



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Boulevard NE
Palm Bay, Florida 32907-2196

Hurricane Dorian Report

08/30/19 Port Malabar Park Board of Trustees:

Clubhouse windows are boarded up
Propane gas turned off at the outside tank
American Flag is down
All border lights taken in
All projectiles in the pool area are removed and secured
All electronics in the office are unplugged
Petty cash reconciled and deposits made
All coin from washer/dryers rolled and deposited
All pertinent passwords/logons, banking, quick book information is in the safe
All data files backed up in the cloud storage
Gate will be removed upon mandatory evacuation announcement
Palm Bay police have been notified; they will be making random stops through-out the community.
All equipment, machines, and projectiles in the grounds compound have been stored in the garage.
All staff will report to work on Tuesday unless mandatory evacuation is still in effect or there is a 100% rain forecast. I will be in constant contact with all departments.
Gate staff Bruce and Steve will be in contact with me regarding gate.
I will be staying in my home; I may not be able to get over the causeway immediately however all department heads have instructions to text or call me with any issues needing attention.

08/31/19 Checking in today for any final preparations

Currently,
Remaining palm trees were all trimmed Friday
Aqua Spray will be here next week to repair the rear pond and diagnose the front pond. The pump was replaced in March, will not be using Lake Drs. I will be researching a new company to perform our monthly service all ponds.

FDC will be here next week to fix the LED lights on the gate arm. This is under warranty.

It appears the Hurricane will be staying offshore, however if the winds exceed 50 miles per hour the causeway may be closed on Tuesday. I will keep the Trustees informed.

09/01/19 I just spoke to Bruce, he will be arriving at the gate house at 6am, there is a mandatory evacuation in effect for 8am Monday. He will remove the gate arm and will remain at his post conditions permitting. Steve will be in at 2pm, conditions permitting, the gate arm will not be reinstalled until the mandatory evacuation alert is lifted. I have contacted the Palm Bay police dept as well as the Brevard county Sheriff's office to randomly drive through the community. I am in constant contact with all dept. heads and will keep the board informed with any changes and weather conditions effecting staff.
Be safe,



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09/02/19 Mandatory evacuation became effective at 8 am this morning for Palm Bay. We removed the gate arm and secured all the electronics. We removed the awning and boarded up the small window. A sign was posted notifying residents that the club house, outside bathrooms, and laundry facilities will remain closed until further notice.

Notices have been posted on the club house doors.

We were able to park the golf cart in the lobby by the maintenance office.

I took pictures of the outside of the building, roof, all courts, pool area, and entrance loop.

Will send up dates tomorrow.

09/03/19 I will be notifying staff at 6pm this evening to determine if the conditions are permitting and the mandatory evacuation has been lifted for all to return to work Wednesday September 4th. Bruce will be stopping by the gate house this afternoon and will report back to me.

Thank You and be safe

09/04/19 All gate personnel are on their regular schedule as of today, the gate arm is back up. Computers are hooked up, awning back up and boards removed. Special thank you to Bruce and Steve! Our Holiday Park warriors!!!

Maintenance was here this morning before the curfew was lifted and checked the pool chems. The pool will be open at 8:30 am tomorrow as scheduled. Special thanks to Jose!!

All staff will report to work tomorrow.

09/05/19 All staff reported back to normal working hours. An independent outside person has been hired to gather all the palm fronds in the green spaces and put in the yard waste roll off dumpster or take to the land fill if needed.



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MANAGERS REPORT:

Pending Park issues:

On Monday I will be meeting with:

- 1.) Aqua Spray (Dave) they will be repairing the rear pond fountain
- 2.) Ameri pump (Mike) to assess the front fountain. It may be the cable feeding power to the pump itself. If the cable is damaged, this may have caused the damage to the pump and motor.
- 3.) F & H subcontractors for FPL (John) they are not finished with all the underground electrical line replacement. There a few areas in the park where the wires are not buried. They will assess and make the appropriate repairs and adjustments.
- 4.) FDC (Brad) will be repairing the LED lights on the gate pole.
- 5.) Ecor will be here to give us a bid on monthly pond maintenance
- 6.) Bushco will be here to give an update on adding more podocarpus to the front entrance and landscaping the sign area in front of the club house.

ADMINISTRATIVE:

- 1.) Copy, faxing and email policies:
- 2.) Copies: 5 pages
- 3.) Faxing: 3 single pages
- 4.) Emails: no emails in and/or out
- 5.) 20 owner violation letters mailed
- 6.) Employee evaluations to be completed this month

GROUNDS:

Have hired a person to clear green spaces from all palm fronds and debris form the oak trees. He has been to the dump x3, he is using his own pickup truck. This is enabling the lawn crew to catch up on mowing for the days lost due to the holiday and storm. He is **not** using chain saws gas or electrically operated equipment.

The oil was changed on one of the gators, the oil filter was not installed after the oil change causing the engine to seize up. The motor will have to be replaced.

The older golf cart is currently out of commission. Believe it's an electrical problem.

The grounds crew helped put up and take down the hurricane plywood.

Dewayne will be planting flowers at the entrance to the park, by the showers in the pool area, by the grounds compound and the front of the club house. I'm hoping Connie and Bea will assist in the selection and will purchase the plants for Dewayne to plant.

Will be replacing the fountain in the sitting area in front of the club house



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PENDING PROJECTS:

- 1.) Library renovation
- 2.) Clear ditches throughout the park
- 3.) Purchase furniture and stage the lobby to include the sink area by the rest rooms in the hallway
- 4.) Get comprehensive longevity dollar amounts for all capital expenditure replacement items (pool, roof, roads and sidewalks) to consider funding reserve replacement accounts
- 5.) Update/upgrade the gate house
- 6.) Restriping the parking lot and possibly the entrance
- 7.) Paint card room same color as the billiards room, address lighting and A/C issues

Best Regards,
Sheree Morris
Holiday Park District Manager