

JAN 30 '23 AM 11:11

## **TRAILER ESTATES PARK & RECREATION DISTRICT**

### **BOARD OF TRUSTEE WORKSHOP**

**February 6, 2023**

**Following the Board of Trustee Meeting**

**MARK'S HALL**

**1903 69<sup>TH</sup> AVENUE WEST**

**BRADENTON, FLORIDA 34207**

1. Thermostats (Lombardi)
2. Update Rules & Regulations – Part B (Dalton)
3. 1<sup>st</sup> Draft Revised 2022-2023 Budget (Chandler)
4. Spectrum Contract Renewal (Chandler)
5. Reoccurring Agenda Item – Changes to the Deed Restrictions (Chandler)
6. Proposed Changes to District Charter (Chandler)
7. Draft Property Owners Letter – Loan Payment (Chandler)
8. Office Hours (Trotter)
9. BOT Position Description (Trotter)
10. Bingo Kitchen Sales (Trotter)
11. Boats/RV's/Trailers Temporary Parking (McAlister)
12. Use of 50/50 Money from Dances (Gregory)
13. Park Security (Lombardi)
14. Office Assistant Retirement (Trotter)
15. Blalock Walters Contract (Trotter)

### **RESIDENT COMMENTS**

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Pursuant to Section 286.26, Florida Statutes, and the Americans With Disabilities Act, any handicapped person desiring to attend this meeting should contact TJ Miller at 756-7177, at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM PP 38**

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Thermostats

For Upcoming Meeting—Date Feb 6, 2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_


Discussion of upgrading our heat and cooling thermostats

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) \_\_\_\_\_

Trustee Todd Lombardi

Date Submitted 1/27/2023

Chairman/Designee 

Office Manager/Designee: Date Posted 1/30/2023 Initials 



Trailer Estates

January 25, 2023

1903 69<sup>th</sup> Ave.

Bradenton, FL 34207

Attn: Bill Cottom

Re: Thermostat Replacements

Good morning-

Below is the proposal to replace 16 existing thermostats with New Honeywell T 6 Wifi Thermostats. These thermostats allow users to sync with the Lynx App providing remote control, lockout, and access from anywhere.

The work would be completed over a 2 day period to ensure quality installation and full functionality. Honeywell offers a 1 year warranty on parts followed by a 90 day warranty on workmanship provided by Jim McDonald & Sons Heating & Cooling, Inc.

**Total investment****\$5,695**

*All payments are due time upon services rendered unless otherwise specified. A finance charge of 1.5% per month will be charged on all balances over 30 days, plus any attorney fees and/or court costs incurred. Owner assumes full responsibility for registration, online or by mail.*

**ACCEPTANCE OF PROPOSAL**

*The services that are performed and paid for using a credit or debit card are not eligible for credit card challenge. By signing this form you are agreeing you will not challenge credit card payments once the SERVICE has been provided. I certify that I am the homeowner or am financially responsible for the services rendered and do hereby unconditionally guarantee the payment of all amounts when and as due. The policies listed above will apply in every situation. DO NOT SIGN THIS AGREEMENT UNLESS YOU UNDERSTAND ITS CONTENTS. My signature indicates I have read, and agree to the terms stated in this agreement.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

*This proposal is valid for 30 days. The above quoted prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to perform the work as specified. Payment will be made as outlined above.*

\_\_\_\_\_  
Authorized by:\_\_\_\_\_  
Customer Signature:



710 60th St Court East  
Bradenton FL 34208  
(941) 755-5555,  
Office@acwarehouse.com

# Estimate

<b>ESTIMATE #</b>	1012499908
<b>DATE</b>	01/24/2023
<b>PO #</b>	

CUSTOMER
TRAILER ESTATES PARK BILL COTTOM 1903 69th Avenue West Bradenton, FL, 34207 (941) 524-1673  FOREMAN@TRAILERESTATES.COM

SERVICE LOCATION
COMMERCIAL 1903 69th Avenue West Bradenton, FL, 34207 (941) 524-1673  FOREMAN@TRAILERESTATES.COM

DESCRIPTION
ESTIMATE- OPTIONS FOR REPLACEMENT // 16 TSTAT HOOK UPS TO ONE WIFI CONTROL

Estimate	Estimate 1	Estimate 2
<ul style="list-style-type: none"> <li><b>HONEYWELL T6 THERMOSTATS</b> 16 HONEYWELL T6 THERMOSTATS WITH INSTALL PRICE INCLUDED  Tax: \$0.00, Qty: 1.00 x \$4,975.00 = \$4,975.00</li> </ul>	<ul style="list-style-type: none"> <li><b>HONEYWELL PRO 9000 THERMOSTATS</b> 16 HONEYWELL PRO 9000 THERMOSTATS WITH INSTALL PRICE INCLUDED  Tax: \$0.00, Qty: 1.00 x \$8,000.00 = \$8,000.00</li> </ul>	<div style="text-align: center;">75</div> <ul style="list-style-type: none"> <li><b>NEST THERMOSTATS</b> 16 NEST THERMOSTATS WITH INSTALL PRICE INCLUDED  Tax: \$0.00, Qty: 1.00 x \$6,400.00 = \$6,400.00</li> </ul>
<b>\$4,975.00</b>	<b>\$8,000.00</b>	<b>\$6,400.00</b>

CUSTOMER MESSAGE
<p><b>Customer Message</b></p> <p><b>Estimate    Estimate 1    Estimate 2</b></p>

**Estimate Total:                    \$4,975.00**

TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM/POLICY PP 38

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Update Rules & Regulations - Part B

For Upcoming Meeting—Date 02-06-2023

Type of Meeting (check one): Workshop  Board Meeting  \*

\*It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.

