

BOARD OF TRUSTEES
REGULAR BOARD MEETING
August 7, 2023

MARK'S HALL
TRAILER ESTATES
1903 69TH AVENUE WEST
BRADENTON, FLORIDA 34207

Call To Order
Roll Call
Public Input (Limit 3 Minutes on Any Topic)
Approval of Minutes
Treasurer Report
Invoice Approval

Appointment of Candidates to Trustee Seats #5 & #9

Items Presented by Board & Staff (PP38)

1. Change FOB/ID Card Renewal to Birthday (Morris)
2. Revise Lessor/Renter FOB Fees -PP27A/PP28 (Morris)
3. Reduce Meetings Schedule to One Date per Month (Morris)
4. Revise Lessor/Renter FOB Fees - PP27A/PP28 (Morris)

Trustee/Staff Final Comments
Unfinished Business
Adjournment

Trailer Estates broadcasts its Meeting live on Channel 732 inside the Community

Zoom Meeting Access: Time: August 7, 2023 09:30 AM Eastern Time (US and Canada)
Join Zoom Meeting

Meeting ID: 830 5493 7606
Passcode: 6vUR18

Dial by your location
• +1 305 224 1968 US, • +1 309 205 3325 US, • +1 646 931 3860 US

Find your local number: <https://us02web.zoom.us/j/83054937606>

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.

Trailer Estates Park & Recreation District

Nomination Process

There are 4 Candidates for Seats 5 and 9 unexpired terms.

We will start with Seat #5.

1. Board Chair Trotter opens nominations from the Board to fill vacant Seat #5.
2. Nomination Made by a Board Member or Chairman
3. Nomination Call for Second
4. Board Chair Trotter Calls for the Vote to fill Seat #5
5. If nomination is carried by a majority vote of the board, then repeat for Seat #9

If nomination does not carry by majority, then the nominations for Seat #5 are re-opened.
Follow Steps 1-5 again.

Once Nomination carries by majority vote, we move to Seat #9

We will continue with Seat #9.

6. Board Chair Trotter opens nominations from the Board to fill vacant Seat #9.
7. Nomination Made by a Board Member or Chairman
8. Nomination Call for Second
9. Board Chair Trotter Calls for the Vote to fill Seat #9
10. If nomination is carried by a majority vote of the board, then move to next steps

Administer Oath of Office

Seat/Welcome New Trustees to Seat #5 and Seat#9.

Assign Temporary Responsibilities

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

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

Agenda Change FOB/ID Card Renewal Date to Birthday

For Upcoming Meeting—Date August 7, 2023

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): to change renewal of FOBS from September 30 of each year to the FOB Holders Birthday. Updates to PP27A are approved as attached.

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.) Memorandum, PP27

Trustee Park Manager Morris


Date Submitted 7/26/2023

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted 7/31/2023 Initials [Signature]

TRAILER ESTATES PARK AND RECREATION DISTRICT
MEMORANDUM

TO: TRAILER ESTATES BOARD OF TRUSTEES

FROM: LEE MORRIS, PARK MANAGER 

SUBJECT: CHANGE FOB/ID RENEWAL DATE TO BIRTHDAY

DATE: 07/26/2023

Background:

Currently all owner and renter FOBs turn off at midnight on September 30 of each year. Each owner and renter must fill out and update their "Annual Owner Information Form" (PP27). They would also get their new ID card.

Current:

Because ALL owners and renters have a FOB, and some have more than one, that means that everyone can come to the window for their FOB to be renewed on October 1. Even though many Snowbirds are not here yet, this still can create large backups as we now require the Annual Owner Information Form" (PP27) to be filled out prior to getting their FOB renewed. This means the lines could be even longer as we wait for the forms to get filled out. Long lines also stress out staff/customers and they become less effective.

Recommendation:

Move the renewal date of each owners FOB to their Birthday. While this won't eliminate all the lines with Snowbirds, most come down at different times. This will keep the window busy year-round. It will make it easier to collect the information forms and to check they are filled out completely. Owners will be happier they are not waiting in a long line.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
KEYLESS SECURITY SYSTEM (FOBS) PP 27A**

Purpose: To provide security for Trailer Estates common areas doors, provide access for residents, and monitor access and usage to facility.

