

TRAILER ESTATES PARK & RECREATION DISTRICT

DEC 27 '22 AM 10:07

BOARD OF TRUSTEE WORKSHOP

January 2, 2023

**Following the 9:30 a.m. Organizational Meeting of the Board of Trustees and the
Board of Trustee Meeting**

**MARK'S HALL
1903 69TH AVENUE WEST
BRADENTON, FLORIDA 34207**

1. Review Actual vs Budget Expenses for 1Q (Chandler)
2. Fiscal Year 2023/2024 Budget Timeline (Chandler)
3. Bulletin Boards and Signage (Dalton)
4. Update Owner Information Form PP27 (Dalton)
5. Review Proposed Changes on PP40 (Gregory)
6. Invoicing (McAlister)

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 Review Actual vs Budget Expenses for 1Q

For Upcoming Meeting—Date January 2, 2023

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 1Q report of actual vs budgeted expenses

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

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

Exhibit will be distributed at meeting to include all expenses

as of December 31, 2022

Trustee Mary Chandler

Date Submitted December 19, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 12/27/2022 Initials 

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

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

Agenda Fiscal Year 2023/2024 Budget Timeline

For Upcoming Meeting—Date January 2, 2023

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 and approve the proposed timeline to adopt the 23/24 Budget

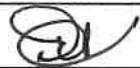
Costs/Estimated Costs: (Required if agenda item includes spending district money.)

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

Timeline Attached

Trustee Mary Chandler

Date Submitted December 19, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 12/27/2022 Initials 

Fiscal Year 2023/2024 Budget Timeline

2021/2022 Actual Expenses plus 2022/2023 Budgeted Expenses distributed to the following Trustee	January 13, 2023
Seasonal Recreation – _____	
Continuing Recreation – _____	
Maintenance – _____	
Capital Outlay – _____	
2023/2024 Budget Requests due to Treasurer	January 31, 2023
1 st Draft 2023/2024 Fiscal Year Budget by Account Category	February 6, 2023
Draft Letter to Owners – Prepay Special Assessment	February 20, 2023
2 nd Draft 2023/2024 Fiscal Year Budget by Account Category	February 20, 2023
Mail Letters to Owners - Prepay Special Assessment	February 24, 2023
3 rd Draft 2020/2021 Fiscal Year Budget – Workshop	March 6, 2023
Advertise Public Hearing in Newspaper	March 13, 2023
4 th Draft 2020/2021 Fiscal Year Budget – Workshop	March 20, 2023
Deadline to submit Special Assessment Prepayment	March 24, 2023
Hold Public Hearing to present 2023/2024 Budget	April 3, 2023
Approve 2020/2021 Fiscal Year Budget	April 3, 2023

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

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

Agenda Item Update Owner Information Form - PP27

For Upcoming Meeting—Date 01-02-2023

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

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

Rationale (for workshops)/ MOTION (for board meetings): To discuss updating PP27 to request owners to complete it annually.

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

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Draft of PP27

LD

Trustee Lori Dalton

Date Submitted 12-22-2022

Chairman/Designee *[Signature]*

Office Manager/Designee: Date Posted 12/27/2022 Initials *LD*

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

TO BE COMPLETED ANNUALLY

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/POLICY PP 38

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

Agenda Item Bulletin Boards and Signage

For Upcoming Meeting—Date 01-02-2023

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

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


Rationale (for workshops)/ MOTION (for board meetings): To discuss posting
data on doors and walls rather than using the bulletin boards as they were
intended.

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.) None.

Trustee Lori Dalton

Date Submitted 12-22-2022

Chairman/Designee 

Office Manager/Designee: Date Posted 12/27/2022 Initials 

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

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

Agenda Review proposed changes on PP 40

For Upcoming Meeting—Date 1/2/23

Type of Meeting (check one): Workshop Board Meeting

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

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

Discuss and review the proposed changes completed by Blacock Walters.

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.)** _____

PP 40 submitted in Nov 12 workshop

redline copy of PP40 containing changes made by legal

clean copy of PP40 containing all changes made by legal and email

Trustee Kathy Gregory

Date Submitted 12/21/2022

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted 12/27/2022 Initials [Signature]

Submitted during 11/12 workshop

DEC 21 '22 AMB:13

INITIAL/ANNUAL APPLICATION FOR REGISTERING AND KEEPING AN EMOTIONAL SUPPORT ANIMAL AS AN ACCOMMODATION FOR RESIDENT'S DISABILITY

RESIDENT'S NAME _____ DATE _____

PROPERTY ADDRESS _____

NOTE: Individual who completes this form must be a registered, approved, and bona fide resident of Trailer Estates Park and Recreation District. Resident is required to complete this form for one emotional support animal.

