

**Subject:** Managers summary, budget, audit

Port Malabar Holiday Park Trustees:

Effective Monday April 20<sup>th</sup> maintenance staff will report to work at 8:00am until 12:00pm, Lori will report to work at 8:00am until 12:00pm. Maintenance staff will clean pools, maintain irrigation, lighting etc. Lori will be working with quick books, filing and general office duties. **They will not be working together!** District manager will report to work at 1pm until 6pm, however I will be in earlier on Mondays to authorize payroll. These hours are a guide line as I am here at different times as needed. I am connected to the office computer and will be answering emails and all correspondence from home mornings and after hours.

I will be meeting with Sandra Urban from the City of Palm Bay on Tuesday @ 1pm to get the VIN #'s for all of the homes we plan to purchase from Palm Bay. They have already done the title searches on the land, now they need to submit the VINs for clear title on both home and land.

Myself and Terry will be attending a virtual board meeting of the Barefoot Bay Board of Trustees via computer. We hope to get some ideas as to how they will be conducting their meeting. We do have a plan for the next board meeting, we will attend this meeting and compare and present the best options to the Trustees.

I will have been in contact with CERES environmental for emergency debris removal, will follow up and report to the board next week.

We have installed soaker hoses along the hedge line on HPB outside of the gate house, we have only lost one bush. I met with Valcaria Gardens they assured me that the others will come back with saturation of water.

Working on violations (Ferrell cats, ice cream truck, PW, weeds) am making some positive progress however It's a bit difficult given the current situation with covid-19.

I will have a proposed capital reserve expenditure to present to the Trustees beginning of next week.

I'll be delivering copies of the audit draft and proposed budget this evening to all Trustees home mailboxes.

Please be safe!

Best,

Sheree Morris  
District Manager

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