



# PORT MALABAR HOLIDAY PARK

## MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE  
Palm Bay, Florida 32907-2196  
Office: 321-724-2240

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February 13<sup>th</sup>, 2023

Port Malabar Holiday Park Trustees:  
Manager's Report

### 1. Safety and Security:

- Front entrance lighting issues: UPDATE: Power to the street entrance lights is now working as intended. The FPL crew repaired the issue back in January. The outage was due to an underground power source that was likely cut during excavation for the drainage pipe near the front pond.
- Eau Galli electric is scheduled to investigate an electrical issue that has caused our front entrance island lights to be out of service. Eau Galli is scheduled to come to Holiday Park on Friday, February 17, 2023.
- The district will be looking into installing an audio recorder system at the front gate when traffic pulls up to the stop sign. The intention of the system is to ensure security is being monitored for both the employees and residents of Holiday Park. If the system is cost-effective, then we can provide the installation in-house. An additional sign will be created to alert guests and residents that gate access will be monitored visually and audibly for security reasons.  
Alternatively, the District may include this installation as part of the broader guard shack bar-code upgrade that I brought up in July of 2022; this is in reference to the barcode system that would replace the existing vehicle decals. An update will be provided at the next District meeting.
- Starting in March we will begin the process of asking new contractors coming into the Park, to stop by the recreation hall to sign up. This will assist the District in vetting work that has not been approved by either the ACC board and/or the City of Palm Bay. Once their paperwork has been vetted the contractor will be provided with a laminated work pass to show the guard shack attendant. Once work has been completed the pass is to be returned to either the district office and/or guard shack. The park will not stop or impede first responders, or emergency vehicles. State, city, and county inspectors and agencies will not be required to hold a pass but will need to show their government/state identification to gain access to the Park. UPS, USPS, and the like, as well as Republic sanitation services, will identify themselves at the front gate before entry.

### 2. Main Recreation Hall and equipment:

- Pool Heaters: The electrical junction serving both pool heaters tripped and burned out several weeks ago. The District called Eau Galli electric came within a service day and replaced the electrical box. According to Eau Galli, the cause of the event may be related to an overloaded circuit at the breaker or a manufacturing fault within one of the heaters. To that end, we called our warranty and a service tech



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from WYSE Choice Air-conditioning came to investigate.

Due to the warm water pool being resurfaced, the tech was unable to accurately diagnose the issue without the heaters running to full capacity, however, they were able to test the critical components of the heater i.e., compressor, capacitor, sensor, and found no faults. Once the warm water pool is up and running, they will return for additional inspections. In progress.

- Earlier this morning (2/23/2023) the custodial supervisor informed me that the main control board for the warm water pool pump burned out. This will obviously delay the pool from being opened tomorrow, or potentially later in the week. We have reached out to both Brevard Pool and Pool Doctor to provide us with a board replacement ASAP, provided the price is reasonable and warranted. In progress.
- (PREVIOUS MINUTES REPORT) Pool Doctor informed me that they will commence the resurfacing project on January 23<sup>rd</sup>, 2023. They will begin resurfacing with the warm water pool first. The pool Doctor indicated that residents may still be able to use the other half of the pool amenity while working. That said, the District will play this by ear, and if circumstances change, we will shut down the amenity for safety until the project is complete. The estimated time of completion is approximately 3-4 weeks, although I will confirm this before the start date.

**UPDATE:** At the request of the District Manager, The Pool Doctor will provide a secondary handrail for the cold-water pool. Additionally, the base of the cold-water pool landing will be raised to shorten the drop from the last step of entry. Due to Florida code, an additional constructed step cannot be added because all step dimensions must be equal. Adding an additional step would require reconstructing the entire access point and significantly increasing the cost of this project.

The District Manager also requested the replacement of faded or damaged depth markers for the warm water pool. The Pool Doctor also provided a quote for the replacement of the pool lights with LED, however, the price of \$1000.00 per light is too steep to accept at this time.

The pool update continued...

**CURRENT ISSUES:**

a) the existing blue tiling circling both the inside and outside of the pool are an outdated color scheme. The contractor stated they had enough tiles to address the whole inside of both pools, however, they would not have enough tiles to satisfy the exterior tiles. The vendor recommended replacing the outside tiles with a few layers of stucco.

The District Manager then contacted the board of trustees(individually) and informed them of the issue. A decision was made to leave the outside portion of the tiles intact and focus on repairing the inside tiles where there is a greater chance of liability and injury. The outside ring of tiles will be revisited at a later date.



