

**BOARD OF TRUSTEES  
REGULAR BOARD MEETING**

**September 5, 2023**

**FOLLOWING WORKSHOP  
MARK'S HALL  
TRAILER ESTATES  
1903 69<sup>TH</sup> AVENUE WEST  
BRADENTON, FLORIDA 34207**

Call To Order  
Roll Call  
Public Input (Limit 3 Minutes on Any Topic)  
Approval of Minutes  
Treasurer Report  
Invoice Approval

**PUBLIC HEARING - CONTINUING IMPOSITION OF SPECIAL ASSESSMENT  
OPEN PUBLIC HEARING  
PUBLIC INPUT  
ADJOURN PUBLIC HEARING**

Items Presented by Board & Staff (PP38)

1. Resolution - Continuing Imposition of Special Assessment (Trotter)
2. Establish PP27C - Estoppel Program for TE - Disclosure (Trotter)
3. Boat Slip & Storage Lot Rate Adjustment 2023-24 (Lombardi)
4. Rules & Reg Part E, Fines & Suspensions Resolution (Park Manager Morris)
5. Changes to Form PP26 - Prospective Buyer (Trotter)

Trustee/Staff Final Comments  
Unfinished Business  
Adjournment

Trailer Estates broadcasts its Meeting live on Channel 732 inside the Community  
Zoom Meeting Access: Time: September 5, 2023 09:30 AM Eastern Time (US and Canada)  
Join Zoom Meeting  
Meeting ID: 853 7316 6944  
Passcode: 0TWPKc  
Dial by your location  
• +1 305 224 1968 US • +1 309 205 3325 US • +1 646 931 3860 US  
Find your local number: <https://us02web.zoom.us/j/kynYa0R5Mc>

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

Agenda Resolution- Continuing Imposition of Special Assessment

For Upcoming Meeting—Date September 5, 2023

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): Adopt Resolution  
2023-04 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 2023-04

Trustee Chairman Trotter

Date Submitted August 25, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_

**RESOLUTION NO. 2023-04**

**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, 2023; 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, 2023; and

**WHEREAS**, in order to collect the Assessments for the Seawall Improvement Project for the Fiscal Year beginning October 1, 2023, 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 Section 2.08(B) of the Assessment Procedure Resolution did not require mailing of notices to property owners to reimpose the assessment for the fiscal year beginning October 1, 2023; and

**WHEREAS**, a public hearing has been duly held on September 5, 2023, 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, 2023.

(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, 2023, 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 5th day of September, 2023.

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

Agenda Establish PP27C - Estoppel Program For TE- Disclosure

For Upcoming Meeting—Date September 5, 2023

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): Adopt Estoppel Program  
and record the Estoppel Disclosure as attached.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)  
TE will charge \$100 fee for processing the Estoppel.

Attachments: (Please attach any diagrams or pertinent information concerning this  
Agenda Item. Please list the attachments.) Estoppel Draft, wording for title searches  
(disclosure)

Trustee Chairman Trotter

Date Submitted August 28, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials 



## Policy &amp; Procedure PP-27C

## Estoppel Program

Cost to Process:           \$100 per Estoppel                           (Payable to Trailer Estates)

Any person who Sells/Purchases/Makes a Title Transfer of Property within Trailer Estates Park & Recreation District must submit an Estoppel Request to the main office. This is done by the Title Company or Attorney who is handling the closing. Private sales or Transfer of Title (Quit Claim) must still submit the estoppel request even if not using a title company or Attorney.

In addition, a written application from each prospective purchaser must be submitted and approved BEFORE the sale or transfer

12. In order to maintain a community of congenial residents who are agreeable to abide by the "housing for older persons" restrictions contained in the Deed Restrictions and provisions of the Charter of Trailer Estates Park and Recreation District (hereinafter collectively "Restrictions"), the transfer of lots or parcels by any owner shall be subject to the conditions hereinafter set forth as long as said Restrictions shall remain in force and effect: It shall be necessary for the Board of Trustees of the Trailer Estates Park and Recreation District, or its duly authorized officers, agents or committee, to approve in writing all sales, transfer of title, leases or subleases of a lot or parcel, or occupation of a dwelling unit on a lot or parcel, before such sale, transfer, lease, sublease or occupation shall be valid and effective. Written application for such approval shall contain such information as may be reasonably required by application forms promulgated by the board of Trustees and shall be accompanied by a transfer fee as required by resolution of the Board, provided, however, such fee shall not exceed Fifty (\$50.00) Dollars.

