lamps; included parts and labor. Warranties for specialty products such as electronic message centers (LED displays) issued separately.

446 GUS HIPP BLVD., ROCKLEDGE, FL 32955 • 321-636-5116 • WWW.KENDALSIGNS.COM

ACCEPTANCE OF PROPOSAL: The above price(s), specifications and conditions are satisfactory and are hereby accepted. I authorize Kendal Signs to perform the work as specified. I agree to make payments as outlined above.

DATE OF ACCEPTANCE

AUTHORIZED CUSTOMER PRINTED NAME

AUTHORIZED CUSTOMER SIGNATURE



Total Image Signs,LLC
1400 San Carlos Ave
Deltona, FL 32738
UNITED STATES

Quote date: 06/09/2016
Good thru date: 07/09/2016
Quote #: QT-36
Reference number: N/A
Quote for: Holiday Park

Main address: United States
Delivery address: United States

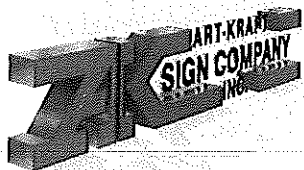
Description	Qty/Hrs	Price/Rate	Total
Monument Sign Double Sided HDU Approx 12' x4.5' Installed	1.00	\$0.00	\$0.00
Monument Sign Single sided HDU approx 9'x5.5' installed	1.00	\$0.00	\$0.00
Full specs and drawings will be done upon 50% deposit any removal of old signs will be billed seperately.Customer to supply any permits if required.	1.00	\$11,000.00	\$11,000.00

Subtotal: \$11,000.00
Tax : \$715.00

Total: \$11,715.00

Terms and conditions:

Thank you for choosing TOTAL IMAGE SIGNS. At TOTAL IMAGE SIGNS, we strive for excellence in producing your signs and printing work. All jobs require a 50% deposit and to be paid in full upon completion. If you are an approved house account, your invoice is due with in 15 days upon completion. All sign work has a 1 year labor and replacement warranty. Other warranties apply from manufacturer of materials, as long as there is NO abuse or NO chemicals that cause the defect. Please ask your sales person for details.Thank you once again for making TOTAL IMAGE SIGNS your source for signs and printing. Fla, NY, NM, CA.
INITIAL HERE IF PRESENT _____



ART-KRAFT SIGN COMPANY, INC.

PROPOSAL

QUALITY SIGNAGE SINCE 1968

2675 KIRBY CIRCLE, PALM BAY, FL. 32905 • PH 321.727.7324 • FX 321.951.2466 • WWW.ART-KRAFT.COM

Proposal Submitted To:

HOLIDAY PARK RECREATION DISTRICT
215 HOLIDAY PARK BLVD.
PALM BAY, FL

Contact Name

Ginny Getz

Phone

724-2240

Fax**E-mail**

holidaypark@holidayparkfl.com

Date

6-10-16

Sales Person

Eveline England

Designer

Wayne

Design #**Job Name & Location**

We propose hereby to furnish material and labor complete in accordance with specifications below, for the sum of:

six thousand six hundred fifty and 0/100 plus tax/ permitting

\$6,430.- plus tax/ permitting

Payment to be made as follows:

Deposit of 50% down \$3,525.-

Balance due upon completion. Credit Card payments subject to a 2% service fee.

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 below involving extra cost will be executed only 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 Workman's Compensation Insurance.

Authorized Signature

Eveline England
Eveline England

We hereby submit specifications and estimates for:

Supply all materials and labor to fabricate the following:

Remove and replace

#28422 and #28486

two (2) non illuminated monument signs as shown (one single face and one double face not shown)

single face sign \$3,080.-

double face sign \$3,350.-

displays fabricated of aluminum

colors to match customer's new building colors

vinyl decorations and graphics

cost: \$6,650.- plus 6.5% \$417.95 tax and permit at cost/ acquisition approx \$100.-, NOC \$13.- and engineering (if needed by city \$200.-)

Sign showing Sun - Single face sign \$3750.00 plus tax & permitting
Double face sign \$3350
all colors would be same price.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN FROM US IF NOT ACCEPTED WITHIN 30 DAYS

