

Trailer Estates Park and Recreation District

Board of Trustees

Regular Board Meeting

May 21, 2024, Following Workshop

Mark's Hall

1903 69th Avenue West

Bradenton, FL 34207

Call to Order

Roll Call

Public Comment (Limit 3 Minutes on Any Topic)

Approval of Minutes

Treasurers Report

Invoice Approval

PUBLIC HEARING - OPERATING BUDGET & ASSESSMENT 2024-25

OPEN PUBLIC HEARING

PUBLIC COMMENT

ADJOURN PUBLIC HEARING

Items Presented by Board & Staff (PP 38)

1. Resolution 2024-03 Budget 2024-25
2. Resolution 2024-04 Assessment 2024-25
3. PP15A Bingo Policy
4. Update PP26 Application
5. Update PP27 Annual Owner Form
6. Update PP28 Agreement Responsibility Owner
7. Memo from Chairman Re-ARC Members
8. NEW PP20A Resident Severe Weather & Disaster Preparedness Resources
9. Eliminate PP41 - Use of Facilities/Violations
10. Waterfront Work - 2329 Pennsylvania Ave
11. Waterfront Work - 6706 Marina Drv

Trustee/Staff Final 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 Adopt Resolution 2024-03 Operating Budget 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): to adopt Resolution 2024-03 Operating Budget 2024-25 and Exhibit A (Budget) as presented.

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 

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
--------------	-------------

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**

INCOME			2024-2025 Proposed	2023-2024 Adopted
	Amount	LOTS		
ASSESSMENT	\$ 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)
NET OPERATING ASSESMENT INCOME			\$ 1,845,926	\$ 1,758,025
INCOME FROM OFFICE FUNCTIONS			\$ 19,250	\$ 312,340
INCOME FROM MARINA SLIPS			\$ 107,209	\$ 98,295
INCOME FROM STORAGE LOT RENTALS			\$ 95,706	\$ 91,148
INCOME FROM FACILITY LEASES			\$ 59,000	\$ 55,902
INCOME FROM RECREATION/HEALTH WELFARE			\$ 23,000	\$ -
TRANSFER TEFCD FUND BALANCE			\$ 271,350	\$ -
TOTAL INCOME			\$ 2,421,441	\$ 2,315,710

EXPENDITURES	Per Month	% of Budget	2024-2025 Proposed	2023-2024 Adopted
CABLE TV / INTERNET	\$ 31.01	27.8%	\$ 673,302	\$ 639,113
PAYROLL EXPENSE	\$ 31.70	28.4%	\$ 688,122	\$ 642,717
INSURANCE	\$ 8.01	7.2%	\$ 174,000	\$ 194,000
TRASH REMOVAL	\$ 7.39	6.6%	\$ 160,500	\$ 149,500
UTILITIES	\$ 5.35	4.8%	\$ 116,042	\$ 108,450
MAINTENANCE	\$ 5.05	4.5%	\$ 109,720	\$ 84,400
OFFICE EXPENSE/ACCTG	\$ 4.58	4.1%	\$ 99,520	\$ 64,800
LEGAL EXPENSE	\$ 2.17	1.9%	\$ 47,174	\$ 45,360
RECREATION (Seasonal)	\$ 1.47	1.3%	\$ 32,000	\$ 29,350
RECREATION (Summer)	\$ 0.64	0.6%	\$ 13,998	\$ 12,850
TECHNOLOGY	\$ 0.71	0.6%	\$ 15,521	\$ 14,110
HEALTH & WELFARE	\$ 0.18	0.2%	\$ 3,880	\$ 3,560
CAPITAL EXPENSE	\$ 13.25	11.2%	\$ 270,000	\$ 327,500
CONTINGENCIES	\$ 0.02	0.7%	\$ 17,662	\$ -
TOTAL EXPENDITURES	\$ 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 Adopt Resolution 2024-04 Assesment 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): to adopt Resolution 2024-04 Assessment for For Fiscal Year 2024-25 and Exhibit A (Budget) as presented.

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

**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**

INCOME			2024-2025 Proposed	2023-2024 Adopted
	Amount	LOTS		
ASSESSMENT	\$ 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)
NET OPERATING ASSESMENT INCOME			\$ 1,845,926	\$ 1,758,025
INCOME FROM OFFICE FUNCTIONS			\$ 19,250	\$ 312,340
INCOME FROM MARINA SLIPS			\$ 107,209	\$ 98,295
INCOME FROM STORAGE LOT RENTALS			\$ 95,706	\$ 91,148
INCOME FROM FACILITY LEASES			\$ 59,000	\$ 55,902
INCOME FROM RECREATION/HEALTH WELFARE			\$ 23,000	\$ -
TRANSFER TEFCD FUND BALANCE			\$ 271,350	\$ -
TOTAL INCOME			\$ 2,421,441	\$ 2,315,710

