

# Trailer Estates Park and Recreation District

Board of Trustees Workshop

May 21, 2024

9:30AM Mark's Hall

1903 69<sup>th</sup> Avenue West

Bradenton, FL 34207

Call to Order

Roll Call

Public Comment (Limit 3 Minutes on Workshop Agenda Items Only)

Reports from Standing Committees

Clubs & Organizations

## Discussion Items Presented by Board & Staff (PP38)

1. Resolution 2024-03 Budget 2024-25
2. Resolution 2024-04 Assessment 2024-25
3. Review & Approve Changes ratified on 4/16/24
4. PP15A Bingo Policy
5. Update PP26 Application
6. Update PP27 Annual Owner Form
7. Update PP28 Agreement of Responsibility Renter
8. Memo from Chairman- Re: ARC Members
9. New PP20A Resident Severe Weather & Disaster Preparedness Resources
10. Review PP3 Meeting/Workshop (Approved 4/16/24)
11. Eliminate PP41 - Use of Facilities & Violations

## Trustee Reports

Violation Report -

Park Manager Comments

Unfinished Business

Adjournment

Trailer Estates broadcasts its Meeting live on Channel 732 inside the Community.

Zoom Meeting Access:

Time: May 21, 2024 09:30 AM Eastern Time (US and Canada)

<https://us02web.zoom.us/j/87559829736?pwd=WUxhYTE1eVlzYjNPNU5zcFYwN1FkQT09>

Meeting ID: 875 5982 9736

Passcode: 1s1EzB

One tap mobile - +13052241968,,87559829736#,,,,\*486950# US

+19292056099,,87559829736#,,,,\*486950# US (New York)

Dial - • +1 305 224 1968 US - Mobile Passcode: 486950

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact TJ Miller at 756-7177, at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting.

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Resolution 2024-03 Operating Budget 2024-25

For Upcoming Meeting—Date May 21, 2024

Type of Meeting (check one): Workshop [checked] 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):

Operating & Maintenance Budget for Fiscal Year 2024-25

Discussed at Prior Workshop Meetings

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

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

Resolution 2024-03

Exhibit A (Budget)

Trustee Treasurer Nickels

Date Submitted May 7, 2024

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted Initials

**RESOLUTION 2024-03**

**THE ANNUAL APPROPRIATION RESOLUTION OF THE TRAILER ESTATES PARK AND RECREATION DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has previously prepared and submitted to the Board of Trustees (“**Board**”) of the Trailer Estates Park and Recreation District (“**District**”) a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”) along with a financial statement, pursuant to the provisions of Chapter 418, *Florida Statutes* and the District’s enabling legislation; and

**WHEREAS**, the financial statement and Proposed Budget was mailed to property owners within thirty (30) days of preparation and also made available for public inspection at the District’s offices; and

**WHEREAS**, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication and mailed notice pursuant to applicable law; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

**WHEREAS**, the District’s enabling legislation and applicable statutory law requires that before June 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

**SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's local records office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit "A,"** as amended by the Board, is hereby adopted in accordance with the District's enabling legislation and applicable statutory law ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's local records office and identified as "The Budget for the Trailer Estates Park and Recreation District for the Fiscal Year Ending September 30, 2025."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

**SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2024/2025, the sum of \$1,979,545 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

GENERAL FUND	\$1,979,545
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**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2024/2025 or within 60 days following the end of the Fiscal Year 2024/2025 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line-item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line-item appropriations within a fund if the total appropriations of the fund

do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.

- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS \_\_\_th DAY OF \_\_\_\_\_, 2024.**

ATTEST:

**TRAILER ESTATES PARK AND  
RECREATION DISTRICT**

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

\_\_\_\_\_  
Chairman, Board of Trustees

**Exhibit A: Fiscal Year 2024/2025 Budget**

**Trailer Estates Park & Recreation District  
1903 69th Ave West Bradenton, FL 34207**

**2024-2025 Budget**

**Operating & Maintenance Budget includes TV/Internet and Curbside Trash Pickup  
October 1, 2024 - September 30, 2025**

<b>INCOME</b>			<b>2024-2025 Proposed</b>	<b>2023-2024 Adopted</b>
	<b>Amount</b>	<b>LOTS</b>		
<b>ASSESSMENT</b>	\$ 1,338.44	1479	\$ 1,979,545	\$ 1,885,281
Early Payment Discounts	3.75%		\$ (74,233)	\$ (70,698)
Uniform Collection Fee	3.00%		\$ (59,386)	\$ (56,558)
<b>NET OPERATING ASSESMENT INCOME</b>			\$ 1,845,926	\$ 1,758,025
<b>INCOME FROM OFFICE FUNCTIONS</b>			\$ 19,250	\$ 312,340
<b>INCOME FROM MARINA SLIPS</b>			\$ 107,209	\$ 98,295
<b>INCOME FROM STORAGE LOT RENTALS</b>			\$ 95,706	\$ 91,148
<b>INCOME FROM FACILITY LEASES</b>			\$ 59,000	\$ 55,902
<b>INCOME FROM RECREATION/HEALTH WELFARE</b>			\$ 23,000	\$ -
<b>TRANSFER TEFCD FUND BALANCE</b>			\$ 271,350	\$ -
<b>TOTAL INCOME</b>			\$ 2,421,441	\$ 2,315,710

<b>EXPENDITURES</b>	<b>Per Month</b>	<b>% of Budget</b>	<b>2024-2025 Proposed</b>	<b>2023-2024 Adopted</b>
<b>CABLE TV / INTERNET</b>	\$ 31.01	27.8%	\$ 673,302	\$ 639,113
<b>PAYROLL EXPENSE</b>	\$ 31.70	28.4%	\$ 688,122	\$ 642,717
<b>INSURANCE</b>	\$ 8.01	7.2%	\$ 174,000	\$ 194,000
<b>TRASH REMOVAL</b>	\$ 7.39	6.6%	\$ 160,500	\$ 149,500
<b>UTILITIES</b>	\$ 5.35	4.8%	\$ 116,042	\$ 108,450
<b>MAINTENANCE</b>	\$ 5.05	4.5%	\$ 109,720	\$ 84,400
<b>OFFICE EXPENSE/ACCTG</b>	\$ 4.58	4.1%	\$ 99,520	\$ 64,800
<b>LEGAL EXPENSE</b>	\$ 2.17	1.9%	\$ 47,174	\$ 45,360
<b>RECREATION (Seasonal)</b>	\$ 1.47	1.3%	\$ 32,000	\$ 29,350
<b>RECREATION (Summer)</b>	\$ 0.64	0.6%	\$ 13,998	\$ 12,850
<b>TECHNOLOGY</b>	\$ 0.71	0.6%	\$ 15,521	\$ 14,110
<b>HEALTH &amp; WELFARE</b>	\$ 0.18	0.2%	\$ 3,880	\$ 3,560
<b>CAPITAL EXPENSE</b>	\$ 13.25	11.2%	\$ 270,000	\$ 327,500
<b>CONTINGENCIES</b>	\$ 0.02	0.7%	\$ 17,662	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 111.54	100.0%	\$ 2,421,441	\$ 2,315,710

This budget includes a 5% increase in assessment/contracts/fees as discussed in previous 5 year plan. However, we assume a minimum of 7% increase in employee benefits, 7% increase in utilities, and an unstable insurance market. Income includes a one-time transfer of funds from the now closed Trailer Estates Fire Control District to fund Capital Outlay projects.

# Exhibit A

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

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Resolution 2024-04 Assessment for Fiscal Year 2024-25

For Upcoming Meeting—Date May 21, 2024

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Assessment \$1,338.44 per EAU for Fiscal Year 2024-25

Discussed at Prior Workshop Meetings

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

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

Resolution 2024-04

Exhibit A (Budget)

Trustee Treasurer Nickels

Date Submitted May 7, 2024

Chairman/Designee 

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

**RESOLUTION 2024-04**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TRAILER ESTATES PARK AND RECREATION DISTRICT MAKING A DETERMINATION OF BENEFIT; IMPOSING SPECIAL ASSESSMENTS; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Trailer Estates Park and Recreation District (the “District”) is a Park and Recreation District established pursuant to its enabling legislation and applicable statutory law, for the purpose of among other items providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in Manatee County, Florida (the “County”); and

**WHEREAS**, the District constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan, its enabling legislation and applicable statutory law; and

**WHEREAS**, the District’s Board of Trustees (“Board”) hereby determines to undertake various operations and maintenance activities described in the District’s budget for Fiscal Year 2024-2025 (“Budget”), attached hereto as Exhibit “A” and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District’s budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, the District may impose special assessments on benefitted lands within the District known as a “recreation district tax;” and

**WHEREAS**, on or before June 1st, the District is required by its enabling legislation and applicable statutory law to fix the amount of the recreation district tax by Resolution for the next fiscal year; and

**WHEREAS**, a public hearing for the imposition of the District’s recreation district tax was duly advertised by publication and mailed notice at least twenty-one (21) days prior to such hearing; and



**WHEREAS**, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“Uniform Method”); and

**WHEREAS**, the District has previously evidenced its intention to utilize this Uniform Method; and

**WHEREAS**, the District has approved an Agreement with the Property Appraiser and Tax Collector of the County to provide for the collection of the recreation district tax under the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for the recreation district tax in the amount set forth in the Budget; and

**WHEREAS**, it is in the best interests of the District to adopt the assessment roll of the Trailer Estates Park and Recreation District (the “Assessment Roll”) incorporated as a material part of this Resolution by this reference, and to certify the portion of the Assessment Roll on the Uniform Method Property to the County Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

**SECTION 1. BENEFIT.** The provision of the services, facilities, and operations as described in Exhibit “A” confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the costs of the assessments. The allocation of the costs to the specially benefitted lands is shown in Exhibit “A” and the Assessment Roll and is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to the District’s enabling legislation and applicable statutory law, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for a recreation district tax is hereby imposed and levied on the Uniform Method Property in accordance with Exhibit “A” and the Assessment Roll. The lien of the special assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.

**SECTION 3. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.**

**A. Uniform Method Property Assessments.** The collection of any previously levied debt service assessments and the fiscal year 2024-2025 recreation district tax special

assessments on the Uniform Method Property shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in Exhibit “A” and the Assessment Roll.

**B. Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The District's Assessment Roll is hereby certified. That portion of the District's Assessment Roll which includes the Uniform Method Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the Trailer Estates Park and Recreation District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the District's Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Trustees of the Trailer Estates Park and Recreation District.

**PASSED AND ADOPTED this \_\_\_\_ th day of \_\_\_\_\_, 2024.**

ATTEST:

**TRAILER ESTATES PARK AND  
RECREATION DISTRICT**

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

By: \_\_\_\_\_  
Chairman / Vice Chairman

**Exhibit A:** Fiscal Year 2024-2025 Budget

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# Exhibit A

TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Review & Approve Changes Ratified on 4/16/24

For Upcoming Meeting—Date 05/21/2024

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): To review final Rules & Regs, PP15A, PP27A, PP30 and PP45 to change all reference from ID Cards and/or FOB to "FOB-ID"; remove R&R Part A, Section V "Qualified Person" and remove R&R Part C refundable deposit as discussed at the Workshop on April 16, 2024 and voted on at the Board Meeting on April 16, 2024.