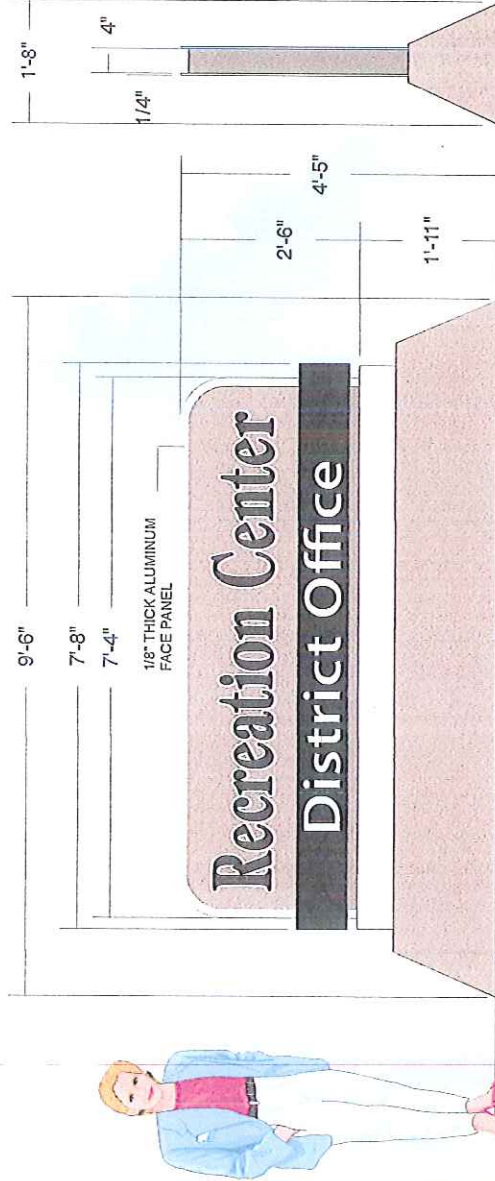
1. All signage to remain property of Art-Kraft Sign Company, Inc. until paid in full. The Client/Buyer agrees to pay all cost in the event of default of payment by the Client/Buyer, including a reasonable attorney's fee.
2. The Client/Buyer hereby grants Art-Kraft Sign Company, Inc. the right of entry into and on the property of the Client/Buyer for the purpose of retaking possession of the signage in the event of default.
3. Any payments not timely received by Art-Kraft Sign Company, Inc. shall bear interest from the due date at the rate of 18% per annum until paid in full.
4. Primary electric to signs by others. Primary electric not included in price.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payment will be made as outlined above.

Customer Signature

Date

Double Sign



(2) 4" SQUARE
ALUMINUM
SUPPORT POSTS
FABRICATED
ALUMINUM BASE

NON ILLUMINATED DOUBLE SIDED LOW PROFILE SIGN

SIGN PANELS MANUFACTURED OUT OF 1/8" THICK ALUMINUM PLATE WITH
LT. SPRAY STUCCO AND APPLIED VINYL DECORATION
TAPERED BASE FABRICATED OUT OF ALUMINUM WITH LT. SPRAY STUCCO ENAMEL FINISH
COLORS BLACK, WHITE AND SW#6066 SAND TRAP
SIGN PANELS MOUNTED BACK TO BACK TO (2) 4" SQUARE ALUMINUM SUPPORT POSTS
WITH DIRECT BURIAL CONCRETE FOUNDATION



SIGN LOCATION NOT TO SCALE

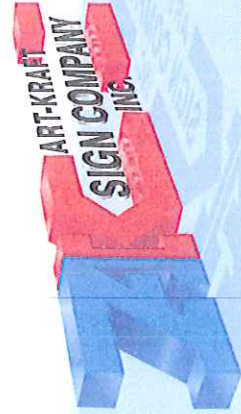
ART-KRAFT SIGN COMPANY IS NOT RESPONSIBLE
FOR PRIMARY ELECTRICAL HOODUP OF SIGN

ART-KRAFT SIGN COMPANY, INC.

www.Art-Kraft.com
f ArtKraftSigns

CUSTOMER	HOLIDAY PARK RECREATION DISTRICT	DESIGN NO.	28436	REVISION		DATE	
SALES REP.	EVELINE	DESIGNER	WAYNE	SCALE	1/2" = 1'	DATE	4 - 28 - 14
CUSTOMER APPROVAL		DATE					

2675 Kirby Circle N.E. Palm Bay Fl., 32905 (321) 727-7324 FAX (321) 951-2466 This Design, in whole or in part, is the property of Art-Kraft Sign Company and may not be used without the expressed written permission of Art-Kraft Sign Company, Inc.



JOB SPECIFICATIONS:

One (1) single-faced non-illuminated monument sign mounted on double pole supports.
 One (1) double-faced non-illuminated monument sign mounted on double pole supports.

