

HOLIDAY PARK
PARK AND RECREATION DISTRICT

Financial Statements for the
Year Ended September 30, 2018

and

Independent Auditors' Report

DRAFT

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Independent Auditors' Report

To the Board of Trustees
Holiday Park Park and Recreation District
North Port, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the General Fund of Holiday Park Park and Recreation District as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Holiday Park Park and Recreation District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the General Fund of Holiday Park Park and Recreation District as of September 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Board of Trustees
Holiday Park Park and Recreation District
North Port, Florida

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Holiday Park Park and Recreation District's basic financial statements. The Schedule of Capital Outlay and Repairs and Maintenance Expenditures is presented for purposes of additional analysis and are not a required part of the financial statements.

The Schedule of Capital Outlay and Repairs and Maintenance Expenditures is the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The Schedule of Capital Outlay and Repairs and Maintenance Expenditures has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April XX, 2019, on our consideration of Holiday Park Park and Recreation District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Holiday Park Park & Recreation District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Holiday Park Park & Recreation District's internal control over financial reporting and compliance.

Suplee Shea Cramer & Rocklein, P.A.
Sarasota, Florida
April XX, 2019

HOLIDAY PARK AND RECREATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED SEPTEMBER 30, 2018

The following is a narrative overview and analysis of the financial activities of the District for the fiscal year ended September 30, 2018. We encourage readers to consider the information presented here in conjunction with the additional detailed information contained in the body of the audited financial statements.

Financial Highlights

- The assets of the District exceeded its liabilities by \$1,954,160 at September 30, 2018.
- The District's total net position increased by \$108,833 for the year.
- Total revenues decreased \$23,256 in comparison to the prior year.
- Total expenses increased \$6,638 in comparison to the prior year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements comprise three components:

- 1) Government-wide financial statements: The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.
- 2) Fund financial statements: Unlike government-wide financial statements, the focus of fund financial statements is directed to specific activities of the District rather than the District as a whole. The District has one fund, the General Fund.
- 3) Notes to the Financial Statements: The notes provide additional information that is essential to a full understanding of the data provided in the financial statements. The notes to the financial statements can be found on pages 10-15 of this report.

The District is a single-program government and has only one governmental fund, the General Fund. For simplification purposes, the District's government-wide and governmental fund financial statements are presented together in two statements: (1) *Statement of Net Position and Governmental Funds Balance Sheet* and (2) *Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes in Fund Balances*. Both statements use an adjustments column to reconcile the fund financial data to the government-wide data.

(1) *Statement of Net Position and Governmental Funds Balance Sheet*. The government-wide statement of net position column presents information on all of the District's assets and liabilities, with the difference between the two reported as total net position. Over time, increases or decreases in total net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating. The District's only governmental fund, the General Fund, is also presented in a column. However, unlike the government-wide financial statements, governmental fund financial statements focus on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near term financing requirements.

HOLIDAY PARK PARK AND RECREATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED SEPTEMBER 30, 2018

Overview of the Financial Statements (continued)

(2) *Statements of Activities and Governmental Fund Revenues, Expenditures, and Changes in Fund Balances.* The government-wide statement of activities column presents information showing how the District's net position changed during the most recent fiscal year. The governmental fund is used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The District's assets exceeded liabilities by \$1,954,160 at September 30, 2018.

Holiday Park Park and Recreation District's Net Position

	2018	2017
Current and other assets	\$ 696,585	\$ 546,286
Capital assets, net of depreciation	1,261,744	1,310,231
Total Assets	1,958,329	1,856,517
Current and other liabilities	4,169	11,190
Total Liabilities	4,169	11,190
Investment in capital assets, net of related debt	1,261,744	1,310,231
Reserved – Board Designated	473,823	358,562
Unrestricted	218,593	176,534
Total Net Position	\$ 1,954,160	\$ 1,845,327

The total net position of the District increased over the prior year by \$108,833.

The District's current and other assets at September 30, 2018 were \$1,958,329, the largest portion of which reflects cash and certificates of deposit and capital assets, net of accumulated depreciation. The District's total liabilities at September 30, 2018 were \$4,169 and were comprised of accounts payable, accrued expenses and compensated absences.

A significant portion of the District's net position (64.6%) reflects its investment in capital assets (e.g., land, buildings, improvements, and equipment.) The District uses these capital assets to provide services and amenities to its residents; consequently, these assets are not available for future spending.

An additional portion of the District's net position (24.2%) represents resources that are restricted to pay for the cost of major repairs and maintenance. The remaining balance of unrestricted net position, \$218,593, may be used to meet the District's ongoing obligations and expenses.

HOLIDAY PARK PARK AND RECREATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED SEPTEMBER 30, 2018

Government-wide Financial Analysis (continued)

The following is a summary of the information presented in the Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes in Fund Balance:

Changes in Net Position		
	2018	2017
General Revenues		
Property assessments	\$ 1,065,129	\$ 1,065,084
Other	53,651	76,952
Total revenues	1,118,780	1,142,036
Expenses		
Park and recreation	1,009,947	1,003,309
Total expenses	1,009,947	1,003,309
Increase in Net Position	\$ 108,833	\$ 138,727

The District has only one primary source of income and that is the assessment levied each year on the residents. The total revenue for the year ended September 30, 2018 was \$1,118,780. The amount collected from assessments was \$1,065,129. The difference of \$53,651 was from interest income and miscellaneous revenues as shown on the financial statement. Revenues decreased from the prior year by \$23,256. Assessments for the year ended September 30, 2018 and 2017 were \$1,272 and \$1,272 per residence, respectively.

Financial Analysis of the Governmental Fund

The fund financial statements are combined with the government-wide financial statements. The focus of the District's government fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Unreserved fund balance may serve as a useful measure of the District's net resources available for spending at the end of the fiscal year.

Changes in Fund Balance		
	2018	2017
Revenue and other sources	\$ 1,118,780	\$ 1,142,036
Expenditures and other uses	961,460	996,272
Increase (Decrease) in fund balance	\$ 157,320	\$ 145,764

The General Fund of the District has shown an increase in fund balance in the current year. This shows that using the modified accrual basis, the General Fund revenues exceeded expenses. The revenues reported under the government wide financials are the same as those reported in the fund financials. Fund balance, however, does not take into account depreciation expense and the capitalization of assets. The fund balance does include the cost of asset purchases and major repairs and replacements. Total expenses increased \$6,638 from the prior year.

