

# Trailer Estates Park and Recreation District

Board of Trustees Workshop

February 4, 2025

9:30AM Mark's Hall

1903 69<sup>th</sup> Avenue West

Bradenton, FL 34207

Call to Order

Roll Call

Public Comment (Limit 3 Minutes on Workshop Agenda Items Only)

Reports from Standing Committees

Clubs & Organizations

Discussion Items Presented by Board & Staff (PP38)

1. Revise Duties - Seasonal Recreation Trustee PP1H
2. Revise Duties - Health & Welfare Trustee PP1G
3. Amend Recurring Monthly Expense (Exhibit A)
4. Discuss Deposit Requirements - Rentals
5. Review & Update Paid Instructors PP13
6. Discuss Unlocking Access via FOBs
7. Review & Update Applicant Interviews PP5
8. Discuss Landlord Responsibilities
9. Board of Canvassers-Pool Procedure
10. Quote - Repairs CCTV Camera's & Related Equipment

Trustee Reports

Violation Report - None

Park Manager Comments

Unfinished Business

Adjournment

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

Zoom Meeting Access:

<https://us02web.zoom.us/j/85367216860?pwd=TUzib5Hb6BnYa7eJV2poM4AdBrfXg6.1>

Meeting ID: 853 6721 6860

Passcode: PhDY5y

One tap mobile

+13052241968,,85367216860#,,,,\*146638# US

Meeting ID: 853 6721 6860

Mobile Passcode: 146638

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 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 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Revised Duties of the Seasonal Recreation Trustee

For Upcoming Meeting—Date February 4, 2025

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 discuss the proposed changes to the position description of the Seasonal Social and Recreation Activities Trustee.

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.)** \_\_\_\_\_

1. Existing duties \_\_\_\_\_

2. Proposed duties \_\_\_\_\_

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Trustee Kathleen Gregory *KTG*

Date Submitted 01/08/2025

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_

#1

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

## **DUTIES OF SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE**

**THE SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE SHALL:**

1. Prepare for and attend 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**

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.

H2

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

### **PROPOSED DUTIES OF SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE**

THE SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE SHALL:

1. Prepare for and attend 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 events.
3. Plan all seasonal recreational events for the residents.
4. Submit the seasonal recreational budget when requested.
5. 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.
6. Purchase all supplies needed for seasonal district events.
7. Work with maintenance staff to ensure event set up is completed.
8. Coordinate volunteers as needed per event.
9. Complete all check requests prior to the date of performances.
10. Ensure all contracts are correctly completed and filed in the Seasonal Recreation Trustee binder in the office.
11. Publicize all events so residents are kept informed.
12. Serve as a back-up to the other District Recreation Trustee as needed.
13. Provide updates on seasonal recreation activities during board meetings.
14. Sign checks as requested.

**TRAILER ESTATES PARK AND RECREATION DISTRICT**

**BOARD AGENDA ITEM FORM**

**PP 38**

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Duties of Health & Welfare Trustee PP1G

For Upcoming Meeting—Date 2/7/2025

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): \_\_\_\_\_

Review and update duties of the Health & Welfare Trustee

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.) See Attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trustee L. Neal

Date Submitted 1/23/25

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_

**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 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, Jazzercise, 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 or other diseases).
10. Post information on bulletin boards.
  - Community Care
  - Volunteers
  - Agencies/Organizations
  - Disaster Assistance
  - Etc.
11. Serve as board representative/contact for the ~~with~~ community and TE Park service organizations.
  - Meals on Wheels
  - 85+ Valentine Dinner

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

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

**DRAFT 2/7/25**



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

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Ammend Recurring Monthly Expense Limits

For Upcoming Meeting—Date February 4, 2025

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): Amend the Approved Recurring Expenses to raise the spending limit from \$2,000 to \$2,500 per event for the Recreation Trustee and the Continuing Recreation Trustee from \$2,000 to \$2,500 per event.

Band Contracts are quite often more than \$2,000 and last year this limit was changed.

