

Managers Report 1-25-2019

OFFICE/CLUB HOUSE/ADMIN

All current trustees are registered with the Florida Commission on Ethics and are insured and bonded for \$10,000.00 through FMIT (our insurance company)

All designated signers for the checks are registered with the bank.

We will be receiving a credit from Waste Management in the amount of \$1,053.84, upon research, we discovered we were being charged for a third dumpster which we have never had since February of 2018.

Have submitted a (Claim To Surplus Proceeds Of A Tax Deed Sale) in the amount of \$14,829.10 for the auctioned home on 220 Berry Ct. This was mailed to Scott Ellis Circuit Court Clerk. They have 90 days to respond from the auction sale date on 12/20/19 if we will be able to recoup this amount.

We continue updating resident files and file pro in the computer to get and keep a handle on renters and new resident owner info. We will be doing a complete audit (in house) during the summer months

The storage compound decals for 2020 are in, they are green, white and black. As a reminder when renewing this February, all owners have first preference to the compound storage spaces. We currently have a waiting list of 10 one being a renter.

Commercial Electric will be running all of the electrical wires on the office floor through the closet and up dating all the wiring! The electric may be down for a day, however office staff will be here. The total cost \$1,962.61.

We will then have the carpenter replace the closet doors and repair the drywall in the back where the Managers office is.

Don Washington continues upgrading the sound system in the club house, concert quality!!! We will have Commercial Electric install a few more electrical outlets to eliminate wires hanging all over the place. They will also remove all old and dead wires.

The last day for Joanne Hall 206 Holiday Park Blvd to respond to the court is 1/29/2019. If she does not respond the attorney will file a writ with the clerk of courts it will then be presented to the judge for ruling, once the judge rules on the eviction it will go to the sheriffs dept. A Deputy will serve her with a writ of possession, this is usually served on a Friday giving them 24 hours to vacate. Then on Monday if they are not vacated the locks will be changed on the home and there will be a trespass ordered.

EMPLOYEE/ADMIN

Meeting with a health insurance rep on 1/31/19 to research affordable employee health care, policy renews May 31, 2019.

Lori Lyon Admin Assistant, continues to be an asset to Holiday Park!!! Her probationary 3 months will be over February 5, 2019. I am more than pleased with her performance! I am putting together a proposal to the Board of Trustees for an option of office duties for invoicing/payables. Will present it at the next Board meeting.

Kathy Richardson Admin/Secretary has been amazing through all of the staffing and Board changes. She continues as a 1099 employee. Will address this at the next Board meeting.

Shawn continues to grow in his supervisory position with the grounds crew. He will be attending a few seminars through out the year. This will be advantageous for Holiday Park for his on going career with us!!

Employee evaluations are coming up, will address these accordingly at the next Board meeting.

GROUNDS MAINTENANCE

1.) Commercial Electric replaced the capacitors and overloads in fountain control box. This did not fix the problem. We will now replace the pump and factory equipped wire to the fountain hoping this will fix the problem.

2.) All materials for doors to the club house and rec room have been ordered. Hoping to have the installation done by the end of February. After the doors are installed, we will be painting the lobby and replacing the baseboard in the lobby and HPPOA bulletin board area. Renovation of the library will follow. Any help is appreciated!!

3.) We replaced the posts on the leaning fence around the pool, looks great!!! This was a group effort with maintenance and grounds crew, THANKS GUYS!!

4.) Freehill Asphalt has filled in the holes on the roads through out the park to include the parking lot. We hope to black top everything in the spring/summer, as mentioned previously, I will be applying for a grant for black topping and striping.

5.) Grounds crew continue to clean ditches and clear passages. Lake Drs. Inspected all ponds on 12/24/19, all are fine.

6.) AT&T will be replacing all of the fiber optics through out the park. The spray painted areas show where the underground utilities are. They will be responsible for replacing any sod and repairing any thing they disrupt.

ON GOING PROJECTS/PROSPECTED PROJECTS

Lay pavers in back of the club house for golf cart and install an extended awning

Submit plans to ACC for a pavilion at the rear pond

Install gazebo at the front entrance of the park

Paint over hang addition at the bocci courts

Have all of the fire hydrants painted through out the park (have several calls in to the city of Palm Bay)

Best Regards,

Sheree