

TRAILER ESTATES PARK & RECREATION DISTRICT

BOARD OF TRUSTEE WORKSHOP

June 20, 2022

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

MARK'S HALL

1903 69TH AVENUE WEST

BRADENTON, FLORIDA 34207

1. Recurring Workshop Agenda – Seawall Repair (Chandler)
2. Review First Draft of Public Hearing Presentation (Chandler)
3. Park Manager Position Description (Trotter)
4. Review Re-write of Section E Rules and Regs – Fines (Nickels)
5. Create PP11 – Enforcement Committee Charge (Nickels)
6. Add verbiage to ARC Permit for Waterfront Projects (Nickels)
7. Activities List – Bingo (Dalton)
8. Update Rose Garden Donation – PP40A (Dalton)
9. Ice Machine (Lombardi)
10. Employee Handbook Review (Trotter)

RESIDENT COMMENTS

Adjourn

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 Reoccurring Workshop Agenda - Seawall Repair

For Upcoming Meeting—Date Dec 20, 2021 6/20/2022

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): place an agenda item on the workshop to update Board & Residents regarding repair to the Marina seawall until project is outlined and financed

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.) Interactive workshop to allow the exchange of information from Residents and Board Members. To be placed on Workshop agenda until further notice.

Trustee Mary Chandler

Date Submitted 12-13-21

Chairman/Designee ~~Mike Amore~~ Duane Trotter

Office Manager/Designee: Date Posted 12/13/2021 Initials [Signature]
5/23/2022
6/23/2022

JUN 13 '22 AM 7:29

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM/POLICY

PP 38

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

Agenda Item Review First Draft of Public Hearing Presentation

For Upcoming Meeting—Date June 20, 2022

Type of Meeting (check one): Workshop Board Meeting *

***It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Review presentation materials for Public Hearing scheduled for July 25, 2022

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.)**

Presentation will be provided ASAP

Trustee Mary Chandler

Date Submitted June 13, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 6/13/2022 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 Park Manager Position Description

For Upcoming Meeting—Date 6/20/2022

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): _____

First attempt to develop an accurate position description for the Park Manager

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.) See Attached

Trustee Trotter

Date Submitted 6/7/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 6/13/2022 Initials 

JOB DESCRIPTION

The Licensed Community Association Manager is responsible for managing the operation for Trailer Estates Park and Recreation District, a deed restricted community consisting of approximately 1276 mobile homes. The TEP&RD is intended and operated as "housing for older persons" within the mean of the Fair Housing Amendments Act of 1988.

The Community Association Manager effectively interacts with the Board of Trustee's, homeowners, internal and external customers including vendors, and on-site staff. Effectively provides management in accordance with Chapter 2021-261, House Bill No. 1631, Amended and Restated Deed Restrictions, By-Laws, Rules and Regulations and Policies and Procedures of Trailer Estates Park and Recreation District.

DUTIES AND RESPONSIBILITIES:

Must be proactive, provide clear communication with the Board of Trustee's, homeowners, residents, on site staff and vendors. Conduct business at all times with the highest standards of personal, professional and ethical conduct.

Supervises on-site team members. Develop/revise position descriptions, conduct evaluations of performance. Encourages staff to perform in a professional manner and comply with all safety standards. Motivates team environment.

Develop and write policies and procedures and/or recommend improvements to existing policies. Provide prompt, detailed and accurate status reports on all projects assigned.

Acquires and maintains current knowledge of state and regulatory agency statutes.

Provide financial acumen and competency preparing budgets, and monthly financials with a wide range of functions. Review financial statements and report variances in a timely manner for accuracy before presenting to the Board of Trustee's.

Follow internal process for timely and accurate completion of projects

Attend and report at all board meetings in person.

Prepares professional presentations of reports, action plans, budgets etc.

Regularly make property visits for inspections, meetings and project oversight. Handle comments, complaints or concerns of homeowners in a timely manner, with a positive attitude. Maintain accurate records, files and communications pertinent to the comments, complaints and concerns of the homeowners.

Process violations, with the Fine Committee and the Board of Trustee's

Responds to phone calls and correspondence in a timely and professional manner.

Maintain awareness of changes in rules, statutes or regulations and communicate changes to the Board of Trustees. Direct training of staff when new procedures are required to comply with changes.

Prepare, maintain and submit a wide range of reports, presentations, documents and manuals as required.

This position operates in a professional office environment, routinely using standard office equipment such as computers, phones, photocopiers filing cabinets and fax machines.

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 Review Re-write of Section E Rules and Regs - Fines

For Upcoming Meeting—Date June 20, 2022

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): _____


Review re-write of Rules and Regs Section E including changes based on discussion at June 6 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.) Rules and Regs Section E re-write

Trustee Louis Nickels

Date Submitted June 13, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 6/13/2022 Initials 

PART E: PENALTIES

As of _____ the Trailer Estates Park & Recreation District’s (hereinafter, TE) Board of Trustees has adopted the following procedure for the assignment of penalties to be applied, when they are to be applied/paid and how to request a public hearing regarding said penalty(ies) for those who do not comply with the Deed Restrictions, Rules & Regulations and/or Policies & Procedures pursuant to Florida Law, Chapter 2021-261 and detailed in Section 15 (7) of that law.

BASIC PROCESS

When an owner, resident, occupant, licensee or invitee fails to follow TE’s Deed Restrictions, Rules & Regulations and/or Policies & Procedures (unless immediate or irreversible health, safety or welfare concerns exist-detailed below), they are notified by a Trustee or Trustee designee of the problem. First notification may be verbal or in writing. If compliance is not obtained within the allotted timeframe; additional actions may be taken. Below is a very general progressive list of contact and may be advanced as needed:

- 1) VERBAL – A Trustee or Trustee designee may verbally identify the issue and ask the participant to comply within “X” number of days.
- 2) WRITTEN – A Trustee or Trustee designee may create a written notice of the issue and demand compliance within “X” number of days.
- 3) PENALTIES/FINES – A Trustee will create written notice of the Penalties and/or Fine with a date payment is required to be sent certified mail. It should be noted, compliance is still required and failure to comply with the initial infraction can result in addition penalties, fines and/or legal action.
- 4) A 14 day written notice of public hearing will be issued to the owner.
- 5) The Enforcement Committee will hold the public hearing to determine whether to recommend a fine and/or suspension of facility usage to the Board of Trustees.
- 6) At the next scheduled meeting, or at an emergency meeting if dictated by the severity of the infraction, the Board of Trustees will vote to confirm, reject, or modify the recommendation of the Enforcement Committee.
- 7) If the Board of Trustees votes to levy a fine or enforce a suspension, an invoice or notice will be issued to the owner and payment will be due in 5 days from receipt of the invoice.
- 8) NON-PAYMENT – Will result in a lien against the owner’s property and/or additional legal action.

PENALTY/FINE SCHEDULE

No.	VIOLATION	APPLICABLE REGULATION	1 st Occurrence	Continuing violation
1	No ARC permit applied for prior to construction/installation of an improvement	DR1	100	10
2	Hanging laundry outside to dry in a manner in violation of Deed Restriction #8	DR8	25	5
3	Grass not cut - in addition to the DR7 remedy	DR7	25	1
4	Weeds not controlled	DR7	25	1

No.	VIOLATION	APPLICABLE REGULATION	1 st Occurrence	Continuing violation
5	Failure to remove rubbish from property	DR7	25	5
6	Boat stored on property	DR6	25	5
7	RV stored on property	DR6	25	5
8	Other trailer stored on property	DR6	25	5
9	Displaying a Banner on property	DR4	25	5
10	Real estate sign not "on" or "in" the window	DR4	25	5
11	Displaying a sign on the property	DR4	50	5
12	Displaying an advertisement on the property	DR4	50	5
13	Constructing improvements in the setback area	DR2	100	25
14	Dog or other pet in the "No Pet" sections of TE	DR10	100	25
15	Allowing an Underaged occupant to reside a on a property.	DR11, PP26 & PP28	100	25
16	Allowing a "guest" to stay more than 30 days in a year	DR11; RR Part A, Sec II	100	50
17	Failure to obtain TE approval of a lease or sublease before it takes effect	DR12; PP26	100	10
18	Failure to obtain TE approval of a sale or transfer of title	DR12; PP26	100	1
19	Failure to obtain written permission from TE to moor or anchor a yacht, boat, houseboat, or other vessel on any canal	DR - Exhibit A, 1st, 3rd, & 4th Additions	200	200
20	Failure to obtain written permission from TE for construction of a Sea wall, wharf, landing, boathouse, or other structure extending into or over Sarasota Bay, any canal, or other water located in said subdivision	DR - Exhibit A, 1st, 3rd, & 4th Additions	200	200
21	Failure to obtain written permission from TE before any waterfront property or extension thereof is filled, or the contours thereof changed, or the depth of any canal, or other water way is changed	DR - Exhibit A, 1st, 3rd, & 4th Additions	200	200
22	Allowing a guest or a visitor to use the owner's FOB without the owner's being present	PP27A	100	10
23	Failure to update owner information annually	PP27A	25	1
24	Failure to submit Agreement of Responsibility Renter Resident document to TE office	PP28	200	10
25	Failure to submit Age Verification Data to TE office	PP29	100	10
26	Failure to register a guest with the TE office	PP30	50	5
27	Parking vehicle on TE property without a permit or after expiration of a TE parking permit	PP35	50	5
28	Overnight parking on any TE property, other than the Park Lane parking lot	RR, Part D	50	5
29	Failure to register Emotional Support animal annually	PP40	100	10