Emotional support animal is identified/described as follows:

Species: (circle one) Dog Cat Other if other please identify. _____

Breed _____ Color(s) _____

Size (height/length) _____

Weight _____ Fully grown? (circle one) Yes No If not fully grown, then state anticipated weight when fully grown _____

Pursuant to the Fair Housing Amendments Act of 1988, resident agrees to reside in mobile home with said emotional support animal, as an accommodation for a disability, until residency on the property ceases for any reason, under the following conditions:

1. Said emotional support animal will not be used for any commercial use or purpose.
2. Resident shall be required to present to the Board of Trustees competent written evidence of medical necessity for said emotional support animal as an accommodation for resident's disability. Upon termination of resident's occupancy within the District, the emotional support animal shall be removed from Trailer Estates within fifteen (15) days.
3. In conjunction with this annual review, resident shall be required to present to the Board of Trustees written evidence of continued compliance with Manatee County's license/registration requirements for the emotional support animal.
4. Resident shall not abandon said emotional support animal.
5. Resident shall observe all applicable laws and ordinances concerning the care and control of said emotional support animal.
6. Resident shall be required to maintain adequate homeowner's insurance coverage to protect against personal injury and property damages resulting due to actions of resident's emotional support animal.
7. Concerning the conduct/behavior of said emotional support animal, resident acknowledges and agrees to the following conditions:
 - a. Said emotional support animal shall not become a nuisance or health hazard.
 - b. Said emotional support animal shall not be permitted to bark, whine or cry for excessive periods.
 - c. Said emotional support animal shall not bite any person or other animal in the District.
 - d. Said emotional support animal shall wear a collar at all times, with appropriate current Manatee County license tag and be kept on a leash at all times when outside resident's home but inside Trailer Estates.
 - e. Said emotional support animal's feces shall always be promptly picked up by resident or by such person in control of resident's emotional support animal at the time, and placed in a sealed bag and disposed of in an appropriate garbage receptacle.

Said emotional support animal shall not be walked on the private property of any other owner within Trailer Estates. Said emotional support animal shall not be walked, for the purpose of relieving itself, in the common areas of Trailer Estates. Said emotional support animal shall not be allowed in the District's recreational or other common area facilities except those areas, if any, which may be specifically designated by the Board of Trustees for such purpose.

INITIAL APPLICATION REQUIREMENTS FOR KEEPING AN EMOTIONAL SUPPORT ANIMAL:

1. The initial application for a new emotional support animal must include a written opinion on a Physician/Qualified Medical Professional's or Mental Health Provider's letterhead or prescription pad and include the following information:
 - a. Confirmation that the resident is under the care of the professional;
 - b. Confirmation that the resident has been diagnosed with a recognized disability;
 - c. And it is the professional's opinion that the emotional support animal provides an accommodation or lessens the effects of the resident's disability.
2. Resident completes the information on the top of this form (PP40) and signs the form.
3. Resident's Physician/Qualified Medical Professional or Mental Health Provider completes the Physician/ Qualified Medical Professional or Mental Health Provider section on this form (PP40).
4. Resident submits to the Trailer Estates office the following:
 - a. Completed application (PP40);
 - b. Written opinion from Physician/Qualified Medical Professional or Mental Health Provider;
 - c. Written evidence of Manatee County's license/registration and current vaccine records.
5. The application will be reviewed by a trustee. Resident will be informed if application has been approved or provided an explanation if disapproved.
6. In the case of a second or subsequent emotional support animal request, all of the above must be met plus the Physician/Qualified Medical Professional or Mental Health Provider must acknowledge in the letter or on prescription pad that the resident already has one (or more) support animal(s) and the additional animal improves a different effect related to the original disability or improves the effect of a newly diagnosed disability.