Trailer Estates will perform the following actions:

1. Advise any Fines or Service Fees charged to Property by Trailer Estates.
2. Advise any outstanding Violations.
3. Require appropriate Application(s) to be filled out and completed, along with Application Fee to Live/Own/Rent Property in Trailer Estates prior to closing
4. Age Verification & ID check (copy of Drivers License or State ID, Birth Certificate, ETC)
5. We will Disclose the Annual Assessment Cost + Any Special Assessment(s) that are in place.
6. Advise that Trailer Estates Is not a Pet Friendly Community (except 46 Specific Homes)

If the Estoppel process is not followed by anyone who Sells/Purchases/Makes a Title Transfer of Property within Trailer Estates Park & Recreation District, they may be subject to Fines & Suspensions under Part E of the Rules & Regulations.

THIS INSTRUMENT PREPARED  
WITHOUT BENEFIT OF TITLE  
EXAMINATION BY AND RETURN TO:

Andrew H. Cohen, Esquire  
Persson, Cohen, Mooney,  
Fernandez & Jackson, P.A.  
6853 Energy Court  
Lakewood Ranch, FL 34240

ABOVE SPACE RESERVED FOR  
RECORDING PURPOSES ONLY

**DISCLOSURE OF ESTOPPEL PROGRAM FOR THE  
TRAILER ESTATES PARK & RECREATION DISTRICT**

Notice is hereby given that the Trailer Estates Park & Recreation District, a local unit of special purpose government of the State of Florida (the “**District**”) governs certain property within the District shown in **Exhibit “A”** attached hereto (the “**Property**”). As part of its governance of the Property, any person who sells/purchases/makes a title transfer of property within the District must submit an Estoppel Request to the main office. This is done by the title Company or attorney who is handling the closing. Private sales or transfer of title (Quit Claim) must still submit the estoppel request even if not using a title company or attorney.

In addition, a written application from each prospective purchaser must be submitted and approved BEFORE the sale or transfer. The District will perform the following actions:

1. Advise any fines or service fees charged to property by the District.
2. Advise any outstanding violations.
3. Require appropriate application(s) to be filled out and completed, along with application fee to live/own/rent property in the District prior to closing.
4. Age verification & ID check (copy of drivers’ license or state ID, birth certificate, etc....)
5. Disclose the annual assessment cost + any special assessment(s) that are in place.
6. Advise that the District is not a pet friendly community (except 46 specific homes)

If the estoppel process is not followed by anyone who sells/purchases/makes a title transfer of property within the District, the individuals may be subject to fines & suspensions pursuant to applicable provisions of the District’s Rules & Regulations.

For information regarding the District's estoppel process and payments/documentation due, please contact the District management at:

Trailer Estates Park & Recreation District  
1903 69<sup>th</sup> Ave West  
Bradenton, FL 34207  
Telephone: 941-756-7177

**Attest:**

**TRAILER ESTATES  
PARK & RECREATION DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Chairman of the Board of Trustees

STATE OF FLORIDA  
COUNTY OF MANATEE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_, as Chairman of the Board of Trustee of the Trailer Estates Park & Recreation District. He/She is personally known to me; or has produced \_\_\_\_\_ (type of identification), as identification.

(SEAL)

\_\_\_\_\_  
Signature of person taking acknowledgement

\_\_\_\_\_  
(Typed, printed, or stamped name of acknowledger)  
Notary Public, State of Florida at Large

## Exhibit "A"

## Legal Description of Trailer Estates

The lands so to be incorporated being described as follows:

