

TRAILER ESTATES PARK & RECREATION DISTRICT

BOARD OF TRUSTEE WORKSHOP

May 2, 2022

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

MARK'S HALL

1903 69TH AVENUE WEST

BRADENTON, FLORIDA 34207

1. Recurring Workshop Agenda -- Seawall Repair (Chandler)
2. POW Flags (Dalton)
3. Disaster Preparedness Plan PP20 (Trotter)
4. Fine Schedule (Trotter)

RESIDENT COMMENTS

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

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

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM

PP 38

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

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

Type of Meeting (check one): Workshop Board Meeting

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

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

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

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

Trustee Mary Chandler

Date Submitted 12-13-21

Chairman/Designee Mike Anson

Office Manager/Designee: Date Posted 12/13/2021 Initials MA

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 POW Flags

For Upcoming Meeting—Date 05-02-2022

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
the Veteran's Club's desire to add POW flags to TE flagpoles.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
Flags are to be donated. No other cost should be incurred.

Attachments: (Please attach any diagrams or pertinent information concerning this
Agenda Item. Please list the attachments.) None.

Trustee Lori Dalton

Date Submitted 04-19-2022

Chairman/Designee _____

Office Manager/Designee: Date Posted 4/25/2022 Initials LD

**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 Disaster Preparedness Plan PP20

For Upcoming Meeting—Date 5/2/2022

Type of Meeting (check one): Workshop Board Meeting

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

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

Discuss revisions to PP20 Disaster preparedness plan.

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 4/22/2022

Chairman/Designee *Juanita Trotter*

Office Manager/Designee: Date Posted _____ Initials _____

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

Trailer Estates Park and Recreational District
BOARD APPROVED 4/18/22 9/21/15
Emergency Preparedness Plan April 2022 June 2015

INTRODUCTION: ~~Trailer Estates is a park and recreation independent special taxing district pursuant to Chapter 189, Florida Statutes located at 1903 69th Avenue West, Bradenton, Florida 34207. Trailer Estates Park and Recreational District consists of approximately 1268 mobile homes and 2500 residents, most of which are seasonal. The Trailer Estates community is unique because it has an active Fire Department. Should an emergency occur, the Fire Department members are readily available to provide their service.~~

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. **Should an emergency occur, Cedar Hammock Fire Department is Trailer Estates Park and Recreation District's first responders.**

The following are Trailer Estates office and emergency contact information:

Office Telephone: (941) 756-7177 - fax (941) 755-2937
Office Hours: 9:00 a.m. – Noon and 1:00 p.m. – 3:00 p.m. Monday through Friday unless otherwise posted. Closed Holidays
TE Website: trailerestates.com

Board of Trustees – Addendum

Addendum ONLY Updated 04-18-22

Chairman:	Duane Trotter	(610) 806-2023
Secretary:	Lori Dalton	(810) 955-9267
Treasurer:	Mary Chandler	(207) 383-7619
Health & Welfare:	Sandra Simonich	(309)945-6128
Continuing Recreation:	Pete Price	(317) 657-4003
Seasonal Recreation:	Kathy Gregory	(615) 692-4912
Maintenance:	Vacant	
Public Relations South:	Louis Nickels	(810) 265-9180
Public Relations North:	Russell McAlister	(817) 821-0055
Cedar Hammock Fire Chief:	Jeffrey Hoyle	(941) 751-7090
Public Safety Office 24/7:		(941) 749-3500
DISTRICT ATTORNEY:	Mark Barnebey	(941) 748-0100

of furnishings. If a disaster occurs, it is important for everyone to know their responsibilities. 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 of mobile homes shall be borne by the home owner.

To assist all residents, Trailer Estates has established an Emergency Contact Information file. 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 form is available in the Trailer Estates Office. Please take the time to complete this form.

As a moral obligation to our residents and their families, 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 needs application can be found under www.mymanatee.org, Specialty Needs Registry.

www.mymanatee.org

www.mymanatee.org/emergency

www.floridadisaster.org

www.americanredcross.org

www.MySuncoast.com

www.salvationarmy.org

There are several methods residents of Trailer Estates can stay informed of disaster information, evacuation routes, tornado preparedness and shelter information. Local television stations throughout the viewing area provide web sites to download emergency preparedness brochures. TE Channel 733 provides emergency preparedness information. Announcements are made at the Board of Trustee meetings. Emergency preparedness information is also provided by Trailer Estates Community Emergency Response Team (CERT) ~~the Fire Department~~ and may periodically be available at the Post Office. ~~and Fire Department.~~

This Emergency Preparedness Plan only covers Trailer Estates assets and contents as identified in our Florida Municipal Insurance Trust (FMIT) plan. Trailer Estates Schedule of Value data, account profile and insurance information is imported directly to SimpliCity. SimpliCity is an online software application developed by Synergy ID and licensed exclusively in the State of Florida to the FMIT. Trailer Estates has elected the SimpliCity Pro feature of the policy. This version provides managing property insurance claims, tracking uncovered losses, overseeing projects, coordinating vendor services and keeping accurate schedules of value for FEMA and other claims processing. This reduces the magnified challenges during post-disaster events.

