

Item 2

	Approved 2021-2022 Budget	YTD Totals as of March 2022	Proposed 2022-2023 Budget
<b>Revenues</b>			
<b>Income</b>			
Assessment	1,263,021.90	1,100,647.62	\$ 1,263,021.90
Interest and s/c on Restricted Funds	3,000.00	673.24	3,000.00
Sarasota City Interest	500.00	0.00	500.00
Other Interest - unrestricted oper banks	1,500.00	118.35	1,500.00
Other Income- coffee /badges/ hoa \$/estoppel	42,000.00	53,627.63	42,000.00
Application Income	7,000.00	4,761.00	7,000.00
Barcode/Proximity cards Income	4,400.00	2,091.25	4,400.00
Income Refunds (badges/keys)		(117.00)	
Comm/Fees Disc taken assest 2.5% (30,000.00) and Sarasota cty Int 1.5%(15,000.00)	(35,000.00)	(16,509.71)	(35,000.00)
Income to Reimb Expense			
<b>Total Income</b>	<b>\$ 1,286,421.90</b>	<b>\$ 1,145,292.38</b>	<b>\$ 1,286,421.90</b>
<b>Payroll Salaries</b>			
Administrative Salaries	165,595.45	75,279.45	165,595.45
Maintenance Salaries	162,794.00	91,516.27	170,933.70
Building Monitors Salaries	44,000.00	21,219.22	45,320.00
Casual labor/wage garnish	0.00	0.00	
<b>Total Payroll</b>	<b>\$ 372,389.45</b>	<b>\$ 188,014.94</b>	<b>\$ 381,849.15</b>
<b>Insurance</b>			
Group Health	77,131.32	32,261.61	84,844.13
Gasb 45	0.00	0.00	
Workers Comp	8,200.00	7,522.82	8,200.00
Package Property Policy	16,000.00	16,385.00	16,685.00
General Liability	11,100.00	11,295.00	12,000.00
Truck Insurance	1,800.00	2,110.00	2,200.00
<b>Total Insurance</b>	<b>\$ 114,231.32</b>	<b>\$ 69,574.43</b>	<b>\$ 123,929.13</b>
<b>Administration Expenses</b>			
Stationary Supplies/Newspaper/Dues&Sub	10,000.00	6,022.72	10,000.00
Office Equipment	1,200.00	32.56	1,200.00
Postage/Printing	7,000.00	2,507.04	7,000.00
Travel	500.00	0.00	500.00
Office Expenses/MiscExp/Web/comp eq/Bank Fees	4,500.00	3,014.70	4,500.00
Line of Credit for Capital Improvements	145,440.00		86,768.61
Meals and Bottled Water	1,500.00	1,165.00	1,500.00
Barcode/prox/gate exp/security	4,000.00	4,394.00	4,200.00
Education	2,500.00	0.00	1,500.00
<b>Total Administration</b>	<b>\$ 176,640.00</b>	<b>\$ 17,136.02</b>	<b>117,168.61</b>

	2022 Year End Estimate	YTD Totals March 2022	2022-2023 Budget
<b>Utilities</b>			
Telephone-TV-Internet	12,800.00	6,906.07	12,800.00
Gas	2,200.00	1,231.21	2,900.00
Electric	32,000.00	17,842.17	39,200.00
Sewer	9,400.00	5,620.45	10,340.00
Water	9,000.00	5,168.59	9,990.00
<b>Total Utilities</b>	<b>\$ 65,400.00</b>	<b>\$ 36,768.49</b>	<b>75,230.00</b>
<b>Legal and Audit Fees</b>			
Professional fees(Appraisals/Gasb Calc/Cpr	1,000.00	21,213.38	1,000.00
Legal	25,000.00	26,280.72	30,000.00
Audit	10,000.00	0.00	10,000.00
Electoral Process	2,700.00	40.00	2,700.00
Quarterly Fees Misc Tax PR Tax	1,100.00	1,451.72	1,100.00
<b>Total Legal and Audit</b>	<b>39,800.00</b>	<b>48,985.82</b>	<b>44,800.00</b>
<b>Landscaping Expense</b>			
Lawn Contracts	242,000.00	121,243.46	242,000.00
Trees	8,000.00	13,349.27	8,000.00
<b>Total Landscaping</b>	<b>\$ 250,000.00</b>	<b>\$ 134,592.73</b>	<b>\$ 250,000.00</b>
<b>Repair and Maintenance</b>			
Grounds Maintenance /cart fuel	11,250.00	3,361.45	11,250.00
Janitorial Cleaning	9,000.00	4,172.51	9,000.00
Pool Maintenance	10,000.00	12,210.40	15,000.00
Pond	1,500.00	858.99	1,500.00
Pool Patio Furniture	1,000.00	3,000.00	1,000.00
General Maint compounds maint & supp	23,311.00	24,447.50	25,000.00
Equipment and Tools rental	1,700.00	0.00	1,700.00
Vehicle Fuel/Repairs	4,500.00	1,121.02	4,500.00
Contract labor - weeding	1,000.00	0.00	1,000.00
Rec. & Reimbursed Expenses	30,000.00	9,138.38	30,000.00
<b>Total Repairs/Maintenance</b>	<b>\$ 93,261.00</b>	<b>\$ 58,310.25</b>	<b>99,950.00</b>
<b>Capital Improvements</b>			
Furniture/Equipment (8901)	1,500.00	0.00	1,500.00
Contingency (8910)	8,000.00	0.00	8,000.00
<b>Total Capital Improvements</b>	<b>\$ 9,500.00</b>	<b>\$ -</b>	<b>9,500.00</b>
<b>Total Expenses</b>	<b>\$ 1,121,221.77</b>	<b>\$ 553,382.68</b>	<b>1,102,426.89</b>