- (1) Trailer Estates Subdivision as recorded in Plat Book 8, page 138, of the Public Records of Manatee County, Florida. First Addition to Trailer Estates Subdivision as recorded in Plat Book 9, page 71, of the Public Records of Manatee County, Florida.
- (2) Second Addition to Trailer Estates Subdivision as recorded in Plat Book 9, page 61, of the Public Records of Manatee County, Florida.
- (3) Third Addition to Trailer Estates Subdivision as recorded in Plat Book 10, Page 69 of the Public Records of Manatee County, Florida.
- (4) Fourth Addition to Trailer Estates Subdivision as recorded in Plat Book 11, page 66, of the Public Records of Manatee County, Florida.
- (5) Fifth Addition to Trailer Estates Subdivision as recorded in Plat Book 12, page 55, of the Public Records of Manatee County, Florida.
- (6) The SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 22, TWP. 35 S., Rge. 17 E.; LESS: Land Described in Deed Book 380, Page 451, Official Records Book 208, Pages 156 & 157, Official Records Book 240, Pages 167 & 168, all of the Public Records of Manatee County, Florida; ALSO LESS: The South 133 feet and the East 290 feet of said SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$ .
- (7) A tract of land in the SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 22, Twp. 35 S. Rge. 17 E. of Manatee County, Florida, more particularly described as follows: From the NW corner of said SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 22, run S. 88 degrees 30' East along the North line of said SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$ , 14.74 feet; thence run S. 1 degree 48' West, 100 feet for a Point of Beginning; thence run S. 88 degrees 30' East, 130 feet to a point; thence run S. 1 degree 48' West, 50 feet to a point; thence run N. 88 degrees 30' West, 130 feet to a point; thence run N. 1 degree 48' East 50 feet to the Point of Beginning.
- (8) A tract of land in the SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 22, Twp. 35 S. Rge. 17 E. of Manatee County, Florida, more particularly described as follows: From the NW corner of said SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 22, run S. 88 degrees 30' East along the North line of said SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$ , 14.74 feet; thence run S. 1 degree 48' West, 150 feet for a Point of Beginning; thence run S. 88 degrees 30' East, 130 feet to a point; thence run S. 1 degree 48' West, 50 feet to a point; thence run N. 88 degrees 30' West, 130 feet to a point; thence run N. 1 degree 48' East 50 feet to the Point of Beginning.
- (9) A tract of land in the SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 22, Twp. 35 S. Rge. 17 E. of Manatee County, Florida, more particularly described as follows: From the NW corner of said SW  $\frac{1}{4}$  of

the SE 1/4 of the SE 1/4 of Section 22, run S. 88 degrees 30' East along the North line of said SW 1/4 of the SW 1/4 of the SE 1/4, 14.74 feet; thence run S. 1 degree 48' West, 200 feet for a Point and Beginning; thence run S. 88 degrees 30' East, 130 to a point; thence run S. 1 degree 48' West, 50 to a point; thence run N. 88 degrees 30' West, 130 feet to a point; thence run N. 1 degree 48' East 50 feet to the Point of the Beginning.

(10) From an iron pin which is the intersection of the West line of Highway 41 and the North line of the NW 1/4 of the SW 1/4 of section 23, Township 35 South range 17 East, go westerly along said north line of the NW 1/4 of the SW 1/4 a distance of 600 feet, thence southerly parallel to said west line of US 41 a distance of 163 feet to a point which is the Northwest corner of lands heretofore deeded to Manuel E. Robello and Victor H. Robello recorded in deed book 261 page 321 for a Point of Beginning; thence continue southerly parallel to said west line of US Highway 41 a distance of 300 feet; thence go westerly parallel to the said North Line of the NW 1/4 of the SW 1/4 a distance of 400 feet; thence go northerly parallel to said line of US Highway 41 a distance of 300 feet; thence go Easterly 400 feet to the Point of the Beginning, less the Easterly 49.20 feet thereof. All lying and being in Section 23, Township 35 South, Range 17 East, Manatee Count, Florida.

(11) From an iron pipe which is the intersection of the West Line of US Highway 41 and the North Line of the NW 1/4 of the SW 1/4 of section 23; go westerly along the North Line of the NW 1/4 of the SW 1/4 a distance of 600 Feet; Southerly Parallel to said West Line of US Highway 41 a distance of 463 feet to a point; go Westerly Parallel to said North Line of the NW 1/4 of the SW 1/4 a distance of 400 feet to the Point of Beginning; go Southerly parallel to said West Line of the US Highway 41 a distance of 86.7 feet; go Easterly Parallel to the North Line of the NW 1/4 of the SW 1/4 a distance of 60 feet; thence Northerly parallel to the West Line of US Highway 41 a distance of 86.7 feet to the point; thence to Westerly 60 feet to the Point of Beginning. All lying and being in Section 23, Township 35 South, Range 17 East, Manatee County, Florida.