The Maintenance Trustee is responsible for the implementation of the Emergency Preparedness Plan. This preparedness plan will be reviewed yearly by the Board of Trustees at the first meeting in April. This will allow sufficient time to implement any applicable modifications to the plan prior to the Hurricane season. The Maintenance Trustee and Maintenance Manager will ensure the account information (i.e., insurance amounts, photo's, additional property) with FMIT is updated and accurately described on a semi-annual basis.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

SEVERE WEATHER PREPAREDNESS AND SHELTER INFORMATION: There are numerous emergency preparedness situations that may involve evacuations to shelters. Depending on the size and intensity of the emergency, not all shelters are activated at the same time. Listed below are the available shelters for Manatee County:

Bayshore Elementary	6120 26 th Street West, Bradenton
Braden River Middle School	6215 River Club Blvd., Bradenton
Braden River High School	6545 SR 70 East, Bradenton
Buffalo Creek Middle School	7320 69th Street East, Palmetto
Daughtreary Elementary	515 63rd Ave East, Bradenton
Freedom Elementary school	9515 State Road 64 East, Bradenton
Gullett Elementary School	12125 44th Avenue East, Bradenton
Haile Middle School	950 I State Road 64 East, Bradenton
Johnson Middle School	2121 26 th Avenue East, Bradenton
Kinnan Elementary School	3415 Tallevast Road, Sarasota
Lee Middle School	4000 53rd Avenue West, Bradenton
Manatee High School	902 33 rd Street Court West, Bradenton (pet friendly)
McNeal Elementary School	6325 Lorraine Road, Bradenton
Miller Elementary School	601 43 rd Street West, Bradenton
Mills Elementary School	7200 69th Street East, Palmetto (pet friendly)
Myakka City Elementary School	37205 Manatee Avenue, Myakka City
Oneco Elementary School	5214 22nd Street Court East, Bradenton
Prine Elementary School	3801 Southern Parkway, Bradenton
Rodgers Garden Elementary	515 13th Ave West, Bradenton
Seabreeze Elementary School	3601 71 st Street West, Bradenton
Tillman Elementary School	1415 29th Street East, Palmetto
Williams Elementary School	3404 Fort Hamer Road, Parrish
Willis Elementary School	14705 The Masters Avenue, Bradenton
Witt Elementary School	200 Rye Road, Bradenton

RE-ENTRY PROCEDURES:

Should an evacuation occur, Law Enforcement personnel will control the re-entry process. Residents are notified by the media or contact Citizens Action Center 941-748-4501.

There are three levels of re-entry:

HAZARD ANALYSIS: In this day and age, TE is not just vulnerable to hurricanes. Flooding, tornadoes, fires, terroristic threats, earth quakes, storm surge, lightning strikes, tropical storms, hazardous materials incidents and transportation accidents are just a few.

Tornadoes are the most violent, destructive storms and can devastate an area in seconds. Tornadoes occur most frequently during the months of April, May and June. Whenever severe thunderstorms threaten our area, listen to the radio and television announcements for updates and instructions. If a tornado has been sighted in your area take the following actions:

Take cover.

Go to the interior part of a building or structure, closet, interior hallway or bathroom.

If these shelters are not available, seek shelter under something sturdy and remain in place until the emergency is over,

If in a vehicle, mobile home or trailer, get out immediately and seek shelter in a building that offers better protection. Do not attempt to flee from a tornado in your vehicle.

Fires are another element that can devastate your home and possessions within minutes. Should you smell or witness smoke, call the Fire Department, 911, immediately. Do not attempt to put a fire out by yourself. You should take the following actions to prevent fires:

Test monthly and change batteries twice a year in your smoke detectors.

Test your fire extinguisher for proper levels. Teach family members on proper usage.

Have a fire exit plan in place and discuss with family members.