No.	VIOLATION	APPLICABLE REGULATION	1 st Occurrence	Continuing violation
30	Disposing of garbage in dumpster after dumpster has reached capacity	PP45	100	NA
31	Allowing persons rejected for occupancy to stay (sleep) in home or on the property	PP26, 28, 30	100	50
32	Allowing a dog or cat off owner's property without a leash	PP40	50	NA
33	Failure to pick up dog or cat waste	PP40	50	NA
34	Misuse of all Facilities	RR Part E	50	NA
35	Failure to maintain current registration or license plates on boats, trailers, recreational vehicles or other items stored in the storage lot or moored in the marina	PP23	50	10
36	Failure to update registration, in the TE office, on boats, trailers, recreational vehicles or other items stored in the storage lot or moored in the marina	PP23	50	10
37	Depositing garbage, trash, rubbish, appliances, or other items on the ground in or around the dumpsters	PP45	200	25
38	Placing remodeling debris in the dumpster, in violation of PP45	PP45	200	5
39	Other violations of the Refuse/Dumpster Policy	PP45	200	200
40	Renting a room, in a home, to another person	DR 3	100	50
41	Other violations of Rules and Regulations or Policies & Procedures not specifically listed	RR	50	10
42	Other violations of Deed Restrictions not specifically listed	DR	100	50
43	Commercial use of the marina by a boat slip renter	RR, Part A, Sec IX	200	200
44	Commercial use of the storage lot by a storage lot renter	RR, Part A, Sec IX	200	200

Abbreviations
ARC = Architectural Review Committee
BL = Trailer Estates Bylaws
CH = Trailer Estates Charter – Chapter 2021-261 Florida Laws
DR = Deed Restrictions
PP = Policies and Procedures
RR = Rules and Regulations
TE = Trailer Estates Park and Recreation District
TEB = Trailer Estates Park and Recreation District Board of Trustees

Definitions
"stored on property" = physically present on a lot or lots for more than seventy-two (72) consecutive hours
"underaged occupant" = as defined in the Deed Restrictions, Part 11
"banner" = a strip of cloth on which a sign is painted; and/or a strip of cloth on which a sign is painted
"sign" = a strip of cloth on which a sign is painted; and/or a posted command, warning, or direction
"political signs" = any banner, flag, sign, or other material supporting a political position, candidate, party, or ideology.
"flags" = a usually rectangular piece of fabric of distinctive design that is used as a symbol (as of a nation), as a signaling device, or as a decoration
"Guest" = as defined in the Rules & Regulations, Part A, Sec II
"Visitor" = as defined in the Rules & Regulations, Part A, Sec III
"Renter Resident" = as defined in the Rules & Regulations, Part A, Sec IV
"Trespassers" = as defined in the Rules & Regulations, Part A, Sec VI

	<p>Extracted from Trailer Estates Charter – Chapter 2021-261 Florida Laws</p> <p>To adopt and enforce reasonable rules and regulations governing the use of the facilities of the District as provided by general law, and to prescribe penalties for violations of such rules and regulations. Such rules and regulations to be enforced shall include deed restrictions</p>	
Sec 15 (7)	(a) 1. The rate of such penalties shall be fixed by a resolution of the trustees, as herein provided, but may not exceed \$200 per violation against any member, or any authorized occupant, licensee, or invitee of the member, for the failure of the owner of the parcel or its occupant, licensee, or invitee to comply with any provision of the rules and regulations of the District	
Sec 15 (7)	(a) 2. A fine may be levied by the trustees for each day of a continuing violation, with a single notice and opportunity for hearing, not to exceed a cumulative total maximum of \$1,000.	

ENFORCEMENT COMMITTEE

If an owner, resident, occupant, licensee or invitee receives a written notice of the issue that includes the Penalties and/or Fines with a date payment is required; they may dispute the violation/penalty/fine with the Enforcement Committee. The role of the Enforcement Committee is to hold a hearing, providing the offender with at least 14 days notice and make a recommendation to the board. The trustees will subsequently rule on the recommendation of the Enforcement Committee to either confirm, reject or modify any fine or penalty. Per day “continuing violation” fees may or may not be waived during this process. The entire Enforcement Committee Charge can be found in the Policies and Procedures.

IMMEDIATE ISSUES

In the case of a violation which if allowed to continue would result in an immediate or irreversible health, safety or welfare concern, will result in an immediate denial of access to common areas or use of facilities and/or equipment, not to exceed 30 days while an emergency hearing can be scheduled.

Immediate issues will result in the TE Board of Trustees to call an Emergency Hearing. The offender(s) shall be notified in writing 7 days in advance of the Emergency Hearing. If the offender is not a property owner, the property owner shall be deemed a co-offender. This notification shall include the following: time, place of the Emergency Hearing, the violation details (date, time, occurrence, etc.), any information that the investigation into the violation has produced, and the name of the Board of Trustees or their designee involved in the matter. The trustees will make a final ruling on any penalty or fine.

Immediate Denial of Privileges

If the violation is of a serious nature, persons who have, or are eligible to have a District Identification Card who are found by a member of the Board of Trustees or by any person or persons specifically authorized by the Board of Trustees to enforce these rules, abusing equipment, causing damage to equipment or the facilities; or are found to be violating any established rule or regulation concerning the use of the Trailer Estates common recreational facilities wherein such action threatens or may threaten the health and/or safety of others and which if allowed to continue would result in an immediate or irreversible health, safety or welfare concern; shall be immediately denied the use of all of the Trailer Estates common recreational facilities, and may immediately be asked to surrender their District Identification Card and shall surrender such card to a member of the Board of Trustees.

Any person or persons found using a counterfeit District Identification Card, any person found using a District Identification Card that belongs to another person, and anyone who knowingly allows another to use their District Identification Card shall be immediately denied the use of all Trailer Estates common recreational facilities, and shall immediately be asked to surrender the District Identification Card and shall surrender such card to a member of the Board of Trustees.

Immediate Denial of Privileges—Public Hearing

In the case of a violation which if allowed to continue would result in an immediate or irreversible health, safety or welfare concern, a counterfeit District Identification Card, or the allowing of others to use one's card, the denial of the use of all Trailer Estates common facilities shall continue until a public hearing is held by the Trailer Estates Park and Recreation District's Board of Trustees as soon as reasonably possible and determination is made by the Trustees as to the denial of the use of the facilities and any additional penalties, if any, that may be imposed upon the offender(s), or in the case of "Guests", their sponsors. The offender/respondent shall be notified, in writing, 7 days in advance of the emergency special hearing. This notification shall include the following: time and place of the emergency special hearing, the violation (time, place, occurrence, etc.), any information that the investigation into the violation has produced, and the name of the member of the Board of Trustees or authorized person(s) involved in the matter.

Additional penalties that may be imposed.

1. Fines per Penalty/Fine Schedule
2. Payment to the Trailer Estates Park and Recreation District for any and all damage caused by the offender.

3. Suspension and denial of any use of the Trailer Estates common recreational facilities, or of a specific facility, for a specified period of time, not to exceed 180 days from the date of the infraction.
4. Where there is a violation of serious nature where property is damaged or where there is/was a threat to health or safety of others, the individual causing said damage or who has threatened the health and safety of others may be denied the use of all Trailer Estates common recreational facilities from time of the infraction for a period of (1) year.
5. A "Guest" found by the Trustees to have violated any rule or regulation wherein such action threatens or may threaten the health and/or safety of others, or who has been found to have deliberately caused damage to any person or property may be denied the use of the Trailer Estates common recreational facilities forever.

Re-Write Part E 6-20-22

REF. ONLY - SAMPLE WARNING LETTER

TRAILER ESTATES PARK & RECREATION DISTRICT
P.O. BOX 6298
BRADENTON, FLORIDA 34281-6298
Phone: 941-756-7177 Fax: 941-755-2937
Email: trailerestates@trailerestates.com

Date, 2022

Name
Address
Bradenton, FL 34281

Re: Address

Dear Mr. TE Resident,

The Board of Trustees is empowered by Florida State Law to initiate action in the matter of violations of deed restrictions and any rules and regulations within Trailer Estates Park & Recreation District in order to maintain pleasant surroundings for the residents of our community, and to improve all property values. As a Public Relations Trustee it is my responsibility to see that these Deed Restrictions and Rules and Regulations are enforced.

Statement of Violation:

THE RENTER THAT HAS BEEN RESIDING AT YOUR PROPERTY AND HAS NOT REGISTERED AS A RENTER RESIDENT IS IN VIOLATION OF THE TRAILER ESTATES PARK & RECREATION RULES AND REGULATIONS: PART IV, SECTION C (<https://www.trailerestates.com/wp-content/uploads/2021/01/Rules-and-Regs-Combined-2-1-21.pdf>).

THE RENTER MUST REGISTER AS A RENTER RESIDENT TO REMAIN IN THE PARK.

IF YOU DO NOT CORRECT THIS VIOLATION, WITHIN 15 DAYS, TRAILER ESTATES WILL LEVI A FINE IN THE AMOUNT OF \$200 PLUS \$10 PER DAY UNTIL THE ISSUE IS CORRECTED IN ACCORDANCE WITH THE ATTACHED PENALTY AND FINE SCHEDULE, ITEM 24.

If there are any questions concerning this violation, please call me at the Park Office, 941-756-7177, at your earliest opportunity.

