

JAN 31 '22 AM 11:36

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**BOARD OF TRUSTEE WORKSHOP**

**February 7, 2022**

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

**SMALL HALL**

**1903 69<sup>TH</sup> AVENUE WEST**

**BRADENTON, FLORIDA 34207**

1. Reoccurring Workshop Agenda – Seawall (Chandler)
2. Review Draft of 2022-2023 Budget (Chandler)
3. Seasonal Recreation Events (Gregory)
4. Health & Welfare Additional Duties (Simonich)
5. Discuss Dumpster Removal (Trotter)
6. Employee Handbook (Trotter)
7. Trustee Committees (Trotter)
8. Discuss PP21 Storage Rates (Trotter)
9. Review PP23 (Trotter)
10. Review PP23 (Sansone)
11. Computer Club use of Zoom (Sansone)
12. Documentation Distribution (Sansone)
13. Bulletin board Guidelines – PP43 (Dalton)
14. Bingo (Dalton)
15. Pickleball (Dalton)

**RESIDENT COMMENTS**

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  
For Upcoming Meeting—Date Dec 20, 2021 (2/7/2022)  
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

Office Manager/Designee: Date Posted 12/13/2021 Initials MA  
1/31/2022 MA

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

Agenda Review Draft of 2022-2023 Budget

For Upcoming Meeting—Date FEB 7, 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 Powerpoint Detailing 2022/2023  
Budget Items to discuss

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. \_\_\_\_\_

Attached

Trustee Mary Chandler

Date Submitted 1/31/22

Chairman/Designee Mike Sansone

Office Manager/Designee: Date Posted 1/31/2022 Initials AM

**2022 – 2023  
Budget  
Draft 1**

**Baseline**

**Income to  
Offset  
Expenses**

**Bulk Rate Contracts  
Equal Savings that  
Offset Assessments**

**Recap of Costs  
and Saving**

**February 7, 2022**

## Estimated Opening Balances

Unaudited Fund Balance 9/30/2021	\$ 551,918
Projected Income - Fiscal Year Ending 9/30/2022	\$1,248,862
Projected Expenses - Fiscal Year Ending 9/30/2022	\$1,248,072
Projected Income (Loss)	\$ 790
Projected Fund Balance 10/1/2022	\$ 552,708
Air Conditioning Replacement	\$ (8,128)
Shuffle Board Court Repair	\$ (4,793)
Accrued for Marina Seawall Repair	\$ (337,000)
Projected Transfer of TEFCD Bank Balances – Dist/Aux	\$ 250,000 1
Projected Fund Balance 10/1/2022	\$ 452,787 2

- 1) Assumes full transfer of Projected District & Auxiliary Balances
- 2) Will cover 4.3 Months of Operating Expenses

# Baseline Expenses

## Expense

Payroll Expenses	\$ 460,508	3.35% Increase
Legal Expense	\$ 30,000	10% Increase
Accounting Expense	\$ 13,000	10% Increase
Utilities	\$ 103,700*	5% Increase
Insurance	\$ 190,600*	10% Increase (5 yr avg)
Maintenance & Repairs	\$ 92,800*	10% Inc (5 yr avg)
Loan – Seawall Repair	\$ 150,455	See Slide 5
Administrative/Office Expenses	\$ 15,000	5% Increase plus
Technology	\$ 11,750	
Recreational	\$ 37,040	
Miscellaneous Expenses	\$ 17,144	
Capital Outlay	\$ 83,800	See Slide 6-8
Total Operating Expense	<u>\$1,205,797</u>	Incl County Lease, Marina Taxes, Other Slide 4

\* Includes additional costs associated with the acquisition of the TEFCD Building

# Baseline Expenses

## Capital Outlay

Large Hall

Install LED Lights

Replace Ceiling Tiles

Refinish Floor

Install Cameras

Paint Interior Walls

\$ 5,700  
\$ 9,000  
\$15,000  
\$ 5,000  
\$ 9,400  
\$44,100

Purchase Storage Shed  
Activity Center - Install LED Lights  
Replace Air Conditioner  
Strip/Seal Parking Lot  
Pool Heater

\$ 4,200  
\$ 8,000  
\$ 7,000  
\$13,500  
\$ 7,000  
\$83,800 \*

\* Include \$\$ for TEFCD Building?

## Secure Loan to Fund Marina Seawall Repair

Approx.. Cost to Repair Seawall	\$1,300,000	Principle	\$1,330,000
Replace Fish House	\$ 30,000	Rate	2.50%
	<u>\$1,330,000</u>	Term	10
Current Accrual	\$337,000.00	Ann Payment	\$ 150,455
Costs Incurred To Date	\$(17,000.00)		
	\$320,000.00		

Payments Incurred This Fiscal Year \$(70,702.45)  
 (based on April 1st funding date)

---

Accrual Balance 10/1/2022 \$249,297.55 \*

- \* ✓ Offset loan payments for term of loan (\$19 per lot)
- ✓ Fund Additional Capital Improvement Project
- ✓ Return to Fund Balance



### Seasonal Recreation 2022\_2023 Budget 1st Draft

	10/1/2018 9/30/2019	10/1/2019 9/30/2020	10/1/2020 9/30/2021	10/1/2021 9/30/2022	10/1/2022 9/30/2023
Showtime	Actual \$ 2,923	Actual \$ 2,403	Actual \$-	Projected \$ 3,000	Budget \$ 4,000
Saturday Night Dance	\$ 8,564	\$ 7,221	\$-	\$ 8,000	\$ 9,000
New Year's Eve	\$ 2,945	\$ 2,999	\$-	\$ 3,117	\$ 3,000
	<u>\$14,432</u>	<u>\$12,623</u>	<u>\$-</u>	<u>\$14,117</u>	<u>\$16,000</u>
Showtime	\$ 4,950	\$ 3,719	\$-	\$ 6,000	\$ 6,000
Saturday Night Dances	\$11,936	\$ 6,092	\$-	\$10,500	\$12,000
Umbrella Contract			\$ 2,215	\$ 225	\$-
Vegas Night	\$-	\$-	\$-	\$-	\$ 500
New Year's Eve	\$ 3,259	\$ 2,657	\$-	\$ 3,000	\$ 3,000
Christmas Party	\$-	\$ 296	\$-	\$ 300	\$ 2,700
Event Setup	\$ 260	\$ 780	\$-	\$ 100	\$ 1,840
	<u>\$20,405</u>	<u>\$13,544</u>	<u>\$2,215</u>	<u>\$19,900</u>	<u>\$26,040</u>
Park Subsidy Ratio	29.3%	6.8%		29.9%	38.6%

## Continuing Recreation 2022\_2023 Budget 1st Draft

	10/1/2018 9/30/2019	10/1/2019 9/30/2020	10/1/2020 9/30/2021	10/1/2021 9/30/2022	10/1/2022 9/30/2023
	Actual	Actual	Actual	Projected	Budget
Coffee Break	\$ 647	\$ 255	\$-	\$ 600	\$ 750
Summer Dance	\$ 1,295	\$-	\$-	\$ 1,700	\$ 1,700
LUAU	\$ 852	\$-	\$-	\$-	\$-
Other (Movie Night)	\$-	\$-	\$ 109	\$-	\$-
<b>Income</b>	<b>\$2,794</b>	<b>\$ 255</b>	<b>\$ 109</b>	<b>\$2,300</b>	<b>\$2,450</b>
Bingo	\$2,691	\$1,645	\$1,505	\$1,500	\$1,800
Coffee Break	\$ 876	\$ 192	\$-	\$ 900	\$1,000
Cards	\$ 379	\$ 483	\$ 40	\$ 300	\$ 400
Pot Luck	\$-	\$ 96	\$-	\$ 100	\$ 100
Summer Dance	\$1,875	\$2,680	\$-	\$3,500	\$3,500
Laua	\$ 770	\$-	\$-	\$-	\$-
Other	\$ 86	\$-	\$-	\$-	\$-
<b>Expenses</b>	<b>\$6,678</b>	<b>\$5,096</b>	<b>\$1,545</b>	<b>\$6,300</b>	<b>\$6,800</b>
<b>Park Subsidy Ratio</b>	<b>58.2%</b>	<b>95.0%</b>	<b>92.9%</b>	<b>63.5%</b>	<b>64.0%</b>