SPECIFIC INFORMATION FOR TRAILER ESTATES:

1. Manatee Area Map (Attachment A)
2. Trailer Estates Map (Attachment B)
3. Trailer Estates Hurricane Evacuation Zone is "B"
4. The FL Emergency Evacuation Routes (Attachment C)
5. Trailer Estates Flood Zone is AT (Attachment C)
6. Trailer Estates is located adjacent to Route 41 and Florida Blvd. Both routes are heavily traveled by commercial and privately owned vehicles.

APR 25 '22 AM 10:00

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

CONCEPT OF OPERATIONS: Should a disaster occur the Board of Trustee Chairman is in charge. If the Chairman is not available the Maintenance Trustee is the alternate. The following will activate Trailer Estates Emergency Preparedness Plan:

1. Receive emergency notification from local authorities, FMIT/Synergyfl, Emergency Operations Center, NOAA ad local news broadcasts.
2. Board of Trustee Chairman or alternate will notify remaining Board of Trustees and Maintenance employees to activate the duties outlined in this Policy and Procedure and Goals attachment.
3. ~~The Maintenance Trustee will communicate with Simplicity to activate the Memorandum of Understanding and Disaster Preparedness Plan.~~
4. The Maintenance Trustee will contact Trailer Estates CERT and establish a base of operation for CERT to respond to residents and provide communications for the District as needed.

INFORMATION, TRAINING AND EXERCISE:

- A. **Board of Trustees and Employees:** The Board and employees will review the Emergency Preparedness Plan at least yearly and make appropriate changes, as required.
- B. The Maintenance Trustee will contact the Trailer Estates Cedar Hammock Fire Chief to conduct yearly training for employees. Residents of Trailer Estates are invited to attend. Emergency Preparedness pamphlets and brochures may be periodically issued at the Trailer Estates Office, and Post Office and Fire Department. Additional information will be provided on Channel 732 as information becomes available and the CERT website, <http://www.cert-te.org/>
- C. The Maintenance Trustee will contact Channel 732 to air emergency preparedness information for all residents during the month of March.

A. A roster of Residents for Emergency Contact will be developed and updated at the beginning of the calendar year.

B. A list of names, addresses and telephone numbers of Trailer Estates employees is located in the Trailer Estates Office.

In the event of an emergency, the Maintenance Manager can be reached at 941-524-1673

C. Listed below are the names and telephone numbers of emergency contacts:

FMIT/Syneergy	1-888-580-7080 – 24/7 Switch Board
Florida Power & Light	1-800-468-8243
Peace River Electric	1-800-282-3824
Solid Waste	941-792-8811
Red Cross	941-792-8686
Sherriff	941-747-3011
Highway Patrol	941-751-7647
Animal Services	941-742-5933
Emergency Management	941-749-3500
Special Needs Registry	941-749-3500 ext. 7828
Catholic Charities	941-714-7829
Salvation Army	941-748-5110
United Way	941-748-1313
Citizens Action Center	941-749-3500 or 311
TDD	941-753-5802
Florida Fire District	941-761-1555
EOC	941-749-3500
Health Department	941-748-0747
211 Referral Line	2-1-1
NOAA Weather Radio	PIPS code 012081
FM Radio Station	WHPT 102.5/WCTQ 106.5
Emergency Alert System (EAS)	WMTZ 100.7
www.mymanatee.org	

APR 25 '22 AM 10

TRAILER ESTATES PARK AND RECREATION DISTRICT DISASTER PREPAREDNESS PLAN PP 20

OVERVIEW

Preparedness/Evacuation

- GOAL A. Prepare building and grounds for evacuation/continuity of operations.**
- GOAL B. Prepare office for possible off-site activities.**
- GOAL C. Prepare to-go box for bills/banking/accounts for possible off-site activities.**
- GOAL D. Prepare to-go box for Trustees Responsibilities/Contracts.**
- GOAL E. Prepare plan for employees.**
- GOAL F. Set up plans for committee responsibilities.**
- GOAL G. Set up activities for Community Awareness Event.**
- GOAL H. Review State/Federal Programs for District Support.**
- GOAL I. Make preparations for board meetings/governance, if needed.**

GOAL A. Assess and prepare building and grounds for usage.

GOAL B. Conduct office activities, off-site if necessary.

GOAL C. Conduct bill/banking/account activities as needed.

GOAL D. Conduct cancellation/rescheduling activities as needed.

GOAL E. Assess and determine employee assignments.

GOAL F. Implement committee involvement during recovery.

GOAL G. Provide community support.

GOAL H. Review State/Federal Programs for District Support.