EXPENDITURES	Per Month	% of Budget	2024-2025 Proposed	2023-2024 Adopted
CABLE TV / INTERNET	\$ 31.01	27.8%	\$ 673,302	\$ 639,113
PAYROLL EXPENSE	\$ 31.70	28.4%	\$ 688,122	\$ 642,717
INSURANCE	\$ 8.01	7.2%	\$ 174,000	\$ 194,000
TRASH REMOVAL	\$ 7.39	6.6%	\$ 160,500	\$ 149,500
UTILITIES	\$ 5.35	4.8%	\$ 116,042	\$ 108,450
MAINTENANCE	\$ 5.05	4.5%	\$ 109,720	\$ 84,400
OFFICE EXPENSE/ACCTG	\$ 4.58	4.1%	\$ 99,520	\$ 64,800
LEGAL EXPENSE	\$ 2.17	1.9%	\$ 47,174	\$ 45,360
RECREATION (Seasonal)	\$ 1.47	1.3%	\$ 32,000	\$ 29,350
RECREATION (Summer)	\$ 0.64	0.6%	\$ 13,998	\$ 12,850
TECHNOLOGY	\$ 0.71	0.6%	\$ 15,521	\$ 14,110
HEALTH & WELFARE	\$ 0.18	0.2%	\$ 3,880	\$ 3,560
CAPITAL EXPENSE	\$ 13.25	11.2%	\$ 270,000	\$ 327,500
CONTINGENCIES	\$ 0.02	0.7%	\$ 17,662	\$ -
TOTAL EXPENDITURES	\$ 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 PP15A Bingo Policy

For Upcoming Meeting—Date 5/21/2024

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 approve the changes to PP15A Bingo Policy as discussed in the workshop

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 4/24/2024

Chairman/Designee 

Office Manager/Designee: Date Posted _____

Initials _____

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 update
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
as discussed in today's Workshop.

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 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 approve
changes to PP27-Annual Owner Information Form as discussed in today's Workshop.

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 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): _____

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

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 update
of PP28-Agreement of Responsibility Renter Resident to remove Age & Date of Birth,
add a notary block and "or less than 30 days" as discussed in today's Workshop.

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 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): _____

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): to accept Chairman Trotter's recommendation to re-appoint the ARC members as listed in the attached memorandum.

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 _____

TRAILER ESTATES PARK AND RECREATION DISTRICT
MEMORANDUM

TO: TRAILER ESTATES BOARD OF TRUSTEES

FROM: DUANE E. TROTTER

SUBJECT: RE-APPOINTMENT OF ARC MEMBERS

DATE: 05/7/2024

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 Preparedness Plan- 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): to create PP20A as presented.

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 Chairman Trotter

Date Submitted May 9, 2024

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____



JUNE 2024
TRAILER ESTATES RESIDENTS

**SEVERE WEATHER
PREPAREDNESS PLAN &
DISASTER 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 69th 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, Specialty Needs Registry.

www.mymanatee.org
www.floridadisaster.org
www.MySuncoast.com

www.mymanatee.org/emergency
www.americanredcross.org
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

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.

