

**BOARD OF TRUSTEES
REGULAR BOARD MEETING
April 3, 2023
9:30 A.M.
MARK'S HALL
1903 69TH AVENUE WEST
BRADENTON, FLORIDA 34207**

REGULAR MEETING

Call to order

Roll Call

Residents' comments and questions

Approval of minutes

Report of Treasurer

Approval of bills

Staff or Attorney Comments

Informational reports from Trustees

Report(s) from standing committees

Old business

New business

Update PP1 – Duties of the Chairman (Dalton)

Update PP1C – Duties of the Secretary (Dalton)

Update PP1D – Duties of the Treasurer (Dalton)

Update PP1E – Duties of the Maintenance Trustee (Dalton)

Update PP1F – Duties of the Public Relations Trustee (Dalton)

Update PP1G – Duties of the Health and Welfare Trustee (Dalton)

Update PPH – Seasonal Social & Recreation Activities Trustee (Dalton)

Update PP 1I – Duties of the Continuing Recreation Trustee (Dalton)

Clubs & Organizations

Adjournment

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Pursuant to Section 286.26, Florida Statutes, and the Americans With Disabilities Act, any handicapped person desiring to attend this meeting should contact TJ Miller at 941-756-7177, at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM/POLICY PP 38**

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Update PP1 - Duties of the Chairman

For Upcoming Meeting—Date 03-20-2023

Type of Meeting (check one): Workshop Board Meeting *

***It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): To approve the updates to PP1 - Duties of the Chairman as discussed at the workshops

on February 6 and February 27.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**
None.

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** Final of PP1

 Trustee Lori Dalton

Date Submitted 02-28-2023

Chairman/Designee 

Office Manager/Designee: Date Posted 3/13/2023 Initials 

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1**

DUTIES OF THE CHAIRMAN

THE CHAIRMAN SHALL:

1. Prepare for and attend 26 regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Preside at all board meetings or inform 1st Vice and 2nd Vice of absence.
3. Perform duties as outlined in the bylaws (Art. II, III, IV, and V). In addition, ensure the appointments are made: Kitchen Manager, Web-Master, Dock Master, Media Committee, Enforcement Committee and Treasure Barn Committee.
4. Oversee and supervise the day-to-day operations of the district.
5. Vote on all matters submitted for a vote of the board of trustees.
6. Review the performance of the Park Manager.
7. Appoint committees as necessary.
8. Supervise and arrange for park elections and referendums.
9. Oversee all aspects of the district's website and Community Channel(s).
10. Conduct annual review of policies in the Employee Handbook.
11. The chairman is authorized to withdraw funds from money market and certificate of deposits.
12. Sign checks as requested.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM/POLICY PP 38**

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Update PP1C - Duties of the Secretary

For Upcoming Meeting—Date 03-20-2023

Type of Meeting (check one): Workshop Board Meeting *

***It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): To approve the updates to PP1C - Duties of the Secretary as discussed at the workshops

on February 6 and February 27.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
None.

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Final of PP1C

Trustee Lori Dalton

Date Submitted 02-28-2023

Chairman/Designee

Office Manager/Designee: Date Posted 3/13/2023 Initials

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1C**

FEB 28 '23 AM 7:11

DUTIES OF THE SECRETARY

THE SECRETARY SHALL:

1. Prepare for and attend 26 regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Keep the minutes of board meetings and workshops and maintain an electronic file of both.
3. Maintain a current electronic file of the District's Rules & Regulations and Policies & Procedures (PPs) and provide the Office Manager with a hard copy of changes. Provide other Trustees with "scribing" assistance when they make changes to or with the creation of new PPs.
4. Following Rules and Regulations, schedule facility usages for the district and maintain a public record of the events on the district's website. Notify kitchen manager of kitchen usage for the following month.
5. Review and approve monthly Tribune Article submissions from clubs, groups and organizations. Deal appropriately with rejected articles following the Tribune Policy. Also, review typeset version to be sent to the publisher.
6. Coordinate with Office Manager to have a Park Directory created periodically.
7. Ensure yearly meeting schedules for the board and its committee(s) are published for the district in a newspaper recognized by the general population as an official publication. This is due in the paper the first Monday in December and is a legal requirement.
8. Be responsible for all bulletin boards including regular policing and clearing off old material at the end of the month.
9. Sign checks as requested.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM/POLICY PP 38**

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Update PP1D - Duties of the Treasurer

For Upcoming Meeting—Date 03-20-2023

Type of Meeting (check one): Workshop Board Meeting *

***It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): To approve the
updates to PP1D - Duties of the Treasurer as discussed at the workshops
on February 6 and February 27.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**
None.

