

Trailer Estates Park and Recreation District

Board of Trustees
Regular Board Meeting
August 20, 2024
Following Workshop
Mark's Hall
1903 69th Avenue West
Bradenton, FL 34207

Call to Order
Roll Call
Public Comment (Limit 3 Minutes on Any Topic)
Approval of Minutes
Treasurers Report
Invoice Approval

PUBLIC HEARING - Reimpose Special Assessment - Marina
OPEN PUBLIC HEARING
PUBLIC COMMENT
ADJOURN PUBLIC HEARING

Items Presented by Board & Staff (PP 38)

1. Resolution 2024-05 Reimpose Special Assessment
2. Rescind PP20 - Old Disaster Preparedness Plan
3. PP13 Revisions -Add Off Season
4. Enforcement Committee Appointments
5. Spa Heater Replacement
6. Spa Repairs - Leak
7. Discontinue RFP for Master Planning
8. Update Rules & Regulations Part "C"

Trustee/Staff Final Comments
Unfinished Business
Adjournment

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

Zoom Meeting Access:

<https://us02web.zoom.us/j/81318614628?pwd=pf0PaGeqfRczvsMFJtaDmbtaFON9aE.1>

Meeting ID: 813 1861 4628

Passcode: 7nhWL3

One tap mobile

+13052241968,,81318614628#,,,,*536809# US

+13126266799,,81318614628#,,,,*536809# US (Chicago) Mobile Passcode: 536809

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 Resolution - Continuing Imposition of Special Assessment

For Upcoming Meeting—Date August 20, 2024

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 Adopt Resolution 2024-05 as attached.

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.) _____
Resolution 2024-05

Trustee Chairman Trotter

Date Submitted 8/2/2024

Chairman/Designee 

Office Manager/Designee: Date Posted _____ Initials _____

RESOLUTION NO. 2024-05

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TRAILER ESTATES PARK AND RECREATION DISTRICT, RELATING TO THE FUNDING AND CONSTRUCTION OF THE SEAWALL IMPROVEMENT PROJECT; CONFIRMING THE CONTINUED IMPOSITION AND COLLECTION OF SPECIAL ASSESSMENTS; APPROVING THE UPDATED ASSESSMENT ROLL FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024; PROVIDING FOR COLLECTION OF THE ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Trustees (the “Board”) for Trailer Estates Park and Recreation District (the “District”) adopted Resolution No. 2022-01, the Capital Project Assessment Procedure Resolution (the “Assessment Procedure Resolution”), to provide for the imposition of special assessments to fund the construction of Local Improvements to benefit property within the District or a distinct Benefit Area thereof; and

WHEREAS, the Seawall Improvement Project for the District is a Local Improvement as contemplated in the Assessment Procedure Resolution; and

WHEREAS, special assessments to fund the construction of the Seawall Improvement Project are an equitable and efficient method of allocating and apportioning the Project Cost thereof among parcels of property that are specially benefited thereby; and

WHEREAS, the District desires to continue collecting the Assessments using the tax bill collection method for the Fiscal Year beginning on October 1, 2024; and

WHEREAS, in order to collect the Assessments for the Seawall Improvement Project for the Fiscal Year beginning October 1, 2024, the Assessment Procedure Resolution requires the District to adopt an Annual Rate Resolution during its budget

adoption process for each Fiscal Year to approve the Assessment Roll for such Fiscal Year; and

WHEREAS, the updated Assessment Roll has heretofore been made available for inspection by the public, as required by the Assessment Procedure Resolution; and

WHEREAS, notice of a public hearing has been published as required by the terms of the Assessment Procedure Resolution, which provides notice to all interested persons of an opportunity to be heard, the proof of publication being attached hereto as Appendix A. The circumstances described in the Assessment Procedure Resolution did not require mailing of notices to property owners to reimpose the assessment for the fiscal year beginning October 1, 2024; and

WHEREAS, a public hearing has been duly held on August 20, 2024, and comments and objections of all interested persons have been heard and considered as required by the terms of the Assessment Procedure Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR TRAILER PARK AND RECREATION DISTRICT, AS FOLLOWS:

SECTION 1. RECITALS. The above recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. AUTHORITY. This Resolution is adopted pursuant to the Assessment Procedure Resolution (Resolution No. 2022-01); the Initial Assessment Resolution (Resolution No. 2022-02); the Final Assessment Resolution (Resolution No. 2022-03); the District Charter (Chapter 2002-361, Laws of Florida, as amended); Chapter 189, Florida Statutes; and other applicable provisions of law.

SECTION 3. DEFINITIONS. This Resolution constitutes the Annual Rate Resolution as defined in the Assessment Procedure Resolution. All capitalized terms not

otherwise defined herein shall have the meanings defined in the Assessment Procedure Resolution, the Initial Assessment Resolution, and the Final Assessment Resolution.

SECTION 4. GENERAL FINDINGS. The legislative findings embodied in the Assessment Procedure Resolution, the Initial Assessment Resolution, and the Final Assessment Resolution are affirmed and incorporated herein by reference.

SECTION 5. APPROVAL OF UPDATED ASSESSMENT ROLL.

(A) The updated Assessment Roll, which is on file in the office of the District Clerk, is hereby approved and incorporated herein by reference for the Fiscal Year commencing October 1, 2024.

(B) Additionally, the Assessment Roll, as approved, includes those Tax Parcels of Assessed Property that cannot be set forth in that Assessment Roll due to the provisions of Section 119.071(4), Florida Statutes, concerning exempt “home addresses.”

SECTION 6. REIMPOSITION OF ASSESSMENTS TO FUND THE SEAWALL IMPROVEMENT PROJECT.

(A) The Tax Parcels described in the updated Assessment Roll are hereby found to be specially benefited by the provision of the Seawall Improvement Project in the amount of the Assessments set forth in the Assessment Roll.

(B) The methodology for computing and apportioning the Assessments described in the Initial Assessment Resolution and confirmed in the Final Assessment Resolution is hereby approved and found to be a fair and reasonable method of apportioning the Project Cost among the benefited properties.

(C) For the Fiscal Year beginning October 1, 2024, the Project Cost shall continue to be allocated among all Tax Parcels at a rate of \$100.44 per EAU.