	2022 Year End Estimate	YTD Totals March 2022	2022-2023 Budget
<b>Other Expenses</b>			
Replacement Reserves	114,358.08	0.00	133,152.96
Reserve Contingency	0.00	0.00	0.00
S/F Roads Repair	50,842.05	0.00	50,842.05
<b>Total Reserves</b>	<b>\$ 165,200.13</b>	<b>\$ -</b>	<b>183,995.01</b>
<b>Total ALL Expenses</b>	<b>\$ 1,286,421.90</b>	<b>\$ 553,382.68</b>	<b>1,286,421.90</b>

# Item 3

April 4, 1982	Revised 1/10/08	Revised 9/9/14
Revised 2/5/91	Revised 2/12/09	Revised 3/9/17
Revised 5/1/92	Revised 5/6/10	Revised 12/23/19
Revised 6/13/96	Revised 1/25/12	Revised 3/11/21
Revised 4/9/98	Revised 3/27/12	
Revised 5/4/00	Revised 01/10/13	
Revised 12/9/04	Revised 06/11/14	

## Holiday Park Park & Recreation District Conditions of Employment

### Introduction

In order to standardize wages and working conditions, the following applies to hourly rated employees of Holiday Park:

1. Changes to Employee Conditions of Employment shall be approved by the Board of Trustees.
2. Employment is at will and an employee can be terminated for just cause at any time.
3. ~~Termination of an employee for cause shall be approved by the Board of Trustees. An employee may be placed upon unpaid leave of absence by the Park Manager pending action by the Board of Trustees.~~

### PERSONNEL OF HOLIDAY PARK

Accounts Manager	Bookkeeper	Grounds/Maintenance
Office Assistant	Admin Assist	Custodial/Maintenance
Maintenance		<b>Building Property</b> Monitors

### DRUG FREE WORKPLACE

Holiday Park is a drug free workplace. No employee shall be under the influence of a controlled substance which affects their ability to perform the essential functions of their job. For purposes of this policy, "controlled substance which affects their ability to perform the essentials of the job" includes alcohol or drugs, including prescription medications. Employees who are taking prescription drugs which may affect their performance (i.e., any drug on which bears a warning not to drive or operate power equipment) are required to inform the Park Manager, who will make the decision as to whether the employee may safely

work. No employee may be in possession of or under the influence, on Park property, of a controlled substance which the employee is not legally permitted to possess.

The Park District Manager, upon reasonable suspicion, may order an employee to take a drug test at a certified medical facility. Further, such drug test is required any time an employee is involved in an accident which results in any damage in excess of \$1500 or injury to the employee or another person resulting in the need for medical attention by a healthcare professional. An employee who is ordered to take a drug test will be transported to the sampling site by a Park employee within one hour of being so ordered. The thresholds used for CDL license holders in the State of Florida shall apply to employees of the Park.

No record of a negative test result will be retained in any personnel file.

Violation of this policy shall result in termination of employment.

The Board of Trustees charged with Personnel, shall enforce the Drug Free portion of this policy as it applies to the Park District Manager.

### HOURS OF OPERATION

#### Office Personnel:

Office hours are from 8:00am to 4:00pm, Monday – Friday

The windows will be closed at 3:00 pm.

#### Maintenance and Custodian:

Full Time Employee

Day shift

6:30am – 2:30pm

Afternoon shift

2:00pm – 10:00pm

Part Time Employee

Day shift

As needed

Weekend shift (split)

7:00am – 10:00\*

3:00pm – 10:00pm\*

\*split shift is for a total of 20 hours.

**Building Property Monitors:** 10pm – 6am daily

Shift times may be altered by the Park District Manager to meet the needs of operations.

A cell phone is provided for workers on evening and weekend shifts.

### WAGES

Employees called back on weekends or other non-scheduled hours shall be paid at their regular rate for the actual time spent on property, plus an additional 1-hour call time. The approval of the Park District Manager or Board of Trustee charged with Maintenance approval must be given prior to calling back an employee.

Each employee shall be evaluated annually by the Park District Manager. Evaluations are to be shared with the Board of Trustees upon request.

Average wage increases will be recommended by the Park District Manager to the Board of Trustees during the budget process. Employee evaluations will be conducted in August of each year. Wage increases, if any, will become effective as of October 1<sup>st</sup>.

The Park District Manager may delay the implementation of a wage increase for any employee who does not meet satisfactory performance standards.

Employees are required to punch their own time clock when reporting for work and upon completion of their shift. If for any reason, an employee leaves the District grounds, they must punch out and punch back in upon returning.

Any employee leaving the District grounds during a shift to procure needed items, as directed by the Park District Manager, must sign in & out with the office of such errand upon his/her leaving and returning.

## FULL TIME EMPLOYEE BENEFITS/INFORMATION

### HOURS OF WORK

Work week is forty (40) hours, Monday through Friday. The workday shall consist of eight (8) hours. Anything over forty (40) hours worked in one week shall be considered overtime and shall be compensated at the rate of time and a half. Overtime must be pre-approved by the Board of Trustees charged with Personnel or by the Park District Manager.