Rationale (for workshops)/ MOTION (for board meetings): To discuss updating Rules & Regulations, Part B, Section II, Paragraph C to remove "wish to" as discussed at the January 16, 2023 workshop.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)  
None.

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) None.

LD

Trustee Lori Dalton

Date Submitted 01/26/2023

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted 1/30/2023 Initials [Signature]

## **PART B: RULES GOVERNING USE OF FACILITIES**

### **SECTION I. (revised 11/17/08, 3/16/20)**

Each year prior to April 1, all organizations and clubs with regularly scheduled programs must reaffirm their schedules for the ensuing year by providing the Secretary of the Board of Trustees their schedule of meetings and all special events that are to take place at any District recreational facility.

- A. Schedules shall include which facility or combination of facilities are requested, the number of persons expected, the seating arrangements, equipment necessary, and other requirements for the program.
- B. Events or programs which have been regularly scheduled in previous years have precedence over new activities if schedules are submitted as stated above.
- C. These schedules must be submitted to the Secretary of the Board of Trustees.
- D. The Secretary, for the Board of Trustees, reserves the right to make activity schedule changes.
- E. Annually, each club, group or organization (CGO) needs to provide a copy of their current bylaws and list of officers. In lieu of these, less formal clubs and groups can submit a Club/Group Purpose and Contact Information form.
- F. Clubs, Groups and Organizations need to have a set of their rules on file in the office unless covered by the bylaws.

### **SECTION II. (adopted 11/19/18, 3/16/20)**

To support fair and equal availability of all function rooms for property owners, the following rules apply:

- A. No property owner can reserve a function room more than two times per month.
- B. If a property owner wishing to reserve a function room more than two times per month the event must be listed as "Public" event of the park calendar allowing any property owner, renter or guest of either to attend.
- C. At no time can the number of individuals participating from outside the park (visitors) exceed those who wish to participate as property owners, renters and their guests.
- D. Please refer to Rules And Regulations Part A Section II for the definition of "Guests" and "Visitors".

### **SECTION III.**

Trailer Estates sponsored activities have precedence over organization or club sponsored activities. Those activities scheduled during season may continue off season (without instructor) with a minimum attendance of five or more.

**SECTION IV. (Revised 3/16/20)**

Property owner sponsored activities and events shall be subordinate to and shall not conflict with previously scheduled Trailer Estates District, Organization or Club sponsored activity or event. Accommodations are made to schedule memorial services as close to their requested date and time as possible; even without a full week's notice.

**SECTION V. (Revised 11/17/08, 12/5/11, 3/16/20)**

For seasonal events or activity, the Secretary Trustee shall be notified of all seating and equipment arrangements necessary seven (7) days prior to the event or activity.

A. If the kitchen(s) is to be used, a refundable cleanup and damage deposit of \$50 is required seven (7) days prior to the event or activity or at the time the kitchen key is obtained. The Kitchen Manager(s) shall be notified at that time.

1) The deposit shall be returned if the sponsor cleans up after the event and there is no damage done to District property. If property damage exceeds the deposit, the sponsor shall be responsible for all damages or repairs necessary.

2) If the club or organization uses the kitchen seven (7) or more times a month, their key may be retained. That key may not be given to an unauthorized person or group for any reason or their kitchen key privilege will be rescinded.

B. Any outside activities who utilize the kitchen facilities shall comply with the rules governing the use of the kitchen(s).

C. Unless appropriate licensing is obtained, as described herein, the District's kitchen facilities shall only be used to prepare food for the residents of Trailer Estates and their guests, and any advertising which purports to offer food for consumption by the general public shall be prohibited.

Should a person or organization wish to utilize the kitchen facilities to prepare food for, or serve food to, the general public, such person or organization shall be required to obtain the appropriate license from the Florida Department of Business and Professional Regulation and to provide the District Office with a copy of same prior to commencing the event.

**SECTION VI. (Rev. 6/20/11; 11/7/11; 08/07/17, 7/5/22)**

As determined by a State of Florida Fire Marshall the seating capacities of rooms in the common recreational facilities of Trailer Estates Park and Recreation District are:

- LARGE HALL: 616 row seating: front hall 300; rear hall 300  
500 table and chairs; front hall 240; rear hall 259  
Dance Floor (1102 square foot dance hall); 426
- MARK'S HALL: 200 Row seating with Stage half = 125 and Fireplace half = 75  
150 Table seating with Stage half = 88 and Fireplace half = 62
- COMBINED HALLS: Dance Floor (1102 sq.ft) with both doors open; 576 occupants

EXERCISE ROOM: 20  
 CARD ROOM (poker): 20  
 COMPUTER: 20  
 RIHA BUILDING: 30

BILLIARDS ROOM: 8  
 SHARE-A-CRAFT ROOM: 50  
 (with current seating and tables)  
 VIDEO: 20

- A. In no case shall the rated seating capacities be exceeded in any area for any event or function.
- B. Events and functions shall be scheduled and assigned specific rooms or areas based upon event's anticipated number of participants. Rooms or areas previously assigned, may be changed at any time to accommodate newly scheduled events or functions at the discretion of the Secretary Trustee (Rev. 3/21/11). In no case shall an event or function be canceled because of the refusal of a previously scheduled event or function to move to another room or area.

