

INCIDENT REPORT

February 11, 2009

At 12:10 p.m. Mr. Pete Withem of 1603 Michigan in Trailer Estates called complaining that his 3 x 5 aluminum with work cards in an aluminum holder was removed from the TE bulletin board. I explained to Mr. Withem that I had given everyone the entire month of January to learn the rules of the boards. I spoke twice about the rules at the TE board meetings and, thus, on Channel 95. As soon as I was assured that everyone had ample opportunity to hear the rules, I began taking down items that were in violation. I explained all of this on the phone to Mr. Withem with Martha Brauer, TJ and Jane within hearing distance of my conversation. Mr. Withem admitted that he had done wrong but continued to argue the point that once "tear offs" are removed from 3 x 5 cards, they are no longer 3 x 5 cards. I explained that if residents place a 3 x 5 card on the board with "tear offs", it is a 3 x 5 card no matter what. I never failed to be anything but courteous, calling him "Sir" always. When it was obvious he wasn't going to get his way, he hung up on me.

At 12:45 p.m., Mr. Withem came into the office to argue the same thing with me. I told him that he was wrong to place a piece of aluminum on the board and he knew it, and his argument about the 3 x 5 card "tear offs" was not valid. At that point he called me an "idiot." I told him that I am not an idiot and will not accept verbal abuse from him or anyone else. When he repeated that reference, I told him I absolutely am not an idiot as I was valedictorian of my class; and I am not going to take verbal abuse from him. At that point, he left the office. TJ and Jane were in the office and are my witnesses to this.

Gail Opper

Gail Opper

TJ Miller

TJ Miller

Jane LeDuc

Jane LeDuc

Copy to Chairman - Martha Brauer 2/11/09

2009 FEB 11 10:09 AM

INCIDENT REPORT ADDITION
February 12, 2009

Yesterday I wrote an incident report regarding Mr. Pete Withem's visit to the TE office (see report from Feb. 11 that is attached). He first called Martha Brauer. I then returned his call. In speaking with me, he said, "I want to come to the office. I won't hit you...." I forgot to include this information in my report from yesterday.

Gail Opper

When Mr. Withem came to the office, TJ Miller believed that with arms raised, Mr. Withem was indeed going to hit me so she remained by the phone and was seconds away from calling 911.

TJ Miller

TJ Miller

Gail Opper

Gail Opper

INCIDENT REPORT
TRAILER ESTATES BOARD
MARCH 3, 2009

Using the vocal recorder, I, as secretary of the Board, recorded the minutes of the Feb. 23, 2009, Board Workshop. Following the meeting, I placed the recorder in the top left drawer of my desk and locked the desk. The next day I returned to the office to get the recorder as I was about to type the minutes. In turning it on, I became aware that when the meeting resumed at 1:30 p.m. following a lunch break, only 28 minutes of that meeting was on the recorder. The recorder had ended its recording in the middle of a sentence. The recorder had not been turned off during the meeting because I checked it several times as the meeting was progressing. The fact that information would be missing seemed very strange to me. I shared the situation with Chairman Martha Brauer who then spoke with Mark Yawberg. I proceeded to transfer the vocal recorder information, as usual, to the computer, placed the recorder in my desk and again locked the desk before leaving the office.

When I returned to the office a few days later, I needed a phone number. The TE phone book is in the same drawer as the recorder. Without remembering that I had not yet unlocked the desk, I pulled on the drawer. It came open immediately. I shared what happened with Martha and with Mark. On Monday, March 2, Mark checked the desk and stated that it is true that all the drawers do not lock when the desk itself has been locked. Could someone have known that the drawer does not lock, removed the recorder from the desk and erased some of the information from the recorder?

Presently, there is no reason that I can see why the vocal portion of the tape is missing.

Respectfully submitted,



Gail Opper, Secretary

THURSDAY, JULY 9, 2009

BEVERLY LEW CAME INTO THE TRAILER ESTATES OFFICE AT 9:55AM. BEV REQUESTED THE DOLLAR AMOUNT THAT T.E. HAS SPENT ON THIS LAW SUIT FROM THE BEGINNING TO PRESENT. T.J. TOLD HER SHE WOULD PULL THE REPORT FOR HER.

T.J. TOLD HER THE DELAY IN HER REQUEST FOR THE DATA BASE IS HELD UP BECAUSE WE ARE WAITING FOR THE COMPUTER PERSON (FRED) TO FIX A FIELD THAT IS PRODUCING INCORRECT DATA.

BEV SAID, WE KNOW THAT! WE JUST FIGURED YOU WERE DOING IT ON PURPOSE TO BE MEAN!

TJ EXPLAINED THAT WE HAVE BEEN HAVING A PROBLEM WITH THIS AND THAT AS SOON AS THE ADJUSTMENTS HAVE BEEN MADE THAT WE WILL GET THIS INFORMATION TO HER ASAP.

BEV SAID THAT SOME RESIDENTS HAVE BEEN COMPLAINING THAT MARTHA'S SHRUBS ARE OVERGROWN AND NEED TO BE CUT AND THAT THEY DID NOT WANT TO SAY ANYTHING AND ASKED THAT SHE BRING THIS TO OUR ATTENTION.

