

TRAILER ESTATES PARK & RECREATION DISTRICT

**BOARD OF TRUSTEES
REGULAR BOARD MEETING**

August 20, 2018

9:30 A.M.

SMALL HALL

**1903 69TH AVENUE WEST
BRADENTON, FLORIDA 34207**

AUG 19 '18 AM 9:09

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

 Create PP30A – Participant Agreement, Waiver and Release Form (Opper)

 Update PP37A – Reservation for Function (Opper)

 Update PP42 – Rules for Clubs, Groups and Organizations (Opper)

 Update Rules and Regulations Part B (Opper)

 Start Legal Procedures – 6515 Washington (Trotter)

 Transfer of HIX Marine Lease (Chandler)

New business

Reports from clubs and 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 BOARD OF TRUSTEES
MOTION FOR ACTION OR RULES CHANGE

Type of Motion

Action X
Rules

Rule to be changed:

Page:

Section:

Paragraph:

Presented by: Gail Opper

Date: August 20, 2018

Seconded by: _____

Date: _____

Passed: _____

Date: _____

Denied: _____

Date: _____

Tabled: _____

Date: _____

Other: _____

Date: _____

A MOTION AS FOLLOWS: To create PP30A – Participant Agreement, Waiver and Release Form.

Costs/Estimated Costs:

Attachments: PP30A

Trustees FOR

Trustees AGAINST

**TRAILER ESTATES PARK AND RECREATION DISTRICT
PARTICIPANT AGREEMENT, WAIVER AND RELEASE FORM PP 30A**

THIS FORM MUST BE COMPLETED BEFORE ANY PARTICIPATION WILL BE ALLOWED

Participant's Name: _____ Is participant under 18 yrs. old?
 Yes or NO
Address: _____ City/State/Zip: _____
Phone Home: _____ Work: _____ Cell: _____
Emergency Contact: _____
Relationship to TE Resident: _____

AGREEMENT, WAIVER AND RELEASE

In consideration of being permitted by Trailer Estates Park and Recreation District (hereinafter the District) to participate in activities at the District, I hereby waive, release and discharge any and all claims for damages for personal injury, death or property damage which I may have, or which may hereafter accrue to me, as a result of participation in activities at said facilities in or upon any other portion of the District's premises. This release is intended to discharge in advance the District, its trustees, employees and agents from any and all liability arising out of or connected in any way with my participation in activities in this District's facility or premises even though that liability may arise out of negligence, action or inaction on the part of those parties. It is understood that activities such as the ones I will be participating in involve an element of risk and danger of accidents and knowing those risks, I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns.

I agree to indemnify and to hold harmless, the District, its trustees, employees and agents from any loss, liability, damage cost or expense which they may incur as the result of death or any injury or property damage sustained by others, arising out of my participation in any activity while in or upon the District's facility or premises. I understand that this indemnification and hold harmless agreement includes any claim based on negligence, action or inaction of the District, its trustees, employees and agents.

I have read and understand the above agreement.

Participant Signature: _____

Parent or Guardian Signature, if participant is under the age of 18: _____

Sponsoring TE Resident Signature: _____

TE Resident Street Address: _____

(Office Use Only)

Assigned Participant Number: _____ Approved By: _____

TRAILER ESTATES BOARD OF TRUSTEES
MOTION FOR ACTION OR RULES CHANGE

Type of Motion

Action X
Rules

Rule to be changed:

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Tabled: _____

Date: _____

Other: _____

Date: _____

A MOTION AS FOLLOWS: Update PP37A – Reservations for Functions to specify “one day only” requests.

Costs/Estimated Costs:

Attachments: PP37A

Trustees FOR

Trustees AGAINST

**TRAILER ESTATES PARK AND RECREATION DISTRICT
RESERVATION FOR FUNCTION (RULES) PP37A**

Rules and Regulations – For all one day only requests which may include persons or groups who are not residents or property owners, a deposit of \$100.00 for meeting rooms/small hall and \$200.00 for large hall must be submitted at the time of the reservation request and will be returned if the room reserved is left in the same condition it was when reserved. Any damages in excess of the deposit will be charged to the person, club or organization making the reservation.

If a property owner/renter reserves the room and it is necessary for maintenance to clean up after the function, the resident submitting the request will be billed for maintenance's time required to perform clean up (this applies to non-routine clean up).

When reserving for a weekend or holiday, residents must set-up and break down their own tables and chairs or pay to have this done. Check with Maintenance for correct number of tables.

****ONE WEEK ADVANCE NOTICE IS REQUIRED FOR ALL FUNCTION RESERVATION REQUESTS.**

Discretion is given to the trustee and/or designee to approve requests that are submitted with less than 7 days advance notice.

Please inform maintenance of set-up needs two (2) days before the function.

Residents: Please bring the approved reservation form to the office 24 hours before the function to receive keys for the hall and kitchen. The office is open Monday – Friday.