HOLIDAY PARK PARK AND RECREATION DISTRICT
MANAGEMENT’S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED SEPTEMBER 30, 2018

Budgetary Highlights

The District's total revenues were \$10,711 over budget. Assessments actually received were \$8,860 over budget. Interest income and miscellaneous income were \$1,851 over budget. Total expenses were \$146,609 under budget. The District’s actual expenses in all areas except for payroll and gate house were under budget.

Capital Assets

Net Capital Assets and Depreciation Expense for the Years Ended September 30,

	2018	2017	Increase
Governmental fund	\$ 1,261,744	\$ 1,310,231	\$ (48,487)
Depreciation expense	\$ 137,602	\$ 131,442	\$ 6,160

The decrease in capital assets is attributable to the difference between the cost of the assets purchases and the depreciation expense for the year ended September 30, 2018. The cost of the assets added during the year amounted to \$89,115 and the depreciation expense for the year was \$137,602, causing a net decrease in assets of \$48,487.

Economic Factors and Next Year’s Budget

The District established the assessment per lot at \$1,345 for next year. This will generate revenue from assessments of \$1,100,280. The District has been able to meet the community’s required maintenance costs as well as fund the reserve for future replacements and major repairs.

Requests for Information

This financial report is designed to provide users with a general overview of the District's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Holiday Park Park and Recreation District's Board of Trustees, 5401 Holiday Park Blvd, North Port, FL 34287.

HOLIDAY PARK PARK AND RECREATION DISTRICT
STATEMENT OF NET POSITION AND
GOVERNMENTAL FUNDS BALANCE SHEET

September 30, 2018

	General Fund	Adjustments (Note 3)	Statement of Net Position
<u>Assets</u>			
Cash and certificates of deposit	\$ 676,397	\$ -	\$ 676,397
Investments	18,178	-	18,178
Accounts receivable	576	-	576
Prepaid insurance	954	-	954
Deposits	480	-	480
Nondepreciable capital assets	-	73,400	73,400
Other capital assets, net of accumulated depreciation	-	1,188,344	1,188,344
	<u>\$ 696,585</u>	<u>\$ 1,261,744</u>	<u>\$ 1,958,329</u>
Total Assets	<u>\$ 696,585</u>	<u>\$ 1,261,744</u>	<u>\$ 1,958,329</u>
<u>Liabilities</u>			
Accrued expenses	\$ 143	\$ -	\$ 143
Compensated absences	4,026	-	4,026
	<u>4,169</u>	<u>-</u>	<u>4,169</u>
Total Liabilities	<u>4,169</u>	<u>-</u>	<u>4,169</u>
<u>Fund Balances/Net Position</u>			
Fund Balances:			
Nonspendable	1,434	(1,434)	-
Committed	472,389	(472,389)	-
Unassigned	218,593	(218,593)	-
	<u>692,416</u>	<u>(692,416)</u>	<u>-</u>
Total Fund Balances	<u>692,416</u>	<u>(692,416)</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 696,585</u>		
<u>Net Position:</u>			
Invested in capital assets, net of related debt		1,261,744	1,261,744
Unrestricted		692,416	692,416
		<u>1,954,160</u>	<u>1,954,160</u>
Total Net Position		<u>\$ 1,954,160</u>	<u>\$ 1,954,160</u>

The accompanying notes are an integral part of these financial statements.

HOLIDAY PARK PARK AND RECREATION DISTRICT
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED SEPTEMBER 30, 2018

	General Fund	Adjustments (Note 3)	Statement of Activities
<u>Revenues</u>			
Assessments	\$ 1,065,129	\$ -	\$ 1,065,129
Interest	7,269	-	7,269
Miscellaneous	46,382	-	46,382
Total Revenues	<u>1,118,780</u>	<u>-</u>	<u>1,118,780</u>
<u>Expenditures/expenses</u>			
Current Operating:			
Payroll	367,171	-	367,171
Insurance	105,687	-	105,687
Administrative	15,369	-	15,369
Gate house	3,764	-	3,764
Legal, audit, and fees	17,190	-	17,190
Utilities	69,145	-	69,145
Recreation and grounds	216,978	-	216,978
Repairs and maintenance	77,041	-	77,041
Depreciation	-	137,602	137,602
Capital outlay	89,115	(89,115)	-
Total Expenditures/expenses	<u>961,460</u>	<u>48,487</u>	<u>1,009,947</u>
Excess (deficiency) of revenues over expenditures	157,320	(157,320)	-
Change in net position	-	108,833	108,833
<u>Fund Balances/Net Position</u>			
Beginning of the year	<u>535,096</u>	<u>1,310,231</u>	<u>1,845,327</u>
End of the year	<u>\$ 692,416</u>	<u>\$ 1,261,744</u>	<u>\$ 1,954,160</u>

The accompanying notes are an integral part of these financial statements.

HOLIDAY PARK PARK AND RECREATION DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN GENERAL FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED SEPTEMBER 30, 2017

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues</u>				
Assessments	\$ 1,056,269	\$ 1,056,269	\$ 1,065,129	\$ 8,860
Interest	3,500	3,500	7,269	3,769
Miscellaneous	48,300	48,300	46,382	(1,918)
Total revenues	<u>1,108,069</u>	<u>1,108,069</u>	<u>1,118,780</u>	<u>10,711</u>
<u>Expenditures</u>				
Current				
Payroll	362,715	362,715	367,171	(4,456)
Insurance	126,364	126,364	105,687	20,677
Administrative	17,700	17,700	15,369	2,331
Gate house		-	3,764	(3,764)
Legal, audit, and fees	30,000	30,000	17,190	12,810
Utilities	70,400	70,400	69,145	1,255
Landscaping and grounds	242,840	242,840	216,978	25,862
Repairs and maintenance	100,700	100,700	77,041	23,659
Capital outlay	157,350	157,350	89,115	68,235
Total expenditures	<u>1,108,069</u>	<u>1,108,069</u>	<u>961,460</u>	<u>146,609</u>
Net change in fund balance	-	-	157,320	157,320
Fund balance - beginning	535,096	535,096	535,096	-
Fund balance - ending	<u>\$ 535,096</u>	<u>\$ 535,096</u>	<u>\$ 692,416</u>	<u>\$ 157,320</u>

The accompanying notes are an integral part of these financial statements.

