

TRAILER ESTATES PARK & RECREATION DISTRICT

BOARD OF TRUSTEE SPECIAL WORKSHOP

February 28, 2022

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

SMALL HALL

1903 69TH AVENUE WEST

BRADENTON, FLORIDA 34207

1. Reoccurring Workshop Agenda – Seawall Repair (Chandler)
2. 2nd Draft 2022/2023 Budget (Chandler)
3. Woodshop FOB System (Trotter)
4. Review PP25 Verification Boat Slips (Trotter)
5. Storage Lot Manager Duties (Trotter)
6. PP14A and PP14B (Trotter)
7. PP9B Community Channel Manager Duties (Trotter)
8. Beautification Committee – PP8 (Dalton)

RESIDENT COMMENTS

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

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

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

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

Agenda Preoccurring Workshop Agenda - Seawall Repair
For Upcoming Meeting—Date Dec 20, 2021

Type of Meeting (check one): Workshop Board Meeting

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

Rationale (for workshops)/ MOTION (for board meetings): place an agenda item on the workshop to update Board & Residents regarding repair to the Marina seawall until project is outlined and financed

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

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Interactive workshop to allow the exchange of information from Residents and Board Members. To be placed on Workshop agenda until further notice.

Trustee Mary Chandler

Date Submitted 12-13-21

Chairman/Designee Mike Amore

Office Manager/Designee: Date Posted 12/13/2021 Initials [Signature]
2/14/2022

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

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

Agenda 2nd Draft 2022/2023 Budget

For Upcoming Meeting—Date FEBRUARY 21, 2022

Type of Meeting (check one): Workshop Board Meeting

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

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

2nd Draft of the 2022-2023 Budget post
Changes discussed on 2-7-22

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

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Interactive workshop to allow the exchange of information from Residents and Board Members.

Prework will be distributed prior
to the meeting for Review

Trustee Mary Chandler

Date Submitted 2/14/22

Chairman/Designee Nick Larson

Office Manager/Designee: Date Posted 2/14/2022 Initials [Signature]

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

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

Agenda Woodshop FOB system

For Upcoming Meeting—Date 2/14/2022

Type of Meeting (check one): Workshop Board Meeting

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

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

Approve/disapprove request from Woodshop to add FOB system to doors.

If approved, additional workload for office staff to monitor and assign different fob numbers of members

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**
\$3649.00 not including cost of wi-fi if needed

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

See attached quote from Big Fish

Trustee Trotter

Date Submitted 2/10/2022

Chairman/Designee Mike Sanson

Office Manager/Designee: Date Posted 2/14/2022 Initials MS

FEB 10 '22 PM 2:48



Estimate

Date	Estimate #
1/31/2022	1984

Name / Address
Trailer Estates TJ Miller 1903 69th Ave W Bradenton, FL 34207

E-mail	Phone #
helpdesk@bftechfl.com	941-757-3331

Description	Qty	Rate	Total
Wood Shop			
Kantech KT-300/128K Door Controller, 128K Memory	1.00	1,130.99	1,130.99
SECO-LARM E-941SA-1200 1,200lb Electromagnetic Lock	2.00	135.00	270.00
SECO-LARM SD-7202GC-PEQ LED Illuminated RTE	2.00	45.00	90.00
Single-Gang Wall Plate w/ Large Green Button			
Honeywell OP10HONS OmniProx Proximity Reader	2.00	118.50	237.00
Cable Run 4 wire reader	2.00	180.00	360.00
Cable Run 2 wire maglock, REX and PTE	2.00	210.00	420.00
Kantech T.REX-LT T. Rex Request-to-Exit Detector with Tamper and Timer, White	2.00	103.50	207.00
Miscellaneous conduit and installation materials	1.00	125.00	125.00
Labor to install all door and door related hardware. Setup and configure controller for doors. Install access control readers. Test system operation.	1.00	810.00	810.00
		Subtotal	\$3,649.99

