



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:**

**02/28/2020**

Port Malabar Holiday Park Board of Trustees:

The chairs and tables for the card room were delivered and are all set up. They are a wonderful addition. Thank you, Karen Foote, for your time with ordering and following through. Still need some ideas for the sound panels.

We are researching the possibility of using the concrete from the old benches to help the drainage pitch in the retention area in the parking lot.

**Lou with maintenance will be working Sunday to Tuesday day shift, I've hired a part time maintenance staff for Wednesday and Thursday evenings to work in the club house. His name is Wayne Oaks. He hails from Kentucky. He will be able to fill in for staff vacation time and be on call for emergencies.**



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**We have a new gate supervisor starting Monday March 2<sup>nd</sup>. His name is Richard Wood, he will be working/training with Steve. He currently is employed with Harris working with quality control. He has computer skills, very good interpersonal skills, he will be working Monday through Friday 6am to 2:pm day shifts and will be reporting to management on a weekly basis. I will be meeting with all gate personnel to discuss uniforms, procedures, painting and general cleanup of the gate house. We have already disposed of 3 big drums of trash. I will keep the Trustees informed. I will also be setting up a meeting with all staff for a meet and greet with Terry Steimer Chairman.**

The fabric is here for the library window treatments, Karen Carreiro will be sewing the fabric on to the cornice made by Joe Gallo. THANKS to you both!!!!

We have new countertops on the pass through and side counters in the rec hall. (Renowned Renovations) provided the labor and materials for FREE! He is a new owner in the park. Thank you, Pawel Hanczaruk!



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The doors for the library and lobby will be here the middle of next week. The installation will be done inhouse.

The front pond fountain's motor is not functioning, I believe it's still under warranty, this may take a few more days to track down a new motor and research the warranty information. Thank you for your patience.

The ditch cleaning will begin in 2 weeks. We will start with the area by the storage compound!

We are still waiting for the permits from the City of Palm Bay for the go ahead for the gazebo, shooting for the middle of this week.

The City of Palm Bay will have a resolution for the purchase of the nine homes in their possession to submit at their March 5<sup>th</sup> council meeting. The meeting for the distribution of the homes will be been pushed up to their March 19<sup>th</sup> council meeting.



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Another reminder, storage compound decals expired the end of February 2020. You must bring your item from the storage compound to the office building with a current registration to get your new decal, please call the office to make arrangements if you are not able to renew at this time.

Sincerely,

Sheree Morris  
District Manager



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