



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

November 11th, 2022

Port Malabar Holiday Park Trustees:
Manager's Report

Overview

1. Post tropical storm/hurricane report:

- On November 11th, 2022, the District Manager surveyed Holiday Park after Hurricane/Tropical Storm-Nicole.

No severe damage was discovered with any of the mobile homes at the time of inspection. There are a number of areas on both the green-commons and residential lots with fallen branches, tree limbs and proms.

A few homes were found to have some skirting missing, and other homes with slats of siding, flashing and gutters fallen to the ground.

- The park infrastructure did not seem to be impacted from the storm as far as I could tell.
- The front gate shack and Recreation Hall showed no signs of damage. Likewise, the pool and amenity areas were unaffected by the storm.
- There are still a handful of brush and debris piles left over from Hurricane Ian that have not been picked up by Republic Services. The district office reached out to Republic on November 11th, 2022, for an update. Republic indicated service pickup will not commence until Saturday, November 12th. Over the past few weeks, we have made internal efforts to remove some of these piles, however, at this time our compound greens container is full, and we are unable to remove additional piles. We are asking all residents to continue to put in calls to Republic to help expedite the pile removal.

2. Safety and Security:

- Front entrance lighting issues: A sub-contractor for FPL reported that the four main light poles entering the park has an underground short that needs to be repaired. A ticket was created by the vendor, but the tech indicated that service may be delayed due to the tropical storm. Still in progress.
- The fallen streetlight located on Mystic Blvd that was pulled out by Republic Services has been removed and its power capped for safety. An additional streetlight located on Borel Cir. that came down during hurricane Nicole, has also been removed and its power capped. FPL will address the streetlight on Borel Cir. on Friday, November 11th, 2022. FPL indicated that both streetlamps will be replaced in the near future. In progress.
- CDA solutions (vendor) has been called to service an issue with the gate exit arm. (Issue resolved Friday, 11/11/2022).



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- Alpine Tree Services were called to remove, and stump grind a storm related tree on the common grounds off Blossom. Residents should stay clear of this tree as it is ready to fall over; safety cones will be dropped around the area to indicate caution and danger. (This was addressed by Alpine on Saturday, 11/12/2022)

3. Neighbors Helping Neighbors Committee:

- I understand there used to be a subgroup called “**Neighbors helping Neighbors**”, it was a group designed to assist folks in the park who by medical or financial reasons were unable to address some tasks around their property. I am looking for residents who wish to reinitialize this program and help residents around the park. This might include some light weeding, pruning, pressure washing, or as simple as changing a light bulb.
- **Neighbors helping Neighbors** should not be misinterpreted to be a perpetual contract with residents to provide regular maintenance services. **Neighbors helping Neighbors** are residents using their free time to provide a one- or two-time work detail, (task dependent) to help some ailing residents in addressing open tasks around their property. Residents should be reminded however, that ultimately, they are responsible in either hiring outside services, or finding an alternative solution to address their lot responsibilities if they’re medically or financially unable to do so.
- The park will not be able to compensate residents monetarily, however, we might be able to provide a bi-monthly (to be determined) breakfast or lunch-in for those who have made extraordinary efforts in spending their free time in helping. Ultimately, **Neighbors helping Neighbors** is a **Committee** that can cultivate community participation and a small measure of social engagement. Those who wish to be a part of **Neighbors helping Neighbors Committee** should reach out to the District Office for more information.

4. Hurricane Emergency:

- During a hurricane category 1-5, it is in the District Offices best interest to keep workers home until we are clear of danger. Obviously, this includes the guard shack, which I understand has been a topic of concern as residents feel a sense urgency without someone manning the gate.
An idea was presented to me recently by a Trustee, whereby some residents, by their will, man the guard shack for a period of time, per their discretion. The District Office is in no position to request or suggest that a resident put themselves in harm’s way during a hurricane event. This act is at your will, and the understanding of the risk of harm that can present itself by your choice. If you desire to step forward, and man the guard shack during a hurricane event, you will do so without the support of the district, and you must sign a Waiver and Release of Liability for injury, death, or damages. This is non-negotiable, until presented otherwise.

5. Main Recreation Hall and New Hires:

- Pool Heaters: Three vendors submitted their proposals for replacing the existing pool heaters. Pinch A Penny Pool, Brevard Pool, and Pool Doctor. A decision will be made once we receive additional information to share during the following district meeting.



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- Please be informed that we currently have three new hires to Holiday Park. John Ruiz is now the new full-time evening gate attendant. John will be working Thursday thru Sunday, 2:00PM-10:00PM, his remaining eight-hour shift will be on Wednesday mornings working grounds.

Robert Peterson will be working full-time on grounds, Monday thru Friday, 7:00AM – 4:00PM. Robert comes with years of experience working in both lawncare and building maintenance. Robert will also receive cross training between the guard shack and Rec Hall.

Toni-Ane Garland will be working clerical, focusing on ACC processing and office administration. Toni-Ane has previous experience working in teaching during her time in NY, and is familiar with computer applications, which will complement the office's data migration upgrade coming at the start of the New Year.

All three employees are direct hires and not part of a staffing agency. All three employees have been notified that health insurance is not currently available at this time.

Maiya Wells, our Office Administrator, was officially flipped over from Manpower staffing to Holiday Park full-time status, on Friday, November 11, 2022. Our overnight Gate Attendant, Bennie Holt is also coming close to his three-month probationary evaluation, whereas the District can flip him from staffing and into Holiday Park employment. These recent events have increased our full-time employment status within Holiday Park and opened the door for discussion on reimplementation of health insurance for park employees.

6. Streamline and Website:

- I believe Holiday Park would be better suited to stay with Inmotion Hosting and hire a W njob designer, with our IT support to fully evolve our website. Holiday Park's website should be interactive, but simple enough to operate for those who are not technically adept. We should be able to merge property management software and the website together, so that residents can freely update their contact information, write a complaint form electronically, or receive automatic broadcast alerts when park emergencies occur.

This Thursday, I will be meeting with our IT representative to go over our software data migration and rebuilding our website with proper UI and UX applications.

UI stands for user interface, meaning all the aesthetic controls on a website, i.e., screen, toggles, buttons, icons. The UX refers to the user experience which covers visual impressions, subject matter, interactions, and presentation.



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7. Pets and protocols:

- Please be advised that service dogs and ESA dogs are allowed on the premises of Holiday Park, to include, the amenity areas of the Recreation Hall. Under no circumstance, should anyone, regardless of title, or residency, publicly challenge these individuals as breaking the rules and regulations as it pertains to the Special District. These circumstances are covered under FHA laws as “reasonable accommodations”.

The district reserves the right however, to request the owner of either the service or ESA animal to leave the premises, if it is clearly determined, that the owners service animal’s behavior is overly aggressive and posing an immediate danger to nearby people.

- Residents please be informed that all domestic cats must stay indoors and should not to be allowed outside. Additionally, I have evidence that some residents are providing shelter for stray cats under their mobile homes, please be notified you are in direct violation of the park’s rules, and the park’s attorney will be notified.
- All dogs are to be leashed when leaving the confines of your home. Under no circumstance should your dog be off his/her leash.
- All residents must curb their dog. It would be a waste of expense if the district needed to add common green area cameras to catch violators.

Best Regards,

Miguel Garcia Jr.

Special District Property Manager