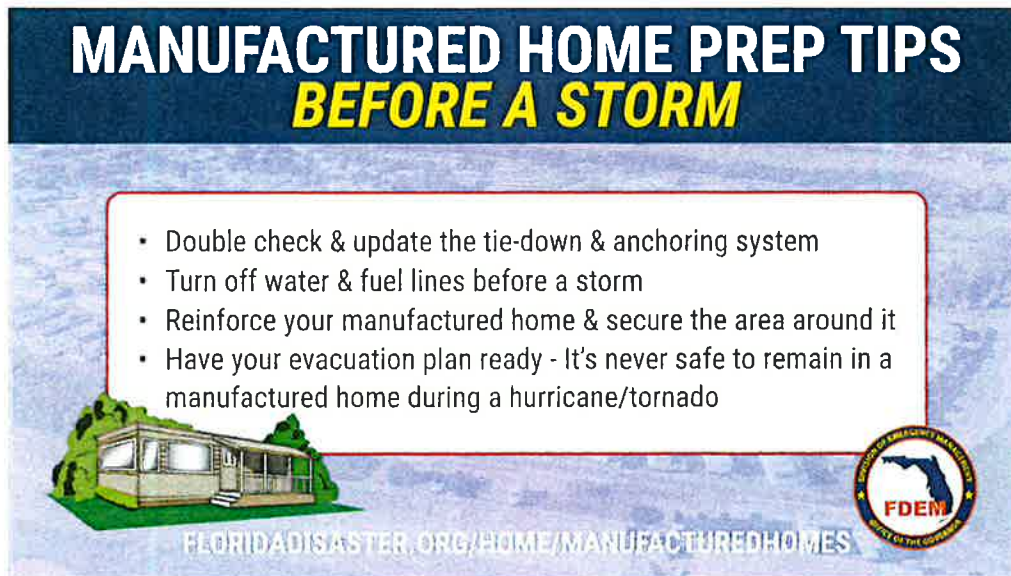
<http://www.cert-te.org/index.html>

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
Shelter openings vary with each emergency. Shelter openings will differ by size and intensity of a disaster. Do not go to the shelter until local officials announce that the shelter is open. 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.	WFLA – CH. 8 WTSP – CH. 10 WTVT – CH. 13 WFTS – CH. 28 WWSB – CH. 40 WBSV – CH. 62 Bay News 9	WFLA – 970 AM WWPR – 1490 AM WJIS – 88.1 FM WXTQ – 106.5 FM

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 or email 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

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
 1001 SARITA AVENUE WEST BRADENTON, FL 34007
 941-939-2777
 55+ MOBILE HOME PARK

MAP KEY

- 1 Office Registration
- 2 Large & Small Halls
- 3 Parking Lot
- 4 Shuffle 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 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 as discussed in today's Workshop.

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 PPP41

Trustee Lori Dalton

Date Submitted 04/17/2024

Chairman/Designee

Office Manager/Designee: Date Posted _____ Initials _____

This page left blank intentionally.

The former PP41 – Use of Facilities/Violations has been removed from the Policies & Procedures effective 5/21/2024.

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 Waterfront Work - 2329 Pennsylvania Ave

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): to approve waterfront work on 2329 Pennsylvania Ave. as per attached plans.

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.) ARC Approvals, site diagrams, and Plans.

Trustee Rod Smith

Date Submitted May 7, 2024

Chairman/Designee 

Office Manager/Designee: Date Posted _____ Initials _____

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DEED RESTRICTIONS BUILDING REQUEST PP 33**

This form is only for approval of building requests as defined in the trailer estates deed restrictions. Property owner should contact Manatee County directly to determine if building permits or other additional land development approvals are required. They can be reached at MANATEE COUNTY PERMITTING DEPT., 1112 Manatee Ave West 2nd floor, Bradenton, FL 34205 , 941-749-3047 ext. 6893.

Site plan of proposed waterfront construction or renovation requires board approval and must be submitted to the Board of Trustees at least one week before a scheduled meeting to be on the agenda for approval.

PERMIT NUMBER: 151

VOGEL OLIVER 2329 PENNSYLVANIA AVE. 941-737-8451
(Print) LAST NAME FIRST ADDRESS PHONE

60 1 TRAILER ESTATES FOURTH ADD
BLOCK NUMBER LOT NUMBER(S) SUBDIVISION OR ADDITION

SEAWALL

TYPE OF CONSTRUCTION Example: NEW HOME, ADDITION, CEMENT WORK, PORCH, A/C, RESIDING, ETC.

138' LENGTH DUNCAN SEAWALL/SCOTT MYERS 941-351-1553
DIMENSIONS: (W-L-H) BUILDER CONTRACTORS NUMBER

SET BACKS	FRONT	BACK	LEFT SIDE	RIGHT SIDE	
ORIG & 2 nd ADD	5'	5'	4'	2'8" (single lots only) otherwise 4'	SET BACKS
1 st ADD	5'	5'	4'	4'	ARE MEASURED FROM
3 rd to 7 th	5'	5'	5'	5'	PROPERTY LINE

MAKE SCALE DRAWING ON REVERSE SIDE OR SUBMIT ON SEPARATE SHEET(S) SHOWING PROPER SETBACKS. ASK OFFICE FOR SHEETS.

EXPIRATION: THIS BUILDING REQUEST EXPIRES 6 MONTHS FROM DATE OF APPROVAL.

APPROVAL IS FOR SETBACKS ONLY. ALL COUNTY CODES MUST BE FOLLOWED AND APPROVED.

I, the undersigned owner or purchaser of Lot 1 Block 60 of Trailer Estates do hereby certify that I assume full responsibility that the construction will conform as shown in the drawings, plans, and specifications as submitted. If said construction commences before this application is approved and a building permit is issued by the County, the construction or addition work will be stopped immediately and I shall be subject to County Zoning Laws as per violation noted, until such violation is remedied. I also realize I am responsible for any other persons property as to damage done by contractors working for my benefit, and I shall see that the damage is corrected at no cost to the district or property owner.

