



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

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

May 8, 2023

Port Malabar Holiday Park Trustees:
Manager's Report

1. Safety and Security:

- The district office has been in talks with the City of Palm Bay police department to coordinate a special session in the Recreation Hall for Holiday Park residents. This 30–40-minute presentation will provide residents with updates on issues happening within and right outside the Holiday Park community. As many of you already know, and unfortunately experienced, there has been a recent rash of theft and trespassing in Holiday Park. We have received numerous reports of stolen property and trespassers coming into the park either by hopping a fence or crossing through dry beds along the Tillman Canal nearest Moonlight Ct. The officers will provide some best practices in dealing with trespassers and provide some needed confidence for our residents within Holiday Park. A formal date has not been executed yet; however, I am very hopeful a date will be provided within the following month.
- East Coast Alarms is set to install a camera system for the Tillman Canal nearest Moonlight Ct, the same area trespassers have been seen entering the park. A month ago, I reached out to our Spectrum rep Chasen Gill to see if the internet required could be added to the new bulk package coming in December. This would provide free internet and allow us to monitor this area via a live feed. If we are unable to get internet added for this security feed, then we can still add the camera system, however, it would be based on recorded footage that's saved on a DVR/NVR, and activated via a motion camera.
- Awning for guard shack: Kendall signs scheduled to install the guard shack awning. Still out by more than three weeks via the owner.

2. Main Recreation Hall and equipment:

- Pool update: Brevard Pool replaced and supplied the warm water pool drive on Friday, May 5, 2023. The drive itself has a warranty extension for 90 days, while the display is warrantied for one year. With the electrical improvements we recently added to serve the specifications of the current pool system I have high hopes we won't need to revisit this issue until many years from now. To that end, I suggest the district investigate a yearly service contract with a pool service provider solely for testing and providing a regular diagnosis of the pool systems, including the heaters. We might be able to piggyback and add to the current service agreement with Pool Shore, which supplies the Park with chemical replenishment.



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- Recreation Hall Kitchen: The district has contacted a few kitchen designers to provide the park with a design plan focusing on small modifications to improve service space and storage within the Kitchen. We are looking for three to four designers who might be able to provide the park with a cost-effective action plan. We have a kitchen design vendor scheduled for this coming Wednesday.

3. Landscaping and Road:

- Holiday Park Lawn Service: Mowtivated Lawn Service as of May 1, 2023, is now on a new summer cut schedule. The vendor will have five to six workers on site Monday through Thursday, with Friday providing any remaining service that was missed during the week. The new mowing schedule can be viewed in the hallway glass case, or residents can pick up a copy of the new map schedule at the district window. Please be informed that green spaces will be cut every other week, while edging done sequentially the following week. The priority is for residential properties to be completed before anything else.

I have also coordinated with the grounds team to shift their schedule to complement the Lawn vendor's new cut schedule. We want to ensure that our grounds team is prepping ahead of the vendor so that the racetracks on the greens are clear of debris to avoid projectiles.

4. Static notes for the remainder of 2023

Pet protocols:

- Please be informed that service dogs (dog only) and ESA dogs are allowed within Holiday Park, including the amenity areas of the Recreation Hall. Service animals and ESA animal owners must submit all legal and professional documentation to the District Office that meets the expectations of both the FHA and ADA regulations, as well as respects the existing deed restrictions on animals/pets within Holiday Park.

Under no circumstance should anyone, regardless of title, or residency, publicly chastise or harass ESA owners. Emotional Support Animal 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 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.



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- 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.

- **Guard Shack access for contractors: Overview (static for the remainder of 2023)**
 - 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 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.

Once the agent has completed her time with the client, they MUST leave together and drop the pass off at the Guard shack.



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5. 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 a timeslot in advance. I am unable to guarantee a meeting on the fly unless it is an emergency.

Best Regards,

Miguel Garcia Jr.

Special District Property Manager