# HOLIDAY PARK PARK & RECREATION DISTRICT

5401 Holiday Park Blvd., North Port, Florida 34287

Phone: 941-426-1585 Fax: 941-423-1084


## Goals, Objectives and Performance Measures/Standards Annual Reporting Form

**October 1, 2025 – September 30, 2026**

**Overview of District:**

Holiday Park Park & Recreation District, or The District, is a 55+ special district created under House Bill No, 1855 dated May 25, 2001, establishing and governing the operation of the District located in North Port, Florida. Holiday Park Park & Recreation District provides local government services and maintains the public infrastructure for an area of approximately 64 acres of land that is located entirely within Sarasota County. As a special unit of government, Holiday Park assesses its own taxes to support the planning, financing, operating and maintaining of its various community facilities within its jurisdiction which includes a recreation hall, two 8-foot-deep heated swimming pools, Clubhouse and associated facilities. There are a total of 865 residential units consisting of single family manufactured homes. The community also includes a horseshoe facility, pickleball, shuffleboard courts, tennis courts, fitness center and bocci courts.

The District is governed by a 9-member elected Board of Trustees. Elections for Five Trustees in even number years for a 2-year term and four Trustees in odd number years for a 2-year term. The Board is elected and responsible for actions to manage the District.

In addition, the Board enlists a group of professionals to support the needs of the District:

- District Management: A full-time District Manager, two Administrative Assistants and Bookkeeper handle the financial, administrative and day-to-day needs of the District.
- District Counsel: The District Counsel handles the legal needs of the District.
- Maintenance: Two Full-time Maintenance Staff, one Full-time Groundskeeper one Full-time and one Part-time Custodian handle the day-to-day operations of the facilities within the District.

Contact information for the Trustees and staff can be found on the Holiday Park website: www.holidayparknp.com

# HOLIDAY PARK PARK & RECREATION DISTRICT

5401 Holiday Park Blvd., North Port, Florida 34287

Phone: 941-426-1585 Fax: 941-423-1084

---

**Holiday Park Park & Recreation District has established the following goals, objectives and performance measures/standards for the Fiscal Year 2025-26:**

## 1. Community Communication and Engagement

### Goal 1.1: Public Meetings Compliance

- **Objective:** Hold at least 8 Board of Trustees meetings per year to conduct district-related business and discuss community needs. Board of Trustee meetings are open to the public and agendas include time for the public to make comments.
- **Measurement:** Number of public Board of Trustee meetings held annually as evidenced by meeting minutes and legal advertisements.
- **Standard:** A minimum of 8 Board meetings were held during the Fiscal Year 2025-26.
- **Achieved:** Yes ☑ No ☐
  Confirmed by meeting minutes and legal advertisement the required 8 Board meetings were held during the Fiscal Year 2025-26.

### Goal 1.2: Notice of Meetings Compliance

- **Objective:** Provide public notice of each non-emergency meeting at least seven days in advance, and notice of annual meeting schedule printed in the local newspaper. Meeting notices will also be shared on the District website and published in the district newsletter.
- **Measurement:** Timeliness and method of meeting notices as evidenced by posting to District website and published in the district newsletter.
- **Standard:** 100% of non-emergency meetings were advertised with seven days' notice per statute or by annual notice of meeting schedule via newsletter and on district website.
- **Achieved:** Yes ☑ No ☐
  Confirmed as evidenced by posting to District website and published in District newsletter.

### Goal 1.3: Website Public Records

- **Objective:** Ensure that meeting minutes, agendas, and other statutorily-required district records are readily available and easily accessible to the public by regularly updating the district website.
- **Measurement:** Regular website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by Park Management's records. Website reviews will also include running an ADA compliance report on all pages of the website.
- **Standard:** 100% of quarterly website checks were completed by District Management.
- **Achieved:** October ☑ January ☑ April ☑ July ☑
  The District website is powered by Streamline and ADA compliant by default. Confirmed District Management completed 100% of quarterly website checks as evidenced by ADA compliance reports and verifying meeting minutes and other public records were up to date.

