

Jan. 2, 2001- Oct. 15, 2007 Review of Minutes

<u>Heading</u>	<u>Subheading1</u>	<u>Subheading2</u>	<u>Board Activity</u>	<u>Action</u>	<u>Date of Mtg</u>
ADA	committee		Future planning comm. established ADA comm.		2/17/2003
ADA	compliance		Inventory of items to become more accessible		4/16/2001
Auditing	procedures		Met with Atty Gen. Auditor, good job, write up		6/17/2002
Auditing			Recommends CPA & Assoc, per Florida statutes	motion	10/1/2001
Authorization	approval to pay	limits	12 items outlining normal expenses	motion	1/2/2001
Authorization	approval to pay	limits	Items outlining normal expenses	motion	1/7/2002
Authorization	approval to pay	limits	12 items outlining normal expenses	motion	1/3/2005
Authorization	approval to pay	limits	12 items outlining normal expenses	motion	1/3/2006
Authorization	approval to pay	limits	12 items outlining normal expenses	motion	1/15/2007
Authorization	credit account		Board approval not needed to apply for credit		11/6/2006
Authorization	investment		Invest wherever best rate is obtained	motion	2/5/2007
Authorization	safe deposit box	access	Treasurer or member of Adm. Comm	motion	2/5/2007
Authorization	sign checks		Approval for trustees to sign checks	motion	1/2/2001
Authorization	sign checks		2 signatures required	motion	1/3/2005
Authorization	sign checks		2 signatures required	motion	1/3/2006
Board	authorization		Repair/replacement of property w/o referendum		5/7/2001
Board	education		Seminar for sunshine law		1/15/2007
Board	election	early vote	Opt out of any early voting for 12/6/05 election	motion	9/6/2005
Board	election	unopposed	Supervisor of elections, no election		10/16/2006
Board	election	unopposed	Supervisor of elections, no election		11/1/2004

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Board	election		Election Service Agreement		6/17/2002
Board	letters		Unsigned materials will not be considered		12/15/2003
Board	meetings	absence	Trustee absence, do we conduct conference call		5/7/2007
Board	meetings	accomodate	Individuals requesting accomodations	statute	1/2/2007
Board	meetings	appeal	Tape recording for appeal by appellant	statute	1/2/2007
Board	meetings	comment	Public--Sign up sheet for people who wish to speak		4/4/2005
Board	meetings	comment	Public--Property owners only		1/20/2006
Board	meetings	comment	Public--Speakers limited to 3 minutes		4/3/2006
Board	meetings	comment	Public--Speakers limited to 3 minutes	motion	2/19/2007
Board	meetings	minutes	Dispense with reading of minutes	motion	2/4/2002
Board	meetings	notices	Newspaper notices for meetings & workshops	atty	4/16/2007
Board	petition	referendum	Recommend procedure done after election	agreed	11/21/2005
Board	petition	referendum	25% of property owners' signatures is required		1/5/2004
Board	petition	referendum	Needs 25% of the residents' signatures	agreed	6/20/2005
Board	projects		Block grants available		2/4/2002
Board	projects		Grants available from county/Neighborhood Enh.		2/18/2002
Board	quorum		Approve or reject action requires 3 of 5 present	atty	5/6/2002
Board	quorum		If more than 5 present, requires majority	atty	5/6/2002
Board	trustee	contact	Contact the office to meet with trustee		12/3/2001
Board	trustee	duties	Descriptions passed out to trustees		1/7/2002
Board	trustee	duties	Notebooks provided to trustees: duties, rules, etc.		1/9/2002
Board	trustee	elect	Trustee elect & trustee talks/sunshine law applies	lawyer	11/20/2006

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Board	trustee	obligations	Trustee obligation overrides right as an individual		1/15/2007
Board	trustee	secretary	Secretary will keep workshop minutes, audio file	motion	3/18/2002
Board	trustee	vacancy	Review of procedure		10/7/2002
Board	trustee	vacancy	Addendum: board elects replacement trustee		10/7/2002
Board	workshop		No policy on taking minutes at workshop meetings		2/16/2004
Board	vacancy		Adopt procedure for interviewing applicants	motion	12/18/2006
Budget	amending		Amend budget	motion	6/18/2001
Budget	amending		Transfer funds, amend budget	motion	5/20/2002
Budget	amending		Budget was amended	motion	6/16/2003
Budget	amending		Budget was amended	motion	9/4/2007
Budget	reserve		Consensus among board is to establish level		3/4/2002
Budget	reserve		Accountants recommend 1/3 of budget for reserves		3/18/2002
Bulletin Boards	cards		Correct size is 3X5 for posting items		12/1/2003
Bulletin Boards	cards		Use 3X5 cards at PO board, one month display		1/5/2004
Bulletin Boards	cards		Guidelines to be followed.		2/2/2004
Bulletin Boards	cards		3X5 only, not larger; date required on cards		10/17/2005
Bulletin Boards	guidelines		Adopt guidelines for bulletin boards	motion	9/4/2001
Bulletin Boards	guidelines		Maximum of 3 cards per home	motion	10/15/2001
Bulletin Boards	use	material	Unauthorized material will be removed		4/7/2003
Bulletin Boards	use		Advertising not permitted on bulletin boards		3/31/2003
Canoe	committee		Residents sign up to show interest, storage rack		2/4/2002
Canoe/Kayak	storage	lease	Agreement approved/ \$5 quarter, \$15 annual	motion	5/6/2002

