

TRAILER ESTATES

Policy and Procedure Committee

Members Present: Janet Jones
Martha Brauer
Bob Durrin
Terry Neally

Meeting Date: Nov. 30, 2007

Meeting Time: 9:30 a.m.

DEC 12 2007 PM 1:50

Agenda:

Policy Manual Update
Trustee Policy Priorities
Add-- Public Records Draft

Discussion:

The committee met in the craft room, large hall. Policy Manual was discussed. There are six strands of information that we continue to review as we develop the policy manual.

- 1) Formal TE documents--Deed Restriction, Charter, Rules & Regs, and Bylaws,
- 2) Past board activity--Review of Minutes Jan. 2, 2001 - present
- 3) Trustee priorities--Trustee Rankings for Policies/Procedures, 11/27/07
- 4) Informational packets--Resident Handbook
- 5) Laws and statutes--Florida Sunshine Law, Chapter 189, Florida Statutes
- 6) Attorney recommendations--Memos from law firm

These will be helpful as we prepare drafts of policies.

The committee reviewed the Trustee Rankings, 11/27/07, and identified 5 policy drafts to begin work on.

The committee reviewed the PUBLIC RECORDS POLICY Draft. Revisions were made. Questions regarding the Florida Sunshine Law were discussed utilizing the attorney memo from 11/2006 and the Florida Sunshine Book. Chairperson Jones intends to bring this to the board during an upcoming workshop in December.

Meeting adjourned at 12:05 p.m. Next meeting scheduled for December 7, 2007, 9:30 a.m., Small Hall.

Agenda for Next Meeting:

Policy Manual Index (In progress)
Minutes Review
Policy Drafts
Trustee Rankings

Next Meeting Date/Time:

December 7, 2007, 9:30 a.m., Small Hall; after Men's Bible Study is completed