

Trailer Estates Park and Recreation District

Board of Trustees
Regular Board Meeting
January 2, 2024

Mark's Hall
Trailer Estates
1903 69th Avenue West
Bradenton, FL 34207

Call to Order
Roll Call
Public Input (Limit 3 Minutes on Any Topic)
Approval of Minutes
Treasurers Report
Invoice Approval

Items Presented by Board & Staff (PP 38)

1. PP23 Outdoor Storage Lot Rules
2. Update PP37A - Reservation for Function (Rules)
3. Recurring Monthly Expense Approvals
4. Seawall Assessment Prepayment

Trustee/Staff Final Comments
Unfinished Business
Adjournment

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

Zoom Meeting Access:

Time: Jan 2, 2024 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83851050198?pwd=N3RiYWwhBd0N2Q0ZPdGdHYzNRWGZrQT09>

Meeting ID: 838 5105 0198

Passcode: 3mjQzh

Meeting ID: 838 5105 0198

Passcode: 744853

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

DEC 20 '23 PM 12:56
PP 38

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

Agenda PP23 Outdoor Storage Lot Rules

For Upcoming Meeting—Date 1/2/2024

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): _____

I make a motion to approve PP23 Outdoor Storage Lot Rules as discussed in the
workshop 12/18/2023 and 1/2/2024


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

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

Trustee Trotter

Date Submitted 12/20/2023

Chairman/Designee 

Office Manager/Designee: Date Posted 12/26/2023 Initials 

TRAILER ESTATES PARK AND RECREATION DISTRICT OUTDOOR STORAGE LOT RULES

PP 23

RULES

1. Spaces will be assigned on a “first come, first served” basis for the size lot required from the waiting list maintained by the Office Manager. Lot size to be determined by the Storage Lot Manager prior to placement on the waiting list. The office will require a \$100.00 deposit to be placed on the waiting list. When a space is offered to someone on the waiting list, he/she will be given two full working days to accept or reject the offer.
2. All storage spaces must be leased through the Trailer Estates Office. Storage Lot may only be leased to Property Owners and renters. Office Manager will notify Storage Lot Manager/Maintenance Trustee of the next available space and notify the next person on the waiting list.
3. Resident must meet with Storage Lot Manager/Maintenance Trustee to be assigned the appropriately sized space. Storage spaces shall be limited to boat on trailer, boat trailer, motor home, travel trailer, vehicle towing trailer, utility trailer, cargo trailer, cars and or truck and total length cannot exceed storage space assigned. Storage Lot Manager will review PP23 Outdoor Storage Lot Rules with the applicant and return PP25A – Verification Form For Storage Lot Rental to the Office Manager.
4. Commercial use of storage lot by lessee is prohibited.
5. Sheds or other buildings are not permitted in the storage area. Stored items not owned by Lessee will be removed at the owner’s expense including but not limited to towing of such items.
6. Lessee must provide and maintain a current address, phone number, current vehicle and/or boat registration on file in the Trailer Estates Office. Current vehicle and/or boat registration must be placed on the stored item for verification. **Failure to have up to date licensing and/or registration will result in those items being removed at the owners’ expense, including but not limited to towing of such item.**
7. Invoices will be mailed 30 days prior to the effective date of the lease term. Lease will be paid in advance from the first of the month in which the space is assigned.
8. Leases remaining unpaid for fifteen (15) days beyond the effective date of any rental term shall incur a late charge of 10 percent (10%) of the annual lot rental. After 30 days, an additional late charge of 10 percent (10%) of the annual lot rental will be assessed and result in the termination of the Lease. The stored unit will be chained or removed. If removed it will be at

**TRAILER ESTATES PARK AND RECREATION DISTRICT
OUTDOOR STORAGE LOT RULES**

PP 23

the owner's expense including but not limited to towing of such item. If chained a storage fee of \$100 per 30 days or portion thereof will be assessed until full payment is received.

9. If the offer is accepted, the written lease application must be submitted and a full term's lot rental less the \$100.00 applied from the waiting list deposit (either six months or one year), from the beginning of the month of the offer and must be paid within two days.
 - a. Trailer Estates will then give the applicant one month to present documentation of the required licensing of vehicles and registration. In the intervening time, no item may be stored on the lot.
 - b. If applicant is unable to present the required documentation within the one-month grace period (the Chairman or designee may approve an extension for extenuating circumstances). Trailer Estates will prorate and refund any lot rental fee for the months remaining after the month in which applicant notifies Trailer Estates his/her inability to meet all lease requirements.
 - c. If a person on the waiting list rejects the offer they forfeit their \$100.00 deposit.
 - d. A person not responding by the deadline will be removed from the waiting list and they forfeited their \$100.00 deposit.
 - e. Trailer Estates will make a good faith effort to contact the person at the top of each waiting list using the phone number provided by the applicant. If the applicant cannot be reached, they forfeit their \$100.00 deposit and will be removed from the waiting list.
10. Lessee may terminate his/her full year lease at any time and will receive a prorated refund of rent already paid for any unused full months remaining on the lease.
11. Spaces leased under **a six-month** agreement will not be provided a refund if the item is removed prior to the lease term.
12. Trailer Estates Park and Recreation District shall not be financially responsible for any injuries to Lessee or their agents or from damages or theft of stored property. Lessee assumes full responsibility for damages or injuries caused by the Lessee or his/her stored property.
13. Nothing may be stored or left lying on the ground. Lessee shall keep the rented space clear of all debris and free of safety hazards. Blocks needed for stored items must be neatly stacked along back of the lot when not in use.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
OUTDOOR STORAGE LOT RULES**