Sincerely,
Louis Nichols - Trustee
South Public Relations

Adopted 5/16/2022

JUN 10 '22 PM 1:53

REF. ONLY - SAMPLE FINE LETTER

**TRAILER ESTATES PARK & RECREATION DISTRICT
P.O. BOX 6298
BRADENTON, FLORIDA 34281-6298
Phone: 941-756-7177 Fax: 941-755-2937
Email: trailerestates@trailerestates.com**

Date, 2022

Name
Address
Bradenton, FL 34281

Re: Address

Dear Mr. TE Resident,

The Board of Trustees is empowered by Florida State Law to initiate action in the matter of violations of deed restrictions and any rules and regulations within Trailer Estates Park & Recreation District in order to maintain pleasant surroundings for the residents of our community, and to improve all property values. As a Public Relations Trustee it is my responsibility to see that these Deed Restrictions and Rules and Regulations are enforced.

Notice of Fine:

YOU RECEIVED A VIOLATION LETTER ON (ENTER DATE) REGARDING FAILURE OF YOUR RENTER TO SUBMIT THE RENTER RESPONSIBILITY AGREEMENT TO THE OFFICE. YOU HAVE NOT CORRECTED THE VIOLATION WITHIN THE 15 DAY WARNING PERIOD. THEREFORE, TRAILER ESTATES IS IMPOSING A FINE IN THE AMOUNT OF:

\$200 PLUS \$10 PER DAY (reference item 24 of the attached Penalty Fine Schedule) FROM THE RECEIPT OF THIS LETTER UNTIL THE VIOLATION IS CORRECTED. PLEASE SEE THE ATTACHED INVOICE FOR PAYMENT INSTRUCTIONS. IT IS YOUR RESPONSIBILITY TO CONTACT A PUBLIC RELATIONS TRUSTEE TO VERIFY THAT THE VIOLATION HAS BEEN CORRECTED AND AVOID ADDITIONAL ACCUMULATION OF FINES.

BE ADVISED THAT FAILURE TO PAY THIS FINE WILL RESULT IN A LEIN ON YOUR PROPERTY AND/OR ADDITIONAL LEGAL ACTION

If there are any questions concerning this violation, please call me at the Park Office, 941-756-7177, at your earliest opportunity.

Sincerely,
Louis Nickels -
Trustee South Public Relations

Adopted 5/16/2022

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 Create PP11 - Enforcement Committee Charge

For Upcoming Meeting—Date June 20, 2022

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): _____

Create the charge and establish hearing procedure for Enforcement Committee


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.) PP11 draft

Trustee Louis Nickels

Date Submitted June 13, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 6/13/2022 Initials 

TRAILER ESTATES PARK AND RECREATION DISTRICT ENFORCEMENT COMMITTEE CHARGE PP 11

ENFORCEMENT COMMITTEE HEARING PROCEDURE

Procedures for Public Hearing to Review Conduct and Consider Penalties and Charges

Except in instances where allowing the conduct to continue would result in an immediate or irreversible health, safety or welfare concern, persons who have, or are eligible to have a District Identification Card who are found by a member of the Board of Trustees or by any person or persons specifically authorized by the Board of Trustees to enforce these rules, abusing equipment, causing damage to equipment or the facilities; or are found to be violating any established rule or regulation concerning the use of the Trailer Estates common recreational facilities wherein such action threatens or may threaten the health and/or safety of others; or who are found to be violating the established rules, on more than one occasion, shall have such conduct reviewed at a public hearing for consideration of penalties and charges. The hearing shall be scheduled within 30 days following the date of which the District Office is notified of such violation. The offender/respondent shall be notified, in writing, no less than 14 days prior to the public hearing of the following: time and place of the public hearing, violation (time, place, occurrence, etc.), any information that the investigation into the violation has produced, and the name of the member of the Board of Trustees or authorized person(s) involved in the matter. This also includes anyone falsifying information on a family member, renter, or guest registration and he/she shall be found to be violating the established rules and regulations.

The public hearing procedure will be as follows:

- 1) Presentations to Enforcement Committee
 - a. Trustee shall explain circumstances that led to the scheduling of a public hearing to consider the denial of the use of the facilities, or that led to the denial of the use of the facilities. (5 minutes)
 - b. Question/Answer Period: Enforcement Committee may pose questions to the Trustee.
 - c. Offender/Respondent (Person/Club Representative/Sponsor) shall provide information to the Enforcement Committee regarding the matter. (5 minutes)
 - d. Questions/Answer Period: Enforcement Committee may pose questions to the Offender/Respondent.

- 2) Public Comment (For those with first-hand knowledge of circumstances)
 - a. Each member of the public shall be given one 3-minute opportunity to speak to the Enforcement Committee

- 3) Final Argument (3 minutes each segment)
 - a. Trustee shall summarize and present rules that have been violated.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
ENFORCEMENT COMMITTEE CHARGE PP 11**

Trustee shall make recommendation to the Enforcement Committee "...penalties, if any, that may be imposed upon the offender(s), or in the case of 'guests', their sponsors..."

- b. Offender/Respondent shall speak to the matter of the violation and penalties.

4) Deliberation

- a. Enforcement Committee will deliberate to determine if a violation occurred, if penalties are warranted (reviewing the nature and severity of the violation, and any previous occurrence(s), etc.), and, in the case of a violation which if allowed to continue would result in an immediate or irreversible health, safety or welfare concern, if additional penalties are warranted.

5) Determination

- a. A motion will be made regarding the matter.
- b. Following the determination, the Chairman shall issue a written determination to the Board of Trustees, reflecting the decision of the Enforcement Committee. The Chairman shall be authorized to consult with District Counsel in preparing this final order.

Guests

If the person(s) found violating their privileges of using the Trailer Estates common recreation facilities as aforesaid, are "Guests", (with or without a District Identification Card), their sponsor, shall be deemed a co-offender, shall receive all notifications and communications as the offender, will participate in the public hearing, and shall be considered for any penalties or charges that may be imposed.

Penalties and Charges

Penalties that may be imposed.

1. Payment to the Trailer Estates Park and Recreation District for any and all damage caused by the offender.
2. Suspension and denial of any use of the Trailer Estates common recreational facilities, or of a specific facility, for a specified period of time, not to exceed 180 days from the date of the infraction.
3. Where there is a violation of serious nature where property is damaged or where there is/was a threat to health or safety of others, the individual causing said damage or who has threatened the health and safety of others may be denied the use of all Trailer Estates common recreational facilities from time of the infraction for a period of (1) year.
4. A "Guest" found by the Trustees to have violated any rule or regulation wherein such action threatens or may threaten the health and/or safety of others, or who has been found to have deliberately caused damage to any person or property may be denied the use of the Trailer Estates common recreational facilities forever.

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM

PP 38

JUN 8 '22 PM 2:11

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

Agenda Add verbiage to ARC permit for waterfront projects

For Upcoming Meeting—Date June 20, 2022

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): Residents have
secured an ARC permit for seawall renovations or boat lift installation without
obtaining required Board of Trustees approval for waterfront work.


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.) Current PP33 ARC permit for
reference and proposed additional verbiage informing owners that
Board of Trustees approval is required for waterfront projects.

Trustee Louis Nickels

Date Submitted June 8, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 6/13/2022 Initials 

CURRENT ARC PERMIT

TRAILER ESTATES PARK AND RECREATION DISTRICT DEED RESTRICTIONS BUILDING REQUEST PP 33

JUN 9 22 PM 2:11

THIS FORM IS ONLY FOR APPROVAL OF BUILDING REQUESTS AS DEFINED IN THE TRAILER ESTATES DEED RESTRICTIONS. PROPERTY OWNER SHOULD CONTACT MANATEE COUNTY DIRECTLY TO DETERMINE IF BUILDING PERMITS OR OTHER ADDITIONAL LAND DEVELOPMENT APPROVALS ARE REQUIRED. They can be reached at MANATEE COUNTY PERMITTING DEPT., 1112 Manatee Ave West 2nd floor, Bradenton, FL 34205 , 941-749-3047 ext.3800

PERMIT NUMBER: _____

(Print) LAST NAME FIRST ADDRESS PHONE

BLOCK NUMBER LOT NUMBER(S) SUBDIVISION OR ADDITION

TYPE OF CONSTRUCTION Example: NEW HOME, ADDITION, CEMENT WORK, PORCH, A/C, RESIDING, ETC.

DIMENSIONS: (W-L-H) BUILDER CONTRACTORS NUMBER

SET BACKS	FRONT	BACK	LEFT SIDE	RIGHT SIDE	
ORIG & 2 nd ADD	5'	5'	4'	2'8" (single lots only) otherwise 4'	SET BACKS
1 st ADD	5'	5'	4'	4'	ARE MEASURED FROM
3 rd to 7 th	5'	5'	5'	5'	PROPERTY LINE

MAKE SCALE DRAWING ON REVERSE SIDE OR SUBMIT ON SEPARATE SHEET(S) SHOWING PROPER SETBACKS. ASK OFFICE FOR SHEETS.

EXPIRATION: THIS BUILDING REQUEST EXPIRES 6 MONTHS FROM DATE OF APPROVAL.

APPROVAL IS FOR SETBACKS ONLY. ALL COUNTY CODES MUST BE FOLLOWED AND APPROVED.

I, the undersigned owner or purchaser of Lot _____ Block _____ of Trailer Estates do hereby certify that I assume full responsibility that the construction will conform as shown in the drawings, plans, and specifications as submitted. If said construction commences before this application is approved and a building permit is issued by the County, the construction or addition work will be stopped immediately and I shall be subject to County Zoning Laws as per violation noted, until such violation is remedied. I also realize I am responsible for any other persons property as to damage done by contractors working for my benefit, and I shall see that the damage is corrected at no cost to the district or property owner.