## Health & Welfare 2022\_2023 Budget 1st Draft

	10/1/2018 9/30/2019	10/1/2019 9/30/2020	10/1/2020 9/30/2021	10/1/2022 9/30/2023
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>
Yoga	\$ 428	\$ 400	\$ 640	
Aerobics	\$ 45	\$-	\$-	
Art, Ceramics, China, Copper	\$ 1,200	\$1,621	\$-	
Dance Class - Monday	\$-	\$ 600	\$-	
Dance Class - Wednesday	\$ 400	\$ 400	\$ 400	
Country Line Dance	\$ 360	\$ 300	\$-	
Zumba	\$ 1,520	\$-	\$-	
Pickleball	\$ 40	\$ 173	\$-	
Dance Fitness	<u>\$ 3,993</u>	<u>\$3,494</u>	<u>\$ 780</u>	<u>\$4,200</u>

**Baseline  
Income**

**No Changes  
to Staffing**

**Total Number of Lots** 1,479  
**Assessment per Lot** **\$837**

**Assessment Income** \$1,155,756  
**Interest Income** \$ 3,000  
**Seasonal Recreation** \$ 16,000  
**Continuing Recreation** \$ 2,450  
**Fines/Violations** \$ 10,000  
**Application Fee Income** \$ 13,250  
**Miscellaneous Income** \$ 5,600  
**Total Income** \$1,206,056

**Net Income/(Loss)** 259

# Baseline Expense Increases

Recommended Change	Effective Date	Budget Impact 2022_2023	Budget Impact 2023_2024	Notes
Move Office Manager away from Daily Customer Service at Window allowing capacity to provide support to the Board Treasurer.	4/1/2022	\$ 0	\$ 0	Proposed Job Description in Appendix
Hire Seasonal Office Assistant at 25 hours per week to cover peak activity periods from October to April (7 months)	10/1/2022	\$ 0	\$14,280	Proposed Job Description in Appendix Could support extended office hours
Move Current Seasonal Part Time Office Assist to 30 hours per week, annually	4/1/2022	\$ 3,825	\$ 7,636	Proposed Job Description in Appendix
Park Manager (\$70K) 32 Hours per week No Benefits	4/1/2022	\$39,295	\$78,590	Proposed Job Descriptions in Appendix
<b>Total Impact</b>		<b>\$43,120</b>	<b>\$103,331</b>	
<b>Per Lot Impact</b>			<b>\$ 75</b>	

# Baseline Expenses

\* Includes additional costs related to the transfer of the TEFCO Building

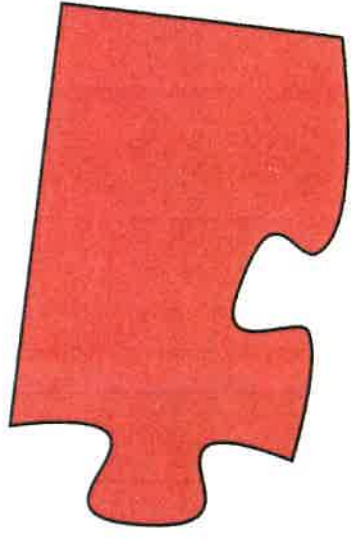
		Increased Staffing of 1.5
<u>Expense</u>		
Payroll Expenses	\$ 460,508	\$ 563,839
Legal Expense	\$ 30,000	\$ 30,000
Accounting Expense	\$ 13,000	\$ 13,000
Utilities*	\$ 103,700	\$ 103,700
Insurance*	\$ 190,600	\$ 190,600
Loan – Seawall Repair	\$ 150,455	\$ 150,455
Maintenance & Repairs*	\$ 92,800	\$ 92,800
Administrative/Office Expenses	\$ 15,000	\$ 15,000
Technology	\$ 11,750	\$ 11,750
Recreational	\$ 37,040	\$ 37,040
Miscellaneous Expenses	\$ 17,144	\$ 17,144
Capital Outlay	\$ 83,800	\$ 83,800
Total Operating Expense	<u>\$1,205,797</u>	<u>\$1,309,128</u>
Per Lot Assessment Increase		\$ 75
Revised Assessment Per Lot		\$ 912

## Income to Offset Expenses

Kayak Rentals	\$ 4,410
Post Office Rent	\$ 7,913
Church Office Rent	\$ 10,766
Old Laundry Space	\$ 0
Marina Building Rent	\$ 32,025
Boat Slip Rental-Owners	\$ 59,237
Boat Slip Rental - Non-Owners	\$ 36,761
Storage Lot Rents	<u>\$ 73,579</u>
	<b>\$224,681</b>

5% Annual Increase

Baseline Assessment Rate	<b>\$ 912.00</b>
Reduction Using to Income Offsets	<b><u>\$ (163.00)</u></b>
Adjusted Assessment Needed	<b>\$ 749.00</b>



Cable T.V. / Internet	\$707,113 - Contract Exp 6/2020 / 5% increase assumed
Annual Cost to Park Per Lot	\$ 512.50
Monthly Cost Per Lot	\$ 42.71

<u>Est Monthly Cost – Introductory - No Bulk Rate</u>	
Cable TV Tier 1 Channel Lineup - Box 1	\$ 49.99
Cable TV Tier 1 Channel Lineup - Box 2	\$ 9.00
High Speed Internet Modem	\$ 49.99
TV Service Surtax	\$ 17.99
Federal & State Taxes	\$ 10.16
	<u>\$137.13</u>

Annual Cost Per 1276 Parcels	\$2,099,735
Annual Cost Per Lot	\$ 1,420
Annual Savings Per Lot	\$ 908

**Bulk Rate Contracts  
Equal Savings that  
Offset Assessments**



WastePro Curbside Pickup  
Annual Cost to Park Per lot

\$141,000.00  
\$ 102.00

Monthly Cost Per MCUD  
Annual Cost Per Parcel  
Annual Cost Per Lot

\$ 14.33  
\$ 171.96  
\$ 148.36

Annual Savings Per Lot

\$ 46.36



## Recap of Costs and Savings

Baseline Costs with Seawall Loan	\$ 837.00	\$ 837.00
Additional Staffing	\$ 75.00	\$ 75.00
Reduction Achieved from Rental Income	\$ (163.00)	<u>\$ (163.00)</u>
	\$ 749.00	\$ 749.00
Add Spectrum Contract	\$ 512.50	\$1,420.00 No Bulk Contract
Add WastePro Contract	\$ 102.00	\$ 148.36 No Bulk Contract
	<u>\$1,363.50</u>	<u>\$2,317.36</u>

Savings Passed to Residents  
Via Bulk Contracts  
Actual Costs Per Lot

\$ 953.86  
\$ 409.64

Current Assessment Per Lot  
Annual Increase Lot Per Lot  
Monthly Increase Per

\$1,111.02  
\$ 252.48  
\$ 21.04



## Recap of Costs and Savings

Residents Renting Storage Space pay **22.4%** vs Surrounded Storage Options  
Average Income Per Space for the 199 Storage Spaces Available     \$ 369.74  
Costs to Rent Outside Space     \$1,650.63  
**Annual Savings \$1,280.89**

Residents Renting Boat Slips pay **32.9%** of what a non resident pays  
Average Income Per Space from 98 Resident Owned Boat Slips is     \$ 604.47  
Resident Boat Slips at Non Resident Rate Averages     \$1,586.22  
**Annual Savings \$ 981.76**

### Dumpster Rental Prices

The average dumpster rental price ranges from \$279 to \$487 per week.  
For a 10 to 15-yard dumpster you can expect to pay \$363/week on avg.