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

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

Agenda Review PP25 Verification Boat Slips

For Upcoming Meeting—Date ~~2/14/2022~~ 2/21/2022 *Sev*

Type of Meeting (check one): Workshop Board Meeting

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

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

Review PP25 for Boat Slip Rental verification and add PP25A, Storage Lot
Verification. (see attached)

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

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

Trustee Trotter

Date Submitted 2/9/2022

Chairman/Designee *Mike Amosone*

Office Manager/Designee: Date Posted 2/14/2022 Initials *TA*

**TRAILER ESTATES PARK AND RECREATION DISTRICT VERIFICATION
FORM FOR STORAGE LOT RENTAL PP 25**

**THIS IS VERIFICATION THAT STORAGE LOT RENTAL HAS BEEN
APPROVED FOR THE FOLLOWING:**

LOT NUMBER: _____ **LOT SIZE:** _____

APPLICANT'S NAME: _____

PHONE NUMBER/EMERG.: _____

LICENSE PLATE NUMBER: _____

BOAT REGISTRATION NUMBER: _____

APPROVED BY:

_____ **DATE:** _____

Signature (Todd Lombardi/Maintenance Trustee)

NOTE: THIS IS ONLY GOOD FOR 15 WORKING DAYS FROM THE ABOVE DATE

August 5, 2005 , *REVISED* 5/18/09; 11/2016; 2/21/2022
BOAT SLIP APPROVAL. DOC (formerly PP18)

**TRAILER ESTATES PARK AND RECREATION DISTRICT
VERIFICATION FORM FOR BOAT SLIP RENTAL PP 25**

**THIS IS VERIFICATION THAT SLIP RENTAL HAS BEEN APPROVED FOR
THE FOLLOWING:**

SLIP NUMBER: _____ **SLIP SIZE REQUIRED:** _____

APPLICANT'S NAME: _____

T.E. PROPERTY OWNER: [] **NON-TE PROPERTY OWNER** []

PHONE NUMBER/EMERG.: _____

REGISTRATION NUMBER: _____

THIS HAS BEEN APPROVED BY:

_____ **Signature (Dock Master or Assistant Dock Master)**

_____ **Date**

**NOTE: THIS IS ONLY GOOD FOR 3 WORKING DAYS FROM THE ABOVE
DATE**

FEB 9 '22 PM 12:51

**TRAILER ESTATES PARK AND RECREATION DISTRICT
VERIFICATION FORM FOR BOAT SLIP RENTAL PP 25**

**THIS IS VERIFICATION THAT SLIP RENTAL HAS BEEN APPROVED FOR
THE FOLLOWING:**

SLIP NUMBER: _____ **SLIP SIZE REQUIRED:** _____

APPLICANT'S NAME: _____

T.E. PROPERTY OWNER: [] **NON-TE PROPERTY OWNER** []

PHONE NUMBER/EMERG.: _____

REGISTRATION NUMBER: _____

THIS HAS BEEN APPROVED BY:

Signature (Dock Master or Assistant Dock Master)

Date

NOTE: THIS IS ONLY GOOD FOR 3 WORKING DAYS FROM THE ABOVE DATE

**TRAILER ESTATES PARK AND RECREATION DISTRICT
VERIFICATION FORM FOR BOAT SLIP RENTAL PP 25**

**THIS IS VERIFICATION THAT SLIP RENTAL HAS BEEN APPROVED FOR
THE FOLLOWING:**

SLIP NUMBER: _____ **SLIP SIZE REQUIRED:** _____

APPLICANT'S NAME: _____

T.E. PROPERTY OWNER: [] **NON-TE PROPERTY OWNER** []

PHONE NUMBER/EMERG.: _____

REGISTRATION NUMBER: _____

THIS HAS BEEN APPROVED BY:

Signature (Dock Master or Assistant Dock Master)

Date

NOTE: THIS IS ONLY GOOD FOR 3 WORKING DAYS FROM THE ABOVE DATE

FEB 14 '22 AM 8:19

FEB 14 '22

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

PP 38

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

Agenda Storage Lot Manager Duties

For Upcoming Meeting—Date 2/21/2022

Type of Meeting (check one): Workshop Board Meeting

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

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

As discussed in the 2/7/2022 workshop, develop the duties of a Storage Lot
Manager