Operation: Residents must purchase fob to activate common area, doors, gates and areas defined.

Eligibility:

1. Fobs will be issued to persons based on their residency and eligibility. Fobs may be issued to property owners not residing within the Trailer Estates Community. Property owners who lease their property will not provide fobs to tenants. Tenant must register for fob providing age requirements, lease agreement, etc.
2. Each person requesting a fob must be a registered property owner, guest or renter resident of Trailer Estates Park & Recreation District. Fobs will be issued only after person or guest has submitted age verification documents, picture ID, and approval of residency according to deed restrictions.
3. Each owner, renter and authorized household member must be individually registered as a resident.
4. Each resident must also complete an Owner Information Form providing, emergency contact information, their alternate address if Trailer Estates Park & Recreation District is not their primary residence, person responsible for lawn mowing, etc.

Resident's Fobs (See Separate Renter/Lessor below): To use facilities, registered residents must purchase fobs. Price will be \$50 per fob, non-transferable and refundable. Fobs will be activated as follows:

Fulltime Residents/Owner: **Renewal of fobs will be activated for one year, on FOB holders Birthday.** Resident must update their information annually to renew for the following year. There will be no charge after renewing.

Seasonal Resident/Owner: Issued and activated from the time resident registers to the expected departure date. Upon return and after registering, residents must update their information. There will be no charge for reactivating fob.

Households: At the request of the owner(s) and during the time of purchase, additional members of the household that are registered residents may be listed for use of the Primary Resident's fob. The owner(s) must sign an agreement to accept responsibility for the proper use of the fob and Park Facilities by household members.

Guests: Guests may enter and use facilities if accompanied by the owner. If guests desire to use pool or other facilities without the owner, the resident must obtain their guests' guest card that will be listed with the dates of the visit. Guest may only use resident's fob number listed on their Guest Card.

Renter/Lessor: May purchase fobs that will be activated for the limited periods of time that they will be present in Trailer Estates. The fob will expire when the lease expires (but will not be issued for more than 1 year). There will be a fee of \$75 of which \$50 is refundable.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
KEYLESS SECURITY SYSTEM (FOBS)**

PP 27A

Rules: Each person must use their own fob. Anyone sharing their fob or granting access to another person, or abusing facilities or other violations is subject to deactivation of fob, and other penalties as authorized by Trustees.

Non-Transferrable: Fobs will be deactivated upon death or vacating by resident. Fobs will not be transferred. New fobs must be purchased by new owners, new renters, a different family member becoming a resident, etc.

Special Fob: Will be issued to Trustees and Employees programmed as needed for their duties.

Multiple Fobs: A resident that desires a second fob for personal reasons, may purchase a second fob at the cost of \$50. This is for personal use only. Both fobs are subject to above rules, and violations will result in deactivation of both fobs.

Lost Fobs: The charge for replacement of a lost fob will be \$50.

ANY EXISTING FOBS THAT ARE NOT WITHIN ABOVE POLICY WILL NOT BE RENEWED.

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

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

Agenda Revise Lessor/Renter FOB Fees -PP27A/PP28

For Upcoming Meeting—Date August 7, 2023

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): As of 8/15/23

Renters must purchase a FOB for \$50 which is not refundable. If the Renter returns they may have their FOB reactivated for \$25 per year/season. Updates to PP27A and PP28 are approved as attached.

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.) Memorandum, PP27A PP28

Trustee Park Manager Morris

Date Submitted 7/26/2023


Chairman/Designee *[Signature]* per chairman.

Office Manager/Designee: Date Posted 7/31/2023 Initials *[Signature]*

TRAILER ESTATES PARK AND RECREATION DISTRICT
MEMORANDUM

TO: TRAILER ESTATES BOARD OF TRUSTEES

FROM: LEE MORRIS, PARK MANAGER

SUBJECT: REVISE RENTER FOB FEES 

DATE: 07/26/2023

Background:

Traditionally we have taken \$75 from a renter for a FOB. Then when the rental is over for the year, they return the FOB to us and receive a \$50 check in the mail from Trailer Estates.