Each new employee is subject to a 90 day probationary period during which no benefits are granted. During this probationary period, if an employee is absent more than 3 days, said employee may be terminated.

Employees are entitled to one (1) thirty (30) minute paid lunch break each eight (8) hour shift. The lunch breaks are to be staggered and include only one office employee at a time.

#### Holiday Shift:

Employees required to work holidays shall have their hours and work duties specified by the Park District Manager. An employee who is required to be on standby at home on holidays will be paid at half the hourly rate for standby time, and time and one-half for hours worked.

Employees who will be absent for an entire shift are required to call in within the first 30 minutes of the shift or before, unless prior approval has been granted by the Park District Manager.

An employee who is absent for a complete day and does not call in on that day may be terminated by the Park District Manager. ~~with the approval of the board of Trustees.~~  
An employee who is absent for three or more consecutive days without reasonable excuse is considered to have quit and will be terminated.

## PAID HOLIDAYS

Full time employees shall be paid for the following holidays:

New Years Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
Noon Christmas Eve	Christmas Day

If any holiday falls on a Saturday or Sunday, it will be taken on the legal holiday. For the Christmas Eve Holiday, the office closes and employees are excused at noon on December 24<sup>th</sup>. To be eligible for holiday pay, an employee must work the day before and the day after the holiday. ~~Senior employees within the classification who have the most work seniority, who are scheduled to work have first right of refusal to work holidays.~~

## VACATION & SICK LEAVE

Upon completion of an employee's one-year anniversary, vacation and sick leave will be pro-rated for the remainder of the current year. All vacation and sick time after 1<sup>st</sup> year will begin on January 1<sup>st</sup> and end December 31<sup>st</sup>.

An employee who requires time off due to non-job-related illness or must use their accrued sick time prior to requesting leave without pay (Maximum 6 weeks). An employee who is unable to perform the essential functions of the job specified in job description upon their return to work may have their leave extended at the discretion of the Board of Trustees District Manager with communication to the Trustee responsible for Personnel, and the rest of the Board of Trustees.

## VACATION PAY

Upon the 1-year anniversary of the date of employment for a full-time employee, a paid vacation will be scheduled within the ensuing year. Vacation days may be taken at eight (8) hour intervals. Each employee shall request their vacation schedule by May 1<sup>st</sup> and submit it to the Park District Manager. Vacation should be scheduled 30 days prior. ~~Senior employees have priority on vacation dates.~~ Vacation must be used in the year it is accrued. An employee may not take cash in lieu of vacation. An employee who terminates employment, except for cause, shall be paid for the unused portion of his vacation.

One (1) year of service = Hours are pro-rated from hire date to December 31 of the current year at a rate of 3.33 hours per month as follows:

Month of Hire	Accrued Hours	Month of Hire	Accrued Hours
January	40	July	20
February	37	August	17
March	33	September	13

April	30	October	10
May	27	November	7
June	23	December	3

Two (2) years of service= Two (2) weeks, 80 hours  
 Five (5) years of service= Three (3) weeks, 120 hours  
 Ten (10) years of service = Three (3) weeks and two days, 136 hours.

All Vacation and Personal Leave hours are awarded on January 1<sup>st</sup> of each new calendar year.

**SICK LEAVE**

Upon the one (1) year anniversary of the date of employment, full time hourly employees are entitled to pro-rated hours of paid sick leave. The same hours as vacation accrual also apply to sick leave. In subsequent years, 40 hours of paid sick leave is awarded.

Sick leave may be taken at a minimum of two (2) hour increments.

An employee may carry over unused sick leave from one calendar year to the next, to a maximum accrual of 100 hours.

Upon termination of employment for any reason except for cause, an employee may cash in unused sick leave at the rate of 50% of their final hourly rate. Employees terminated for cause shall lose all accrued sick leave.

When returning to work after three (3) consecutive days of sick leave, a doctor's release is required.

**PERSONAL LEAVE**

After the first year, full time hourly employees are entitled to 3 personal days. Personal leave may not be accumulated. Unused personal days may be cashed in at the end of the calendar year at the employee's current rate of pay.

**BEREAVEMENT DAYS**

Employees are entitled to three (3) paid days of funeral leave for immediate members of the family, i.e., son, daughter, spouse, mother, father, sister & brother.

Employees may take an unpaid bereavement of three (3) days for In-laws, i.e., mother-in-law, daughter-in-law, etc.

**JURY DUTY**

Employees called to Jury Duty shall be paid their regular wages for time lost due to jury duty. Employees must notify the Park District Manager at least 7 days prior to being absent and turn in an attendance slip from the jury commissioner to be eligible for payment. Should

Jury Duty be cancelled prior to the day on which the employee is scheduled to appear, the Employee is required to report to work.

### **HEALTH INSURANCE BENEFITS**

Full-time employees are entitled to health benefits included in the Insurance Plan established by the Board of Trustees. Spousal coverage will be offered to all employees. Holiday Park will pay 60% of the cost with the employee paying the balance.

### **PART-TIME EMPLOYEE BENEFITS**

PART-TIME CUSTODIAN/MAINTENANCE/OFFICE/ BUILDING PROPERTY MONITORS

### **VACATION/PERSONAL DAYS**

Part-time custodian/maintenance/office/building property monitors are entitled to one (1) paid vacation day and one (1) paid personal day after completion of one year of service. After their second anniversary date, they shall be entitled to two (2) paid vacations days and one (1) personal day. Personal and vacation days shall be paid at 8 hours per day.