(D) Annual Assessments have been and shall continue to be levied and imposed on all Tax Parcels described in the updated Assessment Roll in the manner described in the Initial Assessment Resolution, as approved in the Final Assessment Resolution, and shall be collected for a period not to exceed 15 years, commencing with the ad valorem tax bill that was mailed in November 2022.

(E) Upon adoption of this Annual Rate Resolution for each subsequent Fiscal Year:

(1) The annual Assessments shall constitute a lien against assessed real property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until the ad valorem tax bill for such year is otherwise paid in full pursuant to the Uniform Assessment Collection Act. The lien shall be deemed perfected upon adoption by the Board of this Annual Rate Resolution and shall attach to the real property included on the Assessment Roll as of the prior January 1, the lien date for ad valorem taxes.

(2) As to any Tax Parcel that is acquired by a public entity through condemnation, negotiated sale or otherwise prior to the adoption of the next Annual Rate Resolution, the Adjusted Prepayment Amount and accrued interest shall constitute a lien against assessed real property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until paid. The lien shall be deemed perfected upon adoption by the Board of the Annual Rate Resolution and shall attach to the real property included on the Assessment Roll upon adoption of the Annual Rate Resolution.

SECTION 7. COLLECTION OF ASSESSMENTS. The Assessments shall be collected pursuant to the Uniform Assessment Collection Act. Upon adoption of this Annual Rate Resolution and each subsequent Annual Rate Resolution for each Fiscal Year, the District Chairman shall cause the certification and delivery of the Assessment Roll to the Tax Collector by September 15, in the manner prescribed by the Uniform Assessment Collection Act. The Assessment Roll, as delivered to the Tax Collector, shall be accompanied by a Certificate to Non-Ad Valorem Assessment Roll in substantially the form attached hereto as Appendix B.

SECTION 8. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND DULY ADOPTED with a quorum present and voting, this 20th day of August, 2024.

**TRAILER ESTATES PARK
AND RECREATION DISTRICT**

BY: _____
Duane Trotter
Chair of the Board of Trustees

ATTEST:

Louis Nickels
Treasurer

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 Rescind PP20 - Disaster Preparedness Plan - April 2022

For Upcoming Meeting—Date August 20, 2024

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 rescind PP20 as it has been replaced by PP20A.

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.) PP20A & PP20

We implemented PP20A to give our residents more information when severe weather or emergencies occur. It was designed to update and replace PP20 as the majority of the information is outdated.

Trustee Chairman Trotter

Date Submitted 8/7/2024

Chairman/Designee 

Office Manager/Designee: Date Posted _____ Initials _____

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

Trailer Estates Park and Recreational District
BOARD APPROVED 4/18/22
Emergency Preparedness Plan April 2022

INTRODUCTION: Trailer Estates Park and Recreation District is an Independent Special Taxing District pursuant to Chapter 189, Florida Statutes located at 1903 69th Avenue West, Bradenton, Florida 34207. Trailer Estates Park and Recreation District consists of approximately 1274 mobile homes and 2500 residents; most of which are seasonal. **Should an emergency occur, Cedar Hammock Fire Department is Trailer Estates Park and Recreation District’s first responders.**

The following are Trailer Estates office and emergency contact information:

Office Telephone: (941) 756-7177 - fax (941) 755-2937

Office Hours: 9:00 a.m. – Noon and 1:00 p.m. – 3:00 p.m. Monday through Friday unless otherwise posted. Closed Holidays

TE Website: trailerestates.com

Board of Trustees – Addendum

Addendum ONLY Updated 01-24-2023

Chairman:	Duane Trotter	(610) 806-2023
Secretary:	Lori Dalton	(810) 955-9267
Treasurer:	Mary Chandler	(207) 383-7619
Health & Welfare:	Sandra Simonich	(309)945-6128
Continuing Recreation:	Rodney Smith	(419) 348-2929
Seasonal Recreation:	Kathy Gregory	(615) 692-4912
Maintenance:	Todd Lombardi	(574) 214-5651
Public Relations South:	Louis Nickels	(810) 265-9180
Public Relations North:	Russell McAlister	(817) 821-0055
Cedar Hammock Fire Chief:	Jeffrey Hoyle	(941) 751-7090
TE CERT Incident Command:	Tom Briggles	(641) 395-4356
Public Safety Office 24/7:		(941) 749-3500
DISTRICT ATTORNEY:	Mark Barnebey	(941) 748-0100

TRAILER ESTATES PARK AND RECREATION DISTRICT DISASTER PREPAREDNESS PLAN PP 20

This Emergency Preparedness Plan does not cover our residents, their privately owned mobile homes or furnishings. If a disaster occurs, it is important for everyone to know their responsibilities. Owners are responsible for taking due diligence to ensure their property and possessions are fully protected. All costs associated with the removal and/or dismantling of mobile homes shall be borne by the home owner.

To assist all residents, Trailer Estates has established an Emergency Contact Information file. Should an event occur, our seasonal owners will need to inquire if their home/property has been damaged. This emergency contact file will benefit owners, emergency responders and Trailer Estates. An emergency contact form is available in the Trailer Estates Office. Please take the time to complete this form.

As a moral obligation to our residents and their families, the following web sites are provided to assist in developing a personal family emergency preparedness plan, identify important evacuation routes, shelters, and telephone numbers. Residents who need evacuation transportation or require sheltering assistance must be pre-registered. Annual registration is required. The instruction letter and specialty needs application can be found under www.mymanatee.org, Specialty Needs Registry.

www.mymanatee.org

www.mymanatee.org/emergency

www.floridadisaster.org

www.americanredcross.org

www.MySuncoast.com

www.salvationarmy.org

There are several methods residents of Trailer Estates can stay informed of disaster information, evacuation routes, tornado preparedness and shelter information. Local television stations throughout the viewing area provide web sites to download emergency preparedness brochures. TE Channel 732 provides emergency preparedness information. Announcements are made at the Board of Trustee meetings. Emergency preparedness information is also provided by Trailer Estates Community Emergency Response Team (CERT) and may periodically be available at the Post Office.