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

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** Final Rules and Regs, PP15A, PP27A, PP30 and PP45



Trustee Lori Dalton

Date Submitted 05/07/2024

Chairman/Designee 

Office Manager/Designee: Date Posted \_\_\_\_\_ 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 A: THOSE IN THE DISTRICT AND FOB-ID

PART B: RULES GOVERNING USE OF FACILITIES

PART C: RULES GOVERNING ADMISSION TO FACILITIES

PART D: ACTIVITIES AND FACILITIES

PART E: PENALTIES

PART F: SPECIAL RULES GOVERNING SIGNAGE

## **PART A: THOSE IN THE DISTRICT AND FOB-IDs (revised 11/7/22, 5/21/24)**

Owners, residents, and guests are required to produce their office issued FOB-ID if requested. FOB-IDs are required at the pool and District sponsored events attended (such as Bingo, Dances, Showtime).

### **SECTION I. PROPERTY OWNERS (Rev. 5/21/24)**

- 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, 11/7/22, 5/21/24)**

- A. Any individual for whom an adult Property Owner or a Renter Resident (with a current district FOB-ID) 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 FOB-ID 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 FOB-ID must be presented at all District sponsored events attended (such as Bingo, Dances, Showtime) .
- C. The Guest FOB-ID 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 FOB-ID, a guest may use all of Trailer Estates common recreational facilities and District sponsored functions and events (except Bingo, Dances, Showtime) if they are accompanied at all times by a resident displaying a current District FOB-ID but a Guest FOB-ID must be obtained as soon as access to the District office is available for guests to use facilities without being accompanied at all times.
- 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 (revised 11/7/22, 5/21/24)**

- A. A visitor is someone who joins a resident (with a FOB-ID) to a function (except Bingo, Dances, 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 as detailed in Keyless Security System (FOB-ID)

#### **SECTION V. 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 VI. CURRENT FOB-ID (Rev. 09/18/95, 9/4/18, 11/19/18, 7/5/22, 5/21/24)**

- A. Trailer Estates Renter ID Card/FOB-ID

- 1. Must be renewed each fiscal year or upon expiration at the District office.

- B. Trailer Estates Guest FOB-ID.

- 1. Issued with specific expiration date by office personnel.

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

## **PART B: RULES GOVERNING USE OF FACILITIES**

### **SECTION I. (revised 11/17/08, 3/16/20)**

Each year prior to April 1, all organizations and clubs with regularly scheduled programs must reaffirm their schedules for the ensuing year by providing the Secretary of the Board of Trustees their schedule of meetings and all special events that are to take place at any District recreational facility.

- A. Schedules shall include which facility or combination of facilities are requested, the number of persons expected, the seating arrangements, equipment necessary, and other requirements for the program.
- B. Events or programs which have been regularly scheduled in previous years have precedence over new activities if schedules are submitted as stated above.
- C. These schedules must be submitted to the Secretary of the Board of Trustees.
- D. The Secretary, for the Board of Trustees, reserves the right to make activity schedule changes.
- E. Annually, each club, group or organization (CGO) needs to provide a copy of their current bylaws and list of officers. In lieu of these, less formal clubs and groups can submit a Club/Group Purpose and Contact Information form.
- F. Clubs, Groups and Organizations need to have a set of their rules on file in the office unless covered by the bylaws.

### **SECTION II. (adopted 11/19/18, 3/16/20)**

To support fair and equal availability of all function rooms for property owners, the following rules apply:

- A. No property owner can reserve a function room more than two times per month.
- B. If a property owner wishing to reserve a function room more than two times per month the event must be listed as "Public" event of the park calendar allowing any property owner, renter or guest of either to attend.
- C. At no time can the number of individuals participating from outside the park (visitors) exceed those who wish to participate as property owners, renters and their guests.
- D. Please refer to Rules And Regulations Part A Section II for the definition of "Guests" and "Visitors".

### **SECTION III.**

Trailer Estates sponsored activities have precedence over organization or club sponsored activities. Those activities scheduled during season may continue off season (without instructor) with a minimum attendance of five or more.



#### **SECTION IV. (Revised 3/16/20)**

Property owner sponsored activities and events shall be subordinate to and shall not conflict with previously scheduled Trailer Estates District, Organization or Club sponsored activity or event. Accommodations are made to schedule memorial services as close to their requested date and time as possible; even without a full week's notice.

#### **SECTION V. (Revised 11/17/08, 12/5/11, 3/16/20)**

For seasonal events or activity, the Secretary Trustee shall be notified of all seating and equipment arrangements necessary seven (7) days prior to the event or activity.

A. If the kitchen(s) is to be used, a refundable cleanup and damage deposit of \$50 is required seven (7) days prior to the event or activity or at the time the kitchen key is obtained. The Kitchen Manager(s) shall be notified at that time.

1) The deposit shall be returned if the sponsor cleans up after the event and there is no damage done to District property. If property damage exceeds the deposit, the sponsor shall be responsible for all damages or repairs necessary.

2) If the club or organization uses the kitchen seven (7) or more times a month, their key may be retained. That key may not be given to an unauthorized person or group for any reason or their kitchen key privilege will be rescinded.

B. Any outside activities who utilize the kitchen facilities shall comply with the rules governing the use of the kitchen(s).

C. Unless appropriate licensing is obtained, as described herein, the District's kitchen facilities shall only be used to prepare food for the residents of Trailer Estates and their guests, and any advertising which purports to offer food for consumption by the general public shall be prohibited.

Should a person or organization wish to utilize the kitchen facilities to prepare food for, or serve food to, the general public, such person or organization shall be required to obtain the appropriate license from the Florida Department of Business and Professional Regulation and to provide the District Office with a copy of same prior to commencing the event.

#### **SECTION VI. (Rev. 6/20/11; 11/7/11; 08/07/17, 7/5/22)**

As determined by a State of Florida Fire Marshall the seating capacities of rooms in the common recreational facilities of Trailer Estates Park and Recreation District are:

LARGE HALL:	616 row seating: front hall 300; rear hall 300 500 table and chairs; front hall 240; rear hall 259 Dance Floor (1102 square foot dance hall); 426
MARK'S HALL:	200 Row seating with Stage half = 125 and Fireplace half = 75 150 Table seating with Stage half = 88 and Fireplace half = 62

COMBINED HALLS: Dance Floor (1102 sq.ft) with both doors open; 576 occupants

EXERCISE ROOM: 20  
CARD ROOM (poker): 20  
COMPUTER: 20  
RIHA BUILDING: 30

BILLIARDS ROOM: 8  
SHARE-A-CRAFT ROOM: 50  
(with current seating and tables)  
VIDEO: 20

- A. In no case shall the rated seating capacities be exceeded in any area for any event or function.
- B. Events and functions shall be scheduled and assigned specific rooms or areas based upon event's anticipated number of participants. Rooms or areas previously assigned, may be changed at any time to accommodate newly scheduled events or functions at the discretion of the Secretary Trustee (Rev. 3/21/11). In no case shall an event or function be canceled because of the refusal of a previously scheduled event or function to move to another room or area.

**Section VII. (Revised 08/20/18)**

Trailer Estates District property owners and renter residents may use the facilities for activities such as birthday parties, wedding receptions, anniversaries, testimonials, memorial services and other events which are one day out-of-park activities they are sponsoring. (3/21/11; 4/18/11; 08/20/18)

- A. All requests for the use of the facilities by property owners and renter residents which may include persons or groups who are not residents or property owners must be approved by the Secretary Trustee (Rev. 4/10).
- B. At the time of the reservation request, sponsors of any property owner function shall deposit a refundable clean-up and damage charge with the District. The deposit shall be returned if the sponsor cleans up after the event and there is no damage done to District property. If property damage exceeds the deposit the sponsor shall be responsible for all damages or repairs necessary. Deposit amounts: \$100 for small hall or meeting rooms, \$200 for large hall (3/21/11)

**Section VIII. (3/21/11)**

Any disregard of the officially scheduled activities will be deemed a violation of the rules governing the use of facilities.

**Section IX.**

Commercial use of the marina by a boat slip renter is prohibited. (6/20/11)  
Commercial use of the storage lot by a storage lot renter is prohibited. (1/16/12)

## **PART C: RULES GOVERNING ADMISSION TO FACILITIES**

### **SECTION I. (Revised 3/16/20, 5/21/24)**

Admission to and the use of all Trailer Estates Park and Recreation Districts common recreational facilities is restricted to those displaying current District FOB-ID or Guest FOB-ID as defined in Part A, Section II.

Special Events, as determined by the board: Visitor shall be the responsibility of the respective sponsor of the event and will not be required to obtain a Guest FOB-ID.

### **SECTION II. (Revised 3/16/20, 5/21/24)**

Admission to Trailer Estates Park and Recreation functions is restricted to those displaying current District FOB-ID or Guest FOB-ID as defined in Part A, Section II.

### **SECTION III. (Rev. 4/10, 1/21/19)**

- A. Commercial renting of park facilities will be considered by the Board of Trustees on an individual basis.
- B. Commercial vendors visiting Trailer Estates with plans to sell merchandise during an event sponsored by Trailer Estates residents, clubs, or organizations must pay \$75 before the event to do so (Adopted 4/10).
- C. No commercial businesses allowed that do not comply with Manatee County codes (511.7, etal.)

### **SECTION IV. (Rev. 08/07/2017)**

Pursuant to the Manatee County code Sec. 2-21-40/2-21/46, smoking is prohibited in all enclosed Trailer Estates recreation facilities and in the Spa. This includes E-Cigarettes. The Trailer Estates Board of Trustees shall designate "Smoking Areas" as deemed necessary.

### **SECTION V. (Rev. 2/4/08, 12/21/15; 08/17/2017, 5/21/24)**

Trailer Estates Park and Recreation District property owners shall be issued a FOB-ID for access to District facilities (activity center, trailer storage gate, dumpsters, pool, Laundromat, etc). One FOB-ID shall be issued to a property owner. An additional FOB-ID may be issued, if needed, for an additional resident that is a permanent occupant at the same address as the property owner. A maximum of two (2) FOB-IDs will be issued to a property address.

If the property is a rental unit, one (1) FOB-ID will be issued. An additional FOB may be issued, if needed, for an additional renter that is listed on the Agreement of Responsibility Renter Resident Form. A maximum of two (2) FOB-IDs will be issued to a property address. Refer to PP Keyless Security System (FOB-IDS) for more details.

### **SECTION VI.**

At any District sponsored event where "donations" are collected a financial report shall be made to the Board of Trustees within thirty (30) days by the Trustee assigned responsibility for the event.

## **PART D: ACTIVITIES AND FACILITIES**

### **EXERCISE ROOM**

NOTICE: USE ALL EQUIPMENT AT YOUR OWN RISK.

HOURS: 8:00 A.M. TO 9:00 P.M.

REGISTRATION: PLEASE SIGN IN BEFORE USING ANY EQUIPMENT.

#### **RULES:**

1. Only those displaying current District FOB-IDs may use these facilities. Guests without current FOB-ID must be accompanied at all times by a current FOB-ID holder.
2. No one under the age of 18 will be admitted.
3. No running, horseplay, etc.
4. No smoking (including E-Cigarettes) , food or beverages.
5. No radios permitted unless earphones are used.
6. Exercise Room capacity is 20.