Part Time Employees working a Holiday will be compensated at time and a half for time worked.

*I have read and understand the Conditions of Employment for Holiday Park*

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Item 4

### District Manager's Duties and Responsibilities

1. In Association with and under the supervision of the Board of Trustees coordinate the work of administrating Holiday Park Park and Recreation District.
2. Maintain a positive working relationship with residents, employees and Trustees of the Park District. Work on improving communications, technological support and customer service to our staff, residents and trustees.
3. Respectfully receive recommendations or complaints from Park residents, employees, and members of the Board of Trustees and act on these in a timely manner. Meet with residents who request a meeting with the District Manager.
4. Prepare and submit to the Board of Trustees the Annual budget of the Park District with supporting data and explanation thereof. Prepare all materials for the Annual budget. Keep abreast of all financial matters and communicate any issues identified to Trustees.
5. Act as purchasing agent for the Park District following the guidelines set forth:
  - a. Approve all purchases by employees for materials necessary to perform their assignments.
  - b. Submit all major purchases over \$1500.00 to the Board of Trustees for approval.
  - c. Amount spent cannot exceed \$1500.00 per month per project. Any capital acquisitions over \$40,000.00 must be approved by the Board and submitted to a referendum of the homeowners.
6. Act as personnel director:
  - a. Select final candidates for all vacant hourly employee positions together with the Trustee in charge of personnel and forward to the Board of Trustees for their action. communicate information on new hires to Trustees and residents.
  - b. Keep accurate personnel files on all employees. Keep job descriptions up to date.
  - c. Evaluate each employee at least once a year and share these evaluations with the Board of Trustees.
  - d. Provide a monthly safety program informational staff meeting for all employees.
  - e. Recommend Communicate to the Board any disciplinary action, lay off or firing to be taken against an employee. In a case when the Board is not able to meet and immediate action must be taken, the manager may temporarily place an employee on a leave of absence until the Board can take action Share documentation of writeups for action to be taken.
  - f. Oversee on a daily basis all work performed by District employees.
  - g. Work closely with Trustee responsible for Personnel to assure we are in compliance with job descriptions. Provide and support exceptional customer service for Residents and Trustees.
7. Attend all Board of Trustee workshops and meetings.
8. Prepare, in consultation with the Chairperson of the Board of Trustees, the agenda for all workshops and Board of Trustees meetings.

9. Represent the Park District in all contract negotiations. Check into possible new service providers, coordinate bids based on job requirements, monitor existing contracts and jobs being done by contractors. The Board of Trustees must approve final contracts prior to the advancement of the project and an appropriate Board of Trustee member must sign the actual contract.
10. Enforce all Deed Restrictions, Rules and Regulations of Holiday Park. Present a report of actions taken at the monthly Board of Trustee meeting.
11. Sit in on the Architectural Committee meetings and other Board of Trustee temporarily appointed committees as an advisor. Assist these committees in following appropriate procedures as they refer to the Deed Restrictions and other Park District rules. Maintain honesty and neutrality when serving in this capacity.
12. Conduct daily inspections of all Park District facilities to assure that proper operations, maintenance and security safety procedures are being followed.
13. Act as Liaison Agent with the city of North Port, County of Sarasota, State of Florida and the U.S. Department of Housing and Urban Development for the purpose of advising the Board of Trustees about changing laws and regulations which apply to Holiday Park
14. Be responsible for completion of additional duties, which may be requested by the Board of Trustees

Item 5

TITLE: Trustee, Personnel

Reports To: Board of Trustees

Trustee, Personnel is a duly elected Trustee with the power, authority and responsibilities of Trustee as outlined in H.B. 1855 (Enabling Act). The designation of this Trustee to Personnel is made by the Chairperson of the Board.

WORKS WITH THE DISTRICT MANAGER TO ACCOMPLISH THE FOLLOWING DUTIES:

1. Maintains written procedures with District Manager for all personnel. Duties, conditions of employment, wages, benefits and evaluation instruments.
2. Work with the District Manager to keep job descriptions up to date and accurate.
2. 3. Recommends to the Board any disciplinary actions necessary upon recommendation of the District Manager regarding salaried employees.
3. ~~Ensure due process for employees being discharged. A hearing before the Board of Trustees is final appeal.~~
4. Original #4 moved to #8
4. Work with District Manager to improve customer service to our residents and Trustees.
5. Work with District Manager to communicate to Trustees and park residents regarding the filling of vacant hourly employee positions.

6. District Manager will communicate to the Trustee responsible for Personnel any pending disciplinary action, lay off or firing to be taken against an employee. Share this information with Trustees when action is to be taken, with documentation of writeups for support of decision.
7. Work closely with District Manager to assure we are in compliance with job descriptions and positive behavior supporting Trustee responsibilities and resident needs.
8. Responsible for completion of additional duties, which may be requested by the Board of Trustees. (See Items ~~1,6~~ 6A, 6B, 6C, 6D, 6E, 6F MDR). (Moved from #4)