## 2. Infrastructure and Facilities Maintenance

### Goal 2.1: District Infrastructure

- **Objective:** Maintenance Staff will conduct an annual inspection per year of all the district infrastructure including the park facilities and infrastructure to ensure area is maintained and operating as designed and will make periodic reviews throughout the year of any concerns or noted deficiency.
- **Measurement:** An annual inspection completed as evidenced by the staff related to district infrastructure
- **Standard:** 100 % of requested inspections were completed in the Fiscal Year by the maintenance staff.
- **Achieved:** Yes ☑ No ☐
  Confirmed 100% of annual inspection for this fiscal year of the district infrastructure was completed as evidenced by the maintenance logs. Through routine maintenance, inspections, identifying deficiencies and completing work orders by the maintenance staff ensures the park is maintained and operating as designed.

### Goal 2.2: District Visual Inspections

- **Objective:** District Manager and or Trustees will conduct regular inspections of the 865 homes/property lots within the park to ensure they are well maintained and followed the park policies and procedures.
- **Measurement**: At least a quarter (25%) of all homes/property lots will have a roadside visual inspection completed by the District Manager (or designate) and documented within the Annual Report. The Annual Report will be given to the Board of Trustees for review each September at the Board Workshop for review.
- **Standard:** 100% of the required visual inspections were completed in the Fiscal Year by Holiday Park's District Manager.
- **Achieved:** Yes ☑ No ☐
  District Manager and Trustees performed 100% of the required visual inspections by completing Phase 1 on 12/19/25, 1/29/26, 4/23/26, 6/4/26 and 8/24/26 and Phase 2 on 1/30/26, 2/4/26, 4/30/26, 6/4/26 and 8/24/26. Owners were notified of any items to be corrected.

### Goal 2.3: District Storm Swales & Drains Maintenance

- **Objective:** District Manager and the Maintenance Staff will conduct at least 10 visual inspections per year of the Holiday Park's swales & drainage system to ensure water drainage is maintained and operating as designed within the Park. District Manager to recommend further inspection, cleaning or repairs as needed.
- **Measurement:** 100% of required inspections completed per year as evidenced by the Holiday Park Maintenance Staff Inspection Reports.
- **Standard:** A Minimum of four swales cleanout events must be completed in the Fiscal Year by the Holiday Park's lawncare contractor. The Holiday Park Maintenance Staff Inspection

Reports show the dates of the 10 visual inspections, the dates of the swale cleanouts from the lawncare contractor, and any issues that were found. The report will be reviewed with the Board of Trustees at the September Board Workshop Meeting.

- **Achieved:** Yes ☑ No ☐
  The swales were cleaned out by the US Lawns on 10/16/25, 4/15/26 and 8/10/26 and 9/14/26. Visual inspections were completed as required and any issues found were reported to the lawncare contractor. A maintenance log book has been implemented and is being maintained.

**Goal 2.4: District Landscaping, Lighting and irrigation**

- **Objective:** Park Staff performs landscaping and conducts at least six visual inspections per year of the Park's landscaping, lighting, and facilities to ensure grounds and buildings are maintained and operating as designed. Maintenance Supervisor to recommend further inspection or repairs as needed.
- **Measurement:** A minimum of six visual inspections completed per year as evidenced by the District Manager's report related to Holiday Park's owned common grounds. At least two of the visual inspections must be completed in the evening after dark to ensure that there are no dark areas where proper lighting should exist for safety reasons.
- **Standard:** 100% of required visual inspections were completed in the Fiscal Year.
- **Achieved:** Yes ☐ No ☐
  Corrective Action: The Maintenance Staff is on track to complete at least six visual inspections, reported work orders for FPL lights out and has completed two dark time inspections. There is one reported FPL light out at pond which Summit Excavating is working with FPL to repair light. Plans to add lighting at bicycle/pedestrian gate.