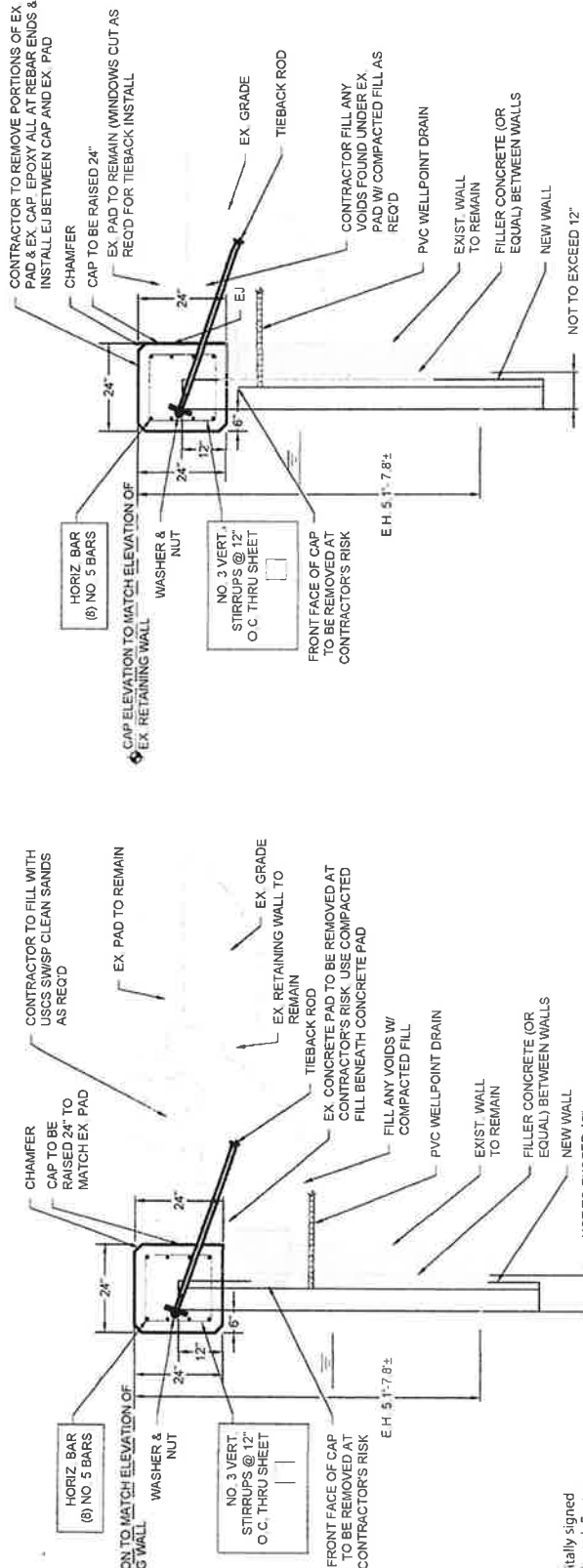
NOTIFY DISTRICT OFFICE WHEN WORK STARTS AND UPON COMPLETION. SIGNING THIS GIVES A/R PERMISSION TO ENTER YOUR PROPERTY.

05/27/24 APR 30 2024
Date Property Owner

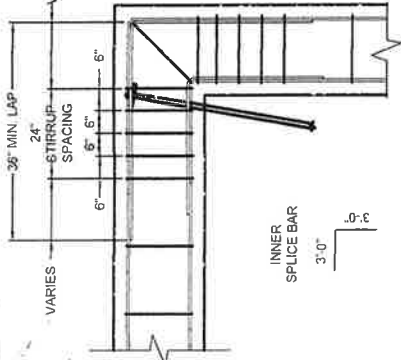
BY: _____ OFFICE USE
* APPROVED DISAPPROVED OR PENDING Date: 4/30/24
For The Board of Trustees

EXPLANATION: * Contingent on Board of Trustee approval

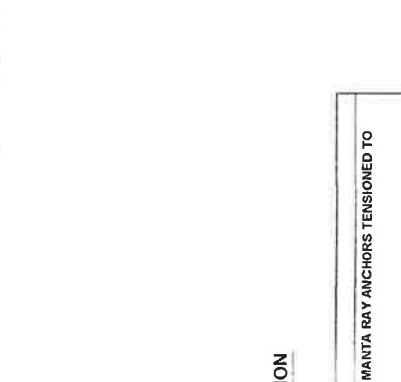
APPLICANT NOTIFIED BY Phone ON 4/30/24 (date)



