

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**BOARD OF TRUSTEE WORKSHOP**

**October 17, 2022**

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

**MARK'S HALL**

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

**BRADENTON, FLORIDA 34207**

1. Reoccurring Item – Referendum Question 12/6/2022 (Chandler)
2. Recurring Fire House Building Use Discussions (Lombardi)
3. Costs to Operate the Old TEFCD Building (Chandler)
4. Fish House Repair Discussions (Lombardi)
5. Approval To Open Business Credit Cards with Regions Bank (Chandler)
6. Late Fees on Rental Income (Chandler)
7. Rules & Regulations Part A (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 item - Referendum Question 12/6/22

For Upcoming Meeting—Date October 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): \_\_\_\_\_

Continue to remind the residence of the need for a YES vote on December 6, 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.) \_\_\_\_\_

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

Trustee Mary Chandler

Date Submitted October 7, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/10/2022 Initials EM

On December 6<sup>th</sup> the Board of Trustees will ask you to return a **“YES”** vote on the following Referendum Question:

Shall the Trailer Estates Park and Recreation District Charter be amended as described in Resolution 2022-05, to amend the requirements for adopting the budget and levying assessments?

Yes  \_\_\_\_\_  
No  \_\_\_\_\_

A **“YES”** vote would allow Adopting a Budget and Assessment on or before July 1<sup>st</sup> with the intent of the board to complete and adopt before May 1<sup>st</sup> allowing for participation from property owners during peak residency.

A **“NO”** vote, or not completing the question at all, would leave the Adoption of the Budget and Assessment until as late as September each Year

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 Recurring Fire House building use discussions

For Upcoming Meeting—Date Oct. 3, 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): \_\_\_\_\_

Discussion of possible uses for the building. \_\_\_\_\_

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

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

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

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

Trustee Todd Lombardi

Date Submitted 9/20/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/10/2022 Initials 

OCT 7 '22 PM 2:52

**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 Costs to Operate the Old TEFCD Building

For Upcoming Meeting—Date October 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): \_\_\_\_\_

Evaluate the cost to maintain the old TEFCD Building - Use or lease?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Exhibit Attached  
\_\_\_\_\_  
\_\_\_\_\_

Trustee Mary Chandler

Date Submitted October 7, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/10/2022 Initials 

## Annual Projected Costs to Maintain 6831 American Way

	<u>Monthly Budget</u>
Utilities Florida Power & Light	\$ 300.00
Manatee County Utilities (Water)	\$ 275.00
Propane	\$ -
Property & Liability Ins	\$ 325.00
Maintenance Costs	\$ 385.00
Flood Ins	\$ -
Total	<u>\$ 1,285.00</u>
Annual Budget	\$ 15,420.00
Annual Income Budgeted	\$ 18,000.00

**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 Fish House repair discussions

For Upcoming Meeting—Date Oct 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): \_\_\_\_\_

Start the discussion fish house repairs.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**  
Should have quotes before the meeting.. Estimate approx \$15,000

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

Trustee Todd Lombardi

Date Submitted 8/30/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/10/2022 Initials TL

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 Approval to open business credit cards with Regions Bank

For Upcoming Meeting—Date October 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): \_\_\_\_\_

Regions Bank is requiring board minutes approving the opening of business credit cards. This is the final step needed to transfer all park banking from First Horizon

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 Mary Chandler

Date Submitted October 8, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/10/2022 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 Late Fees On Rental Income

For Upcoming Meeting—Date October 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): \_\_\_\_\_

Review policy for accessing a late fee for rental/lease payments

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

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

Exhibit Attached \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trustee Mary Chandler

Date Submitted October 7, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/10/2022 Initials 

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
DOCK RENTAL AGREEMENT/LEASE PP 22**

RENTAL RATES: Invoices will be mailed 30 days prior the effective date of the rental term. Rent will be due on the first of the month. Fees remaining unpaid for fifteen (15) days beyond the expiration effective date of any rental term shall incur a late charge of 10 percent (10%). Fees more than ~~fifteen (15)~~ thirty (30) days in arrears will incur an additional late charge of 10 percent (10%) and result in the ~~be cause for~~ termination of the Lease and require your vessel to be ~~chained or~~ removed from dock until payment in full is made. The slip will be offered to the next applicant who has requested a slip equal to the size vacated. A storage fee of \$100 per 30 days or fraction thereof will be assessed until full payment is received

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
RECREATIONAL VEHICLE, BOAT & TRAILER  
STORAGE SPACE LEASE PP 23**

7. Invoices will be mailed 30 days prior the effective date of the lease term. Rent will be paid in advance from the first of the month in which the space is assigned.