### **Section VII. (Revised 08/20/18)**

Trailer Estates District property owners and renter residents may use the facilities for activities such as birthday parties, wedding receptions, anniversaries, testimonials, memorial services and other events which are one day out-of-park activities they are sponsoring. (3/21/11; 4/18/11; 08/20/18)

- A. All requests for the use of the facilities by property owners and renter residents which may include persons or groups who are not residents or property owners must be approved by the Secretary Trustee (Rev. 4/10).
- B. At the time of the reservation request, sponsors of any property owner function shall deposit a refundable clean-up and damage charge with the District. The deposit shall be returned if the sponsor cleans up after the event and there is no damage done to District property. If property damage exceeds the deposit the sponsor shall be responsible for all damages or repairs necessary. Deposit amounts: \$100 for small hall or meeting rooms, \$200 for large hall (3/21/11)

### **Section VIII. (3/21/11)**

Any disregard of the officially scheduled activities will be deemed a violation of the rules governing the use of facilities.

### **Section IX.**

Commercial use of the marina by a boat slip renter is prohibited. (6/20/11)  
 Commercial use of the storage lot by a storage lot renter is prohibited. (1/16/12)



TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM

JAN 30 '23 AMB:12

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda 1st Draft Revised 2022\_2023 Budget

For Upcoming Meeting—Date February 6, 2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Review current state of the 2022\_2023 Budget reflecting known changes

to set a more accurate starting point for 2023\_2024 Budget discussions

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this  
Agenda Item. Please list the attachments.) \_\_\_\_\_

Current State exhibit - list of items to discuss prior to beginning  
the 2023\_2024 Budget process

Trustee Mary Chandler

Date Submitted January 29, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted 1/30/2023 Initials 

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Spectrum Contract Renewal

For Upcoming Meeting—Date February 6, 2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Review the renewal contract for Spectrum

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**

Per unit costs \$39 with a 3% annual increase and a \$200 renewal bonus per

unit payable 90 days post activation plus 2nd community channel

Attachments: **(Please attach any diagrams or pertinent information concerning this**

**Agenda Item. Please list the attachments.)** \_\_\_\_\_

Contract attached

Trustee Mary Chandler

Date Submitted January 29, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted 1/30/2023 Initials 

Bulk Contract Renewal for Cable TV & Internet Services  
Spectrum Community Solutions

Renewal Terms: 4/1/2023 to 3/31/2028

Current Annual Rate Increase 5.0%  
Annual Rate Increase 3.0%

Current Rate per Unit \$ 44.12

Renewal Rate Effective 4/1/2023 \$ 39.00  
Rate Effective 1/1/2024 \$ 40.17  
1/1/2025 \$ 41.38  
1/1/2026 \$ 42.62  
1/1/2027 \$ 43.89  
1/1/2028 \$ 45.21 4 months

Renewal Bonus \$200 per Unit \$ 255,600.00  
Paid 90 days from effective date (June 30, 2023)

Renewal Features:

	<u>Retail Value</u>	<u>Retail Value</u>
Spectrum TV Select	\$ 79.99	\$ 79.99
Add on Entertainment Package	\$ 12.00	\$ 12.00
Two HD Receiver	\$ 19.99	
One HD Receiver plus one DVR		\$ 21.98
Internet Ultra (500 Mbps x 20 Mbps)	\$ 94.99	\$ 94.99
WIFI Service (modem/router)	\$ 5.00	\$ 5.00
	<u>\$ 211.97</u>	<u>\$ 213.96</u>
Annual Savings to each property owner	\$ 2,075.64	\$ 2,099.52
Seasonal Savings (4 months)	\$ 379.88	\$ 387.84

All Receivers/Internet/WIFI Service within District buildings - Complimentary  
2nd Community Channel in addition to Current Channel 732

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM PP 38**

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Reoccurring Agenda Item - Changes to the Deed Restrictions

For Upcoming Meeting—Date February 6, 2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Consider changes attached for a referendum vote December 2023  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**

\_\_\_\_\_  
\_\_\_\_\_

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** \_\_\_\_\_

Draft language attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trustee Mary Chandler

Date Submitted January 29, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted 1/30/2023 Initials 

## Changes to the Deed Restrictions requires;

A majority vote of the owners of the lots, as well as a vote of the owners of a majority of the lots

10. No livestock, chickens, farm animals, dogs, cats, birds or other animal or pet shall be permitted on any lot, block or parcel of the subdivision ~~[SAVE AND EXCEPT that household pets consisting of not more than two dogs, or two cats, or two caged birds, or any number of fish shall be permitted within Blocks 21, 22 and 23, TRAILER ESTATES SUBDIVISION, Plat Book 8, page 138, of the Public Records of Manatee County, Florida.]~~
12. In order to maintain a community of congenial residents who are agreeable to abide by the "housing for older persons" restrictions contained in the Deed Restrictions and provisions of the Charter of Trailer Estates Park and Recreation District (hereinafter collectively "Restrictions"), the transfer of lots or parcels by any owner shall be subject to the conditions hereinafter set forth as long as said Restrictions shall remain in force and effect: It shall be necessary for the Board of Trustees of the Trailer Estates Park and Recreation District, or its duly authorized officers, agents or committee, to approve in writing all sales, transfer of title, leases **greater than 31 days** ~~or subleases~~ of a lot or parcel, or occupation of a dwelling unit on a lot or parcel, before such sale, transfer, lease **greater than 31 days**, ~~sublease~~ or occupation shall be valid and effective. Written application for such approval shall contain such information as may be reasonably required by application forms promulgated by the board of Trustees and shall be accompanied by a transfer fee as required by resolution of the Board, provided, however, such fee shall not exceed Fifty (\$50.00) Dollars.