T.J. EXPAINED THAT WE WILL PASS THIS ON.

*****AT 10:45AM TJ BROUGHT THE LAW RECEIPT REPORT OVER TO BEV LEW IN THE LARGE HALL WHERE SHE WAS PLAYING SCRABBLE. BEV PAIDED HER AND WILL COME BACK TO GET HER RECEIPT.**

*79 muller
Jane Leebue*

JUL 9 2009 AM 10:51

On Friday, August 28, 2009 at 1:05 PM Toni Gaeta came into the Trailer Estates Office to check on her reservation form.

T.J. explained that Martha would be reviewing them over the weekend. Toni said that her event is 2weeks ago and she needs to get invitations sent out.

Toni wanted me **to call Martha right away** to get her form taken care. We explained that she was having her deposition today. She said that is unacceptable!!!!

Toni wanted me to tell **Martha how angry she was with her.**

Jane

AUG 28 2009 PM 2:15

August 20, 2009

AUG 21 2009 AM 9:35

To Whom It May Concern:

On Thursday, August 20, 2009 at approximately 1:30PM while working with Barbara McNeil at the counter on channel 95 forms both Beverly Lew and Judy Riedel came into the office and went right into Gail Opper's office without saying a word to me.

Bev sat down at Gail's desk and Judy stood and was reading from the calander on the right side of the wall all the months and dates that were written down (via magic marker) that Gail had for the year. When Barbara McNeil was done Bev asked her to come in and help read the calander with them as they were having difficulty reading it. Barbara stayed only for a short while, as she had to put updates on channel 95.

Bev wrote these dates down on the back of a Tribune newsletter as Judy read them to her.

When I was through with Barbara I went in and said I did not see you ladies come in. I got no response. They proceeded to talk about what was on the calander. I kept a watchful eye on them.

I then went in to tell them that the office would be closing at 2:00PM and they would have to be done by then.

They left at 1:58PM. Bev said these dates did not match with Joe Salerno's calander and she was going to make a spreadsheet. I did not respond.

Jane LeDuc

T.J.

I gave a copy
to John V.

Jane

TRAILER ESTATES PARK AND RECREATION DISTRICT
DISTRICT OFFICE AREA POLICY/PROCEDURE

PP 58

DATE: 10/13/09 TIME: OCT 13 2009 PM 2:19

DISTRICT STAFF/TRUSTEE: TJ Miller & Jane LeDuc

INDIVIDUAL: Barbara Rajkowski

INCIDENT:

Barbara came into the office today and said "do I have to wait for the two of you to wait on me because the two of you have to eat lunch together everyday" Jane did not respond. Then she said "that was not nice of me". I asked what she needed and she filled out an ARC form for an AC that was already installed. After speaking to John VanderMolen on the phone before coming into the office. MS RAJKOWSKI filled out the paper work and then started in on me + T.J. again about our lunch hour. T.J. told her to write a letter to the board and she said →

LOCATION: office

OTHER INDIVIDUALS PRESENT: _____

TJ Miller Jane LeDuc
cc - Marthe Brasher
cc. John VanderMolen

I will because I have time on my hands. She kept it up and I in Jane told her we don't speak to her in a disrespectful manner and we don't expect to be spoke to that way. I said please leave the office and come back when you can show some respect.

She (Barbara) said can I stay until I get my breath, we said yes. After she left.

INCIDENT REPORT
OCTOBER 21, 2009
RE: BEV LEW BY GAIL OPPER

OCT 21 2009 PM 1:12

On Monday, Oct. 19, Bev Lew and Judy Riedel came to see me following the board meeting. Bev did the speaking. She asked me to find storage space and bulletin board space for the new Art Expressions and asked if a tarp could be put down in the art room. I told her I would check into that. Today I left her a phone message stating that the things she asked were not within my job description or duties as board secretary/reservations person. She came into the office before she could get the phone message so I decided to tell her personally that I could not do what she asked. At that point, she suddenly began a list of accusations against me:

1. She accused me of giving incorrect information on the federal tax code at Monday's meeting. I told her that all I did was suggest to Joe that he get a copy of the law and check into a 501-3C. I also told him those are very difficult to get. Interestingly, she herself stated that Bingo is illegal in the park, though she went to Bingo recently, won, and accepted the money. Bev stated that all Trailer Estates had to do to make Bingo legal is to get a 501-3C. Today she admitted that, yes, she did say that but she was incorrect.
2. She accused me of not having a 2010 activities calendar. I immediately produced that to the completion point of May 2009. One of my projects for today was to add all new reservations that came in since I left that had not been recorded. The 2010 activities calendar was sitting right on my desk as Bev made this accusation against me.
3. She stated that she made a public request over the summer for all the activities. The completed 2010 calendar was in my desk all summer. In June, without permission—though Jane told Bev directly that she was not to be in my office—she sat at my desk (Jane and Fred Hoch witnessed that) while Judy Riedel read the wall activities calendar and Bev wrote the information on the back of a Tribune, according to Jane. Bev had also used her digital in the spring to take a photo of the calendar, while I was in the office. She now has all the information that I have, though she stated she planned to call Mark Barnabey as she always gets information from him.
4. She tried to speak to me about Art Expressions and Sunsetters. I told her I speak only to club presidents/leaders. She then accused me of breaking a federal law by calling Toni Gaeta into the office to clarify a reservations request. She stated that if you call one club person into the office, you have to call them all in. Interestingly, I was simply doing a nice thing by asking Toni to clarify her request. Bev wanted more information about that (Toni asked the same thing yesterday), but I told them both they would hear about it at the meeting on Monday as it is on the agenda.