(12) Begin at the Northeast corner of Lot 10, Block 1, TRAILER ESTATES as per plat thereof recorded in plat book 8, page 138 of the PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA for the Point of Beginning, thence North 10 15' EAST for a distance of 104 feet to a point on the Northerly boundary line of the SW 1/4 of section 23, Township 35 South, Range 17 East, thence in an easterly direction along the Northern boundary of the SD SW 1/4 of section 23, a distance OF 49.32 feet, thence Southerly 164 Ch. 2021-261 LAWS OF FLORIDA Ch. 2021-261 feet; thence Westerly 49.32 feet, thence Northerly 164 feet to the Point of Beginning as described in ORB 490, Page 630 and ORB 490, Page 667, of the PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA.

AUG 29 '23 AM 9:47

**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 Boat Slip & Storage Lot Rate Adjustment 2023-24

For Upcoming Meeting—Date September 5, 2023

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 3 month boat rental terms.

Increase 6 month Storage Lot & Boat Slips fees by 10%

Boat Slip \$100 Waiting List Fee (applied to first slip rental)

\*as discussed in workshop 9/5/2023

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.)** Attached proposed rates.

Trustee Todd Lombardi

Date Submitted 08/28/2023

Chairman/Designee 

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_

## 2022 /2023 Storage Lot Rates

		Rate	Rate / Tax
18'	6 Month	\$117.00	\$124.61
	12 Month	\$234.00	\$249.21
20'	6 Month	\$130.00	\$138.45
	12 Month	\$260.00	\$276.90
24'	6 Month	\$156.00	\$166.14
	12 Month	\$312.00	\$332.28
30'	6 Month	\$195.00	\$207.68
	12 Month	\$390.00	\$415.35
40'	6 Month	\$260.00	\$276.90
	12 Month	\$520.00	\$553.80
40' Paved	6 Month	\$275.00	\$292.88
	12 Month	\$550.00	\$585.75
50'	6 Month	\$343.75	\$366.09
	12 Month	\$687.50	\$732.19
Canoe/Kayak Rack		\$100.00	\$106.50

## 2023 /2024 Storage Lot Rates

		Rate	Rate / Tax
18'	6 Month	\$123.95	\$132.01
	12 Month	\$245.70	\$261.67
20'	6 Month	\$137.60	\$146.54
	12 Month	\$273.00	\$290.75
24'	6 Month	\$164.90	\$175.62
	12 Month	\$327.60	\$348.89
30'	6 Month	\$205.85	\$219.23
	12 Month	\$409.50	\$436.12
40'	6 Month	\$274.10	\$291.92
	12 Month	\$546.00	\$581.49
40' Paved	6 Month	\$289.85	\$308.69
	12 Month	\$577.50	\$615.04
50'	6 Month	\$362.04	\$385.57
	12 Month	\$721.88	\$768.80
Canoe/Kayak Rack		\$105.00	\$111.83
Percent increase		5.00%	
6 Month Premium		10.00%	

## 2022/2023 Boat Slip Rates

		Property Owner		Non Property Owner	
		Rate	Rate / Tax	Rate	Rate / Tax
20' Slip	3 Month	\$118.13	\$125.81	6 Month	\$771.75 \$821.91
	12 Month	\$472.50	\$503.21	12 Month	\$1,543.50 \$1,643.83
24' Slip	3 Month	\$141.75	\$150.96	6 Month	\$952.35 \$1,014.25
	12 Month	\$567.00	\$603.86	12 Month	\$1,904.70 \$2,028.51
26' Slip	3 Month	\$153.56	\$163.54	6 Month	\$1,032.15 \$1,099.24
	12 Month	\$614.25	\$654.18	12 Month	\$2,064.30 \$2,198.48
30' Slip	3 Month	\$177.19	\$188.71	6 Month	\$1,181.25 \$1,258.03
	12 Month	\$708.75	\$754.82	12 Month	\$2,362.50 \$2,516.06
50' Slip	3 Month	\$300.00	\$319.50	6 Month	\$1,900.00 \$2,023.50
	12 Month	\$1,200.00	\$1,278.00	12 Month	\$4,000.00 \$4,260.00