**A lease is a rental contract between a property owner and a tenant; a sublease is a contract between a tenant and a third party who lives in the rental property during part of the tenant's lease term.**

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Proposed Changes to District Charter

For Upcoming Meeting—Date February 6, 2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Consider the possibility of moving the election for Trustee position to January  
to allow higher voter participation

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this  
Agenda Item. Please list the attachments.) \_\_\_\_\_

Draft language attached

Trustee Mary Chandler

Date Submitted January 29, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted 1/30/2023 Initials 

Section 4. Elections shall be held at the usual polling place within the District between the hours of 12 noon and 8 p.m. and shall be conducted and supervised by the supervisor of elections of Manatee County under the rules governing general elections in Manatee County, except as may otherwise be provided herein. Election of the trustees shall be held annually on the ~~first~~ second Tuesday after the first Monday of ~~December~~ January, (effective in January, 2025) establishing 2-year terms for all trustees, five to be elected in ~~even~~ odd years to serve 2-year terms and four to be elected in ~~odd~~ even years to serve 2-year terms in order of expiration of terms of office and as required to maintain a full board of nine trustees. Trustees may succeed themselves.

Proposed Dates:

January 14, 2025

January 13, 2026

January 12, 2027

January 11, 2028

January 9, 2029

January 8, 2030

January 14, 2031

January 13, 2032

January 11, 2033

January 10, 2034

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Draft Property Owners Letter - Loan Prepayments

For Upcoming Meeting—Date February 6, 2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Review a draft letter to each property owner who is eligible to prepay

their portion of the Seawall Improvement Loan

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) \_\_\_\_\_

Draft attached

Trustee Mary Chandler

Date Submitted January 29, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted 1/30/2023 Initials 



1903 69<sup>TH</sup> AVENUE WEST  
BRADENTON, FL 34207  
[phone] 941-756-7177  
[fax] 941-755-2937  
[email] [trailerestates@trailerestates.com](mailto:trailerestates@trailerestates.com)

**TRAILER ESTATES  
PARK &  
RECREATION  
DISTRICT**

February 24, 2022

JAN 30 '23 AM 8:15

Chandler, Peter  
Post Office Box 5365  
Bradenton, FL 34281

Re: Parcel Number: **6373000006**

Trailer Estates Seawall Improvement Project

Dear [Chandler, Peter](#),

In 2022, The Board of Trustees for Trailer Estates Park and Recreation District, imposed a Special Assessments against residential property within the District to fund the reconstruction and replacement of the seawall system adjacent to the District marina (the "Seawall Improvement Project").

The assessment for each tax parcel of residential property was based upon the number of equivalent assessment units (EAU) assigned to each property.

The Equivalent Assessment Unit (EAU) assigned to your parcel is **1.0**

The Special Assessment included on your Non-Ad Valorem tax bill for 2022 was **\$100.44**

The District is providing the opportunity for residential property owners to "Prepay" all future annual assessments, and avoid certain additional financing, administration, and collection costs.

The share of the principal, interest, and amounts related to collection of the assessments in accordance with Section 197.3632, Florida Statutes, for the parcel above is **\$1,506.60** currently payable in annual installments of **\$100.44**.

If you choose to "Prepay" your share you will need to remit **\$1,307.73** along with the invoice attached by no later than March 31, 2023. Checks must be made payable to;

Trailer Estates Park and Recreation District  
PO Box 6298  
Bradenton Florida, 34281

If you do not choose to prepay, the annual installment of **\$100.44**, will be included in the Non-Ad Valorem Assessment that is determined to be necessary to fund the operation of the District each year.

Questions regarding your assessment and the process for Prepayment may be directed to the District's Treasurer at 941-756-7177.

**TRAILER ESTATES PARK  
AND RECREATION DISTRICT**

\* \* \* \* \* Please Return With Payment \* \* \* \* \*

**TRAILER ESTATES PREPAYMENT FOR  
SEAWALL IMPROVEMENT PROJECT ASSESSMENT**

Chandler, Peter  
Parcel Number 6373000006

Total number of EAUs attributed to property:	<b>1.00</b>
Annual payment on tax bill: (Includes financing costs)	<b>\$100.44</b>
Total Special Assessment:	<b>\$1,506.60</b>
Prepayment of Future Special Assessments:	<b>\$1,307.73</b>
Estimated Prepayment Date (Invoice Mail Date)	<b>March 31, 2023</b>

TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM

JAN 30 '23 AMB:50

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Office hours

For Upcoming Meeting—Date February 6, 2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Review office hours as submitted by BOT's

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) \_\_\_\_\_

See attached

Trustee Trotter

Date Submitted 1/27/2023

Chairman/Designee 

Office Manager/Designee: Date Posted 1/30/2023 Initials 

chairman@trailerestates.com

JAN 09 '23 AM 8:50

**From:** secretary@trailerestates.com  
**Sent:** Wednesday, January 18, 2023 7:15 AM  
**To:** chairman@trailerestates.com  
**Subject:** Office Hours

Duane:

As requested at our workshop, here are my thoughts at expanded office hours. In a "perfect world" office hours:

FTE - Office Manager (40 hr)  
M-F 7:00 a.m. - 3:30 p.m. with 30 min. lunch  
Seasonal FTE - Office Assistant (40 hr)  
M-F 9:00 a.m. - 4:30 p.m. with 30 min. lunch  
Sat. 9:00 a.m. - 2:00 p.m.  
PTE - Office Assistant (21 hr)  
M-T-Th-F 2:00 p.m. - 6:00 p.m.  
Sat. 9:00 a.m. - 2:00 p.m.