ANNUAL APPLICATION REQUIREMENTS:

Once the above standard has been completed, residents are required each year to complete the following:

1. Resident completes the resident section of this form (PP40) and signs the form.
2. Resident's Physician/ Qualified Medical Professional or Mental Health Provider completes the Physician/ Qualified Medical Professional or Mental Health Provider section on this form (PP40).
3. Resident submits to the Trailer Estates office the following:
 - a. Completed application (PP40)
 - b. A copy of the original written opinion from resident's Physician/ Qualified Medical Professional or Mental Health Provider on letterhead or prescription pad
 - c. Written evidence of Manatee County's license/registration and current vaccine records.
4. The application will be reviewed by a trustee. Resident will be informed if annual application has been approved or provided an explanation if application is disapproved.

RESIDENT SIGNATURE _____ DATE _____

PHYSICIAN/QUALIFIED MEDICAL PROFESSIONAL OR MENTAL HEALTH PROVIDER SECTION:

I affirm that I have evaluated the individual listed above and it is my professional opinion (initial either YES or NO beside the following questions).

YES _____ NO _____ The individual to use and live with the animal has a physical or mental impairment that substantially limits one or more major life activity and

YES _____ NO _____ the individual making the request has a disability-related need for the animal for assistance, it performs tasks or services for the individual listed above or the animal provides emotional support that alleviates one or more of the identified symptoms or effects of the individual's documented disability.

Signature of Medical Professional/Mental Health Provider _____

Medical Professional/Mental Health Provider License # _____

Date _____

RULING ON APPLICATION FOR EMOTIONAL SUPPORT/SERVICE ANIMAL:

Trustee Signature _____

Approved or Disapprove (circle one) Date _____

Conditions or Stipulations of Approval/ Explanation if Disapproved _____

DEC 21 '22 AM 8:13

FW: review of PP40

12/20/22 3:46 PM

From: "Mark Barnebey" <mbarnebey@blalockwalters.com>
To: "seasonalrec@trailerestates.com" <seasonalrec@trailerestates.com>

Kathy – This is the e-mail that I thought I sent, but apparently sent to the wrong e-mail address. If you have any questions, please let me know.

From: Mark Barnebey
Sent: Friday, December 09, 2022 4:41 PM
To: seasonrec@trailerestates.org
Cc: Marisa Powers <MPowers@blalockwalters.com>; Jennifer Ordonez <jalexander@blalockwalters.com>
Subject: FW: review of PP40

Kathy – Please see the revisions to PP40 and our recommended changes which are attached. Most of the proposed changes are related to Florida Statutory changes and interpretations since the last time that we reviewed this issue. If you have any questions, please do not hesitate to call either Marisa Powers of our office or myself. Have a good weekend.

From: Marisa Powers <MPowers@blalockwalters.com>
Sent: Friday, December 09, 2022 12:00 PM
To: Mark Barnebey <mbarnebey@blalockwalters.com>
Subject: RE: review of PP40

Please see redline and clean copy of revisions to PP40, as well as responses to specific questions below.

Marisa J. Powers



802 11th Street West | Bradenton, FL 34205
2 North Tamiami Trail, #400 | Sarasota, FL 34236
Office 941.748.0100 | Facsimile 941.745.2093
mpowers@blalockwalters.com

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DEC 21 '22 AMB:19

TRAILER ESTATES PARK AND RECREATION DISTRICT

PP40

INITIAL/ANNUAL APPLICATION FOR REGISTERING AND KEEPING AN EMOTIONAL SUPPORT ANIMAL AS AN ACCOMMODATION FOR RESIDENT'S DISABILITY

RESIDENT'S NAME _____ DATE _____

PROPERTY ADDRESS _____

NOTE: Individual who completes this form must be a registered, approved, and bona fide resident of Trailer Estates Park and Recreation District. Resident is required to complete this form for one emotional support animal.

Emotional support animal is identified/described as follows:

Species: (circle one) Dog Cat Other if other please identify. _____

Breed _____ Color(s) _____

Size (height/length) _____

Weight _____ Fully grown? (circle one) Yes No If not fully grown, then state anticipated weight when fully grown _____

Commented [MP1]: The District cannot restrict based on breed or weight. It is okay to request this information for identification purposes, but a decision to deny cannot be based on breed and/or weight.

