



# PORT MALABAR HOLIDAY PARK

## MOBILE HOME PARK RECREATION DISTRICT

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

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April 10, 2023

Port Malabar Holiday Park Trustees:  
Manager's Report

### 1. Safety and Security:

- **Guard Shack: Eau Galli Electric issues.** The District has informed Eau Galli Electric that recently paid invoices have not been met with solutions and/or cures. The main issue is with how the wiring is being run from the electrical panel that was installed by Eau Galli back in 2021 during the Marquee installation project. We are finding that some breakers are overloaded, and some wiring might be tied into the streetlamps, although that is still being reviewed. I informed Eau Galli Electric that their recent estimate to create a dedicated circuit for the Island alone, should be free of charge considering the bulk of the existing issues were created by their own techs. Eau Galli will get back to the District within the week and said they will make all efforts to correct anything outstanding.
- **Video and Audio Security:** East Coast alarms installed additional cameras throughout the Recreation Hall. Signs have also been posted to alert residents and guests that the building is under 24/7 surveillance. The new visual/audio camera is now installed at the front gate and will provide two-step surveillance between both the Gate attendant and traffic entering/exiting the park. A sign has been posted to alert residents that Audio/Visual surveillance is active within the traffic zone.
- **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.
- **Guard Shack access for contractors: Overview**
  - a) Gate attendant stops a contractor at the gate and requests general information, i.e., work location, license information, name of the owner, etc...
  - b) Once all the information has been collected the Gate attendant must acknowledge if the owner called in the contractor for access. If by chance, an owner failed to contact the gate attendant prior to the contractor arriving, then the Gate attendant MUST reach out and contact the owner for access.
  - c) Once the Gate attendant has been informed by the owner to provide access, the Gate attendant is to instruct the contractor to head directly to the Recreation Hall for a contractor pass, (ORANGE PASS), NO EXCEPTIONS. At this point, the office administrators and/or District



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Manager will vet the contractor to ensure the service call does not require an ACC application and/or City of Palm Bay permit.

- d) Once a pass has been provided to the contractor, the contractor can then operate within the park and service at the designated address where work is to be performed.
- e) Once service has been completed by the contractor, they're to return the pass to the Guard shack.

- **Guard Shack access for Real Estate Agents: Overview**

- a) Gate attendant is to stop any client and/or agent at the gate to collect their general information, i.e., property location, vehicle license number, etc...
- b) All clients **MUST** be accompanied by their agent to access the park to review a property. Under no circumstances should a Gate attendant allow a client to inspect the park without having representation by a licensed agent.
- c) Once relevant information has been gathered, the Gate attendant is to instruct the agent and their client to head directly to the Recreation Hall to pick up a pass.
- d) The office administrators will then provide the agent with a pass while also providing the agent with park literature referencing the About Us Book and Deed Restrictions.
- e) Once the agent has completed her time with the client, they **MUST** leave together and drop the pass off at the Guard shack.

### 2. Main Recreation Hall and equipment:

- Pool update: WORKING AS INTENDED!
- Kitchen Renovation update:

### 3. Landscaping and equipment:

- Holiday Park Landscape: Per the previous report, the grounds team completed mulching around the majority of the Recreation Hall including around the Bocce and Shuffleboard amenities. The pool gardens were also cleaned and mulched, and new greens and blooms were added to the pool garden. The team also focused their efforts to clean up the memorial stone garden right outside the front entrance. We plan on adding some additional bushes and blooms to this particular location while replacing the current water fountain system with something more area specific. Still in progress.

The team also focused their efforts to mulch and clean up the front entrance planters and the island area where the Marquee is located. The Gazebo area has also been cleaned up and mulched to



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reflect the rest of the front area.

The damaged Holiday Park sign located just past the stop signs will be removed to be repaired in-house. 4/10/2023- The sign has already been moved and is being worked on.

Within the last week the grounds teams' focus has been on cleaning up some remaining ditches behind Seminole Ct. and Blossom. They have done a great job handling these tasks considering some of the physical requirements needed to clear out hundreds of feet of mud and muck. Once these areas have been cleared, they will jump on a routine schedule that will include fence line maintenance, mulching, weeding, and prepping for the summer season ahead.

#### **4. 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.

- 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.

#### **5. District Manager Appointments:**



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- 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 fly unless it is an absolute emergency.

Best Regards,

*Miguel Garcia Jr.*

Special District Property Manager