Office hours In Season (September 1 - April 30)  
M-F 9:00 a.m. - 6:00 p.m. closed 12:00-1:00  
Sat. 9:00 a.m. - 2:00 p.m.  
Office hours off Season (May 1 - August 30)  
M-F 9:00 a.m. - 4:30 p.m. closed 12:00-1:00  
Sat. 9:00 a.m. - 2:00 p.m. or By Appointment Only

Continuing to close the office from 12-1 will allow for lunches and time for staff to train, ask questions, etc.

I hope this helps.

Lori Dalton  
Trailer Estates Board Secretary

JAN 30 '23 AM 8:51

**chairman@trailerestates.com**

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**From:** northpr@trailerestates.com  
**Sent:** Friday, January 27, 2023 5:52 AM  
**To:** Chairman at Trailer Estates  
**Subject:** Office hours

Good morning I am writing to your request for office hours  
Two days a week staying open until 6:00. Maybe one Saturday only during season 4 hrs December, January  
, February ,March

JAN 30 '23 AM 8:52

**chairman@trailerestates.com**

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**From:** Louis Nickels <southpr@trailerestates.com>  
**Sent:** Tuesday, January 24, 2023 8:40 AM  
**To:** 'Chairman at Trailer Estates'  
**Cc:** 'TJ Miller'  
**Subject:** Proposed extended window hous

Duane,

As requested at the last board meeting, I propose the following changes to the window hours at the office:

- Stagger lunch hours to do away with the window being closed for lunch.
- Open the window late at least one weekday. I propose till 7PM on Wednesday, although I am not sure it matters which day.
- Open the window early one day per week. If it was open at 7AM one day, it would give people who start work at 8 or 9AM a chance to use the office before work.
- I do not think we should open on Saturday. The changes proposed above provide enough additional opportunity to visit the window to accommodate the small percentage of residents that work full time.

Respectfully submitted,

Louis Nickels

*Maurit  
Office Hours*

## Proposed New Office Hours

Window open 8:00 to 6:00 Monday thru Friday and 8:00 to 12:00 Saturday

JAN 30 '23 AM 8:52

### Option 1

Employee	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Full Time 1	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	Off	Off	40
Full Time 2	9:30 to 6:00	9:30 to 6:00	9:30 to 6:00	9:30 to 6:00	9:30 to 6:00	Off	Off	40
Part time 1	Off	8:00 to 12:00	8:00 to 12:00	8:00 to 12:00	8:00 to 12:00	8:00 to 12:00	Off	20
Full Time 1	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	Off	Off	40
Full Time 2	9:30 to 6:00	9:30 to 6:00	9:30 to 6:00	9:30 to 6:00	9:30 to 2:00	8:00 to 12:00	Off	40
Part time 1	Off	8:00 to 12:00	8:00 to 12:00	8:00 to 12:00	8:00 to 12:00	Off	Off	20
Full Time 1	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	7:00 to 11:00	8:00 to 12:00	Off	40
Full Time 2	9:30 to 6:00	9:30 to 6:00	9:30 to 6:00	9:30 to 6:00	9:30 to 6:00	Off	Off	40
Part time 1	Off	8:00 to 12:00	8:00 to 12:00	8:00 to 12:00	8:00 to 12:00	Off	Off	20

### Option 2

Employee	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Full Time 1	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	Off	Off	40
Part time 1	1:00 to 6:00	1:00 to 6:00	1:00 to 6:00	1:00 to 6:00	1:00 to 6:00	Off	Off	25
Part time 2	Off	8:00 to 1:00	8:00 to 1:00	8:00 to 1:00	8:00 to 1:00	8:00 to 12:00	Off	24
Full Time 1	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	Off	Off	40
Part time 1	Off	1:00 to 6:00	1:00 to 6:00	1:00 to 6:00	1:00 to 6:00	8:00 to 12:00	Off	24
Part time 2	8:00 to 1:00	8:00 to 1:00	8:00 to 1:00	8:00 to 1:00	8:00 to 1:00	Off	Off	25
Full Time 1	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	7:00 to 3:30	7:00 to 11:00	8:00 to 12:00	Off	40
Part time 1	1:00 to 6:00	1:00 to 6:00	1:00 to 6:00	1:00 to 6:00	1:00 to 6:00	Off	Off	25
Part time 2	8:00 to 1:00	8:00 to 1:00	8:00 to 1:00	8:00 to 1:00	8:00 to 1:00	Off	Off	25

JAN 30 '23 AM 8:52

chairman@trailerestates.com

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**From:** seasonalrec@trailerestates.com  
**Sent:** Tuesday, January 17, 2023 12:29 AM  
**To:** chairman@trailerestates.com  
**Subject:** suggestion for office hours/staffing

**Proposed office hours:**

Monday through Friday ( 9:00 to 6:00) window is not closed during lunch.  
Saturday (9:00 to 11:00)

**Proposed staffing:**

**Office Manager:** Monday through Friday 7:00 to 3:00 (allows 2 hours each day to perform financial record keeping, Quick book work, working with the board treasurer to complete financial reports, etc) The Office Manager would work with the trustees to ensure letters are mailed to the residents, maintains the records, etc.

