

BOARD APPROVED JANUARY 3, 2012
TRAILER ESTATES PARK & RECREATION DISTRICT
BOARD OF TRUSTEES WORKSHOP
DECEMBER 19, 2011
FOLLOWING BOARD MEETING
SMALL HALL
1903 69TH AVENUE WEST
BRADENTON, FL 34207

Chairman, Martha Brauer, called the workshop to order at 11:17 A.M.

Martha wished residents a Merry Christmas and commented on the Christmas Party held at Trailer Estates on Saturday night.

1. Administrative Update—1) Deed restrictions and the next step in procedure. The board discussed the voting procedure and how many votes per parcel or lot. Lenora brought up the question regarding the need to change the deed restrictions. It was decided by the board to leave the deed restrictions as is for now and if a trustee wanted to bring it up at a later date they may do so. 2) County agreement. The county would like to know what passive usage is? The board gave their idea of what passive usage is. 3) Web Design progress is coming along. Shooting for January start date. 4) Marina Boat Slips—mailing and lease updates. Martha is trying to get this completed with a follow-up mailing. 5). Office assistant update on her training progress. 6) Sunshine/Public Records review will be discussed at January 3, 2012 meeting. 7) Fire Department update will be held on the first meeting in February. 8) Disaster plan progress was discussed.

Meeting was recessed for lunch at 12:00. Workshop will resume at 1:00 P.M.

Workshop resumed at 1:00 P.M. on December 19, 2011

1. Administrative Update—9) food Cottage Bill was discussed. It was determined that it does not apply to us. Lenora will contact DBPR regarding this information. 10) Martha discussed changes on the Rules & Regulations to correct any legal conflicts. 11) Employee Handbook/Policies page number corrections are being made by Martha. 12) Office forms – TJ makes forms to facilitate the process or policies in place. 13) Miscellaneous items were mentioned about budget, audit, and other reports. She also discussed the auditor selection committee that will be needed next year. Also Kitchen Manager, Web Master, and Web Administrator will need to be appointed again next year. Martha asked that each trustee think about what position he or she might be interested in for the next year. The board discussed some of their interests.

Gail joined the meeting during this discussion.

2. Animal Tags & Registration Form (Opper)--Gail asked questions regarding procedure. Martha discussed the different aspects of how the tags would be distributed and their use. Martha is working on this procedure.
3. Advertising in TE Directory (Opper)--Gail was passing on a question she was asked about putting advertisements in the phone directory. The board discussed this matter and determined this was not a good idea.
4. Hours for Office Assistant (Opper)—Gail discussed the new office assistant hours with T.J. and they feel it would be a good idea to increase her hours. It was agreed that her hours would be from 9-12 Monday & Friday and 1-3 on Tuesday, Wednesday, and Thursday. Her hours should be increased to 15 hours a week with the additional hours worked be given to T.J. to decide the times. She would also work at least 1 day a week in the summer along with T.J. vacation time or illness.
5. Kitchen Damage Chart Draft (Opper)—This chart will be edited so that Mark can use it to inspect the kitchen after Bingo each morning.
6. Sponsorship for Park Events: Coffee Break (Hutchinson)—Sponsorship for coffee break or other summer events was discussed.
7. ID Stickers Available in Office (Hutchinson)—The board discussed the possibility of using stickers to identify cars, carts, etc. in the park. The board decided this was not a feasible plan.
8. Format on the Tribune Hutchinson)—Debra would like to see the calendar updated to the quality like Tri Par has with On Trac Publishing. The board discussed the calendar in the newsletter.
9. Shuffle Club Invoices (Neal)—Lenora wanted to know what invoices to pay from the shuffle club. The person who purchased the materials to maintain the shuffle courts paid the invoices. Martha suggested getting the copies of the checks used to pay the invoices and then reimburse the club. The park generally pays for the materials to maintain the courts.
10. The Certified District Officials Program (Salerno)—Joe would like to go to The Florida Association of Special Districts conference in Bonita Springs, Florida. It is held June 5-June 7, 2012. He would fly from Mass. to Bradenton and then drive his car to the conference. The total cost would be \$810. The flight would be \$145 one-way and a room for two nights would be \$290. The conference cost is \$375. The board would like to discuss this further at another workshop.

Public Comment: None

The board wished the residents a Merry Christmas.

Workshop was adjourned at 2:31 p.m.

Respectfully submitted,

Lenora Neal, Acting Recording Secretary