# 2022 – 2023 Budget Draft 1

## APPENDIX

February 7, 2022

# 2022 – 2023 Budget Draft 1

## APPENDIX

- ❖ Current Job Description – Office Manager/Office Assistant
- ❖ Current Treasurer Accountabilities
- ❖ Revised Job Description – Office Manager/Office Assistant
- ❖ Sample Job Description – Park Manager
- ❖ Salary Impact Calculations

February 7, 2022

**TRAILER ESTATES OFFICE  
JOB TITLES AND POSITION DESCRIPTIONS  
DUTIES AND RESPONSIBILITIES**

**SECTION 402 APPENDIX B**

**A. JOB TITLES AND POSITION DESCRIPTIONS**

1) Job Title: Office Manager Reports to: Board Chairman

Hours Required: 40 hours per week

Salary Range: See Increment Chart – Appendix C

**MAJOR DUTIES**

- 1) Supervise all office employees.
- 2) Completes tasks assigned by individual Board members.
- 3) Keeper of the Public Records.
- 4) Serves as the liaison between the public and the Board.
- 5) Handles storage lot and marina leases.
- 6) Orders office supplies.
- 7) Responsible for the training, instruction and elevation of employees.
- 8) Prepares deposits.
- 9) Uses Quick Books and other office computer programs.
- 10) Handles complaints.
- 11) Handles renter reservations.
- 12) Oversees publication of the Trailer Estates Tribune.
- 13) Assists in office budget preparation.
- 14) Other duties as assigned.

**TRAILER ESTATES OFFICE  
JOB TITLES AND POSITION DESCRIPTIONS  
DUTIES AND RESPONSIBILITIES**

**SECTION 402 APPENDIX B**

2) Job Title: Office Assistant

Reports to: Office Manager

Hours Required: 15 plus, as needed

Salary Range: See Increment Chart – Appendix C

**MAJOR DUTIES**

- 1) Must be able to handle all duties listed under those assigned to the Office Manager so they can replace the latter in case of an emergency or during vacations. Daily job assignments will be assigned by the Office Manager.

**Treasurer Accountabilities**

**Contract Administration**

<u>Vender</u>	<u>Service</u>	<u>Term</u>	<u>Start</u>	<u>End</u>	<u>Status</u>
Big Fish	Technology	3 year	Sept 10	Sept 9	Year 2 of 3
Blalock Walters	Legal	1 Year	July 1	June 30	Renews July 1,2022
Manatee County	Storage Lot	9 Years 7 Months	Feb 2016	Sept 2025	3 Years Remaining
	Green Space				
Spectrum	Cable/Internet	5 Years	July 2018	June 2023	1 Year Remaining
Waste Pro	Trash Collection	5 Years	April 2021	March 2026	Year 1 of 5

**Facility Lease Agreements**

<u>Vender</u>	<u>Service</u>	<u>Term</u>	<u>Start</u>	<u>End</u>	<u>Status</u>
Church	Worship	5 Years	Oct 2018	Sept 2023	1 Year Remaining
Reserve space identified in Church lease		Annually	January		
Marina	Boat Service/Sales	5 Years	June 2021	May 2026	Year 1 of 5
Mother's Helping Mother's	Bingo	5 Years	Feb 2020	Jan 2024	Year 2 of 4
Post Office	Mail Delivery	3 year	Feb 2021	Jan 2024	Year 1 of 3
Washco	Laundry	7 Years	May 2014	May 2021	Terminate 2022

**Insurance Contracts**

<u>Vender</u>	<u>Service</u>	<u>Term</u>	<u>Start</u>	<u>End</u>	<u>Status</u>
Old Republic Surety Group	Trustee Bonds	Fiscal Year	January	December	Annual Renewal
Wright National Flood Insurance	Activity Center	1 Year	April 2021	March 2022	Annual Renewal
	Halls/Office		July 2021	June 2022	
	Maint Building		June 2021	May 2022	
	Marina		January 2021	December 2022	
	Post Office		April 2021	March 2022	
	Rhea Building		July 2021	June 2022	
	Woodshop		April 2021	March 2022	
Coldbrook Insurance Group	Officer Liability	1 Year	January 2022	December 2023	Annual Renewal
Florida Municipal Insurance Trust	Auto	1 Year	Oct 2021	Sept 2022	Annual Renewal
	General Liability				
	Property				
	Workers Comp				
United Healthcare	Health	1 Year	Oct 2021	Sept 2022	Annual Renewal
Florida Municipal Insurance Trust	Dental	1 Year	Oct 2021	Sept 2022	Annual Renewal



<b>Annual Financial Reporting</b>	
<b>Report</b>	<b>When</b>
File Tangible Personal Property Tax Return	March
File Intangible Personal Property Tax Return	February
Review Ad-Volorem Tax Role	July
Certify Ad-Volorem Tax Role	August

<b>Annual Financial Housekeeping - 1st BOT Meeting of the Year</b>
Gain BOT Approval for Normal Expense Limits
Gain BOT Approval for Authorized Signers of Disbursements
Complete Signature Cards for Bank if new signers

<b>Fiscal Year Budget</b>		
<b>Report</b>	<b>When</b>	
Budget Completion Schedule to BOT for Approval	January 3rd	BOT Workshop
Prepare budget Projections - 1st Draft	January 17th	BOT Workshop
Prepare budget Projections - 2nd Draft	February 7th	BOT Workshop
Prepare budget Projections - 3rd Draft	February 21st	BOT Workshop
legal notice of Public Hearing for Budget Approval		
Conduct Public Hearing on Budget	March 7th	BOT Workshop
Final Board Vote of Budget	March 21st	BOT Meeting
File Public Depositor Annual Report	Prior to June of each year	
Allocate Approved Budget by Account within Month	Prior to October 1st	
Enter Budget by Account / Month into QuickBooks	Prior to October 1st	

<b>Salary Administration</b>	
<b>Report</b>	<b>When</b>
Review of Salaries and Benefits	August
Salary/Benefits BOT Approval	September Workshop
	September BOT Meeting
Salary changes to Payroll Vender	Before October 1st

**TRAILER ESTATES OFFICE**

**JOB TITLES AND POSITION DESCRIPTIONS**

**DUTIES AND RESPONSIBILITIES**

**SECTION 402 APPENDIX B**

**A. JOB TITLES AND POSITION DESCRIPTIONS**

1) Job Title: Office Manager                      Reports to: Board Chair

Hours Required: 40 hours per week

Salary Range: See Increment Chart – Appendix C

**MAJOR DUTIES**

- 1) Supervise all office employees.
- 2) Responsible for the training, instruction and elevation of employees.
- 3) Completes tasks assigned by individual Board members.
- 4) Public Records Custodian
- 5) Submit Payroll records to Payroll Vender
- 6) Reconcile Bank Statements
- 7) File Unclaimed Property Reports
- 8) Comply with all current Federal & State Tax Payment and Reporting
- 9) Annual Submission of the Tax Roll
- 10) Prepare and Post all Accrual Adjustments
- 11) Assists Board Treasurer for Board Approval of;
  - a. Annual Insurance Renewal (Health, Dental, Property, Liability, Flood)
  - b. Annual Rental & Lease Rates & Contracts
  - c. Annual Salary Recommendations
  - d. Complete Annual Tangible Property Tax Report
  - e. Preparation of Fiscal Year Budget
  - f. Monthly Budget Variance Reporting
  - g. Reviews for accuracy all transactions in QuickBooks
  - h. Prepare financials for Audit
- 12) Other duties as assigned.