This Emergency Preparedness Plan only covers Trailer Estates assets and contents as identified in our Florida Municipal Insurance Trust (FMIT) plan. Trailer Estates Schedule of Value data, account profile and insurance information is imported directly to SimpliCity. SimpliCity is an online software application developed by Synergy ID and licensed exclusively in the State of Florida to the FMIT. Trailer Estates has elected the SimpliCity Pro feature of the policy. This version provides managing property insurance claims, tracking uncovered losses, overseeing projects, coordinating vendor services and keeping accurate schedules of value for FEMA and other claims processing. This reduces the magnified challenges during post-disaster events.

The Maintenance Trustee is responsible for the implementation of the Emergency Preparedness Plan. This preparedness plan will be reviewed yearly by the Board of Trustees at the first meeting in April. This will allow sufficient time to implement any applicable modifications to the plan prior to the Hurricane season. The Maintenance Trustee and Maintenance Manager will ensure the account information (i.e., insurance amounts, photo's, additional property) with FMIT is updated and accurately described on a semi-annual basis.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

SEVERE WEATHER PREPAREDNESS AND SHELTER INFORMATION: There are numerous emergency preparedness situations that may involve evacuations to shelters. Depending on the size and intensity of the emergency, not all shelters are activated at the same time. Listed below are the available shelters for Manatee County:

Distance from TE		
1.1	Bayshore Elementary	6120 26 th Street West, Bradenton
9.0	Braden River Middle School	6215 River Club Blvd., Bradenton (pet friendly)
6.6	Braden River High School	6545 SR 70 East, Bradenton
12.0	Buffalo Creek Middle School	7320 69th Street East, Palmetto
1.6	Daughtreary Elementary	515 63rd Ave East, Bradenton
9.5	Freedom Elementary school	9515 State Road 64 East, Bradenton
10.0	Gullett Elementary School	12125 44th Avenue East, Bradenton
9.5	Haile Middle School	950 I State Road 64 East, Bradenton
4.9	Johnson Middle School	2121 26 th Avenue East, Bradenton
3.8	Kinnan Elementary School	3415 Tallevast Road, Sarasota
2.2	Lee Middle School	4000 53rd Avenue West, Bradenton
5.1	Manatee High School	902 33 rd Street Court West, Bradenton (pet friendly)
11.0	McNeal Elementary School	6325 Lorraine Road, Lakewood Ranch
6.6	Miller Elementary School	601 43 rd Street West, Bradenton
12.0	Mills Elementary School	7200 69th Street East, Palmetto (pet friendly)
26.0	Myakka City Elementary School	37205 Manatee Avenue, Myakka City
3.4	Oneco Elementary School	5214 22nd Street Court East, Bradenton
3.8	Prine Elementary School	3801 Southern Parkway, Bradenton
4.7	Rodgers Garden Elementary	515 13th Ave West, Bradenton
6.5	Seabreeze Elementary School	3601 71 st Street West, Bradenton
10.0	Tillman Elementary School	1415 29th Street East, Palmetto
13.0	Williams Elementary School	3404 Fort Hamer Road, Parrish
12.0	Willis Elementary School	14705 The Masters Avenue, Bradenton
18.0	Witt Elementary School	200 Rye Road East, Bradenton

Should an evacuation occur, Law Enforcement personnel will control the re-entry process. Residents are notified by the media or contact Citizens Action Center 311 in Manatee County or 941-749-3500.

There are three levels of re-entry:

RED – No entry

TRAILER ESTATES PARK AND RECREATION DISTRICT DISASTER PREPAREDNESS PLAN PP 20

YELLOW – Daytime residents only or creditable responders. Residents must provide driver's license and local utility bills for entry.

GREEN – Open to all residents.

HAZARD ANALYSIS: In this day and age, TE is not just vulnerable to hurricanes. Flooding, tornadoes, fires, terroristic threats, earth quakes, storm surge, lightning strikes, tropical storms, hazardous materials incidents and transportation accidents are just a few.

Tornadoes are the most violent, destructive storms and can devastate an area in seconds. Tornadoes occur most frequently during the months of April, May and June. Whenever severe thunderstorms threaten our area, listen to the radio and television announcements for updates and instructions. If a tornado has been sighted in your area take the following actions:

Take cover.

Go to the interior part of a strong or reinforced building or structure, closet, interior hallway or bathroom.

If these shelters are not available, seek shelter under something sturdy and remain in place until the emergency is over,

If in a vehicle, mobile home or trailer, get out immediately and seek shelter in a building that offers better protection. Do not attempt to flee from a tornado in your vehicle.

Fires are another element that can devastate your home and possessions within minutes. Should you smell or witness smoke, call the Fire Department, 911, immediately. Do not attempt to put a fire out by yourself. You should take the following actions to prevent fires:

Test monthly and change batteries twice a year in your smoke detectors.

Test your fire extinguisher for proper levels. Teach family members on proper usage.

Have a fire exit plan in place and discuss with family members.

SPECIFIC INFORMATION FOR TRAILER ESTATES:

1. Manatee Area Map (Attachment A)
2. Trailer Estates Map (Attachment B)
3. Trailer Estates Hurricane Evacuation is Level "B" (Mobile homes evacuate with level A regardless of level on the map)
4. The FL Emergency Evacuation Routes (Attachment C)
5. Trailer Estates Flood Zone is AT (Attachment C)

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

6. Trailer Estates is located adjacent to Route 41 and Florida Blvd. Both routes are heavily traveled by commercial and privately owned vehicles.

CONCEPT OF OPERATIONS: Should a disaster occur the Board of Trustee Chairman is in charge. If the Chairman is not available the Maintenance Trustee is the alternate. The following will activate Trailer Estates Emergency Preparedness Plan:

1. Receive emergency notification from local authorities, FMIT/Synergyfl, Emergency Operations Center, NOAA ad local news broadcasts.
2. Board of Trustee Chairman or alternate will notify remaining Board of Trustees and Maintenance employees to activate the duties outlined in this Policy and Procedure and Goals attachment.
3. The Maintenance Trustee will communicate with SimpliCity to activate the Memorandum of Understanding and Disaster Preparedness Plan.
4. The Maintenance Trustee will contact Trailer Estates CERT and establish a base of operation for CERT to respond to residents and provide communications for the District as needed.

