



PORT MALABAR HOLIDAY PARK

MOBILE HOME PARK RECREATION DISTRICT

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

May 22, 2023

Port Malabar Holiday Park Trustees:
Manager's Report

1. Safety and Security:

- City of Palm Bay police department community meeting. A meeting date has not been provided by the Palm Bay police department yet. We hope to have a date within the month of June.
- East Coast Alarms: On standby until we hear from Spectrum per internet access.

2. Main Recreation Hall and equipment:

- Pool update: The warm water pool is shut down until further notice until the vendor completes their assessment of the tiles and surface. As of noon, 5/22/2023, preliminary issues show that the surface that was worked on by Pool Doctor is sound, however, the underlayment that is bonded with the new surface is coming up. The vendor indicated they are going to remove the compromised areas with a broad section removal and resurface afterward. This event is still in progress and will be updated in the following meeting.
- Recreation Hall Kitchen: A second plumbing vendor Certified Plumbers came by the recreation hall to inspect the kitchen drain. Contrary to the first vendor (First quality plumbing), Certified Plumbing believes the piping is PVC and not Cast Iron. I have requested Certified Plumbing to follow up with an additional camera inspection, so we have a better picture of how to move forward with repairs. The District has also scheduled a third vendor to inspect the drainage. Quotes will be generated once we fully understand the work needed.

3. Lawn Service Summer cut:

- Holiday Park Lawn Service (5/8/2023): Mowtivated Lawn Service as of May 1, 2023, is now on a new summer cut schedule. The vendor will have five to six workers on site Monday through Thursday, with Friday providing any remaining service that was missed during the week. The new mowing schedule can be viewed in the hallway glass case, or residents can pick up a copy of the new map schedule at the district window. Please be informed that green spaces will be cut every other week, while edging done sequentially the following week. The priority is for residential properties to be completed before anything else.



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UPDATE: Because of the recent drought throughout our park that has left a good portion of our grounds short and dry, I requested Mowtivated Lawn service to change their work detail from mowing/edging and provide alternate services for this week alone. The vendor for the remainder of the week will provide weed eating, and some crack grass removal on properties, while also trimming our entrance and Rec Hall bushes to square. The vendor will reprise their regularly scheduled contract assignment the following week, as we are expecting rainfall the rest of the week ahead. We hope.

4. Legal note:

- Regarding the police report submitted by the office administration per the March 7th, 2023 event, the case has been dismissed/closed. At this time, I would request the Board of Trustees to rescind the Park Attorney's letter denying Mr. Paul Diamond access to the Recreation Hall. If passed, the motion would allow Mr. Diamond full access rights to the building amenities and main office. To that end, Mr. Diamond is expected to adhere to all district deed rules and their applications, as well as engage amicably with all park employees serving Port Malabar Holiday Park.

5. Static notes for the remainder of 2023

Pet protocols:

- Please be informed that service dogs (dog only) and ESA dogs are allowed within Holiday Park, including the amenity areas of the Recreation Hall. Service animals and ESA animal owners must submit all legal and professional documentation to the District Office that meets the FHA and ADA regulations' expectations and respects the existing deed restrictions on animals/pets within Holiday Park.

Under no circumstance should anyone, regardless of title, or residency, publicly chastise or harass ESA owners. Emotional Support Animal 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 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.

- **Guard Shack access for contractors: Overview (static for the remainder of 2023)**
 - a) Gate attendant stops a contractor at the gate and requests general information, i.e., work location, license information, name of the owner, etc...
 - b) Once all the information has been collected the Gate attendant must acknowledge if the owner called in the contractor for access. If by chance, an owner failed to contact the gate attendant prior to the contractor arriving, then the Gate attendant **MUST** reach out and contact the owner for access.
 - c) Once the Gate attendant has been informed by the owner to provide access, the Gate attendant is to instruct the contractor to head directly to the Recreation Hall for a contractor pass, (ORANGE PASS), **NO EXCEPTIONS**. At this point, the office administrators and/or District Manager will vet the contractor to ensure the service call does not require an ACC application and/or City of Palm Bay permit.
 - d) Once a pass has been provided to the contractor, the contractor can then operate within the park and service at the designated address where work is to be performed.
 - e) Once service has been completed by the contractor, they're to return the pass to the Guard shack.

- **Guard Shack access for Real Estate Agents: Overview**
 - a) Gate attendant is to stop any client and/or agent at the gate to collect their general information, i.e., property location, vehicle license number, etc....
 - b) All clients **MUST** be accompanied by their agent to access the park to review a property. Under no circumstances should a Gate attendant allow a client to inspect the park without having representation by a licensed agent.
 - c) Once relevant information has been gathered, the Gate attendant is to instruct the agent and their client to head directly to the Recreation Hall to pick up a pass.
 - d) The office administrators will then provide the agent with a pass while also providing the agent with park literature referencing the About Us Book and Deed Restrictions.

Once the agent has completed her time with the client, they **MUST** leave together and drop the pass off at the Guard shack.



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6. 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 a timeslot in advance. I am unable to guarantee a meeting on the fly unless it is an emergency.

Best Regards,

Miguel Garcia Jr.

Special District Property Manager