

On June 11, 2019, non- owner resident Rene Morlan of 325 Holiday Park Blvd., tripped in the parking lot at the clubhouse. An incident report was recieved in the Administration office on June 12, 2019 from Rene Morlan and Earl Simmons maintenance staff of Holiday Park.

I contacted Ms. Morlan by phone, as I was out of the office. She stated that she had tripped in the parking lot and Earl Simmons drove her to her residence at 325 HPB. She immediately drove herself to the emergency room where she received three stitches in her hand and an x-ray of her ankle. She was refered to an Orthopedic Doctor.

I spoke with Ms Morlan several times. She claimed she will be having surgery and a pin may be placed in her ankle. She was very concerned about her co- payments for the ER visit and co- payments to the Orthopedic Doctor. She said she had purchased a wheelchair on-line for \$100.00. She said her Doctor co- payments were \$20.00 per visit. She said all she wanted was some assistance with the cost of the wheelchair and the medical co- payments. A sum of \$500.00 was mentioned by Ms. Morlan and myself. She was very pleased to have some assistance with these expenses.

I spoke with several Trustees regarding our conversation and it was decided to contact the attorney and draw up a letter reflecting this agreement. The attorney drew up an agreement. Ms. Morlan was coming to the office to sign the agreement and receive a check for \$500.00. Before the agreement was signed, a special meeting with the Board of Trustees was scheduled for the following week to discuss the incident.

After contacting Ms. Morlan , she declined signing the agreement. All of the reports and pictures of the incident have been sent to the Holiday Park Insurance company for their review.

## Administration/Building

The billiards walls and ceiling have been painted. We will address the lighting the week of July 22. The chairs and other possible furnishings will be addressed when Jamie Welch returns to the park.

All of the fire equipment, fire extinguishers, kitchen equipment, emergency back up lighting and building security alarm system have all been inspected and are up to code.

The pavers/border to finish the front of the building to the right side have been purchased and will be installed.

I have contacted Mathew Smith (Procurement Agent One) with the Palm Bay Public Works Dept. regarding the agreement for disaster debris management and removal services. Palm Bay has been working with two different vendors, one of these did not renew their contract, however, they will continue to use the second vendor. I have contacted this vendor directly, Michelle Kentula (Contracts Administrator) with Ceres. Attached, please find previous contracts and the current proposed contract effective through May 2020.

The DMV and SunBiz issue has been resolved! Although we didn't have to be affiliated or registered with SunBiz, DMV wouldn't allow Holiday Park to register vehicles, trailers etc. without the signature of a member from HPPOA. Holiday Park now has a customer number. This will enable the representative from the park to sign titles etc. SunBiz wasn't the issue, it was DMV not knowing what procedures to follow for an Independent Special District! I will be going to DMV to change the titles on all vehicles and vessels owned by the park, these of course will be titled and registered to Port Malabar Holiday Park.

After numerous hours of research and phone calls to the County and City of Palm Bay, two representatives from the City of Palm Bay, Lisa Morrell Town Manager and Andy Anderson, Economic Divisions Developer will be meeting with Jack Emerich and myself on Wednesday July 24th @ 9am to tour Holiday Park. The County had quit claimed two homes to the City of Palm Bay several months ago. These homes are 220 Blossom and 171 Holiday Park Blvd. They want to see these homes as well as the other derelict homes in the park. We will be discussing the disposition of these as well as the status of the homes they currently own.

I went on line to research possible membership to FASD (Florida Association of Special Districts) [fasd.com](http://fasd.com). The organization is very informative regarding Special District communities and the Sunshine laws. This may be something the Trustees may want to research Holiday Park joining.

When researching the Grant application for the FRDAP Grant Program, we discovered the grant money had been allocated to the victims from hurricane Michael in the panhandle. We will continue to research other possible grant options

We will be purchasing a replacement basketball hoop to be installed in the parking lot at the recreation building.

The brackets for the new street sign replacement are in. We will continue replacing street and traffic signs.

Alpine Tree Service has begun palm tree trimming throughout the park. They will be trimming the tall pine trees in the orchard as well.

There has been an unusual amount of raccoons around the Cheswick area. They are getting food from one of the restaurant dumpsters in the plaza. The grounds crew put wood along the bottom of the fence in hopes that it may deter them. We will continue to monitor the area.

We have a new Lake Doctor biologist. Austin inspected all three ponds, he treated all ponds all look good, he will treat the outer areas next month.

New handrail covers were installed at the pool

Homes that have been unattended for an unusual length of time or there is any suspicion of vermin will be required to have the home professionally treated before application for tear down or sale is approved.

One of the ferris lawn mowers was in the repair shop for 4 days

waiting for a replacement part. I spoke to the tech at Causeway Mowers, he said that was normal wear and tear replacement cost \$68.50. All equipment is functioning and being maintained on a daily/weekly basis.

We have hired two temporary grounds crew workers through Labor Finders as we have had a grounds crew member out sick and have not replaced the permanent employee that resigned. The grounds crew should be right on schedule this week.

I am so very happy to announce Dr. Perry has released me to return to the office (although somewhat limited hours). I will be back in the office as of 7-22-19.

I would like to thank the Board of Trustees and the entire Holiday Park community for all of your patience, understanding and well wishes during my recent recovery from my surgery. I truly love this community and will continue to maintain the parks beauty and integrity.

Sincerely,

Sheree Morris

District Manager

July 19, 2019

District Managers (phone log and emails, does not include text messages)

June 11, 2019 to June 14, 2019

Surgery on June 11, 2019 applied 4 accumulated sick days

June 11, 2019 (Tuesday) an incident occurred in the parking lot of the club house. Incident reports were submitted.

Received 13 e-mails

June 12, 2019 (Wednesday)

Received 11 e-mails

A/C inspection complete with the city of Palm Bay and Platts

June 13, 2019 (Thursday)

Received 4 e-mails, 14 phone calls

June 14, 2019 (Friday)

Received 5 e-mails, 11 phone calls

AT&T solicitors in the park. Received a call, Jack followed up and told them there was no soliciting allowed in Port Malabar Holiday Park.

June 16, 2019 (Sunday)

Received 13 phone calls

June 17, 2019 (Monday)

Received 13 e-mails, 29 phone calls

June 18, 2019 (Tuesday)

Received 10 e-mails, 19 phone calls

June 19, 2019 (Wednesday)

Received 18 e-mails, 19 phone calls

June 20, 2019 (Thursday)

Received 15 e-mails, 23 phone calls

June 21, 2019 (Friday)

Received 8 e-mails, 18 phone calls

June 22 & 23, 2019 (Saturday & Sunday)

Received 5 e-mails, 15 phone calls

June 24, 2019 (Monday)

Received 10 e-mails, 19 phone calls

June 25, 2019 (Tuesday)

Received 7 e-mails, 14 phone calls

June 26, 2019 (Wednesday)

Received 13 e-mails, 24 phone calls

June 27, 2019 (Thursday)

Received 10 e-mails, 15 phone calls

June 28, 2019 (Friday)

Received 13 e-mails, 18 phone calls

June 29 & 30, 2019 Saturday & Sunday)

Received 5 e-mails, 13 phone calls

July 1, 2019 (Monday)

**Received 18 e-mails, 28 phone calls**

**July 2, 2019 (Tuesday)**

**Received 17 e-mails, 30 phone calls**

**July 3, 2019 (Wednesday)**

**Received 5 e-mails, 17 phone calls**

**July 5, 2019 (Friday)**

**Received 14 e-mails**

**July 6, 2019**

**I will have the remainder of my phone call log in the next Managers Report. I was unable to access July 4th to date from Verizon.**