## 2023/2024 Boat Slip Rates

		Property Owner		Non Property Owner	
		Rate	Rate / Tax	Rate	Rate / Tax
20' Slip	6 Month	\$272.87	\$290.61	6 Month	\$891.37 \$949.31
	12 Month	\$496.13	\$528.38	12 Month	\$1,620.68 \$1,726.02
24' Slip	6 Month	\$327.44	\$348.72	6 Month	\$1,099.96 \$1,171.46
	12 Month	\$595.35	\$634.05	12 Month	\$1,999.94 \$2,129.94
26' Slip	6 Month	\$354.73	\$377.79	6 Month	\$1,192.13 \$1,269.62
	12 Month	\$644.96	\$686.88	12 Month	\$2,167.52 \$2,308.41
30' Slip	6 Month	\$409.30	\$435.90	6 Month	\$1,364.34 \$1,453.02
	12 Month	\$744.19	\$792.56	12 Month	\$2,480.63 \$2,641.87
50' Slip	6 Month	\$693.00	\$738.05	6 Month	\$2,310.00 \$2,460.15
	12 Month	\$1,260.00	\$1,341.90	12 Month	\$4,200.00 \$4,473.00

Percent increase 5.00%

6 Month Premium 10.00%



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 Rules & Reg Part E, Fines & Suspensions Resolution

For Upcoming Meeting—Date September 5, 2023

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 adopt Resolution 2023-05 to formally adopt the rewritten Rules & Regulations as per our Charter.

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

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Rules & Reg Part E, Resolution

Trustee Park Manager Morris

Date Submitted 08/28/2023

Chairman/Designee 

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials 

**RESOLUTION 2023-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TRAILER ESTATES PARK & RECREATION DISTRICT FORMALIZING ITS POLICY FOR VIOLATIONS AND FINES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR REPEAL OF POLICIES IN CONFLICT THEREWITH.**

**WHEREAS**, the Trailer Estates Park & Recreation District (hereinafter the "District") is a local unit of special-purpose government situated entirely within Manatee County, Florida; and

**WHEREAS**, the District is authorized to adopt resolutions as may be necessary for the conduct of District business including rules, charges, and policies; and

**WHEREAS**, the District wishes to formalize its policy for violations and fines as already codified in the District's Enabling Act (hereinafter referred to as the "Violations Policy"); and

**WHEREAS**, the Violations Policy, attached hereto as Exhibit A, and incorporated herein by reference, is for immediate use and application, having been adopted by the District Board of Trustees after a duly noticed public meeting on August 21, 2023.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TRAILER ESTATES PARK & RECREATION DISTRICT:**

**SECTION 1.** The Board of Trustees hereby adopts the Violations Policy, attached as Exhibit A. The Violations Policy referenced herein shall stay in full force and effect until such time as the Board of Trustees may amend, rescind, or repeal the attached in accordance with applicable law.

**SECTION 2.** District staff has provided advance notice to the general public in accordance with applicable law and scheduled this matter on an agenda of a duly noticed public meeting before the Board of Trustees.

**SECTION 3.** If any provision of this Resolution or the attached Violations Policy is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 4.** This Resolution shall become effective immediately upon its passage and shall remain in effect unless rescinded or repealed.

**SECTION 5.** This Resolution shall repeal all previously adopted policies/procedures to the extent that they are in conflict.

**PASSED AND ADOPTED** this 5th day of September 2023.

ATTEST:

**TRAILER ESTATES  
PARK & RECREATION DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair

Exhibit A: Trailer Estates Violations Policy

## **PART E: VIOLATIONS & FINES**

As of July 5, 2022 (Modified August 21, 2023) the Trailer Estates Park & Recreation District's (hereinafter, TE) Board of Trustees has adopted the following procedure for Violations & Fines for those who do not comply with the general rules and regulations governing the District as provided by general law, and to prescribe penalties for violations of such rules and regulations. These general rules & regulations refer to any Deed Restrictions, Rules & Regulations, and/or Policies & Procedures and apply to any property owner, renter, guest, or invitee.