1 <sup>st</sup> Revision	5/27/92	8 <sup>th</sup> Revision	11/12/09	15 <sup>th</sup> Revision	11/09/17
2 <sup>nd</sup> Revision	04/20/94	9 <sup>th</sup> Revision	11/11/10	16 <sup>th</sup> Revision	04/11/19
3 <sup>rd</sup> Revision	04/13/95	10 <sup>th</sup> Revision	05/05/11	17 <sup>th</sup> Revision	02/13/20
4 <sup>th</sup> Revision	04/11/95	11 <sup>th</sup> Revision	05/19/11	18 <sup>th</sup> Revision	10/08/20
5 <sup>th</sup> Revision	12/11/97	12 <sup>th</sup> Revision	12/08/11	19 <sup>th</sup> Revision	11/12/20
6 <sup>th</sup> Revision	11/12/98	13 <sup>th</sup> Revision	05/08/14	20 <sup>th</sup> Revision	03/11/21
7 <sup>th</sup> Revision	05/12/05	14 <sup>th</sup> Revision	10/13/16	21 <sup>st</sup> Revision	12/09/21

## Holiday Park Park and Recreation District General Rules and Regulations

### A. Persons eligible to use Recreation Hall and Other Facilities

- Residents with ID BADGE.
- Day Guests and Overnight Guests must register at the Holiday Park office before they can use any Holiday Park Facilities.
- Registered Day Guest, 14 years and older with stamped day guest card, accompanied by resident with ID Badge.
- Registered, Overnight guests 14 years and older with tags, accompanied by resident with ID badge.
- Children 13 and under, accompanied by an adult with an ID badge.
- Refer to Caregiver application and Caregiver additional guidelines.
- Day Guests will be permitted to Homeowners' Association attend Activities and Recreation Council (ARC) dances and tournaments sponsored by various groups. Guests attending these functions do not require a badge.

### B. Hours of Operation for Recreation Hall Facilities

Monday through Saturday 7:15 a.m. to 10 p.m.

Sundays and Holidays 7:15 a.m. to 9 p.m.

Exception: Christmas Eve 7:15 a.m. to Noon.

With the Exception of Authorized Special Functions

Refer to Pool Rules & Regulations for special pool rules and hours.

### C. Day Guests

1. Day guests are individuals 14 years or older, who reside locally (Sarasota & Charlotte County area), who are visiting a park resident and wish to use the park facilities.
2. Day guests can visit residents each day but must follow day guest guidelines if they wish to use facilities.
3. Residents having day guests are responsible that their guest, must follow park District rules and that the guest is accompanied by the resident at park facilities and approved functions.
4. Day guests are permitted to use facilities for a maximum of 30 days in a 12 month period and must always be accompanied by the resident.
5. Day guests are not eligible to use park gym.
6. Day guests must pay a non-refundable fee of \$1.00 each day and must register each day they wish to use park facilities and must have their day guest card stamped at the Park District office.

D. Overnight Guests

1. Overnight Guests are individuals 14 years and older, who do not reside locally, (Sarasota & Charlotte county area) and are staying overnight at a park resident's home, and wish to use the park facilities.
2. Overnight Guests must show Driver's License and/or State Identification Card to confirm city and state. Local residents are not eligible for overnight pass.
3. Residents having overnight guests are responsible that their guest follow park District rules.
4. Overnight guests who are 18 years and older, must take a gym course and sign a release of liability, before they can access the gym. Overnight Guests under the age of 18 are not eligible to use the gym.
5. Overnight Guests with Utility/Cargo trailers or Recreational Vehicles must comply with Utility/Cargo and Recreational Vehicle Rules & Regulations.
6. Overnight Guests are required to have a guest badge for use of all facilities/activities. A Non-refundable fee of \$1.00 must be paid for each guest badge.
7. Overnight guests are permitted for a maximum of 30 days stay in a 12-month period.
8. If resident registers overnight guests before they arrive, they will be given only a 4-day pass which, can be extended after identification is presented.

E. Renters

1. All Renters must be registered at the Park District Office.
2. Badges and gate entry devices are obtained at the Park District Office. Refer to entry card and proximity card rates for pricing. A deposit fee of \$12.00 will be charged for a name badge. A refund of \$5.00 for the name badge during the current year will be returned upon checkout.
3. Rental Application must be filed and approved prior to moving in.

F. Recreation vehicles, boats and utility/cargo trailers must be parked in one of the compounds with no more than one (1) space assigned to any individual or property when available. Application must be filed/approved, and resident must comply with Utility/Cargo and Recreational Vehicle rules and regulations. None of these vehicles may be parked on a residential lot for more than forty-eight (48) hours. When compound privileges are lost, the resident must remove RV, Boat, or Utility/Cargo Trailer within 72 hours from the compound and it must be removed from Holiday Park. If it is not removed from the compound and Park District within 72 hours, Holiday Park will have it removed at the resident's expense.

G. Each Property Owner must comply with the Rules and Regulations implemented and approved by the Board of Trustees. It is the responsibility of the Property Owner to ensure that all Guests and Property Renters are made aware of, and follow Holiday Park Park and Recreation District Rules and Regulations.

H. Top covering and footwear must be worn at all times in both recreation halls and laundries.

I. No pets are permitted in Phase I or Phase II Recreation halls, pool areas, tennis areas or any recreational facilities.

J. Dog Size: Height 20 inches max. Weight 30 pounds max.\*

\*Note: Please refer in its entirety, Page 3, Paragraph I of the Deed Restrictions. Owners are responsible for cleaning up after their pets.

