

Manager's Report – 06/28/19

We are in receipt of the letter from the Attorney regarding the Rene Morlan incident from June 11, 2019. I have been in constant contact with Ms. Morlan, she is aware of the agreement and its contents, she will be coming to the office Monday morning to sign the agreement it will be notarized.

All current Trustees are registered with the Supervisor of Elections. Michael Ham's pledge and financial disclosure forms (seat #6) will be forwarded to Tallahassee with the approved Board of Trustees minutes from the 6-24-19 Workshop Board meeting.

I am in contact with the City of Palm Bay regarding the contract with the City and Thompson Consulting Services, LLC for debris monitoring services. I have left several messages with Tracey Holdridge with the public works dept. I will have answers on Monday. All departments have undergone major staffing changes, so it has been difficult getting to the correct channels!

Port Malabar Holiday Park is now a member of the Palm Bay Chamber of Commerce. We are nonprofit, our membership fee is \$175.00 annually.

On June 25, 2019, there was a court hearing for Joanne Hall 206 Holiday Park Blvd. regarding the Holiday Park disposition of violations filed by Holiday Park. The Attorney will receive correspondence from the Judge and forward to Holiday Park. We have continued to monitor ALL guests coming into the park. Joanne is instructed to call my cellphone if she has any caregivers or immediate family entering the park. The gatehouse and admin staff are aware of this as well.

The attorney has filed 2 liens on 206 Holiday Park Blvd, liens are for 2 years of back taxes owed to Holiday Park, the other is for all attorney fees incurred to date. I don't have the exact totals, approximately \$8,000.00. Ms. Hall's nephew and his wife (Rick and Michelle Clouser) have taken charge of all of her affairs. The home is up for sale. They are aware of violations to be corrected before we will approve applicants. The only violation I currently see is the skirting, will need mesh, I'm hoping to be back in the office before they sell. If not, Keith will inspect.

All invoices and employee timecards have been emailed to me each Wednesday for my approval. This will continue until I return to the office.

I have been emailing Jamy Welch regarding her interest in video conferencing Board of Trustee meetings. I forwarded Bob Ruddens contact info. I called him as well. I understand he may have some info on procedures etc. I suggested she then forward the info to me and we can add to the agenda for the next workshop meeting. Also suggested we get the info to the trustees so they would have enough time to research on their own. She will get back to me on this.

We will be replacing the basketball hoop at the far side of the parking lot, closer to Center Lane. There are a few projects to complete before, probably 3<sup>rd</sup> week in July.

Jose has prepped and is now painting the ceiling in the billiards room. He will continue with the wall prep and paint the walls. This may take 2 coats of paint as the blue will be difficult to cover with just one coat, even though the paint has a blocker in it.

Maintenance will be removing some of the abandoned conduit in the rec hall and installing some type of crown molding when finished painting the billiards room. The walls will need some touch up and the pass-through to the kitchen needs some attention. I will be back in the office before the pass-through repairs start to get some ideas from the Trustees. The roll up window needs to be stripped and painted and the counter should be replaced. The last will be to strip and wax the floors. (all work done in house)

We have ordered new hardware for the replacement for some of the street signs. Grounds will continue replacing the traffic and street signs on the poles that don't need new hardware.  
RESIDENT LAWNS COME FIRST!!! Striping of the parking lot is on hold until the signs are completed.

At my last Drs. Appt, they discovered I am allergic to the glue they used on the outside of my incision (crazy glue) there is no infection just discolored and swollen. I will see Dr. Perry on July 5<sup>th</sup>  
I'm so hoping to get a date to return to the office! I communicate with all staff several times daily, I'm actually in communication with the grounds crew more now than when I've been in the office. Supervisor and Foreman have assured me that they are current with their mow schedule. I continue with physical Therapy four times per week. (guess I'm not as tough as I thought). I am working this to the best of my ability and hope to return very soon!!! Until then I will continue to work with the County with the derelict homes. Nancy Jewell (City of Palm Bay grants) and I have been working on the prospected grant application as well as getting input from Mr. Gaskin.

I will have a full print out of my cell phone call log on July 7 this along with my emails will give an accounting for my hours worked. I will be submitting a daily log as well.

All staff have been extremely helpful and are doing a great job!!!!

I will keep all Trustees informed of any and all progress and situations which may arise!!

Thank you for your patience and support!!!

Sheree Morris  
District Manager  
Port Malabar Holiday Park