Current:

This procedure is quite costly for Trailer Estates to follow:

1. The renter's \$50 deposit is returned in the form of a check. Checks cost us money to write and process. The bank charges us for each check.
2. We must maintain a subsidiary Deposit ledger that has to be audited.
3. Deposit the check or cash initially
4. Reconcile the check when it is cashed
5. Pay staff to write the check
6. Pay for stamps & Envelopes
7. There were over 50 deposit returns on a recent bank statement!

Recommendation:

We will stop taking deposits for Renters FOBs effective 8/15/23 and just charge them a non-refundable fee of \$50 to purchase their FOB. They will own the FOB and if they come back year after year, we can re-activate each time for \$25 up to a year. This simplified process will save us both staff time and money.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
KEYLESS SECURITY SYSTEM (FOBS) PP 27A**

Purpose: To provide security for Trailer Estates common areas doors, provide access for residents, and monitor access and usage to facility.

Operation: Residents must purchase fob to activate common area, doors, gates and areas defined.

Eligibility:

1. Fobs will be issued to persons based on their residency and eligibility. Fobs may be issued to property owners not residing within the Trailer Estates Community. Property owners who lease their property will not provide fobs to tenants. Tenant must register for fob providing age requirements, lease agreement, etc.
2. Each person requesting a fob must be a registered property owner, guest or renter resident of Trailer Estates Park & Recreation District. Fobs will be issued only after person or guest has submitted age verification documents, picture ID, and approval of residency according to deed restrictions.
3. Each owner, renter and authorized household member must be individually registered as a resident.
4. Each resident must also complete an Owner Information Form providing, emergency contact information, their alternate address if Trailer Estates Park & Recreation District is not their primary residence, person responsible for lawn mowing, etc.

Resident's Fobs (See Separate Renter/Lessor below): To use facilities, registered residents must purchase fobs. Price will be \$50 per fob, non-transferable and refundable. Fobs will be activated as follows:

Fulltime Residents/Owner: A renewal of fobs will be issued and activated for one year, or September 30th whichever comes first. Resident must update their information annually to renew for the following year. There will be no charge after renewing.

Seasonal Resident/Owner: Issued and activated from the time resident registers to the expected departure date. Upon return and after registering, residents must update their information. There will be no charge for reactivating fob.

Households: At the request of the owner(s) and during the time of purchase, additional members of the household that are registered residents may be listed for use of the Primary Resident's fob. The owner(s) must sign an agreement to accept responsibility for the proper use of the fob and Park Facilities by household members.

Guests: Guests may enter and use facilities if accompanied by the owner. If guests desire to use pool or other facilities without the owner, the resident must obtain their guests' guest card that will be listed with the dates of the visit. Guest may only use resident's fob number listed on their Guest Card.

JUL 27 '23 AM 8:14

**TRAILER ESTATES PARK AND RECREATION DISTRICT
KEYLESS SECURITY SYSTEM (FOBS)**

PP 27A

Renter/Lessor: May purchase fobs that will be activated for the limited periods of time that they will be present in Trailer Estates. The fob will expire when the lease expires (but will not be issued for more than 1 year). There will be a fee of \$50 which is non-refundable. Renters/Lessor purchased fob(s) may be re-activated each year/season for a fee of \$25 (non-refundable).

Rules: Each person must use their own fob. Anyone sharing their fob or granting access to another person, or abusing facilities or other violations is subject to deactivation of fob, and other penalties as authorized by Trustees.

Non-Transferrable: Fobs will be deactivated upon death or vacating by resident. Fobs will not be transferred. New fobs must be purchased by new owners, new renters, a different family member becoming a resident, etc.

Special Fob: Will be issued to Trustees and Employees programmed as needed for their duties.

Multiple Fobs: A resident that desires a second fob for personal reasons, may purchase a second fob at the cost of \$50. This is for personal use only. Both fobs are subject to above rules, and violations will result in deactivation of both fobs.

Lost Fobs: The charge for replacement of a lost fob will be \$50.