HOLIDAY PARK PARK AND RECREATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

Note 1 – Summary of Significant Accounting Policies

Reporting Entity

Holiday Park Park and Recreation District is an independent special taxing district and a political subdivision of the state of Florida, created and governed under Chapter 81 - 441, Laws of Florida. The special acts relating to the District were amended and reenacted pursuant to Chapter 2001-342, House Bill 1855, dated May 25, 2001, and Chapters 82 - 380 and 87 - 445, Laws of Florida. The District is located in Sarasota County, within the incorporated boundaries of the City of North Port. The business and affairs of the District are conducted and administered by a nine member Board of Trustees. The financial statements of the District include only the functions and operations of Holiday Park Park and Recreation District. There are no component units related to the entity.

The Board of Trustees has the right and authority to levy an assessment and collect a recreation district tax assessed against each improved residential parcel of real property within the district. The district tax is not an ad valorem tax but a unit tax assessed equally against all improved residential parcels. Prior to August 1 of each year, the Trustees, by resolution and after public hearings, fix the amount of the assessment. The Property Appraiser of Sarasota County is directed to assess the tax and the Tax Collector of Sarasota County collects the tax. For their services, the offices of the Sarasota County Property Appraiser and Tax Collector receive compensation of 1½% of the gross tax receipts.

Basis of Presentation

The financial statements of Holiday Park Park and Recreation District (“the District”) have been prepared in conformity with accounting principles generally accepted (GAAP) in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all the non-fiduciary activities of the primary government. The statement of activities demonstrates the degree to which the general expenses of the District are offset by their general revenues.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the *current financial resources measurements focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Recreation district taxes and interest associated with the current period collected by the Sarasota County tax collector are considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when the District receives cash.

HOLIDAY PARK PARK AND RECREATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

Note 1 – Summary of Significant Accounting Policies (continued)

Budgets and Budgetary Accounting

The District prepares an annual operating budget for the governmental funds for the fiscal year commencing October 1. Prior to July 1 of each year, the trustees prepare and adopt an itemized budget for the next fiscal year showing the amount of money necessary for the operation of the district for the next fiscal year, and the district tax to be assessed and collected upon the taxable property of the district for the next year. A copy of the budget is mailed to each taxpayer within the district within 30 days of its preparation. A copy of the budget is made available for public inspection at the principal office of the District at reasonable hours. Changes to the budget must be approved by the Board of Trustees. Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. The District does not utilize the encumbrance system.

Net Position

Net Position is classified and displayed in three components:

Invested in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and related debt.

Restricted net position - Consists of net position with constraints placed on the use either by 1) external groups, such as creditors, grantors, contributors, or laws and regulations of other governments or 2) law through constitutional provisions or enabling legislation. Grants and other contributions of cash and other assets are reported as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net position is reclassified to unrestricted net position and reported in the statement of activities as net position released from restrictions. Contributions received with donor-imposed restrictions that are met in the same year in which the contributions are received are classified as unrestricted contributions.

Unrestricted net position - All other components of net position that do not meet the definition of "restricted" or "invested in capital assets".

Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

State statutes and local ordinances authorize the District to invest in various types of investments. The District invests funds throughout the year with Local Government Surplus Funds Trust Fund, an investment pool administered by the State Board of Administration (SBA), under regulatory oversight of the State of Florida and in Certificate of Deposits.

The Local Government Surplus Funds Trust Fund is administered by the State Board of Administration, under the regulatory oversight of the State of Florida, Chapter 19-7 of the Florida Administrative Code. The value of the District's investment position in the Local Government Surplus Trust Fund external investment pool is the same as the value of the pool shares. Separate financial statements for the Local Government Surplus Trust Fund can be found on-line at the State Board of Administration's Local Government Investment Pool's website.

HOLIDAY PARK PARK AND RECREATION DISTRICT
 NOTES TO THE FINANCIAL STATEMENTS
 SEPTEMBER 30, 2018

Note 1 – Summary of Significant Accounting Policies (continued)

Land and Other Capital Assets

Capital assets include land, land improvements, buildings and building improvements, improvements other than buildings, and furniture and equipment. Capital assets are capitalized at cost. Interest paid on debt during the construction period of fixed assets, if any, is capitalized. Depreciation is computed on a straight-line basis over the following estimated useful lives of the depreciable assets:

	<u>Years</u>
Buildings	15
Land improvements	15
Improvements other than buildings	10
Equipment	5-7

Compensated Absences

The District allows salaried employees vacation and sick leave based upon the numbers of years of service to the District. Unused vacation hours lapse at calendar year end. There is \$4,026 of compensated absences reflected in the entity-wide statement as of September 30, 2018.

Estimates

The preparation of financial statements in accordance with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from these estimates.

Note 2 – Recreation District Tax

The Recreation District Tax is an enforceable lien on property. The Board of Trustees, on or before August 1 of each year, by resolution fixes the amount of the assessment for the next ensuing year. The District Tax is levied on November 1 of each year, and is included on the Sarasota County tax roll and collected in the manner provided for collection of county taxes.

The District Tax is remitted to the District net of allowable discounts and fees.

The amount of the assessment was \$1,272 per lot for the year ended September 30, 2018.

Note 3 – Financial Statement Reconciliations

The reconciliations of the Government-wide Financial Statements with the Governmental Fund Financial Statements are as follows:

Statement of Net Position and Governmental Fund Balance Sheet

Total fund balance - governmental fund balance	\$ 692,416
Amounts reported for governmental activities in the Statement of Net Position are different because	
Capital assets used in governmental activities are not financial resources, and therefore, are not reported in the General Fund	1,261,744
Net position of governmental activities	\$ 1,954,160

HOLIDAY PARK PARK AND RECREATION DISTRICT
 NOTES TO THE FINANCIAL STATEMENTS
 SEPTEMBER 30, 2018

Note 3 – Financial Statement Reconciliations (continued)

Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance

Net changes in fund balance	\$ 157,320
Governmental funds report capital outlay as expenditures rather than as assets in the General Fund. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation expense in the current period.	(48,487)
Change in net position	<u>\$ 108,833</u>

Note 4 – Deposits and Investments

Deposits

The District maintains cash balances at several financial institutions. At September 30, 2018, accounts at each institution were insured by the Federal Deposit Insurance Corporation up to \$250,000 per institution. Chapter 280, Florida Statutes, require that the District maintain all funds in Qualified Public Depositories. As of September 30, 2018, all funds were held in Qualified Public Depository financial institutions.