GOAL I. Conduct board meetings/governance, as appropriate.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	Preparedness/Evacuation	Person Responsible
	Notification: Board is informed of alert/need to implement plan.	Chairman
	<p>GOAL A. Prepare building and grounds for evacuation/continuity of operations.</p> <ol style="list-style-type: none"> 1) Prepare list of assignments and timeline for maintenance preparations for disaster (i.e. buildings, pool, marina, beach pavilion, etc.). 2) Describe arrangements for electrical back-up for office and other buildings. 3) Prepare contact information for maintenance staff—work stoppage/work startup. 4) Prepare additional procedures as needed. 	<p>Maintenance Trustee Maintenance Manager Backup</p> <hr/>
	<p>GOAL C. Prepare to-go box for bills/banking/accounts for possible off-site activities.</p> <ol style="list-style-type: none"> 1) Develop emergency check writing procedure (voucher/limited access to trustees). 2) Describe plan for receipt/payment of bills. 3) Develop list of accounts/phone numbers for temporary office (trash, TV, tree, etc.). 4) Prepare information for banking/bills/payroll/facility leases/CDs/etc. 5) Develop additional procedures as needed. 	<p>Treasurer Office Manager Backup</p> <hr/>

Preparedness/Evacuation	Person Responsible
<p>GOAL D. Prepare to-go box for Trustees Responsibilities/Contracts.</p> <ol style="list-style-type: none"> 1) Review list of upcoming events/contacts/contracts (performers, bands, food, etc). 2) Review contract cancellation clauses. 3) Prepare list of dates of events/contact phone numbers/cancellation recommendations. 4) Determine responsibility for calling/canceling due to disaster. 5) Develop additional procedures as needed. 	<p>All Trustees Chairman Backup— Office Manager</p>
<p>GOAL E. Prepare plan for employees.</p> <ol style="list-style-type: none"> 1) Review personnel policies. 2) Describe possible arrangements for disaster/recovery work stoppage (look at different scenarios—i.e. buildings maintained, buildings lost, cleanup, paid/unpaid leave, etc.). 3) Propose personnel policies for disaster/recovery. 4) Develop chain of command/phone contacts for disaster/recovery contact. 5) Develop additional procedures as needed. 	<p>Treasurer Chairman Maintenance Trustee</p>
<p>GOAL E. Prepare plan for employees.</p> <ol style="list-style-type: none"> 1) Review personnel policies. 2) Describe possible arrangements for disaster/recovery work stoppage (look at different scenarios—i.e. buildings maintained, buildings lost, cleanup, paid/unpaid leave, etc.). 3) Propose personnel policies for disaster/recovery. 4) Develop chain of command/phone contacts for disaster/recovery contact. 5) Develop additional procedures as needed. 	<p>Treasurer Chairman Maintenance Trustee</p>

Recovery	Person Responsible
<p>GOAL A. Assess and prepare building and grounds for usage.</p> <ol style="list-style-type: none"> 1) Assess building and grounds for usage. Contact Chairman, Office Manager, Trustees about usability of buildings. 2) Review contract(s) with outside agencies for use of facilities. 3) Contact outside agencies regarding use of facilities. 4) Prepare list of priorities for maintenance (usage/closure of buildings, pool, marina, beach pavilion, etc.). 5) Set up systems for district operations (electrical back-up for office and other buildings, etc.). 6) Prepare and implement additional procedures as needed. 	<p>Maintenance Trustee Maintenance Manager Backup —</p> <hr/>
<p>GOAL B. Conduct office activities, off-site if necessary.</p> <ol style="list-style-type: none"> 1) Receive information from Maintenance Trustee/Maintenance Manager regarding usability of buildings. 2) If off-site, open and utilize to-go box. 3) Contact Board and necessary agencies (post office, etc.) of temporary off-site office. 4) Notify appropriate individuals/district residents of temporary off-site office and contact information/temporary phone. 5) Utilize, store, and back-up data on an on-going basis. 6) Implement additional procedures as needed. 	<p>Chairman Office Manager Backup— Treasurer</p>
<p>GOAL C. Conduct bill/banking/account activities as needed.</p> <ol style="list-style-type: none"> 1) Open and utilize to-go box for banking/bills/payroll/etc. 2) Utilize plan for receipt/payment of bills. 3) Utilize list of accounts/phone numbers as needed. 4) Implement additional procedures as needed. 	<p>Treasurer Office Manager Backup —</p> <hr/>