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

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

Trustee Trotter

Date Submitted 2/14/2022

Chairman/Designee Nike Sanson

Office Manager/Designee: Date Posted 2/14/2022 Initials [Signature]

**TRAILER ESTATES PARK AND RECREATION DISTRICT
STORAGE LOT MANAGER DUTIES PP 9C**

The Trailer Estates Board of Trustees work with administrative volunteers to assist the district in its day-to-day operations. The RV Storage Lot Manager can be removed at anytime by the majority of the Board. The Manager will report to the Maintenance Trustee. It shall be the primary duty of the Manager to provide daily supervision and on-site inspection of ALL storage spaces. The Manager is charged with enforcing all of the Rules and Regulations of the District.

Duties shall include:

- 1) The Storage Lot Manager will coordinate with the Office Manager for residents requesting a storage lot space.
- 2) The Manager will meet with the resident and identify the length and item to be stored, ensuring proper sized storage lot is assigned.
- 3) The Manager will advise the resident of the rules for storing items in the lot.
- 4) Once the space is approved, the Manager will complete the Storage Lot Form and return it to the Office Manager for processing.
- 5) The Manager will inspect the storage lot on a monthly basis and identify vehicles to ensure proper registrations and license plates are up to date.
- 6) Coordinate with the Maintenance Trustee to identify better usage of the lot and/or identify infractions by residents.

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM

FEB 10 '22 PM 2:47
PP 38

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

Agenda PP14A and PP14B

For Upcoming Meeting—Date 2/14/2022 *(Signature)*

Type of Meeting (check one): Workshop Board Meeting

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

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

Review proposed changes to PP14A Community Channel Policy and _____

PP14B Community Channel Current Event Request Form _____

Can PP14B be a fillable form _____

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

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

See attached proposed changes _____

Trustee Trotter

Date Submitted 2/10/2022

Chairman/Designee *Mike Sanoor*

Office Manager/Designee: Date Posted 2/14/2022 Initials *MS*

TRAILER ESTATES PARK AND RECREATION DISTRICT COMMUNITY CHANNEL POLICY PP14A

The Trailer Estates Community Channel is a local government channel, overseen by the Board of Trustees, that is broadcast to TE residents only and is pursuant to an agreement with our cable provider. The District authorizes the Community Channel Manager to include community information on the community channel, but is prohibited from including any information for the purpose of solicitation or commercial uses.

Clubs, groups and organizations may submit items to the District for inclusion in the community channel broadcast provided all the following criteria are met:

1. Membership in the club or organization must be open to all residents within the Park, be not-for-profit in nature and must further the recreational purposes of the District, such as by providing social or recreational activities to the residents.
2. The club, group or organization must be in good standing in the TE office with current bylaws, list of officers, etc. on file. See the Policy and Procedures "Rules for Clubs, Groups and Organizations"
3. The information provided should be positive and non-judgmental. Due to space limitations, the District may edit requests. Information submitted must be in .pdf or .jpg not to exceed 1920/1080 in size.
4. Item submissions must be made by a named officer or principal of the club, group or organization.
5. Community Channel requests from clubs, groups or organizations shall be limited to a description of upcoming activities or events. They can run for three (3) weeks prior to the event unless more time is needed to sell tickets or secure food.
6. Items which serve a political or commercial purpose shall not be accepted by the District. The District monitors for copyright information or safety violations before the data is approved for broadcasting.

All items are to be submitted to the Trailer Estates office by email or by completing PP14B for placement on the community channel ~~by completing a request form~~. Requests shall be reviewed and approved by the Chairman, or designee, by 10:00 a.m. each Tuesday and provided to the Community Channel Manager for placement on the community channel. If the Chairman, or designee, determines the item does not comply with the above requirements they shall provide a written explanation of the deficiency to the club, group or organization and a description of the means, if any, to bring the request into compliance with this policy. The Chairman shall also provide a timeframe within which to submit an amended request. If amendments are not made by the stated deadline, the item shall not be included on the community channel.