Investments

The District's Board of Trustees has not adopted a written investment policy. Florida Statutes authorize the District to invest in the Local Government Surplus Funds Trust Fund investment pools administered by the State Board of Administration; interest-bearing time deposits and savings accounts in qualified public depositories; direct obligations of the United States Treasury; obligations of Federal agencies and instrumentalities; and other investments approved by the District's Board of Trustees as authorized by law. At September 30, 2018, the District's investments were as follows:

<u>Investment Type</u>	<u>Amount</u>
External Investment Pools:	
State Board of Administration Local Government Surplus Funds Trust Fund	\$ 18,548
Less: Allowance for Unrealized Gains/Losses	<u>(370)</u>
Total	<u>\$ 18,178</u>

At September 30, 2018, the District reported investments at fair value totaling \$17,906 in the Local Government Surplus Funds Trust Fund Investment Pool (LGIP) administered by the State Board of Administration (SBA) pursuant to Section 218.405, Florida Statutes. The investments in the LGIP, which the SBA indicates is a Securities and Exchange Commission Rule 2a7-like external investment pool, at September 30, 2018, are similar to money market funds in which shares are owned in the fund rather than the underlying investments. The LGIP carried a credit rating of AAAM by Standard and Poor's and has a weighted average days to maturity of 33 days at September 30, 2018. The investments in the LGIP are reported at fair value, which is amortized cost.

Note 5 – Risk Management

The District's risk management activities are provided by commercial insurance coverage for all major categories of risk. There have been no significant reductions in insurance coverage from coverage in the prior year. Settlement amounts have not exceeded insurance coverage for the current year or four prior years.

HOLIDAY PARK PARK AND RECREATION DISTRICT
 NOTES TO THE FINANCIAL STATEMENTS
 SEPTEMBER 30, 2018

Note 6 – Land and Other Capital Assets

The following is a summary of changes in the land and other capital assets accounts:

	Balance 9/30/2017	Additions	Reductions	Balance 9/30/2018
Governmental activities				
Capital assets not being depreciated				
Land	\$ 73,400	\$ -	\$ -	\$ 73,400
	<u>73,400</u>	<u>-</u>	<u>-</u>	<u>73,400</u>
Other capital assets				
Buildings and improvements	2,575,293	61,363	-	2,636,656
Furniture and equipment	302,877	4,220	-	307,097
Improvements other than building	460,066	23,532	-	483,598
	<u>3,338,236</u>	<u>89,115</u>	<u>-</u>	<u>3,427,351</u>
Less accumulated depreciation				
Building and improvements	1,535,590	103,788	-	1,639,378
Furniture and equipment	222,530	16,063	-	238,593
Improvements other than building	343,285	17,751	-	361,036
	<u>2,101,405</u>	<u>137,602</u>	<u>-</u>	<u>2,239,007</u>
Governmental activities capital assets, net	<u>\$ 1,310,231</u>	<u>\$ (48,487)</u>	<u>\$ -</u>	<u>\$ 1,261,744</u>

Depreciation expense was \$137,602 for the year ended September 30, 2018.

Note 7- Postemployment Benefits Other Than Pension (OPEB)

The District obtained an actuarial valuation for post-employment benefits other than pension under GASB 45 for the year ended September 30, 2018. The OPEB obligation and related disclosures were determined to be not material to the financial statements and has been omitted.

Note 8 – Fund Balance Classifications

Beginning in the year ended September 30, 2011, the District implemented Governmental Accounting Standards Board Statement No. 54 (GASB 54). GASB 54 requires that fund balances be reported within one of five different categories:

- **Nonspendable:** such as fund balance associated with inventories, prepayments, long-term loans and notes receivable, and property held for resale.
- **Restricted:** includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.
- **Committed:** includes amounts that can be used only for specific purposes determined by a formal action of the Board of Trustees (the District's highest level of decision-making authority).
- **Assigned:** includes amounts intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed.
- **Unassigned:** the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

HOLIDAY PARK PARK AND RECREATION DISTRICT
 NOTES TO THE FINANCIAL STATEMENTS
 SEPTEMBER 30, 2018

Note 8 – Fund Balance Classifications (continued)

The District is currently only reporting fund balances in three different categories: nonspendable, committed, and unassigned. When an expenditure is incurred for purposes for which amounts in either committed or unassigned fund balance classifications could be used, the District’s policy is to consider committed amounts to have been spent first, followed by unassigned.

For the year ended September 30, 2018, the district has established a nonspendable fund balance of \$1,434 for prepayments and utility deposits.

The District’s committed fund balance is fund balance reporting determined by Board of Trustees authority and formal action. The board has designated the following amounts as committed general fund balance:

Phase I pool renovation	\$	3,529
Phase II pool renovation		15,569
Phase II ceramic roof		4,441
Phase I roof		27,701
Phase II roof		11,682
Road resurfacing		144,938
Tennis courts		5,001
Phase I shuffleboard		3,000
Reserve contingency		49,546
Building renovations		27,720
Work horse for grounds cleanup		7,531
All flooring needs		31,550
Company work truck		16,309
Golf cart fund		2,485
Fence & gate replacement		61,568
Sidewalk reserve		49,500
Pickle ball court		287
Bocci court		7,532
Storage building roof		2,500
Total	\$	472,389

HOLIDAY PARK PARK AND RECREATION DISTRICT
SCHEDULE OF CAPITAL OUTLAY AND REPAIRS
AND MAINTENANCE EXPENDITURES COMPARED TO BUDGET - GENERAL FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Capital Outlay</u>				
Furniture and equipment	\$ 1,500	\$ 1,500	\$ -	\$ 1,500
Other capital	8,000	8,000	8,000	-
Roadway improvements - reserves	50,422	50,422	-	50,422
Other capital outlay - reserves	97,428	97,428	81,115	16,313
	<u>\$ 157,350</u>	<u>\$ 157,350</u>	<u>\$ 89,115</u>	<u>\$ 68,235</u>
<u>Repairs and Maintenance</u>				
Janitorial cleaning	\$ 8,000	\$ 8,000	\$ 8,243	\$ (243)
Pool and pond maintenance	17,000	17,000	11,304	5,696
Grounds maintenance	11,000	11,000	8,645	2,355
General maintenance	27,000	27,000	29,922	(2,922)
Tools and equipment	1,700	1,700	2,147	(447)
Vehicle repairs	8,000	8,000	5,814	2,186
Recreational supplies	28,000	28,000	10,966	17,034
	<u>\$ 100,700</u>	<u>\$ 100,700</u>	<u>\$ 77,041</u>	<u>\$ 23,659</u>

The accompanying notes are an integral part of these financial statements.