Attachments: **(Please attach any diagrams or pertinent information concerning this**
Agenda Item. Please list the attachments.) Final of PP1D

 Trustee Lori Dalton

Date Submitted 02-28-2023

Chairman/Designee 

Office Manager/Designee: Date Posted 3/13/2023 Initials LD

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1D**

DUTIES OF THE TREASURER

THE TREASURER SHALL:

1. Prepare for and attend 26 regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Keep accurate records (Art. VI of Bylaws).
3. Approve disbursements as directed by the board (Art. VI of Bylaws).
4. Annually prepare a district budget as required by law (Art. VI of Bylaws).
5. Present Annual Budget to all property owners at a Public Hearing prior to adoption by the Board of Trustees.
6. Prepare detailed allocation of Final Budget by Account and Month for input into Quickbooks allowing financial reporting quarterly.
7. Assist Auditor to complete the annual financial audit of the prior fiscal year.
8. Complete bank deposits when needed.
9. Prepare quarterly financial report for review and presenting to the board.
10. Present Legal bills for approval outside of normal expense limits.
11. Annually request blanket approval for payment of normal expenses.
12. Respond to all financial information requests required by county and state law.
13. Conduct annual review of staff salary and benefits. Present this review and findings and make recommendations to the board regarding annual increases, benefit changes, and bonuses for preparation of the annual budget.
14. Prepare for review the recommendation for annual performance increases for all staff and present at first meeting in September for adjustments effective each October.
15. Conduct annual review of ALL user fees. Present this review and findings and make recommendations to the board regarding any changes to the fees as may be necessary in preparation of the annual budget.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1D**

16. Renew lease agreements for district facilities (post office, marina building, church facilities, county storage lot, etc.) And services (District Attorney, Technology Services, Spectrum, WastePro, etc.)
17. Oversee the publication of all notices for the district in a newspaper recognized by the general population as an official publication –
 - a) Public hearings related to the budget.
 - b) Any required notices or publications related to other treasurer matters.
18. The treasurer is authorized to withdraw funds from all District bank accounts and sign checks as requested.
19. Secure all District insurance coverages. i.e. Liability, Property, Flood, Workers Compensation, Directors & Officers Liability, Employee Medical & Dental, Trustee Bonds.
20. Establish/Maintain banking relationship for all District finances.
21. Manage District Credit Card Accounts. Monitor expenditures, set and adjust credit limits, resolve issues if needed.
22. Prepare Non Ad-Valorem Assessment by parcel for submission to Manatee Property Appraiser according to deadlines for TRIM reporting and annual county tax billing cycle.
23. Represent the district in acquiring funds needed for any projects that cannot be funded through normal annual Non Ad-Valorem Assessment income i.e. taxable bonds, etc.
24. Manage contractual payments for all contracts requiring installment agreements.
25. Maintain a database by parcel of payments made on the Seawall Improvement 15 year loan acquired in 2022. Providing those parcels that have elected to “Prepay” their obligation vs those who will be billed annually included in their annual Non-Ad-Valorem Assessment.
26. File Intangible Personal Property Tax Return each February.
27. File Tangible Personal Property Tax Return each March.
28. File Public Depositor Annual Report.

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM/POLICY PP 38

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Update PP1E - Duties of the Maintenance Trustee

For Upcoming Meeting—Date 03-20-2023

Type of Meeting (check one): Workshop Board Meeting *

***It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): To approve the
updates to PP1D - Duties of the Maintenance Trustee as discussed at the
workshops on February 6 and February 27.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
None.