INFORMATION, TRAINING AND EXERCISE:

- A. **Board of Trustees and Employees:** The Board and employees will review the Emergency Preparedness Plan at least yearly and make appropriate changes, as required.
- B. The Maintenance Trustee will contact the Cedar Hammock Fire Chief to conduct yearly training for employees. Residents of Trailer Estates are invited to attend. Emergency Preparedness pamphlets and brochures may be periodically issued at the Trailer Estates Office, and Post Office. Additional information will be provided on Channel 732 as information becomes available and the CERT website, <http://www.cert-te.org/>
- C. The Maintenance Trustee will contact Channel 732 to air emergency preparedness information for all residents during the month of March.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

APPENDICIES:

- A. A roster of Residents for Emergency Contact will be developed and updated at the beginning of the calendar year.
- B. A list of names, addresses ad telephone numbers of Trailer Estates employees is located in the Trailer Estates Office.

In the event of an emergency, the Maintenance Manager can be reached at 941-524-1673

- C. Listed below are the names and telephone numbers of emergency contacts:

FMIT/Syneergy	1-888-580-7080 – 24/7 Switch Board
Florida Power & Light	1-800-468-8243
Peace River Electric	1-800-282-3824
Solid Waste	941-792-8811
Red Cross	941-792-8686
Sherriff	941-747-3011
Highway Patrol	941-751-7647
Animal Services	941-742-5933
Special Needs Registry	941-749-3500 ext. 7828
Catholic Charities	941-714-7829
Salvation Army	941-748-5110
United Way	941-748-1313
Citizens Action Center	941-749-3500 or 311
TDD	941-753-5802
Florida Fire District	941-761-1555
EOC	941-749-3500
Health Department	941-748-0747
Citizens Action Center	3-1-1
211 Referral Line	2-1-1
NOAA Weather Radio	PIPS code 012081
FM Radio Station	WHPT 102.5/WCTQ 106.5
Emergency Alert System (EAS)	WMTZ 100.7
www.mymanatee.org	

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

OVERVIEW

Preparedness/Evacuation

GOAL A. Prepare building and grounds for evacuation/continuity of operations.

GOAL B. Prepare office for possible off-site activities.

GOAL C. Prepare to-go box for bills/banking/accounts for possible off-site activities.

GOAL D. Prepare to-go box for Trustees Responsibilities/Contracts.

GOAL E. Prepare plan for employees.

GOAL F. Set up plans for committee responsibilities.

GOAL G. Set up activities for Community Awareness Event.

GOAL H. Review State/Federal Programs for District Support.

GOAL I. Make preparations for board meetings/governance, if needed.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

Recovery

GOAL A. Assess and prepare building and grounds for usage.

GOAL B. Conduct office activities, off-site if necessary.

GOAL C. Conduct bill/banking/account activities as needed.

GOAL D. Conduct cancellation/rescheduling activities as needed.

GOAL E. Assess and determine employee assignments.

GOAL F. Implement committee involvement during recovery.

GOAL G. Provide community support.

GOAL H. Review State/Federal Programs for District Support.

GOAL I. Conduct board meetings/governance, as appropriate.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	Preparedness/Evacuation	Person Responsible
	Notification: Board is informed of alert/need to implement plan.	Chairman
	<p>GOAL A. Prepare building and grounds for evacuation/continuity of operations.</p> <ol style="list-style-type: none"> 1) Prepare list of assignments and timeline for maintenance preparations for disaster (i.e. buildings, pool, marina, beach pavilion, etc.). 2) Describe arrangements for electrical back-up for office and other buildings. 3) Prepare contact information for maintenance staff—work stoppage/work startup. 4) Prepare additional procedures as needed. 	<p>Maintenance Trustee Maintenance Manager Backup</p> <hr/>
	<p>GOAL C. Prepare to-go box for bills/banking/accounts for possible off-site activities.</p> <ol style="list-style-type: none"> 1) Develop emergency check writing procedure (voucher/limited access to trustees). 2) Describe plan for receipt/payment of bills. 3) Develop list of accounts/phone numbers for temporary office (trash, TV, tree, etc.). 4) Prepare information for banking/bills/payroll/facility leases/CDs/etc. 5) Develop additional procedures as needed. 	<p>Treasurer Office Manager Backup</p> <hr/>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	Preparedness/Evacuation	Person Responsible
	<p>GOAL D. Prepare to-go box for Trustees Responsibilities/Contracts.</p> <ol style="list-style-type: none"> 1) Review list of upcoming events/contacts/contracts (performers, bands, food, etc). 2) Review contract cancellation clauses. 3) Prepare list of dates of events/contact phone numbers/cancellation recommendations. 4) Determine responsibility for calling/canceling due to disaster. 5) Develop additional procedures as needed. 	<p>All Trustees Chairman Backup— Office Manager</p>
	<p>GOAL E. Prepare plan for employees.</p> <ol style="list-style-type: none"> 1) Review personnel policies. 2) Describe possible arrangements for disaster/recovery work stoppage (look at different scenarios—i.e. buildings maintained, buildings lost, cleanup, paid/unpaid leave, etc.). 3) Propose personnel policies for disaster/recovery. 4) Develop chain of command/phone contacts for disaster/recovery contact. 5) Develop additional procedures as needed. 	<p>Treasurer Chairman Maintenance Trustee</p>
	<p>GOAL E. Prepare plan for employees.</p> <ol style="list-style-type: none"> 1) Review personnel policies. 2) Describe possible arrangements for disaster/recovery work stoppage (look at different scenarios—i.e. buildings maintained, buildings lost, cleanup, paid/unpaid leave, etc.). 3) Propose personnel policies for disaster/recovery. 4) Develop chain of command/phone contacts for disaster/recovery contact. 5) Develop additional procedures as needed. 	<p>Treasurer Chairman Maintenance Trustee</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	Preparedness/Evacuation	Person Responsible
	<p>GOAL G. Set up activities for Community Awareness Event</p> <ol style="list-style-type: none"> 1) Provide residents with current community disaster information. 2) Provide residents with Emergency Numbers (community resources, temporary office phone, etc). 3) Provide opportunity for Emergency Management Special Needs transportation applications/review renewals. 4) Provide residents with Sheltering Information/To-Go Box suggestions. 5) Provide residents with community/TE return and rebuild information. 6) Consider outside agency involvement/presentations. 7) Consider developing post-disaster volunteer groups and procedures to support resident activities upon return/recovery. 8) Prepare Bulletin Board with current information. Keep up to date. 9) Consider additional activities. 	<p>Public Relations Trustees Health & Welfare Trustee</p>
	<p>GOAL H. Review State/Federal Programs for District Support</p> <ol style="list-style-type: none"> 1) Research information about community programs that can provide district support. 2) Provide board with information about programs. 3) Prepare materials for application to/involvement in these programs. 4) Prepare other materials as needed. 	<p>Health & Welfare Trustee</p>
	<p>GOAL I. Make preparation for board meetings/governance, if needed.</p> <ol style="list-style-type: none"> 1) Make arrangements for off-site meeting space for governance. 2) Develop plan for notification of Board and Residents. 3) Cancel scheduled meetings, if necessary. 4) Schedule special meetings, if necessary. 5) Consider additional procedures if needed. 	<p>Chairman 1st Vice Ch. Secretary</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	Recovery	Person Responsible
	<p>GOAL A. Assess and prepare building and grounds for usage.</p> <ol style="list-style-type: none"> 1) Assess building and grounds for usage. Contact Chairman, Office Manager, Trustees about usability of buildings. 2) Review contract(s) with outside agencies for use of facilities. 3) Contact outside agencies regarding use of facilities. 4) Prepare list of priorities for maintenance (usage/closure of buildings, pool, marina, beach pavilion, etc.). 5) Set up systems for district operations (electrical back-up for office and other buildings, etc.). 6) Prepare and implement additional procedures as needed. 	<p>Maintenance Trustee Maintenance Manager Backup — _____</p>
	<p>GOAL B. Conduct office activities, off-site if necessary.</p> <ol style="list-style-type: none"> 1) Receive information from Maintenance Trustee/Maintenance Manager regarding usability of buildings. 2) If off-site, open and utilize to-go box. 3) Contact Board and necessary agencies (post office, etc.) of temporary off-site office. 4) Notify appropriate individuals/district residents of temporary off-site office and contact information/temporary phone. 5) Utilize, store, and back-up data on an on-going basis. 6) Implement additional procedures as needed. 	<p>Chairman Office Manager Backup— Treasurer</p>
	<p>GOAL C. Conduct bill/banking/account activities as needed.</p> <ol style="list-style-type: none"> 1) Open and utilize to-go box for banking/bills/payroll/etc. 2) Utilize plan for receipt/payment of bills. 3) Utilize list of accounts/phone numbers as needed. 4) Implement additional procedures as needed. 	<p>Treasurer Office Manager Backup — _____</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