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Canoe/Kayak	storage	lease	Annual contract required	motion	3/20/2006
Canoe/Kayak	storage		Canoe can be store until lease is approved	agreed	4/1/2002
Caregiver	application		Change: occupant to owner, periodic to annual	motion	2/18/2002
Caregiver	application		Underage resident caregiver		1/27/2003
Caregiver	application		Review annually	agreed	10/15/2007
Clubs	formation		2 clubs formed	motion	5/21/2007
Coffee Break	program		Looking for chairperson to head		3/4/2002
Committee	meetings		2 trustees present/take minutes /ok sunshine	atty	5/21/2007
Committee	standing	removal	Asked member removed--circumstances & attitude	support	5/6/2002
Committee	standing	removal	Member will no longer serve on committee		5/20/2002
Committee	standing	removal	Review--proper procedure was followed		10/7/2002
Committee	standing	spokesperson	Chairman and/or designated for FPC		5/6/2002
Committee	standing		Minutes approved by committee, not TE board		2/16/2004
Committee	standing		Annual report/ what about other comms/when		6/4/2007
Committee	standing		Charge/guideline		8/6/2007
Complaints	process		Formal complaint process		2/18/2002
Complaints	process		Follow established procedure		3/5/2001
Complaints	process		Must be filled out and signed before any action		11/18/2002
Complaints	unsigned		Board can not act on unsigned complaints		2/19/2007
Dances	tables		Reserved/residents only, released 15 min. prior		1/15/2001
Deed Restriction	definition		Front of house/street number side; rear/opposite	motion	10/7/2002
Deed Restriction	permit	building	Outside work needs permit; inside, no permit		10/6/2003

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Deed Restriction	permit	improvement	Skirting or flower box wall or portion is an imp.	agreed	11/3/2003
Deed Restriction	violation		Change letters from 20 days to remedy to 10	motion	3/15/2004
Disaster	hurricane	committee	Looking for a hurricane coordinator		6/21/2004
Disaster	hurricane	committee	Looking for volunteer to head committee		2/7/2005
Disaster	plan		Disaster action team/retirees can volunteer		10/7/2002
Disaster	plan		Establish emergency plan/meet with Emer.Man.		8/4/2003
Disaster	plan		Meeting to finalize plan		8/18/2003
Disaster	plan		Disaster Emergency Plan in effect, 33 block cap.		10/20/2003
Disaster	post		Small & Large Hall approved for feeding/shelter	motion	7/16/2007
Disposal	equipment	bingo	Donate old equipment to Meals on Wheels Plus	motion	10/4/2004
Disposal	equipment	inventory	Items removed from inventory	motion	2/19/2001
Disposal	equipment	office	Donate office computer to computer club	motion	6/4/2001
Disposal	equipment	playground	Disposal recommended due to bad condition	motion	1/17/2005
Dumpster	use		TE stickers available in office		2/3/2003
Facilities	event	scheduling	Secretary read paragraph		2/19/2007
Golf Cart	driving	night	If you have headlights it is okay to drive		11/7/2005
Golf Cart	driving		County requires age fourteen		5/7/2001
Golf Cart	driving		Law states children must be 14, county streets		3/4/2002
Golf Cart	driving		Must be 14 years old or older to drive		4/5/2004
Golf Cart	driving		Children under 14 should not drive golf carts		4/4/2005
Golf Cart	driving		Must be 14 years old or older to drive		11/7/2005
Golf Cart	driving		No one under age of 14 is allowed to drive	county rule	3/6/2006