### **BILLARD ROOM, COMPUTER ROOM, WII ROOM, ART ROOM AND CARD ROOM**

1. Only those displaying current District FOB-IDs may use these facilities. Guests without current District FOB-IDs must be accompanied at all times by a current FOB-ID holder.
2. No Smoking (including E-Cigarettes), food or beverages allowed.
3. Eagle (Billiard) Room capacity is 8.

## SHUFFLEBOARD COURTS

### SECTION I.

The hours of use of the Shuffleboard Courts shall be from 7:30 A.M. to 9:00 P.M. daily.

### SECTION II.

The rules for the use of the Shuffleboard Courts are as follows:

- A. Use of courts is limited to people displaying a current District FOB-ID and their guest(s) whom they must accompany during all play. No one under the age of 18 is permitted to use the courts unless they are accompanied by an adult displaying a current District FOB-ID.
- B. The District's Shuffleboard Courts are for shuffleboard games only. Individually owned cues are to be used at all times.
  1. Disks are stored in the Cue-Rack shed.
  2. Chalk and erasers are on the top of the scoreboards.
- C. The court is to be swept and "glassed" prior to use. Brooms and "glass" containers may be found in the Cue-Rack shed.
- D. Except when sweeping or "glassing", no one is allowed to walk on the courts.
- E. Neighborliness is expected. Proper attire is required, shirts and shoes must be worn. No food or beverages are allowed, no alcohol is allowed; radios, loud talking and roller skates and skate boards are prohibited.
- F. Courts are to be vacated by 9:00 P.M., the lights out, and all doors locked. District personnel shall open the facilities in the morning and shall lock them in the evening.
- G. During shuffleboard tournaments, a minimum of two (2) courts shall be reserved for open play.
- H. Tournament participants are prohibited from parking in the parking lot surrounding the Post Office Building. In addition, the six (6) southern most parking spaces on Canada Blvd. shall be reserved for people attending functions in the large or small halls.
- I. The Trailer Estates Shuffleboard Club shall be responsible for enforcing the parking restrictions during tournaments and shall be responsible for ensuring that overnight parkers obtain District Permits.

## POOL AND JACUZZI

These facilities are for your enjoyment. The rules and regulations are for the health and safety of everyone. Our rules adhere to Manatee County Ordinance 64E.009 and State regulations. If they are violated, your privilege to use these facilities will be revoked.

**NOTICE:** There is no lifeguard on duty. Please use the “Buddy System” and do not swim alone.

**HOURS:** 8:00 am to 9:30 pm every day except Tuesdays (see Adult Hours/Water Exercise for exemptions). See Pool Sign for more information regarding Tuesdays.

**WATER EXERCISE:** The pool is used exclusively for Water Exercise on Mondays, Wednesday and Fridays from 10:00 a.m. – 11:00 a.m. October through April and 9:00 a.m. – 10:00 a.m. May through September.

**HEIGHT REQUIREMENT:** Children must be AT LEAST 36” TALL to enter the pool.

**CAPACITY:** POOL = 40      JACUZZI = 11

**SHOWERS REQUIRED** before using the Pool or Jacuzzi. No body oils (including suntan lotion) are allowed in either facility.

**RULES:**

1. Only those displaying current District FOB-IDs may enter the Pool Area.
2. Owners must obtain Guest FOB-IDs and Rules for their guests/visitors. (Available at the Trailer Estates Office or online at [trailerestates.com/Governance/Rules and Regulations](http://trailerestates.com/Governance/Rules%20and%20Regulations))
3. Children under the age of 18 must be accompanied by an adult with a current FOB-ID to use the Pool or Jacuzzi.
4. Only swim diapers are allowed in the pool.
5. No children under the age of 12 are allowed in the Jacuzzi.
6. Proper bathing attire required. No cutoffs.
7. No diving, jumping, running, or horseplay in Pool or Pool Area.
8. No toys, balls, or inflatables allowed. Noodles permitted.
9. No SMOKING, ANIMALS, FOOD, COOLERS, CANS or GLASS CONTAINERS permitted in the pool area. OTHER UNBREAKABLE CONTAINERS ALLOWED FOUR FEET FROM POOL EDGE. NO BEVERAGES IN JACUZZI AREA.
10. Service and guide dogs are allowed on the pool deck only. Individuals with a disability and service animal trainers may be accompanied by a service animal, as defined in Chapter 413.08, F.S., but the service animal is not allowed to enter the pool water. Owner or handler is responsible for the actions of the animal.
11. Persons having a cold, communicable disease, open sores and wounds, and band-aids are not allowed in Pool or Jacuzzi.
12. No electronic devices allowed unless silenced by earphones.
13. Pool and Jacuzzi area must be vacated during lightning and storm conditions.

**ALL RESIDENTS ARE ASKED TO ENFORCE AND/OR REPORT ANY VIOLATIONS OF THESE RULES AND REGULATIONS. THERE IS A PHONE AVAILABLE NEAR THE JACUZZI AREA IF YOU NEED ASSISTANCE FOR EMERGENCIES.**

## WOODSHOP

Because the equipment in the Workshop has either been donated to the “Trailer Estates Woodworkers Club” or had been purchased by the Trailer Estates Woodworkers Club”, we the Board of Trustees of Trailer Estates, do hereby appoint the “Trailer Estates Woodworkers Club” to enforce the Workshop Rules set forth below. Individuals violating the rules or damaging the equipment because of improper (not accidental) use may be denied the use of all the equipment in the Workshop by the Board of Trustees.

### WOODSHOP RULES

- I. No Smoking (including E-Cigarettes).
- II. Persons displaying current District FOB-IDs shall be permitted to use the Equipment in this Workshop.
  - A. Guests must be accompanied at all times by a holder of a current District FOB-ID.
  - B. Prior to using any equipment everyone must sign a liability release.
- III. Persons under 18 will not be admitted.
- IV. Shop hours are 8:00 A.M. to 9:00 P.M.
- V. “Trailer Estates Woodworker” only, may borrow equipment for a 24 hour period.
  - A. A “Trailer Estates Woodworker” Steward must sign out the equipment.
  - B. The equipment borrower shall sign the equipment back in in the presence of another “Trailer Estates Woodworker”.
- VI. Machines and floors are to be cleaned after each use.
- VII. SAFETY RULES:
  - A. Goggles will be worn at the tool and rough grinders.
  - B. Manufacturer’s guards shall be fitted and used.
  - C. Members shall refrain from talking to machine operators.

### SEPCIAL NOTE:

Lumber with nail holes, heavy paint, varnish, or cement shall not be planed, sanded or sawed with shop equipment.

## KITCHEN POLICY

- I. The kitchen and its equipment is the property of the Trailer Estates Park and Recreation District. It is for the exclusive use of all trailer Estates residents and Trailer Estates Organizations who wish to serve food. It is also available for Trustee approved private events such as weddings, receptions, birthdays, etc.
  
- II. A Kitchen Supervisor will be appointed by the Board of Trustees.
  
- III. RULES.
  - A. Each organization or individual sponsoring an event will appoint one individual to be responsible for the proper and safe use and cleaning of the kitchen and its equipment to meet all County Health Code requirements.
  
  - B. Only Trailer Estates sponsoring organizations may sell tickets.
  
  - C. Any equipment borrowed from the kitchen will be signed for and OK'd by the Kitchen Supervisor or designee.
  
  - D. Any food cooked, prepared, or stored in the kitchen must be served in Trailer Estates.
  
  - E. Each organization or individual sponsoring an event will pay for any lost, broken or damaged equipment as determined by the Board of Trustees.



## OVERNIGHT PARKING

Pursuant to Florida State Statute, 715.07, all overnight parking on Trailer Estates Park and Recreation District property is prohibited except by permit only.

### PARK LANE PARKING LOT

- I. Six day storage permits may be requested at the District Office by those displaying current District FOB-IDs for their own and/or a guest's vehicle. Permit must be prominently displayed on the vehicle upon arrival. If arrival will be after office hours, on a weekend or a holiday it is the owner's responsibility to obtain the permit PRIOR to arrival. In an emergency, contact the South PR Trustee, or their designee, regarding a permit.
- II. Occupancy is limited to three nights in self contained vehicles only. Permit must indicate occupancy. No extension to 3 day occupancy permits will be granted by the office.
- III. Trailer Estates Clubs may obtain three day permits for R.V.'s of those participating in a Club sponsored event.
- IV. THE FOLLOWING ACTIVITIES ARE PROHIBITED:
  - A. NO idling of vehicle's motor for more than ten (10) minutes at any time except while parking or just prior to departure.
  - B. NO operation of any auxiliary motor (e.g. refrigeration unit or generator).
  - C. NO parking of commercial vehicles parking of new mobile homes overnight.
  - D. NO discharging of any waste.
  - E. NO Connecting to park utilities (i.e. electric, water, etc.)
- V. Any vehicle found violating this parking regulation SHALL BE TOWED AWAY AT THE OWNER'S EXPENSE.
- VI. This regulation shall be printed on the back of the permit issued by the District.
- VII. In compliance with Section 715.07, proper signs shall be posted.
- VIII. Extensions and exemptions to this parking regulation may be made by any District's Board Trustee.

### ALL OTHER TE PARKING LOTS AND THE TEN PROPERTY

- IX. Overnight parking in other TE parking areas or on the TEN property is prohibited. Vehicles SHALL BE TOWED AWAY AT THE OWNER'S EXPENSE.

### RESIDENTIAL PARKING EXCEPTIONS

- X. With a Parking Permit (PP35A) prominently displayed on the inside of the windshield or exterior of the vehicle, boats, travel trailers, utility trailers and motor homes or similar property may be on premises for purpose of loading, unloading, repairs, cleaning, etc. for no more than 48 hours in a 30 day period.

**TOUR PARKING**

- XI. Tour Parking Permits (PP35) may be requested at the District Office by those displaying current District FOB-IDs for their own and/or a guest's vehicle. Permit must be prominently displayed on the vehicle upon arrival and are only approved for the dates listed on the permit.

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

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

### **Property Violation Procedure**

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

### **Non-Property Violation Procedure**

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

### **Renter, Guests, Invitees**

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

### **Enforcement/Compliance Committee Process**

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

### **Trailer Estates Board of Trustees**

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

**PENALTY/FINE SCHEDULE**

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

## **PART F: SPECIAL RULES GOVERNING SIGNAGE**

### **SECTION I. SPECIAL EVENT SIGNAGE (Created 1/2/24)**

The purpose of sponsor signage for a club is to assist with fundraising during specific Special Events or Tournaments.

- A. Banners or Posters maximum size is 18 square feet (3' x 6' Banner).
- B. NO Yard Signs.
- C. May be located in specific locations of a Special Event or Tournament and must face into event and not outward to community (if possible).
- D. Sponsor Banners or Posters may not be attached to the wall inside any TE building.
- E. Duration is limited to during the Special Event or Tournament and may only be put up the morning of the Special Event or Tournament and removed when the event concludes that day. They can be put up each morning of the event and removed at the conclusion each day.
- F. Banners or Posters cannot stay up overnight.
- G. Banner or Posters may not contain vulgar language or message, swear words or pictures of a questionable nature.