## TRAILER ESTATES OFFICE

### JOB TITLES AND POSITION DESCRIPTIONS

### DUTIES AND RESPONSIBILITIES -SECTION 402 APPENDIX B

### JOB TITLES AND POSITION DESCRIPTIONS

Job Title: Office Assistant 1

Reports to: Office Manager

Hours Required: 30 hours per week

Salary Range: See Increment Chart – Appendix C

### MAJOR DUTIES

- 4.) Provide professional customer service to all Park Residents and assure all transactions are accurately accounted for within the Office Account Platform (QuickBooks). These services include but are not limited to;
  - a. Annual Activation of FOBS
  - b. Issue FOBS for new Residents
  - c. Receive Rental & Lease Payments
  - d. Process New Resident Applications
  
- 5.) Assist Office Manager
  - a. Public Records Compliance
  - b. Orders office supplies.
  - c. Prepares and/or make bank deposits.
  - d. Collect mail from Post Office Monday – Friday
  - e. Process any activity deposited in night drop off box
  - f. Preparation of the Trailer Estates Tribune
  - g. Provides back-up Coverage to Office Manager when needed
  
- 6.) Other items as assigned

**TRAILER ESTATES OFFICE**

**JOB TITLES AND POSITION DESCRIPTIONS**

**DUTIES AND RESPONSIBILITIES -SECTION 402 APPENDIX B**

**JOB TITLES AND POSITION DESCRIPTIONS**

**Job Title: Office Assistant 2**

**Reports to: Office Manager**

***Seasonal Employment: September 1<sup>st</sup> – April 30<sup>th</sup>***

**Hours Required: 30 hours per week**

**Salary Range: See Increment Chart – Appendix C**

**MAJOR DUTIES**

- 1.) Provide professional customer service to all Park Residents and assure all transactions are accurately accounted for within the Office Account Platform (QuickBooks). These services include but are not limited to;
  - a. Annual Activation of FOBS
  - b. Issue FOBS for new Residents
  - c. Receive Rental & Lease Payments
  - d. Process New Resident Applications
  
- 2.) Assist Office Manager
  - a. Public Records Compliance
  - b. Orders office supplies.
  - c. Prepares and/or make bank deposits.
  - d. Collect mail from Post Office Monday – Friday
  - e. Process any activity deposited in night drop off box
  - f. Preparation of the Trailer Estates Tribune
  - g. Provides back-up Coverage to Office Manager when needed
  
- 3.) Other items as assigned

**TRI-PAR ESTATES PARK & RECREATION DISTRICT  
POLICY & PROCEDURE**

**ITEM 3.3.1           JOB DESCRIPTION – PARK MANAGER**

A. **Position:** A General Manager may be employed by the Board of Trustees to manage the operation of the District, under direction of the Board. All communication between the Manager and the Board will be only through the Board Chair, unless otherwise directed by the Board for specific purposes.

A. **POSITION:** A General Manager may be employed by the Board of Trustees to manage the operation of the District under direction of the Board of Trustees. Each Trustee will interface with the Manager in their area of responsibility. It is imperative that the Trustees interface and not abandon their duties to the Manager. All relevant communication between the Board and the Park Manager must go through the Trustee responsible for the area in question.

**B. DUTIES:**

1. Hire, manage, and supervise all staff.
2. Process applications and background checks. This information is then given to the Board Chair for approval and/or further action.
3. Process complaints and enforce Deed Restrictions and Park rules with Deed Restrictions Trustee.
4. Process complaints of pool violations and enforce rules with Security Trustee.
5. Work with the Building and Maintenance Trustee in maintaining all facilities and construct any new or desired projects.
6. Process building permit applications, then give to designated Trustee for approval or further action.
6. Process building permits applications with the Building Permit Trustee.
7. Other duties as directed by the Board of Trustees.
8. Recommend to the Board any disciplinary action, lay-off, or dismissal to be taken against an employee. In the case where the Board is not able to meet and immediate action must be taken, the Park Manager may temporarily place an employee on an unpaid leave of absence until such time that the Board can take action.

Omitted

Schedule activities with clubs and others using facilities.

Provide service to residents at front desk during office hours.

**C. DISTRICT FINANCES:**

1. Work with Board Treasurer to develop annual budget.
2. Maintain operations within the approved budget.
3. Maintain full and proper accounting procedures.
4. Provide monthly financial reports to the Board of Trustees.

**D. REPORTING:**

1. Present proposals at Workshops when applicable.
2. Report fully on all operations of prior month at each Board meeting.
3. Conduct weekly briefings to the Board of Trustees.

E. **COMPENSATION:** Salary and benefits will be determined by Board and reviewed annually.

## Salary Budget Effective 10/1/2022

										2022/2023	
Employee	Position	Hours/ Week	Curent Hrly Rate	2022/2023 Hrly Rate	% Inc	Recommended		Employee Taxes	Bonus	Projected Cost	
						Gross Salary					
<b>Full Time</b>											
<b>Part Time</b>											
Vacant	Park Manager	32		\$ 42.25		\$ 70,304.00	\$ 7,986.17	\$ 300.00	\$ 78,590.17		
Joyce McCormick	Office Asst	30hrs/40 wks	\$ 19.13	\$ 19.70	3.0%	\$ (23,644.68)	\$ (1,808.82)	\$ (150.00)	\$ (25,603.50)		
Joyce McCormick	Office Asst	30	\$ 19.13	\$ 19.70	3.0%	\$ 30,738.08	\$ 2,351.46	\$ 150.00	\$ 33,239.55		
Vacant - Seasonal	Office Asst	30hrs/35Wks		\$ 15.00		\$ 15,750.00	\$ 1,204.88	\$ 150.00	\$ 17,104.88		
						\$ 93,147.40	\$ 9,733.69	\$ 450.00	\$ 103,331.09		

TRAILER ESTATES PARK AND RECREATION DISTRICT

JAN 24 '22 4:11:44

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 Seasonal Recreation Events

For Upcoming Meeting—Date Feb. 7, 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): \_\_\_\_\_

Currently, Showtime events are held on Thursdays and dances on Saturdays. Discuss the possibility of offering Saturday Night Entertainment to feature one Showtime event and 3 dances (or special events such as Vegas Night) beginning January 2023 through March 2023.

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

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Interactive workshop to allow the exchange of information from Residents and Board Members. None

Trustee Kathy Gregory

Date Submitted 1-24-2022

Chairman/Designee Mike Sannon

Office Manager/Designee: Date Posted 1/31/2022 Initials MS

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 Health & Welfare additional duties

For Upcoming Meeting—Date Feb. 7, 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): \_\_\_\_\_

Add Health Fair & Blood Drive  
to duties of Health & Welfare

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.

Trustee Sandra Simonich

Date Submitted Jan. 28, 2022

Chairman/Designee Mike Larson

Office Manager/Designee: Date Posted 1/31/2022 Initials ML



**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 Discuss Dumpster Removal

For Upcoming Meeting—Date 1/17/2022

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): \_\_\_\_\_

Discuss dumpster removal. TE has contract for 200 pick-up for all three containers.  
The solid waste container is continuously being abused by over loading, dumping  
side of the container. 1. Remove dumpsters, 2. put fence around with lockable fob,  
3. Remove dumpsters and add second pick-up during year.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)  
n/a at this time

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

Trustee Duane Trotter

Date Submitted 1/4/2022

Chairman/Designee *Mike Sinsone*

Office Manager/Designee: Date Posted 1/10/2022 Initials *TD*

JAN 25 '22 AM 10:11

**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

For Upcoming Meeting—Date 2/7/2022

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): \_\_\_\_\_

Discuss Employee Handbook HR Bundle. ISolve will re-write our Employee handbook and provide HR services including attorney's for all Florida Statutes and employee issues such as Covid-19 regulations, Family leave act, hiring/firing

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

One time review and re-write of Employee Handbook <sup>7500</sup> \$1800. Tiered pricing of continuous support \$1800.00 per year.

