

Trailer Estates Park and Recreation District

Board of Trustees
Regular Board Meeting
December 17, 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 -Attorney

Items Presented by Board & Staff (PP 38)

1. Update Duties of the Secretary - PP1C
2. Update Tribune Policy - PP14
3. Replace Rose Garden - Remove PP40A
4. Address & Telephone Directory (OPT - IN)
5. Roof Replacement & Repair - Maintenance and Treasure Barn Buildings

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/81416270186?pwd=MME2zOxPh2q9XdCANmLLbTayJnfoIn.1>

Meeting ID: 814 1627 0186

Passcode: Vk33gH

One tap mobile

+13052241968,,81416270186#,,,,*660062# US

+19292056099,,81416270186#,,,,*660062# US (New York)

Meeting ID: 814 1627 0186

Mobile Passcode: 660062

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 Update Duties of the Secretary - PP1C

For Upcoming Meeting—Date 12/17/2024

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 update
the Duties of the Secretary - PP1C as discussed in today's Workshop.

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 PP1C

Trustee Lori Dalton

Date Submitted 12/04/2024

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1C**

DUTIES OF THE SECRETARY

THE SECRETARY SHALL:

1. Prepare for and attend regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Keep the minutes of board meetings and workshops and maintain an electronic file of both.
3. Maintain a current electronic file of the District's Rules & Regulations and Policies & Procedures (PPs) and provide the Office Manager with a hard copy of changes. Provide other Trustees with "scribing" assistance when they make changes to or with the creation of new PPs.
4. Following Rules and Regulations, schedule facility usages for the district and maintain a public record of the events on the district's website. Notify kitchen manager of kitchen usage for the following month.
5. Ensure yearly meeting schedules for the board and it's committee(s) are created by the office staff and published in a newspaper in the first half of December.
6. Be responsible for all bulletin boards including regular policing and clearing off old material at the end of the month. This function may be completed by a designee.
7. 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 Update Tribune Policy - PP14

For Upcoming Meeting—Date 12/17/2024

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
updates to the Tribune Policy - PP14 as presented at today's workshop.

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 PP14

Trustee Lori Dalton

Date Submitted 12/04/2024

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

TRAILER ESTATES PARK AND RECREATION DISTRICT TRIBUNE POLICY PP 14

The Trailer Estates Tribune is a newsletter that is published monthly by Teledrex, Inc, pursuant to an agreement with the District. As part of the agreement, the District is authorized to include community information in the Tribune, but is prohibited from including any information for the purpose of solicitation or commercial uses. The Tribune is intended to further the park and recreational purposes of the District, by informing the residents of upcoming events within the Park, sharing community news, and distributing important information from the Board to the residents.

Clubs, groups and organizations may submit articles to the District for inclusion in the Tribune, provided all the following criteria are met:

1. Articles must be submitted by the 1st of the month no later than 3:00 p.m. to be printed in the following month's Tribune.
 - a) Articles must be submitted via email. Email submissions are to be sent to officeassistant@trailerestates.com.
 - b) Articles can be submitted directly in the body of the email or attached as a word processing document, such as MS Word. NO .pdf files can be accepted. Contact the Office Assistant if you do not have access to email.
 - c) Clear instructions specifying the duration of the article must be included with the submission. i.e. "Please place this article in Jan., Feb., Mar., and Apr. Tribunes."
2. Membership in the club or organization must be open to all residents within the Park.
3. The club, groups or organization must be not-for-profit in nature.
4. The club, groups or organization must further the recreational purposes of the District, such as by providing social or recreational activities to the residents.
5. Articles shall be limited to a description of past, current or upcoming activities or events of the club or organization.
6. Articles which serve a political or commercial purpose shall not be accepted by the District, but groups seeking to include such information in the Tribune may be able to purchase advertising space directly from Teledrex.

All articles submitted to the Trailer Estates office for placement in the Tribune shall be reviewed for typographical errors and compliance with the above requirements by the Office Assistant, or his or her designee, within 48 hours of the established submittal deadline and prior to publication. We reserve the right to edit for grammatical and typographical errors. If the Office Assistant determines that an article does not comply with any of the above requirements, the Office Assistant shall provide a written explanation of the deficiency to the club or organization and a description of the means, if any, to bring the document into compliance with this Policy. The Office Assistant shall also provide a timeframe within which to submit an amended article. If corrections are not made by the stated deadline, the article shall not be included in the Tribune.

In the event an article is ultimately determined by the Office Assistant not to comply with the above requirements, the matter shall be automatically reviewed by the board of trustees at the next workshop, unless the club, groups or organization notifies the Office Assistant in writing that it does not want the matter to be reviewed further.

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 Replace Rose Garden - Remove PP40A

For Upcoming Meeting—Date December 17, 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 eliminate the Rose Garden and replace it with other landscaping at the discretion of the Maintenance Supervisor and his team. This will also rescind PP40A in its entirety.

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.) PP40A

Trustee Maintenance Trustee Lombardi

Date Submitted December 10, 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 Address & Telephone Directory (OPT IN)

For Upcoming Meeting—Date December 17, 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

No Directory

Print a Directory only

On-line Directory only

Print a Directory and On-line Directory

Submission Deadline

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.)** Opt-In totals and Survey Results

Trustee Chairman Trotter

Date Submitted December 9, 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 Roof Repair & Replacement Maintenance & Treasure Barn Building

For Upcoming Meeting—Date December 17, 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 accept low quote from Bone Dry Roofing including a 7.5% contingency for the project.

Total amount is \$69,246.50 with the Contingency.

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.) Will be turned in for insurance reimbursement.

Bone Dry Roofing Quote \$64,415.35

Contingency 7.5% \$4,831.15

Total \$69,246.50

Trustee Maintenance Trustee Lombardi

Date Submitted December 10, 2024

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____