Any Banners or Posters that do not meet the above criteria will be removed immediately.

### **SECTION II. POLITICAL SIGNAGE (Created 1/2/24)**

These rules for Political Signage are based on rules taken from Manatee County Ordinance.

- A. Maximum height of political signs is ten (10) feet.
- B. The maximum sign area is six (6) square feet or 24" x 36".
- C. Erection and removal of all political signs shall be the joint responsibility of the owner of the property upon which the sign is placed, or the owner of such sign and the candidate for whom such sign was placed. Each person shall be jointly and severally liable for violation of the terms and conditions of this section.
- D. Political signs, as temporary signs, may be erected on private property, no more than 60 days in advance of the election and shall be removed within thirty (30) days after the election or a referendum issue has been decided (per Florida Statute 106.1435-Usage and removal of political campaign advertisements).

- E. Maximum of 3 signs per property. Flags and Banners are included in this rule.
- F. Any person who violates any provisions of these Political Signage rules shall be subject to the Violations & Fines as detailed in Part E of these Rules & Regulations. Each day that a violation continues shall be deemed a separate violation.
- G. These rules do not apply to any other type of signage. Deed Restriction rules for Real Estate signs, contractor signs or any other type of signs remain in effect.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BINGO POLICY PP 15A**

Bingo is currently operated by Trailer Estates Park & Recreation District (TEPRD). The district can conduct bingo provided the proceeds of such games shall be distributed to players in the form of cash or prizes after having deducting the actual business expenses for such games for articles for and essential to the operation, conduct, and playing of bingo and to conduct 50/50 raffles provided at least 50% of the raffle proceeds shall be distributed in the form of cash or prizes. Such bingo games or raffles shall be held only on property owned or leased for not less than 1 year by the district. Depending on the number of players, cash prizes can be large. To that extent, the following rules shall be complied with.

**SECTION I.**

**Bingo is not open to the public or visitors.** Admission to play Bingo is by District FOB-ID or District Guest FOB-ID, issued by TE office in accordance with Rules and Regulations, Part A, except Section II, paragraph D does not apply.

**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 cards starting at 5:30 p.m. with others buying their cards when the helpers are ready (usually 6:00 p.m.) on game night only. Helpers/representatives may not purchase cards for other residents or guests of residents. No "advance" ticket sales are permitted.
- 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/Representative.

- A. The Trustee representative shall be responsible to see that all bingo games are conducted pursuant to Florida State Statutes.



**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BINGO POLICY PP 15A**

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 these rules 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  
KEYLESS SECURITY SYSTEM (FOB-IDS)**

**PP 27A**

**Purpose:** To provide security for Trailer Estates common areas doors, provide access for residents, and monitor access and usage to facility.

**Operation:** Residents must purchase FOB-ID to access common area, doors, gates and areas defined.

**Eligibility:**

1. FOB-ID will be issued to persons based on their residency and eligibility. FOB-IDs may be issued to property owners not residing within the Trailer Estates Community. Property owners who lease their property will not provide FOB-ID to tenants. Tenant must register for FOB-ID providing age requirements, lease agreement, etc.
2. Each person requesting a FOB-ID must be a registered property owner, guest or renter resident of Trailer Estates Park & Recreation District. FOB-IDs will be issued only after person or guest has submitted age verification documents, picture ID, and approval of residency according to deed restrictions.
3. Each owner, renter and authorized household member must be individually registered as a resident.
4. Annually, each resident must also complete an Owner Information Form providing, emergency contact information, their alternate address if Trailer Estates Park & Recreation District is not their primary residence, person responsible for lawn mowing, etc.

**Resident's FOB-IDs (See Separate Renter/Lessor below):** To use facilities, registered residents must purchase FOB-IDs. Price will be \$50 per FOB-ID, non-transferable and non-refundable. FOB-IDs will be activated as follows:

Fulltime Residents/Owner: Renewal of FOB-IDs will be activated for one year on Primary FOB-ID holder's Birthday. Resident must update their information annually to renew for the following year. There will be no charge for renewing.

Seasonal Resident/Owner: Issued and activated from the time resident registers to the expected departure date. Upon return and after registering, residents must update their information. There will be no charge for reactivating FOB-ID.

**Households:** At the request of the owner(s) and during the time of purchase, additional members of the household that are registered residents may be listed for use of the Primary Resident's FOB-ID. The owner(s) must sign an agreement to accept responsibility for the proper use of the FOB-ID and District facilities by household members.

**Guests:** Guests may enter and use facilities if accompanied by the owner. Guests may no longer use the resident's FOB-ID. If guests desire to use pool or other facilities without the owner, the resident must obtain their guests' Guest FOB-IDs that will be issued for the duration of the visit. One Guest FOB-ID per 2 adults and children; however, if each adult guest would like a FOB-ID they may pay for it. Guest FOB-ID cost is \$5.00 each and is non-refundable.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
KEYLESS SECURITY SYSTEM (FOB-IDS) PP 27A**

**Renter/Lessor:** May purchase FOB-IDs that will be activated for the limited periods of time that they will be present in Trailer Estates. The FOB-ID will expire when the lease expires (but will not be issued for more than 1 year). There will be a fee of \$50 which is non-refundable. Renter/Lessor purchased FOB-IDs may be re-activated each year for a fee of \$25 (non-refundable).

**Rules:** Each person must use their own FOB-ID. Anyone sharing their FOB-ID or granting access to another person, or abusing facilities or other violations is subject to deactivation of FOB-ID, and other penalties as authorized by Trustees.

**Non-Transferrable:** FOB-IDs will be deactivated upon death or vacating by resident. FOB-IDs will not be transferred. New FOB-IDs must be purchased by new owners, new renters, a different family member becoming a resident, etc.

**Special FOB-ID:** Will be issued to Trustees and Employees programmed as needed for their duties.

**Multiple FOB-IDs:** A resident that desires a second FOB-ID for personal reasons, may purchase a second FOB-ID at the cost of \$50. This is for personal use only. Both FOB-IDs are subject to above rules, and violations will result in deactivation of both FOB-IDs.

**Lost FOB-IDs:** The charge for replacement of a lost FOB-ID will be \$50.

**ANY EXISTING FOB-IDs THAT ARE NOT WITHIN ABOVE POLICY WILL NOT BE RENEWED.**

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
AGREEMENT OF RESPONSIBILITY FOR GUEST(S) FOB-IDs PP 30**

**OWNER NAME:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**RENTER NAME:** \_\_\_\_\_

**GUEST(S) NAME(S)** **AGE OR DATE OF BIRTH**

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

**DURATION OF VISIT, FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

I AM THE OWNER, RENTER OR AGENT OF THE ABOVE PROPERTY IN TRAILER ESTATES. I ACCEPT THE RESPONSIBINAL 5-21-24ILITY AND ACCOUNTABILITY BOTH FOR THE COMPLIANCE OF ALL RULES AND REGULATIONS GOVERNING THE USE OF TRAILER ESTATES COMMON FACILITIES AND THE FISCAL RESPONSIBILITY FOR ANY DAMAGE THAT THE ABOVE NAMED PERSON(S) AND THEIR GUESTS MAY CAUSE.

I DO HEREBY CERTIFY THAT NONE OF THE ABOVE GUEST (S) HAVE EXCEEDED OR WILL EXCEED THE 30-DAY ANNUAL LIMIT PER YEAR PER GUEST PER TRAILER ESTATES'S DEED RESTRICTIONS.

**OWNERS' SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RENTER RESIDENT  
SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**(SIGNATURE MUST BE NOTARIZED IF NOT SIGNED IN TRAILER ESTATES OFFICE)**

**VIOLATION OF RULES MAY RESULT IN LOSS OF GUEST FOB-ID PRIVILEGE.**

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
USE OF FACILITIES: REFUSE/DUMPSTER POLICY PP 45**

Trailer Estates Park and Recreation District provides for the regular pickup of household garbage, excluding yard waste. Check the District bulletin boards for the current day and time schedule.

The intent of the dumpsters are to provide residents the ability to dispose of household solid waste such as furniture, small self-completed interior/exterior construction jobs, and other solid waste items. Dumpsters are available for the exclusive use of Trailer Estates Park and Recreation District residents. Outside contractors doing work for TE residents **are not** allowed to use dumpsters. Tree trimming and yard maintenance is exempt from this policy. Separate dumpsters for solid waste, yard waste, and comingled recycling are located in the trailer storage yard. Gates are locked and are accessible using your FOB-ID.

Outside contractors, including the various contractors located within TE, hired to renovate a resident's home must provide their own private dumpster. The contractor's dumpster must be placed at the job site, so it does not block road traffic. Renovations to resident's home also include pavers, concrete removal and heavy debris.

Residents who are not physically located in TE during the time of renovation must provide the Maintenance Foremen with a letter identifying the contractor and authorizing the placement of a dumpster to conduct the renovations.

It is a violation of District rule for persons to do the following actions:

- 1) placing items in a dumpster that has been identified as being filled to capacity or marked with a sign stating "No More Dumping Today"
- 2) placing items in a dumpster that exceed the height of the dumpster
- 3) placing items in the incorreced dumpster (i.e. solid waste in the yard waste dumpster, placing solid waste in the recycling dumpster)
- 4) placing solid waste, yard waste, plastic bags, Styrofoam or glass other than bottles/jars in the recycling
- 5) placing items on the grounds around or outside of the dumpster area
- 6) placing of appliances (e.g. refrigerators ovens, air conditioning units) or electronics (e.g. televisions, computers) in the dumpsters or on the grounds around or outside of the dumpster area

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
USE OF FACILITIES: REFUSE/DUMPSTER POLICY PP 45**

- 7) placing hazardous materials (including flammables, oils, batteries, chemicals, etc.) in the dumpsters or on the grounds around or outside of the dumpster area
- 8) allowing a contractor, including tree trimmers, paver installers and renovators access to a dumpster.

The dumpster area is under video surveillance. Offenders face the actual cost for alleviating such issues plus an administrative fee of 25% of the actual cost per offense. It should be noted the actual cost could include medical expenses incurred by the maintenance staff while alleviating the issue. Repeat offenders may also be scheduled for a public hearing as described in the Rules and Regulations Part E: Penalties. Egregious violations such the placing of excessive amounts (i.e. an entire demolished home) will be dealt with on an individual basis that may include the cost of the dumpster dump in addition to those costs identified above.

**COMINGLED RECYCLING**

**What can be placed in the comingled recycling?**

Newspaper, junk mail, shopping ads, windowed envelopes, magazines, office and computer paper (all colors), phone books, greeting cards, brown paper bags, fiber board (cereal, cracker, frozen food and soda boxes), cardboard (must be broken down flat), glass bottles/jars (all colors), aluminum and steel cans (soup/vegetable), jar lids, CLEAN aluminum pie pans (non-food stained), empty aerosol cans, milk and juice cartons and plastics #1-7 (any plastic with a numbered triangle on the container-numbered triangle required for recycling).