8. ~~Rents~~ Leases remaining unpaid for fifteen (15) days beyond the effective expiration date of any rental term shall incur a late charge of 10 percent (10%) of the annual lot rental. After 30 days, an additional late charge of 10 percent (10%) of the annual lot rental will be assessed and result in the termination of the Lease. The stored unit will be chained or removed at the owner's expense including but not limited to towing of such item. A storage fee of \$100 per 30 days or fraction thereof will be assessed until full payment is received.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
CANOE/KAYAK RACK LEASE AGREEMENT PP24**

1. Renter agrees to pay the current District Rental Fee for said space annually. This space is meant to be for storage between uses and not as permanent storage. Rents remaining unpaid for fifteen (15) days past the due date will be charged 10% late fee of amount due. Rents more that ~~fifteen (15)~~ thirty (30) days past due will be assessed an additional late charge of 10 percent (10%) and result in the termination of the Lease. ~~can be denied rental privileges~~. Rental will be limited to homeowners or residents only.
2. If fees are more than thirty (30) days over due the canoe or kayak will be removed to a storage area and space will be rented to next applicant. A storage fee of \$100 per 30 days or fraction thereof will be assessed until full payment is received

# Memo

**To:** Trustees  
**From:** Mary Chandler  
**cc:** TJ Miller – Public Records  
**Date:** October 8, 2022  
**Re:** October 17<sup>th</sup> Workshop Agenda Item

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With the beginning of a new fiscal year comes the need to reconcile Accounts Receivable.

During this process I became aware of the number of boat slip, storage lots and kayak rentals payments that are late. Although some, not all, are issued a revised invoice reflecting the late fee included in their contract, no formal collection of these fees has taken place.

I have attached the Rental agreement for each of these items and would like a healthy discussion regarding the changes I have reflected.

Boat Slips – 37 invoices for boat slip were more than 15 days late.

20 of those were greater than 30 days past due.

Based on the activity for the last fiscal year late fees for this income item would have equated to an estimate of **\$4600**

Storage Spaces – 47 spaces were 15 or more days past Due,

29 of those spaces were 30+ past due

Based on the activity for the last fiscal year late fees for this income item would have equated to an estimate of **\$5700**

Kayak Rentals – 6 invoices were more than 15 days past due

5 of those were greater than 30 days past due

Based on the activity for the last fiscal year late fees for this income item would have equated to an estimate of **\$750**

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

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

Agenda Rules & Regulations Part A

For Upcoming Meeting—Date 10-17-2022

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): To discuss the proposed changes to Rules & Regulations Part A to resurrect requiring ID cards to be displayed and to specifically list events where IDs are checked as discussed at the workshop on 10-3-22.

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 Rules & Regs. Part A

Trustee Lori Dalton

Date Submitted 10-04-2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/10/2022 Initials 

# TRAILER ESTATES PARK AND RECREATION DISTRICT RULES AND REGULATIONS

**ADOPTED DECEMBER 4, 1989**

The following rules of admission to and for the use of the Trailer Estates Park and Recreation District's recreational facilities are established by the Trailer Estates Park and Recreation District Board of Trustees pursuant to Chapter 2021-261, Laws of Florida. (District is defined as Trailer Estates District.) Owners, residents, occupants, licensees or invitees are expected to follow all Trailer Estates Park & Recreation District Deed Restrictions, Rules and Regulations and Policies & Procedures.

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PART D: ACTIVITIES AND FACILITIES

PART E: PENALTIES

## **PART A: THOSE IN THE DISTRICT AND ID CARDS**

Owners and residents are expected to display their ID cards while moving through the park. ID cards are required at the pool and events attended (such as Bingo, Dances, Movies, Pickleball, Showtime).