APR 25 '22 AM 10:15

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	Preparedness/Evacuation	Person Responsible
	<p>GOAL G. Set up activities for Community Awareness Event</p> <ol style="list-style-type: none"> 1) Provide residents with current community disaster information. 2) Provide residents with Emergency Numbers (community resources, temporary office phone, etc). 3) Provide opportunity for Emergency Management Special Needs transportation applications/review renewals. 4) Provide residents with Sheltering Information/To-Go Box suggestions. 5) Provide residents with community/TE return and rebuild information. 6) Consider outside agency involvement/presentations. 7) Consider developing post-disaster volunteer groups and procedures to support resident activities upon return/recovery. 8) Prepare Bulletin Board with current information. Keep up to date. 9) Consider additional activities. 	<p>Public Relations Trustees Health & Welfare Trustee</p>
	<p>GOAL H. Review State/Federal Programs for District Support</p> <ol style="list-style-type: none"> 1) Research information about community programs that can provide district support. 2) Provide board with information about programs. 3) Prepare materials for application to/involvement in these programs. 4) Prepare other materials as needed. 	<p>Health & Welfare Trustee</p>
	<p>GOAL I. Make preparation for board meetings/governance, if needed.</p> <ol style="list-style-type: none"> 1) Make arrangements for off-site meeting space for governance. 2) Develop plan for notification of Board and Residents. 3) Cancel scheduled meetings, if necessary. 4) Schedule special meetings, if necessary. 5) Consider additional procedures if needed. 	<p>Chairman 1st Vice Ch. Secretary</p>

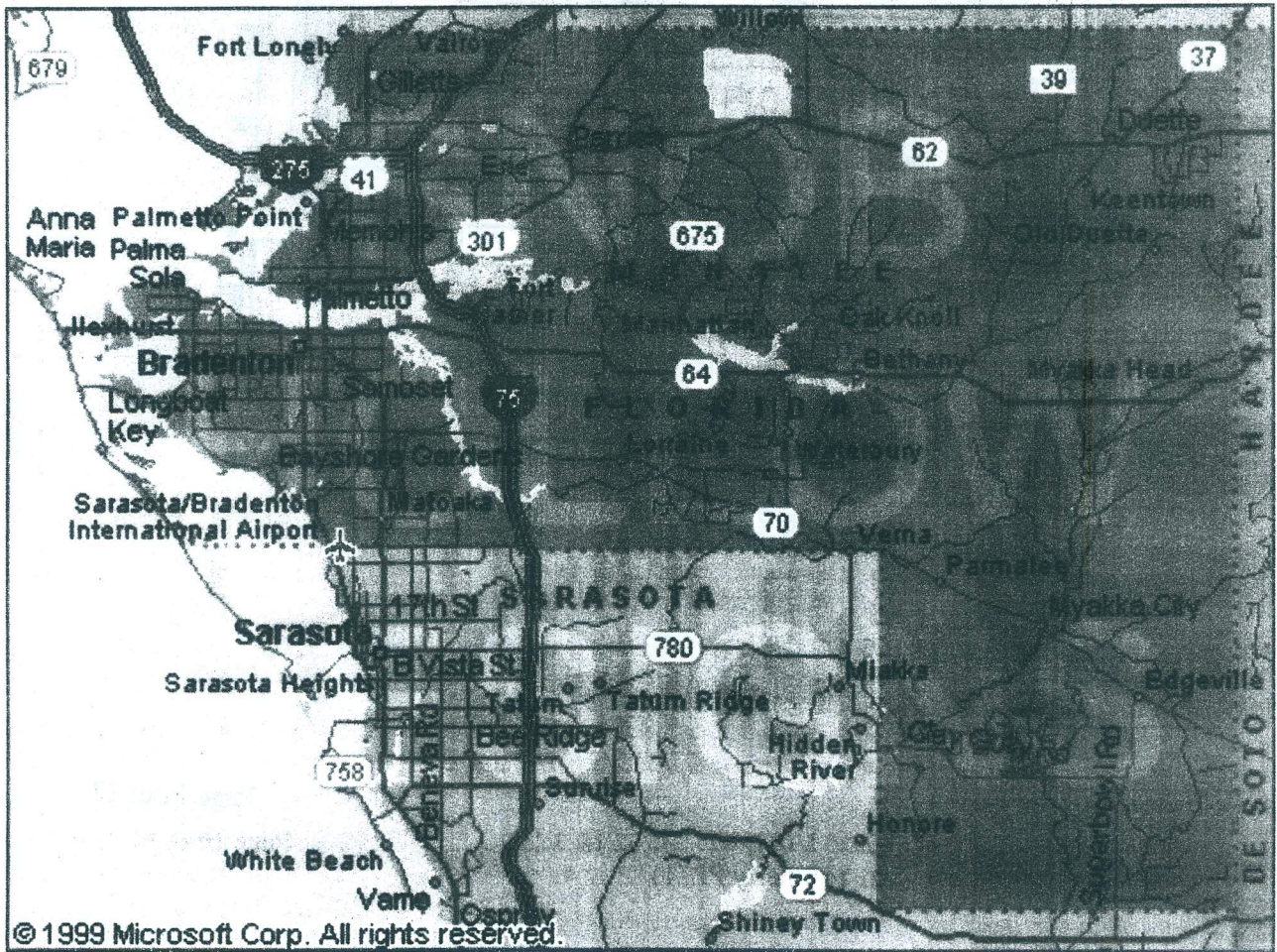
**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

