

**DRAFT**  
**TRAILER ESTATES PARK AND RECREATION DISTRICT**  
**BOARD OF TRUSTEES WORKSHOP**  
**FEBRUARY 09, 2009**  
**9:30 A.M.**  
**SMALL HALL**  
**1903 69<sup>TH</sup> AVENUE WEST**  
**BRADENTON, FL 34207**

Chairman Martha Brauer called the meeting to order at 9:30 a.m.

Martha asked if there were any amendments to the agenda. John wanted to speak about a \$5 per day addition in salary for weekend removal of the pool cover. Bob asked to speak about house numbers; Fred wanted to discuss roads; Martha needed information on Web-site expenses; and Pam asked to speak about donations. John also stated an FYI that the eviction on Iowa will not take place tomorrow as originally thought.

The following agenda items were discussed:

1. **Bulletin boards:** Gail received a request in early January from another trailer park asking TE to advertise their sale. Since she wasn't sure about the rules regarding this, she read PP 4. She today brought concerns to the board that she saw on PP 4 numbers 4, 5, 7, and 8 to the board and read those concerns: What does "general concerns of residents" mean in #4? Does that include advertisements from other parks? #7 says: "No bulletin board will have commercial advertisements." Does that include TE residents willing to do jobs in the park? #8 says: "No bulletin board other than the one reserved for 3 x 5 cards will have advertising" but, in reality, everything on the boards is advertising so that is unclear. #5 says: "Nothing that might be construed as political shall appear." Gail asked, "What about a political club?" Pam said that when she thinks of politics, she thinks of Democrats and Republicans. Harry thinks "political" also pertains to the park. Martha stated that if you leave it up to a trustee, it is a judgment call and that the policy should be rewritten. Martha also asked if outside groups should come in. Joe felt commercial things can be on the board if on a 3 x 5 card and on that board. Martha reminded Gail that she still has to follow PP 4 until it is changed. Bob stated a concern that things were being removed from the board, and Martha stated that no one but a trustee should be allowed to remove things. John stated that he put a hold on dividing the bulletin boards. Joe felt we should have a bulletin board drop-off in Gail's office. She will sign and date stamp the item and place it on the board; but Martha felt the material should be given to TJ to date stamp first and then it would go to Gail, as no resident should be near Gail's desk. Martha will revise PP 4.

2. **Complaints:** Martha read PP 30—the new complaint form. The bottom half was taken from PP 40. There was no further discussion.

3. **Marina:** Martha: We have ordered a sign to rent to non-property owners. She feels that the present method of giving a 60-day notice to vacate if a resident wants a slip is stopping non-residents from renting, and John agrees with Martha. Martha stated that we allow TE people to pay in a different fashion. Non-residents don't get a refund, but they should remember that anyone can come before the board to plead their case. Harry asked, "What if we charge a percentage for leaving early rather than keeping all of their money?" Janet said that Bayshore is charging a \$1,000 deposit. Martha asked, "Will they get it back?" John said that he thinks that is for damages. He said he doesn't feel there should be a resident and non-resident contract. The same contract was used for many years and there wasn't a problem. He'd rather have three months rent than no rent. He would like to go back to the old system and build in a refund. Martha asked: "How about a six month rental for non-residents? If they are paying three times what the resident pays, we have made a bad decision financially because they are actually paying less than a resident. Joe feels we really need to rent for a year; we are now doing three months. Martha asked Pam if we could do a cost for three or four months. Would that be difficult for TJ? Pam replied that it would be difficult for TJ. She can bill quarterly. Pam spoke about a problem two years ago. If you break a lease, you pay "x" number of dollars. John said, "I disagree. If we go quarterly and refunds are only given quarterly...Martha then said, "If you leave after the quarter, you pay for the next quarter. If you leave early, there is no refund." John said, "In the old policy, we had a waiting list." Fred asked how many slips are empty. Joe then went over his survey of other marinas in the area; they have a year minimum. John said that in high-demand time, you can do yearly. How about working into that? Martha stated, "Maybe we should go the way we want to go but give refunds, discounts, etc." Joe said that lots of companies are doing this. Martha called Paradise Bay. She said they have no slips available and rent for \$400. The yearly rate is \$1,200. They are a co-op. They don't have cable. If you don't buy a share in the co-op, you pay \$400 a month. To which John replied, "We are in the ballpark." Pam said TJ can do quarterly or annually. We can change the program, but someone would have to come in to do it. Joe said, "I would rent for a year. I would pro-rate if they leave early." Martha then asked what the board would do with property owners. To which Joe replied, "I would give residents a break." Pam said that we pro-rate residents by the month. Martha asked, "How do you feel about one lease instead of two?" She feels Item 20 of the lease should be taken out and said, "Do we really want to kick non-property owners out?" Pam felt that in this economy, we shouldn't kick anyone out. John said, "I don't like paying for the year. What if we give them a bonus?" Martha replied, "If owners rent the full year, that loyalty should be rewarded; but record keeping would be difficult." Bob said, "What if you give them a month free?" Martha asked, "How would that work in the office?" Joe replied, "That would be no problem." John reminded everyone that there would have to be some programming changes. Pam said, "I like the idea of three months with no refund." John said that refunds should be given on a quarterly basis—make it the same for residents and non-residents. Martha checked if some residents pay annually. There may be 10 or 15 annual payments; the rest pay quarterly. John said it worked fine in the past. If the resident wants a slip, they can only get it when a non-property owner leaves. Pam shared a story from a few years ago. Most people on the waiting list for a slip didn't have a boat. When their turn came, they didn't get a boat so TE had empty slips at the end. Harry believes people won't be