**NOTIFY DISTRICT OFFICE WHEN WORK STARTS AND UPON COMPLETION.
SIGNING THIS GIVES ARC PERMISSION TO ENTER YOUR PROPERTY.**

_____ Date _____ Property Owner

OFFICE USE

APPROVED, DISAPPROVED OR PENDING Date: _____
For The Board of Trustees

EXPLANATION: _____

APPLICANT NOTIFIED BY _____ ON _____ (date)

09/22/2011

Proposed Statement To Be Added to ARC permit, PP33:

Option 1 to be added to ARC Permit

Per Trailer Estates Park and Recreation District Deed Restrictions Exhibit "A":

No Sea wall, wharf, landing, boathouse, or other structure extending into or over Sarasota Bay, any canal, or other water located in said subdivision shall be constructed without prior written permission of the Board of Trustees or their designee. **AND**

No waterfront property or extension thereof shall be filled, or the contours thereof changed, nor shall the depth of any canal, or other water way be changed without the prior written consent of the Board of Trustees.

Option 2 to be added to ARC Permit

Any construction or renovation of a seawall, wharf, landing, boat lift, or other structure on Sarasota Bay or any canal must be approved in writing by the Board of Trustees. Reference Exhibit "A" of the Trailer Estates Park and Recreation District Deed Restrictions.

Added with either option

Site plan of proposed waterfront construction or renovation must be submitted to the Board of Trustees at least one week before a scheduled meeting to be on the agenda for approval.

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM/POLICY PP 38

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

Agenda Item Activities List - Bingo

For Upcoming Meeting—Date 06-20-2022

Type of Meeting (check one): Workshop Board Meeting *

***It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): To review new
proposed changes to the Bingo information posted on the website under the

Activities Tab. This just updates the information posted on the website.

An official vote may not be necessary.

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.) Proposed new Bingo information with
recommended revisions from the June 6, 2022 workshop.

Trustee Lori Dalton

Date Submitted 06-09-2022

Chairman/Designee

Office Manager/Designee: Date Posted 6/13/2022 Initials

BINGO

Bingo is currently operated by Trailer Estates Park & Recreation District (TEPRD).

SECTION I.

Admission to Bingo is by District Identification Card or as a guest of a person displaying a current District Identification Card. Guests must be accompanied by a resident and resident must display their District Identification Card. Guest(s) must obtain a one (1) night bingo Guest Card from a Trustee Representative.

SECTION II

- A. Games are played every Sunday and Wednesday night (except some holidays) starting at 7:00 p.m.
- B. Helpers may buy their tickets starting at 5:30 p.m. with others buying their tickets when the helpers are ready (usually 6:00 p.m.) on game night only (no "advance" ticket sales are available).
- C. To be able to plan for a 7:00 p.m. start time, no cards shall be sold after 6:45 p.m.

SECTION III.

All games are to be conducted under the supervision of a Trustee.

- A. The Trustee representative shall be responsible to see that all bingo games are conducted pursuant to Florida State Statutes
- B. Bingo participants are prohibited from selecting seats until one hour (60 minutes) prior to the scheduled start of the games when preceded by a scheduled activity.
 1. Any one violating this rule shall be expelled from that day's games.
 2. It shall be the responsibility of the Trustee representative to ensure this is strictly enforced.
- C. Each player may use as many cards as desired by purchasing a card.
- D. Callers may not play.

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM/POLICY

PP 38

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

Agenda Item Update Rose Garden Donation - PP40A

For Upcoming Meeting—Date 06-20-2022

Type of Meeting (check one): Workshop Board Meeting *

***It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): To review
the Rose Garden Donation - PP40A to remove the reference to the former
Beautification Committee and possibly replace it with new committee.

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.) PP40A with areas to update circled

Trustee Lori Dalton

Date Submitted 06-10-2022

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted 6/13/2022 Initials [Signature]

[Handwritten initials]

TRAILER ESTATES PARK AND RECREATION DISTRICT
ROSE GARDEN DONATION

PP 40A

ROSE GARDEN DONATION

Donor Name _____

Street address _____ P.O. Box _____

City _____ State _____ Zip _____

Amount of Donation: _____

In Memory Of: _____

Thank you for your donation,

Beautification Committee

Names will be posted in the Tribune once every three months.

Check here if you do **NOT** want this posted in the Tribune.

Any questions, call *Sandy Stevens 860-930-0647*

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 Ice Machine

For Upcoming Meeting—Date June 20, 2022

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): _____

Placement and Details for the ice machine

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
Aprox. \$400.

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

Trustee Todd Lombardi

Date Submitted 6/10/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 6/13/2022 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 Employee Handbook Review

For Upcoming Meeting—Date 6/20/22

JUN 13 '22 AM 9:56

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): _____

Review employee handbook. Isolve Attorney's and Districts Council have reviewed document and made comment.

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.)** _____
See Attached

Trustee Trotter

Date Submitted 6/13/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 6/13/2022 Initials 

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WELCOME

On behalf of Trailer Estates Park and Recreation (the "Company") and our employees, we would like to take this opportunity to welcome you. We are pleased that you have joined us and look forward to working with you.

Our management philosophy is one of respect for the abilities, contributions and rights of the individual employee. We strive to create an atmosphere that supports a high self-esteem culture, where ideas and opinions are openly expressed.

We hope you will find satisfaction in your work and enjoy being a part of a progressive, team-oriented organization. We're delighted you have joined us!

Sincerely,

Trailer Estates Park and Recreation

INTRODUCTION

PURPOSE

The purpose of this Employee Handbook is to serve as a guide to the employer/employee relationship, to provide information regarding expectations of workplace conduct and benefits. It contains general information and guidelines and is not intended to be comprehensive or to address all possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to Chairman, Board of Trustees.

Neither this handbook nor any other company document confers any contractual right, either expressed or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the Company, or you may resign for any reason at any time.

After receiving this Employee Handbook, employees are required to sign an Acknowledgment of Receipt form, found in the back of the Employee Handbook. Signing this document expresses agreement to comply with the guidelines, policies and procedures as outlined. Trailer Estates Park and Recreation, herein referred to as "Employer" or "Company", may review and change its policies and benefits at any time at its sole discretion.

Any questions about the material contained in the Employee Handbook or about any other aspect of employment, should be directed to Chairman, Board of Trustees.

MISSION STATEMENT

The mission of Trailer Estates Park and Recreation is to pro-actively serve and satisfy our customers by improving the cost effectiveness and quality of our products and services by building a team of honest people who will develop and maintain a quality and service oriented attitude that leads the industry and creates a sustainable competitive advantage for Trailer Estates Park and Recreation

EMPLOYMENT

AT-WILL NOTICE

Employees are not hired for any definite or specified period of time, rather employees are at-will with the Company and their employment can be terminated at any time, with or without cause and with or without prior notice by either party. The at-will employment nature and this policy cannot be changed by any oral modifications, verbal agreements or promises. There is no implied employment contract created by this handbook or any other Company document or written or verbal statement or policy.

EQUAL OPPORTUNITY EMPLOYMENT

We are an equal employment opportunity employer and do not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy, childbirth and related medical conditions, gender identity and sexual orientation), marital status, age, disability (physical/mental), genetic information, covered military or veteran/military status, AIDS/HIV status, sickle cell trait, or any other non-merit based classification protected by federal, state or local law. This protection applies to all management practices and decisions and to all aspects of employment and application for employment with Trailer Estates Park and Recreation.

CLASSIFICATIONS

It is the intent of Trailer Estates Park and Recreation to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Trailer Estates Park and Recreation.

FAIR LABOR STANDARDS ACT (FLSA) JOB CLASSIFICATIONS

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

- Nonexempt employees are employees whose work is covered by the FLSA. They are *not* exempt from the law's requirements concerning minimum wage and overtime and are therefore eligible for overtime pay of time and one half, after 40 hours worked in a workweek.
- Exempt employees are generally executives or managers or professional, administrative or outside sales staff who are paid on a salary basis, exempt from the minimum wage and overtime provisions of the FLSA, and are therefore not eligible for overtime.

COMPANY JOB CLASSIFICATIONS

Trailer Estates Park and Recreation has established the following categories for both nonexempt and exempt employees:

- Regular full-time employees are hired for full-time employment in an established job, with particularly described duties and skill requirements, and are regularly scheduled to work 40 hours or more per week.
- Regular part-time employees are hired for part-time employment in an established job, with particularly described duties and skill requirements, and are regularly scheduled to work less than the full-time schedule but at least 30 hours each week.
- Variable-Hour Employees are employees whose expected hours are uncertain at the time of hire or whose hours fluctuate above and below 30 hours per week where they cannot be classified as either Full-Time or Part-Time Employee.
- Temporary full-time employees are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work the

company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

- Temporary part-time employees are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work less than the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

OPEN DOOR POLICY

It is the intent of the Company to provide an available and effective means for you to communicate problems or concerns to the appropriate personnel. The Company employs an informal open-door policy which seeks to establish open, honest and responsible communication across the lines of the Company in order to adequately address and resolve any and all employment-related problems.

To report discriminatory harassment, please refer to the Harassment section of this Handbook. For all other matters, the following steps will likely bring resolution:

1. Promptly bring any problem or complaint to the attention of your immediate supervisor.
2. If you are unable to obtain satisfaction or do not wish to discuss the situation with your immediate supervisor, you may go to your department head or manager in charge. If you still have concerns, we encourage you to speak with the any member of management.

In the event you have a concern, or for personal reasons, cannot follow the steps outlined above, feel free to contact Board Chairman for guidance.

The establishment and utilization of an Open-Door policy does not alter the mutual at-will employment relationship.

PERFORMANCE & WAGE REVIEW

Employee performance is reviewed informally on a daily basis. Formal performance appraisals are conducted on an annual basis from November 15th to November 15th each calendar year and salary adjustments are considered each September for an October 1st effective date. The performance appraisal reviews strengths, areas for improvement and job goals for the next review period. Performance evaluation forms will be retained in the employee's personnel file.