TRAILER ESTATES PARK AND RECREATION DISTRICT
DISTRICT OFFICE AREA POLICY/PROCEDURE

PP 58

DATE: 10-21-09 TIME: 2:55 PM

DISTRICT STAFF/TRUSTEE: GAIL OPPER

INDIVIDUAL: Toni Gaeta

INCIDENT:

Toni came into the office insisting that I discuss an agenda item with her — an item to be discussed at the Workshop scheduled for 10-19-09. I told her I would not discuss with her something coming up for discussion and for note. Her voice raised and she called me "whacky." At that point, TJ asked her to leave the office telling her she can return tomorrow.

LOCATION: District Office

OTHER INDIVIDUALS PRESENT: TJ Miller
and Jane Le Duc

NOV 21 2009 PM 3:34

SENDING REPORT

Oct. 21 2009 04:23PM

YOUR LOGO : TE
YOUR FAX NO. : 9417552937

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT
01	17156341720	Oct. 21 04:21PM	01'34	SND	02	OK

TO TURN OFF REPORT, PRESS 'MENU' #04.
THEN SELECT OFF BY USING '+' OR '-'.

FOR FAX ADVANTAGE ASSISTANCE, PLEASE CALL 1-800-HELP-FAX (435-7329).

TRAILER ESTATES PARK AND RECREATION DISTRICT
DISTRICT OFFICE AREA POLICY/PROCEDURE

PP 58

DATE: 11-11-09 TIME: _____

DISTRICT STAFF/TRUSTEE: GAIL OPPER

INDIVIDUAL: BEV LEW

INCIDENT:

On Nov. 3, she came into the office to make a reservation for her art group. I was able to fill the request so I called her at home and left a message that the date was OK. Soon she appeared at the office again. She said, "You will get me that reservation. If you don't, we'll be back and get paperwork to see why we didn't get the date." I said, "You have the date." She left the office.

LOCATION: TE Office

OTHER INDIVIDUALS PRESENT: TJ Miller,
Jane Le Duc

REV 11 2009 11 AM

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISTRICT OFFICE AREA POLICY/PROCEDURE**

PP 58

REV 10/2009 AM10:20

DATE: 11/10/09 **TIME:** 9:10 Am

DISTRICT STAFF/TRUSTEE: TJ Miller

INDIVIDUAL: Bev Lew

INCIDENT:

LOCATION: TE Office

OTHER INDIVIDUALS PRESENT: Jane Heller
TJ Miller Hair Oppen

INCIDENT REPORT

Re: Bev Lew

11/10/2009

Bev was outside of the office waiting to get in at 8:45 a.m.

1. Got guest cards.
2. Wrote complaint #344
 Didn't follow PP59 – Candidates Night Procedure
 Request of DVD/CD of Candidates Night & will turn over to County
 When will the next Candidates Night be?
3. Heard at Candidates Night that an employee was, in a depo, accused of stealing money. Says she read the depo all night and could not figure out what the Candidate was talking about. She asked TJ about it. TJ showed her Mary Lou Smith's depo. Bev said, "It says she said No." TJ continued to show her where the "No" became "Yes." Bev argued with TJ. TJ closed the book and said "I'm not going to argue with you", took the book and as TJ walked away, Bev said, "There is a problem."
4. Jane was on the phone with Trustee Harry Fitzpatrick who called while Bev was here. Bev was listening to Jane's conversation. Harry asked Jane about her encounter with Barbara Rajkowski since the incident was brought up at the board meeting. Jane was answering Harry when Bev Lew said, "She can't do that on company time." At this point, Trustee Gail Opper who had been in her office during the entire incident and had, believing there could be trouble, purposely listened and heard the entire incident, stepped into the main office. Immediately Bev said to her, "Why didn't you as a trustee respond to the PP59 incident?" Gail told her she has been sick and that isn't up to Bev. Bev then said, "You shouldn't be here today." Gail asked her, "Who might do my secretarial jobs that have to be done today?" At that, Bev left.
5. As soon as Bev left, Jane got up from her desk, became very emotional and said she was quitting. She had done all the right things- answered questions of a trustee – and Bev attacks her (just the day before, a resident, at the board meeting, accused Jane of being rude to her in the office). Jane said she had had enough and was going to quit and no one was talking her out of it. Fortunately for Trailer Estates, we were able to talk Jane out of quitting.