Attachments: (Please attach any diagrams or pertinent information concerning this
Agenda Item. Please list the attachments.) Final of PP1E

LD

Trustee Lori Dalton

Date Submitted 02-28-2023

Chairman/Designee *[Signature]*

Office Manager/Designee: Date Posted 3/13/2023 Initials *[Signature]*
3/27/2023

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1E**

DUTIES OF THE MAINTENANCE TRUSTEE

THE MAINTENANCE TRUSTEE SHALL:

1. Prepare for and attend 26 regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Oversee the repair, maintenance, and security of all buildings, grounds, Equipment and tools owned or managed by trailer estates park & recreation district.
3. Supervise the maintenance manager and supervise with the maintenance manager all maintenance personnel that are employed by the district according to the policies as defined in the district policy manual (tab 6 employee handbook):
4. Oversee purchase orders for supplies, equipment and tools used in the day to day operation of the district's facilities.
5. With the Maintenance Manager secure and review at least three bids for all purchases over \$5,000.00 related to maintenance and present to the board of trustees.
6. With the Maintenance Manager secure and review at least three bids for building repairs or construction which exceeds \$10,000.00 and present to the board of trustees.
7. With the Maintenance Manager review work in progress and plans for improvements to the district's facilities and present a summary of same to the board of trustees at each regularly scheduled meeting.
8. Prepare for the annual budget process:
 - List of major replacements or repairs of equipment and tools,
 - Major renovations to buildings or facilities of the district, and
 - New facilities or major improvements to grounds.
9. Arrange for permits when necessary.
10. Supervise pool guards and recommend hiring of same (when appropriate).
11. By April 1, review the Disaster Preparedness Plan with the Board.
12. Perform follow up with Maintenance Manager to ensure insurances are SimpliCity is up to date.
13. In an emergency, contact current insurance company.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1E**

14. Contact the Community Channel 732 to air emergency information yearly in March to be repeated in June.
15. Sign Checks as requested.

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM/POLICY PP 38

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Update PP1F - Duties of the Public Relations Trustee

For Upcoming Meeting—Date 03-20-2023

Type of Meeting (check one): Workshop Board Meeting *

*It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.

Rationale (for workshops)/ MOTION (for board meetings): To approve the
updates to PP1D - Duties of the Public Relations Trustee as discussed at
the workshops on February 6 and February 27.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
None.

Attachments: (Please attach any diagrams or pertinent information concerning this
Agenda Item. Please list the attachments.) Final of PP1F

LD

Trustee Lori Dalton

Date Submitted 02-28-2023

Chairman/Designee *[Signature]*

Office Manager/Designee: Date Posted 3/13/2023 Initials *[Signature]*

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PPIF**

DUTIES OF THE PUBLIC RELATIONS TRUSTEE

THE PUBLIC RELATIONS TRUSTEE SHALL:

1. Prepare for and attend 26 regular scheduled Board Meetings, Workshops.
2. Prepare for and attend special and emergency meetings as required.
3. Review invoices and sign checks as requested.
4. Be responsible for compliance with deed restrictions, district Rules & Regulations, and district policies/procedures in their assigned area.
 - **North trustee** – North of Indiana
 - **South trustee** - South of Indiana
 - a. Regularly check area for violations.
 - b. Address compliance issues with offending owners and residents via phone call, face to face meeting or letter.
 - c. Receive and respond to resident complaint forms.
 - d. Issue appropriate warning letters, fine notices, and fine invoices to residents that refuse to comply with Deed Restrictions, District Rules & Regulations and District Policies & Procedures.
 - e. Attend and participate in Enforcement Committee hearings as required.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM/POLICY PP 38**

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Update PP1G - Duties of the Health and Welfare Trustee

For Upcoming Meeting—Date 04-03-2023

Type of Meeting (check one): Workshop Board Meeting *

***It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): To update

PP1G - Duties of the Health and Welfare Trustee as previously
discussed in the workshops on February 6, February 27 March 6 and
March 20, 2023.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**
None.

Attachments: **(Please attach any diagrams or pertinent information concerning this**
Agenda Item. Please list the attachments.) FINAL of PP1G

Trustee Lori Dalton

Date Submitted 03-22-2023

Chairman/Designee 

Office Manager/Designee: Date Posted 3/27/2023 Initials 

LD

MAR 22 '23 PM 1:35

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP 1G**

DUTIES OF HEALTH AND WELFARE TRUSTEE

THE HEALTH AND WELFARE TRUSTEE SHALL:

1. Prepare for and attend 26 regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Arrange for the hiring of district paid instructors for classes (for example— dance, exercise, art, etc.
3. Schedule Annual Health Fair.
4. Schedule Blood Drives.
5. Keep informed and provide location of park residents in hospitals and nursing homes.
6. Send get well and sympathy cards and keep record of same for the Park Memorial Service.
7. Direct residents to appropriate organizations and sources for sick room supplies
8. Oversee implementation of disaster plan.
9. Oversee implementation of park wide health restriction procedures (i.e. covid-19).
10. Post information on bulletin boards.
 - Community Care
 - Volunteers
 - Agencies/Organizations
 - Disaster Assistance
 - Etc.
11. Serve as board representative/contact for with community and TE Park service organizations.
 - Meals on Wheels
 - 85+ Valentine Dinner

