

**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

REC'D  
JAN 11 2008 PM 12:00

**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 (1<sup>st</sup> 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 1<sup>st</sup> 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