

TRAILER ESTATES PARK & RECREATION DISTRICT**BOARD OF TRUSTEES
REGULAR BOARD MEETING
December 19, 2022
9:30 A.M.
MARK'S HALL
1903 69TH AVENUE WEST
BRADENTON, FLORIDA 34207*****REGULAR MEETING***

Call to order

Roll Call

Residents' comments and questions

Approval of minutes

Report of Treasurer

Approval of bills

Staff or Attorney Comments

Informational reports from Trustees

Report(s) from standing committees

Old business

New business

 Update PP37 Reservation for Function (Dalton)

 Update PP37A Reservation for Function (Rules) (Dalton)

 Fish Cleaning Station Repairs (Lombardi)

Clubs & Organizations

Adjournment

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

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

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

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

Agenda Item Update PP37 Reservation for Function

For Upcoming Meeting—Date 12-19-2022

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

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

Rationale (for workshops)/ MOTION (for board meetings): To approve the updates to PP37 Reservation for Function as discussed at the workshops

on November 7th and November 21st.

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

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Final of PP37

LD

Trustee Lori Dalton

Date Submitted 12-07-2022

Chairman/Designee 

Office Manager/Designee: Date Posted 12/12/2022 Initials 

TRAILER ESTATES PARK AND RECREATION DISTRICT
RESERVATION FOR FUNCTION

DEC 7 '22 AM 7:07

PP37

NAME OF FUNCTION: _____

DATE(S): _____

include Day(s), Month(s) and Year(s)

- PLACE of Function: Large Hall (front) Large Hall (back) Mark's Hall
(check ALL that apply) Beach Pavilion Craft Room II (beside stage) Pelican Room (Wii)
 Heron (card) Activity Center Craft Room Eagle Room (Billiards)
 Bocce Courts TEN Property

Complete Time Place is needed: From: _____ To: _____ Event starts at: _____
(include setup, clean up, etc.)

Will KITCHEN/GRILL be used? NO YES-Large Kitchen YES - Small Kitchen GRILL

If you are inviting the general public, do you want fobs disabled? NO YES - From: _____ To: _____

DO NOT PROP DOORS OPEN

TECHNOLOGY/EQUIPMENT NEEDS (costs may be incurred if maintenance must come in to support technology for your event): _____

ROOM SETUP: Dinner Dance Meeting Other Approximate Number of People: _____

SETUP MAP ATTACHED: NO YES

BY SUBMITTING THIS FORM, I ACKNOWLEDGE I HAVE READ THE RULES FOR RESERVING FUNCTIONS AND AGREE TO THEIR TERMS; (INCLUDING PP37A)

Name of Resident Making Reservation

Phone Number

Confirmation Preference: Paper Copy Phone Call Email at: _____

APPROVED BY: _____ Date: _____

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

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

Agenda Item Update PP37A Reservation for Function (Rules)

For Upcoming Meeting—Date 12-19-2022

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

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

Rationale (for workshops)/ MOTION (for board meetings): To approve the
updates to PP37A Reservation for Function (Rules) as discussed at the

Workshops on November 7th and November 21st.

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

Attachments: (Please attach any diagrams or pertinent information concerning this
Agenda Item. Please list the attachments.) Final of PP37A

LD

Trustee Lori Dalton

Date Submitted 12-07-2022

Chairman/Designee 

Office Manager/Designee: Date Posted 12/12/2022 Initials 

**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/Mark's 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.

****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.

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 access to correct number of tables.

MAINTENANCE COORDINATION – contact Maintenance with set-up needs seven (7) days before the function. Use of sound system, projector, TV, technology must be identified at this time. Costs may be incurred if Maintenance must come in during your event for technology support.

Refer to Rules & Regulations, Part B for additional Rules Governing Use of Facilities. If using an outside caterer/vendor, a temporary license may be necessary. If so, attach a copy of the approved license.

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.

DO NOT PROP DOORS OPEN – Complete the disable FOB portion of PP37. Requestor will be responsible for the security of the hall while FOBs are disabled.

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.

**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 Fish cleaning station repairs

For Upcoming Meeting—Date Dec 19, 2022

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): _____

Motion to replace the Fish cleaning station damaged in the hurricane.

At a cost not to exceed \$12,000 as discussed in the Dec 5, 2022 workshop.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**
Not to exceed \$12,000

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

Trustee Todd Lombardi

Date Submitted 12/6/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 12/12/2022 Initials 