plagued by whatever we charge and asked if we have gotten any input from those who rent. Joe said that lots of them would want the slips for nothing. Martha said that people are astounded by our reasonable rates. Harry then said, "If our rates are so good, why don't we have more people?" Martha said it's because of the 60-day get out policy. She felt many would like to consider a quarterly rate without a refund—both residents and non-residents. She feels the process for the waiting list needs to be clarified. She feels that without a deposit, you can't be on the waiting list. Bob asked, "Are you going to talk about the deposit for the waiting list—like \$100?" Pam asked, "What if I pay \$100 and then can't get the boat? Do I get my money back?" Martha said that if you take your name off the list before you get called, you should get your money back. Bob felt there should be a time limit for being on the waiting list. Martha said, "We don't want people on the list who don't rent."

### **Marketing for the Marina**

Joe feels the sign should not be parallel to the street because when you drive, you won't see it any other way. Pam asked, "Can you put it in the middle?" Harry: "Raise the sign up." Pam wondered how many slips we rented with the vinyl sign that flapped. Harry said, "You have to see the sign." John again stated that we must be aware of the safety issue.

### **Rates for the Marina**

Martha: I went back to 2004. The rate increase occurred in 2005. I took the 2004 rate and multiplied by 5 percent. Had there been a gradual increase, we are about at the point that we would have been if there had been a 5 percent increase a year. Should we consider an automatic increase to occur every Feb.1 of 5 percent? Feb.1 gives the new board the discretion to hold back on it. John said that cost of living increases have not been done for the storage lot. Martha then said, "Maybe we should make it March 1." Pam agreed and said, "The very first thing a new treasurer is hit with is the budget." Bob said, "What if it is discretionary—not to exceed 5 percent?" Martha: "I think it should be March 1." Pam said, "Should everyone sign a new lease?" Martha replied, "As renewals come up, they can sign a new lease." Joe: "What if we say: If the lease is not signed in so many days, the 5 percent increase will apply?" Pam said, "The more outsiders you rent to, the higher the income. The rate is four times more for non-residents. Our people are paying ¼ of what non-residents are paying. Is that rate appropriate for bringing people into the marina?" Answer: "I don't think the rate is the problem nor is paying in advance. The problem is the removal." Martha: "One complaint is that we don't have public restrooms." Pam said that maybe we could open the door to Hix to solve the problem. Joe: "I'll talk to Hix about this. Bruce Smith said Hix isn't using three 24' slips. We could make a deal—we won't raise your rates if you give us the three slips." Martha then reminded everyone that we have 10, 24' slips open. Joe said that we haven't marketed them yet. "We have to make Hix see it is a great deal."

### **Marina Repair/Renovation**

“Is there a need for us to consider renovation?” Martha asked. Joe said, “Let’s do the marketing first.”