- K. No soliciting is allowed in the park District.
- L. Speed limit in the park is 15 miles per hour.
- M. Each owner must have his or her vehicle(s) registered with the Park District Office.
- N. No children under 14 years old are permitted to drive a golf cart per Florida Statute 316.212 subsection 7.
- O. Homeowners, renters and guests must comply with Deed Restrictions.
- P. Homeowners must register in Holiday Park Office when returning from an extended stay of over two (2) months away from the park. Homeowners must register in Holiday Park Office before leaving for an extended stay of over two (2) months. When leaving, Homeowners should be assigning a caretaker for their property to assist in keeping them in compliance with Deed Restrictions during the time they are gone.**
- (Q) Homeowners must comply with Architectural Control Committee Rules and Regulations.
- (R) Fire pits/open fires are not allowed on park property including cul de sacs. (Portable Barbecue grills are permitted)
- (S) No resident shall erect or place any decoration, structure, tree, planter, shrub, bench, memorial, or other appurtenance on common ground without the written approval of the Park District Manager. Exceptions to this rule shall be temporary holiday decorations placed by a duly recognized recreation group or club, or for special events such as Senior Olympics, etc., as approved by the Homeowner's Association Activities and Recreation Council (ARC).
- (T) Any existing or new unit erected on a lot within the District must be owned by the corresponding lot owner. A completed application for purchase must be submitted before sale and be approved by Trustees.
- (U) Maintaining Carports
1. Residents are not permitted to use their carports as storage area
  2. Carports shall not be used as outdoor living space. No furniture or appliances of any type will be permitted. Patio furniture and BBQ grill will be allowed.
  3. Residents must remove all loose items, including hanging baskets, barbeque grills, bicycles, flowerpots and figurines during hurricane warnings and when leaving for thirty days or more. Waste cans are to be removed or secured.
  4. If, homeowner's wish to have a movable fire pit on their property, they must follow the North Port guidelines, as well as the Fire Dept. protocols. Permanent fire pits must be approved by the Architectural control committee.

(V) Homes & Grounds

1. Residents and owners are responsible for removal of mildew from their home and paint when necessary.
2. All planting beds, front, sides and rear of home must be kept weed free. Shrubs and trees must be pruned when needed. Dead shrubs and limbs must be removed.
3. Trees which are removed must have the trunks (base of tree) ground down below the surface of the lawn.
4. If, homeowner's wish to have a movable fire pit on their property, they must follow the North Port guidelines, as well as the Fire Dept. protocols. Permanent fire pits must be approved by the Architectural Control Committee.

(W) Parking & Vehicles

1. No derelict vehicles, which includes vehicles not operable, vehicles on blocks or with flat tires or no tires, or if the car is partially dismantled, or if car is not registered shall be kept adjacent to or upon any lot. These vehicles must be removed within 14 days after notice. If they are not removed, Holiday Park can remove them at resident's expense. No vessels or trash of any description shall be kept or permitted adjacent to or upon any lot. No vehicle repair work shall be conducted upon any residential lot except for necessary minor repairs. (See Deed Restrictions Page 2, Item F).
2. Vehicles parked on lawns must be removed for the lawn contractors on the day of cutting.
3. Parking is not permitted on streets or cul-de-sac, or islands.
4. Temporary parking on the grass is allowed only for guests and construction maintenance contractors.

(X) Fees

1. Homeowners who, in the opinion of the Park District Manager or her designee, are in violation of the provisions of Paragraph N, above shall be notified by the Park District Administration of such violation. If the violation is not corrected within fifteen (15) days of notification, the Park District Manager or designee may cause the violation to be corrected. The Homeowner shall be invoiced for the cost of remediation, in addition to a one hundred dollar (\$100) administrative fee for each violation. Labor shall be billed at actual cost, but not less than twenty (\$20) per hour, with a one-hour minimum charge. Mailing of a notice to the property owner's address on file in the Holiday Park office shall be considered "notification" for purposes of the fifteen (15) days' notice, above. If the invoice is not paid by the homeowner within thirty (30) days of invoice date, a lien may be placed on the property for the value of the invoice, plus any fees associated with attaching the lien.
2. Refer to fining system guidelines for additional fees that may be applied for non-compliance with District Rules and Regulations, Pool Rules, Deed Restrictions or Architectural Committee Rules and Regulations.

(Y) Operations in an Emergency

In the event of a weather emergency such as tornado, hurricane or flood, Park District management is responsible first and foremost for repairing damage by clearing roadways, securing public buildings and lands, and taking appropriate action to reopen facilities.

Homeowners who are not in residence are to contact their caretaker or neighbor to inquire as to their property's condition. The Holiday Park office will not be available to answer homeowners' or residents' inquiries regarding private property until the Park District is secured, repaired and fully operational.

**(Z) Repair Work**

1. No vendors or outside contractors are to be permitted inside Holiday Park on Sundays, unless it is an emergency.
2. No repair work may be performed between 6:30 p.m. and 7:00 a.m.

DRAFT

Item 10

RESOLUTION 2022- 08

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE HOLIDAY PARK PARK AND RECREATION DISTRICT DESIGNATING SIGNATORIES FOR DRAW REQUISITIONS RELATED TO THE HOLIDAY PARK PARK AND RECREATION DISTRICT TAXABLE SPECIAL ASSESSMENT BOND, SERIES 2022; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Holiday Park Park and Recreation District (the “District”) is a Park and Recreation District established pursuant to its enabling legislation and applicable statutory law, for the purpose of among other items providing, operating, and maintaining infrastructure improvements, facilities, and services to the lands within the District; and

**WHEREAS**, the District is located in Sarasota County, Florida; and

**WHEREAS**, the District on or about March 31, 2022, issued its Holiday Park Park and Recreation District Taxable Special Assessment Bond, Series 2022 (the “Series 2022 Bond”) to pay for the costs of certain District improvements (the “Project”); and

**WHEREAS**, pursuant to the Loan Agreement associated with the Series 2022 Bond, the costs of the Project are paid and reimbursed to the District through certain Draw Requisitions submitted to Busey Bank and/or its successor and assigns (the “Requisitions”); and

**WHEREAS**, the District wishes to clarify the signatories who are authorized to execute the respective Requisitions.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE HOLIDAY PARK PARK AND RECREATION DISTRICT:**

**SECTION 1. SIGNATORIES.** By its terms, the Requisitions require two authorized signatories of the District. The District hereby requires that at least one signatory be the Chairperson or his/her designee Trustee if the Chairperson is unavailable. The additional signatory shall be the District Treasurer or his/her designee Trustee if the Treasurer is unavailable.