In the event an item is ultimately determined by the Chairman not to comply with the above requirements, the matter shall be automatically reviewed by the board of trustees at the next workshop, unless the club, group or organization notifies the chairman in writing that it does not want the matter to be reviewed further.

FEB 10 '22 PM 2:47

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

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

Agenda PP9B Community Channel Manager Duties

For Upcoming Meeting—Date 2/14/2022

Type of Meeting (check one): Workshop Board Meeting

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

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

Review procedures for / duties of Community Channel Manager duties

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**
no charge

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** _____
See revised PP9B

Trustee Trotter

Date Submitted 2/10/2022

Chairman/Designee Mike Spence

Office Manager/Designee: Date Posted 2/14/2022 Initials MS

**TRAILER ESTATES PARK AND RECREATION DISTRICT
COMMUNITY CHANNEL MANAGER DUTIES PP 9B**

COMMUNITY CHANNEL MANAGER SHALL:

1. Establish email addresses for Chairman, Secretary, Office Manager & Maintenance to receive and approve information request for the Community Channel.
2. Receive approved requests from the Board Chairman or designee by 10:00 a.m. each Tuesday.
3. Only prepare for publication those requests that have been approved by the Chairman or designee.
4. Ensure approved requested data is provided on the Community Channel.
5. Annually, in January, provide to the Chairman a schedule of the regularly scheduled items for rebroadcast (i.e. 1st & 3rd Mondays live broadcast Board Meetings at 9:30 a.m.; the following Wednesday and Thursday rebroadcast Board Meeting at 2:00. Sunday 9:00 a.m. broadcast live Covenant Church Service; Church rebroadcast on Tuesday at 5:30 p.m., etc.)

FEB 10 '22 PM 2:47

**TRAILER ESTATES PARK AND RECREATION DISTRICT
COMMUNITY CHANNEL MANAGER DUTIES PP9B**

COMMUNITY CHANNEL MANAGER SHALL:

- 1. ESTABLISH E-MAIL ADDRESS FOR CHAIRMAN, SEC. BY. CHAIRMAN & MAINTAIN TO RECEIVE + APPROVE INFORMATION REQUEST FOR C.C.*
1. Receive approved requests from the Board Chairman or designee by 10:00 a.m. each Tuesday.
2. Only prepare for publication those requests that have been approved by the Chairman or designee.
3. Ensure approved requested data is provided on the Community Channel.
4. Annually, in January, provide to the Chairman a schedule of the regularly scheduled items for rebroadcast (i.e. 1st & 3rd Mondays live broadcast Board Meetings at 9:30 a.m.; the following Wednesday and Thursday rebroadcast Board Meeting at 2:00. Sunday 9:00 a.m. broadcast live Covenant Church Service; Church rebroadcast on Tuesday at 5:30 p.m., etc.)

FEB 11 '22 AM 7:04

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

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

Agenda Beautification Committee - PP8

For Upcoming Meeting—Date 02-21-2022

Type of Meeting (check one): Workshop Board Meeting

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

Rationale (for workshops)/ MOTION (for board meetings): To continue discussion regarding PP8 as discussed at the 1/3/22, 1/17/22 workshops and 2/7/22 board meeting.

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.)** PP8 versions submitted 1/3/22, 1/17/22 & 2/7/22.

Trustee Lori Dalton

Date Submitted 02/10/2022

Chairman/Designee Mike Ansore

Office Manager/Designee: Date Posted 2/14/2022 Initials LD

TRAILER ESTATES PARK AND RECREATION DISTRICT BEAUTIFICATION COMMITTEE CHARGE PP 8

PURPOSE: Established for Trailer Estates Park and Recreation District by the Board of Trustees on February 16, 2004, and formally established as a standing committee on February 18, 2008. Empowered and designated to provide recommendations to the Board of Trustees for beautification and betterment projects in the District using donated funds from the Sunset Beach Walkway bricks and any other fund raising or donations dedicated to the District in the name of the committee. As a Board of Trustees Standing Committee, all members are subject to the Florida Sunshine Law; therefore, ALL items that may come before the committee for a vote in the foreseeable future may only be discussed during the public meetings.