**Office Assistant - during season** Monday through Thursday 10:00 to 6:00, Friday 10:00 to 4:00, Saturday 9:00 to 11:00

This person could be called in as needed for mailings or coverage when office manager is on vacation. Office Assistant handles the window primarily.

It is unclear how the Park Manager will influence or affect the proposed staffing schedule. I would assume that person may want to perform some window tasks or be available to answer questions of residents, thus freeing up the office manager. It is hopeful that the Park Manager will bring new ways and methods to the office duties. This could make the work flow more effective.

A volunteer in the office may also work, as long as they are not a park resident. There are Senior Employment opportunities through Manatee County that could be of assistance. We used them when I worked for the state.



TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda BOT Position Description

For Upcoming Meeting—Date 2/6/2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Review the attached position description for additional/deletion of responsibilities.

After review, draft new position descriptions if required.


Costs/Estimated Costs: (Required if agenda item includes spending district money.)


Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) \_\_\_\_\_

Submitted PD's

Trustee Trotter

Date Submitted 1/27/2023

Chairman/Designee 

Office Manager/Designee: Date Posted 1/30/2023 Initials 

South PR

JAN 30 '23 AMB:49

As I mentioned at the last board workshop, I think that revising the board responsibilities will be greatly influenced by the role of the new Park Manager. I still have thoughts on the subject that I would like to bring forward heading into that process. I think it is a critical undertaking to overhaul all of the job descriptions of the trustees as we move forward. In general, I think the duties need to be more focused on trustee or director responsibilities and less on operations. I realize this will take additional staff or volunteer help. It is hard for me to ignore that in the last election we only had 2 people that weren't incumbents run for 5 available seats.

- I do not think the Park Manager will completely remove the complaint process from the PR trustees, but I do think he will help us improve the process and be involved in some percentage of the issues. I would like to consider automating the tracking of the complaints. I have been trying to evaluate various Ticketing Software systems to try and eliminate the paper tracking. This would allow anyone who has an involvement with a complaint to electronically attach notes regarding any interactions or additional information to aid the trustees and/or manager in the resolution. The revision and hopefully streamlining of the complaint process is one thing I am excited to begin with the new Park Manager.
- I strongly support moving the boundary further South for the equalization of the number of homes for the North and South sectors of the park.
- I think the duties in the description should include the requirement for input on the "business" of the board every year. Items like establishing the budget, advance planning, and capital outlay should be stated in the job description. The current description is for a code enforcement officer, not a trustee or director. There is no mention of the 35 or so meetings we participate in every year.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
TRUSTEE DUTIES PP1D**

**DUTIES OF THE TREASURER**

THE TREASURER SHALL:

1. Keep accurate records (Art. VI of Bylaws).
2. ~~Make~~ **Approve** disbursements as directed by the board (Art. VI of Bylaws).
3. Annually prepare a district budget as required by law (Art. VI of Bylaws).
4. **Present Annual Budget to all property owners at a Public Hearing prior to adoption by the Board of Trustees.**
5. **Prepare detailed allocation of Final Budget by Account and Month for input into Quickbooks allowing financial reporting quarterly.**
6. Have the books audited annually or at the request of the board (Art. VI of Bylaws).
7. **Assist Auditor to complete the annual financial audit of the prior fiscal year.**
8. Deposit all funds transferred from the district office. **Complete bank deposits when needed.**
9. Sign checks for the disbursement of funds. **See #19**
10. ~~Present monthly~~ **Prepare quarterly** financial report for review and presenting to the board.
11. Present **Legal** bills for approval **outside of normal expense limits.**
12. Annually request blanket approval for payment of normal expenses.
13. ~~Prepare legal notices related to the budget as required by the charter and submit for publication.~~  
**See #18**
14. Respond to all financial information requests required by county and state law.
15. Conduct annual review of staff salary and benefits. Present this review and findings and make recommendations to the board regarding annual increases, benefit changes, and bonuses for the first meeting in September in preparation for ~~of~~ the annual budget. This allows sufficient time for public input prior to the end of the fiscal year and before the final budget is in place.
16. **Prepare for review the recommendation for annual performance increases for all staff and present at first meeting in September for adjustments effective each October**

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
TRUSTEE DUTIES PP1D**

17. Conduct annual review of ALL user fees. Present this review and findings and make recommendations to the board regarding any changes to the fees as may be necessary for the first meeting in September in preparation for of the annual budget. This allows sufficient time for public input prior to the end of the fiscal year and before the final budget is in place.
18. ~~Oversee and arrange~~ **Renew** for lease agreements for district facilities (post office, marina building, church facilities, county storage lot, etc.) And services (~~refund service, television service,~~ **District Attorney, Technology Services, Spectrum, WastePro,** etc.)
19. Oversee the publication of all notices for the district in a newspaper recognized by the general population as an official publication –
  - a) Public hearings related to the budget.
  - b) Any required notices or publications related to other treasurer matters.
20. The Treasurer is authorized to withdraw funds from ~~Money Market and Certificate of Deposit.~~ all District bank accounts and sign checks as requested
21. ~~Oversee the~~ **Secure** all District district's various insurance policies/coverages **i.e., Liability, Property, Flood, Workers Compensation, Directors & Officers Liability, Employee Medical & Dental, Trustee Bonds**
22. **Establish/Maintain banking relationship for all District finances.**
23. **Manage District Credit Card Accounts. Monitor expenditures, set and adjust credit limits, resolve issues if needed.**
24. **Prepare Non Ad-Valorem Assessment by parcel for submission to Manatee Property Appraiser according to deadlines for TRIM reporting and annual county tax billing cycle.**
25. **Represent the district in acquiring funds needed for any projects that cannot be funded through normal annual Non Ad-Valorem Assessment income i.e. taxable bonds ect.**
26. **Manage contractual payments for all contracts requiring installment agreements**
27. **Maintain a database by parcel of payments made on the Seawall Improvement 15 year loan acquired in 2022. Providing those parcels that have elected to "Prepay" their obligation vs those who will be billed annually included in their annual Non Ad-Valorem Assessment.**
28. **File Intangible Personal Property Tax Return each February**
29. **File Tangible Personal Property Tax Return each March**
30. **File Public Depositor Annual Report**