Pay increases are based on the employee's overall performance and salary level relative to the employee's position responsibilities, as well as company performance and financials. A performance review does not always result in a wage increase. The effective date of a pay adjustment will be communicated during your review. Pay adjustments may be made at other times of the year as deemed necessary by management.

INTERNAL TRANSFER/PROMOTIONS

Employees may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the company may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements as the Company deems necessary. Trailer Estates Park and Recreation offers employees promotions to higher-level positions when appropriate. In each of these circumstances, the employee's performance record and corrective action history, as well as knowledge, skills and ability, shall be considered.

WORKING REMOTELY

The Company considers remote working to be a viable alternative work arrangement for employees in appropriate situations. Working remotely allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek.

All remote working arrangements are made on a case-by-case basis and must be approved in advance, based on the needs of the Company. Consideration will be given to operational requirements, the job duties of the employee, the employee's work performance and attendance, and other logistical information. Individuals requesting remote working arrangements must be employed with the Company for a minimum of 1 year and have acceptable work performance to be eligible. Any remote working arrangement made may be discontinued at any time at the request of either the remote worker or the Company.

Employees are expected to follow all procedures and work rules as if they were in the office, including but not limited to clocking in and out, working their normal schedule, and maintaining productivity.

The Company will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting; nor for repairs or modifications to the home office space. The Company will supply the employee with appropriate office supplies necessary for successful completion of job responsibilities. The Company will also reimburse the employee for all other business-related expenses such as phone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities. Any equipment supplied by the Company is to be used for business purposes only and employees are expected to adhere to the Company equipment policy.

PERSONAL RELATIONSHIPS AND EMPLOYMENT OF RELATIVES

Trailer Estates Park and Recreation wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism as prescribed by Florida statute 112.3135. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform Board Chairman of the relationship. At the sole discretion of the Company, an employee may be terminated or required to transfer to another position.

Trailer Estates Park and Recreation reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

CORRECTIVE ACTION

Every employee has the duty and responsibility to be aware of and abide by Company rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards as set forth in their job description or as otherwise established.

Disciplinary action may be taken by management in cases of violations of the policies set forth in this manual, or for any instance of conduct deemed inappropriate by management.

Trailer Estates Park and Recreation supports the use of progressive corrective action to address issues such as poor work performance or misconduct. This policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Trailer Estates Park and Recreation reserves the right to administer the corrective action process, in any order, depending on the facts of each situation and the nature of the offense.

Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization. Outlined below are the levels of progressive corrective action.

- **Verbal warning:** Verbal counseling with the employee and written record of the discussion placed in the employee's file for future reference
- **Written warning:** Written warnings may be used when a verbal warning has not helped change unacceptable behavior or for behavior or violations more serious in nature. Written warnings are placed in an employee's personnel file
- **Termination:** Termination may occur if established corrective action goals are not met, for repeated unacceptable behavior, gross misconduct, or other unacceptable performance or behavior

Trailer Estates Park and Recreation reserves the right to determine the appropriate level of corrective action for any inappropriate conduct or performance. It is the policy of the Company to regard corrective action as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the Company may select to enhance job performance. Consistent with the at-will employment relationship between the Company and its employees, the Company is not required to take any corrective action before making an adverse employment decision, including termination. The Company may skip any or all steps, as it deems necessary. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, demotion, termination or in any combination of the above, if the Company so elects. The Company reserves its right to administer corrective action at its sole discretion.

Good judgment on your part will make disciplinary action unnecessary. Should you be in doubt, consult this Handbook, the Company's policies, or the Board Chairman/Park Manager.

SEPARATION OF EMPLOYMENT

All employment with the Company is on an at-will basis. This means that the employee has not been hired for a specified duration, but that they can terminate their employment with the Company or the Company can terminate the employment relationship at any time, with or without cause, and with or without prior notice.

Should employees wish to resign, they are required to submit a minimum of two weeks' working notice in writing to their supervisor or manager. An exit interview may be requested. Any Company property issued to employees, such as computer equipment, keys, tools, parking passes or Company credit cards must be returned to the Company at the time of employment separation. Employees may be responsible for any lost or damaged items.

BRIDGE OF SERVICE POLICY

All employees separating on good terms, according to policy or approved leaves of absence, may be eligible for rehire. If an employee is rehired within 90 days, all applicable employee benefits will be reinstated at the same status as the time of separation. In some cases, benefit waiting periods may apply.

COMPENSATION AND WORK HOURS

PAY PERIOD

The workweek for the Company is the seven-day period that starts at 8 AM Friday. The designated pay period for all employees is bi-weekly. Paydays are Wednesday. Except as otherwise provided, if any date of pay distribution falls on a weekend or holiday, employees will be paid on the preceding scheduled workday.

Employees may be paid by direct deposit. In the event of a lost or missing payment, the employee should notify the Office Manager as soon as possible.

Employees should carefully review their pay every pay period to ensure that their pay accurately reflects all time actually worked. Any discrepancy should immediately be reported to Office Manager for resolution.

PAYROLL DEDUCTIONS

The Company is required by law to make certain deductions from all employees' pay. Such deductions include federal, state, and local taxes and court-ordered wage garnishments. Voluntary deductions, if applicable, might include premiums for benefits, retirement plan contributions, and disability insurance. Any questions concerning pay should be directed to the Office Manager.

WORK HOURS AND SCHEDULE

The company's operational hours are from 6:30 a.m. - 3:00 p.m. Any changes in these hours will be communicated with as much advance notice as possible by the Manager. Employees will be given their individual schedules upon hire and at time of any change in position.

All employees are expected to be at their respective work areas during all working hours when scheduled, except for scheduled rest and meal breaks. Employees who need to leave their work area for personal reasons, must inform a co-worker in their immediate work area, or advise the Manager. If the normal duty hours are changed or if the Company changes its operating hours, employees will be given as much notice as possible to facilitate any personal planning.

Timekeeping To ensure that the Company has accurate time records and that employees are paid for all hours worked in a timely manner, all non-exempt employees are required to track and record their hours worked.

Non-exempt employees are required to clock in/out for time off and other leave tracking purposes. Employees must record their individual time only. Employees may not ask another employee to clock in/out for them.

Time worked is all the time actually spent on the job performing assigned duties. Therefore, employees must not punch in until ready to start work and may not start work until their scheduled starting time. Employees should clock in no sooner than five (5) minutes before their schedule shift and clock out no later than five (5) minutes after their scheduled shift. Additionally, employees are required to clock in/out for their designated lunch periods. The length of the lunch period should have the agreement of the employee's manager. Lunch periods are unpaid time when employees are relieved of all duties. Waiver of the lunch period requires prior approval of the employee's manager. Under no circumstance may the waiver of the lunch period result in overtime work.

Nonexempt employees are specifically prohibited from performing any work "off the clock". No one has the authority to allow or ask, directly or indirectly, any nonexempt employee to perform any work for "off the clock". In all cases, all time worked by nonexempt employees MUST be recorded on the time record and will be compensated.

There will be no retaliation against any employee for reporting any “off the clock” work or any request for “off the clock” work.

Non-exempt employees are not permitted to work overtime or unscheduled time without prior authorization from their manager. This includes clocking in early, clocking out late, or working through the scheduled lunch period. If approved, work performed off the premises or job site or at home by a nonexempt employee, will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site or at home unless approved in advance by their supervisor.

Should an employee miss an entry into the timekeeping system, the employee must notify their manager as soon possible for correction. Any errors or accidental omissions on the timecard requiring correction must be signed and corrected by the Manager. Any employee who alters, tampers with, or falsely records actual time worked, alters another employee’s timecard, or violates any timecard procedure may be subject to corrective action, up to and including termination.

Accurate time reporting is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance.

Exempt employees who have exhausted all available paid time off may be subject to salary deductions of full day increments for time off from scheduled work.

The Company is not required to approve advances of sick leave or leave of any type for exempt and part-time employees who have exhausted all available leave.

OVERTIME

The Company complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek, unless otherwise required by state law. Employees are required to work overtime when assigned. Employees who anticipate the need for overtime to complete the week’s work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. Working unauthorized overtime or the refusal or unavailability to work required overtime is not acceptable, and may be subject to corrective action, up to and including termination.

BREAKS

The standard workweek is 40 hours a week, Monday through Friday, with 30 minutes unpaid for lunch and two fifteen (15) minutes paid breaks, one in the morning and one in the afternoon.

BREAKS FOR NURSING MOTHERS

The Company provides a supportive environment for non-exempt employees, who are nursing mothers. These employees shall be provided reasonable break time to express breast milk as needed, for a period of up to one (1) year after the child’s birth. Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public.

EXPENSE AND TRAVEL REIMBURSEMENT

It is Company policy to reimburse employees for ordinary, necessary, and reasonable expenses, such as travel or other business expenses, when directly related to the transaction of Company business. Employees are expected to exercise responsible business judgment regarding expenses covered by this policy. Reimbursement for expenses

requires the prior approval of management. Employees who utilize personal cars for business travel will be reimbursed at the per mile rate based on the U.S. General Services Administration Guidelines. Personal use of company credit cards is prohibited.

Receipts and other expense documentation are to accompany the form submitted for reimbursement. Expense reimbursement forms and documentation must be submitted no later than 1 day after the expenses occurred to the employee's immediate supervisor for review and approval.

Pier Diem Meals

Per Diem allowances are reimbursable for in-state overnight travel that is 45 miles or more from the traveler's home or primary worksite.

Per Diem allowances are applicable for all out-of-state travel that is 45 miles or more from the traveler's home or primary worksite.

