



**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 AGENDA

October 03, 2023 – 7:00 PM

Vacant
Chairman

Nancy Miller
Trustee

David Kearns
Trustee

Joan Occhionero
Trustee

Kathy Stone
1st Vice-Chairman

Mark Bodoh
Treasurer

Rebecca Earnest
Assistant Secretary

Robert Eldridge, Sr.
Trustee

Cindy Harris
Secretary (acting chairman)

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.**

*** ALL cellphones on airplane mode during public meetings.**

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"



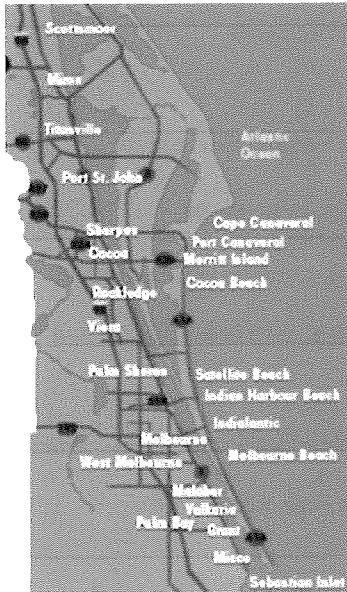
PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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. Chairperson Announcements
 - Advanced Property Management- Van Moore
6. Public Comments
7. Trustee Remarks or Announcements
8. Adjournment



Advanced Property Mangement offers property mangement, homeowners association mangement and condominium association managment throughout Brevard County including the cities of Cape Canaveral, Cocoa, Cocoa Beach, Grant-Valkaria, Indialantic, Malabar, Melbourne, Melbourne Beach, Melbourne Village, Palm Bay, Palm Shores, Rockledge, Satellite Beach, Titusville, West Melbourne, Mims, Viera, Suntree, Merritt Island, Micco, Port St. John and Indian Harbour Beach.



Property Management

APM's geographical reach includes the cities of Palm Bay, Melbourne, Melbourne Beach, Indialantic, IHB, Satellite Beach and Cocoa Beach in Brevard County.

APM's property management services include the operation, management and oversight of commercial, industrial or residential real estate in Brevard County for the behalf of its owners.

Our property managers act as a liaison between the property owners and the residents and tenants of said property. This arrangement, we feel provides for a buffer between the two entities which creates "distance" that allows for rational and equal management of the property.

More specifically property management is involved with daily upkeep and maintenance of the property to insure a safe and consistent environment for the property owners. Other roles of the property management company is managing the accounts and finances of the real estate properties, and participating in or initiating litigation with tenants, contractors and insurance agencies.

It is imperative that the property manager gives special attention to landlord / tenant law, also their functions included evictions, non-payment, harassment, reduction of pre-arranged services and public nuisances. Knowledge of current and applicable municipal, county, state and Federal Fair Housing laws and practices.

If your Rockledge, Cocoa, Port St. Johns, Viera or Suntree property is not getting the most from your current property manager, give us a call at (321) 636-4889.

Homeowners Association Management

Homeowner associations in Titusville, Merritt Island, Mims and Port St. John trust APM with their day to day maintenance and long term financially and structural stability of the sub-division or neighborhood.

Membership in the homeowners association is typically a condition of purchase. Thus the collective group of owners is responsible for management of the common areas and community integrity.

Because this task is a full time job, typically the homeowners association will hire a licensed property manager. Hiring of a property management company falls to the board of directors, who request proposals and then retains that company with the responsibility to properly management the homeowners association's property.

With the number of sub-divisions and neighborhoods in Brevard County, like Viera, Rockledge and Titusville, hiring an experienced and competent homeowner manger is important.

An HOA and the management therein provides the residents with shared neighborhood values, an opportunity to enforce regulations, consistent with overarching statutory constraints, to achieve a community representative of such values.

For homeowners associations in Titusville, Cape Canaveral, Merritt Island and unincorporated Brevard County, Advanced Property Management in Rockledge trusted partner in the management of your sub-division or community. Give us a call at (321) 636-4889. We look forward to hearing from you.

Condominium Association Management

APM's condo association management strives to provide point of contact for all condo owners, account for all financial transactions and accounts, payment to all sub-contractors hired by the condo association board of directors. APM insures that all work perform for the benefit of the owners is done properly and within in the contractual terms.

Part of owning a condominium involves paying condominium fees. These fees go to the condominium association who maintains the condominium complex. Advanced Property has expert accounting system to handle this task.

Condominiums maintenance can vary from general grounds upkeep to more complex management of pools, golf courses and all common building like club houses and game rooms.

Condo residents often live in such close proximity of each other that is it inevitable that issues will arise. Sometime the condominium association's board of directors handles these disputes other times when the issue involved expertise outside of the board, a condo association manger will act as a third party mediator.

Since the board of directors of a condominium association usually turns over each year, the continuity of a condo association manager is very important to insure long term sustainability of the condominium and surrounding real property.

Condominium associations in Cocoa Beach, Merritt Island, Satellite Beach, Viera / Suntree, Indian Harbour Beach and Indialantic have relied on Advanced Property Management for years. Give us a call at (321) 636-4889 and see what we can do for

*Tuesday
October 3, 2023
7 pm*

you.

Property Management Services

Service & Communication

- Assist board in administering CC&R's
- Prompt response to association phone calls
- Prompt response to association correspondence
- Walk-thrus/inspections

Meetings

- Schedule, notice, coordinate and attend all board meetings
- Provide board packages prior to meetings
- Assist association committees
- Prepare and assist with annual meeting packages

Contract Administration

- Administer all association regular maintenance contracts

Records

- Maintain master mailing list and labels
- Establish and maintain all association files

Repairs & Maintenance

- Oversee association repairs and maintenance personnel

Insurance

- Assist with securing annual insurance policy
- Assist board with annual budget
- Assist board with interest rate management of cash reserves
- Assist board with reserve analysis

Financial Reporting

Monthly financial statements consist of:

- Balance sheet
- Statement of income and expenses
- Budget comparison report
- Accounts receivable detail
- Prepaid accounts detail
- Check register
- Monthly bank statement reconciliation
- General ledger
- Banking
- Administer all bank and investment accounts

Account Collections

- Diligently pursue all delinquent accounts

Accounting Services

- Degreed, in-house accountant handles all accounts
- Monthly homeowner billing
- Prompt payment of all association expenses
- Prompt deposit of all association receipts
- Utilize firms accountant to initially set up association financials
- Long-term financial planning (i.e. cash flow and reserves)

Legal

- Work closely with association's attorney on all legal matters, including liens and foreclosures
- Consult with association's attorney on document amendments

Review association documents and ensure they are in compliance with Florida statutes

Van Moore