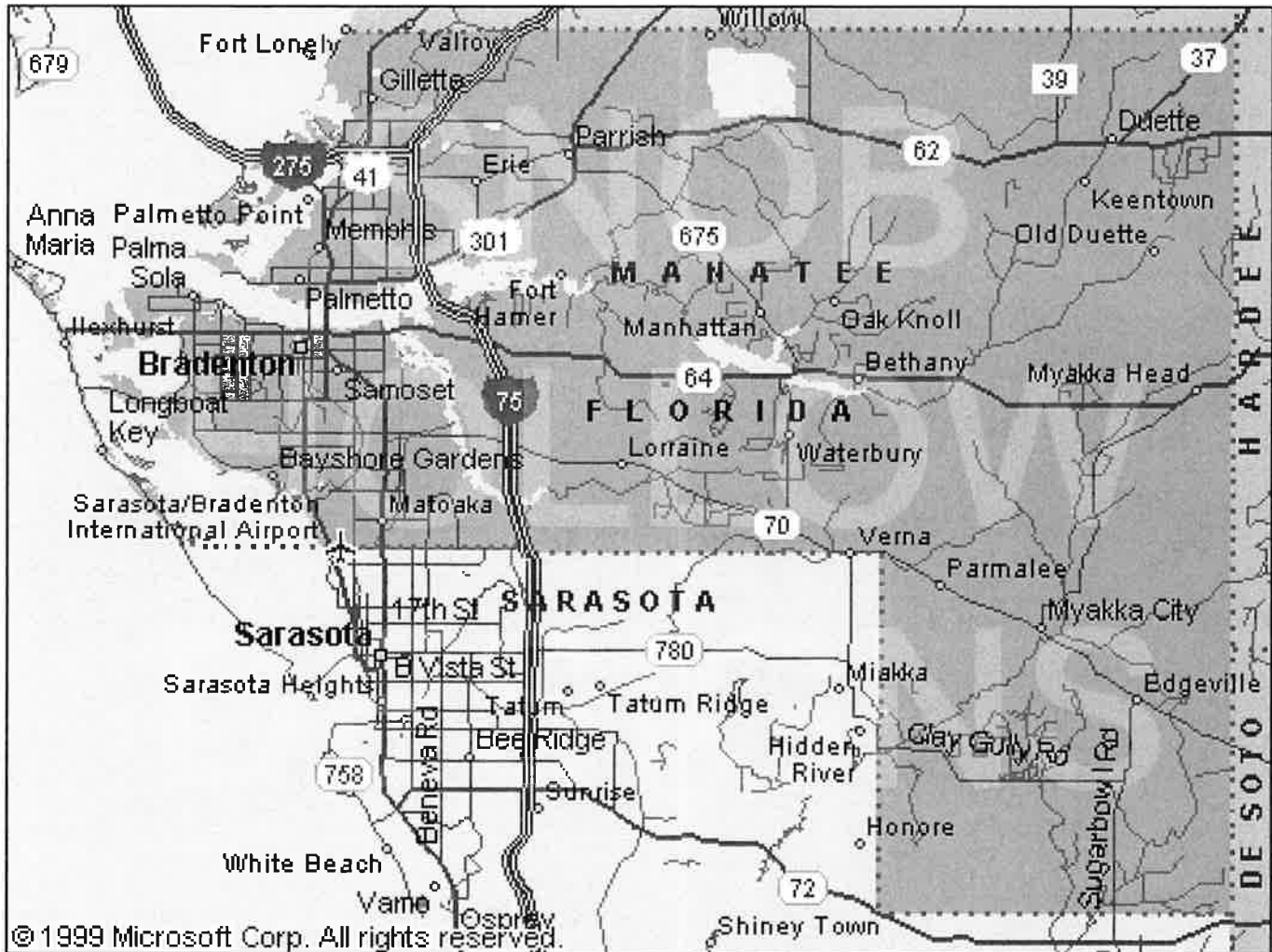
	Recovery	Person Responsible
	<p>GOAL D. Conduct cancellation/rescheduling activities as needed.</p> <ol style="list-style-type: none"> 1) Review list of upcoming events/contacts/contracts (performers, bands, food, etc). 2) Notify as needed. 3) Implement additional procedures as needed. 	<p>All Trustees Chairman Backup— Office Manager</p>
	<p>GOAL E. Assess and determine employee assignments.</p> <ol style="list-style-type: none"> 1) Utilize chain of command/phone contacts for contacting employees. 2) Determine employee needs/options (i.e. on a case-by-case basis or per personnel policies). 3) Determine employee responsibilities and assignments. 4) Implement additional procedures as needed. 	<p>Maintenance Trustee Maintenance Manager Chairman Office Manager</p>
	<p>GOAL F. Implement committee involvement during recovery.</p> <ol style="list-style-type: none"> 1) Utilize Website for information. 2) Implement additional procedures as prepared. 3) Implement Architectural Review Committee procedures for post-disaster application/approval. 4) Implement additional procedures as prepared. 	<p>Trustee/Website ARC Comm.</p>
	<p>GOAL G. Provide community support.</p> <ol style="list-style-type: none"> 1) Implement post-disaster volunteer groups and procedures to support resident activities upon return/recovery. 2) Assist residents with outside agency services. 3) Consider additional activities as needed. 	<p>Public Relations Trustees Health & Welfare Trustee</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	Recovery	Person Responsible
	<p>GOAL H. Review State/Federal Programs for District Support</p> <ol style="list-style-type: none"> 1) Inform agencies/programs about status. 2) Serve as board liaison to agencies/programs. 3) Prepare necessary forms/etc. for submission. 	<p>Health & Welfare Trustee</p> <hr/>
	<p>GOAL I. Conduct board meetings/governance, as appropriate.</p> <ol style="list-style-type: none"> 1) Receive information from Maintenance Trustee/Maintenance Foreman regarding usability of TE buildings. 2) Notify Board and Residents of meetings/location. 3) Conduct scheduled meetings, if appropriate. 4) Schedule special meetings, if necessary. 5) Implement additional procedures if needed. 	<p>Chairman 1st Vice Ch. Secretary</p>