### **SECTION I. PROPERTY OWNERS**

- A. Section 14 of Chapter 2021-261 "Persons entitled to use the facilities and property of the district shall be limited to property owners within the district, their family members and guests and to such other persons and groups as the Trustees may authorize from time to time."
- B. For the purpose of these rules, a family member is a spouse, companion, parent, child, a child's spouse, or an adult grandchild, (provided they meet the age requirements as specified in the amendments to the Deed Restrictions) who resides in Trailer Estates with the property owner for thirty-one (31) or more days. Rev. 5/3/93
- C. For the purpose of these rules, a family member living in Trailer Estates without the property owner living at the same address, is considered a Renter, whether or not they pay rent. Rev. 2/5/90

### **SECTION II. GUESTS (Rev. 12/3/17, 09/04/18, 12/03/18)**

- A. Any individual for whom an adult Property Owner or a Renter Resident (with a current district Identification Card) will sponsor and accept, responsibility and accountability both for compliance with all rules and regulations established governing the use of the Trailer Estate common

recreational facilities by their “guest” and for fiscal responsibility for any damage their “guest” may cause.

- B. A guest card must be obtained from the Trailer Estates office prior to any guest using any of the ~~Trailer Estates common recreational facilities without being accompanied by a property owner or renter resident~~, the guest card must be presented at each event attended (such as Bingo, Dances, Movies, Pickleball, Showtime) . ~~without a resident displaying their ID card.~~
- C. The Guest Card issued for an overnight guest may be issued for a specific time period not to exceed 30 days a year.
- D. ~~If the District’s office is closed and it is impossible to obtain a Guest Card, a guest may use all of Trailer Estates common recreational facilities and District sponsored functions and events ; except Bingo, Dances, Movies, Pickleball, Showtime, if they are accompanied at all times by a resident displaying a current District Identification Card but a Guest Card must be obtained as soon as access to the District office is available.~~
- E. Guests may not hold membership in, assume a leadership role in, nor conduct business of any kind in a club, organization, group or activity.

### **SECTION III. VISITOR**

- A. A visitor is someone who joins a resident (with an ID card) to a function (except Bingo, Dances, Movies, Pickleball, Showtime) and only for a limited number of hours on any given day.
- B. Visitors may not hold membership in, assume a leadership role in, nor conduct business of any kind in a club, organization, group or activity.

### **SECTION IV. RENTER RESIDENT**

- A. Is an adult (person or persons) who rents a trailer from a Trailer Estates Property Owner and resides in that trailer.
- B. Agrees, in writing, to accept and abide by all the Trailer Estates rules and regulations governing the use of the Trailer Estates common recreational facilities.
- C. Is registered at the Trailer Estates office by the Trailer Estates property owner landlord or his representative.
- D. Has a letter, rent receipt, or copy of their lease agreement as proof of their renter status.
- E. Will pay a fee to use Trailer Estates common recreational facilities.

### **SECTION V. QUALIFIED PERSON (Rev. 12/3/17, 09/04/18, 11/19/18)**

- A. A Guest Identification Card shall be issued to all qualified persons as specified in Section II.

### **SECTION VI. TRESPASSERS**

- A. Any individual other than a property owner, renter or guest according to Sec. 1, 2, 3 found in, or using any of the Trailer Estates common recreational facilities is trespassing and may be prosecuted.

**SECTION VII. CURRENT IDENTIFICATION CARDS (Rev. 09/18/95, 9/4/18, 11/19/18, 7/5/22)**

- A. Trailer Estates Renter Card.
  - 1. Must be renewed each fiscal year or at expiration date shown on card at the Park Office and signed by office personnel.
- B. Trailer Estates Guest Card.
  - 1. Issued with specific expiration date by office personnel.
- C. 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.

**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 Rental of Small & Large Hall as Event Space

For Upcoming Meeting—Date October 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): \_\_\_\_\_

Review research related to the leasing to non residents the small and large  
recreation halls as event space

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

Research Attached

Trustee Mary Chandler

Date Submitted October 10, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/10/2022 Initials 