



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

September 25, 2020

Holiday Park Board of Trustees:

- 1.) I have not heard back from Huntington National Bank regarding 437 Holiday Park Blvd. The moratorium re: for-closure/evictions is suppose-to end October 1, 2020. I will keep the Trustees informed on the progress.
- 2.) The FARBAR contracts for the purchase of the nine Palm Bay owned homes have been signed and hand delivered to the City of Palm Bay. The bidding deadline is October 2nd. The City will contact the applicants no later than October 10th.
- 3.) The Poolsure contract has been signed and sent to Chris Secue. The lead time for the equipment installation is two weeks.
- 4.) The arrows and signage at the entrance to the park will be repainted September 30th & October 1st weather conditions permitting between 1:00am & 3:00am.



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Terry Steimer, a maintenance staff, and myself will be painting, we will be using flood lights.

- 5.) We are pricing the cost of a line striping machine to begin striping lines at all stop signs etc. Approximate cost, \$2,000.00. The work will be done in-house. This will be done annually and as needed in high traffic areas.

- 6.) The algae at the rear pond has cleared up, fountain is working with no problems. Lake Drs. Will be administering a one-time aquatic weed treatment at the drain areas (15 -20 inlets), this will be applied **before** the ditches are scheduled to be scraped. At present staff has been clearing these by hand, the treatment will kill off most of the unwanted vegetation and make it more efficient when clearing the ditches. Acceptance level 90%, follow up inspection and treatment, if required, 15 to 30 days later. (total treatment \$200.00). We are addressing the grates on the roadways as well. We will be contacting the Lawn care company for assistance with these. We have inspected as much as we can



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by looking into them, there are 4 which need to be pulled and cleared.

- 7.) We will be getting a price from the lawn care company for the mulching of all green spaces through-out the park, trimming/pruning of the live oak, cabbage palm and Australian palm trees as well. I have received two proposals from outside contractors, please see bids.
- 8.) New bushes will be planted in front of the club house, flowers will be planted by the showers, gazebo and entrance third week in October. This will take us close to the end of hurricane season. The gate committee may propose adding another roadway at the entrance to the park, this may entail removal of some of the podocarpus bushes, at this time my recommendation is we wait to replace or add new bushes.
- 9.) We will be looking in to replacing/adding plants/trees in the Holiday Park Blvd roadway planters. I spoke to the manager of CVS regarding the moldy block wall in-back of their store. She said we could use their water if we wanted to pressure



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- wash it, she cannot get authorization from corporate to fund the labor.
- 10.) The gas tank was sold for \$650.00 cashier check was tendered.
 - 11.) Waiting for a new tire for the golf cart, we tried everywhere, found a place on 192, I ordered two tires. Waiting for the shipment.
 - 12.) We will be repairing the garage roof in-house.
 - 13.) The interior of the garage is painted, all pine seedlings in rear of the building have been removed.
 - 14.) The storage compound has three violations pending. The residents have been notified.
 - 15.) We are starting on third round of violation letters to residents on October 2nd. See attachment of previous letters sent.



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Clubhouse Projects:

- 1.) Remove caulking around the base of the apron of both pools and replace.
- 2.) Power wash sheds, walkways, vinyl fencing, over hangs, and building
- 3.) Paint all exterior doors (bathrooms, laundry etc.) all over hangs bocci and shuffleboard courts, gas tank, cap on the roof, touch up on building
- 4.) Will present RFP to the Trustees for shuffleboard and bocci courts, and pickle ball.
- 5.) Replace A/C unit to the lobby, library (approved and budgeted)
- 6.) Get pricing and design for the replacement of the sink area across from the restrooms in the lobby, (approved and budgeted).
- 7.) Replace chairs and benches in the lobby and stage.
- 8.) Remove excessive conduit around the ceiling molding in the dining hall, add decorative molding for the existing electrical wiring.



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District Manager will be taking October 6th, to October 9th vacation days off. I will be local in case of emergencies.

All staff are required to wear masks at all times in the building! This goes for residents as well. Please be conscientious and wear your masks, you may not feel you need the protection but others do.

Residents, political signs may be hung/posted, 30 days before the election and 48 hours after the election, these are the Park rules!!

Respectfully,

Sheree Morris
Special District Manager
Port Malabar Holiday Park



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