The Company Per Diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location. In addition to meals these rates include incidental expenses such as laundry, dry cleaning and service tips (e.g., housekeeping or porter tips). Incidental expenses, unless specifically cited in this policy, will not be reimbursed.

Per Diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.

If a free meal is served on the plane, included in a conference registration fee, built into the standard, single hotel room rate or replaced by a legitimate business meal, the Per Diem allowance for that meal may not be claimed.

Receipts are not required for Per Diem allowances. Per Diem allowances are reimbursed after the trip is completed.

WORKPLACE EXPECTATIONS

DIVERSITY AND INCLUSION

Trailer Estates Park and Recreation is committed to fostering, cultivating and preserving a culture of diversity and inclusion.

Our employees are the most valuable asset to our company. The collection of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status and all other characteristics and protected classes that make our employees unique.

Trailer Estates Park and Recreation's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations and the ongoing development of a work environment of gender and diversity equity of:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of Trailer Estates Park and Recreation always have a responsibility to treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site and at all other company-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action, up to and including termination of employment.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from the Board Chairman.

HARASSMENT/DISCRIMINATION

Trailer Estates Park and Recreation is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Trailer Estates Park and Recreation expects that all relationships among persons in/with the company, including customers, vendors/suppliers, etc., will be respectful and free of bias, prejudice and harassment. Trailer Estates Park and Recreation prohibits any such discrimination or harassment against any protected class, listed in the Equal Opportunity Employment policy). Compliance with this policy is expected in the workplace and in any work-related setting outside the workplace.

Trailer Estates Park and Recreation encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Trailer Estates Park and Recreation to promptly and thoroughly investigate such reports. Trailer

Estates Park and Recreation prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

For the purposes of this policy, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may involve individuals of the same or different gender and may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of the employee's race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct may include epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals who believe they have been the victims of conduct prohibited by this policy or who believe they have witnessed such conduct should discuss their concerns with Board Chairman, or any member of management. When possible, Trailer Estates Park and Recreation encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Trailer Estates Park and Recreation recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Trailer Estates Park and Recreation encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although there is no fixed reporting period, early reporting and intervention is the most effective method of resolving actual or perceived incidents of harassment. Any reported allegations of harassment, discrimination or retaliation will be investigated within 10 days of report submission. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent possible and consistent with adequate investigation and appropriate corrective action. It is the obligation of Trailer Estates Park and Recreation to report any/all instances of harassment involving customers or vendors/suppliers to those organizations.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to corrective action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. False and malicious complaints of harassment, discrimination or retaliation are not allowed and may result in corrective action.

WORKPLACE BULLYING

Trailer Estates Park and Recreation defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the company policy which clearly states that all employees will be treated with dignity and respect.

Examples of bullying may include:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or the employee’s family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

The company will not tolerate intentional or unintentional bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

WORKPLACE VIOLENCE

It is the intent of the Company to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom the Company does business. The Company has zero tolerance for violent acts or threats of violence. All employees are expected to conduct themselves in a non-threatening, non-abusive manner at all times. Acts of violence or intimidation of others, including direct, conditional, or veiled threat of harm to any employee or Company property, will not be tolerated.

Employees within the Company share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to Board Chairman.. Any threat reported will be carefully investigated and the identity of the individual making a report will be protected as much as possible.

The Company will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the Company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines may be subject to prompt disciplinary action up to and including termination of employment.

SUPERVISORS' RESPONSIBILITIES

All managers are expected to ensure a work environment free from sexual and other harassment. They are responsible for the application and communication of this policy within their work area. Managers should:

- Encourage employees to report any violations of this policy before the harassment becomes severe or pervasive.
- Make sure the Human Resources Department is made aware of any inappropriate behavior in the workplace.
- Create a work environment where sexual and other harassment is not permitted.

EMPLOYEE AND CUSTOMER RELATIONS

All employees of the Company are charged with the responsibility of providing high quality customer service and maintaining appropriate and professional conduct at all times. This includes interactions with all individuals that employees come in contact with (i.e., the public, customers, suppliers, other employees, etc.). Employees are expected to maintain a professional attitude, and congenial manner and to always treat all individuals with courtesy, dignity and respect. Additionally, teamwork and collaboration are an expectation of all employees.

ATTENDANCE AND PUNCTUALITY

Employee attendance as scheduled is an expectation of the Company. Employees shall be at their workstation ready to begin work at the start of their scheduled work time or resumption of work duties. Unsatisfactory attendance including tardiness and leaving work early without authorization is unacceptable. If an employee is ill, injured, or an emergency arises which prevents them from coming to work, the employee must notify Supervisor before the start of their shift before the start of their scheduled workday. Sending notice by text is not acceptable. If an employee's supervisor, manager or designee is not available, the employee should contact a member of management. If an employee is physically unable to contact the Company, they should direct another person to make the contact on their behalf. Leaving a message with a fellow staff employee or on voicemail is not considered proper notification. Notice is required for each day of absence. A note is required from your medical provider in order for you to return to work after 3 consecutive scheduled workdays of absence.

Management reserves the right to require proof of illness, injury or accident, including a doctor's statement or notice for any temporary disability, unless otherwise prohibited by law. Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable. If an employee is absent for 2 consecutive scheduled workdays and has not provided proper notification, the Company will assume that the employee has abandoned their position and will be treated as having voluntarily terminated employment with the Company unless otherwise prohibited by law.

PROFESSIONAL APPEARANCE & HYGIENE

It is important for all employees to project a professional image while at work by being appropriately attired. Trailer Estates Park and Recreation employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with Company standards and must be appropriate to the type of work being performed.

All employees are expected to maintain clean and appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should be moderate and should not interfere with an employee's work. The excessive use of perfume or cologne is unacceptable, as are other odors that are disruptive or offensive to others or may exacerbate allergies.

The Company wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following are generally not acceptable:

- Flip flops or shoes that present a safety hazard given the work area
- Spandex, sweats, or work out attire
- Pants, shorts, or skirts worn below the waistline
- Sexually provocative clothing or exposed undergarments
- Clothing with offensive slogans or pictures, including drug/alcohol related material
- Clothing showing excessive wear and tear
- Any clothing or accessories that would present a safety hazard
- Tattoos that are not appropriate in content

Trailer Estates Park and Recreation is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or may be sent home, without pay, to change clothes. Continued disregard of this policy may be cause for corrective action, which may result in termination.

Trailer Estates Park and Recreation will reasonably accommodate employees who require or request an exception to the dress code based on a sincerely held religious belief, unless it would cause undue hardship.

Any question about this policy should be directed to your supervisor.

CONFLICT OF INTEREST AND ETHICAL STANDARDS

The successful business operation and reputation of Trailer Estates Park and Recreation is built upon the principals of fair dealings and ethical conduct of the employees. Trailer Estates Park and Recreation's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. This includes the use of an employee's position with the Company for personal profit, advantage, or entering into transactions or relationships where it may appear that an employee has a conflict of interest, are improperly benefiting from an affiliation with the Company, or are violating laws governing fiduciary relationships.

Employees are prohibited from either directly or indirectly accepting, receiving, asking for, demanding, or soliciting anything of value for themselves or for any other person or entity, or in connection with any transaction or business of the Company. Company property, information or business opportunities may not be used for personal gain nor conflict with individual status as a Company employee. Good judgment should supplement these provisions to avoid even the appearance of impropriety.

The Company is judged by the collective and individual performance of its employees and has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, the Company holds itself and its employees to the highest standards of lawful and ethical conduct. Before engaging in any activity, transaction or relationship that might present a conflict of interest or ethics, employees should seek review from their manager or the Human Resource department.

ETHICS

(To Add)

OUTSIDE EMPLOYMENT

Trailer Estates Park and Recreation recognizes that some employees may need or want to hold additional jobs outside their employment with the company. Employees of Trailer Estates Park and Recreation are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns or the company's interests such as:

- Working hours that conflict with current schedule/job requirements
- Any outside work activity adversely affecting job performance

In addition, employees are prohibited from performing any services for customers of Trailer Estates Park and Recreation that are normally performed by Trailer Estates Park and Recreation. Employees are not authorized to use company equipment, tools or other company property for work performed outside of work performed for (Trailer Estates Park and Recreation).

SOCIAL MEDIA

Use of social media may present certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, we have established the following guidelines. This policy applies to all employees of the Company.

Social media includes all means of communicating or posting information or content of any sort on the internet, including to an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication. The same principles and guidelines found in Company policies apply to employee activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Employees should keep in mind that any conduct that adversely affects an employee's job performance, the performance of fellow employees, or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Company, or the Company's legitimate business interests may result in corrective action up to and including termination.

Employees should always be fair and courteous to fellow employees, customers, members, suppliers, or people who work on behalf of the Company. Employees should keep in mind that they are more likely to resolve work-related complaints by speaking directly with their co-workers or by utilizing our Open-Door policy, than by posting complaints to a social media outlet. However, if an employee decides to post complaints or criticism, they should avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparage customers, members, employees, or suppliers; or that might constitute harassment or abusive conduct. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy. Employees making inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may be subject to corrective action.

Employees should make sure they are always honest and accurate when posting information or news and if they make a mistake, it should be corrected quickly, and they should be open about any previous posts they have altered. The internet archives almost everything; therefore, even deleted postings can be searched. Employees should never post any information or rumors that they know to be false about the Company, fellow employees, members, customers, suppliers, and people working on behalf of the Company.

Employees should not speak to the media on the Company's behalf without contacting Chairman of the Board of Trustees. All media inquiries should be directed to them. Employees must refrain from using social media while on work time or on Company equipment, unless it is work-related as authorized by a manager and consistent with the Electronic Communication, Phone and Internet Use policy. Employees may not use Company email addresses to register on social networks, blogs, or other online tools utilized for personal use.