**NO PLASTIC BAGS OR STYROFOAM  
DO NOT USE FOR SOLID WASTE NOR YARD WASTE**

**What materials will NOT be collected for recycling?**

NOT these Paper items: Food wrap, gift wrap, paper mixed with food or wax, paper plates, cups or napkins, paper towels, greasy pizza boxes, tissues or tissue paper.

NOT these Glass items: Ceramics, dishes, broken glass, coffee pots, crystal, drinking glasses, eyeglasses, light bulbs, mirrors, plate glass, vases, pottery, windows and windshields.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
USE OF FACILITIES: REFUSE/DUMPSTER POLICY PP 45**

NOT these Metal items: Food stained aluminum foil, aluminum siding, appliances, auto parts, deli trays, kitchen utensils, lawn furniture, machines, metal building materials, paint cans, tin roofs, tools, toxic material or window frames.

NOT these Plastic items: Any items that do not have #1 through #7 stamped in the recycling symbol on the bottom of the container, including, but not limited to: cellophane, clothes hangers, diapers, lawn furniture, plastic bags, PVC, toxic materials or plastic toys.

**YARD WASTE**

Only brush, trees, leaves and grass may be put in the Yard Waste dumpster. Paper lawn bags (only) may be used; NO plastic bags. **NO** soil or rocks may be placed in this dumpster. All other yard materials should be placed in the Solid Waste dumpster.

**SOLID WASTE**

This dumpster is for general trash and debris. No flammable, oils, batteries, chemicals, televisions, computer screens, large appliances, A/C units or propane tanks are allowed (these items can be recycled quarterly at Manatee County recycle locations at no charge, watch your water bill for times and locations).

Note: Motor oils can be recycled at most retail automotive stores. Batteries can be recycled at Batteries Plus and propane tanks can be recycled at Detweilers. **DO NOT PUT THESE ITEMS IN ANY DUMPSTER.**

**TELEVISIONS, COMPUTER SCREENS, A/C UNITS AND LARGE APPLIANCES CANNOT BE PLACED IN OR AROUND THE DUMPSTERS.**

Note: For a fee Waste Pro will pick up these items curbside if you call ahead to schedule it at 941-355-9600.

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda PP15A Bingo Policy

For Upcoming Meeting—Date 5/21/24

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

See attachment

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 Attachment

Trustee Trotter

Date Submitted 4/23/2024

Chairman/Designee 

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



**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BINGO POLICY PP 15A**

Bingo is currently operated by Trailer Estates Park & Recreation District (TEPRD). The district can conduct bingo provided the proceeds of such games shall be distributed to players in the form of cash or prizes after having deducting the actual business expenses for such games for articles for and essential to the operation, conduct, and playing of bingo and to conduct 50/50 raffles provided at least 50% of the raffle proceeds shall be distributed in the form of cash or prizes. Such bingo games or raffles shall be held only on property owned or leased for not less than 1 year by the district. Depending on the number of players, cash prizes can be large. To that extent, the following rules shall be complied with.

**SECTION I.**

**Bingo is not open to the public or visitors.** Admission to play Bingo is by District Identification Card or District Guest Card, issued by TE office in accordance with Rules and Regulations, Part A, except Section II, paragraph D does not apply.

**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 cards starting at 5:30 p.m. with others buying their cards when the helpers are ready (usually 6:00 p.m.) on game night only. Helpers/representatives may not purchase cards for other residents or guests of residents. No “advance” ticket sales are permitted.
  
- 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/Representative.

- A. The Trustee representative shall be responsible to see that all bingo games are conducted pursuant to Florida State Statutes.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BINGO POLICY PP 15A**

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 these rules 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.

**Chapter 2021-261 (law governing Trailer Estates):**

Section 15 (11) - To conduct bingo provided the proceeds of such games shall be distributed to players in the form of cash or prizes after having deducted the actual business expenses for such games for articles for and essential to the operation, conduct, and playing of bingo, and to conduct 50-50 raffles provided at least 50 percent of the raffle proceeds shall be distributed in the form of cash or prizes. Such bingo games or raffles shall be held only on property owned or leased for not less than 1 year by the District.

**Florida Statute 849.0931** Bingo Authorized; conditions for conduct; permitted uses of proceeds; limitations (excerpts from):

(5) "...a jackpot shall not exceed the value of \$250 in actual money or its equivalent, and there shall be nor more than three jackpots in any one session of bingo."

(6) "...the number of days per week during which organizations... may conduct bingo shall not exceed two."

(7) "... All other game prizes shall not exceed \$50."

(8) "Each person involved in the conduct of any bingo game ...may not be compensated in any way for operation of such game... A caller in a bingo game may not be a participant in that bingo game."

(10)(a) "No one under 18 years of age shall be allowed to play any bingo game... or be involved in the conduct of a bingo game... in any way."

(12)(d) "All numbers shall be visibly displayed after being drawn..."

(12)(f) "When a caller has started to vocally announce a number, the caller shall complete the call. If any player has obtained a bingo on a previous number, such player will share the prize with the player who gained bingo on the last number called."

(12)(g) "Numbers on the winning cards, or sheets shall be announced and verified in the presence of another player..."

(12)(h) "Upon determining a winner, the caller shall ask, "Are there any other winners?" If no one replies, the caller shall declare the game closed. No other player is entitled to share the prize unless she or he has declared a bingo prior to this announcement."

(12)(i) "Seats may not be held or reserved by an organization or person involved in the conduct of any bingo game for players not present, nor may cards be set aside, held, or reserved from one session to another for any player."

PP38 Bingo Policy PP15A attachment

1. Under Section 1. Change the paragraph to read as follows:

**Bingo is not open to the public or visitors.** Admission to play Bingo is by a **current** District Identification Card or a **current** District Guest Card, issued by TE office in accordance with Rules and Regulations, Part A, except Section II, paragraph D does not apply.

2. Under Section III.C. Change to read as follows:

**Each player may purchase as many cards as desired. Bingo participants are required to purchase their own individual bingo cards and may not purchase cards for other participants.**

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Update PP26 - Application...

For Upcoming Meeting—Date 05/21/2024

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): To review draft  
of PP26-Application for Prospective Purchase or Title Transfer or Renter(s) to add  
a space for LLC, correct age verification and remove "Florida" from the notary block.


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 PP26 and current PP26



Trustee Lori Dalton

Date Submitted 05/08/2024

Chairman/Designee 

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

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

**PP 26**

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

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

LLC: \_\_\_\_\_

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

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

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

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

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

AGE(S) VERIFIED BY:                       DRIVERS LICENSE                       BIRTH CERTIFICATE  
 PASSPORT                                       MEDICARE CARD                       OTHER STATE ISSUED PHOTO ID

ATTACH PHOTOCOPY OF DOCUMENTS USED

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

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

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

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

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

SWORN TO (OR AFFIRMED) AND SUBSCRIBED before me by means of  physical presence or  online  
Notarization, this \_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_, who is personally  
known to me or produced \_\_\_\_\_ as identification.

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

Printed Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**APPLICATION ACTION:**

PURCHASE OR TITLE TRANSFER OR RENTER (S):

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

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

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

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



TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Update PP27 - Annual Owner Information Form

For Upcoming Meeting—Date 05/21/2024

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**


Rationale (for workshops)/ MOTION (for board meetings): To review proposed changes to PP27-Annual Owner Information Form.

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 and Proposed PP27

Trustee Lori Dalton

Date Submitted 05/07/2024

Chairman/Designee 

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



**TRAILER ESTATES PARK AND RECREATION DISTRICT  
ANNUAL OWNER INFORMATION FORM PP 27**

**TO BE COMPLETED ANNUALLY**

Property Address: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

*Line* 

LLC Name (if applicable): \_\_\_\_\_

T.E. PO Box: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Tax Address (WHERE TAX BILL IS MAILED): \_\_\_\_\_

Off Season Address: \_\_\_\_\_

**EMERGENCY CONTACT FILE:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**WHO TAKES CARE OF LAWN:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**OCCUPANCY:** (check all that apply)

Owner Occupied:  Seasonal  All year

Renter Occupied:  Seasonal  All year

*ok*  
*(initials)*

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
OWNER INFORMATION FORM PP 27**

Property Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

T.E. Box Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Tax Address (WHERE TAX BILL IS MAILED): \_\_\_\_\_

Off Season Address (IF DIFFERENT THAN TAX ADDRESS): \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address (optional): \_\_\_\_\_

**EMERGENCY CONTACT FILE:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

**WHO TAKES CARE OF LAWN:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**WHO HAS KEY TO YOUR HOME:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

(For emergency only)

**FOR OFFICE USE ONLY:**

FOB(S): \_\_\_\_\_

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Update PP28 - Agreement of Responsibility Renter Resident

For Upcoming Meeting—Date 05/21/2024

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): To review draft  
of PP28-Agreement of Responsibility Renter Resident to remove Age & Date of Birth,  
add a notary block and "or less than 30 days".

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 PP28 and current PP28

Trustee Lori Dalton

Date Submitted 05/08/2024

Chairman/Designee

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

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
AGREEMENT OF RESPONSIBILITY RENTER RESIDENT PP 28**

**OWNER NAME:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**RENTER(S) NAME(S):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DURATION OF LEASE, FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

I AM THE OWNER (OR AGENT) OF THE ABOVE PROPERTY IN TRAILER ESTATES. I ACCEPT THE RESPONSIBILITY AND ACCOUNTABILITY BOTH FOR THE COMPLIANCE OF ALL RULES AND REGULATIONS GOVERNING THE USE OF TRAILER ESTATES COMMON FACILITIES AND THE FISCAL RESPONSIBILITY FOR ANY DAMAGE THAT THE ABOVE NAMED PERSON(S) AND THEIR GUESTS MAY CAUSE. **I ALSO UNDERSTAND THAT I MAY NOT GIVE, LEND OR SELL A FOB TO SAID COMMON FACILITIES TO ANY RENTER.**

**OWNERS' SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**(SIGNATURE MUST BE NOTARIZED IF NOT SIGNED IN TRAILER ESTATES OFFICE)**

**THE ABOVE TO BE COMPLETED BY OWNER.**

STATE OF \_\_\_\_\_

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

SWORN TO (OR AFFIRMED) AND SUBSCRIBED before me by means of  physical presence or  online

Notarization, this \_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_, who is personally known to me or produced \_\_\_\_\_ as identification.

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

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

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

**BELOW TO BE SIGNED BY RENTER RESIDENT:**

I UNDERSTAND AND AGREE TO PAY AN **ANNUAL REGISTRATION FEE OF \$50.00** FOR THE ABOVE ADDRESS. **ADDITIONALLY, FOR A NON-REFUNDABLE FEE OF \$50.00 PER FOB,** ONE (1) FOB WILL BE ISSUED AND AN ADDITIONAL FOB MAY BE ISSUED, IF NEEDED, FOR AN ADDITIONAL RENTER THAT IS LISTED ON THE AGREEMENT OF RESPONSIBILITY RENTER RESIDENT FORM. A MAXIMUM OF TWO (2) FOBS WILL BE ISSUED TO A PROPERTY ADDRESS. I MUST PAY A FEE OF \$50.00 FOR EACH FACILITY FOB, WHICH IS NOT REFUNDABLE. IF A FOB IS LOST DURING THE RENTAL PERIOD, A NEW FOB MAY BE PURCHASED FOR \$50. I AGREE TO ALL THE PROVISIONS OF THIS LEASE AGREEMENT.

