

Managers Report 5-10-19

- 1.) **Completed** -The final payment to CDA Solutions, Inc. (doors) will be released pending a few minor adjustments.
- 2.) **Completed** - The 2019 quickbooks program was installed this week. Turn Key bookkeeping services is now using the updated version.
- 3.) **Completed** - All Trustee and District Managers (Statement Of Financial Interests) have been sent to Tallahassee.
- 4.) **Completed** - Port Malabar Holiday Park WebPage has been updated with all current data.
- 5.) **Completed** - Pool deck furniture has been delivered, looks great!!
- 6.) Attached, please find a list of delinquencies for resident taxes for 2018. This is a start, we will be contacting each owner. After first communication, we can determine which properties will be up for tax certificate sales. I will be working closely with Joe Prisco on this.
- 7.) Attached is a list of the severe derelict homes. These are the homes in dire need of repair or (knock down) this is one of the summer projects we will be starting and completing!! We plan to find out where they stand with the County and the City of Palm Bay. At least 2 of these homes have been Quit deeded from the Brevard County to the City of Palm Bay. These homes have been listed with a realtor, I spoke with the realtor and explained that she may sell them however they will not be approved by Port Malabar Holiday Park until they are in compliance with our rules and regulations. Which means the buyer will **not** be able to gain access to the home or the community until they are in compliance re: screen room repairs, carports installed, power washed etc. She said they would be repairing these and asked for a list of repairs. I have tried contacting the town Manager and Deputy Manager for further information. Waiting to hear back from them.

8.) We will also be researching all of the previous delinquencies finding out exactly where they stand with the County and City, whether they have tax certificates, are in foreclosure, or are we able to lien them? etc.

9.) Most of the projects started from my hire date are now completed. Therefore, I now have more time to devote to cleaning up these abandoned homes and try to recoup some of the monies (if any) from several years of back taxes owed.

10.) I have tentatively ordered 25- Holiday Park Blvd. street signs, and 10 -15 mph speed limit signs - totaling \$1,752.00. I would like to order an additional 42 street signs for the whole park - 2,037.00. I'm still negotiating the price to see if we can get some kind of a discount. I would like the Boards approval.

11.) I'm continuing to work with Ms. Jewel, Community Development Administrator on securing State, County and or City grant funds for our community development to achieve better lighting on our roadways throughout the park, finish all sidewalk replacement, bridges for safer and easier access to the clubhouse from the parking area, clean, dredge or rework the storm sewer system. These are a few items which we may qualify for. Ms. Jewel is very resourceful and is very interested in helping our community with these safety issues.

12.) Attached correspondence from attorney re: Hall case. The police were called on 2 separate occasions, 2 little girls were roaming the streets, one naked. On May 6, 2019 the Department of Family Services and the Palm Bay Police Dept. entered the park at 1:41 am. We have not received a police report. To date the children are still there.

13.) Attached is a report for filing dates to all of our reporting agencies.

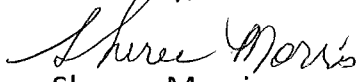
14.) Updated Trustee Handbooks are almost finished, will advise.

15.) Attached Complete packet for special district Trustee candidates and renewals.

Projects pending:

- 1.) **Bocci oyster shell base ordered**, down payment submitted , waiting for their delivery notice
- 2.) **Gazebo ordered**, down payment submitted delivery, delivery 2nd week of October. At this time, we will have a contractor pull the permits with Palm Bay. Gazebo will have to be installed according to code.
- 3.) **Shuffleboard over hall waiting for their schedule**, down payment submitted
- 4.) **Labels printed** for the 2020 budget to residents, waiting for board approval to mail.
- 5.) City of Palm Bay to approve all fire hydrant painting
- 6.) **Install all new street signs** when approved by the Trustees and they are made
- 7.) **Door is installed** and the old single hung door removed. Will be painting the billiard room and ordering chairs (with Trustee approval)
- 8.) **Relocate the iron gate** to the pool, will present to the Board of Trustees
- 9.) Painting the office, (we have the paint, same color)
- 10.) **Audit and update** all resident, vendor, payable, employee, all administrative books and files this summer!!!!

Sincerely,


Sheree Morris

Special District Manager
Port Malabar Holiday Park

Attached:

CMA, Comparative market analysis of District Manager salary throughout the state of Florida by county

I had submitted this to the Board of Trustees in February 2019. At that time, the Board unanimously agreed to re-evaluate my salary on my 1 year anniversary.

I'm quite proud to say that I have become quite familiar with the (Sunshine Law) for the state of Florida over this past year!! If I don't have the answer to your question, I will certainly have it by the end of the work day!! I don't think anyone can possibly know these laws inside and out as they too are constantly changing.!

I'm also very proud to say we have administratively turned this office around! Not quite to where I want, but we've made tremendous progress and continue to do so.

At this time, I am respectfully requesting an adequate pay increase **based on these Florida statistics** to reflect my skills, knowledge, support and dedication to Port Malabar Holiday Park.

Sincerely,



Sheree Morris

Special District Manager