



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

August 19th, 2022

Port Malabar Holiday Park Trustees:
Manager's Report

Overview

1) Road map goals:

2) Safety and Security:

- I have now received three proposals from ADT Security Services, ATP Alarms and Automatic Access Systems for the key fob upgrade. Although (3) proposals are the minimum required within our operations for a service execution, I am still moving forward to seek two additional proposals due to the scale of this project.
- We recently found a sizable pothole near a drainage box on HPB. Staff repaired the pothole, however, due to some structural concerns I instructed staff to place safety cones around the area until I can follow up with additional inspections.
- The District Manager on Friday, August 19, 2022, contact FPL (Florida Power and Light) to report a power line running 30ft from a mobile home meter to a ground utility box. Safety



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cones and barricades were placed around the area to prevent the lawn crew from cutting into the lines. The homeowner may need to address this issue directly. In progress.

- Public Works was able to remove the pile of concrete in the side drench right outside the Recreation Hall. This was a recent work order request/complaint submitted by a resident who mentioned environmental concerns during an earlier convening of Trustees on August 8, 2022. Thank you to Public Works for their speedy response, and the resident who provided the report.

3) Front gate and main building operations:

- Beginning on Monday, August 29, 2022, we are adding a full-time overnight Gate employee.

Mr. Bennie Holt has more than 20+ years in security and will fit right into our new operations at the front gate.

Bennie will be covering the Monday through Friday overnight shift. Please give Bennie a warm welcome if you meet him in passing.

- I am pushing forward with three camera installs at the front gate shack. My ETA for installation is by mid to late September. The new cameras and DVR at the gate will serve to record license plate information and provide security inside the guard shack.



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4) IT and Web Services

- We have recently been working with an IT company (TeamLogicIT) who have made great strides in solving recent software and hardware issues in the office space.

Scott Wiles is the owner of TeamLogicIT, and he has recently submitted a service contract proposal to manage our IT apparatus. The service contract would include troubleshooting, data migration, cloud service storage and data encryption to secure sensitive park files.

Scott and his company have offered to assist in ensuring our equipment and software work seamlessly with our current webhosting operations and migration provided by Streamline.

- I am currently working with both Manpower and Express Pro staffing to hire a part time clerical professional. Their main workflow will consist of data entry and assisting with ACC administration. To facilitate this new position, a computer was ordered, and a workspace provided for within the main office.

5) Grounds and Lawn:

- I have been able to meet with two lawn care providers who previously provided 1st Vice Chairman David Curtis bids for lawncare service.



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David and I were able to conclude on a favorable vendor. This vendor was transparent with their answers when asked challenging questions. The vendor was asked to provide a plan of action when handed a map of the park and in little time was able to provide the amount of labor and time needed to facilitate a full cut. The vendor found favor in utilizing old map routes and instructions provided for by our ground's supervisor DeWayne Herrin.

- Please be informed that the District Manager will be actively researching to revisit and build a Holiday Park Lawn team.

This is a road map item I would see implemented within a window frame between 2024-2025. That said, this project will need to be thoroughly researched from a financial and practical perspective.

Best Regards,

Miguel Garcia Jr
Special District Manager
Port Malabar Holiday Park



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