

Trailer Estates Park and Recreation District

Board of Trustees Workshop

April 16, 2024

9:30AM

Mark's Hall

Trailer Estates

1903 69th Avenue West

Bradenton, FL 34207

Call to Order

Roll Call

Public Comment (Limit 3 Minutes on Workshop Agenda Items Only)

Reports from Standing Committees

Clubs & Organizations

Discussion Items Presented by Board & Staff (PP38)

1. Discuss & Re-Word PP3
2. Update Guest Pass Procedure
3. Resident ID Cards & FOBs

Trustee Reports

Violation Report -

Park Manager Comments

Unfinished Business

Adjournment

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

Zoom Meeting Access:

Time: Apr 16, 2024 09:30 AM Eastern Time (US and Canada)

<https://us02web.zoom.us/j/81098621309?pwd=dC8wUjE1bkhWR2N1d1FBWkRtSTZKdz09>

Meeting ID: 810 9862 1309

Passcode: 4fVP1i

One tap mobile

+13052241968,,81098621309#,,,,*560212# US

+13092053325,,81098621309#,,,,*560212# US

Mobile Passcode: 560212

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 Guest Pass Procedure Update

For Upcoming Meeting—Date April 16, 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): _____

Update the Guest Pass Procedure for the start of the new FOB system.

Eliminate need for guest to user owner FOB

Update Rules & Regs- Part A, Section II and III

Update PP27A

Update PP30

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.)** _____

Discussion Items

Rules & Reg Part A

PP27A & PP30

Trustee Park Manager Morris

Date Submitted 04/9/2024

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

**TRAILER ESTATES PARK AND RECREATION DISTRICT
KEYLESS SECURITY SYSTEM (FOBS) PP 27A**

Renter/Lessor: May purchase fobs that will be activated for the limited periods of time that they will be present in Trailer Estates. The fob will expire when the lease expires (but will not be issued for more than 1 year). There will be a fee of \$50 which is non-refundable. Renter/Lessor purchased FOBS may be re-activated each year for a fee of \$25 (non-refundable).

Rules: Each person must use their own fob. Anyone sharing their fob or granting access to another person, or abusing facilities or other violations is subject to deactivation of fob, and other penalties as authorized by Trustees.

Non-Transferrable: Fobs will be deactivated upon death or vacating by resident. Fobs will not be transferred. New fobs must be purchased by new owners, new renters, a different family member becoming a resident, etc.

Special Fob: Will be issued to Trustees and Employees programmed as needed for their duties.

Multiple Fobs: A resident that desires a second fob for personal reasons, may purchase a second fob at the cost of \$50. This is for personal use only. Both fobs are subject to above rules, and violations will result in deactivation of both fobs.

Lost Fobs: The charge for replacement of a lost fob will be \$50.

ANY EXISTING FOBS THAT ARE NOT WITHIN ABOVE POLICY WILL NOT BE RENEWED.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
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Purpose: To provide security for Trailer Estates common areas doors, provide access for residents, and monitor access and usage to facility.

Operation: Residents must purchase fob to activate common area, doors, gates and areas defined.

Eligibility:

1. Fobs will be issued to persons based on their residency and eligibility. Fobs may be issued to property owners not residing within the Trailer Estates Community. Property owners who lease their property will not provide fobs to tenants. Tenant must register for fob providing age requirements, lease agreement, etc.
2. Each person requesting a fob must be a registered property owner, guest or renter resident of Trailer Estates Park & Recreation District. Fobs will be issued only after person or guest has submitted age verification documents, picture ID, and approval of residency according to deed restrictions.
3. Each owner, renter and authorized household member must be individually registered as a resident.
4. Each resident must also complete an Owner Information Form providing, emergency contact information, their alternate address if Trailer Estates Park & Recreation District is not their primary residence, person responsible for lawn mowing, etc.

Resident's Fobs (See Separate Renter/Lessor below): To use facilities, registered residents must purchase fobs. Price will be \$50 per fob, non-transferable and refundable. Fobs will be activated as follows:

Fulltime Residents/Owner: Renewal of fobs will be activated for one year, on Primary FOB holder's Birthday. Resident must update their information annually to renew for the following year. There will be no charge for renewing.

Seasonal Resident/Owner: Issued and activated from the time resident registers to the expected departure date. Upon return and after registering, residents must update their information. There will be no charge for reactivating fob.

Households: At the request of the owner(s) and during the time of purchase, additional members of the household that are registered residents may be listed for use of the Primary Resident's fob. The owner(s) must sign an agreement to accept responsibility for the proper use of the fob and Park Facilities by household members.

Guests: Guests may enter and use facilities if accompanied by the owner. If guests desire to use pool or other facilities without the owner, the resident must obtain their guests' guest card that will be listed with the dates of the visit. Guest may only use resident's fob number listed on their Guest Card.