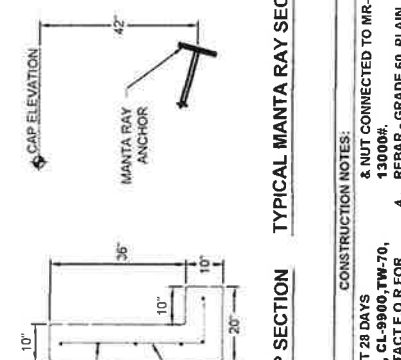
TYPICAL SEAWALL SECTION



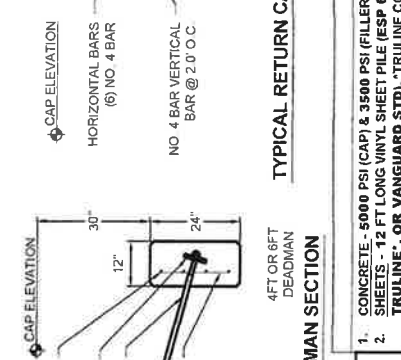
TYPICAL SEAWALL W/CONCRETE PAD SECTION



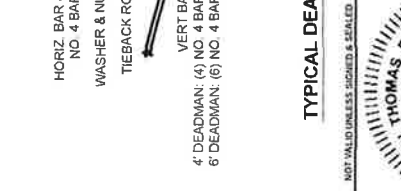
TYPICAL RETURN CAP SECTION



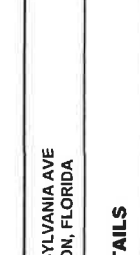
TYPICAL MANTA RAY SECTION



TYPICAL DEADMAN SECTION



TYPICAL CORNER DETAIL



Digitally signed
 by Joseph Foster
 Date: 2024.04.25
 10:05:22 -04'00'

- CONSTRUCTION NOTES:**
1. CONCRETE - 5000 PSI (CAP) & 3500 PSI (FILLER) AT 28 DAYS
 2. SHEETS - 12 FT LONG VINYL SHEET PILE (ESP 6.5, CL-9900, TM-70, TRULINE, OR VANGUARD STD), *TRULINE CONTACT E.O.R FOR ADDITIONAL SPECS
 3. TIEBACK RODS - 1" x 16 FT PVC ENCASED TIEBACK ROD WITH (2) HDG 6" x 16" x 1/2" PLATE WASHERS & NUTS AT EACH END WITH CONCRETE DEADMAN OR 1" x 16 FT HDG TIEBACK ROD W/ (1) HDG PLATE WASHER & NUT CONNECTED TO MR-SR MANTA RAY ANCHORS TENSIONED TO 13000#
 4. REBAR - GRADE 60, PLAIN
 5. DRAINS - 1.25" DIA. X 4FT LONG SLIT TYPE PVC WELL POINT DRAINS THROUGH BOTH WALLS AT 6' CENTERS 6" ABOVE THE BARNACLE LINE.
 6. MEETS FBC 2023 - 8TH EDITION

REVISION	DESCRIPTION	REVISION DATE

FOSTER CONSULTING
 FL PROFESSIONAL ENGINEER NO. 79708
 DE LIC. # 18518 - NJ LIC. # 24689181100 - TX LIC. # 153448
 FL CERTIFICATE OF AUTHORIZATION NO. 32860
 WWW.FOSTERCONSULTING.COM
 2363 1ST AVE. S.E. PETERSBURG, FL 33712

3329 PENNSYLVANIA AVE
 BRADENTON, FLORIDA
DETAILS
 AS NOTED

DATE: 04/25/24
 DRAWN BY: DH
 CHECKED BY: JTF
 SCALE: AS NOTED
 FILE: 24098
 SHEET: 02 OF 02
02



PLACE IN STREET WINDOW

Trailer Estates

ARC APPROVED

4 / 30 / 24 # 151

Approval EXPIRES 6 months after approval date

Upon Completion Sign

_____ Date _____

Return to ARC Box

*Replace Seawall
Contigant on board appn*

Penn

PLACE IN STREET WINDOW

Trailer Estates

ARC APPROVED

4 / 30 / 24 # 151

Approval EXPIRES 6 months after approval date

Upon Completion Sign

_____ Date _____

Return to ARC Box

*Replace Seawall
Contigant on board appn*

Penn

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 Rebuild dock and service boat lift at 6706 Marina Drive

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): _____

Approve this request contingent upon the issuing of the proper County permits.

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 Rod Smith

Date Submitted May 8, 2024

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

Copy

TRAILER ESTATES PARK AND RECREATION DISTRICT DEED RESTRICTIONS BUILDING REQUEST PP 33

This form is only for approval of building requests as defined in the trailer estates deed restrictions. Property owner should contact Manatee County directly to determine if building permits or other additional land development approvals are required. They can be reached at MANATEE COUNTY PERMITTING DEPT., 1112 Manatee Ave West 2nd floor, Bradenton, FL 34205, 941-749-3047 ext. 6893.

Site plan of proposed waterfront construction or renovation requires board approval and must be submitted to the Board of Trustees at least one week before a scheduled meeting to be on the agenda for approval.