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP 1G**

MAR 22 '23 PM 1:36

- 85+ Christmas Gifts
12. Oversee implementation of park wide health restriction procedures (i.e. covid-19).
 13. Sign checks as requested.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM/POLICY PP 38**

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Update PP1H-Seasonal Social & Recreation Activities Trustee

For Upcoming Meeting—Date 04-03-2023

Type of Meeting (check one): Workshop Board Meeting *

***It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): To update

PP1H-Seasonal Social & Recreation Activities Trustee as previously
discussed in the workshops on February 6, February 27 March 6 and
March 20, 2023.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
None.

Attachments: (Please attach any diagrams or pertinent information concerning this
Agenda Item. Please list the attachments.) FINAL of PP1H

Trustee Lori Dalton

Date Submitted 03-22-2023

Chairman/Designee

Office Manager/Designee: Date Posted 3/27/2023 Initials

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP 1H**

MAR 22 '23 PM 1:37

DUTIES OF SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE

THE SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE SHALL:

1. Prepare for and attend 26 regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Work with other assigned Recreational Trustee to develop the yearly district recreational calendar of activities and complete/submit the required room reservation forms for all district recreational activities.
3. Arrange for all entertainment for the Seasonal Saturday Night Dances to include contacting the bands and completing the contracts.
4. Arrange all Seasonal Showtime entertainment to include completing contracts.
5. Plan the annual Christmas party for the TE residents (arrange entertainment, refreshments, door prizes, ticket distribution, etc.)
6. Plan the New Year's Eve party (arrange entertainment, refreshments, door prizes, ticket sales, etc.)
7. Attend all district seasonal recreational activities to include dances, Showtimes, and all other district recreational activities.
8. Complete all financial responsibilities to include counting all collected money from ticket sales and money taken at district events, completing required forms and depositing all money to the office.
9. Plan additional recreational activities such as movie nights, trivia nights, etc.
10. Purchasing all supplies needed for seasonal district events.
11. Work with maintenance staff to ensure event set up is completed.
12. Develop and coordinate volunteers as needed per event.
13. Complete all check requests prior to the date of performances.

TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP 1H

MAR 22 '23 PM 1:37

14. Ensure all contracts are correctly filed in the Seasonal Recreational Trustee binder in the office.
15. Publicize all events so residents are kept informed.
16. Serve as a back-up to the other District Recreation Trustee as needed.
17. Provide updates on seasonal recreational activities during board meetings.
18. Sign checks as requested.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM/POLICY PP 38**

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Update PP11 - Continuing Recreation Trustee

For Upcoming Meeting—Date 04-03-2023

Type of Meeting (check one): Workshop Board Meeting *

***It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): To update

PP11 - Continuing Recreation Trustee as previously
discussed in the workshops on February 6, February 27 March 6 and
March 20, 2023.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**
None.

Attachments: **(Please attach any diagrams or pertinent information concerning this**
Agenda Item. Please list the attachments.) FINAL of PP11

LD

Trustee Lori Dalton

Date Submitted 03-22-2023

Chairman/Designee _____

Office Manager/Designee: Date Posted 3/27/2023 Initials LD

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1I**

DUTIES OF CONTINUING RECREATION TRUSTEE

THE CONTINUING RECREATION TRUSTEE SHALL:

1. Prepare for and attend 26 regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Work with other assigned Recreational Trustee to develop the yearly district recreational calendar of activities and complete/submit the required room reservation forms for all district recreational activities.
3. Arrange and organize 3rd Tuesday night Potlucks.
4. Arrange and provide materials as needed for various continuing activities with pre-approved spending of \$500.00 (special line item in budget):
 - Cards,
 - Etc.
5. Plan and implement district Coffee Break program during season.
6. Arrange and organize all continuing activities that may occur (picnics, beach party, Showtimes, etc.) during off season.
7. Arrange to do summer movies.
8. Serve as a back-up to the other District Recreation Trustee as needed.
9. Arrange for the hiring of all bands for summer Saturday Night Dances.
10. Sign checks as requested.