



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

April 23, 2021

Holiday Park Board of Trustees:

ADMINISTRATION:

- 1.) As of May 1st 2021 the pool and rec building will be open from 8:30am until 9:00pm 7days a week, Sunday through Monday. Derrick Presley will be joining our team as a fulltime maintenance/grounds staff. Derrick has been with Holiday Park since 2006. He was first laid off by Jody in 2016, then hired back on the lawn crew in 2018. The lawn maintenance was out-sourced and he was laid off again in 2019 then hired back as a part time maintenance staff in 2020. With Jose, Earl and Derrick, I am confident we have a strong cohesive maintenance/janitorial team to help with transitioning to opening up our building and future activities. We will be implementing a daily work sheet to be submitted by maintenance staff daily (see attached schedule & work sheet



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

- 2.) We will be interviewing Admin. clerical assistant/secretary applicants this week. We have received ample resumes for the position and am confident we will find the right fit for our needs.
- 3.) We have received over 500 census forms back from residents, we are entering the data into the Holiday Park file pro, and the hard copies filed in the resident hard folders. Thank you to the committee for all the hours spent on organizing and mailing these forms.
- 4.) The claim of liens have been filed for the power washing invoices owed to the park, also the Affidavit in Support of Summary Judgement has been filed for 447 HPB. (See attachments in your mailboxes)
- 5.) Lloyd Glasser 244 HPB continues submitting his progress letters (still progressing) these have been forwarded to the attorney.
- 6.) 220 Charm court skirting has been sealed, there have been many many cats living under the home for several years. To date we have trapped several cats, Cummings Pest Control we will begin trapping



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

more on Tuesday April 27th. We hope to trap the remainder of the cats and relocate them to a farm in Malabar.

- 7.) All of the streets in the park have been professional street swept. The Park has purchased a striping machine, we will begin striping all of the cross bars on the roadways Tuesday April, 27th the striping will be done in house. (see attachment in your mail boxes)
- 8.) The concrete in the retention area in the parking lot is being stacked in the back to help with the drainage, we will be dumping the oyster shells left over from the bocce courts in this area to help with the percolation. Big thanks to Mark Bodoh!
- 9.) The bocce court construction is scheduled to begin on Monday May 3rd. Sports surfaces had two crews go into quarantine. Will keep all updated.
- 10.) The nine Palm Bay owned homes will be going on the market next week, the purchase addendum is your mailboxes. Please read and give your ideas on any changes or additions.



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

- 11.) I met with the representative from Buffalo Bill LLC re: 441 HPB & 1183 Greenview. They will be removing these homes and installing new ones. They are working on a lead time.
- 12.) I have been working very closely with Terry Steimer with the replacement of the sidewalks. We're hoping to begin the project after the next regular Board meeting.
- 13.) The light grey material to cover the sound panels in the card room is here. We will begin recovering them the first week of May.
- 14.) Please see the report from the Palm Bay Police roadside speed reader.

15.)

**PLEASE REMEMBER YOU MUST WEAR YOUR MASK
WHEN ENTERING THE RECREATION/OFFICE BUILDING
AT ALL TIMES!!**

Respectfully,

Sheree Morris
Special District Manager
Port Malabar Holiday Park



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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