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING
STANDARDS*

To the Board of Trustees
North Port, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the General Fund of Holiday Park Park and Recreation District, as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Holiday Park Park and Recreation District's basic financial statements, and have issued our report thereon dated April XX, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Holiday Park Park and Recreation District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Holiday Park Park and Recreation District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Holiday Park Park and Recreation District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Holiday Park Park and Recreation District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Suplee Shea Cramer & Rocklein, P.A.

Sarasota, Florida
April XX, 2019

DRAFT

MANAGEMENT LETTER

To the Board of Trustees of
Holiday Park Park and Recreation District
North Port, Florida

Report on the Financial Statements

We have audited the financial statements of the Holiday Park Park and Recreation District (the District) as of and for the year ended September 30, 2018, and have issued our report thereon dated April XX, 2019.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and Chapter 10.550, rules of the Auditor General.

Other Reports and Schedules

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated April XX, 2019, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. There were no recommendations made in the preceding annual financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The Holiday Park Park and Recreation District was established by Chapter 96-507 Laws of Florida. There are no component units.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the Holiday Park Park & Recreation District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Holiday Park Park & Recreation District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Section 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the Holiday Park Park & Recreation District. It is management's responsibility to monitor the Holiday Park Park & Recreation District's financial condition, and our

financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Suplee Shea Cramer & Rocklein, P.A.

Sarasota, FL
April XX, 2019

DRAFT

INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE WITH FLORIDA STATUTE
SECTION 218.415 – INVESTMENTS OF PUBLIC FUNDS

To the Board of Trustees of
Holiday Park Park and Recreation District
North Port, Florida

We have examined the Holiday Park Park and Recreation District's compliance with Section 218.415, *Florida Statutes - Local Government Investment Policies*, during the fiscal year ended September 30, 2018. Management is responsible for the Holiday Park Park and Recreation District's compliance with these requirements. Our responsibility is to express an opinion on the Holiday Park Park and Recreation District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether Holiday Park Park and Recreation District complied, in all material respects, with the requirements referenced above. An examination involves performing procedures to obtain evidence about whether Holiday Park Park and Recreation District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on Holiday Park Park and Recreation District's compliance with specified requirements.

In our opinion, the Holiday Park Park and Recreation District complied, in all material respects, with the aforementioned requirements during the fiscal year ended September 30, 2018.

This report is intended solely for the information and use of the Florida Auditor General, the Board of Trustees of the Holiday Park Park and Recreation District, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Suplee Shea Cramer & Rocklein, P.A.

Sarasota, Florida
April XX, 2019

Holiday Park Park & Recreation District Proposed Budget 2019-2020



Line Item	End of Year	Current	Proposed
	Budget 2017-2018	Budget 2018-2019	Budget 2019-2020
Assessments	\$ 1,100,280.00	1,163,546.90	1,163,546.90
Interest and S/C on Restricted Funds	\$ 1,500.00	1,500.00	4,500.00
Sarasota Cty Interest	\$ 500.00	400.00	1,000.00
Other Interest - Banks Operating	\$ 1,500.00	1,500.00	2,500.00
Other Income- Coffee /Badges/ Hoa	\$ 40,600.00	50,000.00	50,000.00
Application Income /Estoppel	\$ 5,000.00	6,000.00	6,000.00
Barcode/Proximity Cards Income	\$ 3,000.00	2,800.00	2,800.00
Comm/Fees Disc taken assets 2.5% (25,000.00) and Sarasota cty Int 1.5%(15,000.00)	\$ (44,011.20)	(45,000.00)	(45,000.00)
Income to Reimburse Expenses			
Total Income	\$ 1,108,368.80	1,180,746.90	1,185,346.90
Payroll Salaries			
Administration Salaries	\$ 167,570.56	175,632.00	166,463.34
Maintenance Salaries	\$ 154,144.00	174,340.00	177,800.00
Security Salaries	\$ 38,000.00	39,440.00	41,000.00
Casual Labor Extra Help	\$ 3,000.00	-	
Total Payroll	\$ 362,714.56	389,412.00	385,263.34
Insurance			
Group Health	\$ 62,137.80	72,753.12	76,300.00
Gasb 74/75	\$ 8,591.00	10,600.00	10,600.00
Workers Comp	\$ 19,867.79	18,000.00	10,000.00
Flood Insurance	\$ 8,500.00	8,173.00	-
Package Property Policy	\$ 13,541.00	13,415.80	14,715.80
General Liability	\$ 13,206.00	14,265.00	15,600.00
Truck Insurance	\$ 520.00	700.00	700.00
Total Insurance	\$ 126,363.59	137,906.92	127,915.80
Administrative Expenses			
Stationary Supplies/Newspaper/Dues & Sub	\$ 4,000.00	4,100.00	5,100.00
Office Equipment	\$ 1,200.00	1,200.00	1,200.00
Postage/Printing	\$ 2,500.00	2,500.00	2,500.00
Travel	\$ 500.00	500.00	500.00
Office Expenses/MiscExp/Web/Comp Eq/Bank Fees	\$ 3,500.00	3,500.00	5,900.00
Meals and Bottled Water	\$ 1,000.00	1,000.00	1,500.00
Barcode/Prox/Gate Exp/Security	\$ 2,500.00	2,100.00	2,100.00
Education	\$ 2,500.00	2,500.00	2,500.00
Administrative Expenses	\$ 17,700.00	17,400.00	21,300.00
Utilities			
Telephone -TV- Internet	\$ 12,400.00	12,500.00	12,500.00
Gas	\$ 4,000.00	4,200.00	6,200.00
Electric	\$ 32,000.00	34,000.00	34,000.00
Sewer	\$ 11,000.00	11,000.00	10,000.00
Water	\$ 11,000.00	10,000.00	9,000.00
Total Utilities	\$ 70,400.00	71,700.00	71,700.00
Legal and Audit Fees			
Professional fees(Appraisals/Gasb Calc/Cpr)	\$ 2,500.00	1,000.00	1,000.00
Legal	\$ 10,000.00	10,000.00	10,000.00
Audit	\$ 11,000.00	10,000.00	10,000.00
Electoral Process	\$ 2,500.00	2,500.00	2,500.00
Quarterly Fees Misc Tax PR Tax	\$ 4,000.00	3,000.00	1,000.00
Total Legal and Audit	\$ 30,000.00	26,500.00	24,500.00