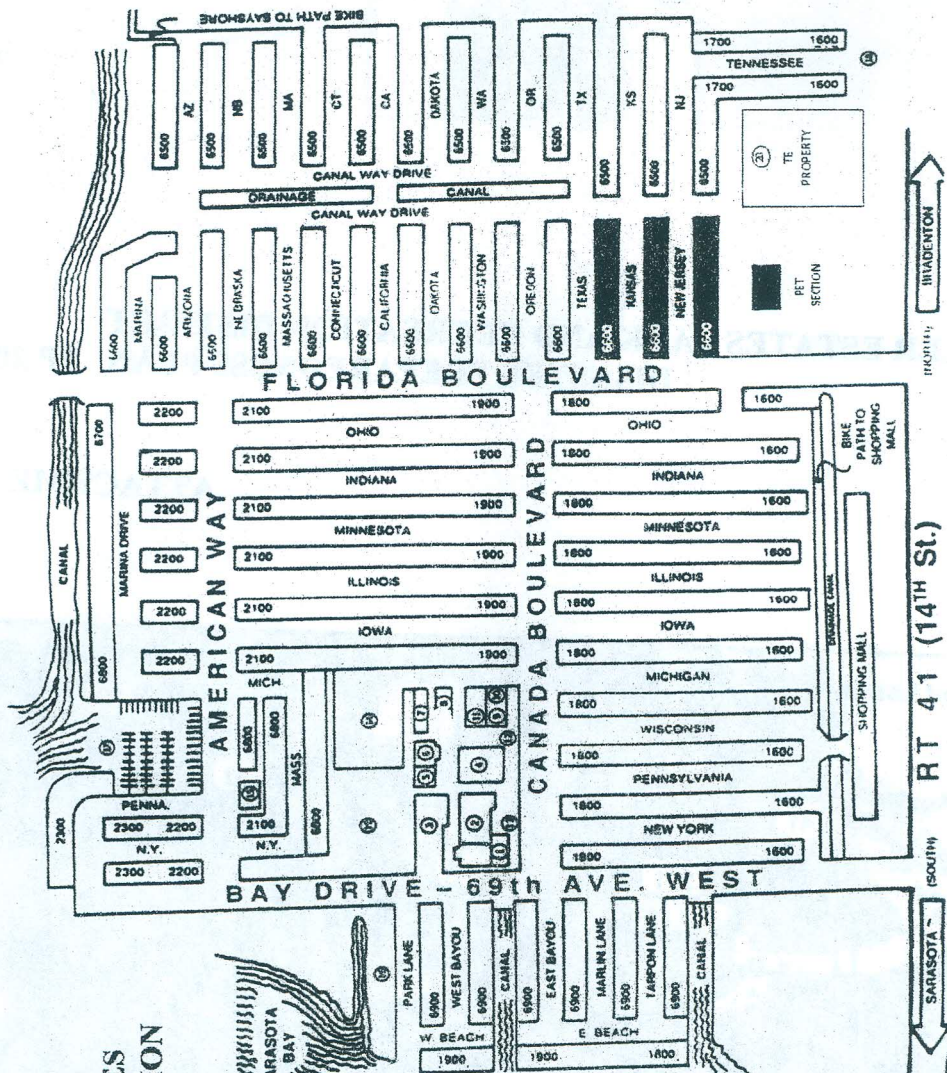
	Recovery	Person Responsible
	<p>GOAL D. Conduct cancellation/rescheduling activities as needed.</p> <ul style="list-style-type: none"> 1) Review list of upcoming events/contacts/contracts (performers, bands, food, etc). 2) Notify as needed. 3) Implement additional procedures as needed. 	<p>All Trustees Chairman Backup— Office Manager</p>
	<p>GOAL E. Assess and determine employee assignments.</p> <ul style="list-style-type: none"> 1) Utilize chain of command/phone contacts for contacting employees. 2) Determine employee needs/options (i.e. on a case-by-case basis or per personnel policies). 3) Determine employee responsibilities and assignments. 4) Implement additional procedures as needed. 	<p>Maintenance Trustee Maintenance Manager Chairman Office Manager</p>
	<p>GOAL F. Implement committee involvement during recovery.</p> <ul style="list-style-type: none"> 1) Utilize Website for information. 2) Implement additional procedures as prepared. 3) Implement Architectural Review Committee procedures for post-disaster application/approval. 4) Implement additional procedures as prepared. 	<p>Trustee/Website ARC Comm.</p>
	<p>GOAL G. Provide community support.</p> <ul style="list-style-type: none"> 1) Implement post-disaster volunteer groups and procedures to support resident activities upon return/recovery. 2) Assist residents with outside agency services. 3) Consider additional activities as needed. 	<p>Public Relations Trustees Health & Welfare Trustee</p>

