



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

June 19, 2020

Holiday Park Board of Trustees:

Administration:

- 1.) The budget letters have been mailed to all owners.
- 2.) Kathleen Richardson will be returning to her regular work schedule on Wednesday July 1st.
- 3.) The office will be closed Friday July 3rd in observance of Independence Day.
- 4.) DM vacation and sick day off allowance is being documented through CPA, Holiday Park payroll company.
- 5.) The office is in receipt of the final audit binders. A copy is in all of the Trustee mail boxes.
- 6.) Office staff will follow direction from the Trustees
- 7.) regarding the 2020 Census mailer to the owners.
- 8.) Lou Carlucci will be assisting the DM with violation letters and tracking, storage compound inventory, violations, communication with the outsourced lawn contractor company, and disposition of lawn equipment.



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- 9.) Forty violation letters were mailed out to owners on Friday. We will be tracking these and will re-inspect in 30 days to be sure the violations have been corrected.

Maintenance/Building:

- 1.) Wayne Oaks with HP maintenance dept has resigned. He was offered another position with the pay of \$35.00 per hour. The gate house staff were given the opportunity to pick up a shift. No one has responded. An ad is currently running with indeed, the position is for a part time maintenance/janitorial staff to work 2 evenings per week , possibly Sunday and to cover vacations. Myself, Jose and Lou will be covering the 2 evening shifts until we hire in.
- 2.) We welcome Earl Simmons back to the team! To date, the building and pools will close at 8:30 pm to sanitize and prepare for opening in the morning at 8:30.
- 3.) The kitchen walls and floors have been steam cleaned. We will be researching the possibility of getting a commercial cleaning company to scrub behind the stoves and heavy appliances.



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- 4.) All of the floors in the dining hall and craft room are finished, looks awesome!
- 5.) The electrical room is cleaned out, NO CLUTTER!!!
- 6.) We are scheduled to seal coat the parking lot on the 24th of June. They will be restriping all of the existing lines, front and back.
- 7.) Mosquito control has been through the park at least once this month, a resident said they saw the truck twice but I cannot substantiate this.
- 8.) The pool deck has been pressure washed, the contractor has ordered the pavers, The company gave a worse case scenario of 4 to 6 week delivery time however they are optimistic with 1 to 2 week delivery. I will keep the Trustees updated.
- 9.) Creative pavers trimmed 3 palm trees for free to see if this would be acceptable. Theresa Grimes (master gardner) inspected them and was very pleased. I believe we should get a count of how many trees actually need to be trimmed. There are approximately 150 trees through-out the community. (see List)



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Very Truly Yours,
Sheree Morris
Special District Manager
Port Malabar Holiday Park

District Manager can be reached at all times through this pandemic at 321-216-5555.

Please be safe and continue with social distancing!!!



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