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Employees with questions or in need of further guidance should contact Chairman, Board of Trustees.

SOLICITATION

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. "Working time" is the time an employee is engaged or should be engaged in performing his/her work tasks for the Company. Solicitation of any kind by non-employees on the Company premises is prohibited at all times.

COMPANY EQUIPMENT

Upon employment and thereafter, employees may be issued supplies or other Company equipment. This equipment is essential in accomplishing job duties and may be expensive and/or difficult to replace. When using Company property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees are expected to use and maintain supplies and equipment in a conservative manner, are responsible for the general condition of Company equipment and issued supplies and should notify the Manager when any equipment is broken, damaged, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The unauthorized, excessive, improper, careless, destructive, or unsafe use or operation of Company equipment may result in corrective action, up to and including termination of employment. All issued company equipment is to be returned upon separation of employment.

ELECTRONIC COMMUNICATION, PHONE, AND INTERNET USE

The following guidelines have been established for using various electronic communications, such as the Internet, personal cell phones/company-provided phones, e-mail etc., for business purposes in an appropriate, ethical and professional manner:

- Company phones are for business calls for Company business. All employees are required to be professional and conscientious at all times when using Company phones and when using personal cell phones for Company business.
- Use of Company phones for non-work purposes should be held to a reasonable limit, as determined by management. Employees should use non-work time, such as rest or lunch breaks, for personal phone use.
- Internet, company-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are not allowed: using abusive or profane language; creating, viewing or displaying materials that might adversely or negatively reflect upon Trailer Estates Park and Recreation or be contrary to Trailer Estates Park and Recreation's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and

company-provided equipment such as cell phones and laptops. These same expectations apply to the use of personal cell phones, while being used for business purposes.

- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees may not use the system in a way that disrupts its use by others.
- Employees may not send or receive large files that could be saved/transferred via thumb drives. Thumb Drives are considered company property and must be treated in the same manner as all confidential and proprietary documentation, including but not limited to approval to use and password protection of all documents.
- Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.
- Downloading or disseminating of copyrighted material may be an infringement of copyright law. Permission to copy the material must be explicitly obtained from the publisher.

SECURITY AND RIGHT TO MONITOR

Security procedures in the form of unique user sign-on identification and passwords have been provided to control system access for the purpose of safeguarding information. Attempts should not be made to bypass, or render ineffective, security facilities provided by the Company, including access to document libraries of other users. Passwords should not be shared between users and should be securely stored. Individual users should never make changes, modifications or additions to the standard Company software programs and/or configuration, nor the hardware configuration of computer equipment. This practice risks the introduction of a computer virus into the system. Requests for such changes should be directed to computer support or HR for approval and to ensure such action does not present a security risk.

No individual should have any expectation of privacy for messages or other data recorded in Company systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to the Company. Trailer Estates has the mandatory public records obligation. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system. All company-supplied technology and company-related work records belong to the company and not to the employee. Email and other data are not considered to be private or confidential. Trailer Estates Park and Recreation routinely monitors use of company-supplied technology and reserves the right to examine and regulate email messages, directories and files, as well as internet usage. Inappropriate or illegal use or communications may be subject to corrective action up to and including termination of employment.

PERSONAL CELL PHONE USE

For both productivity and safety reasons, personal cellular phones and other mobile devices may only be used during lunch and break time. Unauthorized personal use of mobile devices, whether Company-issued or your personal cellular phone or other mobile device, during work time is prohibited. This applies to incoming and outgoing calls, texting and social media activity. Employees are expected to provide the company's main number to those needing an emergency contact number.

Except in the case of an emergency, we expect employees to use non-work time, rather than paid work time, to conduct any personal phone calls and/or text messaging. (For employees with company-issued phones or who are authorized to use their personal cell phone for work purposes, please see "Company Equipment" section for usage and security expectations.)

INSPECTIONS AND SEARCHES

Any items brought to or taken off of Company premises, whether property of the employee, the Company, or a third party, are subject to inspection or search unless prohibited by state law. Desks, lockers, purses, workstations, work areas, computers, USB drives, files, e-mails, voice mails, etc. are also subject to inspection or search, in addition to any equipment or assets owned or controlled by the Company.

The Company may monitor any telephone conversation employees have on Company owned or controlled equipment. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property. Any inspection or search conducted by the Company, or its designees may occur at any time, with or without notice.

PERSONAL PROPERTY

The Company is not liable for lost, misplaced, or stolen personal property, nor damage to such. Employees should take all precautions necessary to safeguard their personal possessions. Personal items must be professionally appropriate and shall not violate expectations communicated through any other Company policies.

PERSONNEL FILES

To the extent required by state law, the Company will maintain a personnel file for each employee. Personnel files are confidential and maintained by Trailer Estates Park and Recreation Office. Trailer Estates Park and Recreation Office strives to maintain accurate and complete personnel records. Employees must promptly notify Trailer Estates Park and Recreation Office of any changes to their personal information, such as changes in home address, home telephone number, legal name, marital status, number of dependents, named beneficiaries, and so on.

BREAKROOM/WORK AREAS

The Company provides break areas and work areas for its employees. We expect each employee to clean-up after him/herself as a matter of courtesy to all. Food and drinks should be consumed in the break area, rather than in work areas. Employees are also expected to monitor their refrigerated items and to discard spoiled foods as necessary. Each employee should do their part in ensuring the breakroom and building is clean and orderly and that it presents a positive image to employees, customers, and visitors.

WORKPLACE HEALTH & SAFETY

EMPLOYEE SAFETY

Employee safety is a top priority for Trailer Estates Park and Recreation. To help ensure a safe work environment, it is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards.

Although most safety regulations are consistent throughout the organization, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for their working area.

Should an incident occur, it is the responsibility of the employee to complete appropriate documentation. An accident investigation and incident report will be performed by the employee's immediate supervisor. Failure to report a personal or witnessed incident, may result in corrective action. Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk may lead to employee disciplinary action and/or termination. The Company will not retaliate against employees solely for reporting accidents or injuries.

LEAVE OF ABSENCE

Employees do not have job protection if they take a leave of absence due only to their fear of the epidemic infection. Our company's other paid leave policies may be applied in these cases up to the duration of allowed time but will be dependent upon business needs. Any employee requesting time off because of a fear of the disease should use any accrued vacation time as per our company policy. Otherwise, the time off will be unpaid time off. Trailer Estates Park and Recreation will adhere to any federal, state, or local laws involving a local epidemic/pandemic.

EXPOSURE TO ILLNESS IN THE WORKPLACE

Employees should not come to work if they have been diagnosed with or are showing symptoms of a contagious disease, so as not to infect others in the office. The employee's supervisor and HR should be notified immediately if an employee has been diagnosed with a contagious disease. Please review the Company's Remote Work policy in the Employee Handbook.

In some instances, employees will be required to provide a medical certification from their physician in order to return to work. During a domestic epidemic or pandemic, they may be able to carefully follow the guidelines of the Company or the CDC.

VEHICLE SAFETY

Employees who use Company vehicles as part of their job are expected to use and maintain them in a conservative manner. In addition, employees, whether operating company or personal vehicles for business purposes, are expected to exercise care, and follow all applicable laws and safety standards, such as wearing safety belts and pulling over when using cellular telephones or other mobile devices. Use of a mobile device while driving is not required by the Company. Safety must come before all other concerns.

This also includes no consumption of alcoholic beverages immediately prior to or during use and no smoking during use of company vehicles. Employees should notify the Manager in the event a vehicle is damaged or in need of repair. In addition, all employees who drive for work purposes are required to have and maintain a valid driver's license, insurance (for personal vehicles) and may be required to show proof of such.

Personal use of Company vehicles is prohibited without prior authorization from the Manager. If approved, employees are held to the same standards during personal use as with business use. Careless operation of Company vehicles, as well as excessive or avoidable traffic and parking violations while operating or in possession of a Company vehicle, may result in corrective action, up to and including termination of employment and sole responsibility for all liabilities that result from such actions. Employees involved in accidents with company vehicles must promptly report any accidents to local law enforcement as well as to the Company.

INCLEMENT WEATHER/EMERGENCY CLOSING

At the discretion of the Company, in the event of inclement weather or other emergencies, if the situation warrants or requires it, a work facility may be closed. When operations are officially closed due to weather/emergency conditions, time off from scheduled work will be unpaid. However, with Manager approval, employees may use available paid time off for their scheduled work hours. When a weather/emergency closing has not been determined and an employee chooses not to report to work, or to arrive late or leave early, the employee may be required to use paid time off for their scheduled work hours. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

DRUG AND ALCOHOL-FREE WORKPLACE

To provide employees a safe, healthy and productive workplace, the Company's policy prohibits employees from the use, sale, possession, or being under the influence of illegal drugs, including marijuana, or inappropriate or excessive use of alcohol while conducting business for the Company, whether or not consumed during working hours or whether or not consumed on the Company's premises. Furthermore, the use of prescription drugs and/or over-the-counter drugs may also affect an employee's job performance and ability to make sound business decisions. Driving a vehicle on Company time while under the influence is strictly prohibited.

In addition, the use or possession of these substances constitutes a potential danger to the welfare and safety of other employees and exposes the Company to risks of property loss, damage, or injury to other people. The Company reserves the right, in certain circumstances, to test for the presence of illegal or controlled substances when reasonable suspicion exists.

