



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

July 20, 2022

Port Malabar Holiday Park Trustees: Manager's Report

Overview

1) Safety and Security:

- Please be informed, due to recent concerns regarding pool conduct and violations, the District Manager has moved forward with acquiring proposals for implementation of a “key fob” audit system.

The fob system will provide an effective on point audit of residents entering and exiting the amenity. The key fob is roughly the size of a quarter that can easily attach onto a keychain. A simple swipe of the fob across a gate-scanner will allow a resident access into the amenity while simultaneously sending data to software stored on the manager's computer. The data is the residents name, address, the time, and date of entry.

In theory, this implement may function as a deterrent toward callous behavior at the pool area and hold residents and guests accountable for any egregious violations. I have thus far been in contact with six vendors discussing ideas and quotes. In progress.

- Under no circumstance are threats and intimidation a viable option to enforce Holiday Park rules and regulations. This statement serves both residents and Holiday Park staff. If any resident wishes to share a complaint or concern, please feel free to contact the District Manager at your convenience.



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- Camera systems: We are currently using a 16-channel camera system that covers surveillance on the recreation building's interior and exterior. I will be collaborating with Supervisor Jose within the following few weeks to survey camera performance, and if upgrades are necessary.

The main-gate camera system needs an update from its current specs. The existing setup does not allow for accurate frame capture of license plates, which does not provide the kind of security that should be absolute at the gate. I have spoken with two vendors to provide recommendations and proposals. A third vendor will be contacted for an additional proposal.

- I will be speaking directly with gate supervisor Derrick Pressley in regard to traffic safety, as concerns have been raised by residents about staff walking into the far lane to retrieve identification at the risk of a near lane bump from an exiting vehicle. We might be able to mitigate this potential issue using a "decal fob", which works in the same way as a key fob access. A scanner at the gate would capture the decal and send data to the gate computer for identification.

As an alternative we can install a two-way speaker stanchion at the gate median so that guests or contractors can communicate directly with the gate employee. This is still being researched and will require vendor recommendations.

2) Green space and common:

- After recent inspection and assessments of the green space commons, it is my determination that we have fallen behind in green space maintenance. The delays have led to areas experiencing overgrowth and potential drain blockage.

Moving forward, I have reached out to our hiring vendors to provide us immediate part time help to assist the staff. Once additional labor is available a plan of action will commence to crunch critical hot points and get us back to sustainable preventative maintenance.



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- The CVS- East length of the wall needs to be pressure washed and sprayed with a coat of primer and paint.
ETA - Because of the length and workload this would entail, I recommend we take on this endeavor in the fall where cooler temperatures will prevail and provide proper curing of paint applications. Additional labor will be procured to expedite the project and bring us back up to speed.
- Front pond dock overlook: The fencing needs to have additional pickets installed on the east portion of the perimeter. Due to the safety hazard this presents, we will close off this portion of the perimeter until it's fully addressed. In progress.
- "Lake Doctors" arrived on July 20, 2022, to answer the service request submitted last Monday for the back-pond fountain blockage. The fountain is now working as intended.

3) Gate and main building operations:

- To increase the overall gate aesthetic and provide positive first impressions for guests or buyers coming in, I have engaged with Derreck Pressley, our gate supervisor about wearing clean and neat uniforms that reflect the expectations of Holiday Park.
Although there are existing uniforms, we need to ensure they are comfortable and practical in fit, while showing off the Holiday Park logo. I will follow up with an update in the next meeting.
- Moving forward I will be holding weekly Gate and Building staff meetings to go over priority work orders, training, and expectations.
Landscaping meetings will be held multiple times a week due to the volume of work covering the entirety of Holiday Park.
- Within the next few weeks, I am going to review the existing internet and virtual hardware setups currently utilized for meetings and events. I want to ensure we have optimized streaming potential and hard connections to prevent stream delays and connection loss.



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- We have recently interviewed three candidates to take over office administration duties from Lori Lyon who is stepping down. We expect to have someone in place before the 25th of July. An update will be provided once the position is filled, and training commences.

Special thanks to Lori, Kathy and Carol who have provided me nothing short of stellar patience and instruction while transitioning me into the role as the Park's District Manager. Thank you kindly!

Best Regards,

Miguel Garcia Jr
Special District Manager
Port Malabar Holiday Park



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