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ANY EXISTING FOBS THAT ARE NOT WITHIN ABOVE POLICY WILL NOT BE RENEWED.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
AGREEMENT OF RESPONSIBILITY FOR GUEST(S) CARDS PP 30**

OWNER NAME: _____

PROPERTY ADDRESS: _____

RENTER NAME: _____

GUEST(S) NAME(S) **AGE OR DATE OF BIRTH**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DURATION OF VISIT, FROM _____ **TO** _____

I AM THE OWNER, RENTER 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. ONLY REGISTERED GUESTS MAY USE MY FOB(S). THE FOB NUMBER(S) WILL BE LISTED ON THE GUEST CARD

I DO HEREBY CERTIFY THAT NONE OF THE ABOVE GUEST (S) HAVE EXCEEDED OR WILL EXCEED THE 30-DAY ANNUAL LIMIT PER YEAR PER GUEST AS RECORDED ON FEBRUARY 5, 1993 IN THE PUBLIC RECORDS OF MANATEE COUNTY.

OWNERS' SIGNATURE: _____ **DATE:** _____
(SIGNATURE MUST BE NOTARIZED IF NOT SIGNED IN TRAILER ESTATES OFFICE)

RENTER RESIDENT
SIGNATURE: _____ **DATE:** _____

VIOLATION OF RULES MAY RESULT IN LOSS OF GUEST PASS PRIVILEGE.

TRAILER ESTATES PARK AND RECREATION DISTRICT RULES AND REGULATIONS

ADOPTED DECEMBER 4, 1989

The following rules of admission to and for the use of the Trailer Estates Park and Recreation District's recreational facilities are established by the Trailer Estates Park and Recreation District Board of Trustees pursuant to Chapter 2021-261, Laws of Florida. (District is defined as Trailer Estates District.) Owners, residents, occupants, licensees or invitees are expected to follow all Trailer Estates Park & Recreation District Deed Restrictions, Rules and Regulations and Policies & Procedures.

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PART A: THOSE IN THE DISTRICT AND ID CARDS

PART B: RULES GOVERNING USE OF FACILITIES

PART C: RULES GOVERNING ADMISSION TO FACILITIES

PART D: ACTIVITIES AND FACILITIES

PART E: PENALTIES

PART F: SPECIAL RULES GOVERNING SIGNAGE

PART A: THOSE IN THE DISTRICT AND ID CARDS (revised 11/7/22)

Owners, residents and guests are required to produce their office issued card if requested. ID cards are required at the pool and District sponsored events attended (such as Bingo, Dances, Movies, Pickleball, Showtime).

SECTION I. PROPERTY OWNERS

- A. Section 14 of Chapter 2021-261 "Persons entitled to use the facilities and property of the district shall be limited to property owners within the district, their family members and guests and to such other persons and groups as the Trustees may authorize from time to time."
- B. For the purpose of these rules, a family member is a spouse, companion, parent, child, a child's spouse, or an adult grandchild, (provided they meet the age requirements as specified in the amendments to the Deed Restrictions) who resides in Trailer Estates with the property owner for thirty-one (31) or more days. Rev. 5/3/93
- C. For the purpose of these rules, a family member living in Trailer Estates without the property owner living at the same address, is considered a Renter, whether or not they pay rent. Rev. 2/5/90

SECTION II. GUESTS (Rev. 12/3/17, 09/04/18, 12/03/18, 11/7/22)

- A. Any individual for whom an adult Property Owner or a Renter Resident (with a current district

Identification Card) will sponsor and accept, responsibility and accountability both for compliance with all rules and regulations established governing the use of the Trailer Estate common recreational facilities by their “guest” and for fiscal responsibility for any damage their “guest” may cause.

- B. A guest card must be obtained from the Trailer Estates office prior to any guest using any of the Trailer Estates common recreational facilities without being accompanied by a property owner or renter resident, the guest card must be presented at all District sponsored events attended (such as Bingo, Dances, Movies, Pickleball, Showtime) .
- C. The Guest Card issued for an overnight guest may be issued for a specific time period not to exceed 30 days a year.
- D. If the District’s office is closed and it is impossible to obtain a Guest Card, a guest may use all of Trailer Estates common recreational facilities and District sponsored functions and events ; except Bingo, Dances, Movies, Pickleball, Showtime, if they are accompanied at all times by a resident displaying a current District Identification Card but a Guest Card must be obtained as soon as access to the District office is available.
- E. Guests may not hold membership in, assume a leadership role in, nor conduct business of any kind in a club, organization, group or activity.

SECTION III. VISITOR (revised 11/7/22)

- A. A visitor is someone who joins a resident (with an ID card) to a function (except Bingo, Dances, Movies, Pickleball, Showtime) and only for a limited number of hours on any given day.
- B. Visitors may not hold membership in, assume a leadership role in, nor conduct business of any kind in a club, organization, group or activity.