WORK RULES

The Company strictly prohibits the use, sale, solicitation, purchase, possession or transfer of alcohol or unlawful drugs as classified under local, state, or federal laws on any of the Company's premises, work sites, and parking lots, wherever located. The Company also strictly prohibits any employee under the influence of drugs (unless medically prescribed) or alcohol from reporting to work, wherever such work is being performed, including off the Company's property. This prohibition includes the operation of any the Company vehicle while used in furtherance of the Company work at any time.

It is a violation of the Company's policy to engage in (1) any use, sale, solicitation, purchase, possession, or transfer of drugs or alcohol, in any amount, while on the Company premises, work sites, or parking lots, in the Company's vehicles or other property, or performing the Company business anywhere; (2) any improper or unauthorized use, sale, solicitation, purchase, possession or transfer of any over-the-counter or prescription drug while on the Company premises, work sites, or parking lots, in the Company vehicles or other property, or while performing the Company business anywhere; and (3) any use, sale, solicitation, purchase, possession or transfer of drugs or alcohol in any manner which is detrimental to the interests of the Company.

Except as otherwise noted, this policy applies to all the Company property and premises, including private vehicles or other property on the Company premises or work sites operated or used by the Company.

It is the collective responsibility of the entire company to maintain a drug free working environment. If, at any time you have concerns regarding an employee under the influence of drugs or alcohol while on duty it is expected that you report this to management.

ALCOHOL AND DRUG TESTING

TESTING BASED ON REASONABLE SUSPICION

Employees may be asked to submit to a drug and alcohol test if an employee's supervisor or other person in authority has reasonable suspicion, based on objective factors such as the employee's appearance, speech, behavior or other conduct and facts, that the employee possesses or is under the influence of unlawful drugs or alcohol, or both. Employees who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a disability should inform Board Chairman if they believe the medication will impair their job performance, safety or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication.

PERIODIC/RANDOM TESTING

Employees in safety or security-sensitive positions are subject to drug and alcohol testing on a random or annual basis.

POST-INCIDENT TESTING

Employees involved in any work-related accident or incident involving the violation of any safety or security procedures may be required to submit to drug and alcohol testing if there is a reasonable possibility that drug or alcohol impairment by the reporting employee was a contributing factor to the reported injury or property damage.

TESTING PROCEDURES

All drug and alcohol testing under this policy will be conducted in accordance with applicable state law. The Company will pay for the full cost of the initial screening test and the confirmatory test. Employees will be compensated at their regular rate of pay for time spent submitting to a drug and alcohol test required by the Company.

CONFIDENTIALITY

All records relating to an employee's or applicant's drug and alcohol test results will be kept confidential and maintained separately from the individual's personnel file.

CONSEQUENCES OF A POSITIVE TEST

Employees who test positive will be subject to discipline. Job applicants who test positive will have their conditional job offers withdrawn.

CONSEQUENCES FOR REFUSING TO SUBMIT TO TESTING OR FAILING TO COMPLETE THE TEST

Employees who refuse to submit to testing as required by the Company or who fail to complete the test will be subject to discipline. Job applicants who refuse to submit to drug and alcohol testing will be deemed to have withdrawn themselves from the application process and will no longer be considered for employment.

BENEFITS

Employees may be eligible for certain Company benefits in effect from time to time, in accordance with and subject to the eligibility and other provisions of such plans and programs.

The operation of benefit plans, including events making you eligible or ineligible for benefits, the amount of benefits to which you (or your beneficiaries) may be entitled, and actions you (or your beneficiaries) must take to request and support a claim for benefits will be governed solely by the terms of the official Plan document. To the extent that any of the information contained in this employee handbook, a summary plan description ("SPD"), or any information you receive orally is inconsistent with the official Plan document, the provisions set forth in the Plan document will govern in all cases. If you wish to review the Plan document, please refer to the section of the SPD for this benefit plan entitled "YOUR RIGHTS," which discusses your ability to review the Plan document.

Trailer Estates Park and Recreation reserves the right, in its sole discretion, to prospectively modify or terminate any of its benefits plans or programs at any time and for any reason, to the extent permitted by applicable law.

HOLIDAYS

The Company observes the following Holidays for Full-time and Part-time personnel as follows:

- New Year's Day
- Memorial Day
- Labor Day
- Independence Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Day
- Floating Holiday

All holiday benefits are paid at the regular rate. In order to be considered eligible for holiday pay, employees must work their last regularly scheduled day before the holiday, and the first regularly scheduled day after it. An exception may be considered for an illness that is verifiable by senior management.

An employee who is not actively working for any reason (such as layoff or disability or any other leave recognized under federal, state, or local law or this Handbook) when a holiday occurs and who is on unpaid leave, shall not be entitled to holiday pay. However, on the day before or after a holiday shall not make an employee ineligible for holiday pay.

If a holiday falls on a Sunday, the Monday following shall be observed as a holiday. If a holiday falls on a Saturday, the holidays will be observed on the preceding Friday.

VACATION

Full-time employees earn vacation on employee's anniversary date each calendar year according to the following table:

Years of Service	Days of Vacation
1+	5
3+	10
5+	15
10	20

Part-time employees earn vacation on employee's anniversary date each calendar year according to the following table:

Years of Service	Days of Vacation
2+	5
4+	10

Vacation must be approved in advance.

No more than two (2) weeks' of vacation will be taken at one time unless approved by the board of trustees. The Supervisor through the Maintenance Trustee or designee will coordinate scheduling of vacations and seniority will be given priority when conflicts arise, except for last minute changes.

Vacation and holiday time may not be carried over from year to year. Any unused vacation at the end of the year will be forfeited. The board reserves the right to waive this under exceptional circumstance.

On separation of employment for any reason, employees will be paid for any earned but unused vacation at the employee's final rate of pay.

SICK TIME

After the first 30 days of employment, full time and part time employees will be granted one (1) day of sick time per month from first date of employment. A maximum of twenty-four (24) days of sick time may be accumulated. If all sick time is exhausted, employee is required to use all available vacation time. If no vacation time is available, employee will be required to take unpaid time off. The Board may request verification of any illness over three (3) days duration. No overtime will be paid for sick time.

In case of accidents a doctor's approval for return to work may be required.

Sick time can be taken only for personal illness, injury, or exposure to a contagious disease, which could endanger other employees or illness or injury to a member of the employee's immediate family. Immediate family is spouse and these blood relatives: Son, Daughter, Mother, Father, Brother, or Sister.

The employee is responsible for prompt notification of his/her supervisor when sick time is necessary. After 24 work hours of sick time credits, the Board of Trustees may require medical certification of the employee's injury/illness before authorizing additional sick leave credits.

Sick time may not be used prior to completion of the initial probationary period.

If an employee is found to be abusing sick time privileges, disciplinary action may be taken.

On separation of employment for any reason, employees will be paid for any earned but unused sick leave at the employee's final rate of pay.

PERSONAL TIME

After six (6) months of continuous employment, full time employees will be granted two (2) days per year of personal time from first date of employment and cannot be accumulated. Personal time must be approved in advance and shall not be accumulated year to year.

COMP TIME

Exempt employees may be granted up to 40 hours of comp time. Any comp time must be used within 30 days of receipt.

INSURANCE COMPENSATION

WORKER'S COMPENSATION

Employees are covered by worker's compensation insurance in accordance with state law. Trailer Estates Park and Recreation carries this insurance on all employees to provide benefits for time lost from work and the cost of medical expenses due to disabling job-related injuries and illnesses as defined by the law. This protection starts on the first day of work. To safeguard employee benefits under the law, it is important that employees report any accident or injury (no matter how minor) to your manager as soon as possible after it happens. Failure to report claims in a timely manner may result in loss of benefit. False claims may result in disciplinary action, up to and including termination. For employee protection, after the claim has been reported, the manager will work with the employee to ensure that all necessary paperwork is completed in accordance with the law.

Trailer Estates Park and Recreation and its insurance carrier shall not be responsible for the payment of worker's compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

UNEMPLOYMENT COMPENSATION

Benefits under this insurance law are available to those who meet the requirements if they become unemployed. Eligibility for receiving benefits is determined by state compensation laws.

LEAVES OF ABSENCE

BEREAVEMENT LEAVE

Full-time and Part-time employees are eligible for bereavement leave and leave to attend funeral services for the death of an immediate family member.

For purposes of this policy, a family member includes:

Relative	How many days?
spouse, son, daughter, mother, father, brother, sister, mother-in-law or father-in-law	3

The eligibility for bereavement leave will not commence until the next regularly scheduled workday which is lost. All time off in connection with bereavement leave should be scheduled with your supervisor.

Additional days may be granted if enough accrued time off is available for use. Additional unpaid time off may be granted at the discretion of the Company on a case-by-case basis based, among other things, on business needs.

MILITARY LEAVE OF ABSENCE

Trailer Estates Park and Recreation is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy to honor employee obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or Company policy.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services as required by applicable law.

ACKNOWLEDGEMENT AND RECEIPT

I have received a copy of the Employee Handbook and understand that it is my obligation to read and comply with its contents.

The employee handbook describes an overview of important information about Trailer Estates Park and Recreation, and its policies. I understand that I should consult with Duane Trotter regarding any questions. I have entered into my employment relationship with Trailer Estates Park and Recreation voluntarily and acknowledge that there is no specified length of employment.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Trailer Estates Park and Recreation, and the company reserves the right to change my hours, wages and working conditions at any time. I understand that revised information may supersede, modify, or eliminate existing policies.

I realize that nothing in this handbook is intended to infringe upon my rights under Section 7 of the National Labor Relations Act (NLRA) or on any other federal, state, or local employment acts.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Trailer Estates Park and Recreation is employment at-will, which may be terminated at the will of either Trailer Estates Park and Recreation or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

Employee's Name (Print)

Signature

Date

Witness Name (Print)

Signature

Date