### **Dockmaster Duties**

Bob feels that the cost of pumping a boat doesn’t have to be in the dockmaster’s duties. Martha said that if a boat needs to be pumped out, the dockmaster should notify the office manager and not a trustee. John felt the paragraphs in the dockmaster duty sheet should be numbered. Martha asked if there should be a waiting list for specific slips as there was a problem with a resident because he believed he had been promised a certain slip. Everyone agreed there should be no reserving of a special slip. Harry has been asked by residents about the shortness of gate hours on the weekends; Hix has a lease agreement on his hours. Pam said the dockmaster is supposed to be available in an emergency. Martha said that the dockmaster is a volunteer position so adding time to it is not okay. Pam said people can use 10<sup>th</sup> Street. Our boat ramp is free. We don’t have to have it open because we are private. Bob said, “Isn’t Sunday a popular time to take your boat out? Let residents know we have an emergency key available.” Martha said the lease should say: No authority is given for modification. Lease #12 should say: “Without written permission of the TE Board of Trustees.” Joe feels we should take liability off the dockmaster. He has to sign to allow residents to erect hurricane extensions. Paradise Bay makes everyone take his boat out during a hurricane. Pam said it must say that in the lease, and there are loads of people who are up north during a hurricane. Martha feels the dockmaster should report to someone. Gail said, “This may sound simple; but during a hurricane, people have to do what they have to do to protect their boats. Finding someone to give a written permission is the least of their concerns. We should take approval of the dockmaster out of #12 of the lease.” The board agreed. Bob feels the responsibility should be solely on the boat owner.

### **Budget**

Pam said the Budget Committee wants to know what they should do about assessments in this economy. Martha feels we should raise rates a full 5 percent on the post office, marina and RV storage. The laundry depends on use. The church rent has already been raised. They paid the same amount for three years but bought the chairs for the park. Pam has written a letter for amounts over the last three years in regards to the laundry. The fund balance is increasing. The auditors believe it should be 33 percent of the budget. No policy in regards to the fund balance has ever been set. The fund balance as of Sept. 30, 2008, is \$533,663. The new budget now being considered was based on only \$50,000 in legal fees. There is a lower marina budget due to empty slips. The beginning balance listed is \$416,663 and is what we should have at the end of 2009. Joe wants residents to know that they pay just \$6.29 per home per year for every bit of seasonal recreation, and that’s a bargain. Interest income last year was \$2,800 a month; this year it is \$1,100 a month. The board believes that Pam should separate legal fees from litigation fees when she prepares the budget. Wages stayed the same because of a Medicare refund. The committee budgeted a 10 percent increase in health costs; and the

calculations show no increase in wages for employees, though John feels we should put a wage increase into the budget. Bob feels an increase in benefits is like an increase in wages. Pam said wages should be discussed when most people are in the park. The public meeting is March 2 at 7 p.m. Pam shared that accounting fees were raised due to accounting audits required by law. This year the fees are \$18,000; last year the fees were \$10,000. The committee did not increase insurance because of a decrease from the Florida League of Cities. We got a refund from them because they are non-profit. Miscellaneous expense has to do with the elections. Pam feels we need a computer or two and an overhead projector. We will discuss the budget at a workshop Feb. 23. Budget papers should be in the office by 8:30 a.m. on Wednesday, Feb. 18.

### **Committees**

Bob feels we should reinstate one or two committees. Beautification has things to be done. The people requesting to be on the committee are Lillian Walsh, Margo Cushman, Mary Hollett, Walter Dietz and Lucille Donovan. Gail feels no committees should be reinstated right now. She said that before voting on the disbanding of committees, she decided to vote to disband them all as she didn't want to show favoritism. Right now we should either bring them all back or none. Martha explained that Beautification spends money donated to the district and there are no possibilities of litigation for them. She is concerned about placing any residents in a potential path of a lawsuit. Bob then said he'd like to reinstate the Marina Committee as an advisory committee only with boat owners only on the committee. Gail then chose to read about Standing Committees from the By-Laws. The By-Laws say that the chairman is responsible for forming standing committees with the consent of the board. They also say that Standing Committees are for specific purposes only, and Gail doesn't feel that an advisory basis is a specific purpose. Bob said Beautification doesn't fit this category, and John said ARC doesn't fit it either. John explained that ARC could not be disbanded due to its pending issues. Bob said we should have a Marina Committee. Martha said, "Let's revisit this after marketing the marina. We will put it down for consideration at a workshop."