Delivery Method: Either e-mail electronic copy to secretary@trailerestates.com (be sure to put "PP37" somewhere in the subject) or submit completed paper copy to the office.

AUG 13 '18 AM 9:09

TRAILER ESTATES BOARD OF TRUSTEES
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Type of Motion

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Rules

Rule to be changed:

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Denied: _____ Date: _____

Tabled: _____ Date: _____

Other: _____ Date: _____

A MOTION AS FOLLOWS: Update PP42 – Rules for Clubs, Groups and Organizations to change “people” to “Trailer Estates resident”.

Costs/Estimated Costs:

Attachments: PP42

Trustees FOR

Trustees AGAINST

**TRAILER ESTATES PARK AND RECREATION DISTRICT
RULES FOR CLUBS, GROUPS AND ORGANIZATIONS** PP42

IN ORDER TO ENSURE THAT PRESENT AND/OR FUTURE CLUBS/GROUPS OR ORGANIZATIONS THAT USE DISTRICT FACILITIES ARE ORGANIZED FOR THE BENEFIT OF THOSE THAT SUPPORT THESE FACILITIES THROUGH PAYMENT OF THE "RECREATION DISTRICT TAX" AS DEFINED IN CHAPTER 69-1287 LAWS OF FLORIDA AND ALL OF THE AMENDMENTS THERE TO THE FOLLOWING IS HEREBY ADOPTED:

DEFINITIONS:

CLUB/GROUP: A group of Trailer Estates resident organized for a common purpose.

ORGANIZATION: A number of Trailer Estates resident or groups having specific responsibilities and united for a particular purpose.

Formation of all clubs/groups or organizations to be registered with Trailer Estates Park & Recreation District shall require the following:

- 1) Copies of the Articles of Organization, By-Laws, Rules of Conduct, and similar documents shall be submitted to the Trailer Estates Park & Recreation District Office. For less formal clubs/groups, PP67 Club/Group Purpose & Contact Information can be submitted in lieu of Articles of Organization or By-Laws.
- 2) Upon the formation of a club or organization and, at least once each year thereafter (by April 1) the name(s) of the officer(s) of the club or organization and a current copy of the Articles of Organization/By-Laws or PP67 Club/Group Purpose & Contact Information with the following year's reservation request shall be furnished to the District Office of Trailer Estates Park & Recreation District.

Registration of clubs and organizations is required in order to use the facilities of Trailer Estates Park & Recreation District. All requests for meeting times and place (complete PP42 Reservation For Function - please only reserve facilities for only those months your club/group/organization actually meets) shall be forwarded to the Secretary Trustee for assignment. In the absence of the Secretary Trustee another Trustee and/or the Office Manager may make the assignments.

All meetings held by a club or organization registered with Trailer Estates Park & Recreation must be open to all residents of Trailer Estates Park & Recreation District.

Failure to comply with these rules shall be cause for denial of the use of the facilities of Trailer Estates Park & Recreation District.

TRAILER ESTATES BOARD OF TRUSTEES
MOTION FOR ACTION OR RULES CHANGE

Type of Motion

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Rules

Rule to be changed:

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Passed: _____	Date: _____
Denied: _____	Date: _____
Tabled: _____	Date: _____
Other: _____	Date: _____

A MOTION AS FOLLOWS: Update Rules and Regulations Part B, Section VI to clarify "one day" reservations.

Costs/Estimated Costs:

Attachments: Rules and Regs Part B

Trustees FOR

Trustees AGAINST

PART B: RULES GOVERNING USE OF FACILITIES

SECTION I. (revised 11/17/08)

Each year prior to April 1, all organizations and clubs with regularly scheduled programs must reaffirm their schedules for the ensuing year by providing the Secretary of the Board of Trustees their schedule of meetings and all special events that are to take place at any District recreational facility.

- A. Schedules shall include which facility or combination of facilities are requested, the number of persons expected, the seating arrangements, equipment necessary, and other requirements for the program.
- B. Events or programs which have been regularly scheduled in previous years have precedence over new activities if schedules are submitted as stated above.
- C. These schedules must be submitted to the Secretary of the Board of Trustees.
- D. The Secretary, for the Board of Trustees, reserves the right to make activity schedule changes.

SECTION II.

Trailer Estates sponsored activities have precedence over organization or club sponsored activities. Those activities scheduled during season may continue off season (without instructor) with a minimum attendance of five or more.

SECTION III.

Property owner sponsored activities and events shall be subordinate to and shall not conflict with previously scheduled Trailer Estates District, Organization or Club sponsored activity or event.

SECTION IV. (Revised 11/17/08, 12/5/11)

For seasonal events or activity, the Secretary Trustee shall be notified of all seating and equipment arrangements necessary seven (7) days prior to the event or activity.

