

March 27, 2007

TO: Janet Jones, Chair Policy and Procedures Committee
From: Bruce Smith, Trustee

In response to your memo, **"Input on Policies."**

I feel that the following information must be provided to the Board of Trustees so that the Trustees may properly charge the Committee. The Board of Trustees has the responsibility of setting guidelines for any committee that is formed.

Policy and Procedures Committee should first develop and submit to the Board of Trustees the Standard Operating Procedures for the Policy and Procedure Committee. The Standard Operating procedures shall include but are not limited to:

- Authority of this Committee
- Agenda and Posting requirements for meetings
- Process flow diagram of current procedures-the use of a flow chart gives an instant understanding of what needs to be done, and it includes a simple decision-making process. It insures that all the "bases" are covered, and is very simple to use by anyone.
- Create list of current procedures in conjunction with appropriate Board Policy
- Prepare current procedures listed into a process flow chart.
- Prepare flow chart for each procedure to be presented to The Board of Trustees for consideration.(include policy number and timeline)
- Prepare recommendations for further appointments to this committee
 - Qualifications of member to serve on committee-The best minds should be sought for this committee work to get the best product.
 - How many members needed for committee
 - How assignments are made within the Committee
- Form of Procedures-needed at the inception for uniformity
- Form numbering-essential to find things quickly in the future
- History of changes - track any item from the beginning
- Sign off procedure-accountability
- Review schedule-to continuously keeps policies and procedures updated.
- Responsibilities-accountability
- Audit process of Policy/Procedures include tools to be used, i.e. Charter, Deed Restrictions, By-laws etc.
- Standards for finished product.
- How Standard Operating Procedures proposals are presented to the Board for review. Include timelines.

In answer to the first paragraph of your memo, the above procedure must be followed. The By-Laws provide for the individual Trustees to have their own committee for the purpose of assisting them in the performance of their individual duties. It would seem

TRAILER ESTATES PARK & RECREATION DISTRICT

MEMO

TO: – Janet Jones - Chairman
FROM: Joe Salerno ✍
DATE: February 11, 2008
SUBJECT: Bocce Meeting

At our Bocce meeting the club donated \$100.00 to the Christmas Dinner. It was asked by the membership could the Park donate some money for the Dinner?

Thank You!

TRAILER ESTATES PARK & RECREATION DISTRICT

MEMO

TO: – Pam Cole - Treasurer
FROM: Joe Salerno *J*
DATE: February 11, 2008
SUBJECT: Club Donations

At our Bocce meeting it was brought up by the membership why don't we buy whatever the club wants to donate. We then bill the club for the correct amount. Terry Neally from Hobby said this is how they do it for the rose garden. Right not I think we have two (2) procedures. You and I spoke about this a week ago.

Thank you!

OFFICE PROCEDURE FOR PUBLIC RECORDS REQUESTS

1. When a request for public records/district documents is made, district staff may complete request form.
2. Questions may be asked about the request to clarify and facilitate completion of the request.
3. Requests will be fulfilled as soon as reasonably possible.
4. Public record requests will be handled in a professional, respectful, and courteous manner.
5. If the requested information is thought to be confidential or prohibited from being inspected by the public, district office staff will contact the Chairman of the Board of Trustees, who may consult with the Board Attorney. If the Chairman is unavailable, the 1st Vice or 2nd Vice will be contacted accordingly.
6. An additional fee may be charged for requests which require an extensive amount of clerical or supervisory assistance (more than 15 minutes), or an extensive use of information technology resources (for definition, see Government-in-the-Sunshine Manual, 2007 Edition, Volume 29, Part II: Public Records, Section L, Number 11b, p. 172).
7. Fees will be set according to the provisions of Florida Public Records Law, Chapter 119. Fees for requests requiring extensive assistance are calculated based on the information technology resources or labor costs actually incurred by the district (see Government-in-the-Sunshine Manual, 2007 Edition, Volume 29, Part II: Public Records, Section L, Number 11, p. 171- 172; Number 11c (1) and (2), p. 172 - 173).
8. Fees will be reviewed in January of each year.



Write an e-mail message

From: jjobrien1@webtv.net.
(Janet Jones)

To: berndog2@juno.com

Cc:

Subject: Re: Spleth

Bernie, Received the message from Harry that there are 140 double lots in the park. Ask him the the addresses of these double lots. These inuendos by residents should be backed up with factual information!!!

Last Fall all I heard was how many empty lots there were in our park. I physically drove the whole park and recorded the the address of empty lots and guess what? On Nov, 11,2005 there were 13 empty lots---in addition there were 6 lots where new homes were going in. As of that date there were 19 empty lots in our park out of a total of 1,291. Where is the substance of his accusation on 140 double lots in this park. They pay the same assessment fee that the rest of us pay for all of our ammenities. Does this minority faction realize our comfort zone by owning our homes, the land we are on and the charter with the State of Florida granting us this privilege. What an edge we have over parks with a single owner (on rented ground)--who can sell the ground right out from under the home owners.

My opinion: A petition to change T.E. charer should have 70% of the total resident signatures (200 is not enough of a majority).

Those who want tochange our charter from non ad valorem (everyone paying their fair share for amenities) to lot size should

1. Have a step by step written plan on what formula they would charge each lot.
2. If the county will not go to the expense of this collection then what will it cost T.E. in additional office help?
3. How much income would we derive (less expense) charging by lot size.
4. What will be the attitude of Florida legislators toward this change? They could rescind our charter and gain much higher income with new larger homes.
5. Who will pay for the election to change the charter?

Food for thought!!!

Janet Jones

