

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BEAUTIFICATION COMMITTEE CHARGE PP 8**

PURPOSE: Established for Trailer Estates Park and Recreation District by the Board of Trustees on February 16, 2004, and formally established as a standing committee on February 18, 2008. Empowered and designated to provide recommendations to the Board of Trustees for beautification and betterment projects in the District using donated funds from the Sunset Beach Walkway bricks and any other fund raising or donations dedicated to the District in the name of the committee. As a Board of Trustees Standing Committee, all members are subject to the Florida Sunshine Law; therefore, ALL items that may come before the committee for a vote in the foreseeable future may only be discussed during the public meetings.

AUTHORIZATION FOR EXPENDITURE OF FUNDS: Beautification Committee authorized to expend funds, up to \$500, approved at a Beautification Committee meeting, without prior Board approval. Funds must be used in accordance with the Beautification's Committees mission. Also allow Boutique inventory restock up to \$2,000 without Board pre-approval.

MEETINGS:

- A.) Regular meetings of the Beautification Committee (BC) shall be held on the 4th Wednesday of the month November through April at 1:00 in the Small Hall.
- B.) The Beautification Committee will consist of a minimum of four (4) members appointed by the Board.
- C.) A quorum of the majority of the current membership must be present to transact business. For this reason, committee members are expected to attend all meetings unless excused in advance by the BC Chairman or Vice Chairman.
- D.) Meetings of the BC shall be governed by the Rules of Procedure adopted by the Board of Trustees and where such Rules of Procedure do not address a matter, the meetings shall be guided by Robert's Rules of Order. Unless amended by the BC Chairman, regular meetings shall be as follows:
 - 1. Call to order
 - 2. Roll call
 - 3. Approval of Minutes
 - 4. Report of the Treasurer
 - 5. Approval of Bills
 - 6. Informational Reports
 - 7. Reports from Fact Finding Committees
 - 8. Old Business
 - 9. New Business
 - 10. Adjournment
- E.) The Chairman shall preside at all BC meetings, shall appoint Fact Finding Committees as necessary; and shall vote on all matters submitted to a vote.
- F.) The First Vice Chairman shall assist the Chairman, and in the absence of the Chairman, shall preside at any meeting.

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G.) The Secretary shall keep the minutes, provide copies appropriately to the members and submit a copy to Office Manager for Public Record.

ORGANIZATION:

- H.) At the first meeting in November, from the members, a Chairman, Vice Chairman, Secretary and Treasurer shall be established.
- I.) The Beautification Committee will report to the Board of Trustees through a member of the Board appointed to act as Liaison to the Beautification Committee. The BC shall report their findings and recommendations to the Board of Trustees.

VACANCIES:

- J.) Vacancies can be filled by any TE Resident by submitting a letter of interest to the BC Chairman or Vice Chairman. The BC Chairman will submit recommendations to the Board of Trustees liaison for formal appointment by the Board of Trustees.

The Beautification Committee will consider suggestions from
the property owners and board members for future
beautification and betterment projects.