Pursuant to the Fair Housing Amendments Act of 1988 and Florida Statutes, resident agrees to reside in mobile home with said emotional support animal ("ESA"), as an accommodation for a disability, until residency on the property ceases for any reason, under the following conditions:

1. Said emotional support animal will not be used for any commercial use or purpose.
2. Resident shall be required to present to the Board of Trustees a compliant ESA letter from a licensed healthcare professional confirming the need for competent written evidence of medical necessity for said emotional support animal as an accommodation for resident's condition disability. Upon termination of resident's occupancy within the District, the emotional support animal shall be removed from Trailer Estates within fifteen (15) days.
3. In conjunction with this annual review, resident shall be required to present to the Board of Trustees written evidence of continued compliance with Manatee County's license/registration requirements for the emotional support animal.
4. Resident shall not abandon said emotional support animal.
5. Resident shall observe all applicable laws and ordinances concerning the care and control of said emotional support animal.
- ~~6. Resident shall be required to maintain adequate homeowner's insurance coverage to protect against personal injury and property damages resulting due to actions of resident's emotional support animal.~~
- ~~7.6.~~ Concerning the conduct/behavior of said emotional support animal, resident acknowledges and agrees to the following conditions:
 - a. Said emotional support animal shall not become a nuisance or health hazard.
 - b. Said emotional support animal shall not be permitted to bark, whine or cry for excessive periods.
 - c. Said emotional support animal shall not pose a threat to the safety or health to bite any person or other animal others in the District.

- d. Said emotional support animal shall wear a collar at all times, with appropriate current Manatee County license tag and be kept on a leash at all times when outside resident's home but inside Trailer Estates.
- e. Said emotional support animal's feces shall always be promptly picked up by resident or by such person in control of resident's emotional support animal at the time, and placed in a sealed bag and disposed of in an appropriate garbage receptacle.

f. Said emotional support animal shall not be walked on the private property of any other owner within Trailer Estates. ~~Said emotional support animal shall not be walked, for the purpose of relieving itself, in the common areas of Trailer Estates. Said emotional support animal shall not be allowed in the District's recreational or other common area facilities except these areas, if any, which may be specifically designated by the Board of Trustees for such purpose.~~

Formatted: Indent Left: 0.75", Hanging: 0.25"

Commented [MP2]: ESAs have the right to be in common areas.

INITIAL APPLICATION REQUIREMENTS FOR KEEPING AN EMOTIONAL SUPPORT ANIMAL:

1. The initial application for a new emotional support animal must include a written ~~opinion letter~~ on a ~~Physician/Qualified Medical Professional's or Mental Health Provider's licensed healthcare professional's~~ letterhead or prescription pad ~~which includes information that reasonably supports that that the emotional support animal does work, perform tasks, provides assistance, and/or provides therapeutic emotional support with respect to the individual's condition. and include the following information:~~
 - a. ~~Confirmation that the resident is under the care of the professional;~~
 - b. ~~Confirmation that the resident has been diagnosed with a recognized disability;~~
 - c. ~~And it is the professional's opinion that the emotional support animal provides an accommodation or lessens the effects of the resident's disability.~~
2. Resident completes the information on the top of this form (PP40) and signs the form.
- ~~3. Resident's Physician/Qualified Medical Professional or Mental Health Provider completes the Physician/Qualified Medical Professional or Mental Health Provider section on this form (PP40).~~
- 4.3. Resident submits to the Trailer Estates office the following:
 - a. Completed application (PP40);
 - b. Written ~~opinion letter~~ from ~~Physician/Qualified Medical Professional or Mental Health Provider licensed healthcare professional;~~
 - c. Written evidence of Manatee County's license/registration and current vaccine records.
- ~~5.4. The application will be reviewed by a trustee. Resident will be informed within ten (10) days of submission, if application has been approved or provided an explanation if disapproved/denied.~~
- 6.5. In the case of a ~~second or~~ subsequent emotional support animal request, all of the above must be met ~~for each subsequent emotional support animal. plus the Physician/Qualified Medical Professional or Mental Health Provider must acknowledge in the letter or on prescription pad that the resident already has one (or more) support animal(s) and the additional animal improves a different effect related to the original disability or improves the effect of a newly diagnosed disability.~~

Commented [MP3]: The District cannot require the licensed healthcare professional to use a specific form.