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**b) ETA concerns.** As stated by the District Manager in the previous district report, the vendor indicated a 3-to-4-week completion of the project. Currently, we're in the 4<sup>th</sup> week of operation. I am confident that the operation can be resolved within the following 7 or 8 business days. That said, we may be able to allow access to the warm-water pool within the following few days or weeks while the cold-water pool is being worked on. We will make an announcement once we feel the pool area is secure enough to allow traffic.

- Eau Galli electric added neutral poles to eight circuits in the Recreation Hall kitchen. All the outlets in the kitchen are now installed with ground fault interrupters (GFI). No issues have come up since installation.
  - Kitchen Renovation update: HGI Architecture and Innovations, as well as East Coast Renovations, visited Holiday Park and had a chance to survey the Kitchen project. HGI walked with both the District Manager and Chairwoman Carol Summers, along with Jose Rivera our Custodial supervisor. HGI was given blueprints of the kitchen plan to assess the project, and later provide the Park with a "short form agreement" for their services.  
The form has been received and will be reviewed once we have three more service contract proposals in place.  
East Coast Construction is not an Architectural firm, however, they provided an inspection of the kitchen layout to prepare a rough estimate.
  - The District golf cart is now working as intended. Craig's carts replaced the faulty emergency brake system on Wednesday, the 8<sup>th</sup> of February.
  - The District office will be hosting a CPR/AED training event exclusively for the holiday park employees and committees who wish to attend. Training is scheduled for Wednesday, February 22<sup>nd</sup>, 2023. The office will be temporarily closed during the training session.
  - Please be advised that due to storage limitations with ZOOM service, and saving the park unnecessary cost, we have decided to move our live streaming to YouTube. YouTube will provide the same live service for all meetings moving forward, and can be later reviewed at any time in the playlist section. Please remember to go to the Park's main website and click the YouTube link in the meetings sections. A login and password should not be necessary, provided you have a working browser on either your home computer, smart TV, laptop, pad, or cell phone. Live chat will be made available during the next District meeting; however, we will not activate the channel's comments section.
- 3. Landscaping and equipment:** MOW-TAVITED lawn services began their contract on the 2<sup>nd</sup> of January. Their overall work performance has been very satisfactory, despite a second-week hiccup which saw numerous houses and vehicles sprayed with grass clippings, including some complaints of damages. Aside from this event, the lawn has looked very well so far. The cuts are sharp, and the service areas look clean.



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Communication between the lawn service and the district office has made a huge difference in providing clear direction and a positive outcome thus far.

Last week Mow-tivated provided the district with their off-season mow schedule. A map was created and edited with color zones and street texts to make it easier for residents to decipher. The map is displayed in the hallway glass case, and 8 x 11 copies of the map will be made available to pick up at the District service window.

### TO MOW OR NOT TO MOW...

The vendor and I, are asking residents to utilize a 3 to 4-ft stake with a bright red flag at the top to indicate NO MOWING. Alternatively, residents can apply the same 3 to 4ft stake with a bright blue flag indicating ONLY EDGING. In both circumstances, the resident needs to place the flags at the front and back of their home away from obstructions or trees to make it clear for the vendors to see. The vendor will utilize these indicators to the best of their ability but is also requesting that residents remain patient as they may occasionally make a mistake and end up mowing part of your lawn anyway. Over time this method will become more instinctive with fewer errors.

- Lake Doctors inspected both the front and back pond fountain lighting at my request. They will replace the bad bulb at the front pond within the following week. I also requested a proposal to add an LED spectrum fixture that can illuminate seasonal colors at the front fountain and an additional light fixture for our back pond fountain.

#### 4. **Pet protocols: (Posted for the remainder of the year 2023)**

- Please be advised that service dogs and ESA dogs are permitted within Holiday Park, including 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 protected 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 animal’s behavior is overly aggressive and a nuisance to residents trying to enjoy the Recreational Hall amenities.

- All dogs are to be leashed by the owner when leaving the confines of the mobile home. Under no circumstance should a dog be off his/her leash.
- Please be advised that all dogs/pets must be below 25 lbs. If any resident has a dog more than 25 lbs the District reserves the right to request additional information on the compliance of your pet.



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This statement is not meant to harass any pet owners, but rather, to ensure that all Holiday Park compliances, including both the existing FHA and ADA laws, have been satisfied. If you have any additional questions or concerns, please do not hesitate to contact the District office at your convenience.

**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 ensure to schedule accordingly and call in a time slot in advance. I am unable to guarantee a meeting on the fly unless it is an absolute emergency.

Best Regards,

*Miguel Garcia Jr.*

Special District Property Manager