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.)** \_\_\_\_\_

Recurring Expense Approval List as adopted Jan 7, 2025

Recurring Expense Approval List as adopted Jan 2,2024

Trustee Nickels

Date Submitted 01/20/2025

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_

Exhibit A

Trailer Estates Park and Recreation District  
Recurring Monthly Expense Approvals  
January 1, 2025 - December 31, 2025

Check Payments, Electronic Payments, Fund Transfers, may be made by the Administration for the following items without Board Approval:

- Insurance Payments & Bonds
- Payroll & Payroll Expenses
- Trash Removal
- All Utility Bills& Cable TV
- Sales Tax Payments
- Refunds as required on Deposits, Boat Slips, RV spaces, Room reservations deposits
- Legal Expenses (up to \$3,500)
- Fund Transfers
- All Accounting Expenses
- Loan Payments

Additional Expense Approvals  
January 1, 2025 - December 31, 2025

These items may be purchased and paid for without Board Approval:

Administration:

- All Election Expenses
- Administrative Expenses up to \$3,500
- All Tree Trimming

Trustee Responsibilities:

- Recreation Trustee & Continuing Recreation Trustee (Up to \$2,500)
- Maintenance Trustee (Refer to PP1E)

Park Manager must sign and/or approve all disbursements and transfers.

**EXHIBIT A**

Trailer Estates Park and Recreation District  
Recurring Monthly Expense Approvals  
January 1, 2025 – December 31, 2025

Check Payments, Electronic Payments, Fund Transfers, may be made by the Administration for the following items without Board Approval:

- Insurance Payments & Bonds
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- Fund Transfers
- All Accounting Expenses
- Loan Payments

Additional Expense Approvals  
January 1, 2025 – December 31, 2025

These items may be purchased and paid for without Board Approval:

Administration:

- All Election Expenses
- Administrative Expenses up to \$3,500
- All Tree Trimming

Trustee Responsibilities:

- Recreation Trustee & Continuing Recreation Trustee & Health and Welfare Trustee (Up to ~~\$2,000~~ **\$2,500**)
- Maintenance Trustee (Refer to PP1E)

Park Manager must sign and/or approve all disbursements and transfers.

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Discuss Changes to "Clean-Up and Damage" Deposit Requirements

For Upcoming Meeting—Date 02/07/2025

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 open a discussion of the Clean-Up and Damage deposit requirements located in the Rules & Regulations, Part B, Section V and VII. According to office staff, there has only been one time the deposit was used to cover clean-up/damage costs. Currently, the administration of these deposits is inconsistent and cumbersome for the office staff. I'd like to discuss removing these deposits. Make failure... a violation and fine able offense.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)  
None - Actually could save money associated with the administrative cost of tracking and refunding these deposits.

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Current copy of Rules & Regs., Part B

Trustee Lori Dalton

Date Submitted 01/23/2025

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_

## **PART B: RULES GOVERNING USE OF FACILITIES**

### **SECTION I. (revised 11/17/08, 3/16/20)**

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.
- E. Annually, each club, group or organization (CGO) needs to provide a copy of their current bylaws and list of officers. In lieu of these, less formal clubs and groups can submit a Club/Group Purpose and Contact Information form.
- F. Clubs, Groups and Organizations need to have a set of their rules on file in the office unless covered by the bylaws.

### **SECTION II. (adopted 11/19/18, 3/16/20)**

To support fair and equal availability of all function rooms for property owners, the following rules apply:

- A. No property owner can reserve a function room more than two times per month.
- B. If a property owner wishing to reserve a function room more than two times per month the event must be listed as "Public" event of the park calendar allowing any property owner, renter or guest of either to attend.
- C. At no time can the number of individuals participating from outside the park (visitors) exceed those who wish to participate as property owners, renters and their guests.
- D. Please refer to Rules And Regulations Part A Section II for the definition of "Guests" and "Visitors".

### **SECTION III.**

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 IV. (Revised 3/16/20)**

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. Accommodations are made to schedule memorial services as close to their requested date and time as possible; even without a full week’s notice.

**SECTION V. (Revised 11/17/08, 12/5/11, 3/16/20)**

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.

