

**TRAILER ESTATES PARK AND RECREATION DISTRICT
ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
JANUARY 4, 2021
9:30 A.M.**

January 4, 2021 Organizational Meeting of the Board of Trustees of Trailer Estates

Call to Order

Invocation and Pledge of Allegiance to the flag

Swearing of recently elected Board members conducted by District's Attorney

Election of Chairman conducted by District's Attorney.

Elections conducted by Chairman of 2021 Board

- 1) Secretary;
- 2) Treasurer;
- 3) 1st Vice Chairman; and
- 4) 2nd Vice Chairman

Appointments made by Chairman of 2021 Board approved by Trustees of:

- 1) Health & Welfare Trustee
- 2) Seasonal Social Recreational Trustee
- 3) Continuing Recreational Trustee
- 4) North Public Relations Trustee
- 5) South Public Relations Trustee
- 6) Maintenance Trustee

Either the reappointments of other appointment or make new appointments to

1. Media committee,
2. Beautification committee, and
3. Boat Master.

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 & RECREATION DISTRICT

**BOARD OF TRUSTEES
REGULAR BOARD MEETING
January 4, 2021
9:30 A.M.
SMALL 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
 Send Proposed Legislation (Charter) to Legislators (Dalton)
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.

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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: Lori Dalton Date: January 4, 2021

Seconded by: _____ Date: _____

Passed: _____ Date: _____

Denied: _____ Date: _____

Tabled: _____ Date: _____

Other: _____ Date: _____

A MOTION AS FOLLOWS: To send proposed legislation to legislators via the District's attorney. Changes were previously discussed at workshops on January 6, 2020, January 20, 2020, February 3, 2020, February 17, 2020, March 2, 2020, March 16, 2020, October 5, 2020, October 26, 2020 and December 21, 2020.

Costs/Estimated Costs: Unknown

Attachments: Interactive workshop to allow the exchange of information from Residents and Board Members. None (latest proposed changes were distributed at the last workshop and Mark B. has not provided an updated version with our most current requested changes.)

Trustees FOR

Trustees AGAINST

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM

DEC 23 '20 AM 8:02

PP 38

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

Agenda Send Proposed Legislation (Charter) to Legislators

For Upcoming Meeting—Date 01-07th-2021

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 send proposed legislation to legislators via the District's attorney. Changes were previously discussed at workshops on January 6, 2020, January 20, 2020, February 3, 2020, February 17, 2020, March 2, 2020, March 16, 2020, October 5, 2020, October 26, 2020, and December 21, 2020.

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

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Interactive workshop to allow the exchange of information from Residents and Board Members. None (latest proposed changes were distributed at the last workshop and Mark B. has not provided an updated version with our most current requested changes).

Trustee Lori Dalton

Date Submitted 12/23/2020

Chairman/Designee Mike Sansone

Office Manager/Designee: Date Posted 12/28/2020 Initials Jmc

TJ Miller

From: secretary@trailerestates.com
Sent: Wednesday, December 23, 2020 6:11 AM
To: trailerestates@trailerestates.com
Subject: PP38 for January 7, 2021 Meeting
Attachments: PP38 Board Meeting 1 - Legislation.pdf

TJ

Please verify the verbiage is correct with Mike and then process the attached PP38. If tweaks are needed, email me back and I will work on them later tonight or tomorrow...

THANKS

Lori Dalton
Trailer Estates Board Secretary

DEC 28 '20 AM 7:21

TRAILER ESTATES PARK & RECREATION DISTRICT

BOARD OF TRUSTEE WORKSHOP

January 4, 2021

Immediately following the 9:30 a.m. Board of Trustee Meeting

SMALL HALL

1903 69TH AVENUE WEST

BRADENTON, FLORIDA 34207

1. Social Media (Beauchamp)
2. Update PP43 – Bulletin Board Guidelines)
3. Review proposed budget timeline to approve 2021-2022 Budget (Chandler)

RESIDENT COMMENTS

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/POLICY PP 38**

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

Agenda Item Social Media

For Upcoming Meeting—Date 1/4/2021

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): Discuss the possibility of creating an official TE FB group page. I would like to suggest we have the computer club review our options and give us feedback.

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.)** Attached copy of Manatee County FB site stated purpose, intent, regulations and disclaimer on use of the site.

Trustee Denise Beauchamp

Date Submitted 12/22/20

Chairman/Designee Mike Sansone

Office Manager/Designee: Date Posted 12/28/2020 Initials JML

Manatee County FB site

About

Thank you for visiting Manatee County Government primary Facebook page. The purpose of this website is to share photos, video and information of public interest in Manatee County with our residents, businesses and visitors.