Recovery	Person Responsible
<p>GOAL H. Review State/Federal Programs for District Support</p> <ol style="list-style-type: none"> 1) Inform agencies/programs about status. 2) Serve as board liaison to agencies/programs. 3) Prepare necessary forms/etc. for submission. 	<p>Health & Welfare Trustee</p>
<p>GOAL I. Conduct board meetings/governance, as appropriate.</p> <ol style="list-style-type: none"> 1) Receive information from Maintenance Trustee/Maintenance Foreman regarding usability of TE buildings. 2) Notify Board and Residents of meetings/location. 3) Conduct scheduled meetings, if appropriate. 4) Schedule special meetings, if necessary. 5) Implement additional procedures if needed. 	<p>Chairman 1st Vice Ch. Secretary</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

ATTACHMENT A

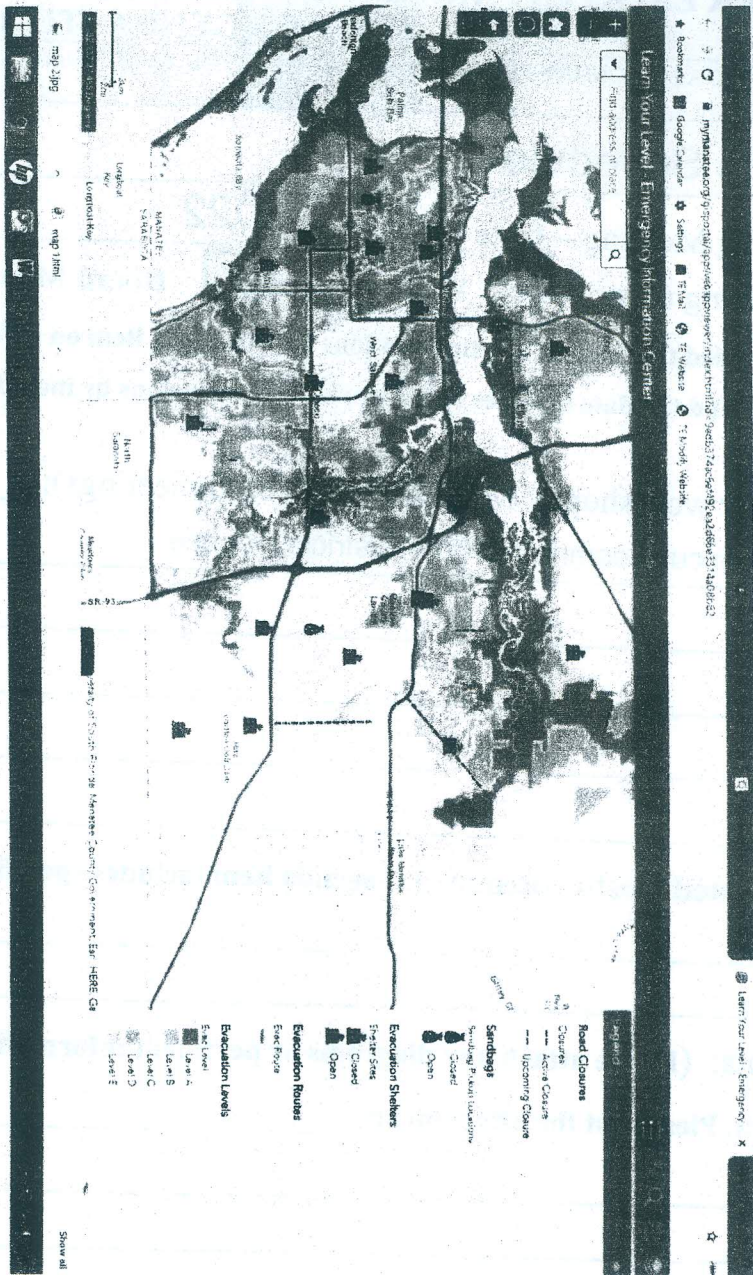




**TRAILER ESTATES
PARK & RECREATION
DISTRICT**

- 1) OFFICE REGISTRATION
- 2) LARGE & SMALL HALLS
- 3) PARKING LOT
- 4) SHUFFLE LANES
- 5) SWIMMING POOL/JACUZZI
- 6) ACTIVITY CENTER (EXERCISE)
- 7) MAINTENANCE SHOP
- 8) WOODSHOP
- 9) POST OFFICE
- 10) LAUNDRY/SICK ROOM EQUIP.
- 11) LAUNDRY DRYING AREA
- 12) BUS STOP
- 13) AIR PUMP (BICYCLE/CAR)
- 14) TRAILER & R.V. PARKING
- 15) DUMPSTER/RECYCLING
- 15) FIRE DEPARTMENT
- 16) PICNIC & BEACH AREA
- 17) MARINA & LAUNCH RAMP
- 18) PLAYGROUND
- 19) PROPERTY LEASED FROM COUNTY
- 20) TE PROPERTY

APR 25 '22 AM 10:1



TRAILER ESTATES PARK AND RECREATION DISTRICT DISASTER PREPAREDNESS PLAN PP 20

ATTACHMENT C

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM

APR 25 '22 AM 10:5

PP 38

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

Agenda Fine Schedule

For Upcoming Meeting—Date May 2, 2022

Type of Meeting (check one): Workshop Board Meeting

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

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

Review and discuss comments from Districts Counsel

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

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

Trustee Trotter

Date Submitted 4/25/2022

Chairman/Designee *Duane Trotter*

Office Manager/Designee: Date Posted 4/25/2022 Initials *DM*

APR 25 '22 AM 10:21

chairman@trailerestates.com

From: Mark Barnebey <mbarnebey@blalockwalters.com>
Sent: Monday, April 11, 2022 9:25 AM
To: Chairman at Trailer Estates
Cc: TJ Miller
Subject: RE: Penalty/Fine Schedule.