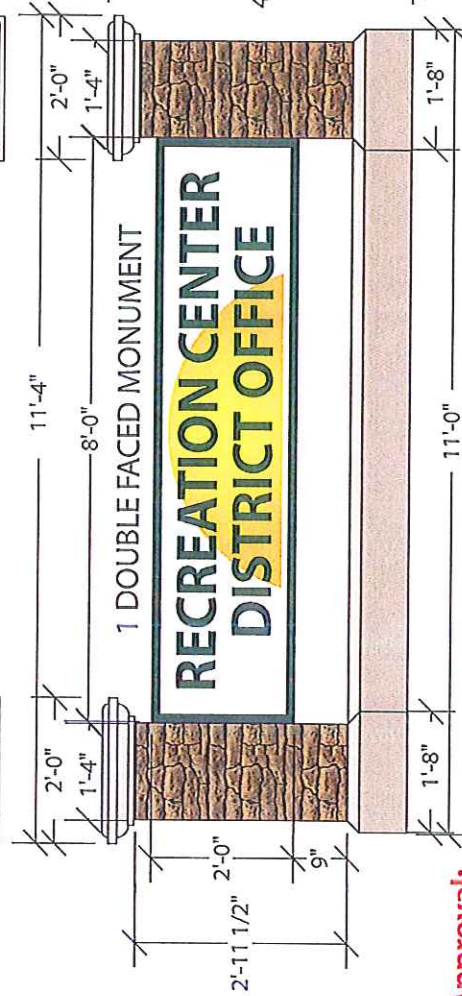
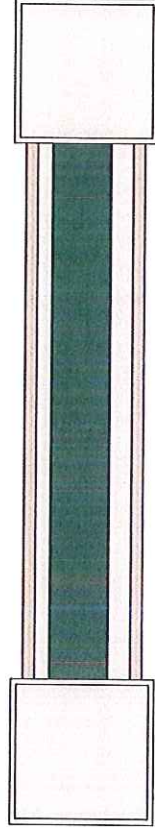
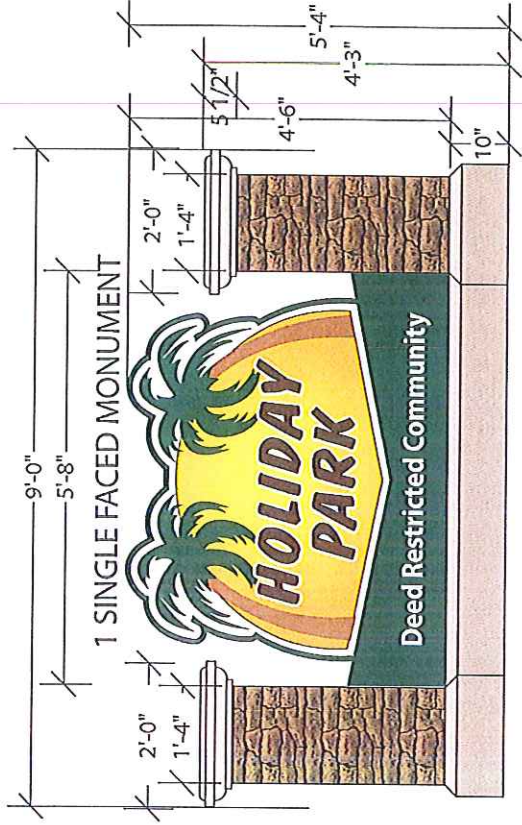
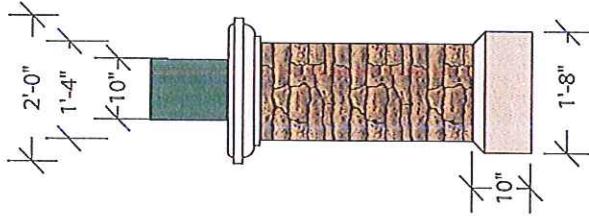
Cabinet & base to be 1.5 LB high density EPS foam with (2) 4" schedule 40 PVC sleeves and (2) 4" schedule 40 alum. poles.
 All to be prime coated & painted in a light-textured simulated stucco finish.
 Simulated stacked stone columns.

All copy, logo panel & boarder to be raised routed PVC painted acrylic enamel in a semi-gloss finish.
 Simulated stone finish on the columns.

Direct burial concrete foundations.

COLORS:

To be determined



Customer's Signature for Approval:

Customer Name: Holiday Park	Sales Person: Danny	Revision Date:
Location: 215 Holiday Park Blvd. Palm Bay, FL 32907		Revision Date:
Date: 5/16/14	Designer: D. Galvin	Allowable Sq. Ft. 00
File Name: Holiday Park Monument2	Scale: 3/8" = 1'	Max Height 00
		Revision Date:

Kendal SIGNS
 One Sign Company. Multiple Sign Solutions
 TEL: 321-636-5116 FAX: 321-636-0402
 446 GUS HIPPI BLVD. ROCKLEDGE, FL 32955

Port Malabar Holiday Park Mobile Home Park Recreation District

Project Name: Shed Quote

Affordable Sheds - Ed	12 x 20 Storage Shed		\$4500.00
4045 West New Haven Ave	Basic Electric – no windows 6’ Rollup door or 6’ double door		
Melbourne, FL 32904	12 x 24 Storage Shed		\$4800.00
321-984-8988	Same as above		
	ADD: \$150.00 for 42 or 48 inch side door		
	Includes setup		