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

Trustee Trotter

Date Submitted 1/26/2022

Chairman/Designee *Michael Anderson*

Office Manager/Designee: Date Posted 1/31/2022 Initials *FM*

**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 Trustee Committees

For Upcoming Meeting—Date Feb 7th 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): \_\_\_\_\_

Under TEP&R District ByLaws, Trustee Committees, request authority to appoint  
Mr. Todd Lombarti to assist me with my duties of assigning spaces within the Storage lot. This will also assist the office with non-compliance with registrations, out of date license plates and size of lots available.

Committee will be renewed each 12/31 and renewed if necessary

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.)** ByLaws page 3 of 5 Trustee Committees

Trustee Duane Trotter

Date Submitted 1/20/2022

Chairman/Designee *Mike Johnson*

Office Manager/Designee: Date Posted 1/31/2022 Initials *AM*

- 4.) Continuing Recreational Activities
- 5.) Seasonal and Recreational Activities
- 6.) Others which may be named as the need arises.

**ARTICLE V. COMMITTEES** (Amended 08/17/09, 08/31/09, 04/03/2017)

Committee members are appointed and their names must be publicly announced. Committee members may resign in writing or may be removed by a majority vote of the board. All committee meetings must be announced in advance, and all meetings must be open to the public.

TRUSTEE COMMITTEES

With the advice and consent of an individual Trustee, the Chairman of the Board of Trustees may appoint a committee of District residents to advise, inform and assist said Trustee in the performance of his or her duties. The Trustee shall be the Chairman of said committee. If the Chairman of the Board of Trustees does not appoint such a committee, then said Trustee may appoint a committee to perform the same functions. Trustee Committees may spend no funds without prior approval by the Board of Trustees, nor may they act in the name of the District. Trustee committees shall expire December 31 of each year, or sooner as directed by the Trustee.

STANDING COMMITTEES

With the advice and consent of the Board, the Chairman may appoint Standing Committees. Standing Committees shall be established for a specific purpose and shall report their findings to the entire Board through a Trustee Liaison appointed by the Chairman. The Board, at any time, may disband any established Standing Committee. Nominations to Standing Committees may be made by any Trustee, subject to approval by the Board. The members of Standing Committees, unless removed by Board action, shall serve for the life of the Committees.

The terms of Trustee Liaison shall expire December 31 of each year.

From their members, a Chairman shall be elected by Standing Committees. In establishing a Standing Committee, the following requirements should be stated:

JAN 25 '22 AM 9:00

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

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

Agenda Discuss PP21 Storage Rates

For Upcoming Meeting—Date 2/7/2022

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): \_\_\_\_\_

With the new configuration of spaces, review rates, change numbering system and separate storage lot from Boat Slips. Also, look at eliminating the 6 months and 3 month rental rates.

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

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

See attached storage lot configuration and PP21

Trustee Duane Trotter

Date Submitted 1/25/2022

Chairman/Designee Mike Sansone

Office Manager/Designee: Date Posted 1/31/2022 Initials [Signature]

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
RATES: STORAGE LOT, BOAT SLIPS, CANOE/KAYAK RACK PP 21**

**ALL RATES ARE WITH TAX**

*508*  
ALL 400's  
1 Year 420/449.40

**RESIDENTS- PAY BY THE YEAR:**

RV RATES, MOTOR HOME, TRAVEL TRAILER: \$420.00/\$449.40

BOAT & TRAILER, UTILITY TRAILER, CAR, TRUCK, GOLF CART, OR OTHER USE: \$360.00/\$385.20

**RESIDENTS-SIX MONTH LEASE (non-refundable):**

RV RATES, MOTOR HOME, TRAVEL TRAILER: \$210.00/\$224.70

ALL 400's  
6 mo. 210/224.70

BOAT & TRAILER, UTILITY TRAILER, CAR, TRUCK, GOLF CART, OR OTHER USE: \$180.00/\$192.60

**BOAT SLIP RENTAL RATES (Rates Set October 1, 2016):**

	PROPERTY OWNER RATES		NON PROPERTY OWNER RATES	
20FT SLIPS	3 MONTH	\$112.50/\$120.38		
			6 MONTH	\$735.00/\$786.45
	12 MONTH	\$450.00/\$481.50	12 MONTHS	\$1470.00/\$1572.90
24FT SLIPS	3 MONTH	\$135.00/\$144.45		
			6 MONTH	\$907.00/\$970.49
	12 MONTH	\$540.00/\$577.80	12 MONTHS	\$1814.00/\$1940.98
26FT SLIPS	3 MONTH	\$146.25/\$156.49		
			6 MONTH	\$983.00/\$1051.81
	12 MONTH	\$585.00/\$625.95	12 MONTHS	\$1966.00/\$2103.62
30FT SLIPS	3 MONTH	\$168.75/\$180.56		
			6 MONTH	\$1125.00/\$1203.75
	12 MONTH	\$675.00/\$722.25	12 MONTHS	\$2250.00/\$2407.50

**CANOE/KAYAK RATES:** MONTHLY \$10.00/\$10.70 or ANNUALLY \$100.00/\$107.00

**\$25.00 Repositioning of boat from one slip to another each occurrence.**

These "with tax" rates are based on the current Florida Sales Tax rate of 6.5% and are subject to immediate change if/when the Florida Sales Tax is Changed. Board Secretary is to fix the with tax figure displayed as needed.

**Storage Lot Quantity**

JAN 31 '22 AM 11:35

40'	78	
30'	75	
24'	20	
20'	19	
18' Less	07	
Total:	199	Increase of 36 spaces

<u>Green</u>	<u>Orange</u>	<u>Red</u>	<u>Dark Blue</u>	<u>Light Blu</u>
40'	30'	24'	20'	18'

**Current Space Length Per Foot Cost**

40' @ 10.50 = \$420.00 x 78 Spaces = \$32,760.00	
30' @ 10.50 = \$315.00 x 75 Spaces = \$23,625.00	
24' @ 10.50 = \$252.00 x 20 Spaces = \$ 5,040.00	
20' @ 10.50 = \$210.00 x 19 Spaces = \$ 3,990.00	
18' @ 10.50 = \$189.00 x 7 Spaces - \$ 1,323.00	
Does not include Taxes	\$66,738.00 per year

The Board has not applied the 5% increase as approved in FY2020.

**Discussion:**

1. In reviewing other Storage Lot Rental we are at 22.4%
2. Apply the 5% increase
3. Discuss a different per foot charge
4. We are not charging for paved area
5. Separate the Storage Lot rates from the Boat Slip Rate
6. Eliminate the RV Rates, Motor Home, Travel Trailer and charge by foot
7. Eliminate the 6 month lease
8. Put Kayak Rates with Storage Lot

**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 PP23

For Upcoming Meeting—Date 2/7/2022

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 PP23 in it's entirety. Spaces are now being leased by length. Spaces are 11' x 40', 11'x30', 11'x24', 11'x20' and 11'x18'

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.) \_\_\_\_\_

Trustee Trotter

Date Submitted 1/31/2022

Chairman/Designee Mike Sanson

Office Manager/Designee: Date Posted 1/31/2022 Initials MS



**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 Revise PP23

For Upcoming Meeting—Date 2/7/2022

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): At the end of number 18  
on PP23 add Failure to have up to date licensing or registration will result in those  
items being removed at owners expense, including but not limited to towing of such  
items.