**SECTION 2. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 3. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Trustees of the Holiday Park Park and Recreation District.

**PASSED AND ADOPTED this \_\_\_\_ th day of \_\_\_\_\_, 2022.**

ATTEST:

**HOLIDAY PARK PARK AND  
RECREATION DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

By: \_\_\_\_\_  
Chairperson / Vice Chairperson

Item 11

RESOLUTION 2022-09

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE HOLIDAY PARK AND RECREATION DISTRICT APPOINTING A SUCCESSOR REGISTRAR RELATED TO THE HOLIDAY PARK AND RECREATION DISTRICT TAXABLE SPECIAL ASSESSMENT BOND, SERIES 2022; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Holiday Park and Recreation District (the "District") is a Park and Recreation District established pursuant to its enabling legislation and applicable statutory law, for the purpose of among other items providing, operating, and maintaining infrastructure improvements, facilities, and services to the lands within the District; and

**WHEREAS**, the District is located in Sarasota County, Florida; and

**WHEREAS**, the District on or about March 31, 2022, issued its Holiday Park and Recreation District Taxable Special Assessment Bond, Series 2022 (the "Series 2022 Bond") to pay for the costs of certain District improvements; and

**WHEREAS**, pursuant to the Loan Agreement associated with the Series 2022 Bond (the "Loan Agreement"), a Registrar (as defined in the Loan Agreement) is designated for maintaining the Register (as defined in the Loan Agreement); and

**WHEREAS**, the Loan Agreement outlines that the Registrar shall be the District Secretary until such point as the Registrar is appointed by the District; and

**WHEREAS**, the District wishes to appoint the District Treasurer as the successor Registrar effective immediately upon adoption of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE HOLIDAY PARK AND RECREATION DISTRICT:**

**SECTION 1. REGISTRAR.** The District Treasurer is appointed Registrar (as defined by the Loan Agreement) and will have all of those certain duties and responsibilities of the Registrar as outlined in the Loan Agreement and related financing documents of the Series 2022 Bond.

**SECTION 2. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 3. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Trustees of the Holiday Park Park and Recreation District.

**PASSED AND ADOPTED** this \_\_\_\_th day of \_\_\_\_\_, 2022.

ATTEST:

**HOLIDAY PARK PARK AND  
RECREATION DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

By: \_\_\_\_\_  
Chairperson / Vice Chairperson

## Item 12

TITLE: Trustee, Communications and Technical Support

Reports To: Board of Trustees

Trustee, Communications and Technical Support is a duly elected Trustee with the power, authority and responsibilities of Trustee as outlined in H.B. 1855 (Enabling Act). The designation of this Trustee to Communications and Technical Support is made by the Chairperson of the Board.

WORKS WITH THE DISTRICT MANAGER TO ACCOMPLISH THE FOLLOWING DUTIES:

1. Maintains written procedures for District Manager and Trustee approval to improve communications and technical support.
2. Works with District Manager to improve communications, technological support and customer service with our staff, residents and Trustees.
3. Works closely with Holiday Park Office regarding communications, including web site.
4. Oversees use of camera and projector for meetings and other park activities in order to improve park communications.
5. Works closely with Fining committee to improve education of deed restrictions and rules and regulations to help improve communications with our residents.
6. May have additional duties, which may be requested by the Board of Trustees.

Item 13

## COMMUNICATIONS & TECHNICAL SUPPORT COMMITTEE

Works with the Trustee assigned Communications and Technical Support

1. Works on written procedures with assigned Trustee for all procedures to be approved to improve communications and technical support.
2. Works on written procedures with assigned Trustee for all procedures to be approved to improve communications and technical support.
3. Works closely with assigned Trustee regarding procedures for camera and projector for meetings and other park activities in order to improve park communications.
4. Works closely with Fining Committee to improve education regarding deed restrictions and rules and regulations to help improve communications with our residents.

*Item 14*

TITLE: TRUSTEE ASSISTANT SECRETARY

REPORTS TO: Board of Trustees

The Assistant Secretary of the Board of trustees is a duly elected Trustee with the power, authority and responsibilities of Trustee as outlined in H.B. 1855 (Enabling Act). The designation of this Trustee as Assistant Secretary is made by an election among the nine Trustees according to H.B. 1855 and the District's By-Laws.

WORKS WITH THE DISTRICT MANAGER TO ACCOMPLISH THE FOLLOWING DUTIES: Performs the following in the absence of the Secretary

1. Handles all correspondence among the Trustees and for the Trustees.
2. Records and publishes minutes of all Board and Workshop meetings.
3. Keeps records of all resolutions of the Board of Trustees.
4. Signs documents as required.