PERMIT NUMBER: **154**

McLaughlin Linda 6706 Marina Dr. (440) 935-3888
(Print) LAST NAME FIRST ADDRESS PHONE

57 19,20 3
BLOCK NUMBER LOT NUMBER(S) SUBDIVISION OR ADDITION

Rebuild dock behind 6706 Marina Dr. and Service the existing boat lift
TYPE OF CONSTRUCTION Example: NEW HOME, ADDITION, CEMENT WORK, PORCH, A/C, RESIDING, ETC.

Approx. 100 sq ft. Dock 20' x 5' Sunshine Dock & Seawall
DIMENSIONS: (W-L-H) BUILDER CONTRACTORS NUMBER

SET BACKS	FRONT	BACK	LEFT SIDE	RIGHT SIDE	
ORIG & 2 nd ADD	5'	5'	4'	2'8" (single lots only) otherwise 4'	SET BACKS
1 st ADD	5'	5'	4'	4'	ARE MEASURED FROM
3 rd to 7 th	5'	5'	5'	5'	PROPERTY LINE

MAKE SCALE DRAWING ON REVERSE SIDE OR SUBMIT ON SEPARATE SHEET(S) SHOWING PROPER SETBACKS. ASK OFFICE FOR SHEETS.

EXPIRATION: THIS BUILDING REQUEST EXPIRES 6 MONTHS FROM DATE OF APPROVAL.

APPROVAL IS FOR SETBACKS ONLY. ALL COUNTY CODES MUST BE FOLLOWED AND APPROVED.

I, the undersigned owner or purchaser of Lot 19,20 Block 57 of Trailer Estates do hereby certify that I assume full responsibility that the construction will conform as shown in the drawings, plans, and specifications as submitted. If said construction commences before this application is approved and a building permit is issued by the County, the construction or addition work will be stopped immediately and I shall be subject to County Zoning Laws as per violation noted, until such violation is remedied. I also realize I am responsible for any other persons property as to damage done by contractors working for my benefit, and I shall see that the damage is corrected at no cost to the district or property owner.

RECEIVED
MAY 07 2024

NOTIFY DISTRICT OFFICE WHEN WORK STARTS AND UPON COMPLETION.
SIGNING THIS GIVES ARC PERMISSION TO ENTER YOUR PROPERTY.

5/6/2024 Date Linda McLaughlin Property Owner

OFFICE USE
APPROVED, DISAPPROVED OR PENDING Date: 05/07/24 Richard Bernadey
For The Board of Trustees

EXPLANATION: Rebuild dock & service existing boat lift

APPLICANT NOTIFIED BY Richard Bernadey ON 05/07/24 (date)
left message at 05/07/24 1:45 pm

BUILDING PERMIT FORM (formerly PP39)
Revised 7/9/10 Revised 10/15/12 Revised 5/4/15; 11/2016, 7/18/22, 2/6/24

of 1
Contingent on Board Approval.

* Work will most likely start July or August timeframe. I am going back...

The following options/upgrades shall be installed upon your request. If you decide to add any listed options to this contract, please circle the option number and initial beside it as authorization:

- 1) service current lift
(the additional cost: \$1,200.00)

NOTE: Option 1) price does not include new parts if required. A quote for new parts will be provided if needed.

All construction to be as per plans attached.

This proposal is contingent upon Custom Dock & Davit gaining sufficient access to the job site for the aforementioned work. Owner shall be responsible for providing suitable access for material storage on site as well as crew access.

This proposal is contingent upon Custom Dock & Davit obtaining all required permits prior to the start of construction. If you are affected by by-laws or restrictions of any local associations, it will be your responsibility to inform us of such details prior to the permitting process. This proposal **does not** include permit, engineering or survey fees, if required.

All dock piles shall be installed to minimum penetration of 6 feet and boatlift and mooring piles to 8 feet or to impassable rock. In the event impassable rock is found at shallower levels, rock punching of the piling shall be performed at the rate of \$425.00 each.

Warranty information:

WearDeck Brand reinforced decking is warrantied through the lifetime of the original purchaser. Note: Commercial / Association warranty is limited to 25 years. (Warranties cover rotting, splintering, splitting and termite damage.) All pilings and substructure shall be warranted for a period of 5 years from installation.

Note: Warranties do *not* cover damages resulting from misuse, neglect, wood bore infestation (pilings), natural weathering or adverse weather conditions (Acts of God). Warranties are *not* transferable.

For your protection, we meet all State and local licensing requirements. We are insured against liability, property damage and all workers' injury claims by both the State of Florida and the Federal Government. See attachment for additional policy information.

All workmanship and materials will be guaranteed to equal or exceed industry standards. Upon completion, all excess materials and debris will be removed and the site will be left in a clean condition. It is our sincere intention to perform this work in a manner that causes the least inconvenience to you and your guests.