### **Property Violation Procedure**

1. Upon receipt of complaint or observation of possible violation, Trustee and/or Park Manager will travel to property to inspect. If such violation exists, a report showing detailed findings of the inspection will be prepared. Digital photo(s) to show and document conditions will be taken, printed and dated, and attached to report (file). This written notice is considered the 1st Notice in notifying of a violation. The timeframe in which the violation(s) must be corrected will generally range from 3-30 days depending on the nature of the violation. The violations will be sent to the property address on file with the District and/or County Tax Rolls.
2. If no contact has been made by the owner, or the violation has not been corrected within the specified timeframe, the Park Manager/Trustee will follow up with a letter outlining the violation as a 2nd notice. This letter will generally give a shorter timeframe to correct the violation and warn that if not corrected further action may be required.
3. Again, If no contact has been made by the owner, or the violation has not been corrected within the specified timeframe, the Park Manager/Trustee will follow up with a letter outlining the violation as a 3<sup>rd</sup> and Final notice.
4. At this time, the District may post a 24 Hr. Notice on the property. If the violation still exists after the 24 hours, the Park Manager will get a quote from a maintenance contractor to complete the required corrective work or check if the work can be done in-house. The work will be completed by the maintenance contractor and or in-house staff. If projects that need to be corrected are unable to be done by the District or by hiring a Contractor, legal action may be considered as an alternative by vote of the Board of Trustees.
5. Once the corrective work is completed, staff will prepare a detailed invoice, including a 25% overhead charge, and send same to owner at the property address. Invoice(s) are required to be paid within 30 days. Invoices not paid within 30 days will accrue interest at the rate of 18% per annum and will be added to any estoppel or closing statements. Invoices not paid within 90 days may become a lien against the property. At Trailer Estates' fiscal year end, a statement will be sent to the owner at the property address reflecting the total amount remaining due including accrued interest.
6. At this point the Property may go to the Enforcement Committee for a properly noticed hearing. The Hearing will determine what (if any) Fines & Suspensions are warranted for the violations and then sent onward to the TE Board of Trustees for their ye or nay.

**Non-Property Violation Procedure**

1. Upon receipt of complaint or observation of possible violation, Trustee and/or Park Manager will research issues as described or observed. If such violation appears to exist, detailed findings of the research will be placed in the file. Any Digital photo(s) to show and document issues will be taken, printed and dated, and attached to report (file). A written notice will be sent out and will be considered as 1<sup>st</sup> Notice in notifying of a violation. The timeframe in which the violation(s) must be corrected will generally range from 3-30 days depending on the nature of the violation. The violations will be sent to the property address on file with the District and/or County Tax Rolls.
2. If no contact has been made by the owner, or the violation has not been corrected within the specified timeframe, the Park Manager/Trustee will follow up with a letter outlining the violation as a 2<sup>nd</sup> notice. This letter will generally give a shorter timeframe to correct the violation and warn that if not corrected further action may be required.
3. Again, If no contact has been made by the owner, or the violation has not been corrected within the specified timeframe, the Park Manager/Trustee will follow up with a letter outlining the violation as a 3<sup>rd</sup> and Final notice.
4. At this point the Property may go to the Enforcement Committee for a properly noticed hearing. The Hearing will determine what (if any) Fines & Suspensions are warranted for the violations and then sent onward to the TE Board of Trustees for their yea or nay.

**Renter, Guests, Invitees**

If the person(s) found violating the Deed Restrictions or properly promulgated rules & regulations of the District are a Renter, guest or invitee, their sponsor, host, or lessor shall be deemed as co-offender. They shall receive all notifications and communications as the offender, may participate in the penalty process, and shall be considered for any penalties or suspensions that may be imposed.

**Enforcement/Compliance Committee Process**

1. The Park Manager/Trustee will properly notice an Enforcement Committee Meeting giving at least 14 days' written notice to the property owner and/or co-offender.
2. Minutes will be taken by a recording secretary.
3. Park Manager/Trustee will present violations case.
4. Committee may ask questions of the Park Manager/Trustee.
5. Respondent (property owner, renter, guest, or invitee) may present their case.
6. Committee may ask questions of the Respondent.
7. Public Input, 3 minutes on any Enforcement Committee Agenda item.
8. Committee may discuss the violation once a motion and a second is made.
9. Fines & Suspensions (if Any) will be forwarded to TE Board of Trustees for their approval.

**Trailer Estates Board of Trustees**

At the next regularly scheduled meeting of the TE Board, the Board would vote on the Fines & Suspension as recommended by the Enforcement Committee (if Any).