## 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 owners' expense outside the park **District**.
- Residents are permitted to have Utility/Cargo Trailers 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 pulling a Utility/Cargo Trailer

- Residents **MUST** report to the office when they expect guests to arrive pulling a Utility/Cargo Trailer.
- Guests may park on the resident's property if they arrive after hours; however, their Utility/Cargo Trailer **MUST** be moved to a designated location the next morning.
- Utility/Hauling Trailers are limited in the park **District** for five (5) days only. Utility/Cargo Trailers must remain in the designated location for the period of their stay and may not travel in and out of the park **District**.
- Residents shall be responsible for the above requirements as they relate to their guests.

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

---

Signature

Date

## 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 who reside in Holiday Park 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 until they are a resident in Holiday Park. \*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 District at the owners' 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 District with a trailer in the months from September to June will forfeit their spot.
17. Utility trailers may be relocated to another spot at the discretion of the Park District.

**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

<b>Expiration Date:</b>	<b>Key issued:</b>	<b>Utility trailer slot #:</b>
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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 District. When they leave the park District 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 District under a new rental agreement they would reapply for a space at that time.

## 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 owners' expense, outside the park District.
- 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 District 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 District.
- Residents shall be responsible for the above requirements as they relate to their guests.

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

---

Signature

Date

## Holiday 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 who reside in Holiday Park 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 until they are a resident in Holiday Park. \*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 District 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 District Manager or Trustee in charge of compounds must be obtained.
18. Any space holder that does not return to the Park District with a recreational vehicle in the months from September to June will forfeit their spot.
19. Recreational vehicles may be relocated to another spot at the discretion of the District.

**Resident / Renter Information**

**Description of Equipment:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

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
<b>Expiration Date:</b>	<b>Key issued:</b>
<b>Phase:</b>	<b>Slot #:</b>

# 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 District. When they leave the park District 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 District under a new rental agreement they would reapply for a space at that time.

## Item 16

### ACC Revision Requests submitted to Board of Trustees

The following revisions were approved by the Architectural Control Committee at the March 18, 2022 meeting and will be brought to the Board of Trustees for review at the April 26<sup>th</sup> Workshop.

- # 13 No coach may be placed upon any lot unless there is also affixed thereto a carport, a minimum of **sixteen (16) feet in length** by **eleven (11) feet wide** in the clear.
- No coach, or structure, may be placed or erected on any lot closer than **six (6) feet** from the property line on the sides, **ten (10) feet** from the property line at the rear and **ten (10) feet** from the property line abutting the road. All measurements shall be from the base of the unit.
  - The front setback shall conform to the setback line established by adjoining units.
  - ~~All Coaches or structures shall be finished with an approved siding.~~
  - All siding used for coaches or other structures must be approved by the ACC.
- #26 **Carport and Other Privacy Screening** of lattice or vinyl planking will be permitted under the following conditions:
- Vinyl lattice or one (1) inch x six (6) inch vinyl planking or privacy screening shall be a minimum of twelve (12) inches down from the carport top and twelve (12) inches up from the carport concrete.
  - A sketch attached to the ACC application with dimensions and location of Other Privacy screening along with purpose of such screening is required.
  - Soffit material will not be approved as carport lattice or Other Privacy screening.
  - Roll-down screening or other similar types of coverings are not permitted.
- #36 **Utility Screening for Propane Tanks, Air Conditioners, and Garbage Cans**  
Materials permitted are plantings, lattice or vinyl panels with a maximum height of sixty (60) inches and width of sixty (60) inches. A maximum of two sides adjacent to building will be allowed with an open side for access and/or maintenance. Color is to match the coach, or white. Any deviation from rule 36 must be approved by the ACC

# Item 17

This is Rule #26 after the approval of the board on April 14<sup>th</sup>, 2022 and will show the changes reflected from the Deed Restriction Vote.

- #26 **Carport and Other Privacy Screening** of lattice or vinyl planking will be permitted on the long side only under the following conditions: described in a. through d. below:
- a. Vinyl lattice or one (1) inch x six (6) inch vinyl planking or privacy screening shall be a minimum of twelve (12) inches down from the carport top and twelve (12) inches up from the carport concrete.
  - b. A sketch attached to the ACC application with dimensions and location of other privacy screening along with purpose of such screening is required.
  - c. Soffit material will not be approved as carport lattice or other privacy screening.
  - d. Roll-down screening or other similar types of coverings are not permitted on the long side of the carport.
  - e. Retractable sunscreens may be permitted at the carport entrance, provided they are used infrequently for protection from the sun, and only when the carport is occupied by residents. Opaque materials are not allowed. The sunscreen must never be in pulled-down position behind a car in the carport

Item 18

This is Rule #33 (A) 5 as reflected with the changes from the Deed Restriction Vote.

33. A.

5. Storage areas and sheds are to be constructed to conform in appearance with the original structure. ~~and of same color as the coach.~~ Shed color must be white or the same color as the coach.

DRAFT

Item 19

Holiday Park Park and Recreation District  
Workshop and Regular Meeting Request Form

Date: 4-6-22

To: Chairperson, Board of Trustees

From: JIM OLIVER

I would like to have the following item placed on the next Workshop Meeting Agenda for discussion.

- ★ 1 VARIANCE FOR 5126 PALENA, RULE #16
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

I would like to have the following item placed on the next Regular Meeting Agenda for approval.  
(Note: Must have gone thru a Workshop prior to being placed on Trustee Meeting Agenda).

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

★ SKIRTING DOES NOT MATCH VINYL SIDING ON COACH.