

MAY 24 2010 AM 10:3

**TJ Miller**

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**From:** Martha Brauer [te.marthabrauer@yahoo.com]  
**sent:** Sunday, May 23, 2010 9:49 PM  
**to:** TJ Office Manager  
**Subject:** Reservation Estimates  
**Attachments:** Reservation Estimates.xls

Hey TJ, I started a reservation estimate file. This will be helpful as you list things. (please note that mine are wrong, just samples so you can see what it is we are looking for).

- 1) column is club name
- 2) R is for regular, S is for special
- 3) and 4) column, Regular events will have a start date and an end date while special events will have the same date in both columns.
- 5) Room would be
  - LHF (large hall front)
  - LHB (large hall back)
  - LH (large hall)
  - LHC (large hall Craft room)
  - SHF
  - SHB
  - SH
  - ACA (Act cent. art room)
  - ACBH (Act cent blue heron)
  - ACC (Classroom in activity center, or does it have a name)
  - etc.
- The most important is that the bldg is identified at the front of the room.  
What this does is it puts the SH or the LH or the AC in front of the room, or the part of the room that is reserved, that way I can pull all the events in the Activity center by just sorting on AC. and that way they can calculate an estimate based on usage of the bldgs.
- 6) Day is day of week
- 7) and 8) Hr Start and Hr End is time, but don't type 8:00 or the file will mess up when you get to pm, Just type 8A or 8P without a space. For half hours use a dash, such as 8:30 A is 8-A
- 9) Approximate number attending meeting/event
- 10) Kitchen N is for No, Use a LHK or a SHK for large hall or small hall kitchen. add a OC if outside caterer. LHKOC would be someone who has the large hall reserved for a dinner and is using the outside caterer. In column5 Room, you would have LH or LHF typed in for them.
- 11) Contact person on reservation form
- 12) contact phone

MAY 17 2010 AM 07:5E

Thank you for visiting with me by phone, and your follow-up letter dated April 8, 2010. Through our conversation and my conversation with Vicky, it appears that some misinformation exists. I wish to state again that we do not sell to the general public, only to residents and guests of our mobile home park. This has been our practice and is stated in the policy recently approved by the board (see attachment).

I hope that this resolves the issue pertaining to our kitchen. I look forward to hearing from you.

Sincerely,

Martha Brauer

Chairman, Board of Trustees

Trailer Estates

941-756-7177

Sincerely,

Martha Brauer

Chairman, Board of Trustees

Trailer Estates

941-756-7177

MAY 17 2010 4:07:2