A partial payment of 20% of the contract price is to be paid upon the signing and submitting of this proposal. Payment in full is to be received *upon completion of construction*. We will honor this proposal for a period of thirty days, and it will become a binding contract with your signature. Your signature will authorize Custom Dock & Davit to serve as your representative in any required permitting procedures.

This work will commence within 45 to 90 working days after our receipt of a signed contract (and authorized permit, if required) unless a different date has been discussed.


James H. Smith
Custom Dock & Davit
License #CGC1535468

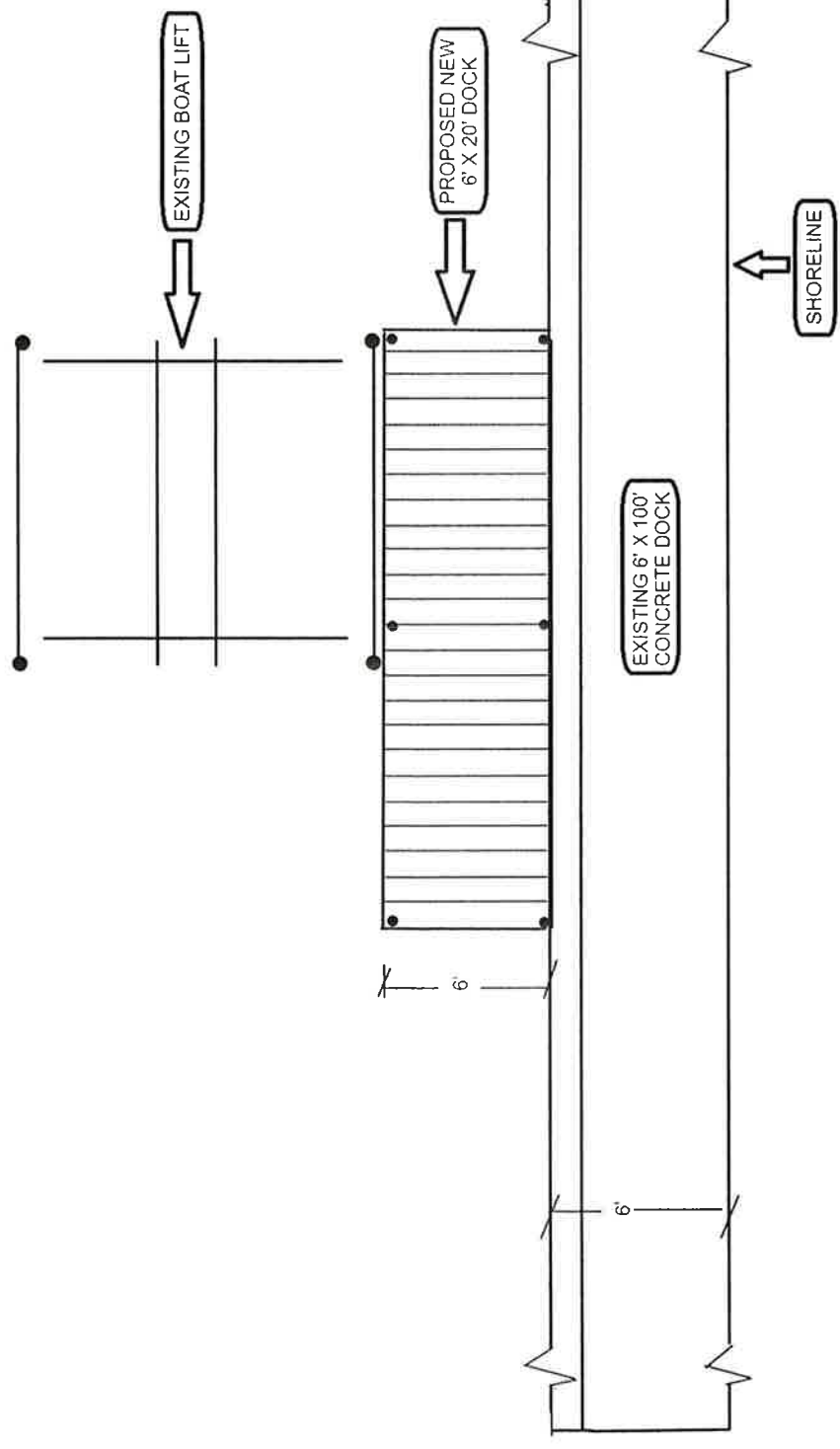
Authorized Agent or
Property Owner
Date of Execution _____

JHS/hf

We invite you to visit our web site @ www.customdockdavit.com.