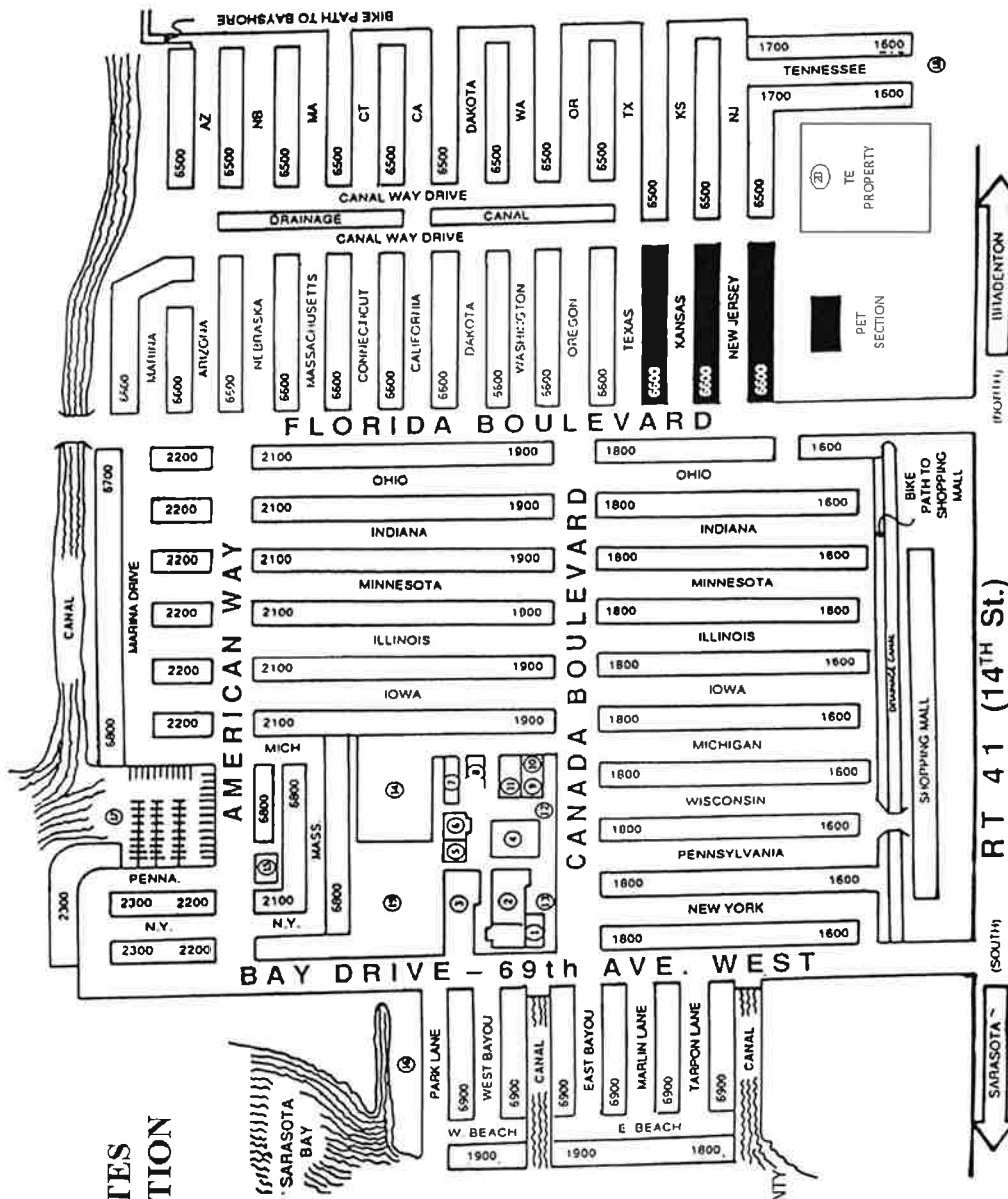
**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