DEC 21 '22 AMB:14

ANNUAL APPLICATION REQUIREMENTS:

Once the above standard has been completed, residents are required each year to complete the following:

1. Resident completes the resident section of this form (PP40) and signs the form.
- ~~2. Resident's Physician/ Qualified Medical Professional or Mental Health Provider completes the Physician/ Qualified Medical Professional or Mental Health Provider section on this form (PP40).~~
- ~~3.2. Resident submits to the Trailer Estates office the following:~~
 - a. Completed application (PP40);
 - b. A copy of the original written ~~opinion letter~~ from resident's ~~Physician/ Qualified Medical Professional or Mental Health Provider~~ licensed healthcare professional on letterhead or prescription pad; and,
 - c. Written evidence of Manatee County's license/registration and current vaccine records.
- ~~4.3. The application will be reviewed by a trustee. Resident will be informed within ten (10) days of submission if annual application has been approved or provided an explanation if application is disapproveddenied.~~

RESIDENT SIGNATURE _____ DATE _____

PHYSICIAN/QUALIFIED MEDICAL PROFESSIONAL OR MENTAL HEALTH PROVIDER SECTION:

~~I affirm that I have evaluated the individual listed above and it is my professional opinion (initial either YES or NO beside the following questions):~~

~~YES _____ NO _____ The individual to use and live with the animal has a physical or mental impairment that substantially limits one or more major life activity and~~

~~YES _____ NO _____ the individual making the request has a disability-related need for the animal for assistance, it performs tasks or services for the individual listed above or the animal provides emotional support that alleviates one or more of the identified symptoms or effects of the individual's documented disability.~~

~~Signature of Medical Professional/Mental Health Provider _____~~

~~Medical Professional/Mental Health Provider License # _____~~

~~Date _____~~

RULING ON APPLICATION FOR EMOTIONAL SUPPORT/SERVICE ANIMAL:

Trustee Signature _____

Approved or Disapprove (circle one) Date _____

DEC 21 '22 AMB:14

Conditions or Stipulations of Approval/ Explanation if Disapproved _____

3627608v13627608v13627517v1

INITIAL/ANNUAL APPLICATION FOR REGISTERING AND KEEPING AN EMOTIONAL SUPPORT ANIMAL AS AN ACCOMMODATION FOR RESIDENT'S DISABILITY

RESIDENT'S NAME _____ DATE _____

PROPERTY ADDRESS _____

NOTE: Individual who completes this form must be a registered, approved, and bona fide resident of Trailer Estates Park and Recreation District. Resident is required to complete this form for one emotional support animal.

Emotional support animal is identified/described as follows:

Species: (circle one) Dog Cat Other if other please identify. _____

Breed _____ Color(s) _____

Size (height/length) _____

Weight _____ Fully grown? (circle one) Yes No If not fully grown, then state anticipated weight when fully grown _____

Pursuant to the Fair Housing Amendments Act of 1988 and Florida Statutes, resident agrees to reside in mobile home with said emotional support animal ("ESA"), as an accommodation for a disability , until residency on the property ceases for any reason, under the following conditions:

1. Said emotional support animal will not be used for any commercial use or purpose.
2. Resident shall be required to present to the Board of Trustees a compliant ESA letter from a licensed healthcare professional confirming the need for said emotional support animal as an accommodation for resident's condition. Upon termination of resident's occupancy within the District, the emotional support animal shall be removed from Trailer Estates within fifteen (15) days.
3. In conjunction with this annual review, resident shall be required to present to the Board of Trustees written evidence of continued compliance with Manatee County's license/registration requirements for the emotional support animal.
4. Resident shall not abandon said emotional support animal.
5. Resident shall observe all applicable laws and ordinances concerning the care and control of said emotional support animal.
6. Concerning the conduct/behavior of said emotional support animal, resident acknowledges and agrees to the following conditions:
 - a. Said emotional support animal shall not become a nuisance or health hazard.
 - b. Said emotional support animal shall not be permitted to bark, whine or cry for excessive periods.
 - c. Said emotional support animal shall not pose a threat to the safety or health to others in the District.
 - d. Said emotional support animal shall wear a collar at all times, with appropriate current Manatee County license tag and be kept on a leash at all times when outside resident's home but inside Trailer Estates.

- e. Said emotional support animal's feces shall always be promptly picked up by resident or by such person in control of resident's emotional support animal at the time, and placed in a sealed bag and disposed of in an appropriate garbage receptacle.
- f. Said emotional support animal shall not be walked on the private property of any other owner within Trailer Estates.

