

April 3, 2020

Port Malabar Holiday Park Board of Trustees:

Per order of Governor DeSantis, a mandatory stay at home order until April 30<sup>th</sup> was announced Wednesday April 1st, effective 12am Friday April 3<sup>rd</sup>.

The Holiday Park staff will be following these orders effective Friday, April 3<sup>rd</sup>. Earl with the maintenance staff will report for work Friday @ 2:30pm until 7:30pm. He will clean all restrooms, rec hall, lobby all of the interior of the building.

Starting Saturday April 4<sup>th</sup> one maintenance staff will begin reporting to work for 3 hours per day, 7 days per week. They will be cleaning and maintaining the pools, checking the timers on all lighting in and around the building and irrigation, checking all gates and locks around the building, A/C units and thermostats. We will revisit this schedule at the end of the first week and make any necessary adjustments there-after.

These are all essential duties and will need to be maintained during the next 30 days.

Dewayne with the grounds will be reporting to work Monday, Wednesday, and Friday from 8am until 11am, he will be filling both ponds to prevent any disruption with the fountains, watering all of the landscape beds, checking the park for any debris ie: palm fronds. We will revisit this schedule at the end of the first week and make any necessary adjustments there-after. These are essential duties that will be needing attention over the next 30 days.

US Lawns will be here Monday April 6<sup>th</sup> they will be edging, weed whacking, gathering leaves and concentrating on all of the ditches, they will not be mowing this week. The grass is brown due to lack of rain and this will further promote deterioration.

Admin staff will report in on an as needed basis. District Manager will report in to the office on a daily basis to inspect and oversee all operations in the building, pools and all common areas. All mail will be delivered to the gate house where I will be picking up daily as well. I will be coding invoices and answering any correspondence. We will prepare all payables on the same time schedule. Lori and myself will be writing the checks, I will contact the signing Trustees when the payables are ready to be signed. I will be here to answer any questions and assist in all areas.

The gate house staff will resume their regular schedules. We are trying to figure out how to go paperless. For now we are still issuing day passes only.

Club House:

Ice machine unplugged and thoroughly cleaned

All propane gas valves are shut off

A/C thermostats are set at 78 degrees

All lighting timers (inside and out) have been adjusted to save on electricity as there is no one in the club house. The parking lot and path lights will remain on the same schedule.

Both pool heaters are shut off

It was my intent to try to do some more in-depth cleaning and general building beautification, however we are following and adhering to the Governors instructions to the letter.

Hoping everyone stays healthy and safe!

Best Regards,  
Sheree Morris  
District Manager  
Port Malabar Holiday Park