



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

October 19, 2018

MANAGERS REPORT

- 1.) Bocci over hangs are complete and inspection signed off by the city of Palm Bay.
- 2.) All lighting on the office/rec building have been converted to LED, this was done in house!
- 3.) Security system is complete to include Americana, Moonlight and the gate house, an additional camera has been installed in the maintenance room. The gate house now has a full screen monitor with 18 smaller screens of interior and exterior areas of the club house as well as Americana and Moonlight. Will be finishing off the trim and installing a louver door in the office closet where the rack was installed for the equipment. Looks awesome!!
- 4.) Gates to the pool deck have been sanded and painted. Removed all bush, weeds and mulch to the right of the showers at the pool. Will be putting a barrier and stone then seasonal plants.
- 5.) Contacted American Docks and T & C LLC for bids on the installation of 3 bridges, meeting with them on Tuesday Oct. 23rd.



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Alpine tree service will be here next week to assess the tree behind Little Court. It may have to be removed. It was recommended to be treated for termites, unfortunately I never got the message. Dave will try treating it first before deciding to cut it down.

6.) Sound wall will be pressure cleaned in November, have been told that up until October mold is very heavy.

7.) We purchased a new golf cart, seats 4 can also be used as a flat bed, so it's quite nice, site unseen all new batteries, tires, turn signals and side mirrors. Will be ordering a cover for the cart. I have contacted an air brush artist and will also get prices on magnetic signage for golf cart and pick up truck.

8.) Ice machine in the rec kitchen broke down last week-end, it hadn't been cleaned in several years and had quite a bit of sludge in the bottom of the bin and in the coils etc. Iceman contractors came out and completely over hauled the machine. We will be signing a service contract servicing the machine every 4 months.

9.) Will be meeting with (Door Gallery) on Tuesday to get another bid on replacing all of the wooden doors in the club house.



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10.) Received the design proposal for the library and lobby area from Suzannenichols Design Group. Joanne and I have met with her and were very impressed with her ideas. Once we pay the

design fee they will present a power point presentation of their design proposal to be submitted to the Board of Trustees.

11.) Unfortunately some of the signs for the park were burned in the golf cart fire. I replaced most of them and will continue replacing them this week.

12.) Dewayne with the grounds staff will officially be the park gardener. The entrance to the park and all common areas will be maintained on a regular basis to include painting the bottom of the marquet to match the others and planting new flowers around the large stone areas. An ad is currently running to hire another grounds crew member.

13.) FYI The gas tank by the grounds maintenance compound is in compliance with the EPA. You are allowed to have up to a 500 gallon container without permits etc.

14.) Spoke to Donna Arseneaux account executive for property solutions for Spectrum regarding the (Bulk cable service and right of entry agreement) she is putting together a proposal to include internet with your cable package. This will cost \$14.00 per month per household. This would include many upgrades to your



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cable service as well. The Park will receive a \$87,875.00 sign on bonus if both parties agree. This will be for the remainder of the current contract, 63 months

15.) I have put together a reminder letter to all residents regarding different areas of concern so far as the up keep of their homes, speeding, rec hall rental procedures etc. This is a draft. Please let me know if you would like to add anything.

The office is requesting we charge a \$100.00 fee for the preparation of the estoppel letters requested from title companies on the sale of homes and charge \$100.00 per person for rental and purchase applications. We are also requesting a back ground check be done on all applicants. All other communities charge for these items most are a lot more than \$100.00.

Clarification on Breanna Earley's dismissal, Breanna had been given several verbal warnings and had several written warnings regarding her insubordination, attitude, and tardiness, she clearly was not a team player. I had made every attempt to get her on board to include signing her up for seminars. When I asked how she would cope with the community at full residency she either cried or couldn't be bothered. This decision was totally based on the betterment of Holiday Park and ALL of the residents, not just a select few.



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Next Major Projects:

Bridges

Renovate library and lobby

Replace doors in club house, lobby, rec hall and billiards
entrance restripe parking lot

Continue to replace and update signage through out the park

Continue research on acoustics in the rec room.

Upgrade computer programs and computers office & gate house

Working continually with the Attorney regarding the litigation
with 206 Holiday Park Blvd.

I'd like to thank everyone for their patience through this staffing transition and the technical upgrades in the office!!!. I have an applicant whom I'm working with. She's very experienced and comes highly recommended.

Sincerely,
Sheree



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