IF YOU ARE A RETURNING RENTER AND YOU HAVE YOUR PURCHASED FOB, YOU MAY REACTIVATE IT FOR \$25 PER RENTAL PERIOD, NOT TO EXCEED ONE (1) YEAR OR LESS THAN 30 DAYS..

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
AGREEMENT OF RESPONSIBILITY RENTER RESIDENT PP 28**

RENTER RESIDENT

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

POST OFFICE BOX NUMBER: \_\_\_\_\_ PHONE NUMBER(s) \_\_\_\_\_

**ADDITIONAL DOCUMENTS ARE REQUIRED TO OBTAIN FOB AND/OR RESIDENT RENTER CARD**

**EMERGENCY CONTACT PERSON:**

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

PHONE NUMBER (S): \_\_\_\_\_

DRAFT 5/21/24

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
AGREEMENT OF RESPONSIBILITY RENTER RESIDENT PP 28**

**OWNER NAME:** \_\_\_\_\_  
**PROPERTY ADDRESS:** \_\_\_\_\_

<u>RENTER(S) NAME(S)</u>	<u>AGE AND DATE OF BIRTH</u>
_____	_____
_____	_____
_____	_____

**DURATION OF LEASE, FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

I AM THE OWNER (OR AGENT) OF THE ABOVE PROPERTY IN TRAILER ESTATES. I ACCEPT THE RESPONSIBILITY AND ACCOUNTABILITY BOTH FOR THE COMPLIANCE OF ALL RULES AND REGULATIONS GOVERNING THE USE OF TRAILER ESTATES COMMON FACILITIES AND THE FISCAL RESPONSIBILITY FOR ANY DAMAGE THAT THE ABOVE NAMED PERSON(S) AND THEIR GUESTS MAY CAUSE. I ALSO UNDERSTAND THAT I MAY NOT GIVE, LEND OR SELL A FOB TO SAID COMMON FACILITIES TO ANY RENTER.

**OWNERS' SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(SIGNATURE MUST BE NOTARIZED IF NOT SIGNED IN TRAILER ESTATES OFFICE)  
**THE ABOVE TO BE COMPLETED BY OWNER.**

**BELOW TO BE SIGNED BY RENTER RESIDENT:**

I UNDERSTAND AND AGREE TO PAY AN ANNUAL REGISTRATION FEE OF \$50.00 FOR THE ABOVE ADDRESS. ADDITIONALLY, FOR A NON-REFUNDABLE FEE OF \$50.00 PER FOB, ONE (1) FOB WILL BE ISSUED AND AN ADDITIONAL FOB MAY BE ISSUED, IF NEEDED, FOR AN ADDITIONAL RENTER THAT IS LISTED ON THE AGREEMENT OF RESPONSIBILITY RENTER RESIDENT FORM. A MAXIMUM OF TWO (2) FOBS WILL BE ISSUED TO A PROPERTY ADDRESS. I MUST PAY A FEE OF \$50.00 FOR EACH FACILITY FOB, WHICH IS NOT REFUNDABLE. IF A FOB IS LOST DURING THE RENTAL PERIOD, A NEW FOB MAY BE PURCHASED FOR \$50. I AGREE TO ALL THE PROVISIONS OF THIS LEASE AGREEMENT.

IF YOU ARE A RETURNING RENTER AND YOU HAVE YOUR PURCHASED FOB, YOU MAY REACTIVATE IT FOR \$25 PER RENTAL PERIOD, NOT TO EXCEED ONE (1) YEAR.

**RENTER RESIDENT**  
**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOB NUMBER ISSUED:** \_\_\_\_\_

**POST OFFICE BOX NUMBER:** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_

**ADDITIONAL DOCUMENTS ARE REQUIRED TO OBTAIN FOB AND/OR RESIDENT RENTER CARD**

**EMERGENCY CONTACT PERSON:**  
**NAME:** \_\_\_\_\_

**PHONE NUMBER (S):** \_\_\_\_\_

**TRAILER ESTATES PARK AND RECREATION DISTRICT**

**BOARD AGENDA ITEM FORM**

**PP 38**

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Memo From Chairman - Re- ARC Members

For Upcoming Meeting—Date May 21, 2024

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Please see attached memo

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

Memorandum from Chairman Trotter

Trustee Chairman Trotter

Date Submitted May 7, 2024

Chairman/Designee 

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

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TRAILER ESTATES PARK AND RECREATION DISTRICT  
MEMORANDUM

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TO: TRAILER ESTATES BOARD OF TRUSTEES

FROM: DUANE E. TROTTER

SUBJECT: RE-APPOINTMENT OF ARC MEMBERS

DATE: 05/7/2024

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As a function of the Chairman's office, I hereby re-appoint the following members to the Architectural Review Committee (ARC):

Charlie Rizzo

Howard Moore

Jim Harvey

Dr. Denise Petrelli-Holst

Richard Fernandez

Dave Berry

Their current terms expire June 30, 2024. The new terms will be from July 1, 2024 to June 30, 2025.



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

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Resident Severe Weather & Disaster Preparedness Resources New PP20A

For Upcoming Meeting—Date May 21, 2024

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): This is a new publication targeted to the residents of Trailer Estates and makes it easier to find information in case of Severe Weather or a Natural Disaster.

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.)  
PP20A New

Trustee Park Manager Morris

Date Submitted May 9, 2024

Chairman/Designee 

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



JUNE 2024  
TRAILER ESTATES RESIDENTS

**SEVERE WEATHER &  
DISASTER PREPAREDNESS  
RESOURCES**

Hurricane Season:  
June 1 - November 30



**TRAILER ESTATES**  
Park & Recreation District

1903 69th Ave W  
Bradenton, FL 34207  
941-756-7177



# TRAILER ESTATES

## Park & Recreation District

Trailer Estates Park and Recreation District  
Severe Weather & Disaster Preparedness Resources  
June 2024

**INTRODUCTION:** Trailer Estates Park and Recreation District is an Independent Special Taxing District pursuant to Chapter 189, Florida Statutes located at 1903 69<sup>th</sup> Avenue West, Bradenton, Florida 34207. Trailer Estates Park and Recreation District consists of approximately 1274 mobile homes and 2500 residents; most of which are seasonal.

This Severe Weather & Disaster Preparedness Resource is designed to assist our residents formulate their own plan in case Severe weather or a disaster event takes place. Residents are responsible for their own homes and property at all times. These resources are provided as a courtesy to give our residents the tools they may need to stay safe. Owners are responsible for taking due diligence to ensure their property and possessions are fully protected. All costs associated with the removal and/or dismantling damaged mobile homes shall be borne by the home owner.

To assist its residents, Trailer Estates has established the following information, which is by no means complete, but will give you the resources to begin your plan. Should an event occur, our seasonal owners will need to inquire if their home/property has been damaged. This emergency contact file will benefit owners, emergency responders and Trailer Estates. An emergency contact section is on the PP27 form, residents fill out each year when they renew their FOB and is available in the Trailer Estates Office. Please take the time to complete this form.

The following web sites are provided to assist in developing a personal family emergency preparedness plan, identify important evacuation routes, shelters, and telephone numbers. Residents who need evacuation transportation or require sheltering assistance must be pre-registered. Annual registration is required. The instruction letter and specialty need application can be found under [www.mymanatee.org](http://www.mymanatee.org), Specialty Needs Registry.

[www.mymanatee.org](http://www.mymanatee.org)  
[www.floridadisaster.org](http://www.floridadisaster.org)  
[www.MySuncoast.com](http://www.MySuncoast.com)

[www.mymanatee.org/emergency](http://www.mymanatee.org/emergency)  
[www.americanredcross.org](http://www.americanredcross.org)  
[www.salvationarmy.org](http://www.salvationarmy.org)

There are several methods residents of Trailer Estates can use to stay informed of disaster information, evacuation routes, hurricane preparedness and emergency shelter information. Local television and radio stations throughout the area provide information. TE Channel 732 will provide information as long as there is access. Announcements are made at the Board of Trustee meetings. Emergency preparedness information is also provided by Trailer Estates Community Emergency Response Team (CERT) and may periodically be available at the Post Office.

The following are Trailer Estates office and emergency contact information:

Office Telephone: (941) 756-7177 - fax (941) 755-2937

Office Hours: 9am - Noon and 1:00 p.m. - 4:00 p.m. Mon - Friday unless otherwise posted.

Trailer Estates Website: [www.trailerestates.com](http://www.trailerestates.com)

TE Facebook Page: Trailer Estates Park and Recreation District (Official)

During any emergency, the Chairman of the Board of Trustees is in charge and is assisted by the Maintenance Trustee.

## CERT




Cedar Hammock Fire District is our Fire Department and is reachable by dialing 911.




Trailer Estates has a CERT. Community Emergency Response Team (CERT) is an organization whose primary goal is the support of local disaster planning and emergency preparedness for TE residents and established CERT volunteers. The association works with local, state and national CERT teams and programs. It also participates in the annual statewide conference where CERT teams are able to learn from subject matter experts on a variety of pertinent and interesting topics that enhance individual and team performance. Team members also have the opportunity to drill and network with like motivated CERT graduates from all over the state of Florida.

The web site will serve as a clearinghouse resource for all CERT activities within Trailer Estates. The aim is to include timely and useful CERT information from a variety of sources. Also, it is a location where TE CERT members can share their news, events, and pictures with others.