SECTION IV. RENTER RESIDENT

- A. Is an adult (person or persons) who rents a trailer from a Trailer Estates Property Owner and resides in that trailer.
- B. Agrees, in writing, to accept and abide by all the Trailer Estates rules and regulations governing the use of the Trailer Estates common recreational facilities.
- C. Is registered at the Trailer Estates office by the Trailer Estates property owner landlord or his representative.
- D. Has a letter, rent receipt, or copy of their lease agreement as proof of their renter status.
- E. Will pay a fee to use Trailer Estates common recreational facilities.

SECTION V. QUALIFIED PERSON (Rev. 12/3/17, 09/04/18, 11/19/18)

- A. A Guest Identification Card shall be issued to all qualified persons as specified in Section II.

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 Discuss and Re-word PP3

For Upcoming Meeting—Date 4/16/2024

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): _____

PP 3 requires update as we no longer use phone has been replaced with zoom.

Also eliminate the requirement of providing written notice of absence.

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 3/29/2024

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

**TRAILER ESTATES PARK AND RECREATION DISTRICT
MEETINGS/WORKSHOPS—TRUSTEE PARTICIPATION,
MEETING MINUTES AND PUBLIC COMMENT** PP 3

TRUSTEE PARTICIPATION:

The Trailer Estates Park & Recreation District Board of Trustees has determined that allowing Trustees who are unable to be physically present for Board meetings/workshops to participate by phone benefits the District, by ensuring that Trustees have necessary information to make decisions, and by promoting continuity on the Board. Due to the seasonal nature of the residency in the District, the Board finds that extraordinary circumstances exist to justify Board members participation by phone if they are not physically present in Manatee County at the time of the meeting. The Board also finds extraordinary circumstances exist to justify participation by phone if a Board member is unable to be present at the meeting due to illness, ~~or~~ medical condition, ~~or~~ *seasonal residency.*

Trustees seeking to participate in a Board meeting/workshop or all summer meetings by phone must provide a written notice by 9:00 a.m. on the last business day prior to the meeting(s), which notice shall include confirmation that the absence is due to one of the above-described situations, as well as a telephone contact number. Upon adoption of this policy, a vote of the Board shall not be required under the circumstances described above.

In order for the Board to transact business, a quorum of Board members must be physically present. However, Trustees participating by phone pursuant to this policy shall be permitted to vote on all matters coming before the Board.

MEETING MINUTES

Trailer Estates Park & Recreation District Board of Trustees will dispense with the reading of the minutes during the board meeting.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
MEETINGS/WORKSHOPS—TRUSTEE PARTICIPATION,
MEETING MINUTES AND PUBLIC COMMENT**

PP 3

PUBLIC COMMENT

REGULAR MEETINGS

At Trailer Estates Park & Recreation District Board regular meetings resident comments will be limited to three (3) minutes, *on any topic*

WORKSHOP MEETINGS

At Trailer Estates Park & Recreation District Workshop meetings resident comments will be opened *AFTER Roll Call.* ~~at the end of the meeting~~, limited to three (3) minutes and are restricted to only those topics *being* discussed at the workshop.

INTERACTIVE WORKSHOPS

During some topics the board recognizes the value of “interactive” workshops in which public comment is provided at the time the topic is discussed or is offered at the end of each topic. To determine whether a workshop is interactive a board member must ask the chair at the beginning of the topic for a vote of the board to allow “interactive discussion”. The chair must take a vote if a trustee makes the request of the chair. If the majority of the board members approve, the topic in the workshop is then “interactive”.

Interactive workshops allow public comment to occur during the workshop. The procedure would be as follows:

1. An individual interested in making a comment *comes to the podium* ~~raises their hand.~~ *provides name & address*
2. At the end of a topic or at the end of a board discussion, the chair recognizes the member of the public and asks them to give their comment or question.
3. Board members can choose to respond or interact with the member of the public at that time.
4. Questions and comments from the public must be civil and follow the rules of District Meeting Behavior Policy and Procedure (new PP17).
5. If the “interaction” becomes disruptive or disorderly, as determined by the chair, the “interactive” portion of the workshop may be closed by the chair and a new vote of the board will be taken to determine whether the “interactive” workshop or topic will be restarted.

Public Comments are limited to 3 minutes and will be directed for only those specific agenda items discussed during that particular workshop.

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 ID Cards & FOBS

For Upcoming Meeting—Date April 16, 2024

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

Update the Resident ID Card & FOB procedure PP27A, to remove the word refundable.

Any FOB deposit made by a Resident in the past, will now pay in full for the

New FOB and future renewals. FOB deposits will be converted as of June 3, 2024.

This was done for all renters last year and it eliminates subsidiary ledgers,

simplifies the audit, and stops check writing for refunds.

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.)** _____

PP27A

Trustee Park Manager Morris

Date Submitted 04/9/2024

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

**TRAILER ESTATES PARK AND RECREATION DISTRICT
KEYLESS SECURITY SYSTEM (FOBS) PP 27A**

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