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

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

Trustee Mike Sansone

Date Submitted 01/21/2022

Chairman/Designee Mike Sansone

Office Manager/Designee: Date Posted 1/31/2022 Initials MS

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
RECREATIONAL VEHICLE, BOAT & TRAILER  
STORAGE SPACE LEASE PP23**

**RULES/LEASE**

1. Lessee must provide a current address, phone number and a current vehicle and/or boat registration on file (golf carts excluded) at the T.E. office at all times.
2. Storage in spaces shall be limited to boat on trailer, boat trailer, motor home, travel trailer, vehicle towing trailer, utility trailer storage trailer, stored, cars, trucks, or golf carts. Stored items cannot exceed lot size rented.
3. Sheds or other buildings are not permitted on storage spaces.
4. All spaces must be rented through the Trailer Estates office.
5. Spaces may not be loaned or sublet. All registration numbers on boats and license plates on trailers and motor homes must match documents on file at the Trailer Estates office for that leased lot number. Vehicles, boats, etc., not owned by Lessee will be removed at the owner's expense. Violators of any lease provisions will be given a 30-day notice to remedy. If not corrected within 30 days, violators will lose their space rental and will not receive a refund of any rent paid.
6. Commercial use of the storage lot by a storage lot renter is prohibited.
7. A storage space lease application must be completed and signed upon the acceptance of an offer of a storage space.
8. Rent will be paid in advance from the first of the month in which the space is rented.
9. Rents remaining unpaid for fifteen (15) days beyond the expiration date of any rental term shall incur a late charge of 10 percent (10%) of the annual lot rental. After 30 days, the stored unit will be removed at the owner's expense.
10. Spaces will be assigned on a "first come, first served" basis from the waiting list maintained at the park office. When a space is offered to someone on the waiting list, he or she will be given two full working days, after the day of offer, in which to accept or reject the offer. If the offer is accepted, the written lease application must be submitted and a year's lot rental, from the beginning of the month of Trailer Estates offer, must be paid at the Trailer Estates office within that two days. Trailer Estates will then give the applicant one month to present documentation of the required current licensing of vehicles and registration of boats to be parked or stored. In the intervening time, no item may be stored on the lot. If applicant is unable to present the required documentation within that one month grace period, Trailer Estates will prorate and refund any lot rental fee for the months remaining after the month in which applicant notifies Trailer Estates of this inability to meet all lease requirements. If a person on the waiting list rejects the offer in writing within the above two full working days, that person will remain at the top of the waiting list. A person not responding in writing by the deadline will be removed from the waiting list. Faxes, e-mails, and bank transfers or wires will be accepted. Trailer Estates make a good faith effort to contact the person at the top of the waiting list using the phone numbers provided on the list. If that person cannot be reached, he or she will retain that position on the waiting list, but the next person will be offered the available space.
11. Lessee may terminate his or her Full Year lease at any time and will receive a prorated refund of rent already paid for any unused full months left on the lease.
12. Spaces leased under a six month agreement will not provide a refund if item is removed prior to the lease term.
13. The District may change the spaces rented to an individual in its sole discretion.
14. Trailer Estates Park & Recreation District shall not be financially responsible for any injuries to Lessee or their agents or for damages or theft of stored property.
15. Lessee assumes all responsibility for damages or injuries caused by the Lessee or his stored vehicles.
16. Nothing may be stored or left lying on the ground. Lessee shall keep the rented space clear of debris and free of safety hazards. Blocks needed for stored boats must be neatly stacked along fence when not in use.

JAN 21 '22 PM 1:23

Rules effective 05/15/89

Amended 01/14/02, 1/19/09, 2/2/09, 8/17/09, 3/15/10, 1/16/12; 11/2016, 04/17/17, 8/7/17, 1/15/18

Page 1 of 2

Storage Lot Agreement (formerly PP27)

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
RECREATIONAL VEHICLE, BOAT & TRAILER  
STORAGE SPACE LEASE PP23**

17. Lot space widths are marked with yellow strips on the fence at the back of each lot or are painted on the pavement. Vehicles, boats, etc. must be aligned so as not to encroach upon adjacent spaces, must be situated starting at the back of the lot, must be centered between markers, and must not extend beyond the length of the space rented. Space markers and lot numbers must not be moved.
18. No boat trailer, motor home, travel trailer, utility trailer, or other vehicle (except golf carts) shall be permitted in the storage lot without a current license plate (pursuant to Florida Law 703.2.22.1). Boats must display a current year registration sticker.
19. Before a new lease may be approved or an existing lease be approved for renewal, vehicles loaded with items proposed for storage shall be presented to the Trailer Estates office for measurement. If it is determined that the equipment proposed for storage will not fit, and cannot be adjusted to fit, within the lot space offered or applied for, the requested lease or lease renewal will not be approved. If at any time a lessee desires a larger lot than is currently leased, one may place his or her name at the bottom of the waiting list for another lot.
20. Storage space rents: see current rental sheet at office.
18. To form overall length, size and width including boat on trailer of stored unit is to be measured by the dock master before lease approval.

RESIDENT

SIGNATURE OF LESSEE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

P.O. BOX NUMBER: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

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

LOT NUMBER: \_\_\_\_\_ LOT SIZE: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_

TYPE OF VEHICLE: \_\_\_\_\_

JAN 21 '22 PM 1:23

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 Computer Club use of Zoom

For Upcoming Meeting—Date 02/07/22

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): Board Workshop of  
01/17/22 a request to examine the cost of giving permission to the Computer Club on  
use of ZOOM. Checked with Big Fish and found that there would be no additional charge  
to either the Club or Park in allowing the Computer Club in using our account. The  
Computer Club would have to notify the Office to set it up for thei meeting dates so  
it would be available to them.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)  
No cost

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

Trustee Mike Sansone

Date Submitted 01/26/22

Chairman/Designee *Mike Sansone*

Office Manager/Designee: Date Posted 1/31/2022 Initials *MS*

JAN 18 '22 AM 9:37

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 Documentation Distribution

For Upcoming Meeting—Date 02-07-2022

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): Continue

discussion from January 17, 2022 workshop - Dottie Deerwester will present

flash drive costs.

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

Unknown. To be discussed today.

Attachments: (Please attach any diagrams or pertinent information concerning this

Agenda Item. Please list the attachments.) None.

Trustee Lori Dalton

Date Submitted 01-18-2022

Chairman/Designee Nike Sansone

Office Manager/Designee: Date Posted 1/31/2022 Initials AM

Form Approved: March 3, 2008, Revised April 7, 2008; January 19, 2009, 2/7/11 Page 1 of 1  
Agenda Item Form/Policy (formerly PP34)

Policy Adopted April 7, 2008, Revised August 3, 2009, 2/7/11, Revised 5/2/16; 11/2016

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 Bulletin Board Guidelines - PP43

For Upcoming Meeting—Date 02-07-2022

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 discuss possible changes to the Bulletin Board Guidelines to address usage is for clubs, groups and organizations and limit the not on a bulletin board.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)  
Unknown. To be discussed today.

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) None.

Trustee Lori Dalton

Date Submitted 01-30-2022

Chairman/Designee Mike Sansone

Office Manager/Designee: Date Posted 1/31/2022 Initials LD

# TRAILER ESTATES PARK AND RECREATION DISTRICT BULLETIN BOARD AND EVENT SIGNAGE GUIDELINES PP 43

## Applies to All Bulletin Boards and Event Signage:

Bulletin Boards are available for clubs, groups and organizations.