ANY EXISTING FOBS THAT ARE NOT WITHIN ABOVE POLICY WILL NOT BE RENEWED.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
AGREEMENT OF RESPONSIBILITY RENTER RESIDENT PP 28**

OWNER NAME: _____
PROPERTY ADDRESS: _____

RENTER(S) NAME(S) _____ **AGE AND DATE OF BIRTH** _____

DURATION OF LEASE, FROM _____ **TO** _____

I AM THE OWNER (OR AGENT) OF THE ABOVE PROPERTY IN TRAILER ESTATES. I ACCEPT THE RESPONSIBILITY AND ACCOUNTABILITY BOTH FOR THE COMPLIANCE OF ALL RULES AND REGULATIONS GOVERNING THE USE OF TRAILER ESTATES COMMON FACILITIES AND THE FISCAL RESPONSIBILITY FOR ANY DAMAGE THAT THE ABOVE NAMED PERSON(S) AND THEIR GUESTS MAY CAUSE. **I ALSO UNDERSTAND THAT I MAY NOT GIVE, LEND OR SELL A FOB TO SAID COMMON FACILITIES TO ANY RENTER.**

OWNERS' SIGNATURE: _____ **DATE:** _____
(SIGNATURE MUST BE NOTARIZED IF NOT SIGNED IN TRAILER ESTATES OFFICE)
THE ABOVE TO BE COMPLETED BY OWNER.

BELOW TO BE SIGNED BY RENTER RESIDENT:

I UNDERSTAND AND AGREE TO PAY AN **ANNUAL REGISTRATION FEE OF \$50.00** FOR THE ABOVE ADDRESS. **ADDITIONALLY, FOR A NON-REFUNDABLE FEE OF \$50.00 PER FOB,** ONE (1) FOB WILL BE ISSUED AND AN ADDITIONAL FOB MAY BE ISSUED, IF NEEDED, FOR AN ADDITIONAL RENTER THAT IS LISTED ON THE AGREEMENT OF RESPONSIBILITY RENTER RESIDENT FORM. A MAXIMUM OF TWO (2) FOBS WILL BE ISSUED TO A PROPERTY ADDRESS. I MUST PAY A FEE OF \$50.00 FOR EACH FACILITY FOB, WHICH IS NOT REFUNDABLE. IF A FOB IS LOST DURING THE RENTAL PERIOD, A NEW FOB MAY BE PURCHASED FOR \$50. I AGREE TO ALL THE PROVISIONS OF THIS LEASE AGREEMENT.

IF YOU ARE A RETURNING RENTER AND YOU HAVE YOUR PURCHASED FOB, YOU MAY RE-ACTIVATE IT FOR \$25 PER RENTAL PERIOD, NOT TO EXCEED 1 YEAR.

RENTER RESIDENT
SIGNATURE: _____ **DATE:** _____

FOB NUMBER ISSUED: _____

POST OFFICE BOX NUMBER: _____ PHONE NUMBER _____

EMERGENCY CONTACT PERSON:
NAME: _____

PHONE NUMBER

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

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

Agenda Reduce Meetings Schedule to One Date per Month

For Upcoming Meeting—Date August 7, 2023

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): To change Board Meetings & Workshops as follows: Meetings (Board Workshop & Regular Meetings) are scheduled on the first and third Tuesdays, January - April. May - December Meetings will be scheduled on the third Tuesday. Workshop Meetings will begin at 9:30am, followed by the Regular Board Meeting. Per our Bylaws, a Public Hearing will be scheduled for September 18, 2023-9:30am and a vote to follow in the Board Meeting.


Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**
Minor Newspaper Publishing Costs

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** Memo, and proposed meeting date Calendar

Trustee Trotter


Date Submitted July 25, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted 7/31/2023 Initials 

TRAILER ESTATES PARK AND RECREATION DISTRICT
MEMORANDUM

TO: TRAILER ESTATES BOARD OF TRUSTEES

FROM: LEE MORRIS, PARK MANAGER 

SUBJECT: REDUCE NUMBER OF BOARD MEETING DATES
CHANGE MEETING DAY- AFTER DISCUSSION
MOTION TO PLACE BYLAW AMENDMENT ON FUTURE AGENDA

DATE: 07/25/2023

Background:

Historically, Trailer Estates has had held a Board Meeting and Workshop on the First and Third Mondays of each month. This would equal 24 meetings per year, plus any special or emergency meetings. The meeting schedule conflicts with many Monday Holidays such as Memorial Day, Labor Day, Presidents Day, and MLK Day, just to name a few.