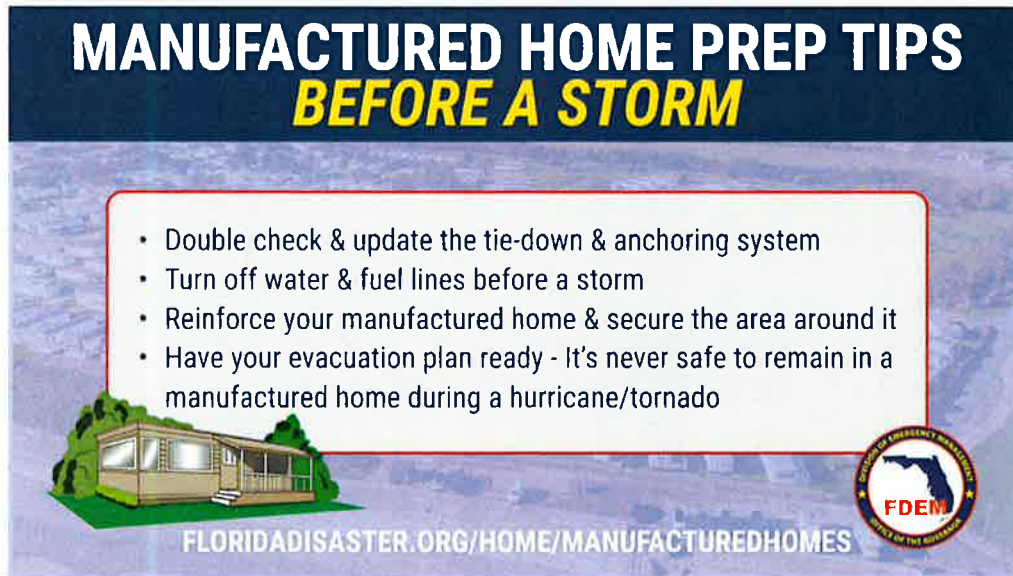
<http://www.cert-te.org/index.html>

## MANATEE COUNTY SHELTER INFORMATION

Distance from TE		SHELTER NAME	SHELTER ADDRESS
1.1		Bayshore Elementary	6120 26th Street West, Bradenton
9.0		Braden River Middle School	6215 River Club Blvd, Bradenton
6.6		Braden River High School	6545 SR 70 East, Bradenton
12.0		Buffalo Creek Middle School	7320 69th Street East, Palmetto
1.6		Daughtrey Elementary	515 63rd Ave East, Bradenton
9.5		Freedom Elementary school	9515 State Road 64 East, Bradenton
10.0		Gullett Elementary School	12125 44th Avenue East, Bradenton
9.5		Haile Middle School	950 I State Road 64 East, Bradenton
20.2		Harvey Middle School	8610 115th Ave, East, Parrish
4.9		Johnson-Wakeland School of IB	2121 26th Avenue East, Bradenton
3.8		Kinnan Elementary School	3415 Tallevast Road, Sarasota
2.2		Lee Middle School	4000 53rd Avenue West, Bradenton
5.1		Manatee High School	902 33rd Street Court West, Bradenton
11.0		McNeal Elementary School	6325 Lorraine Road, Lakewood Ranch
6.6		Miller Elementary School	601 43rd Street West, Bradenton
12.0		Mills Elementary School	7200 69th Street East, Palmetto
26.0		Myakka City Elementary School	37205 Manatee Avenue, Myakka City
3.4		Oneco Elementary School	5214 22nd Street Court East, Bradenton
3.8		Prine Elementary School	3801 Southern Parkway, Bradenton
4.7		Rodgers Garden Elementary	515 13th Ave West, Bradenton
6.5		Seabreeze Elementary School	3601 71st Street West, Bradenton
10.0		Tillman Elementary School	1415 29th Street East, Palmetto
13.0		Williams Elementary School	3404 Fort Hamer Road, Parrish
12.0		Willis Elementary School	14705 The Masters Avenue, Bradenton
18.0		Witt Elementary School	200 Rye Road East, Bradenton

 PET-FRIENDLY SHELTERS	 TELEVISION	 RADIO
<p>Shelter openings vary with each emergency. Shelter openings will differ by size and intensity of a disaster. <b>Do not go to the shelter until local officials announce that the shelter is open.</b> Stay tuned to local media and the County website for a listing of shelters, to include the Pet-friendly shelters, which will be opened for an event.</p>	<p>WFLA – CH. 8                      WTSP – CH. 10                      WTVT – CH. 13                      WFTS – CH. 28                      WWSB – CH. 40                      WBSV – CH. 62                      Bay News 9</p>	<p>WFLA – 970 AM                      WWPR – 1490 AM                      WJIS – 88.1 FM                      WXTQ – 106.5 FM</p>

# Make a Plan for Manufactured Homes



**MANUFACTURED HOME PREP TIPS**  
**BEFORE A STORM**

- Double check & update the tie-down & anchoring system
- Turn off water & fuel lines before a storm
- Reinforce your manufactured home & secure the area around it
- Have your evacuation plan ready - It's never safe to remain in a manufactured home during a hurricane/tornado

[FLORIDADISASTER.ORG/HOME/MANUFACTUREDHOMES](https://www.floridadisaster.org/home/manufacturedhomes/)

FDEM  
FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT  
STATE OF FLORIDA

The best way to protect yourself and your family is to have a disaster plan that fits your needs. If you live in a manufactured home there are steps that can be taken to better protect your property and recover efficiently after a disaster.

**Develop a comprehensive disaster plan before a storm threatens your area.** For manufactured home homeowners, many of the precautionary measures take time and planning that should be done well before a storm forms. It is important to budget time for the following preparations:

**Check your insurance.** Insurance for manufactured homes does not inherently cover damage related to flooding. Review your policy for coverage details and contact your insurance agent if you have any questions. To protect your home and valuables, make sure you are covered and take pictures or video of your possessions for insurance claims.

**Double check and update the tie-down and anchoring system that is keeping your manufactured home grounded.** Manufactured homes are particularly vulnerable to high winds displacing the home. Checking the quality of these systems before a disaster is essential to being prepared. If you have questions about your anchoring system, contact your local building department. Factors to consider include:

- Different styles of manufactured homes require different tie-down and anchoring systems
- These systems worsen over time and should be updated due to wear and tear

- The best way to make sure you are ready for severe weather, is to have an expert evaluate your home to see if repairs are needed
- Tie-down installation requirements are set forth in Florida Administrative Code 15C-1

**Every homeowner should have a disaster preparedness kit.** In addition to what should be in every [disaster kit](#), manufactured home homeowners should consider including tools needed to reinforce areas of their homes like anchors, wall joints, and boarding up windows and glass doors. There should also be extra consideration for materials needed, for child locks for drawers and cabinets, and ways to secure fragile items to prevent any of these from being displaced during a storm.

**Turn off water and fuel lines before a storm.** Water can be turned off at the water meter. Natural/LP gas can be turned off at the regulator or tank. Power can be turned off at the main breaker in the electrical/breaker panel.

**Secure the area around the home.** Outside décor can become harmful debris to the home during a storm. It is best to see what can be stored somewhere safe or better attached to the home to prevent further damage. Trimming trees and removing yard debris before a storm occurs is another precautionary measure that should be taken to mitigate damage during severe weather. If you are concerned with the integrity of an awning, carport, and similarly attachments, contact your local building department for an inspection. Ensuring that the address of the mobile home is highly visible is a precautionary measure that makes recovery easier.

**Have your evacuation plan ready.** It is never safe to remain in a mobile home during a high wind event such as a tropical storm, hurricane, thunderstorm, or tornado. Knowing where and when to evacuate while also having your disaster plan, is the best way protect your family and home.

**Reinforce your mobile home.** Extra ways to strengthen your mobile home include:

- Have your roof and soffits inspected for damage and weakness to wind and rain.
- Installing storm shutters

**Look into mobile home assistance resources.** There may be programs available in your area or offered by the state that can help with costs and services related to securing your mobile home. One such program is Gulf Coast State College Mobile Home Tie-Down Program.

- For more information concerning the Mobile Home Tie-Down Program, contact Gulf Coast State College at 448-201-6882, visit [www.gulfcoast.edu/tiedownprogram](http://www.gulfcoast.edu/tiedownprogram) or email [tiedownprogram@gulfcoast.edu](mailto:tiedownprogram@gulfcoast.edu).



# DISASTER SUPPLY KIT CHECKLIST



## General

- Two week minimum supply of medication, regularly used medical supplies, and a list of allergies
- A list of the style, serial number, and manufacturer information of required medical devices
- Batteries
- Flashlights  
*Do not use candles*
- NOAA Weather Radio  
*Battery operated or hand cranked*
- Cash  
*Banks and ATMs may not be available after a storm*
- Cell phone chargers
- Books, games, puzzles or other activities for children

## Phone Numbers

- Maintain a list of important phone numbers including:  
*County emergency management office, evacuation sites, doctors, banks, schools, veterinarian, a number for out of town contacts, friends and family*

## Clothing

- Rain gear such as jackets, hats, umbrellas and rain boots
- Sturdy shoes or boots and work gloves

## Special Needs Items

- Specialty items for infants, small children, the elderly, and family members with disabilities

## First Aid

- First Aid Manual
- Sterile adhesive bandages of different sizes
- Sterile gauze pads
- Hypoallergenic adhesive tape
- Triangular bandages
- Scissors
- Tweezers
- Sewing needle
- Moistened towelettes
- Antiseptic
- Disinfectant wipes
- Hand sanitizer
- Thermometer
- Tube of petroleum jelly
- Safety pins
- Soap
- Latex gloves
- Sunscreen
- Aspirin or other pain reliever
- Anti-diarrheal medicine
- Antacid
- Laxative
- Cotton balls
- Q-tips

## Food and Water

- Food  
*Nonperishable packaged or canned food and beverages, snack foods, juices, baby food, and any special dietary items to last at least 7 days*
- Water  
*1 gallon per person per day*
- Non-electric can opener
- Paper plates
- Napkins
- Plastic cups
- Utensils

## Important Documents

- Insurance cards
- Medical records
- Banking information
- Credit card numbers
- Copies of social security cards
- Copies of birth and/or marriage certificates
- Other personal documents
- Set of car, house, and office keys
- Service animal I.D., veterinary records, and proof of ownership
- Information about where you receive medication, the name of the drug, and dosage
- Copy of Will

*\*Items should be kept in a water proof container*

## Vehicle

- Keep your motor vehicle tanks filled with gasoline

## Pet Care Items

- Pet food and water to last at least 7 days
- Proper identification
- Medical records/microchip information
- A carrier or cage
- Muzzle and leash
- Water and food bowls
- Medications
- Supplies for your service animal

Find more disaster preparedness tips at  
[FloridaDisaster.org](http://FloridaDisaster.org)



# TRANSPORTATION REQUEST

Part of the Special Needs Program of Manatee County

Use this form to request bus or Handy Bus transportation to a general shelter, should county evacuation orders be given. You **MUST** pre-register for evacuation transportation assistance.

Things to know about the Transportation Assistance option:

- This is a free service to Manatee County residents
- Transportation is provided by bus or Handy Bus
- You must pre-register well in advance of an emergency
- Transportation will only go to a general population shelter
- General population shelters are located in public schools
- Keep in mind the closest shelter to your location may not be the one that is open during an emergency
- You must bring all your personal supplies with you to the general shelter, such as bedding, clothing, medication, or other supplies (note that there may not be any help available to carry these items so you will need to be able to carry your items on the bus)
- Basic meals and water will be provided at the general shelter
- Shelter life is very basic
- Shelters are set up with sleeping arrangements in a large room, such as the gymnasium, and there is not a lot of privacy
- You may not be able to access electrical outlets to charge your cell phone or other electronic devices
- The transportation will also take you home after the evacuation order has been lifted

**Return this form to:**  
**Manatee County Emergency Management**  
**PO Box 1000**  
**Bradenton, Florida 34206**

# TRANSPORTATION REQUEST

Part of the Special Needs Program of Manatee County

Use this form to request bus transportation to a general shelter, should county evacuation orders be given.  
You MUST pre-register for evacuation transportation assistance.

Return this form to Manatee County Emergency Management, PO Box 1000, Bradenton, Florida 34206

## INFORMATION FOR THE PERSON REQUESTING TRANSPORTATION

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_  Male  Female

Email Address \_\_\_\_\_

Physical Address (include apartment/lot #) \_\_\_\_\_

Subdivision \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone or TTY/TDD \_\_\_\_\_

Residence Type [check one box]:

Single Family Home  Multi-Family Home  Apartment  Mobile Home

Mailing Address: (Please enter **ONLY** if different than your Physical Address)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

## DO YOU HAVE A SERVICE ANIMAL?

YES Type of Animal \_\_\_\_\_ Type of service provided \_\_\_\_\_

NO

## ADDITIONAL INFORMATION

How many people will be sheltering with you? \_\_\_\_\_

Are you able to get on a bus using the steps?  YES  NO

If not, are you able to get on a bus using the lift?  YES  NO

Do you use a wheelchair?  YES  NO

Please include any additional information that may be helpful:

I authorize emergency response personnel to enter my home for search and rescue operations.