ATTACHMENT A



TRAILER ESTATES PARK AND RECREATION DISTRICT DISASTER PREPAREDNESS PLAN PP 20

ATTACHMENT B

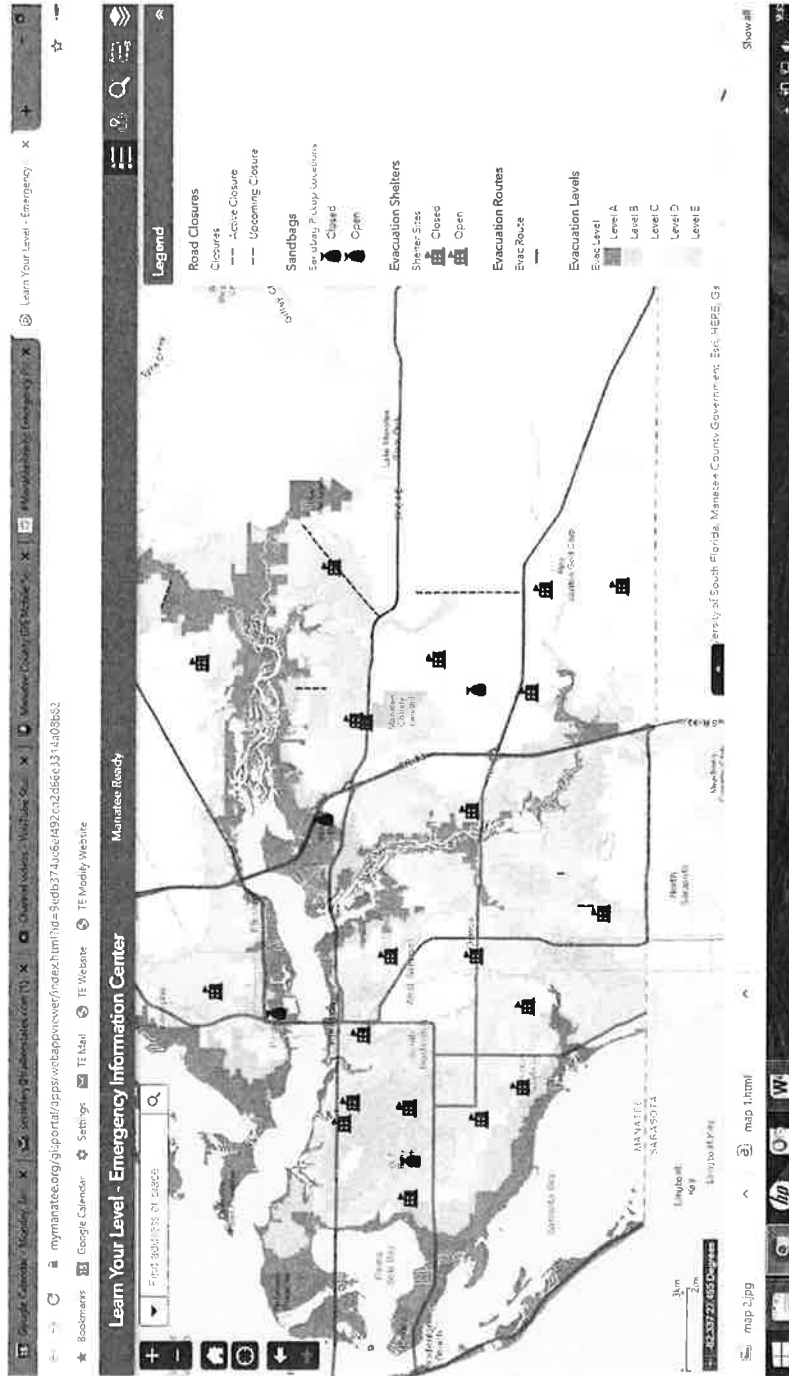


TRAILER ESTATES PARK & RECREATION DISTRICT

- 1) OFFICE REGISTRATION
- 2) LARGE & SMALL HALLS
- 3) PARKING LOT
- 4) SHUFFLE LANES
- 5) SWIMMING POOL/JACUZZI
- 6) ACTIVITY CENTER (EXERCISE)
- 7) MAINTENANCE SHOP
- 8) WOODSHOP
- 9) POST OFFICE
- 10) LAUNDRY/SICK ROOM EQUIP.
- 11) LAUNDRY DRYING AREA
- 12) BUS STOP
- 13) AIR PUMP (BICYCLE/CAR)
- 14) TRAILER & R.V. PARKING
- 15) DUMPSTER/RECYCLING
- 15) FIRE DEPARTMENT
- 16) PICNIC & BEACH AREA
- 17) MARINA & LAUNCH RAMP
- 18) PLAYGROUND
- 19) PROPERTY LEASED FROM COUNTY
- 20) TE PROPERTY

TRAILER ESTATES PARK AND RECREATION DISTRICT DISASTER PREPAREDNESS PLAN PP 20

ATTACHMENT C





JUNE 2024
TRAILER ESTATES RESIDENTS

**SEVERE WEATHER
PREPAREDNESS PLAN &
DISASTER RESOURCES**

Hurricane Season:
June 1 - November 30



TRAILER ESTATES
Park & Recreation District

1903 69th Ave W
Bradenton, FL 34207
941-756-7177



TRAILER ESTATES

Park & Recreation District

Trailer Estates Park and Recreation District
Severe Weather & Disaster Preparedness Resources
June 2024

INTRODUCTION: Trailer Estates Park and Recreation District is an Independent Special Taxing District pursuant to Chapter 189, Florida Statutes located at 1903 69th Avenue West, Bradenton, Florida 34207. Trailer Estates Park and Recreation District consists of approximately 1274 mobile homes and 2500 residents; most of which are seasonal.

This Severe Weather & Disaster Preparedness Resource is designed to assist our residents formulate their own plan in case Severe weather or a disaster event takes place. Residents are responsible for their own homes and property at all times. These resources are provided as a courtesy to give our residents the tools they may need to stay safe. Owners are responsible for taking due diligence to ensure their property and possessions are fully protected. All costs associated with the removal and/or dismantling damaged mobile homes shall be borne by the home owner.