AUTHORIZATION FOR EXPENDITURE OF FUNDS: Beautification Committee has authorization to expend funds up to \$500.00 will not require Board approval in accordance with the Beautification Committee’s mission.

MEETINGS:

- A.) Regular meetings of the Beautification Committee (BC) shall be held on the 4th Wednesday of the month November through April at 1:00 in the Small Hall.
- B.) The Beautification Committee will consist of a minimum of four (4) members appointed by the Board.
- C.) A quorum of the majority of the current membership must be present to transact business. For this reason, committee members are expected to attend all meetings unless excused in advance by the BC Chairman or Vice Chairman.
- D.) Meetings of the BC shall be governed by the Rules of Procedure adopted by the Board of Trustees and where such Rules of Procedure do not address a matter, the meetings shall be guided by Robert’s Rules of Order. Unless amended by the BC Chairman, regular meetings shall be as follows:
 - 1. Call to order
 - 2. Roll call
 - 3. Approval of Minutes
 - 4. Report of the Treasurer
 - 5. Approval of Bills
 - 6. Informational Reports
 - 7. Reports from Fact Finding Committees
 - 8. Old Business
 - 9. New Business
 - 10. Adjournment
- E.) The Chairman shall preside at all BC meetings, shall appoint Fact Finding Committees as necessary; and shall vote on all matters submitted to a vote.
- F.) The First Vice Chairman shall assist the Chairman, and in the absence of the Chairman, shall preside at any meeting.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BEAUTIFICATION COMMITTEE CHARGE PP 8**

- G.) The Secretary shall keep the minutes, provide copies appropriately to the members and submit a copy to TJ for Public Record.

ORGANIZATION:

- H.) At the first meeting in November, from the members, a Chairman, Vice Chairman, Secretary and Treasurer shall be established.
- I.) The Beautification Committee will report to the Board of Trustees through a member of the Board appointed to act as Liaison to the Beautification Committee. The BC shall report their findings and recommendations to the Board of Trustees.

VACANCIES:

- J.) Vacancies can be filled by any TE Resident by submitting a letter of interest to the BC Chairman or Vice Chairman. The BC Chairman will submit recommendations to the Board of Trustees liaison for formal appointment by the Board of Trustees.

The Beautification Committee will consider suggestions from the property owners and board members for future beautification and betterment projects.

FEB 11 '22 AM 7:05

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BEAUTIFICATION COMMITTEE CHARGE PP 8**

PURPOSE: Established for Trailer Estates Park and Recreation District by the Board of Trustees on February 16, 2004, and formally established as a standing committee on February 18, 2008. Empowered and designated to provide recommendations to the Board of Trustees for beautification and betterment projects in the District using donated funds from the Sunset Beach Walkway bricks and any other fund raising or donations dedicated to the District in the name of the committee. As a Board of Trustees Standing Committee, all members are subject to the Florida Sunshine Law; therefore, ALL items that may come before the committee for a vote in the foreseeable future may only be discussed during the public meetings.

AUTHORIZATION FOR EXPENDITURE OF FUNDS: Beautification Committee authorized to expend funds, up to \$500, approved at a Beautification Committee meeting, without prior Board approval. Funds must be used in accordance with the Beautification's Committees mission.

MEETINGS:

- A.) Regular meetings of the Beautification Committee (BC) shall be held on the 4th Wednesday of the month November through April at 1:00 in the Small Hall.
- B.) The Beautification Committee will consist of a minimum of four (4) members appointed by the Board.
- C.) A quorum of the majority of the current membership must be present to transact business. For this reason, committee members are expected to attend all meetings unless excused in advance by the BC Chairman or Vice Chairman.
- D.) Meetings of the BC shall be governed by the Rules of Procedure adopted by the Board of Trustees and where such Rules of Procedure do not address a matter, the meetings shall be guided by Robert's Rules of Order. Unless amended by the BC Chairman, regular meetings shall be as follows:
 - 1. Call to order
 - 2. Roll call
 - 3. Approval of Minutes
 - 4. Report of the Treasurer
 - 5. Approval of Bills
 - 6. Informational Reports
 - 7. Reports from Fact Finding Committees
 - 8. Old Business
 - 9. New Business
 - 10. Adjournment
- E.) The Chairman shall preside at all BC meetings, shall appoint Fact Finding Committees as necessary; and shall vote on all matters submitted to a vote.
- F.) The First Vice Chairman shall assist the Chairman, and in the absence of the Chairman, shall preside at any meeting.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BEAUTIFICATION COMMITTEE CHARGE PP 8**