\_\_\_\_\_  
SIGNATURE OF INDIVIDUAL REQUESTING ASSISTANCE (OR LEGAL GUARDIAN)

\_\_\_\_\_  
DATE

NAME OF PERSON FILLING OUT THIS FORM (if not the individual) \_\_\_\_\_ PHONE \_\_\_\_\_

# MEDICAL SPECIAL NEEDS SHELTER

Part of the Special Needs Program of Manatee County

Please read and keep all the information about the medical special needs shelter before filling out this application. Filling out this application does not guarantee access to the medical special needs shelter. Return this form to Manatee County Emergency Management, PO Box 1000, Bradenton, Florida 34206

## INFORMATION FOR THE PERSON REQUESTING TRANSPORTATION

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_  Male  Female

Email Address \_\_\_\_\_

Physical Address (include apartment/lot #) \_\_\_\_\_

Subdivision \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone or TTY/TDD \_\_\_\_\_

Residence Type [check one box]:

Single Family Home  Multi-Family Home  Apartment  Mobile Home

Mailing Address: (Please enter **ONLY** if different than your Physical Address)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

## CAREGIVER INFORMATION: YOU MUST BRING A FULL TIME CAREGIVER TO THE SHELTER

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Address (include apartment/lot #) \_\_\_\_\_

City / State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone or TTY/TDD \_\_\_\_\_

Checking this box allows medical information to be shared with this Emergency Contact.

## OTHER CONTACT INFORMATION

EMERGENCY CONTACT NAME \_\_\_\_\_

Address (include apartment/lot #) \_\_\_\_\_

City / State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Checking this box allows medical information to be shared with this Emergency Contact.

## ADDITIONAL CONTACT INFORMATION

Physician Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Home Health \_\_\_\_\_ Phone Number \_\_\_\_\_

Pharmacy \_\_\_\_\_ Phone Number \_\_\_\_\_

## EVACUATION ASSISTANCE INFORMATION

### DO YOU NEED TRANSPORTATION ASSISTANCE TO THE MEDICAL SPECIAL NEEDS SHELTER?

- YES, I need transportation assistance (bus or Handy Bus)  
 NO, I do not need transportation assistance. I have my own transportation.

### DO YOU HAVE ANY OF THE FOLLOWING CONDITIONS?

- |   |  |
|---|--|
| <input type="checkbox"/> Blind / Low vision   | <input type="checkbox"/> Catheters   |
| <input type="checkbox"/> Deaf / Hard of hearing   | <input type="checkbox"/> Colostomy   |
| <input type="checkbox"/> Speech impediment  | <input type="checkbox"/> Feeding tube  |
| <input type="checkbox"/> Physical disability (Please Explain) _____                                     | <input type="checkbox"/> Do Not Resuscitate (DNR)  |
| <input type="checkbox"/> Bedridden  | <input type="checkbox"/> Hospice   |
| <input type="checkbox"/> Unable to get up or down from a cot  | <input type="checkbox"/> Needs help walking  |
| <input type="checkbox"/> Mentally / Memory impaired   | <input type="checkbox"/> Uses a walker or cane   |
| <input type="checkbox"/> Dementia / Alzheimer's   | <input type="checkbox"/> Uses a standard wheelchair  |
| <input type="checkbox"/> Anxiety or Obsessive Compulsive Disorder (OCD)                                 | <input type="checkbox"/> Uses a motorized wheelchair   |
| <input type="checkbox"/> Depression   | <input type="checkbox"/> Uses a motorized scooter  |
| <input type="checkbox"/> Dialysis   | <input type="checkbox"/> Oxygen Dependent: Check all that apply and supply detailed information (O2 type, Liters, Flow, O2 company and contact info) |
| <input type="checkbox"/> Requires constant skilled nursing care (e.g., open wounds or dressing changes) | <input type="checkbox"/> 24 Hour _____   |
| <input type="checkbox"/> I.V.s  | <input type="checkbox"/> Only overnight _____  |
| <input type="checkbox"/> Central Venous Line  | <input type="checkbox"/> Nebulizer _____   |
| <input type="checkbox"/> Assistance with medication   | <input type="checkbox"/> CPAP _____  |
| <input type="checkbox"/> Assistance needed with insulin   | <input type="checkbox"/> Ventilator _____  |
| <input type="checkbox"/> Requires refrigerated medications  | <input type="checkbox"/> Other, please list _____  |
| <input type="checkbox"/> Autism   |  |
| <input type="checkbox"/> Suction machine  |  |

### DO YOU HAVE A SERVICE ANIMAL?

YES Type of Animal \_\_\_\_\_ Type of service provided \_\_\_\_\_  
NO

### ADDITIONAL INFORMATION

How many people will be sheltering with you? \_\_\_\_\_

Are you able to get on a bus using the steps?  YES  NO

Are you able to get on a bus using the lift?  YES  NO

Please include any additional information that may be helpful:

I authorize emergency response personnel to enter my home for search and rescue operations.

\_\_\_\_\_  
SIGNATURE OF INDIVIDUAL REQUESTING ASSISTANCE (OR LEGAL GUARDIAN)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF PERSON FILLING OUT THIS FORM (if not the individual)

\_\_\_\_\_  
PHONE

C.E.R.T. SURVEY Community Emergency Response Team (Please Print)

Year round resident Yes \_\_\_\_\_. If not, months you are in Florida \_\_\_\_\_ to \_\_\_\_\_ Year round renter \_\_\_\_\_

Would you like to be notified of damage to your property if we have to evacuate. Yes \_\_\_\_ No \_\_\_\_\_

Do you give C.E.R.T. permission to enter your property to survey damage. Yes \_\_\_\_ No \_\_\_\_\_

Do you have a large propane tank on your property? Yes \_\_\_\_ No \_\_\_\_\_

NAME \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ OUT OF STATE NUMBER \_\_\_\_\_

T.E. STREET ADDRESS \_\_\_\_\_



**TRAILER ESTATES**  
 Park & Recreation District  
 200 SOUTH AVENUE WEST BRADENTON, FL 34207  
 941-982-7177  
 55+ MOBILE HOME PARK

**MAP KEY**

- 1 Office Registration
- 2 Large & Small Halls
- 3 Parking Lot
- 4 Shuttle Lanes
- 5 Swimming Pool
- 6 Activity Center
- 7 Maintenance Building
- 8 Wood Shop
- 9 Post Office
- 10 Laundry / Sick Room
- 11 Laundry / Drying Area
- 12 Bus Stop
- 13 Air Pump
- 14 Trailer & R.V. Parking
- 15 Treasure Barn
- 16 Picnic & Beach Area
- 17 Marina & Launch Ramp
- 18 Maintenance Shop
- 19 TE Property
- 20 Bocce & Horseshoes



SARASOTA BAY

**TRAILER ESTATES**  
**PARK AND RECREATION**  
**DISTRICT**

← TO SARASOTA

TO BRADENTON →

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Review & Approve PP3 - Meeting/Workshop-Trustee Participation...

For Upcoming Meeting—Date 05/21/2024

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): To review final  
PP3 with the changes discussed at the Workshop on April 16, 2024 and voted on at  
the Board Meeting on April 16, 2024.

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

Attachments: (Please attach any diagrams or pertinent information concerning this  
Agenda Item. Please list the attachments.) Final Updated PP3

Trustee Lori Dalton

Date Submitted 04/17/2024

Chairman/Designee

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

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
MEETINGS/WORKSHOPS—TRUSTEE PARTICIPATION,  
MEETING MINUTES AND PUBLIC COMMENT**

PP 3

**TRUSTEE PARTICIPATION:**

The Trailer Estates Park & Recreation District Board of Trustees has determined that allowing Trustees who are unable to be physically present for Board meetings/workshops to participate by Zoom benefits the District, by ensuring that Trustees have necessary information to make decisions, and by promoting continuity on the Board. Due to the seasonal nature of the residency in the District, the Board finds that extraordinary circumstances exist to justify Board members participation by Zoom if they are not physically present in Manatee County at the time of the meeting. The Board also finds extraordinary circumstances exist to justify participation by Zoom if a Board member is unable to be present at the meeting due to illness, medical condition.

Trustees seeking to participate in a Board meeting/workshop or all summer meetings by Zoom must notify the Chairman or Park Manager prior to the meeting to ensure a quorum is established. Upon adoption of this policy, a vote of the Board shall not be required under the circumstances described above.

In order for the Board to transact business, a quorum of Board members must be physically present. However, Trustees participating by Zoom pursuant to this policy shall be permitted to vote on all matters coming before the Board.

**MEETING MINUTES**

Trailer Estates Park & Recreation District Board of Trustees will dispense with the reading of the minutes during the board meeting.

**PUBLIC COMMENT**

***BOARD MEETINGS***

At Trailer Estates Park & Recreation District Board meetings resident comments will be limited to three (3) minutes on any topic.



**TRAILER ESTATES PARK AND RECREATION DISTRICT  
MEETINGS/WORKSHOPS—TRUSTEE PARTICIPATION,  
MEETING MINUTES AND PUBLIC COMMENT**

**PP 3**

***WORKSHOP MEETINGS***

At Trailer Estates Park & Recreation District Workshop meetings resident comments will be opened after roll call, limited to three (3) minutes and are restricted to only those topics being discussed at the workshop.

***INTERACTIVE WORKSHOPS***

During some topics the board recognizes the value of “interactive” workshops in which public comment maybe provided at the time the topic is discussed. To determine whether a workshop is interactive a board member must ask the chair at the beginning of the topic for a vote of the board to allow “interactive discussion”. The chair must take a vote if a trustee makes the request of the chair. If the majority of the board members approve, the topic in the workshop is then “interactive”.

Interactive workshops allow public comment to occur during the workshop. The procedure would be as follows:

1. At the end of a board discussion, the chair may recognize the member of the public and asks them to give their comment or question at the podium.
2. Board members can choose to respond or interact with the member of the public at that time.
3. Questions and comments from the public must be civil and follow the rules of District Meeting Behavior Policy and Procedure (new PP17).
4. If the “interaction” becomes disruptive or disorderly, as determined by the chair, the “interactive” portion of the workshop may be closed by the chair and a new vote of the board will be taken to determine whether the “interactive” workshop or topic will be restarted.

TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Eliminate PP41 - Use of Facilities/Violations

For Upcoming Meeting—Date 05/21/2024

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): To remove PP41-  
Use of Facilities/Violations as it is outdated by changes to Rules & Regulations

Part E and leave PP41 blank.  
\_\_\_\_\_  
\_\_\_\_\_

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 PPP41  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

 Trustee Lori Dalton

Date Submitted 04/17/2024

Chairman/Designee 

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

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
USE OF FACILITIES/VIOLATIONS PP 41**

Violations of policies regulating park facilities shall be punishable as noted in the policy. If it is not noted in the policy, violations shall be punishable in the same manner as outlined in the Penalties section of the Rules and Regulations, adopted Dec.4, 1989.