

Managers Report 6-07-19

- 1.) Americana fence installation is complete
- 2.) All street and traffic signs are being installed in house. The grounds crew started installing 6-3-19.
- 3.) The parking lot striping will begin 6-12-19, this will be done in house, Paul Diamond will be over seeing this project
- 4.) Grounds crew will be pressure washing and painting the deck by the front pond.
- 5.) Will follow up on landscaping bids to add more podocarpus to the entrance of the park, and add flowers and landscape in front of the club house
- 6.) FPL continues to replace underground wiring. There is finally light on Borel !! This has been out for several years. F&H contractors (subs for FPL) will continue down the 160 block of HPB.
- 8.) Palm tree trimming will commence middle of July.
- 9.) I met with Nancy Jewell 6-4-19 (grants consultant) for the city of Palm Bay. We discussed our options for applying and receiving grant funds. She has offered her assistance a (nominal fee) with the applications, we will be applying for both state and federal funds. Both state and federal programs will be accepting applications from October 1, 2019 through October 31, 2019. We will be well prepared and will be discussing dollar amounts and issues to be funded, these will be presented to the Board of Trustees well before October.
- 10.) Joanne Hall 206 Holiday Park Blvd. remains in the park. Her house is for sale. I have instructed the Attorney to be sure to place a lien for Attorneys fees and all back taxes owed. The court case goes back in front of the Judge June 25th, 2019.
- 11.) I have contacted 3 concrete companies and will be getting bids to replace the remainder of the sidewalks and possibly widen the sidewalk to the rear pond. I have received one bid so far. These bids will give us an idea of what the cost will be for the whole project. This may be one of the items for

consideration for application for grant money. When the grant is approved, they will post the scope of work in the newspaper and accept bids for interested contractors.

12.) We have the paint for the walls and ceiling for the billiards room, celery green for the walls and white for the ceiling. This will be done in house. When Jamy returns in the fall there will be a new palette for her to decorate around!

13.) We have a position open in the grounds department. James Klassen has resigned. I have hired a temporary grounds worker from manpower for the week of 6-10 through 6-14. The worker has been drug tested and a thorough back ground check has been processed. Hope to finish installing the remainder of the signage through out the park. The striping of the parking lot and reflective painting of the roads will be an on going project (in house)

14.) Budget acceptance letters will be mailed to all residents owners Tuesday 6-11-19. The envelopes are stamped, addressed and ready to be stuffed. These will be mailed USPS after we have the signatures on the resolution and final acceptance from the board of trustees.

I will be having a complete left hip replacement on Tuesday 6-11-19. I just got the final confirmation 6-7-19! Kathy's office hours will be 10am until 3pm. I will be out of the office for a minimal of 2 weeks. The Dr. has said 6 weeks, I heal quickly so I'm quite sure 2 weeks will be adequate. However I will have to wait for the Drs. release. I will be working from home, I have a lap top networked to the office. The invoices for billing will be emailed to me for approval as well as any other issue which may arise. I will be working on the derelict homes as well as finally resolving the Sunbiz issues as I will be able to research these uninterrupted. I will also be working on my preparation for the grant proposals. I will keep the board informed on a daily basis of my progress. I will be using sick time accumulated for the day of surgery and any time I'm not able to be in contact with staff or the board of trustees. I have met with all department supervisors and have instructed them on what the protocol is in case of an accident, emergency etc. 911 of course in the event of an accident,

incident report. Report to Lori she will contact me stat!!! The Board chairman and all of the trustees will be kept well informed.

Sincerely,

Sheree Morris

Special District Manager
Port Malabar Holiday Park