To assist its residents, Trailer Estates has established the following information, which is by no means complete, but will give you the resources to begin your plan. Should an event occur, our seasonal owners will need to inquire if their home/property has been damaged. This emergency contact file will benefit owners, emergency responders and Trailer Estates. An emergency contact section is on the PP27 form, residents fill out each year when they renew their FOB and is available in the Trailer Estates Office. Please take the time to complete this form.

The following web sites are provided to assist in developing a personal family emergency preparedness plan, identify important evacuation routes, shelters, and telephone numbers. Residents who need evacuation transportation or require sheltering assistance must be pre-registered. Annual registration is required. The instruction letter and specialty need application can be found under www.mymanatee.org, Specialty Needs Registry.

www.mymanatee.org
www.floridadisaster.org
www.MySuncoast.com

www.mymanatee.org/emergency
www.americanredcross.org
www.salvationarmy.org

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 PP 13

For Upcoming Meeting—Date 8/20/2024

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):

I make a motion that PP 13 be admended to read 2. There must be a minimum of 10 residents participating in the class or activity during 'in season" only. "off Season" will be at the discretion of the Health and 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.)

Trustee Cynthia S O'Brien Health and Welfare Trustee

Date Submitted 8/20/2024

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 Enforcement Committee Appointments

For Upcoming Meeting—Date August 20, 2024

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 appoint the following individuals to the Enforcement Committee for a term
of one year: Pam Kemper, Lynn Nickell, Mike McKinnie, Alan Holbert, Michael Petrelli,
Terri Ellenberger, Karon Murphy, Gary Jordan, and Paula Nelson.

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 List

Trustee Chairman Trotter

Date Submitted 8/12/2024

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

Seat #	Trustee Name	Enforcement Committee Members
1	Todd Lombardi	Pam Kemper
2	Kathleen Gregory	Lynn Nickell
3	Duane Trotter	Mike McKinnie
4	Louis Nickels	Alan Holbert
5	Cyndy O'Brien	Michael Petrelli
6	Lori Dalton	Terri Ellenberger
7	Rodney Smith	Karon Murphy
8	Vacant	Gary Jordan
9	Dottie Deerwester	Paula Nelson
	Updated 8/9/24	Effective 8/20/2024

**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 Spa Heater Replacement

For Upcoming Meeting—Date August 20, 2024

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): _____

I make a motion to award the Spa Heater replacement to LaPensee Pools in the amount of \$6064.00 as the low quote.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
\$6064.00. Funds are available in the Major Repairs section of the Reserves

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

See Workshop for Details.

Trustee Maintenance Trustee Lombardi

Date Submitted August 1, 2024

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 Spa Repairs

For Upcoming Meeting—Date August 20, 2024

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): _____

Make a motion to award the Spa Repairs to Red Rhino in the amount of \$9,000
including a \$740 contingency.

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

Contingency - \$640


Repairs - \$8,360

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

See Workshop Agenda for Backup

Trustee Maintenance Trustee Lombardi

Date Submitted 8/7/2024

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 Discontinue R.F.P. Process for Master Planning

For Upcoming Meeting—Date August 20, 2024

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 discontinue and end the Request for Proposals process for Trailer Estates Master Planning as discussed at the previous Workshop meeting.

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 Trustee Lombardi

Date Submitted 8/1/2024

Chairman/Designee 

Office Manager/Designee: Date Posted _____ Initials _____

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 Update Rules & Regulations Part C

For Upcoming Meeting—Date 08-20-2024

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 approve changes to the Rules & Regulations Part C, Section III, item C. to add "except vendors who sell handcrafted items" as discussed in the Workshop on August 20, 2024.

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 Rules & Regs Part C

Trustee Lori Dalton

Date Submitted 08-09-2024

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

PART C: RULES GOVERNING ADMISSION TO FACILITIES

SECTION I. (Revised 3/16/20, 5/21/24)

Admission to and the use of all Trailer Estates Park and Recreation Districts common recreational facilities is restricted to those displaying current District FOB-ID or Guest FOB-ID as defined in Part A, Section II..

Special Events, as determined by the board: Visitor shall be the responsibility of the respective sponsor of the event and will not be required to obtain a Guest FOB-ID.

SECTION II. (Revised 3/16/20, 5/21/24)

Admission to Trailer Estates Park and Recreation functions is restricted to those displaying current District FOB-ID or Guest FOB-ID as defined in Part A, Section II.

SECTION III. (Rev. 4/10, 1/21/19, 8/20/24)

- A. Commercial renting of park facilities will be considered by the Board of Trustees on an individual basis.
- B. Commercial vendors visiting Trailer Estates with plans to sell merchandise during an event sponsored by Trailer Estates residents, clubs, or organizations must pay \$75 before the event to do so (Adopted 4/10) except for vendors who sell handcrafted items.
- C. No commercial businesses allowed that do not comply with Manatee County codes (511.7, etal.)

SECTION IV. (Rev. 08/07/2017)

Pursuant to the Manatee County code Sec. 2-21-40/2-21/46, smoking is prohibited in all enclosed Trailer Estates recreation facilities and in the Spa. This includes E-Cigarettes. The Trailer Estates Board of Trustees shall designate "Smoking Areas" as deemed necessary.

SECTION V. (Rev. 2/4/08, 12/21/15; 08/17/2017, 5/21/24)

Trailer Estates Park and Recreation District property owners shall be issued a FOB-ID for access to District facilities (activity center, trailer storage gate, dumpsters, pool, Laundromat, etc). One FOB-ID shall be issued to a property owner. An additional FOB-ID may be issued, if needed, for an additional resident that is a permanent occupant at the same address as the property owner. A maximum of two (2) FOB-IDs will be issued to a property address.

If the property is a rental unit, one (1) FOB-ID will be issued. An additional FOB may be issued, if needed, for an additional renter that is listed on the Agreement of Responsibility Renter Resident Form. A maximum of two (2) FOB-IDs will be issued to a property address. Refer to PP Keyless Security System (FOB-IDS) for more details.

SECTION VI.

At any District sponsored event where "donations" are collected a financial report shall be made to the Board of Trustees within thirty (30) days by the Trustee assigned responsibility for the event.