2. ALL postings will be in good taste. No items derogatory to any individual may be posted.
3. No political ads shall appear.
4. Postings related to TE needs to be informative facts, not opinions.
5. Commercial advertising is prohibited. The Trailer Estates Tribune provides a venue for commercial advertisers.
6. No business cards will be allowed.

## Post Office - Separate Board Usage:

1. Bulletin boards on the East wall, South of the entry way and the board on the South most wall, with locked glass covers, are reserved for the activities labeled. Access is coordinated with the Maintenance Trustee/staff.
2. Bulletin board on the West wall, South of the Post Office entry door is reserved for the Health & Welfare Trustee to post notices of general interest to the residents.
3. Bulletin board on the West wall, just North of the Post Office entry door is divided into two (2) sections. The first section is reserved for Trustee Notices only. The next section North is reserved for notices of special events inside TE. Notices may be removed post event.
4. Bulletin board on the West wall in the farthest North location with locked glass cover is reserved for current board meeting minutes and financials.
5. Bulletin Boards on the North most wall and the divided bulletin boards on the East wall in the North most area (first four [4] boards) are reserved for the activities labeled. Thank you cards will display until the end of the month.
6. Bulletin board on the East wall, just North of the entry way is divided into three (3) sections listed as miscellaneous, homes for sale or rent and for sale. Postings on all three sections must use a 3x5 card; and if tear offs are provided, they must be part of the 3x5 card. These spaces will be reserved for the use of residents only with a maximum of three (3) cards per resident. These three sections will be cleared on the last evening of the month or the first morning of the next month.

## Large Hall Entry – South East Door

1. Bulletin board on the West wall, South of large hall entry door is reserved for Seasonal Recreation Trustee, Continuing Recreation Trustee and Pickleball notices.
2. Bulletin board on the South wall by the large hall entry door is locked and reserved for Trustees; usually Seasonal Recreation and Continuing Recreation.

# TRAILER ESTATES PARK AND RECREATION DISTRICT BULLETIN BOARD AND EVENT SIGNAGE GUIDELINES PP 43

JAN 31 '22 4:07:06

## Office/Small Hall Breezeway

1. Bulletin board on the North wall (beside ARC office) is reserved for use by the Beautification Committee.
2. Clipboards on the West wall, North of the North Small Hall entry door are for signup sheets for the various games played in the Small Hall that require players to sign up.
3. Bulletin board on the West wall, North of the North Small Hall entry door are reserved for activities labeled or general notices from various game groups that require players to sign up.
4. Large bulletin board on the West wall, between the two Small Hall entry doors are for trustee notices or trustee approved notices. North most section is for inside TE special events.
5. Bulletin board on the East wall, South side of office door is used to post current draft of meeting minutes, public records request information and office hours.
6. Bulletin board on the East wall, North of the office service window is used to display current Board of Trustees and Employee pictures and titles.

## Activity Center

1. Bulletin board just inside the entry and the bulletin board to the left of the television room are reserved for trustee notices or schedules of events for groups using the Activity Center.
2. All bulletin boards located in each room of the Activity Center shall be shared by all activities held in each respective room, based on the TE calendar. To view the TE monthly calendar go to [www.trailerestates.com/activities](http://www.trailerestates.com/activities).
3. Bulletin board in the Spa area is for trustee notices relating to the pool/spa area.

## Laundry Room

1. Bulletin board between the rest rooms is reserved for notices of special events inside TE.

## Event Signage

1. All event signage should be placed on the appropriate Bulletin Board(s) noted above; except clubs, groups and organizations may place a "sandwich board" sign near the stop sign at the post office up to one week prior to their event.
2. Special signage for clubs, groups and organizations' sales events that are "open to the public" require board approval prior to placement.
3. No other signs should be placed by clubs, groups and organizations.



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 Bingo

For Upcoming Meeting—Date 02-07-2022

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): To review the proposed letter to Mothers Helping Mothers cancelling our agreement for them to operate bingo and return control to the park.

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.)** Draft of proposed letter.

Trustee Lori Dalton

Date Submitted 01-19-2022

Chairman/Designee Mike Saxon

Office Manager/Designee: Date Posted 1/31/2022 Initials MD

JAN 19 '22 AM 7:03

February 7, 2022

Mother's Helping Mother's, Inc.  
5923 N. Washington Blvd. Ste. B  
Sarasota, FL 34243-2202

RE: Trailer Estates Park & Recreation District Bingo

Dear Sir or Madam:

We very much appreciate your organization partnering with Trailer Estates Park & Recreation District (TE) to conduct Bingo for the past few years. Back in July, TE's charter was revised to specifically allow us to conduct Bingo without the need for a partnership.

The Board of Trustees reviewed the lease contract with Mother's Helping Mother's Bingo. Since it expired in January 2022, we felt it was the correct time to not renew the lease and start operating Bingo ourselves.

Again, we appreciate all you have done and will continue to encourage our residents to make donations to your necessary cause.

If you have any questions, please contact me.

Thank you!

Who signs?

JUN 19 '22 AM 11:10

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 Pickleball

For Upcoming Meeting—Date 02-07-2022

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): To allow a  
time for Pickleball to converse with the board (see emails attached).

Costs/Estimated Costs: (Required if agenda item includes spending district money.)  
None.

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

Trustee Lori Dalton

Date Submitted 01-19-2022

Chairman/Designee Mike Sorensen

Office Manager/Designee: Date Posted 1/31/2022 Initials LD

**Re: Pickleball at Trailer Estates**

1/18/22 4:48 PM

From: "Chairman at Trailer Estates" &lt;chairman@trailerestates.com&gt;

To: Stephen Butcher &lt;stephenbutcher@gmail.com&gt;

Cc: Elton Gordon &lt;southpr@trailerestates.com&gt;, Trotter Duane &lt;maintenance@trailerestates.com&gt;, "treasurer@trailerestates.com" &lt;treasurer@trailerestates.com&gt;, Sandy Simonich &lt;seasonalrec@trailerestates.com&gt;, "secretary@trailerestates.com" &lt;secretary@trailerestates.com&gt;, Price Pete &lt;continuingrec@trailerestates.com&gt;, Denise Beauchamp &lt;northpr@trailerestates.com&gt;, Murphy Karon &lt;healthwelfare@trailerestates.com&gt;

What is the specifically topic do you wish the Board? We expect the President of Pickleball to be present. The Trailer Estates website under Administration has the correct email addresses for the position while the picture don't match up the Trustees, the Trustee responsible will receive their emails.

Mike

Sent from my T-Mobile 4G LTE Device

----- Original message -----

From: Stephen Butcher &lt;stephenbutcher@gmail.com&gt;

Date: 1/18/22 3:47 PM (GMT-05:00)

To: Michael Sansone &lt;chairman@trailerestates.com&gt;

Cc: Elton Gordon &lt;southpr@trailerestates.com&gt;, Trotter Duane &lt;maintenance@trailerestates.com&gt;, treasurer@trailerestates.com, Sandy Simonich &lt;seasonalrec@trailerestates.com&gt;, secretary@trailerestates.com, Price Pete &lt;continuingrec@trailerestates.com&gt;, Denise Beauchamp &lt;northpr@trailerestates.com&gt;, Murphy Karon &lt;healthwelfare@trailerestates.com&gt;

Subject: Re: Pickleball at Trailer Estates

Hello all,

1. Will you put the club on the next workshop as an item to be discussed?
2. Where does one find the current list of board members and maintenance staff as the park website is not current?

Thanks

Stephen

On Tue, 18 Jan 2022 at 13:22, Michael Sansone <[chairman@trailerestates.com](mailto:chairman@trailerestates.com)> wrote:

Thank you, we are in receipt of your email..