Current:

While the Bylaws call for meetings on the First and Third Mondays of the month (24 Mtgs), Policies & Procedures (PP1) P1 through PP1i (Trustee Responsibilities) call for 26 meetings per year. Regardless of which direction the Board decides to go, we must update to the correct number of meetings in all of our rules. This topic is somewhat time-sensitive as we must post our meetings for the following year (2024) in December 2023.

Recommendation:

Having meetings so close together puts unnecessary pressure on Trustees and staff. We finish one meeting and the next day we must start to prepare for the agenda deadline of the following Monday. It is difficult in summer to make a quorum when some of our trustees are snowbirds and some are on vacation. In addition, there are many times when the Board Meeting Agenda action items are empty, and there may only be carry-over items from the previous Workshop.

I believe that having a Park Manager in place will also help facilitate the procedures and vetting of the topic you want to discuss by having him do the research. This will reduce the number of times an item needs to go through the workshop discussion process; thereby reducing the number of workshops required.

If there is an emergency or an urgent item that would require a Board Meeting, it can be called anytime with 24-48 hours of notice and there is always the opportunity to advertise a special meeting.

After Discussion:

We recommend that the Board move towards a reduced meeting schedule of two meetings per month, January – April and one meeting per month, May – December. Concurrently, change the meeting day to the 1st and 3rd Tuesdays of the month January – April, and one meeting per month on the 3rd Tuesday, May - December.

Amendments to Bylaws can be proposed by Trustee Chairman Trotter in writing at any regular meeting of the Board. A motion to place a bylaw amendment on a future agenda for a vote shall require a second and a majority vote of those present and voting. The Chair shall place the matter on the agenda for a public hearing. Notice for the public hearing with the proposed revisions shall be posted on the District website and on the official District bulletin board(s) at least twenty-one (21) calendar days prior to the public hearing. After the public hearing is concluded, the Board shall vote on the proposed amendment(s). A two-thirds majority vote of the members of the Board shall be necessary to amend the Bylaws.

ARTICLE II. MEETINGS

A. Regular meetings of the Board of Trustees shall be held on the first and third Mondays of each month. Special Meetings or workshop Meetings may be called by the Chairman or by a majority of the Board members present at any meeting of the Board.

B. A quorum of five (5) Trustees present is required to transact business.

Changed To:

ARTICLE II. MEETINGS

A. Regular meetings of the Board of Trustees shall be held on the first and third Tuesdays during the months of January, February, March, and April; and on the 3rd Tuesday during the months of May through December. Special Meetings or workshop Meetings may be called by the Chairman or by a majority of the Board members present at any meeting of the Board. Emergency Meetings may be called as necessary by the Board.

B. A physical quorum is required to transact business. A Quorum is defined as a majority of the seated Trustees at any given time.

Proposed Dates 2024

Trailer Estates Board of Trustees

Board Workshops and Board Meetings

January 2, 2024 Board Workshop 9:30am, Board Meeting Follows

January 16, 2024 Board Workshop 9:30am, Board Meeting Follows

February 6, 2024 Board Workshop 9:30am, Board Meeting Follows

February 20, 2024 Board Workshop 9:30am, Board Meeting Follows

March 5, 2024 Board Workshop 9:30am, Board Meeting Follows

March 19, 2024 Board Workshop 9:30am, Board Meeting Follows

April 2, 2024 Board Workshop 9:30am, Board Meeting Follows

April 16, 2024 Board Workshop 9:30am, Board Meeting Follows

May 21, 2024 Board Workshop 9:30am, Board Meeting Follows

June 18, 2024 Board Workshop 9:30am, Board Meeting Follows

July 16, 2024 Board Workshop 9:30am, Board Meeting Follows

August 20, 2024 Board Workshop 9:30am, Board Meeting Follows

September 17, 2024 Board Workshop 9:30am, Board Meeting Follows

October 15, 2024 Board Workshop 9:30am, Board Meeting Follows

November 19, 2024 Board Workshop 9:30am, Board Meeting Follows

December 17, 2024 Board Workshop 9:30am, Board Meeting Follows

Calendar for year 2024 (United States)

JUL 27 '23 AM 9:14



January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
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28	29	30				

May

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19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
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27	28	29	30	31		