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Golf Cart	parking		No golf cart parking on walkway by large hall		4/7/2003
Identification Cards	dances		IDs required for Saturday night dances		11/6/2006
Large Hall	event	deposit	Refundable deposit of \$50 applies to all	motion	11/3/2003
Large Hall	event		Request-don't use craft room during functions		4/5/2004
Large Hall	parking	bicycle	Bike parking is ok next to wall only		4/7/2003
Large Hall	parking	gof cart	No golf cart parking on walkway by large hall		4/7/2003
Lawn	violation		Normal fee \$60/normal is one hour or less	motion	11/18/2002
Lawn	violation		For additional employees/hours, \$45/hour	motion	11/18/2002
Lawn	violation		Notification per letter, to property owner	motion	10/16/2006
Legal	contact		Chairman or trustee designated by chairman		6/3/2002
Legal	contact		Trustees may contact attorney	motion	8/6/2007
Legal	representation	meetings	Atty will attend meetings only when requested	motion	8/6/2007
Marina	committee		Requested to suspend meeting during 01-02		4/1/2002
Marina	committee		Standing Committee, and responsibilities	motion	4/3/2006
Marina	committee		Public meetings with set day and time		4/17/2006
Marina	committee		Meeting in resident's home		5/15/2006
Marina/Boat	slip lease	non-owner	Prop. owner request, non owner-last in first out	motion	4/16/2007
Marina/Boat	slip lease	non-resident	Increase rental fees by 50%	motion	1/3/2005
Marina/Boat	slip lease	resident	Increase rental fees by 30%	motion	1/3/2005
Marina/Boat	slip lease		Rents -- 6 mos. in arrears before action by atty.		2/5/2001
Marina/Boat	slip lease		Agreement requires current boat registration		3/19/2001
Marina/Boat	slip lease		Revise agreement (#2) to require insurance	motion	12/3/2001

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Marina/Boat	slip lease		Waiting list, when available pay for 3 months.....	motion	6/7/2004
Marina/Boat	slip lease		Notice to vacate for non-owners is 4 months	motion	6/7/2004
Marina/Boat	slip lease		Adopt dock lines at the marina added to lease	motion	10/4/2004
Marina/Boat	slip lease		Distress/assistance, with fees	motion	5/15/2006
Marina/Boat	slip lease		New boat lease annual	motion	3/19/2007
Marina/Boat	slip lease		New boat lease with non-member/60-day notice	motion	3/19/2007
Office	hours		8:00 a.m. to 3:00 p.m. M-F, unless posted	motion	11/3/2003
Overflow lot	parking	limitation	No parking of new mobile homes at any time	motion	1/16/2006
Parking	post office	area	Please park in lot west of hall for pool or shuffleboard		2/2/2004
Pool	lap		County prohibits lap line if general swim session		5/6/2002
Pool	rules		Comply with county regulations		5/20/2002
Pool	rules		Adopt new pool and jacuzzi rules	motion	5/20/2002
Pool	rules		Changes to pool rules	motion	2/3/2003
Pool	rules		Babies not allowed if not toilet trained		4/4/2005
Pool	rules		Children under 18 must be with an adult		4/4/2005
Program	committee		Formation of committee, screen people/organiz.		11/17/2003
Program	committee		Meeting soon to discuss requests		12/1/2003
Program	committee		Screen speakers and programs		1/5/2004
Program	committee		Seminar sponsored by program committee		2/7/2005
Program	form		Form approved for Vendor/Speaker program	motion	2/16/2004
Property	border		Day boards for navigation, shared 50/50 with Bayshc		1/19/2004
Property	border		Easement and fencing	motion	1/20/2006

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Small Hall	event	deposit	Refundable deposit of \$50 applies to all	motion	11/3/2003
Staff	annual increase		Increase by amounts/percent	motion	9/17/2001
Staff	annual increase		Increase salaries 3%, one correction to 5%...	motion	10/7/2002
Staff	annual increase		Approved annual increase by approx. 3%	motion	9/20/2004
Staff	annual increase		Approved annual increase	motion	9/17/2007
Staff	benefits		TE pays 100% of employee for med. and dental	motion	8/20/2001
Staff	benefits		TE pays 75% of employee dependent premium	motion	8/20/2001
Staff	bonuses		Approval for Christmas bonuses	motion	12/15/2004
Staff	bonuses		Approval for Christmas bonuses	motion	12/4/2006
Staff	drug free	workplace	Adopt a Drug Free Workplace Program	motion	6/6/2005
Staff	drug free	workplace	Adopted DFW--can't do random testing/atty	motion	6/4/2007
Staff	jury leave		Jury leave with pay, jury fees returned to TEP&R	motion	2/3/2003
Staff	personnel	policy	Accept TE Park and Rec Personnel Policy	motion	10/18/2004
Staff	personnel	policy	Accept TE Park and Rec Affirmative Action Pol.	motion	10/18/2004
Status 55+ Park	reporting		Audit records and continue every 2 years	atty	6/21/2004
Status 55+ Park	reporting		Reports completed every 2 years		1/15/2007
Storage Lot	boat/trailer	lease	Fees increased to \$25.00/mo., yearly inc. COL	motion	2/7/2005
Storage Lot	requirements		Current tags are required on units in storage lot		3/4/2002
Storage Lot	RVs/Trailer	lease	Fees increased to \$30.00/mo., yearly inc. COL	motion	2/7/2005
Vendors	approval		Approval for outside vendors		1/2/2007