

TRAILER ESTATES

Policy and Procedure Committee

Members Present: Janet Jones
Martha Brauer
Bob Durrin
Terry Neally

Meeting Date: Dec. 28, 2007
Meeting Time: 10:00 a.m., Card Room

Agenda:

Public Records Draft
Manual Review
Drafts of Policies
Policies List (if time)

Discussion:

The committee met in the Blue Heron, Card Room. PUBLIC RECORDS POLICY was discussed. Office guidelines (1st draft) pertaining to Florida Statues were presented by M. Brauer. Committee reviewed draft and offered suggestions for revisions. Plan: Guideline revisions will be incorporated and revised guidelines will be submitted to board by committee chair on December 31, allowing the board a full week to review. Motion to adopt/approve will be on the agenda for January 7.

Five additional 1st drafts were submitted by M. Brauer for the committee to review for the upcoming January meeting: Canoe/Kayak Storage, Golf Cart Policy, Beach and Community Park, Access/Keys, and Refuse/Dumpster Policy. Do's & Don'ts Dumpster Information Page, prepared by Maintenance Trustee/Park Foreman, was passed out to incorporate into policy.

Update on Manual--District public documents continue to be analyzed for inclusion in manual.

Next meeting will be set when/if the committee is reinstated. All committee members volunteered to continue on committee.

Meeting adjourned at 11:10 p.m.

Agenda for Next Meeting:

Review/Revise Drafts

--(Canoe/Kayak Storage, Golf Cart Policy, Beach and Community Park, Access/Keys, and Refuse/Dumpster Policy)

Consider other Drafts of Policies

Policies List and Policy Writing Guide (if time)

Next Meeting Date/Time:

Not set