INITIAL APPLICATION REQUIREMENTS FOR KEEPING AN EMOTIONAL SUPPORT ANIMAL:

1. The initial application for a new emotional support animal must include a written letter on a licensed healthcare professional's letterhead or prescription pad which includes information that reasonably supports that the emotional support animal does work, perform tasks, provides assistance, and/or provides therapeutic emotional support with respect to the individual's condition.
2. Resident completes the information on the top of this form (PP40) and signs the form.
3. Resident submits to the Trailer Estates office the following:
 - a. Completed application (PP40);
 - b. Written letter from licensed healthcare professional;
 - c. Written evidence of Manatee County's license/registration and current vaccine records.
4. The application will be reviewed by a trustee. Resident will be informed within ten (10) days of submission, if application has been approved or provided an explanation if denied.
5. In the case of a subsequent emotional support animal request, all of the above must be met for each subsequent emotional support animal.

ANNUAL APPLICATION REQUIREMENTS:

Once the above standard has been completed, residents are required each year to complete the following:

1. Resident completes the resident section of this form (PP40) and signs the form.
2. Resident submits to the Trailer Estates office the following:
 - a. Completed application (PP40);
 - b. A copy of the original written letter from resident's licensed healthcare professional on letterhead or prescription pad; and,
 - c. Written evidence of Manatee County's license/registration and current vaccine records.
3. The application will be reviewed by a trustee. Resident will be informed within ten (10) days of submission if annual application has been approved or provided an explanation if application is denied.

RESIDENT SIGNATURE _____ DATE _____

DEC 21 '22 AM 8:14

RULING ON APPLICATION FOR EMOTIONAL SUPPORT/SERVICE ANIMAL:

Trustee Signature _____

Approved or Disapprove (circle one) Date _____

Conditions or Stipulations of Approval/ Explanation if Disapproved _____

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 Invoicing

For Upcoming Meeting—Date Jan- 2 - 2023

Type of Meeting (check one): Workshop

Board Meeting

[Handwritten initials]

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

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

Discussion on proper wording and dating

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.) Copy of sample

Invoice and Penalty / Fine Schedule

Trustee Russell McAlister

Date Submitted 12 / 26 / 2022

Chairman/Designee

[Handwritten signature]

Office Manager/Designee: Date Posted 12/27/2022 Initials *[Handwritten initials]*

Trailer Estates Park & Recreation District

PO Box 6298

Bradenton, FL 34281-6298

Policy & Procedures Violation Invoice

Invoice Date

12/23/2022

Bill To

DUANE TROTTER
PO BOX 6598
BRADENTON, FL 34281-6598

Invoices for violations are due upon receipt. Payments not recieved within 30 days of the invoice date will incur the continuing violation fee daily until paid.

Failure to pay violations within 45 days will result in legal action

Due Upon Receipt

Item	Description	Rate	Amount
23-PP27A	Failure to update owner information annually	25.00	25.00T
24-PP28	Failure to submit "Agreement of Responsibility Renter Resident" document to TE office	200.00	200.00T
25-PP20	Failure to submit "Age Verification Data" to TE Office	100.00	100.00T
	Florida sales tax	7.00%	22.75

Total \$347.75

Payments/Credits \$0.00

Balance Due \$347.75

PART E: PENALTIES

As of July 5, 2022 the Trailer Estates Park & Recreation District's (hereinafter, TE) Board of Trustees has adopted the following procedure for the assignment of penalties to be applied, when they are to be applied/paid and how to request a public hearing regarding said penalty(ies) for those who do not comply with the Deed Restrictions, Rules & Regulations and/or Policies & Procedures pursuant to Florida Law, Chapter 2021-261 and detailed in Section 15 (7) of that law.

BASIC PROCESS

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

- 1) VERBAL – A Trustee or Trustee designee may verbally identify the issue and ask the participant to comply within “X” number of days.
- 2) WRITTEN – A Trustee or Trustee designee may create a written notice of the issue and demand compliance within “X” number of days.
- 3) PENALTIES/FINES – A Trustee will create written notice of the Penalties and/or Fine with a date payment is required to be sent certified mail. It should be noted, compliance is still required and failure to comply with the initial infraction can result in addition penalties, fines and/or legal action.
- 4) NON-PAYMENT - Will result in a lien against the owner's property and/or additional legal action.