## 3. Financial Transparency and Accountability

**Goal 3.1: Annual Budget Preparation**

- **Objective:** Prepare and approve the annual proposed budget as set by Section 12 of H.B. 1855.
- **Measurement:** Proposed budget was approved by the Board on (awaiting approval 5/14/26), and final budget was adopted as evidenced by meeting minutes and resolution. Budget documents listed on Holiday Park Park website within Districts records and sent to the County at least 60 days prior to the public hearings.
- **Standard:** 100% of budget approval and adoption were completed by the statutory deadlines, posted to the Holiday Park website, and sent to the County at least 60 days prior to the public hearings.
- **Achieved:** Yes ☑ No ☐
  Board approved budget and all deadline dates and requirements were met as shown in meeting minutes, resolution, Holiday Park website posting and County documentation.

**Goal 3.2: Annual Financial Audit**

- **Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the Holiday Park website for public inspection and transmit to the State of Florida.
- **Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing Board approval and annual audit is available on the Holiday Park website and transmitted to the State of Florida.
- **Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were posted to the Holiday Park website and transmitted to the State of Florida.
- **Achieved:** Yes ☑ No ☐
  The annual financial draft audit was completed and presented to the Board of Trustees Workshop Meeting on April 28, 2026 by an independent auditing firm, Suplee, Shea, Cramer & Miller, P.A. Final audit was provided on June 23, 2026 and posted on Holiday Park website and transmitted to the State of Florida.

**Goal 3.3: Assessments Notification**

- **Objective:** Notification of annual assessments mailed to residents and posted to the Holiday Park website after adoption of annual budget.
- **Measurement:** Budget review performed by staff stating need for annual assessment, showing capital needs and with comparison for prior year's annual assessment values is available on the Holiday Park website.
- **Standard:** Assessment values to be accessible on Holiday Park website within 30 days of adoption of annual budget.
- **Achieved:** Yes ☑ No ☐
  Annual assessment and budget letter mailed to residents on 6/2/2026 (draft Audit) and posted to Holiday Park website.

## 4. Board of Trustees, District Manager and Staff Annual Requirements

**Goal 4.1: 4 Hours of Annual Ethics Training**

- **Objective:** Board of Trustees, District Manager and Staff to take four hours of ethics training classes, Holiday Park Code of Ethics, Holiday Park Deed Restrictions, Holiday Park Rules and Regulations, House Bill 1855 and any other subjects that may need to be reviewed annually.
- **Measurement:** Self-report of course work, certificate, and dates of courses recorded by each Trustee, District Manager and Staff.
- **Standard:** All nine Trustees, District Manager and Staff to complete two (2) hours of Ethics Law, one (1) hour of Sunshine Law, and one (1) hour of Public Records Law training classes. Training is reportable for Trustees on the e-filing of the annual Form 1 in the following fiscal year. Holiday Park Code of Ethics, Deed Restrictions, Rules and Regulations and House Bill 1855 training for all nine Trustees, District Manager and Staff are required per Resolution of Procedures adopted 5/8/2014.

- **Achieved:** Yes ☑ No ☐

Board of Trustees completed annual Ethics Law, Sunshine Law and Public Records Law training classes on April 30th. House Bill 1855, Deed Restrictions, Rules and Regulations training completed on 9/30/2026).

**Goal 4.2: Form 1 and Form 1F Statement of Financial Interests**

- **Objective:** Each Trustee to complete the annual Form 1 and/or Form 1F when leaving office, within statutorily required time.
- **Measurement:** Appearance by July 1 on the Ethics Disclosure website.
- **Standard:** Form 1 to be completed within 60 days of the first day of office, if not completed during candidate qualifying period, and Form 1F within 60 days of leaving office.
- **Achieved:** Yes ☑ No ☐
  Completed by 7/1/26 and confirmed by the Holiday Park Administrator, Trustee Chairman Shawn Slattery, of the Florida Ethics of Commissions Form 1 and 1F timely completion data.