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TRAILER ESTATES PARK & RECREATION DISTRICT  
INTERNAL MEMORANDUM

**DATE:** March 1, 2022

**TO:** All Trustees



**FROM:** Lori Dalton, Trailer Estates Board Secretary

**SUBJECT: WORKSHOP DISCUSSION FOR March 7, 2022**

Attached are the documents we discussed at the workshop on 2/28/22. Since there was not sufficient time to properly add these to the workshop for 3/7/22, I made the changes discussed and we will ensure they are ready for action. They are as follows:

- 1) PP9C – Proposed new PP
- 2) PP25A – Proposed new PP
- 3) PP21A – Review Proposed Rates
- 4) PP23 – Total re-write of PP23
- 5) PP14A – Review of changes proposed 2/28/22

**THESE ARE VOTEABLE ITEMS. DO NOT DISCUSS THEM UNTIL THE MARCH 7, 2022 WORKSHOP. IF THERE ARE TYPOS OR OTHER CHANGES NEEDED, THEY MUST BE DISCUSSED IN THE OPEN WORKSHOP AND NOT BEFORE.**

Thank you!

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**TRAILER ESTATES PARK AND RECREATION DISTRICT  
STORAGE LOT MANAGER DUTIES PP 9C**

The Trailer Estates Board of Trustees work with administrative volunteers to assist the district in its day-to-day operations. The Storage Lot Manager is recommended by the Maintenance Trustee and approved by the Board of Trustees. The Storage Lot Manager can be removed at anytime by the majority of the Board. The Storage Lot Manager will report to the Maintenance Trustee. It shall be the primary duty of the Storage Lot Manager to provide daily supervision and on-site inspection of ALL storage spaces. The Storage Lot Manager is charged with enforcing all of the Rules and Regulations of the District and reporting issues to the Maintenance Trustee.

**Duties shall include:**

- 1) The Storage Lot Manager will coordinate with the Office Manager for residents requesting a storage lot space.
- 2) The Storage Lot Manager will meet with the resident and identify the length and item to be stored, ensuring proper sized storage lot is assigned.
- 3) The Storage Lot Manager will advise the resident of the rules for storing items in the lot.
- 4) Once the space is approved, the Storage Lot Manager will complete the Verification for Storage Lot Rental form and return it to the Office Manager for processing.
- 5) The Storage Lot Manager will inspect the storage lot on a monthly basis and identify vehicles to ensure proper registrations and license plates are up to date.
- 6) Coordinate with the Maintenance Trustee to identify better usage of the lot and/or identify infractions by residents.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
RECREATIONAL VEHICLE, BOAT & TRAILER  
STORAGE SPACE LEASE PP 23**

**RULES/LEASE**

1. All storage spaces must be leased through the Trailer Estates Office. Storage Lot may only be rented to Home Owners and renters. Office Manager will notify Storage Lot Manager/Maintenance Trustee of the next available space and notify the next person on the waiting list.
2. Resident must meet with Storage Lot Manager/Maintenance Trustee to be assigned the appropriately sized space. Storage spaces shall be limited to boat on trailer, boat trailer, motor home travel trailer, vehicle towing trailer, utility trailer, cargo trailer, cars and or truck and cannot exceed storage space assigned. Storage Lot Manager will review PP23 Rules/Lease with the applicant and return PP25A to the Office Manager.
3. Trailer Estates has at its sole discretion to change or re-assign the rented space of a Lessee.
4. Commercial use of storage lot by lessee is prohibited. Sheds or other buildings are not permitted in the storage area. Stored items not owned by Lessee will be removed at the owner's expense including but not limited to towing of such items.
5. Lessee must provide and maintain a current address, phone number, current vehicle and/or boat registration on file in the Trailer Estates Office. Current vehicle and/or boat registration must be placed on the stored item for verification. **Failure to have up to date licensing and/or registration will result in those items being removed at the owners' expense, including but not limited to towing of such item.**
6. Rent will be paid in advance from the first of the month in which the space is assigned.
7. Rents remaining unpaid for fifteen (15) days beyond the expiration date of any rental term shall incur a late charge of 10 percent (10%) of the annual lot rental. After 30 days, the stored unit will be removed at the owner's expense including but not limited to towing of such item.
8. Spaces will be assigned on a "first come, first served" basis for the size lot required from the waiting list maintained by the Office Manager. When a space is offered to someone on the waiting list, he/she will be given two full working days to accept or reject the offer. If the offer is accepted, the written lease application must be submitted and a year's lot rental, from

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**TRAILER ESTATES PARK AND RECREATION DISTRICT  
RECREATIONAL VEHICLE, BOAT & TRAILER  
STORAGE SPACE LEASE PP 23**

the beginning of the month of the offer and must be paid within two days. Trailer Estates will then give the applicant one month to present documentation of the required licensing of vehicles and registration. In the intervening time, no item may be stored on the lot. If applicant is unable to present the required documentation within the one-month grace period, Trailer Estates will prorate and refund any lot rental fee for the months remaining after the month in which applicant notifies Trailer Estates his/her inability to meet all lease requirements. If a person on the waiting list rejects the offer in writing within the above two full working days, that person will remain at the top of the waiting list for an appropriately sized lot. A person not responding in writing by the deadline will be removed from the waiting list. Faxes, e-mails, and bank transfers or wires will be accepted. Trailer Estates will make a good faith effort to contact the person at the top of each waiting lists using the phone number provided by the applicant. If the applicant cannot be reached, he/she will retain that position on the waiting list, but the next person will be offered the available space. **(what if applicant is up north and cannot provide the information?)**