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 VI. (Rev. 6/20/11; 11/7/11; 08/07/17, 7/5/22)**

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
- MARK’S 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 VII. (Revised 08/20/18)**

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 VIII. (3/21/11)**

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

**Section IX.**

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 PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Procedures for Paid Instructors PP13

For Upcoming Meeting—Date 2/7/2025

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): \_\_\_\_\_

Review and update Procedures for Paid Instructors PP13

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\_\_\_\_\_

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

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Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) See Attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trustee Trotter

Date Submitted 1/23/2025

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_



## TRAILER ESTATES PARK AND RECREATION DISTRICT PROCEDURES FOR PAID INSTRUCTORS PP 13

The Trailer Estates Park and Recreation District promotes recreational activities and classes. The Board of Trustees may allocate funds for activities and classes requiring paid instructors. Persons or groups may request funding from the District for paid instructors if the following criteria are met:

1. The class or activity must be open to all residents of the District, regardless of membership in a particular group.
2. There must be a minimum requirement of 10 residents participating in the class or activity. The instructor will maintain daily attendance sheets notating residents/non-residents participating. Attendance sheets will be turned in after each class to the office or drop box located at the office. The Health & Welfare Trustee will monitor the attendance sheets and determine the average monthly resident participation. If the average resident participation rate is consistently below 10m the Health & Welfare Trustee may cancel future classes. There must be a minimum of 10 residents participating in the class or activity.
3. Applications for funding must be submitted to the Health and Welfare Trustee by received by February 1 of each year in order to be considered for the upcoming budget.

~~The Health and Welfare Seasonal Social and Recreational Trustee will review the applications, and will make a recommendation(s) to the Board, based upon the objectives of the class, the instructor's qualifications and cost, current resident/non-resident participation, session length, number of sessions, proposed scheduling dates of sessions, and facility requirements.~~

~~If funding is approved by the Board and the Health and Welfare Seasonal Social and Recreational Trustee shall be authorized to enter into contracts with instructors up to a maximum of \$100.00 per week for a maximum of 3 hours per week and for a maximum of 15 weeks. ; Establish set fees for resident and non-resident participation, any Club/Organization sponsorship contributions and verify attendance records, collect and distribute monies. ; May terminate the contract and discontinue funding for the class or activity if it deviates from the approved application. ; and otherwise administer the District's program pertaining to the classes or activities being funded by the District.~~

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

**PP 38**

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Discuss Unlocking Access via FOBs

For Upcoming Meeting—Date 02/07/2025

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 re-open a discussion on the administration of unlocking access via FOBs. Until recently, I was only unlocking access via FOBs before dusk and encouraged FOB usage for "park only" events. Recently a trustee stated their memory was we were not going to disable fobs at all. I'd like board clarification on my administration of unlocking access.

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.)** \_\_\_\_\_



Trustee Lori Dalton

Date Submitted 01/27/2025

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_

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

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Procedure for Applicant Interviews PP5

For Upcoming Meeting—Date 2/7/2025

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): \_\_\_\_\_

The procedure for applicant interviews for Trustee appointments are the same as the Candidates Night procedures PP4. Residents do not vote on Appointments, rather the Board appoints. The procedures are different and require change.

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.)** See attached

Trustee Trotter

Date Submitted 1/23/2025

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
PROCEDURE FOR APPLICANT INTERVIEWS FOR TRUSTEE  
APPOINTMENTS TO THE BOARD OF TRUSTEES PP 5**