G.) The Secretary shall keep the minutes, provide copies appropriately to the members and submit a copy to TJ for Public Record.

ORGANIZATION:

- H.) At the first meeting in November, from the members, a Chairman, Vice Chairman, Secretary and Treasurer shall be established.
- I.) The Beautification Committee will report to the Board of Trustees through a member of the Board appointed to act as Liaison to the Beautification Committee. The BC shall report their findings and recommendations to the Board of Trustees.

VACANCIES:

- J.) Vacancies can be filled by any TE Resident by submitting a letter of interest to the BC Chairman or Vice Chairman. The BC Chairman will submit recommendations to the Board of Trustees liaison for formal appointment by the Board of Trustees.

The Beautification Committee will consider suggestions from the property owners and board members for future beautification and betterment projects.

TRAILER ESTATES PARK AND RECREATION DISTRICT BEAUTIFICATION COMMITTEE CHARGE PP 8

PURPOSE: Established for Trailer Estates Park and Recreation District by the Board of Trustees on February 16, 2004, and formally established as a standing committee on February 18, 2008. Empowered and designated to provide recommendations to the Board of Trustees for beautification and betterment projects in the District using donated funds from the Sunset Beach Walkway bricks and any other fund raising or donations dedicated to the District in the name of the committee. As a Board of Trustees Standing Committee, all members are subject to the Florida Sunshine Law; therefore, ALL items that may come before the committee for a vote in the foreseeable future may only be discussed during the public meetings.

AUTHORIZATION FOR EXPENDITURE OF FUNDS: Beautification Committee authorized to expend funds, up to \$500, approved at a Beautification Committee meeting, without prior Board approval. Funds must be used in accordance with the Beautification's Committees mission. Also allow Boutique inventory restock up to \$2,000 without Board pre-approval.

MEETINGS:

- A.) Regular meetings of the Beautification Committee (BC) shall be held on the 4th Wednesday of the month November through April at 1:00 in the Small Hall.
- B.) The Beautification Committee will consist of a minimum of four (4) members appointed by the Board.
- C.) A quorum of the majority of the current membership must be present to transact business. For this reason, committee members are expected to attend all meetings unless excused in advance by the BC Chairman or Vice Chairman.
- D.) Meetings of the BC shall be governed by the Rules of Procedure adopted by the Board of Trustees and where such Rules of Procedure do not address a matter, the meetings shall be guided by Robert's Rules of Order. Unless amended by the BC Chairman, regular meetings shall be as follows:
 - 1. Call to order
 - 2. Roll call
 - 3. Approval of Minutes
 - 4. Report of the Treasurer
 - 5. Approval of Bills
 - 6. Informational Reports
 - 7. Reports from Fact Finding Committees
 - 8. Old Business
 - 9. New Business
 - 10. Adjournment
- E.) The Chairman shall preside at all BC meetings, shall appoint Fact Finding Committees as necessary; and shall vote on all matters submitted to a vote.
- F.) The First Vice Chairman shall assist the Chairman, and in the absence of the Chairman, shall preside at any meeting.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BEAUTIFICATION COMMITTEE CHARGE PP 8**

- G.) The Secretary shall keep the minutes, provide copies appropriately to the members and submit a copy to Office Manager for Public Record.

ORGANIZATION:

- H.) At the first meeting in November, from the members, a Chairman, Vice Chairman, Secretary and Treasurer shall be established.
- I.) The Beautification Committee will report to the Board of Trustees through a member of the Board appointed to act as Liaison to the Beautification Committee. The BC shall report their findings and recommendations to the Board of Trustees.