### **Insurance**

We are insured by Florida Mutual Insurance Trust. She explained that we are not covered in claims against us on Florida Sunshine Law and Florida public records. The agent said he found a carrier but he is not sure if it will cover a public entity. Martha will continue to check on this. Harry stated the sense of urgency here. Gail suggested that she contact the insurance company used by her friend on a condo board in Michigan, but Martha asked that we wait to see what our agent comes up with. Gail said she fully understands and shares Harry's concerns about the lack of coverage for trustees.

### **Dock Injury**

Pam explained that there had been an injury at the dock on a dock ladder. The people said they will not sue but would like their annual fee waived because of the injury. John said he would not have stepped on the ladder. It was not treated lumber and had clearly

rotted. Dock sites #44, 41 and 36 have ladders. Pam said she has a ladder and explained how important they are when water is low in the marina. John said he is not sure about the injuries; their amount is \$315.72. He also stated that #10 on our lease states that we are not responsible for injuries at the dock. John feels we should turn this over to our insurance carrier. Martha felt the chairman should be notified about any accident. Pam said there have been three accidents. The accident report was filled out and she contacted the insurance company. In all three cases, our insurance paid but we were not liable. Martha said she will contact the people involved in the injury and Pam will handle the situation with the insurance company. Joe feels the ladders are our responsibility. John feels we should send a letter to the people who have these ladders on their docks. Pam will call for a risk assessment of the marina.

### **Public Record Fees**

Martha feels we should put all office fees on one sheet, and the CD disc fee may be too high. She will contact the attorney about advanced deposits. We will not include benefit costs in extensive assistance. This will change PP 24 pages 1 and 2 but not page 3. Pam felt we should change the rate page to read 16-29 minutes, 30-44 minutes, etc.

### **TV Contract**

Martha contacted Bright House. They want to offer us a five-year deal and freeze our contract rate until 2010. Right now we have cable channels 2 through 99. The current bulk rate is \$29.96. We have a good rate; Tri-Par pays \$19.79 per household. High speed Internet is \$36; one box with 200 channels and phone is \$42; Internet, phone and TV is \$59.95. Verizon said they cannot offer our local Channel 95. A committee will look into this. The committee has a husband/wife team on it, which Martha believes could violate the Sunshine Law and advised that only one serve on the committee.

### **Salary Increase**

Almost every weekend since November, we have had to put the pool cover on. John feels we should add \$5 per day to weekend salaries to have the pool cover removed.

### **House Numbers**

Bob received a list of homes without house numbers from the SAFE organization. SAFE used donated money and bought numbers. Bob and Fred will check homes in their areas. They will knock on doors and let people know that Mary Huston has numbers. Joe suggested that maybe the Fire Department would do it. Bob said he contacted the Fire Department and they don't want to be part of it.

### **Roads**

Fred would like to have Virgil Reinig talk to the county about drainage before the roads are done in the summer and then come back to the board at a workshop and talk about his

findings. John said the county just use to come in and he wonders if we're making more of a problem than we should about this. Fred said that we want to get the county involved so we get the drainage corrected before the roads go in.

### **Web-site Expense**

Martha said between \$300 and \$400 is needed for software and miscellaneous expenses for the Web site. Pam told her she can spend this because it is under \$600.

### **Residents Comments**

Harry Splett, 2104 Ohio—Concerned about the charter/residents vs. non-residents as well as legal costs and spending money on county property. Feels there should be a term limit on standing committee memberships.

Larry Egnor, 1605 Minnesota—Storage lot prices need to be reduced. Trailer Estates should replace ladders at the dock.

John Stephenson, 1703 Tennessee—Wants further investigation into the fence. Is concerned about truck noise at 6:30 a.m. and fumes from trucks.

Joe Langton, 2107 Ohio—Feels the board is doing a good job and we should get insurance for the trustees at any cost.

Dell Hill, 6512 Dakota—He feels our once wonderful park has become cynical and unfriendly with a “what can we get from them and how much can we get them to pay” attitude. He is afraid this attitude will make the park go downhill.

Lonny Stanley, 6620 New Jersey—Believes Verizon could run Channel 95 with additional equipment. He feels ladders at the dock are important as the water gets very low. Feels Harry is doing a good job and told the board to keep up the good work.

Virgil Reinig, 2113 Minnesota—Contacted the county this morning in regards to our road drainage. He will meet with them on a fact-finding mission on behalf of the TE board and will report back to the board.

For the sake of time, deed restrictions and donations were postponed and will be added to the Feb. 23 workshop. Meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Gail Opper, Secretary

