



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

District Managers Summary:

01/10/2020

Port Malabar Holiday Park Board of Trustees:

The library renovations will be completed the week-end of the 11th & 12th of this month. The next step is purchasing a puzzle table, chairs for the counter and seating. We will be researching window treatments as well.

The engineer drawings for the gazebo were completed on January 6th and is now in production. The proposed delivery date is February 4. Amish Country will pick up the old gazebo at this time.

I have ordered 7 new delineator posts for the entrance to the park at the gate house. They will be delivered on Monday January 13. We will install these in house. The cost \$343.00.



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Alpine Appliance repair replaced the fan motor in the freezer and inspected the refrigerator, both are working great. Owens Company will be here next week to inspect the dishwasher.

I am currently getting quotes on all capital expenditures. I so far have received bids for the pool deck and will continue with roads, sidewalks, drainage storm sewer system etc.

Lori has compiled and forwarded the information to the auditor as requested by the firm.

Please note that the club house parking lot is parking for events only. Residents may park a vehicle for 48 hours. If there is an extenuating circumstance and you need an extra day or 2, please see management.

Storage compound decals will expire in February 2020. You must bring your item from the storage compound to the office building with a current registration to get your new



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decal. Myself and Lou are inspecting the compound on a weekly basis.

Seasonal rental time is here, please be sure your tenant checks in with the office staff. They will have to fill out an application and pay the application fee as well as having the home inspected. Your tenant will not be given a pass or vehicle decal if they do not report to the office.

Expired owner decals will be removed after January 17 so please come to the office for your new decal Monday thru Friday between 10am and 2pm. If you cannot make it in this time frame you may call the office to set an appointment.

Please DO NOT feed the wildlife in the park!! It is illegal. There have been reports of rabid cats in the vicinity.

Best Wishes for a Safe, Healthy and Happy New Year!

Sincerely,
Sheree Morris
District Manager