VACANCIES:

- J.) Vacancies can be filled by any TE Resident by submitting a letter of interest to the BC Chairman or Vice Chairman. The BC Chairman will submit recommendations to the Board of Trustees liaison for formal appointment by the Board of Trustees.

The Beautification Committee will consider suggestions from the property owners and board members for future beautification and betterment projects.

- 1.) The purpose of the Standing Committee.
- 2.) The length of time the Standing Committee shall be in existence (it is recognized that some Standing Committees, because of their stated purpose, may be perpetual).
- 3.) With specific prior approval from the Board, the Standing Committee may act in the name of the District and may be authorized to spend specific money.

FEB 14 '22 AM 11:00

ARTICLE VI. ADMINISTRATIVE DUTIES OF BOARD OFFICERS (Amended 8/31/09)

- A. The Chairman shall preside at all Board Meetings; shall appoint committees when necessary; and shall vote on all matters submitted to a vote of the Board of Trustees.
- B. The First Vice Chairman shall assist the Chairman, and in the absence of the Chairman, shall preside at any meeting.
- C. The Second Vice Chairman shall assist the Chairman, and in the absence of the Chairman and First Vice Chairman, shall preside at any meeting.
- D. The Secretary shall keep the minutes of Board Meetings; shall receive and answer all communications pertaining to the District; and shall keep the Chairman and Committee Chairman informed of matters requiring their attention. The Secretary shall post current minutes on District bulletin boards. The Secretary may be assisted by a Recording Secretary who need not be a Trustee.
- E. The Secretary shall maintain in the District Office a one-volume complete and current set of Rules & Regulations; this volume shall be made available, on request, to residents of the District during regular office hours.
- F. The Treasurer shall keep accurate records; make disbursement as directed by the Board; and annually prepare a District budget as required by law. The Treasurer's books are to be audited annually or at the request of the Board.

ARTICLE VII. RECEIPT AND DISBURSEMENT OF FUNDS

- A. The District office shall receive all monies due the District; a receipt shall be given for each sum received.
- B. Prior Board authorization is required to incur expenses on behalf of the District.

- C. Disbursement of funds for expenses incurred on behalf of the District will not be issued without an invoice (receipt) and a Trustee-signed voucher.
- D. Approval for the disbursement of funds is required by two Trustees identified to the District's bank as authorization to approve disbursements. In no case may the Trustee signing a voucher sign a check for the payment of that voucher.
- E. All Trustees authorized to sign checks and all office personnel shall be bonded in the amount of five thousand dollars (\$5,000.00).

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ARTICLE VIII. REQUIREMENTS FOR THE BOARD CANDIDACY AND VACANCIES (Amended 8/31/09)

Requirements for candidates for the Board shall be found in Florida Law, Section 5 of Chapter 2002-361. Requirements for filling mid-term vacancies on the Board shall be found in Florida Law, Section 11 of 2002-361.

ARTICLE IX. RULES GOVERNING USE OF FACILITIES

The Board of Trustees shall enact rules and regulations governing the use of recreational facilities of Trailer Estates Park and Recreation District. All such rules and regulations shall be recorded in the official minutes by the Secretary.

ARTICLE X. AMENDMENTS (Amended 8/31/09, 04/ 03/2017)

Amendments to Bylaws may be proposed by a Trustee in writing at any regular meeting of the Board. A motion to place a bylaw amendment on a future agenda for a vote shall require a second and a majority vote of those present and voting. The Chair shall place the matter on the agenda for a public hearing. Notice for the public hearing with the proposed revisions shall be posted on the District website and on the official District bulletin board(s) at least twenty-one (21) calendar days prior to the public hearing. After the public hearing is concluded, the Board shall vote on the proposed amendment(s). A two-thirds majority vote of the members of the Board shall be necessary to amend these Bylaws.

ARTICLE XI. CONFLICT OF LAW (Amended 8/31/09)

BYLAWS – Adopted 4/17/89, Amended 8/17/09, 8/31/09, 3/2017, 02-05-18