



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

March 13th, 2023

Port Malabar Holiday Park Trustees:
Manager's Report

1. Safety and Security:

- Guard Shack: Eau Galli electric is still investigating existing electrical issues at our front guard shack. Last Friday a tech came out and rerouted a wall outlet due to the breaker hard tripping. The tech found a continuity issue and rerouted the line to a new outlet. Unfortunately, after the tech left, we later found that our gate entrance arm and a light fixture had no service. Eau Galli electric will be back at the guard shack tomorrow and/or Wednesday to investigate further.
* CDA solutions was also called on Saturday to service the entrance arm issue and inspected the unit early this morning 3/13/2023. CDA indicated a part needed to be picked up at their shop to get the arm in service again. In progress.
- Video and Audio Security: East coast alarms were called to provide the District with an updated proposal to improve our overall surveillance within the Recreation Hall and outside of it. A total of 4 new cameras will be added to the Recreation Hall. The cameras will serve to have eyes on the front entrance of the Rec Hall, as well as the breezeway leading to the billiards and pool area. An additional camera will be added to the office space for file security. Some of our amenity cameras will also see an upgrade to improve surveillance distance and pixel quality.
An audio/ video camera at the front guard shack will cover communication at all traffic stops. This device will serve to ensure that communication from our gate attendants is nothing short of exceptional, but also to protect the best interests of residents and employees within Holiday Park.
- Gate Improvements: The District will research the benefits of going fully automated at the front gate, while also rerouting and increasing the street width for both the entrance and exit access. This project will focus on trying to address these ideas simultaneously while projecting long-term security and financial savings for the park.

2. UPDATED: 3/13/2023: Orange passes are being passed out to contractors, in progress:

- Starting in March we will begin the process of asking new contractors coming into the Park, to stop by the recreation hall to sign in. This will assist the District in vetting work that has not been approved by either the ACC board and/or the City of Palm Bay. Once their paperwork has been vetted the contractor will be provided with a laminated work pass to show the guard shack attendant. Once work has been completed the pass is to be returned to either the district office and/or guard shack. The park will not stop or impede first responders, or emergency vehicles. State, city, and county



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inspectors and agencies will not be required to hold a pass but will need to show their government/state identification to gain access to the Park. UPS, USPS, and the like, as well as Republic sanitation services, will identify themselves at the front gate before entry.

3. Main Recreation Hall and equipment:

- Pool update: On Thursday, March 9th, 2023, the Rec hall pool amenity was officially opened after a passing inspection by the City of Palm Bay. The follow-up health inspection will occur later in the year, per the previous year's visit, which occurred at the end of last summer. The pool heaters are working as intended, as well as the new service pump for the warm water pool. The warm water pool cover will need to be replaced. We will investigate this further in the following few weeks and collect some quotes.

The new handrails were unable to be installed due to dimensional issues that we encountered once the railing was physically propped into the cold-water pool. The main issue is two-fold, firstly, the two rails would narrow the pathway, in an already small access point. Additionally, had we decided to stay with the new handrails it would create a false exit point outside of the narrow pathway because the rails converge at the top with no place to step properly up onto the pool deck. Ultimately, I felt installing these rails would be counterproductive and create a space of potential danger. The handrails were taken back by the vendor at no cost to Holiday Park.

On a positive note, the vendor was able to raise the base of the pool floor up to shorten the distance from the last step drop.

A handful of tiles need to be replaced on the outer portion of the warm water pool. This was previously mentioned in our last regular meeting. The District will tackle this issue internally and attempt to replace the bad tiles. We will begin these repairs in the month of April and May.

- Eau Galli electric added a new GFI outlet on the far end of the pool nearest the north canopy. This outlet will serve to provide power for future park events that might look to utilize the open grass space for a band or other function where power is necessary.
- Kitchen Renovation update: Currently, HGI Architecture Innovations is the leading entity to facilitate the kitchen project within the Recreation Hall. HGI comes with a wealth of experience, as well as positive reviews and recommendations. We have already been visited by HGI representatives, including the Senior principal Architect/VP and Owner. My efforts in finding an additional Architectural firm have fallen short thus far, as I have not received any follow-up responses from East Coast construction, nor heard back from CAG (Caribeno Architecture Group). I do have one last call conference with Ark1Tech Architecture on Tuesday, March 13, 2023. In progress.



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4. **Landscaping and equipment: (Repeated from the last meeting)**

Communication between the lawn service and the district office has made a huge difference in providing clear direction and a positive outcome thus far.

Last week Mow-tivated provided the district with their off-season mow schedule. A map was created and edited with color zones and street texts to make it easier for residents to decipher. The map is displayed in the hallway glass case, and 8 x 11 copies of the map will be made available to pick up at the District service window.

TO MOW OR NOT TO MOW...

The vendor and I, are asking residents to utilize a 3 to 4-ft stake with a bright red flag at the top to indicate NO MOWING. Alternatively, residents can apply the same 3 to 4ft stake with a bright blue flag indicating ONLY EDGING. In both circumstances, the resident needs to place the flags at the front and back of their home away from obstructions or trees to make it clear for the vendors to see. The vendors will utilize these indicators to the best of their ability but are also requesting that residents remain patient as they may occasionally make a mistake and end up mowing part of your lawn anyway. Over time this method will become more instinctive with fewer errors.

Holiday Park Landscape: The team's focus will be at the Recreation Hall the following week. We plan on mulching multiple areas within and around the Recreation hall amenities while adding additional plants. All the trees around the Bocce courts will be weeded and mulched. Once the Recreation Hall is completed we will move our team to the Malabar Blvd run and gate entrance and finish off around the Islands. The team will then stay a week ahead of the Lawn service crew by utilizing the existing lawn service map. This will provide an adequate preventative maintenance routine and focus our guys on staying on a general route within the Park.

5. **Pet protocols: (Posted for the remainder of the year 2023)**

- Please be advised that service dogs and ESA dogs are permitted within Holiday Park, including the amenity areas of the Recreation Hall. Under no circumstance, should anyone, regardless of title, or residency, publicly challenge these individuals as breaking the rules and regulations as it pertains to the Special District. These circumstances are protected under FHA laws as "reasonable accommodations."

The District reserves the right, however, to request the owner of either the service or ESA animal to leave the premises, if it is clearly determined, that the animal's behavior is overly aggressive and a nuisance to residents trying to enjoy the Recreational Hall amenities.



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- All dogs are to be leashed by the owner when leaving the confines of the mobile home. Under no circumstance should a dog be off his/her leash.
- Please be advised that all dogs/pets must be below 25 lbs. If any resident has a dog more than 25 lbs the District reserves the right to request additional information on the compliance of your pet.

This statement is not meant to harass any pet owners, but rather, to ensure that all Holiday Park compliances, including both the existing FHA and ADA laws, have been satisfied. If you have any additional questions or concerns, please do not hesitate to contact the District office at your convenience.

6. District Manager Appointments:

- Please be advised that I have provided a static weekly appointment schedule for residents wishing to speak with the District Manager on pressing or concerning issues. A meeting window of 15-20 minutes will be allocated for each appointment. The schedules are as follows:

Tuesdays 2:00 PM to 3:00 PM
Wednesdays 12:00 PM to 3:00 PM
Fridays 1:00 PM to 2:00 PM

Please ensure to schedule accordingly and call in a time slot in advance. I am unable to guarantee a meeting on the same day unless it is an absolute emergency.

Best Regards,

Miguel Garcia Jr.

Special District Property Manager