November

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Jan 1 • New Year's Day
- Jan 15 • Martin Luther King Jr. Day
- Feb 19 • Presidents' Day
- May 27 • Memorial Day

- Jun 19 • Juneteenth
- Jul 4 • Independence Day
- Sep 2 • Labor Day
- Oct 14 • Columbus Day

- Nov 11 • Veterans Day
- Nov 28 • Thanksgiving Day
- Dec 25 • Christmas Day

PUBLIC HEARING LEGAL NOTICE

Trailer Estates Park & Recreation District will hold a Public Hearing on Monday, September 18, 2023 at 9:30 a.m. to present a Bylaw Amendment for Workshop & Board Meeting Date Changes and the number of meetings in a calendar year. The hearing will be held in the District's Mark's Hall at 1903 69th Ave West, Bradenton, FL, 34207.

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

PP 38

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

Agenda Revise Lessor/Renter FOB Fees - PP27A/PP28

For Upcoming Meeting—Date August 7, 2023

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): As of 8/15/2023

Renters must purchase a FOB for \$50 which is not refundable. If the Renter returns they may have their FOB reactivated for \$25 per year/season. Updates to PP27A and PP28 are approved as attached.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** Memorandum, PP27A PP28

Trustee Park Manager Morris

Date Submitted 7/26/2023

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

**TRAILER ESTATES PARK AND RECREATION DISTRICT
AGREEMENT OF RESPONSIBILITY RENTER RESIDENT PP 28**

OWNER NAME: _____
PROPERTY ADDRESS: _____

RENTER(S) NAME(S) _____ **AGE AND DATE OF BIRTH** _____

DURATION OF LEASE, FROM _____ **TO** _____

I AM THE OWNER (OR AGENT) OF THE ABOVE PROPERTY IN TRAILER ESTATES. I ACCEPT THE RESPONSIBILITY AND ACCOUNTABILITY BOTH FOR THE COMPLIANCE OF ALL RULES AND REGULATIONS GOVERNING THE USE OF TRAILER ESTATES COMMON FACILITIES AND THE FISCAL RESPONSIBILITY FOR ANY DAMAGE THAT THE ABOVE NAMED PERSON(S) AND THEIR GUESTS MAY CAUSE. **I ALSO UNDERSTAND THAT I MAY NOT GIVE, LEND OR SELL A FOB TO SAID COMMON FACILITIES TO ANY RENTER.**

OWNERS' SIGNATURE: _____ **DATE:** _____
(SIGNATURE MUST BE NOTARIZED IF NOT SIGNED IN TRAILER ESTATES OFFICE)
THE ABOVE TO BE COMPLETED BY OWNER.

BELOW TO BE SIGNED BY RENTER RESIDENT:
I UNDERSTAND AND AGREE TO PAY AN **ANNUAL REGISTRATION FEE OF \$50.00** FOR THE ABOVE ADDRESS. **ADDITIONALLY, FOR A NON-REFUNDABLE FEE OF \$50.00 PER FOB,** ONE (1) FOB WILL BE ISSUED AND AN ADDITIONAL FOB MAY BE ISSUED, IF NEEDED, FOR AN ADDITIONAL RENTER THAT IS LISTED ON THE AGREEMENT OF RESPONSIBILITY RENTER RESIDENT FORM. A MAXIMUM OF TWO (2) FOBS WILL BE ISSUED TO A PROPERTY ADDRESS. I MUST PAY A FEE OF \$50.00 FOR EACH FACILITY FOB, WHICH IS NOT REFUNDABLE. IF A FOB IS LOST DURING THE RENTAL PERIOD, A NEW FOB MAY BE PURCHASED FOR \$50. I AGREE TO ALL THE PROVISIONS OF THIS LEASE AGREEMENT.

IF YOU ARE A RETURNING RENTER AND YOU HAVE YOUR PURCHASED FOB, YOU MAY RE-ACTIVATE IT FOR \$25 PER RENTAL PERIOD, NOT TO EXCEED 1 YEAR.

RENTER RESIDENT
SIGNATURE: _____ **DATE:** _____

FOB NUMBER ISSUED: _____

POST OFFICE BOX NUMBER: _____ PHONE NUMBER _____

EMERGENCY CONTACT PERSON:
NAME: _____

PHONE NUMBER