## TRAILER ESTATES PARK AND RECREATION DISTRICT

### TRUSTEE DUTIES PP1

#### DUTIES OF THE CHAIRMAN

THE CHAIRMAN SHALL:

1. Preside at all board meetings or inform 1<sup>st</sup> Vice and 2<sup>nd</sup> Vice of absence.
2. Perform all duties as outlined in the Bylaws (Art. II, III, IV, and V). In addition, ensure the appointments are made: Kitchen Manager, Web-Master, Dock Master, Media Committee and Treasure Barn.
3. Oversee and supervise the day-to-day operations of the district
4. Vote on all matters submitted for a vote of the board of trustees.
5. Review the performance of the Park Manager.
6. Appoint committees as necessary.
7. Supervise and arrange for park elections and referendums.
8. Oversee all aspects of the district's website and Community Channel.
9. Conduct annual review of policies in the Employee Handbook.
10. Withdraw funds from the money market and certificate of deposits.

JAN 30 '23 AM 8:49

My thoughts for changing the boundary's for the north and South trustee's to equally adjust the amount of trailers each trustee has to work with is to add parcels from the south side to the north trustee.

The line should be changed to go over to the south side to Indiana that would also take part of Marina drive. It would now cover the original north side and Florida Boulevard , Ohio, Indiana and six trailers on Marina Dr.

*Samuel McClinton*  
North P.R. Trustee

chairman@trailerestates.com

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**From:** seasonalrec@trailerestates.com  
**Sent:** Tuesday, January 17, 2023 12:50 AM  
**To:** chairman@trailerestates.com  
**Subject:** Job Duties

**Current View of Seasonal Social and Recreation Trustee Duties:**

- Arrange for all the bands for seasonal Saturday Night dances ( November through April)
- Plan the annual Christmas Party for the TE residents (arrange entertainment, refreshments, door prizes, tickets, etc.)
- Plan the New Year's Eve Party (arrange entertainment, refreshments, door prizes, tickets, etc)
- Arrange all Showtime events (secure entertainment).
- Complete all contracts for dances, Showtime and any other entertainment for the District.
- Ensure all signed contracts have been filed in the Seasonal Recreation book in the office.
- Complete all check requests prior to the date of performances.
- Plan any other seasonal recreation activities as they are scheduled.
- Publicize seasonal recreational activities so residents are kept informed of events.
- Oversee spending throughout the season to ensure compliance with budget
- Prepare annual seasonal recreational budget when requested by board
- Complete all room reservation forms (PP37) when requested
- Report on seasonal rec activities during board meetings
- Sign checks as requested

**chairman@trailerestates.com**

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**From:** seasonalrec@trailerestates.com  
**Sent:** Tuesday, January 17, 2023 1:07 AM  
**To:** chairman@trailerestates.com  
**Subject:** changing position description

If we are opening the door to revamping the positions, then here are my ideas for recreation:  
We have one trustee overall all recreation with one budget. The duties:

- Arrange all dances for the District (contracts, completing check requests, etc.)
- Arrange all Showtimes, concerts, etc (contracts, completing check requests, etc)
- Arrange all recreational events as scheduled.
- Coordinate with other clubs and groups to complete recreational activities.
- Oversee bingo and card groups (spending, supplies, scheduling)
- Complete all contracts for outside paid instructors for classes (meet with all instructors to complete contracts, bring contracts to board for approval, monitor classes and class attendance)

Having one recreation budget actually allows a better look at overall spending and spreading out the activities throughout the year.



JAN 30 '23 AM 8:50

**chairman@trailerestates.com**

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**From:** continuingrec@trailerestates.com  
**Sent:** Wednesday, January 25, 2023 5:59 AM  
**To:** chairman@trailerestates.com  
**Subject:** Continuing rec duties  
**Attachments:** DUTIES OF CONTINUING RECREATION TRUSTEE.docx

Attached is what I see as my dutties.

Rod

## DUTIES OF CONTINUING RECREATION TRUSTEE

### Change name to Continuing Activities Trustee

#### THE CONTINUING ACTIVITIES TRUSTEE SHALL:

1. Arrange and organize 3<sup>rd</sup> Tuesday night potluck during season
2. Arrange and provide materials for various continuing activities with pre-approved spending of \$ 500.00 (special line item in budget)
  - a. Cards
  - b. Etc.
3. Plan and implement Coffee Break program during season
4. Arrange and organize all continuing activities that may occur (picnics, beach party, showtimes, etc.) during off season
5. Arrange to do summer movies.
6. Do 1/3 of Public Relations Trustee work.
7. Sign checks as required.