**PENALTY/FINE SCHEDULE**

Violation	Fine
Property Not Maintained- Grass, Junk, Unsightly Conditions, Weeds in Gravel, Etc.	\$100 Per Day
Boat, RV, Trailer Stored Improperly	\$100 Per Day
Improper "Signage", Political Signs, Real Estate Signs, Etc.	\$100 Per Day
Misuse of FOB	\$100 Per Day
Failure to Follow ARC Rules & Application Procedures (Includes Seawalls, Dockage, canal work, Frontage work, Etc.)	\$200 Per Day
Any Dumpster and/or Recycling rules not followed refer to Use of Facilities: Refuse/Dumpster Policy-PP45.	
Failure to File Paperwork in order to live in Trailer Estates, Rent, purchase a home, maintain annual owner information, etc.	\$200 Per Day
Underage or Unregistered Occupant stays for more than 30 days, or any variation thereof	\$200 Per Day
Pool Violations	\$100 Per Day
Pets kept in a Non-Pet Section, Pet waste not picked up, Pet not on a leash at all times, any other Pet Related violations	\$100 Per Day
Any other violation of the TE Deed Restrictions, Rules & Regulations, and/or the Policies and Procedures.	\$100 Per Day
Fines May Not Exceed \$1000.00 Per Occurrence	

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 Changes to Form PP26 - Prospective Buyer

For Upcoming Meeting—Date September 5, 2023

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 Form PP26 as attached.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.) PP26 clean version

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trustee Chairman Trotter

Date Submitted August 24, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials 

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
APPLICATION FOR PROSPECTIVE PURCHASE OR  
TITLE TRANSFER OR RENTER (S)**

**PP 26**

PROPERTY ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER: (if rental): \_\_\_\_\_ PHONE: \_\_\_\_\_

PROSPECTIVE OWNER(S) / OCCUPANT(S): (PRINT)

\_\_\_\_\_  
DOB: \_\_\_\_\_ AGE: \_\_\_\_\_

\_\_\_\_\_  
DOB: \_\_\_\_\_ AGE: \_\_\_\_\_

PROSPECTIVE OCCUPANT(S): OWNER ABOVE: \_\_\_\_\_ RENTAL \_\_\_\_\_ CHECK ONE

**NOTE: IF PROPERTY IS TO BE RENTAL, OCCUPANTS MUST ALSO FILE APPLICATION**

AGE(S) VERIFIED BY:

DRIVERS LICENSE \_\_\_\_\_ VOTER REGISTRATION CARD \_\_\_\_\_

BIRTH CERTIFICATE \_\_\_\_\_ PASSPORT \_\_\_\_\_

MEDICARE CARE \_\_\_\_\_ OTHER PHOTO ID \_\_\_\_\_

ATTACH PHOTOCOPY OF DOCUMENTS USED

**I (WE) HAVE BEEN INSTRUCTED WHERE TO FIND A COPY ONLINE OF THE DEED RESTRICTIONS, RULES & REGULATIONS AND POLICIES & PROCEDURES FOR TRAILERS ESTATES SUBDIVISIONS. I (WE) UNDERSTAND AND AGREE TO COMPLY WITH ALL REQUIREMENTS THEREIN.**

**TRAILER ESTATES IS NOT A PET FRIENDLY COMMUNITY.**

\_\_\_\_\_  
SIGNATURE OF LOT OWNER / OCCUPANT DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF LOT OWNER / OCCUPANT DATE: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

SWORN TO (OR AFFIRMED) AND SUBSCRIBED before me by means of physical presence of online  
Notarization, this \_\_\_\_ day of \_\_\_\_\_, 2023 by \_\_\_\_\_, who is personally  
known to me or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE  
STATE OF FLORIDA

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**APPLICATION ACTION:**

PURCHASE OR TITLE TRANSFER OR RENTER (S):

APPROVED FOR OCCUPANCY \_\_\_\_\_ MEETS AGE REQUIREMENTS.

DISSAPPROVED FOR OCCUPANCY \_\_\_\_\_ DOES NOT MEET AGE REQUIREMENTS.

**SIGNATURE:** AUTHORIZED OFFICER, AGENT, OR COMMITTEE.

\_\_\_\_\_  
DATE: \_\_\_\_\_