



# PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

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December 12, 2022

Port Malabar Holiday Park Trustees:  
Manager's Report

## 1. Safety and Security:

- Front entrance lighting issues: Still in progress. We have yet to see FPL make repairs to the front entrance lighting. FPL continually tells us we're scheduled for service within a 21-day period outside of tropical/hurricane event. This work order has been delayed for more than six weeks due to the multiple tropical storms that came through the state the last few months. Still in progress.
- The streetlight on Borel CT has been removed by FPL. The wiring is capped and secured.
- The vendor CDA solutions was called to address both the gate-exit arm and recreation hall handicap door work orders. CDA arrived on Monday, December 12<sup>th</sup>, and repaired the handicap door; however, they also damaged the ceiling tiles and drop ceiling, which caused the exit sign to sag and expose the electrical box. The District immediately reached out to the CDA Manager who stated they would have a contractor at the recreation hall within a few days.  
It was also determined by the CDA technicians that a lawn service member must have clipped the service line for the exit gate apparatus which runs just below the grass line. All billing repairs will be forwarded to Flawless Lawncare or the Park will put a claim in to their COI (Certificate of Insurance).
- The District office has received reports of illegal fishing and refuge dumping into the pond. Please do not throw stones, concrete debris into the pond. The pond is also not a fishing hole for residents to use. Any residents caught breaking these rules will receive a letter from the Park's attorney, with possible fines.
- Holiday Park Marquee: Kendall Signs came to the park on December 9<sup>th</sup> to inspect some issues regarding pixel and/or lighting issues with the current Marquee. It was determined by the vendor that there were no issues to be found, and if so, then likely due to power fluctuations during the recent tropical storms.  
Additionally, I requested that Kendall Signs provide Holiday Park a rough estimate on installing a smaller Marquee at the Recreation Hall entrance. A Marquee at the Recreation Hall entrance would provide us a second "blast announcement" on current events within Holiday Park, while also providing emergency announcements. This would replace the old sign currently stationed at the Rec Hall access driveway, nearest the flagpole.
- To help in speeding up the process of handing out the "About Us" books, it has been suggested by Trustee David Curtis, to hand them out at the guard shack while residents arrive to the park. Residents arriving at the entrance gate will be asked if they have an "About Us" book, if not, residents will then be provided a book copy, that they will sign off on so that we can track progress and update our records. Time will be allocated to Park staff to begin handing out the books, hopefully by next week.



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## 2. Neighbors Helping Neighbors Committee:

- Reminder: This program is still active and looking for volunteers who wish to assist their neighbors with open violations they're unable to address due to medical constraints. If you're interested in the Neighbors Helping Neighbors committee, please see the District Manager. Thank you.

## 3. Main Recreation Hall, Landscape and New Hires:

- Pool Heaters: Pool Doctor is scheduled to provide installation of both pool heaters before the end of the week. A tentative installation date has been scheduled for Thursday, December 12<sup>th</sup>. According to Pool Doctor installation should take no longer than 3-4 hours.  
We have not received a schedule for the pool resurfacing yet, as there are delays waiting on the permit status with the City of Palm Bay.
- Please be informed that Kathy Richardson has submitted her letter of resignation. Kathy indicated she wanted to spend more time with family, travelling and working on her business. We thank Kathy for all her efforts facilitating the operations of the District Office and being a positive influence on those around her. She will be sorely missed, but we wish her the best!  
In place of Kathy, I asked our ACC Clerical Assistant, Toni-Ane to move into Kathy's position. Toni-Ane has accepted and will be receiving additional training to assist in her new role as the Special District Clerical Assistant.  
We are actively seeking a new ACC Clerical Assistant and hope to fill the position within the following week.
- Mark Rivera from Grounds is no longer employed with Holiday Park. In place of Mr. Rivera, we have a new hire in Mr. Isaac Barlow, who will fill in for the vacant grounds position. Mr. Barlow will also receive additional cross training for custodial.
- Kitchen update: Vendor -Brevard Power and Electric stopped by on Friday, December 9<sup>th</sup> to inspect the electrical setup in our kitchen and provide a safe fix for Holiday Park. The district received Brevard Electricals quote this morning. For replacing the electrical panel and adding five dedicated circuits (GFI) would cost the Park \$5200.00. The District is still waiting on quotes from Eau Galle Electric and two additional vendors that were reached out to last week. Still in progress.
- The District Office has reached out to Landscape Designs to assist in providing garden templates for our front entrance, Recreation Hall, and amenity areas. We are looking to improve the overall visual impressions of our high traffic areas and beautify the park. A meeting with the vendor is to be scheduled within the following week.
- Alpine Tree Services has been called to trim and clean the row of Podocarpus bushes right outside the front gate to the CVS wall. Alpine is scheduled to provide service within the week.
- The vendor "Craig's Carts" will be replacing the batteries for the District Manager golf cart. The unit will be tested and expected to fully operate as intended. UPDATE: The vendor informed us earlier this



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afternoon that the cart is ready to be picked up and run. Will be tested in the morning.

We also have a John Deere Gator utility vehicle that is currently being inspected by an outside vendor, as the unit has recently broken down. We hope to have this unit repaired and back in the park by next week. Still in progress.

#### 4. Pet protocols: (Posted for the remaining of the year)

- 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’s clearly determined, that the animal’s behavior is overly aggressive and posing an immediate danger to nearby people.

- All dogs are to be leashed when leaving the confines of your home. Under no circumstance should your dog be off his/her leash.

#### 5. District Manager Appointments:

- Please be advised that I have provided a static weekly appointment schedule for residents wishing to speak with the District Manager on pressing or concerning issues. A meeting window of 15-20 minutes will be allocated for each appointment. The schedules are as follows:

Tuesdays 2:00 PM to 3:00 PM  
Wednesdays 12:00 PM to 3:00 PM  
Fridays 1:00 PM to 2:00 PM

Please be advised to schedule accordingly as showing up to the time slot may already be occupied by other residents. So please call or come to the Rec Hall window and make a request in advance.

Best Regards,

*Miguel Garcia Jr.*

Special District Property Manager