- 14. All stored items must be aligned so as not to encroach upon adjacent spaces, must be situated starting at the back of the lot, centered between the markers or poles. Space markers and/or lot numbers may not be removed. Stored items shall be well maintained, i.e., no flat tires, torn or ripped tarps, etc.
- 15. Violations of any lease provisions will be given a 30-day notice to remedy. If not corrected within 30 days, violators will lose their rental space and will not receive a refund of any rent paid. Stored items must be removed by the owner, if not, the stored item shall be removed at the owner's expense including but not limited to towing of such item.

IN WITNESS WHEREOF, the undersigned has read and understands the terms of this agreement.

Lessee Signature Required:

X _____ Date: _____

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

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

Agenda Update PP37A-Reservation for Function (Rules)

For Upcoming Meeting—Date 01/02/2024

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 PP37A-Reservation for Function (Rules) to include the statement "FOBs will be required after dusk" as discussed at the workshop on December 18, 2023.

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 - PP37A

Trustee Lori Dalton

Date Submitted 12/19/2023

Chairman/Designee _____

Office Manager/Designee: Date Posted 12/26/2023 Initials LD

**TRAILER ESTATES PARK AND RECREATION DISTRICT
RESERVATION FOR FUNCTION (RULES) PP37A**

For all one day only requests which may include persons or groups who are not residents or property owners, a deposit of \$100.00 for meeting rooms/Mark's hall and \$200.00 for large hall must be submitted at the time of the reservation request and will be returned if the room reserved is left in the same condition it was when reserved. Any damages in excess of the deposit will be charged to the person, club or organization making the reservation.

****ONE WEEK ADVANCE NOTICE IS REQUIRED FOR ALL FUNCTION RESERVATION REQUESTS.**** Discretion is given to the trustee and/or designee to approve requests that are submitted with less than 7 days advance notice.

If a property owner/renter reserves the room and it is necessary for maintenance to clean up after the function, the resident submitting the request will be billed for maintenance's time required to perform clean up (this applies to non-routine clean up).

When reserving for a weekend or holiday, residents must set-up and break down their own tables and chairs or pay to have this done. Check with Maintenance for access to correct number of tables.

MAINTENANCE COORDINATION – contact Maintenance with set-up needs seven (7) days before the function. Use of sound system, projector, TV, technology must be identified at this time. Costs may be incurred if Maintenance must come in during your event for technology support.

Refer to Rules & Regulations, Part B for additional Rules Governing Use of Facilities. If using an outside caterer/vendor, a temporary license may be necessary. If so, attach a copy of the approved license.

Residents: Please bring the approved reservation form to the office 24 hours before the function to receive keys for the hall and kitchen. The office is open Monday – Friday.

DO NOT PROP DOORS OPEN – Complete the disable FOB portion of PP37. Requestor will be responsible for the security of the hall while FOBs are disabled. FOBs will be required after dusk.

Delivery Method: Either e-mail electronic copy to secretary@trailerestates.com (be sure to put "PP37" somewhere in the subject) or submit completed paper copy to the office.

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 Recurring Monthly Expense Approvals

For Upcoming Meeting—Date January 2, 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 items that are required to be paid, disbursed, or purchased in the course
of normal park operations. Many items are under contract and have already
been approved by the board at inception.

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

Attachments: (Please attach any diagrams or pertinent information concerning this
Agenda Item. Please list the attachments.)
Recurring Monthly Expense Approvals, 2024

Trustee Treasurer Nickels/Park Manager Morris

Date Submitted 12/26/2023

Chairman/Designee _____

Office Manager/Designee: Date Posted 12/26/2023 Initials [Signature]

Trailer Estates Park and Recreation District
Recurring Monthly Expense Approvals
January 1, 2024 - December 31, 2024

Check Payments, Electronic Payments, Fund Transfers, may be made by the Administration for the following items without Board Approval:

- Insurance Payments & Bonds
- Payroll & Payroll Expenses
- Trash Removal
- All Utility Bills& Cable TV
- Sales Tax Payments
- Refunds as required on Key Deposits, Boat Slips, RV spaces, Room reservations deposits
- Legal Expenses (up to \$3,500)
- Fund Transfers
- All Accounting Expenses
- Loan Payments

Additional Expense Approvals
January 1, 2024 - December 31, 2024

These items may be purchased and paid for without Board Approval:

Administration:

- All Election Expenses
- Administrative Expenses up to \$3,500
- All Tree Trimming

Trustee Responsibilities:

- Recreation Trustee & Continuing Recreation Trustee (Up to \$2,000)
- Maintenance Trustee (Refer to PP1E)

Park Manager must sign and/or approve all disbursements and transfers.

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 Seawall Assessment Prepayment

For Upcoming Meeting—Date January 2, 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 offer the Trailer Estates property owners a second and final opportunity
to prepay the balance of their Special Assessment for the Marina Seawall Renovation,
and to authorize the Treasurer to prepare and mail notices for such opportunity.

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 Nickels

Date Submitted 12/22/2023

Chairman/Designee 

Office Manager/Designee: Date Posted 12/26/2023 Initials 