Chair – The schedule is legally fine. However, you may want to consider how other communities handle these types of penalties or fines. The primary goal should be compliance with your regulations and thus the fine schedule is recommended to reflect this approach. Because the resident may not realize the matter is a violation of the rule, even though they should have knowledge of the rule, often the initial violation is a relatively small penalty, but it increases with each violation. Thus, the first violation may be \$25, the second \$50, and the third and each subsequent violation is \$100 (or \$200). Each day of a violation is considered a violation (and that should be noted in your fine schedule). Thus, this type of scenario, if you had someone with a guest that was not registered, you would have a violation of \$25 and if not corrected on the first day, then there would be another violation of \$50, and, if still not corrected, the third day would be a fine of \$100, which would increase by \$100 per day until it was corrected. You should also note on the schedule that penalties for the failure of the parcel owner or any occupant, licensee, or invitee of the parcel owner to comply with any provision of the rules and regulations of the District may include suspension, for a reasonable period of time, of the right of a member, or any authorized occupant, licensee, or invitee of the member, to use common areas and facilities. The suspension of facility may not exceed 30 days per violation.

If you want to discuss this with me further, please feel free to call me.

Mark P. Barnebey
Board Certified in City, County and Local Government Law



802 11th Street West | Bradenton, FL 34205
2 North Tamiami Trail, #400 | Sarasota, FL 34236

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From: TJ Miller <trailerestates@trailerestates.com>
Sent: Thursday, March 24, 2022 10:13 AM
To: Mark Barnebey <mbarnebey@blalockwalters.com>
Subject: Penalty/Fine Schedule

Good morning Mark,

TRAILER ESTATES PARK AND RECREATION DISTRICT
 SCHEDULE OF PENALTIES
 PURSUANT TO LAWS OF FLORIDA, CHAPTER 2021-261, EFFECTIVE JUNE 29, 2021

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
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
27	Parking vehicle on TE property without a permit or after expiration of a TE parking permit	PP35	50	5

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No.	VIOLATION	APPLICABLE REGULATION	1 st Occurrence	Continuing violation
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			

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No.	VIOLATION	APPLICABLE REGULATION	1 st Occurrence	Continuing violation
Definitions				
	"stored on property" = physically present on a lot or lots for more than seventy-two (72) consecutive hours			
	"underaged 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	
Sec 15 (7)	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
	(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.