



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

March 27, 2020

Holiday Park Board of Trustees:

The office, rec building, and pools remain closed. The Admin staff has resumed regular working hours. The maintenance staff's working schedule has changed as there are no set ups for activities etc. Maintenance day shift reports at 8am till 2:30 pm, evening shift, 2:30pm till 7:30pm. The gate staff's schedule remains the same.

We continue to enforce the extended pass suspension until further notice.

Admin staff is working on the mail out of the budget once it's approved, printing the resident labels, etc. We're catching up on filing, entering all the decal information from resident decal renewals from December.

We will be doing a deep clean in the office area, pulling out file cabinets, desks, cleaning all the floors and closets.



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We have begun painting the exterior of the window casings around the building and the structure around the bocci courts and the aprons of the pools.

I have contacted numerous residents regarding pressure washing their homes, skirting and weeding. Many have come into compliance however I will not be enforcing these issues at this time due to the outside traffic, and contractors coming in to the park.

Please review/approve attachment and reply back to me,

Thank You,

Sheree Morris
District Manager



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