- A. If the kitchen(s) is to be used, a refundable cleanup and damage deposit of \$50 is required seven (7) days prior to the event or activity or at the time the kitchen key is obtained. The Kitchen Manager(s) shall be notified at that time.
 - 1) The deposit shall be returned if the sponsor cleans up after the event and there is no damage done to District property. If property damage exceeds the deposit, the sponsor shall be responsible for all damages or repairs necessary.
 - 2) If the club or organization uses the kitchen seven (7) or more times a month, their key may be retained. That key may not be given to an unauthorized person or group for any reason or their kitchen key privilege will be rescinded.

3) Refundable deposits for groups identified in A2 will be held for the fiscal year unless damage occurs, at which time a new deposit must be submitted.

B. Any outside activities who utilize the kitchen facilities shall comply with the rules governing the use of the kitchen(s).

C. Unless appropriate licensing is obtained, as described herein, the District's kitchen facilities shall only be used to prepare food for the residents of Trailer Estates and their guests, and any advertising which purports to offer food for consumption by the general public shall be prohibited.

Should a person or organization wish to utilize the kitchen facilities to prepare food for, or serve food to, the general public, such person or organization shall be required to obtain the appropriate license from the Florida Department of Business and Professional Regulation and to provide the District Office with a copy of same prior to commencing the event.

SECTION V. (Rev. 6/20/11; 11/7/11; 08/07/17)

As determined by a State of Florida Fire Marshall the seating capacities of rooms in the common recreational facilities of Trailer Estates Park and Recreation District are:

LARGE HALL:	616 row seating: front hall 300; rear hall 300
	500 table and chairs; front hall 240; rear hall 259
	Dance Floor (1102 square foot dance hall); 426
SMALL HALL:	200 Row seating with Stage half = 125 and Fireplace half = 75
	150 Table seating with Stage half = 88 and Fireplace half = 62
COMBINED HALLS:	Dance Floor (1102 sq.ft) with both doors open; 576 occupants
EXERCISE ROOM:	20
CARD ROOM (poker):	20
COMPUTER:	20
RIHA BUILDING:	30
BILLIARDS ROOM:	8
SHARE-A-CRAFT ROOM:	50
	(with current seating and tables)
VIDEO:	20

- A. In no case shall the rated seating capacities be exceeded in any area for any event or function.
- B. Events and functions shall be scheduled and assigned specific rooms or areas based upon event's anticipated number of participants. Rooms or areas previously assigned, may be changed at any time to accommodate newly scheduled events or functions at the discretion of the Secretary Trustee (Rev. 3/21/11). In no case shall an event or function be canceled because of the refusal of a previously scheduled event or function to move to another room or area.

Section VI.

Trailer Estates District property owners and renter residents may use the facilities for activities such as birthday parties, wedding receptions, anniversaries, testimonials, memorial services and other events which are one day out-of-park activities they are sponsoring. (3/21/11; 4/18/11; 08/20/18)

- A. All requests for the use of the facilities by property owners and renter residents which may include persons or groups who are not residents or property owners must be approved by the Secretary Trustee (Rev. 4/10).

- B. At the time of the reservation request, sponsors of any property owner function shall deposit a refundable clean-up and damage charge with the District. The deposit shall be returned if the sponsor cleans up after the event and there is no damage done to District property. If property damage exceeds the deposit the sponsor shall be responsible for all damages or repairs necessary. Deposit amounts: \$100 for small hall or meeting rooms, \$200 for large hall (3/21/11)

Section VII. (3/21/11)

Any disregard of the officially scheduled activities will be deemed a violation of the rules governing the use of facilities.

Section VIII.

Commercial use of the marina by a boat slip renter is prohibited. (6/20/11)
Commercial use of the storage lot by a storage lot renter is prohibited. (1/16/12)

TRAILER ESTATES BOARD OF TRUSTEES
MOTION FOR ACTION OR RULES CHANGE

Type of Motion

Action X
Rules

Rule to be changed:

Page: Section: Paragraph:

Presented by: Duane Trotter Date: August 20, 2018

Seconded by: _____ Date: _____

Passed: _____ Date: _____

Denied: _____ Date: _____

Tabled: _____ Date: _____

Other: _____ Date: _____

A MOTION AS FOLLOWS: Start legal procedures against 6515 Washington – Underage.

Costs/Estimated Costs:

Attachments:

Trustees FOR

Trustees AGAINST

TRAILER ESTATES BOARD OF TRUSTEES
MOTION FOR ACTION OR RULES CHANGE

Type of Motion

Action X
Rules

Rule to be changed:

Page: Section: Paragraph:

Presented by: Mary Chandler Date: August 20, 2018

Seconded by: _____ Date: _____

Passed: _____ Date: _____

Denied: _____ Date: _____

Tabled: _____ Date: _____

Other: _____ Date: _____

A MOTION AS FOLLOWS: Approve contract amendment for Assignment of current HIX Marina Lease to a new owner.

Costs/Estimated Costs:

Agenda Item: Assignment Draft with Mark Barnebey for review.

Trustees FOR

Trustees AGAINST