Additional Information

Manatee County Government serves the 411,000-plus people who live here.

This account is monitored periodically and not intended to accept service requests of the County. If you have a service request or statement to make to the County, please do so by submitting a request online or calling 3-1-1 (or 941-748-4501 if calling from outside Manatee County).

The County's intent is not to create a public forum, but to maintain a moderated online discussion directly relating to topics posted by the County that is appropriate for all citizens to read.

Please note if you post a comment, Manatee County reserves the right to delete submissions that contain vulgar language, personal attacks of any kind, or comments that are offensive to a person with reasonable sensitivity or target or disparage age, race, color, religion, national origin or ancestry, sexual preference, handicapped or disabled, genetic information, or status as a veteran or disabled veteran of the U.S. armed forces.

Further Manatee County also reserves the right to delete comments that:

- are spam or include links to other sites
- are clearly off topic
- advocate illegal activity
- promote or oppose particular services, products, or political organizations and candidates
- infringe on copyrights or trademarks
- would be offensive to community standards of decency

The comments expressed on these sites, other than those posted by Manatee County, do not reflect the opinions and position of the Manatee County Government or its officers and employees.

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM

DEC 24 '20 AM 8:57

PP 38

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

Agenda Update PP43 - Bulletin Board Guidelines

For Upcoming Meeting—Date 01-07-2021 MKS

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 continue
discussion of PP43 and the bulletin board guidelines.

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.)** Interactive workshop to allow the exchange of information from Residents and Board Members. Draft of PP43

Trustee Lori Dalton

Date Submitted 12/23/2020

Chairman/Designee _____

Office Manager/Designee: Date Posted 12/28/2020 Initials JMc

TRAILER ESTATES PARK AND RECREATION DISTRICT BULLETIN BOARD GUIDELINES PP 43

1. Bulletin boards with glass covers are reserved for the activities labeled.
2. The religious bulletin board may be used by a church or para-church organization having member connections with Trailer Estates.
3. The travel bulletin boards are primarily for the use of residents of Trailer Estates who are sponsoring, leading or participating in a group.
4. The bulletin boards (2) on the southwest side of the Post Office door are reserved for items of general interest to residents.
5. The bulletin board on the northwest side of the Post Office door is divided by a metal strip into two sections. The largest section will be for Trailer Estates activities only. The smaller section will accommodate community activities of interest to residents. When this area is full, the bulletin board on the northwest corner of the Small Hall will also be available for such postings. Postings on these boards will be no larger than 8 ½" x 11". All postings will be in good taste. No items derogatory to any individual may be posted. Nothing that might be construed as political shall appear.
6. The bulletin board on the north side of the east wall in front of the Post Office will provide a space for 3 x 5 cards, which will include areas for rentals, sales, and miscellaneous. Only 3 x 5 cards may be used; and if tear offs are provided, they must be part of the 3 x 5 card. These spaces will be reserved for the use of residents only with a maximum of three (3) cards per resident.
7. No bulletin boards will have commercial advertisements. The Trailer Estates Tribune provides a venue for commercial advertisers.
8. Bulletin boards will be reviewed on the last evening of the month or the first morning of the next month. All items will be removed from the sales boards. All other boards will have items removed if the event listed has expired.

TRAILER ESTATES PARK AND RECREATION DISTRICT BULLETIN BOARD GUIDELINES PP 43

Applies to All Bulletin Boards:

1. ALL postings will be in good taste. No items derogatory to any individual may be posted.
2. Nothing that might be construed as political shall appear.
3. Postings related to TE needs to be informative facts, not opinions.
4. Commercial advertising is prohibited. The Trailer Estates Tribune provides a venue for commercial advertisers.
5. No business cards will be allowed.

From 12/7/20
workshop

Post Office - Separate Board Usage:

1. Bulletin boards on the East wall, South of the entry way and the board on the South most wall, with locked glass covers, are reserved for the activities labeled. Access is coordinated with the Maintenance Trustee/staff.
2. Bulletin board on the West wall, South of the Post Office entry door is reserved for the Health & Welfare Trustee to post notices of general interest to the residents.
Bulletin board on the West wall, just North of the Post Office entry door is divided into ~~three~~ two (32) sections. The first section is reserved for Trustee Notices only. The next section North is reserved for notices of special events inside TE. ~~The furthest North section is reserved for organizations' events outside TE having a member connection with Trailer Estates including church and para-church organizations.~~ Notices may be removed post event monthly.
4. Bulletin board on the West wall in the farthest North location with locked glass cover is reserved for ~~current board meeting minutes and financials.~~
5. Bulletin Boards on the North most wall and the divided bulletin boards on the ~~West~~ wall in the North most area (first four [4] boards) are reserved for the activities labeled. Thank you cards will display until the end of the month.
6. Bulletin board on the ~~East West~~ wall just North of the entry way is divided into three (3) sections ~~listed as miscellaneous, homes for sale or rent and for sale.~~ Postings on all three sections must use a 3x5 card; and if tear offs are provided, they must be part of the 3x5 card. These spaces will be reserved for the use of residents only with a maximum of three (3) cards per resident. These three sections will be cleared on the last evening of the month or the first morning of the next month.

From
12/7/20
workshop

From
12/7/20
workshop

Large Hall Entry – South East Door

1. Bulletin board on the West wall, South of large hall entry door is reserved for Seasonal Recreation Trustee, Continuing Recreation Trustee and Pickleball notices.
2. Bulletin board on the South wall by the large hall entry door is locked and reserved for Trustees; usually Seasonal Recreation and Continuing Recreation.

TRAILER ESTATES PARK AND RECREATION DISTRICT BULLETIN BOARD GUIDELINES PP 43

Office/Small Hall Breezeway

1. Bulletin board on the North wall (beside ARC office) is reserved for use by the Beautification Committee.
2. Clipboards on the West wall, North of the North Small Hall entry door are for signup sheets for the various games played in the Small Hall that require players to sign up.
3. Bulletin board on the West wall, North of the North Small Hall entry door are reserved for activities labeled or general notices from various game groups that require players to sign up.
4. ~~Large bulletin board on the West wall, between the two Small Hall entry doors~~ are for trustee notices or trustee approved notices. North most section is for inside TE special events.
5. Bulletin board on the East wall, South side of office door is used to post current draft of meeting minutes, public records request information and office hours.
6. Bulletin board on the East wall, North of the office service window is used to display current Board of Trustees and Employee pictures and titles.

From
12/7/20
workshop

Activity Center

1. Bulletin board just inside the entry is reserved for trustee notices or schedules of events for groups using the Activity Center.
2. Bulletin boards in the Craft Room are for use by the various crafting/art groups using this room.
3. Bulletin board in the Pelican Room is for use by the Wii Bowlers.
4. Bulletin/Chalk board in the Eagle Room is for use by the billiard players.
5. Bulletin board in the Heron Room is for use by the various card groups using this room.
6. Bulletin board in the Spa area is for trustee notices relating to the pool/spa area.
7. Bulletin board to the left of the Television room is available for groups using the Activity Center.

From
12/7/20
workshop

Laundry Room

1. Bulletin board between the rest rooms is reserved for notices of special events inside TE.

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.

DEC 28 '20 AMT

Agenda Item Review Budget Timeline for 2021_2022 Budget

For Upcoming Meeting—Date January 4, 2021

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): _____

Review proposed budget timeline to approve the 2021_2022 Budget

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.) Suggested timeline attached

Trustee Mary Chandler

Date Submitted December 28, 2020

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

Fiscal Year 2021/2022 Budget Timeline

2019/2020 Actual Expenses distributed to the following Trustee	January 18, 2021
Seasonal Recreation – Sandy Simonich	
Continuing Recreation – Pete Price	
Maintenance – Duane Trotter	
Capital Outlay – Duane Trotter	
2021/2022 Budget Requests due to Treasurer	January 27, 2021
1 st Draft 2020/2021 Fiscal Year Budget by Account Category	February 1, 2021
Public Hearing Notice in Newspaper	February 10, 2020
Before	
2nd Draft 2020/2021 Fiscal Year Budget by Account Category	February 15, 2021
Public Hearing (Prior to Board Meeting)	March 2, 2021
3 rd Draft 2020/2021 Fiscal Year Budget – Workshop	March 2, 2021
Approve 2021/2022 Fiscal Year Budget	March 16, 2021

Normal Expenses
January 1, 2021 to December 31, 2021

- All Insurance payments
- Normal payroll expenses including net pay, social security, federal tax deductions, retirement payments and other employee benefits
- Trash removal
- Utility bills, water, telephone, natural and propane gas and cable T.V.
- Sales tax
- Maintenance materials or equipment up to \$3,000
- Tree trimming
- Administrative expenses to \$1,500
- All election expenses
- Accounting expenses
- Recreation expenses up to \$1,500
- Funds on Keys, Boat Slips and R.V. Spaces
- Legal expenses up to \$2,225
- Bonds