Guests

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

PENALTY/FINE SCHEDULE

No.	VIOLATION	APPLICABLE REGULATION	1 st Occurrence	Continuing violation
1	No ARC permit applied for prior to construction/installation of an improvement	DR1	\$100	\$10
2	Hanging laundry outside to dry in a manner in violation of Deed Restriction #8	DR8	25	5

Adopted 12/4/89, Revised 12/2005, 02/2006, 4/4/11, 08/07/17, 7/18/22
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No.	VIOLATION	APPLICABLE REGULATION	1 st Occurrence	Continuing violation
3	Grass not cut - in addition to the DR7 remedy	DR7	\$25	\$1
4	Weeds not controlled	DR7	25	1
5	Failure to remove rubbish from property	DR7	25	5
6	Boat stored on property	DR6	25	5
7	RV stored on property	DR6	25	5
8	Other trailer stored on property	DR6	25	5
9	Displaying a Banner on property	DR4	25	5
10	Real estate sign not "on" or "in" the window	DR4	25	5
11	Displaying a sign on the property	DR4	50	5
12	Displaying an advertisement on the property	DR4	50	5
13	Constructing improvements in the setback area	DR2	100	25
14	Dog or other pet in the "No Pet" sections of TE	DR10	100	25
15	Allowing an Underaged occupant to reside a on a property.	DR11, PP26 & PP28	100	25
16	Allowing a "guest" to stay more than 30 days in a year	DR11; RR Part A, Sec II	100	50
17	Failure to obtain TE approval of a lease or sublease before it takes effect	DR12; PP26	100	10
18	Failure to obtain TE approval of a sale or transfer of title	DR12; PP26	100	1
19	Failure to obtain written permission from TE to moor or anchor a yacht, boat, houseboat, or other vessel on any canal	DR - Exhibit A, 1st, 3rd, & 4th Additions	200	200
20	Failure to obtain written permission from TE for construction of a Sea wall, wharf, landing, boathouse, or other structure extending into or over Sarasota Bay, any canal, or other water located in said subdivision	DR - Exhibit A, 1st, 3rd, & 4th Additions	200	200
21	Failure to obtain written permission from TE before any waterfront property or extension thereof is filled, or the contours thereof changed, or the depth of any canal, or other water way is changed	DR - Exhibit A, 1st, 3rd, & 4th Additions	200	200
22	Allowing a guest or a visitor to use the owner's FOB without the owner's being present	PP27A	100	10
23	Failure to update owner information annually	PP27A	25	1
24	Failure to submit Agreement of Responsibility Renter Resident document to TE office	PP28	200	10
25	Failure to submit Age Verification Data to TE office	PP29	100	10
26	Failure to register a guest with the TE office	PP30	50	5

No.	VIOLATION	APPLICABLE REGULATION	1 st Occurrence	Continuing violation
27	Parking vehicle on TE property without a permit or after expiration of a TE parking permit	PP35	\$50	\$5
28	Overnight parking on any TE property, other than the Park Lane parking lot	RR, Part D	50	5
29	Failure to register Emotional Support animal annually	PP40	100	10
30	Disposing of garbage in dumpster after dumpster has reached capacity	PP45	100	NA
31	Allowing persons rejected for occupancy to stay (sleep) in home or on the property	PP26, 28, 30	100	50
32	Allowing a dog or cat off owner's property without a leash	PP40	50	NA
33	Failure to pick up dog or cat waste	PP40	50	NA
34	Misuse of all Facilities	RR Part E	50	NA
35	Failure to maintain current registration or license plates on boats, trailers, recreational vehicles or other items stored in the storage lot or moored in the marina	PP23	50	10
36	Failure to update registration, in the TE office, on boats, trailers, recreational vehicles or other items stored in the storage lot or moored in the marina	PP23	50	10
37	Depositing garbage, trash, rubbish, appliances, or other items on the ground in or around the dumpsters	PP45	200	25
38	Placing remodeling debris in the dumpster, in violation of PP45	PP45	200	5
39	Other violations of the Refuse/Dumpster Policy	PP45	200	200
40	Renting a room, in a home, to another person	DR 3	100	50
41	Other violations of Rules and Regulations or Policies & Procedures not specifically listed	RR	50	10
42	Other violations of Deed Restrictions not specifically listed	DR	100	50
43	Commercial use of the marina by a boat slip renter	RR, Part A, Sec IX	200	200
44	Commercial use of the storage lot by a storage lot renter	RR, Part A, Sec IX	200	200

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

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

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

Adopted 12/4/89, Revised 12/2005, 02/2006, 4/4/11, 08/07/17, 7/18/22
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