- 9. Lessee may terminate his/her full year lease at any time and will receive a prorated refund of rent already paid for any unused full months remaining on the lease.
- 10. Spaces leased under **a six-month** agreement will not be provided a refund if the item is removed prior to the lease term.
- 11. Trailer Estates Park and Recreation District shall not be financially responsible for any injuries to Lessee or their agents or from damages or theft of stored property. Lessee assumes full responsibility for damages or injuries caused by the Lessee or his/her stored property.
- 12. Nothing may be stored or left lying on the ground. Lessee shall keep the rented space clear of all debris and free of safety hazards. Blocks needed for stored items must be neatly stacked along fence when not in use.
- 13. All stored items must be aligned so as not to encroach upon adjacent spaces, must be situated starting at the back of the lot, centered between the markers or poles. Space markers and/or lot numbers may not be removed. Stored items shall be well maintained, i.e., flat tires, torn or ripped tarps, etc.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
RECREATIONAL VEHICLE, BOAT & TRAILER  
STORAGE SPACE LEASE PP 23**

14. Violations of any lease provisions will be given a 30-day notice to remedy. If not corrected within 30 days, violators will lose their rental space and will not receive a refund of any rent paid. Stored items must be removed by the owner, if not, the stored item shall be removed at the owner's expense including but not limited to towing of such item.

Re-write 3/7/22

# TRAILER ESTATES PARK AND RECREATION DISTRICT COMMUNITY CHANNEL POLICY PP14A

The Trailer Estates Community Channel is a local government channel, overseen by the Board of Trustees, that is broadcast to TE residents only and is pursuant to an agreement with our cable provider. The District authorizes the Community Channel Manager to include community information on the community channel, but is prohibited from including any information for the purpose of solicitation or commercial uses.

Clubs, groups and organizations may submit items to the District for inclusion in the community channel broadcast provided all the following criteria are met:

1. Membership in the club or organization must be open to all residents within the Park, be not-for-profit in nature and must further the recreational purposes of the District, such as by providing social or recreational activities to the residents.
2. The club, group or organization must be in good standing in the TE office with current bylaws, list of officers, etc. on file. See the Policy and Procedures "Rules for Clubs, Groups and Organizations".
3. The information provided should be positive and non-judgmental. Due to space limitations, the District may edit requests. Information submitted must be in .pdf or .jpg not to exceed 1920/1080 in size.
4. Item submissions must be made by a named officer or principal of the club, group or organization.
5. Community Channel requests from clubs, groups or organizations shall be limited to a description of upcoming activities or events. They can run for three (3) weeks prior to the event unless more time is needed to sell tickets or secure food.
6. Items which serve a political or commercial purpose shall not be accepted by the District. The District monitors for copyright information or safety violations before the data is approved for broadcasting.

All items are to be submitted to the Trailer Estates office by email or by completing PP14B for placement on the community channel. Requests shall be reviewed and approved by the Chairman, or designee, by 10:00 a.m. each Tuesday and provided to the Community Channel Manager for placement on the community channel. If the Chairman, or designee, determines the item does not comply with the above requirements they shall provide a written explanation of the deficiency to the club, group or organization and a description of the means, if any, to bring the request into compliance with this policy. The Chairman shall also provide a timeframe within which to submit an amended request. If amendments are not made by the stated deadline, the item shall not be included on the community channel.

In the event an item is ultimately determined by the Chairman not to comply with the above requirements, the matter shall be automatically reviewed by the board of trustees at the next workshop, unless the club, group or organization notifies the chairman in writing that it does not want the matter to be reviewed further.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
VERIFICATION FORM FOR STORAGE LOT RENTAL PP 25A**

**THIS IS VERIFICATION THAT STORAGE LOT RENTAL HAS BEEN APPROVED FOR THE FOLLOWING:**

**LOT NUMBER:** \_\_\_\_\_ **LOT SIZE:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**PHONE NUMBER/EMERG.:** \_\_\_\_\_

**LICENSE PLATE NUMBER:** \_\_\_\_\_

**BOAT REGISTRATION NUMBER:** \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
**Signature (Storage Lot Manager/Maintenance Trustee)**

**DATE:** \_\_\_\_\_

**NOTE: THIS IS ONLY GOOD FOR 15 WORKING DAYS FROM THE ABOVE DATE**

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\_\_\_\_\_  
**Signature (Storage Lot Manager/Maintenance Trustee)**

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**TRAILER ESTATES PARK AND RECREATION DISTRICT  
STORAGE LOT RATES PP 21A**

RESIDENT RATES: Storage lots are available for residents only.

<u>Lot Size</u>	<u>Time Frame</u>	<u>\$\$/Foot</u>	<u>Base Price</u>	<u>Taxes Included</u>
40' Paved	12 months	\$13.75	\$420.00	\$449.40
	6 months	--	\$210.00	\$224.70
40' Unpaved	12 months	\$13.00	\$420.00	\$449.40
	6 months	--	\$210.00	\$224.70
30'	12 months	\$13.00	\$315.00	\$337.05
	6 months	--	\$157.50	\$168.53
24'	12 months	\$13.00	\$252.00	\$269.46
	6 months	--	\$126.00	\$134.82
20'	12 months	\$13.00	\$210.00	\$224.70
	6 months	--	\$105.00	\$112.35
18'	12 months	\$13.00	\$189.00	\$202.23
	6 months	--	\$94.50	\$101.12

**CANOE/KAYAK RATES:**

Monthly \$10.00/\$10/70  
Annually \$100.00/\$107.00

These “with tax” rates are based on the current Florida Sales Tax rate of 7% and are subject to immediate change if/when Florida Sales Tax is changed.

**DRAFT 3-7-22**