Holiday Park Park & Recreation District			
	End of Year		
	Budget 2017-2018	Budget 2018-2019	Budget 2019-2020
Landscaping Expenses			
Lawn Contracts	\$ 234,840.00	188,400.00	206,999.00
Trees	\$ 8,000.00	8,000.00	8,000.00
Total Landscaping	\$ 242,840.00	196,400.00	214,999.00
Repairs and Maintenance			
Grounds Maintenance /Cart Fuel	\$ 10,000.00	10,000.00	10,000.00
Janitorial Cleaning	\$ 8,000.00	8,000.00	8,000.00
Pool Maintenance	\$ 12,000.00	12,000.00	11,000.00
Pond	\$ 3,000.00	2,000.00	1,500.00
Pool Patio Furniture	\$ 2,000.00	1,000.00	1,000.00
General Maint Compounds Maint & Supp	\$ 27,000.00	27,000.00	27,000.00
Equipment and Tools Rental	\$ 1,700.00	1,700.00	1,700.00
Vehicle Fuel/Repairs	\$ 8,000.00	7,000.00	6,000.00
Contract Labor - Weeding	\$ 1,000.00	1,000.00	1,000.00
HOA EXP (Mens, First Aid, Sports, Jugs, Coffee)	\$ 28,000.00	38,000.00	38,000.00
Reimbursed Expenses			
Total Repairs/Maintenance	\$ 100,700.00	107,700.00	105,200.00
Capital Improvements			
Furniture/Equipment (8901)	\$ 1,500.00	1,500.00	1,500.00
Contingency (8910)	\$ 8,000.00	8,000.00	8,000.00
Total Capital Improvements	\$ 9,500.00	9,500.00	9,500.00
Total Expenses	\$ 960,218.15	\$ 956,518.92	\$ 960,378.14
Other Expenses (Reserves)			
Replacement Reserves	\$ 85,428.78	173,806.11	178,296.69
Reserve Contingency	\$ 12,000.00	-	452.02
Roads Repair	\$ 50,421.87	50,421.87	50,421.87
Total Reserves	\$ 147,850.65	224,227.98	224,968.76
Total All Expenses	\$ 1,108,068.80	1,180,746.90	1,185,346.90
Total All Expenses	\$ 1,176,312.90		
Discount taken and Sarasota Cty Interest	\$ 45,000.00		
Total Other Revenue	\$ (57,766.00)		
Total Assesments	\$ 1,163,546.90		
Per Unit Monthly	\$ 112.10		

Rules & Regulations Recreational Vehicles

Residents owning RV's

- All recreational vehicles must be parked in the compounds.
- If both compounds are filled, then space MUST be acquired by the owner at the owner's expense outside the park.
- Residents are permitted to have recreational vehicles (RV's) on their property for the purpose of loading and unloading for 48 hours. *
- Work on recreational vehicles is NOT permitted on residential lots. *
- * If a resident does not comply with these requirements they will receive one written notice regarding non-compliance and any repeat infractions will result in loss of space in compound

Residents receiving guests via RV's

- Residents MUST report to the office when they expect guests to arrive via RV's.
- Guests may park on the resident's property if they arrive after hours; however, their RV MUST be moved to a designated location the next morning.
- RV's are limited in the park for (5) five days only.
- Operation of generators and sleeping in their RV's is absolutely NOT permitted.
- RV's must remain in the designated location for the period of their stay and may not travel in and out of the park.
- Residents shall be responsible for the above requirements as they relate to their guests.

Rules & Regulations Utility/Cargo Trailer

Residents owning Utility/Cargo Trailer

- All Utility/Cargo Trailers must be parked in the trailer storage space.
- If trailer storage space is filled, then space MUST be acquired by the owner at the owner's expense outside the park.
- Residents are permitted to have Utility/Cargo Trailers on their property for the purpose of loading and unloading for 48 hours. *
- Work on Utility/Cargo Trailers is NOT permitted on residential lots. *
- * If a resident does not comply with these requirements they will receive one written notice regarding non-compliance and any repeat infractions will result in loss of space in compound.

**HOLIDAY PARK PARK AND RECREATION DISTRICT
UTILITY/CARGO TRAILER STORAGE SPACE AGREEMENT**

This agreement is to assign and regulate the use of the spaces and to clarify the responsibilities between the person requesting the space and the District.

1. Owners/Renters are entitled to one space only if available, however they shall not qualify for a space in the Recreational vehicle compounds of Phase I or II, Open compound area and vice versa.
2. Cargo trailers are defined as trailers which are closed on all four sides and top.
3. Utility trailers are defined as an open trailer with low sides or no sides.
4. All vehicles must have a current registration and a decal must be affixed to plate or trailer to retain a space in the compound. *If your state does not require a registration, a detailed description which includes a Vehicle Identification Number will be necessary.
5. If an absentee owner rents their coach, the renter then has the right of the owner to **request a space** in the compound. The owner would then not be eligible for a space in the compound. * See attached for renters
6. No trailer shall exceed 18' feet in length from rear of trailer to furthest point of hitch(tongue).
7. A \$5.00 key deposit will be required and there will be a \$5.00 non-refundable cost for replacement if lost.
8. Anyone vacating a space shall do so in writing or email.
9. This agreement will expire on the expiration date of the registration and must be renewed within 30 days of expiration by written notice or the space shall be deemed available.
10. In the event all spaces are occupied and a waiting list is necessary, a valid registration (see #4) is required to be placed on the list. * See attached for renters
11. Any trailer, equipment, etc that is allowed to deteriorate in physical appearance or is in violation of Deed Restrictions or Rules set forth by Holiday Park, will be considered abandoned or derelict and will be removed from the storage area at the owners expense with a 15 day written notice.
12. The District is not responsible for any vehicle/equipment stored in the compound area. The owner is responsible for any required insurance (theft, fire, windstorm, liability, etc).
13. Any trailer/equipment that is found in the utility area that is not assigned to an agreement can be removed by the Park at the owner's expense with a 15 day written notice.
14. The Board of Trustees shall have the right to add, alter or delete any portion of this agreement with a 15 day written notice to all space holders.
15. No car haulers are allowed.
16. Any space holder that does not return to the park with a trailer in a **12-month** the months from Sept. to June period will forfeit their spot.
17. Utility trailers may be relocated to another spot at the discretion of the Park.

