



# PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

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## District Managers Report:

09/20/19

Port Malabar Park Board of Trustees:

Both fountains have been out of service for a few weeks now

**Front pond** Per my previous report, the pump was installed by Aqua Spray on Wednesday. American Pump will be here Saturday to replace the wires from the control box to the junction box, then connect from the junction box to the pump. There is usually 1 large cable panel, we're hoping the wire from the controller to the junction box is in conduit. Mike with American Pump said it's much easier to work with. It should be up and running on Saturday.

**Rear pond** Per my previous report, I have a bid from Aqua Spray, they recommend replacing the entire fountain at a cost of \$4,975.00. I'm waiting for two more bids from Lake Doctors and Pondstocker Aeration Systems, Fountains and Pond Maintenance. Hoping to have these bids by the middle of next week. When speaking to Lake Doctors, he assured me that the vegetation and wildlife in are no immediate danger.

**US Lawns** mowed the park Monday, September 16<sup>th</sup>. They will be here Monday September 23<sup>rd</sup> to finish the ravines and remedy all resident complaints.

I have been working very closely with Dewayne during this transition, he has made a few trips to the dump with yard waste and other large items from the grounds compound. We have cleaned out the office and will be painting the doors, cleaning the bathroom, refrigerator etc. He has been degreasing the mowers and cleaning all equipment, organizing all equipment as well. Don Washington will be forming a committee to take an extensive inventory of ALL ITEMS in the compound. We will remove the gas tank from glover oil and the roll off dumpster next week. Approximate savings of \$1,000.000 monthly. I have found as many as 25 brand new street and traffic signs for the community in the back of the garage, we'll add these to our inventory. Dewayne has been finishing up the installation of the remaining signs, we're waiting for four more caps to finish. (FYI please see attached job description for the gardeners' position).

Bushco landscaping will start laying sod Monday in the barren areas in front of the club house and planting bushes to close up the gaps where the new pavers were installed.

We will be purchasing podocarpus bushes to fill in the gaps at the entrance to the park. We will be planting these with in house labor, approximate savings, \$3,000.00. (When we are staffed up)

I have begun contacting contractors to get the life expectancy and depreciation for the roof to the club house, pool resurfacing/replacement, storm run-off ditch clearing/replacement, A/C replacement and road resurfacing throughout the community.

I'm suggesting reserve accounts be established for future replacement/maintenance.

FDC replaced the gate at the gate house, it continues to bounce, they will be her next week to service this. No charge.



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We received a rebate check for \$718.92 from the Visa card used when Kendra was acting Treasurer. This was deposited into the operating account.

We are in week two of advertising and interviewing for open personnel positions, one full time maintenance/ grounds foreman position and one part time maintenance / grounds position. We will continue to interview until we find the qualified applicants. Chauneey will stay on board for another two weeks or less depending on our hire status.

Kathy Richardson will become an employee of Holiday Park effective October 7<sup>th</sup>, 2019. Until now she has been a temp employee. She will be working 25 to 30 hours weekly in the administration office.

All staff evaluations are complete. Attached please find pay increase suggestions. I am requesting this go into effect October 7<sup>th</sup>, 2019.

I will be meeting with Greg Minor with the city of Palm Bay to discuss the status of the city owned homes in the park and the abandoned homes to date. I will know more on Monday and will keep you updated.

I spoke with FMIT insurance company, the claim for Renee Morlan dating June 11, 2019 has been denied by their under writing and claims staff, the case is closed.

**Regards,**

Sheree Morris

Port Malabar Holiday Park District Manager