Mike Sansone

On Jan 16, 2022, at 5:31 PM, Stephen Butcher <[stephenbutcher@gmail.com](mailto:stephenbutcher@gmail.com)> wrote:**The Pickleball Club Story at Trailer Estates**

I've been the club president for the past four years. I have been playing Pickleball for six years. I've played on several clubs over the years and served on the club executives at home, as well as here.

Pickleball has been played here at T.E. for 15 years now, in the hall.

My memory of exact dates has faded some, but about four and half years ago, we had a club problem here at T.E... We had two players who consistently violated club rules. Games end at a score of eleven and if you win you can stay on for a second game but never more than two games in a row. Easy to follow but not followed by these two residents. Our club president at the time approached the male resident after he had played several games in a row and asked him to sit down. He refused. Our president, Anita, insisted and the male resident went into an abusive verbal tyrant that caused everyone to stop play and stare at this individual. Several of us ran onto the floor to assist Anita.

He left for the day. We had a club meeting right after and all voted not to play with either of these individuals again. Somehow the message was passed on to these two.

Anita quit as our president shortly thereafter and I was elected President.

The two individuals approached our park board secretary, Trustee Dalton, to complain about this situation. I received an email from Trustee Dalton telling me that the club was to set aside one court, each day for these two individuals. I refused and shortly thereafter Dalton sent an email retracting the first email.

Sometime later, date I don't remember, Trustee Dalton awarded these two individuals their own play times on the T.E. calendar. Tuesdays 2:30 pm to 5 pm and Thursdays 9 am to 11:30 am. A bit of a rub because previously the Pickleball Club had applied for these times and been turned down by Dalton as unavailable. It was also a clear violation of park rules that only official park clubs can book for more than two times a year.

As time went on several park residents noted that the people playing with the two residents, awarded these play times, were mostly non-residents. This went on for more than a year. Other T.E. Residents attempted to utilize the unused courts during the Tuesday and Thursday play times and were asked to leave, being told that it was their hall and only invitees could play.

T.E. residents who were told this approached secretary Dalton who confirmed that it was their hall; their rules.

Presentations were made to the board about this situation. The illegal play times awarded and the selection of who could play and not play were addressed by the board. A new club, Drill for Skill, was created. However poor reception of uninvited guests and the fact that many players from outside the park continued, especially during the summer months. At one time I wrote the board chair, after receiving complaints from our club members, to address this situation. His response to me was "Can you prove it?"

Meanwhile the T.E. Pickleball club ballooned from thirty seven members to over one hundred. Pickleball was here at T.E. and in North America was the fastest growing sport.

Wait times ballooned with the new membership. Trustee Dalton and Maintenance manager Mark used to work with us to slot in more play time but wait times remained high. In the winter close to half of P.B. play times are cancelled because of other activities in the park.

As president I applied to play on Sundays as the time from 11 am to 1 pm, and later, is consistently open. We were awarded the time slot. It was smash hit with the club with more than 30 members turning up to play each Sunday. We did our own setup. We were allowed to stay past our scheduled time but had to leave when the maintenance man arrived to set up for Bingo. It went well until a certain maintenance member started arriving early, long before our scheduled play was over. We always left but one time a couple of us stayed to see what happened next. The maintenance worker did not come back to actually begin setting up the hall for bingo until about 4 pm. We brought this to the attention of trustee Dalton and Trustee Trottier. Shortly thereafter we were removed from the schedule for Sundays.

We used to play Mondays until 12 noon. Behind us comes in Dance for Fitness. As per park rules clubs booked time must include setup and tear down time. For the Dance for Fitness their time is 12 noon to 1:30 pm. As noted on the park schedule, the actual class starts at 12:15 pm to allow 15 minutes to set up for their activity. To this day I don't know who complained but someone thought P.B. was staying too late as they thought Dance should begin right at noon, not the scheduled start time of 12:15 pm. However Trustee Dalton revised P.B. quit time to 11:30 am from noon. P.B. never stayed past noon. The nets were down and out of the way before noon. When we asked Trustee Dalton for an explanation of this change she said it was hers to make.

On Feb. 17, 2020 we the club and Maintenance had a bad day. We were playing in the back hall only. We had a large group playing, including myself. About an hour and a half before our scheduled end time maintenance arrived and asked us to leave, stating the hall was needed for another function. Members there checked their phones and our quit time was an hour and half away. This was during the same time period that we had been asked to leave early on Sundays. Words were exchanged. We left.

Mark and I spoke a few times over this unfortunate event. The P.B. club was totally unaware that maintenance had been ordered by Secretary Dalton to remove us as she had made a mistake double booking the other side of the hall and wanted us out for the other group. The club apologized to the maintenance group for this awkward situation they had been placed in. We have never heard from Secretary Dalton. However, Trustee Trottier was furious at the P.B. Club over the situation and made a very long, angry statement at a board meeting a week or two later. So angry, he had to stop and verbally count to ten. Up to this point in time I don't think I had ever spoken to the Trustee Trottier. However I feel a deep seed of anger towards the P.B. Club was placed in him and was manifested last year when he proposed to move P.B. outside by constructing new courts. Trustee Trottier has never discussed this with our club and to date has refused to meet with the club to discuss his proposal.

Over the years the club has been accused of events/actions that never happened. However they have left a stain on the club. Secretary Dalton accused us damaging the centre wall in the hall. We investigated and the P.B. Club was not in the halls when the "event" happened. Worse than that the wall had never been damaged. We did receive a letter of apology from Dalton.

We recently were accused of playing outside our scheduled times. I asked around and found two instances where people had been in the hall, but not the club. One was a grandfather, who having his grandson down visiting over Christmas, thought he would show the game to his grandson. The other was resident recovering from surgery asked a couple friends (including a Trustee) to go to the hall and help her setup a net so she could see if she could play again. She just wanted a little privacy from the main group. Neither of these the crime of the century.

This past summer the club was accused of damaging the hall floors. We asked to see the damage, which could not be located. The club plays with rubber shoes and the ball is a light weight plastic. We were accused of pounding our rackets on the floor. My racket, and many others, is worth more than one hundred dollars and has rubber around its edge. In more than a 1000 games, in many halls, with several clubs, in three countries, I have not once seen someone bash their racket on the floor. It just does not happen.

Recently we have arrived for Pickleball scheduled times to find other clubs equipment set up, well in advance of their start times. A Pickleball player, who does not wish to be identified, overheard Secretary Dalton directing maintenance staff to do this.

We have a lot of residents who want to play Pickleball. Many more who want to learn the game. We run free classes. Pickleball has been played Tuesdays and Thursdays for three years. The time slots are still available, not being used, yet Secretary Dalton has refused to let our training instructors to use these times. These were not "new" or "additional" play times as stated at the board meeting.

So where do we go from here?

The Pickleball Club is not leaving.

As noted above we feel under attack.

The club continues to grow in members. Wait times between games are very long, frustrating residents.

The hall is empty, un-booked, around 14.5 hours a week, even now with our busiest schedule in the park.

It does not make sense to build outside courts when we have perfectly good, underused halls, available.

The club, other than the one time noted above, has not complained about all our cancelled play times for legitimate residents needing the hall.

The club would like to sit down with the board for an open discussion with your concerns and discuss them. You making statements at board meetings where we cannot respond and us on Facebook where you cannot respond, is only ramping up the problem.

Your actions against the club by further reducing play times is very disconcerting to us. It's putting a dark cloud over this park.

Please make the effort to work with us. We are not your enemy. Just retired old buggers trying to enjoy their retirement by staying physically active and have some much needed socialization here in our beautiful park.

Stephen Butcher

President

T.E. Pickleball Club