RESIDENT / RENTER INFORMATION

Name: _____
 Address: _____
 Phone #: _____

DESCRIPTION OF EQUIPMENT:

Type: _____ length: _____ width: _____
 Registration _____
 License Plate _____
 State: _____

The undersigned hereby acknowledges the terms and conditions of this agreement:

 Signature

 Date

Expiration Date: _____	Key issued: _____	Utility trailer slot # _____
------------------------	-------------------	------------------------------

**HOLIDAY PARK PARK AND RECREATION DISTRICT
RECREATIONAL VEHICLE COMPOUND SPACE AGREEMENT**

This agreement is to assign and regulate the use of the spaces and to clarify the responsibilities between the person requesting the space and the District.

1. Owners/Renters are entitled to one space only if available, however they shall not qualify for a space in the Utility trailer storage area or Open compound area and vice versa.
2. All vehicles must have a current registration and a decal must be affixed to the plate or vehicle to retain a space in the compounds.
3. No cargo or utility trailers will be permitted in the recreational vehicle compounds. Utility trailers may not be considered as kayak or canoe haulers unless utility trailer has been converted by permanent structure change.
4. If an absentee owner rents their coach, the renter then has the right of the owner to **request a space** in the compound. The owner would then not be eligible for a space in the compound. *** See attached for renters**
5. No Recreational vehicle shall exceed 40 feet in length.
6. A \$5.00 key deposit will be required and there will be a \$5.00 non-refundable cost for replacement if lost.
7. Anyone vacating a space shall do so in writing or email.
8. This agreement will expire on the expiration date of the registration and must be renewed within 30 days of expiration by written notice or the space shall be deemed available.
9. In the event all spaces are occupied and a waiting list is necessary, a valid registration (see #2) is required to be placed on the list. *** See attached for renters**
10. Wheel Chocks – Only manufactured wheel chocks or wheel chocks made from treated lumber that is 12” in length and at a minimum of 4x4.
11. No cement blocks permitted, only treated lumber.
12. a. Space needs to be maintained free of debris.
b. If you are notified your space needs maintenance, you have 10 days from receipt of letter to rectify the deficiency.
c. If this does not occur, your space will be cleaned at your expense and your space may be reassigned to the first person on the waiting list.
13. Any vehicle that is allowed to deteriorate in physical appearance or is in violation of Deed Restrictions or Rules set forth by Holiday Park will be considered abandoned or derelict and will be removed from the compound area at the owner’s expense with a 15 day written notice.
14. The District is not responsible for any vehicle/equipment stored in the compound area. The owner is responsible for any required insurance (theft, fire, windstorm, liability, etc).
15. Any vehicle that is found in the compound area that is not assigned to an agreement can be removed by the Park at owner’s expense with a 15 day written notice.
16. The Board of Trustees shall have the right to add, alter or delete any portion of this agreement with a 15 day written notice to all space holders.
17. Tow dollies for recreational vehicles must be stored under the vehicle at the rear closest to the fence. If recreational vehicle is not present for more than 72hrs tow dolly must be removed from the compound. If further time is needed written permission from the Park Manager or Trustee in charge of compounds must be obtained.
18. Any space holder that does not return to the park with a recreational vehicle in ~~a 12-month~~ **the months from Sept. to June** ~~period-will forfeit their spot.~~

RESIDENT / RENTER INFORMATION

Name: _____
Address: _____
Phone #: _____

DESCRIPTION OF EQUIPMENT:

Trailer # _____ State: _____
Length: _____ width: _____
Boat # _____ State: _____
Length: _____ width: _____
RV# _____ State: _____
Length: _____ width: _____

The undersigned hereby acknowledges the terms and conditions of this agreement:

Signature _____ Date _____

Expiration Date: _____	Key issued: _____	Phase _____ slot # _____
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**HOLIDAY PARK PARK AND RECREATION DISTRICT
RECREATIONAL VEHICLE COMPOUND SPACE AGREEMENT &
UTILITY/CARGO TRAILER STORAGE SPACE AGREEMENT**

This agreement is to assign and regulate the use of the spaces and to clarify the responsibilities between the person requesting the space and the District.

This is specific to individuals renting a home in Holiday Park who request access to storage. They must sign and comply with agreement specific to their space request.

- If an absentee owner rents their coach, the renter has the right of the owner to request a space in the compound and must comply with all requirements.
- If they are a year round renter and there is a space available they can be eligible to apply for the space. In the event all spaces are occupied and a waiting list is necessary, a valid registration is required to be placed on the list.
- If they are a part time renter (not year round) and there is a space available they can be eligible to apply for the space and can access that space only for the time they are renting in the park. When they leave the park at the end of their rental agreement they give up the space. Upon returning they must reapply at that time. In the event all spaces are occupied and a waiting list is necessary, a valid registration is required to be placed on the list. If a space does not become available during the time of their rental agreement they are removed from the waiting list. When they return to the park under a new rental agreement they would reapply for a space at that time.



7011 Wilson Rd.
West Palm Beach Fl. 33413
561-964-2001 | Fax: 561-964-5009
www.sportsurfaces.com

PROPOSAL/AGREEMENT

April 16th 2019

CUSTOMER
Holiday Park
5401 Holiday Park Blvd.
North Port FL 34285

Agreement made between Sports Surfaces LLC. hereinafter called the Contractor and Holiday Park hereinafter called the Customer for the resurfacing of (1) tennis court with respect to the following terms and specifications:

COURT PREPARATION:

Court Size: Tennis Court 60' x 120'

The Contractor will machine sand entire court surface.

The Contractor will pressure clean and power blow court(s) as necessary to remove loose dirt, mildew and oil.

The Contractor will flood entire court surface and mark depressions per USTA guidelines

The Contractor will patch cracks/depressions greater than 1/16" after 1 hour drying time in sunlight, grind down any ridges as necessary. Depressions are low spots that hold water on the court.