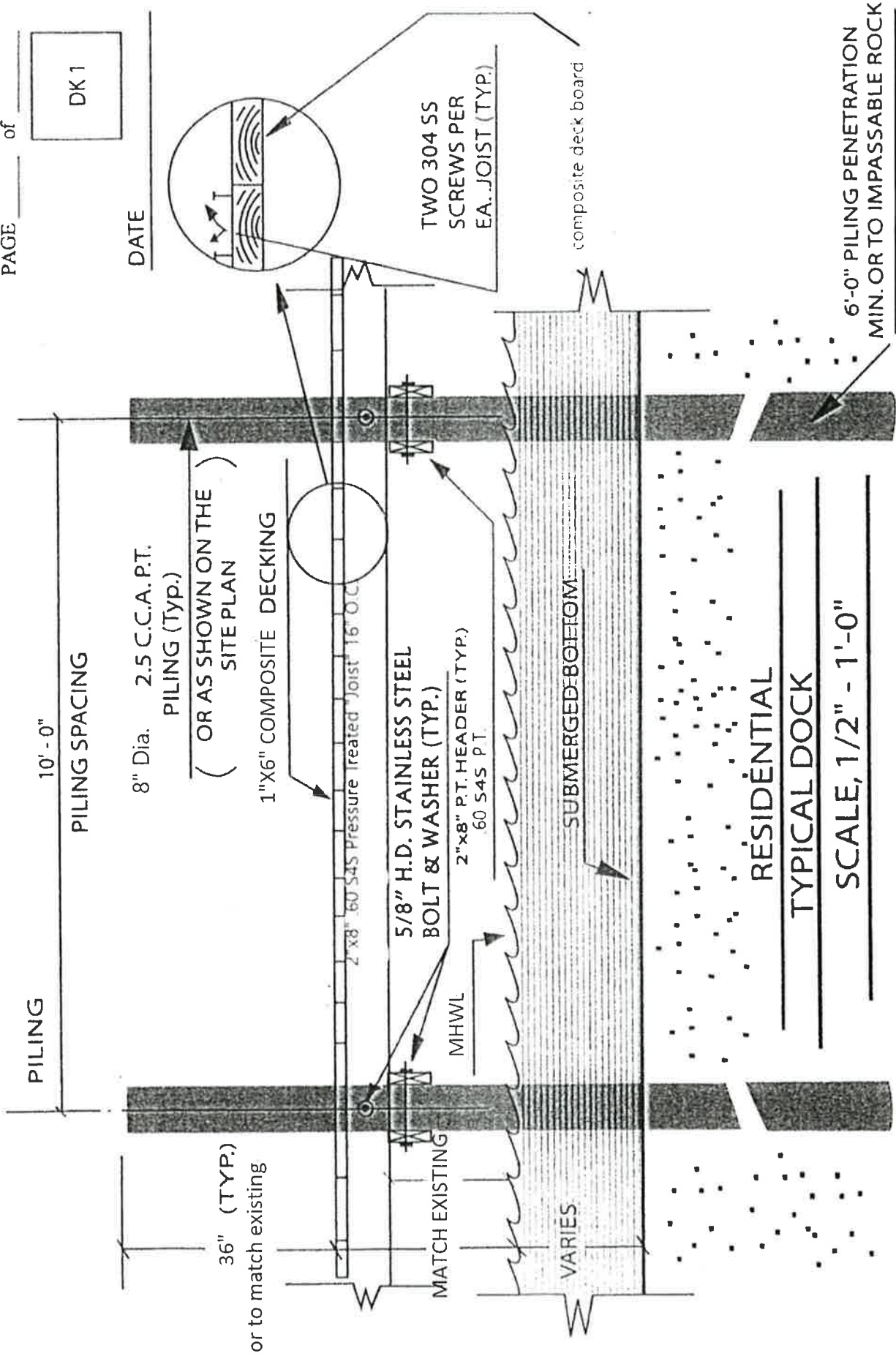
Date:

WOW = 93'



CUSTOM DOCK & DAVIT
PH.(941)923-1522/FAX(941)921-3702

Name: Linda McLaughlin	DEP File#:
Add: 6706 Marina Dr.	ACOE File#:
City: Bradenton, FL 34207	Tel:
County:	Sct. Twn. Rng. Notes:



NAME _____
 ADD _____
 CITY _____
 TEL. _____

*OR AS SHOWN

CUSTOM DOCK & DAVIT

RESIDENTIAL
 TYPICAL DOCK
 SCALE, 1/2" = 1'-0"

PLACE IN STREET WINDOW

Trailer Estates

ARC APPROVED

05 / 07 / 24 # 154

Approval EXPIRES 6 months after approval date

Upon Completion Sign

_____ Date _____

Return to ARC Box

*Rebuild dock
Server boat lift*

Contingent on board approval

Marina Dr