



May 21, 2021

Holiday Park Board of Trustees:

- 1.) All of the stop sign striping and exit signs have been painted, the white street lines will be painted upon completion of the sidewalk installation.
- 2.) All 3 backflow water meters were inspected by Tuckers Plumbing and submitted to the City of Palm Bay.
- 3.) The Ceres Environmental Services Inc. contract for Disaster Recovery Debris Removal Services has been signed. The contract is from June 1, 2021 through May 30, 2022. We will be using the terms and conditions of the City of Palm Bay Florida for debris removal and disaster relief if/or when it's in the best interest of Holiday Park.
- 4.) We have received 1 bid for the hurricane shutters for the club house. We have appointments set with 2 other companies scheduled for May 28<sup>th</sup> and June 1<sup>st</sup>. We probably won't have them this year but it may be something to consider for hurricane next year



- 5.) Spectrum has replaced all of the cable lines at the end of Sunrise. They were on the other side of the fence, they relayed them on our side and were placed in conduit.
- 6.) After 2 companies were here (unsuccessfully) to repair the gate arm, I asked Jose to take a look, he repaired it and is working fine!
- 7.) Sport Surfaces has started the bocce ball court renovations. This will take approximately one week to complete.
- 8.) I spoke to Byron, the owner representative for 441 Holiday Park and 1183 Greenview, I'm waiting for the signed contracts for removal to be email to me.
- 9.) There are 3 contracts submitted for 3 of the Palm Bay owned homes, 340 HPB, 194 HPB, and 194 HPB. We're waiting for the City's approval. After that the buyer/purchaser will submit to Holiday Park a signed contract for the removal of the homes.
- 10.) We currently have one bid for the exit gate at the gate house, waiting for the other two bids.



- 11.) The squatters at 437 HPB are scheduled for a summary hearing in June, this means they will have to present their case to the Judge and explain how they have lived at this address going on 2 years with no running water. We are hoping the Judge will order the Health Dept to condemn the home.
- 12.) The unauthorized people living at 244 HPB have moved. Holiday Park will be filing a claim against the owner for Attorney's fees.
- 13.) The cats from 220 Charm Ct are gone!!! This has been going on for close to 10 years! They have been relocated to a farm.



## ADMINISTRATION

- 1.) I will be having a complete right hip replacement on Tuesday June 8, 2021. I'll be out of the office for a minimal of 2 weeks. The Dr. has said up to 8 weeks, I heal quickly so I'm quite sure 2 weeks will be adequate. I'll wait for the Dr's release. I will be working from home, I have a lap top networked to the office. The invoices will be emailed to me for approval as well as any other issues that may arise. I will keep the Trustees informed on a daily basis on my progress. I will use one week vacation and sick time accumulated for the day of surgery and anytime I'm not able to be in contact with the Trustees and office staff. I will be meeting with all department supervisors and they will have clear instructions on what the protocol is in case of an accident, emergency etc. Dial 911 of course in the event of an emergency, accidents will be immediately reported and an incident/accident



report must be submitted and depending on the nature of the event, an immediate drug test will be required.

Kathleen Richardson has temporarily returned to fill in as Administrative Secretary to assist with the training and over all office duties during my convalescence.

Margaret Moore will be joining our Admin team as well. She hails from Florida Institute of Technology. I will be working with the team for 2 weeks before my surgery. During these 2 weeks, Stacey and myself will be conducting a full inspection of the entire park and storage compound. All properties/homes not in compliance with Holiday Park Rules and Regulations will be receiving a violation notice.

Margaret and Kathleen will be filing and documenting in our (file pro) data base all of the census forms, resident rental registration decal renewals, and golf cart decals. They will be preparing a mail merge and mailing out the budget letter to all owners.



PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT  
215 Holiday Park Boulevard NE  
Palm Bay, Florida 32907-2196

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During my absence, Stacey will be focusing on updating the current violation spread sheets and documenting all violations via excel. I will be checking in with the office several times a day.

Respectfully,

Sheree Morris  
Special District Manager  
Port Malabar Holiday Park



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