The Contractor will paint tennis net posts.

Note: court must have a minimum of 1% slope in one plane in order to guarantee removal of water.

SURFACING OF TENNIS COURT(S)

The Contractor will apply (1) Coat of Acrylic Resurfacer over entire court area to fill voids and provide smooth surface.

The Contractor will apply (2) Coats of Acrylic Color Concentrate (two-tone), To provide in depth color over court surface. Material by California Products/Plexipave or equal

Color Choice: Playing Surface: Florida Green/Outer Area: California Red

The Contractor will accurately locate, mark, and paint two inch wide tennis playing lines in accordance with USTA regulations using white textured heavy bodied acrylic latex paint.

The Contractor will re-install existing tennis net.

The Contractor shall thoroughly and expediently clean up all drums, trash, etc. upon job completion.

FEE

The Contractor agrees to provide tools, materials, labor, supervision and insurance to complete the above work for a sum of *****FIVE THOUSAND NINE HUNDRED DOLLARS (\$5,900.00)*****

OPTIONAL – PLEASE INITIAL TO ORDER

The Contractor will supply and install (1) Tennis Net ADD \$ 250.00 _____

The Contractor will supply and install (1) pair of external winding mechanism net posts and set into existing sleeves.

ADD \$ 350.00 _____ Color of Posts Green/Black _____

The contractor will add lines for (1) pickleball court ADD \$ 500.00 _____ line color _____



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PROVISIONS

The Customer agrees to pay a 33% deposit upon acceptance of proposal
The Customer agrees to pay a 33% deposit upon commencement of work.
The Customer agrees to pay balance upon completion of the above-proposed work.

CONDITIONS:

The Customer will furnish stable access to site for equipment and material and provide a clean water supply and electrical feed at job site within 100' for construction use. The owner shall be responsible for seeing that all landscaping, grass, and shrubs outside the court perimeter be lower than the court surface to aid in proper drainage.
Unless otherwise specified, repair of root damaged asphalt is not included. Should our field technician discover such root damage, repairs will be made at an additional charge of \$ 7.00 / sf of area repaired.
The Contractor accepts no responsibility for acts by anyone at job site except for those sub-contracted or employed by Sports Surfaces LLC. Courts Inc. The Customer shall keep all sprinkler systems off during resurfacing work and for 1 day following the completion of work. Damage due to sprinkler system are billed as additional expense to owner.
Re-mobilization fee: If production is halted due to circumstances beyond our control, permit issues, or failure to receive progress payments a \$500 re-mobilization fee shall be charged to pay for crew down time, gas and expenses

CREDIT

If the Customer does not pay as agreed upon, the Contractor shall have the right to file a lien against the real estate for the amount of the work done. No further work shall be accomplished if installment payments are not made at the time specified. In the event it is necessary to employ the services of an attorney to secure payment, as per the terms of this agreement, then the customer agrees to pay reasonable attorney fees. Interest of 1 ½ % per month will be charged on accounts past due

GUARANTEE

The Contractor guarantees all work against defects in workmanship or materials for a **period of (2) years** from date of completion. This guarantee excludes Normal wear and tear, physical abuse or neglect and any other conditions beyond the contractor's control, such as sub-base settling, structural cracks, asphalt shrinkage cracks, hydrostatic pressure or water vapor pressure bubbles, intrusion of weeds or grass, etc. Existing cracks may reappear at any time. Proper tennis shoes must be worn on court. Some sneakers, street shoes, dark soled shoes, skateboards, roller blades, etc. will scuff and damage surface. Guarantee shall become void upon owner's failure to adhere and comply with the payment schedule.

Respectfully submitted by: **Sandra Gold** - Sports Surfaces LLC.

Proposal accepted by: _____ Title: _____ Date: _____



TENNIS PROPOSAL

Submitted To:

March 27, 2019

Holiday Park

Attn: Tess Schofield, 941-426-1585

5401 Holiday Park Blvd.

North Port, FL 34287

Payment to be upon completion. Price subject to change after 30 days. Our Base Price to furnish materials and labor as outlined:

One Court: \$9,129.00

SCOPE OF WORK:

- 1) Machine sand surface of court.
- 2) Patch large open cracks 1/16" or larger with acrylic patch mix.
- 3) Flood courts and patch any areas holding water per ASBA and USTA guidelines.
- 4) Apply one (1) coat of Acrylic Resurfacer over the entire surface of the court.
- 5) Apply two (2) coats of California Products Corporation Fortified Plexipave color coating over the entire surface of the court.
 - a. Inbounds Color: Florida Green
 - b. Outbounds Color: California Red
- 6) Paint regulation tennis court markings with white textured line paint.
- 7) Remove loose material and paint existing net posts Green.
- 8) Reinstall existing tennis net.

NOTES:

- 1) It is recommended owner should spray insects and vegetation on or around courts two weeks prior to work commencement.
- 2) Water must be allowed to drain from court surface. Do not block water flow on side of court with grass or landscaping.
- 3) Owner to provide suitable access for equipment, water, and electric as required.
- 4) Should owner request additional material applied or other work performed to the surface of court which is not outlined above, it will be at an extra cost.

CRACKS IN TENNIS COURTS:

It should be noted that as your tennis court ages, it will develop cracks. After resurfacing, new cracks may appear and repaired cracks will reappear. Cracks develop in tennis courts for various reasons with the most common being:

- 1) Constant expansion and contraction of more than 7,000 square feet of surface per court in response to constant fluctuations in ambient temperatures. These daily fluctuations are often greatest in winter.
- 2) Loss of flexibility of the asphalt as it ages and loses the oils used in the manufacturing process.
- 3) Changes in subsurface stability reflecting through the court surface.

Nidy does NOT provide any written or implied guarantee of tennis courts being free from existing or new cracks; thus, cannot and does not warrant against new cracks appearing or old cracks reappearing after the court has been resurfaced.

Estimator: Chris Tappan

WARRANTY:

Color Coating is warranted against any excessive fading for a period of one year from application. Surface is warranted against peeling and flaking for a period of one year from application. Problems from normal wear, vandalism, and improper care are excluded.

Owner's Name & Billing Address: _____

Job Site's Contact Name & Phone: _____

Authorized Signature

Total Dollar Amount Authorized

Date