1. The Chairman ~~Board~~ shall select a person to serve as an impartial Moderator. The Moderator shall appoint clerks as assistants ~~to the Moderator to the extent necessary to follow the procedure set forth below.~~ The ~~Moderator or the Moderator's designee shall be the timekeepers.~~ Should there only be one candidate for the open position(s), there is no requirement for a moderator. The Chairman will provide instructions to the candidate.
- ~~2. In order to ensure a civil and orderly interview process, the moderator will review all questions. If the question is determined to be disruptive in nature, seen as a personal attack, or inappropriate, the moderator has the prerogative of eliminating the question or rewording the question. The moderator will inform the Board and the public if the question has been reworded. In all cases, the questions and responses shall be provided in a civil manner and no one shall be allowed to make personal attacks on the candidates or others involved in the Park.~~
- ~~3. The moderator shall advise the audience that they may fill out the available 3 x 5 cards with any questions for the candidates. Persons completing a card will hold the card up to notify the clerks to pick up the cards. The clerks will group the cards with similar questions and provide them to the Moderator. Cards may be submitted in advance of the meeting and shall be allowed until completion of the public portion of the interview process. The Board or the Moderator may set a time frame for the completion of the resident question and answer period. All question cards will be provided to the District Office for public record.~~
4. The Moderator/Chairman shall advise the each candidate(s) that they have three minutes to make a preliminary statement to review their qualifications, experience, and reason for seeking a Trustee position. The Moderator/Chairman shall inform the candidate(s) they have three (3) minutes to answer a question. The other candidate(s) then has three minutes to answer the same question. A two-minute rebuttal period is then permitted for each candidate. If during this process, a candidate requests additional time for clarification, the moderator/Chairman may grant the request. The other candidate(s) may do the same. Only one request per candidate will be permitted on each question.
5. The Board of Trustees will direct their questions to each candidate with any follow-up questions.
- ~~6. The Moderator shall initially select a card and direct the first question to one candidate who has three minutes to answer. (The Moderator may combine questions.) The other candidate then has three minutes to answer the same question. A two-minute rebuttal period is then permitted for each candidate. If during this process, a candidate requests additional time for clarification, the moderator may grant the request. The other candidate may do the same. Only one request per candidate will be permitted on each question.~~
7. The Moderator/Chairman shall direct the next question to the other candidate(s) so as to alternate who answers first on each question. The process continues when until the

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
PROCEDURE FOR APPLICANT INTERVIEWS FOR TRUSTEE  
APPOINTMENTS TO THE BOARD OF TRUSTEES PP 5**

~~moderator believes that~~ all relevant questions have been addressed or until the allotted time for questions has expired.

- ~~8. The Board of Trustees shall have the opportunity to ask questions before the summary by each candidate.~~
9. The Moderator/Chairman shall provide the candidate(s) up to three minutes to present a summary. The candidate(s) shall go in reverse order of their preliminary statements. Upon completion of the summaries by the candidate(s), the Moderator shall conclude the interview process and turn the proceeding over to the Chairman of the Board for further action.

DRAFT 2/7/25

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Discuss Landlord responsibilities, long and short term rentals

For Upcoming Meeting—Date February 4, 2025

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): Discuss the responsibilities of Landlords:

- 1. Require safety items such as Fire Extinguishers, Smoke Alarms, Exit Maps, Etc
- 2. Fob Rights and Responsibilities of Landlords and Tennents
- 3. Renter Registrations and age verification
- 4. Inspections and Enforcement

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.) \_\_\_\_\_

Trustee Nickels

Date Submitted 01/20/2025

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Board Of Canvassers - Pool Procedure

For Upcoming Meeting—Date February 4, 2025

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): \_\_\_\_\_

The Manatee County Supervisor of Elections requires the following for each election:

Canvassing Board

Establish a list of residents to form a pool that the Chairman can select one person

from as needed for TE Elections in 2025 and 2026.


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.)** \_\_\_\_\_

See attached.

Trustee Chairman Trotter

Date Submitted January 28, 2025

Chairman/Designee 

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_



# TRAILER ESTATES

## Park & Recreation District

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January 28, 2025

Per Manatee County election requirements

**CANVASSING BOARD:**

The Canvassing Board shall consist of the Manatee County Supervisor of Elections or his assistant, the Chairman of the District Board of Trustees, or a designee, and a third person selected by the Board. It shall be the responsibility of the Board of Trustees to notify the members of the Canvassing Board as to the meeting times for the L & A testing, canvass of absentee ballots, election results, and provisional ballot review.

The Chairman shall designate one person who has availability to serve as a member of the Board of Canvassing from the following pool of property owners:

Rod Smith

Dee Schwoegler

Howie Moore

Carol McCormick

Mike McKinnie

Dottie Deerwester

The names in the pool shall be eligible for elections in 2025 and 2026, at which time a new pool of property owners will be established by the Trailer Estates Board of Trustees.



TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda CCTV Camera Repair & Replacements

For Upcoming Meeting—Date February 4, 2025

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): \_\_\_\_\_

Replace Camera's and equipment damaged in Lightning Storm. Restore Channel 733.

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

\$13, 203.00 (Reimbursed by Insurance)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) \_\_\_\_\_

See attached.

Trustee Maintenance Trustee Lombardi

Date Submitted January 28, 2025

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_



# BigFish Technologies

PO Box 15323  
Bradenton, FL 34280

## Estimate

Date	Estimate #
11/21/2024	2732

Name / Address
Trailer Estates 1903 69th Ave W Bradenton, FL 34207

E-mail	Phone #
helpdesk@bfttechfl.com	941-757-3331

Description	Qty	Rate	Total
Location: Kayaks			
Ultra 60W PoE switch	1.00	238.50	238.50
airMAX PowerBeam 2AC 400 radio	1.00	178.50	178.50
Hikvision 4MP ColorVu Audio Alarm & Strobe Light 2.8mm Fixed Bullet Network Camera (DS-2CD2T47G2-LSU/SL)	1.00	324.00	324.00
APC UPS Battery Backup	1.00	120.00	120.00
Location: Marina			
Ultra 60W PoE switch	1.00	238.50	238.50
airMAX PowerBeam 2AC 400 radio	1.00	178.50	178.50
Hikvision 4MP ColorVu Audio Alarm & Strobe Light 2.8mm Fixed Bullet Network Camera (DS-2CD2T47G2-LSU/SL)	1.00	324.00	324.00
APC UPS Battery Backup	1.00	120.00	120.00
Location: Pavillion			
Ultra 60W PoE switch	1.00	238.50	238.50
airMAX PowerBeam 2AC 400 radio	1.00	178.50	178.50
Hikvision 4MP ColorVu Audio Alarm & Strobe Light 2.8mm Fixed Bullet Network Camera (DS-2CD2T47G2-LSU/SL)	1.00	324.00	324.00
APC UPS Battery Backup	1.00	120.00	120.00
Location: Activity Center			
Hikvision 4MP ColorVu Audio Alarm & Strobe Light 2.8mm Fixed Bullet Network Camera (DS-2CD2T47G2-LSU/SL)	1.00	324.00	324.00
UniFi Pro 24 PoE switch	1.00	1,048.50	1,048.50
Location: Pool			
Hikvision 4MP ColorVu Audio Alarm & Strobe Light 2.8mm Fixed Bullet Network Camera (DS-2CD2T47G2-LSU/SL)	2.00	324.00	648.00

Approval:	<b>Subtotal</b>
	<b>Sales Tax (7.0%)</b>
	<b>Total</b>



# BigFish Technologies

PO Box 15323  
Bradenton, FL 34280

## Estimate

Date	Estimate #
11/21/2024	2732

Name / Address
Trailer Estates 1903 69th Ave W Bradenton, FL 34207

E-mail	Phone #
helpdesk@bfttechfl.com	941-757-3331

Description	Qty	Rate	Total
Location: Hot Tub		0.00	0.00
Hikvision 4MP ColorVu Fixed Turret Network Camera 2.8MM (DS-2CD2347G2-LU)	1.00	192.00	192.00
Hikvision 32 Channel NVR Up to 12 MP 8-Sata HDD 36TB (DS-9632NI-I8-36TB)	1.00	4,807.50	4,807.50
HP Victus 15L i7 RTX 4060 Ultimate Gaming Desktop, Intel i7-14700F	1.00	2,100.00	2,100.00
24in monitor	1.00	150.00	150.00
Labor to install/configure switches, radios, cameras, and setup computer.	1.00	1,350.00	1,350.00

<b>Subtotal</b>		\$13,203.00
<b>Sales Tax (7.0%)</b>		\$0.00
<b>Total</b>		\$13,203.00

Approval: \_\_\_\_\_