#### Comments:

Didn't know we did volunteer appreciation lunch. If we do, who pays for it?

It makes sense to have person that is responsible for seasonal dances to do the summer dances since they have the contacts to do so.

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Bingo kitchen sales

For Upcoming Meeting—Date 2/6/2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

As discussed at the 1/16/2023 Board meeting, I noted a second letter was issued to Clubs and Org. for the sale of food items during Bingo. Received only 1 response. Discuss the possibility


Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) \_\_\_\_\_

See attached response from Beautification Club

Trustee Trotter

Date Submitted 1/27/2023

Chairman/Designee 

Office Manager/Designee: Date Posted 1/30/2023 Initials 

**chairman@trailerestates.com**

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**From:** berrybest2@juno.com  
**Sent:** Tuesday, January 24, 2023 10:55 AM  
**To:** secretary@trailerestates.com; healthwelfare@trailerestates.com;  
southpr@trailerestates.com; treasurer@trailerestates.com;  
maintenance@trailerestates.com; chairman@trailerestates.com;  
continuingrec@trailerestates.com; seasonalrec@trailerestates.com;  
northpr@trailerestates.com  
**Cc:** spencesandy@yahoo.com; ssand416@aol.com  
**Subject:** Bingo Food service

Dear BOT,  
1/23/2023

Monday

Thank you for the recent letter regarding restoring snack/food availability to the Bingo nights. As you know, many of the Bingo participants have mentioned how much they miss the food service, and that it was often their evening meal. Otherwise, they would have had just a snack (a less nutritious choice). The soup was a most comforting and healthy, popular option that sold out every week! We heard that Bingo nights were sometimes the only day of the week that they ate with others.

The Beautification Club has discussed how we can help TE provide this service to our residents and help our new club make some much needed fundraising revenue.

Our members want to decrease the number of steps required to provide a meal (budgeting, shopping, preparation/cooking, serving, cashier, clean-up, etc.) and that having a short, monthly turn over time to another club is too complicated. We would like to propose a longer arrangement: a 5 year agreement where the Beautification Club would buy all the supplies, do all the preparation, all the selling, etc. and keep the proceeds (after food costs). All our helpers would be volunteers.

The Beautification Club would need the kitchen from 6pm to 8:30pm (which would include service during the 8:00pm 'break' and a half hour for clean-up), on Sunday and Wednesday nights when Bingo is played. We would also need a small area of the refrigerator. Of course, we would clean up after wards.

This proposal would benefit all the Bingo players, B. Club and continue in helping TE residents stay mentally stimulated, social, and well nourished. If you have further questions, please contact Sandy Spence or Sandy Stevens.

Thank You,  
The Beautification Club  
Debra Best, Secretary

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM PP 38**

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Boats / RV's / Trailers Temporary Parking

For Upcoming Meeting—Date February 6, 2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): Adding, for clarification, 48 hr timeframe to Deed Restriction #6 regarding parking, storing, loading/off-loading, repairs, cleaning, etc. boats, travel trailers, motor homes, etc on property as per attached revision.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)  
\$0

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Deed Restriction #6 w/highlighted add-on

Trustee Russell J McAlister

Date Submitted 01/20/23

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted 1/30/2023 Initials [Signature]

No boat, boat trailer, travel trailer, motor home or similar property shall be stored on or about any lot, block or parcel unless in an enclosed structure or completely underneath a carport structure, SAVE AND EXCEPT upon a parcel designated for storage of such property by the Board of Trustees of the District. Boats, travel trailers and motor homes or similar property may be on premise for purpose of loading, unloading, repairs, cleaning, etc. for no more than 48 hours.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM**

JAN 27 '23 AM 10:56  
PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Use of 50/50 money from dances

For Upcoming Meeting—Date February 6, 2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Money received from the 50/50 drawings at dances is uncommitted funds.

Would like to discuss how this money can be used.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**  
none

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** \_\_\_\_\_

Trustee Kathy Gregory

Date Submitted 1/27/2023

Chairman/Designee 

Office Manager/Designee: Date Posted 1/30/2023 Initials 



TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Park Security

For Upcoming Meeting—Date Feb 6, 2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_


Discussion of Park security  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Costs/Estimated Costs: (Required if agenda item includes spending district money.)  
\_\_\_\_\_  
\_\_\_\_\_

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trustee Todd Lombardi

Date Submitted 1/27/2023

Chairman/Designee 

Office Manager/Designee: Date Posted 1/30/2023 Initials 

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Office Ass't Retirement

For Upcoming Meeting—Date 2/6/2023

Type of Meeting (check one): Workshop

Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings):

Thank you Joyce McCormick for the dedicated 11 years of service to TE. Joyce will retire effective May 1, 2023. Plan retirement party.

Also review Office Hours, budget planning for part time vs full time employment

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

tbd

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)

Trustee Trotter

Date Submitted 1/27/2023

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted 1/30/2023

Initials EW

JAN 26 '23 PM 12:33

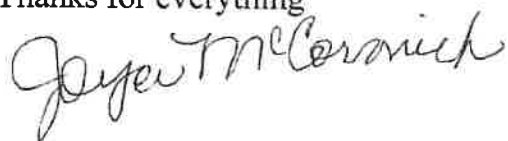
DATE: January 26, 2023

TO: Chairman of the board, Trailer Estates Park and Estates

From: Joyce McCormick

Duane this is my official notice of retirement. I plan on retiring May 1, 2023. I have enjoyed working these past 11 years for this community. I will miss the job but I am getting to the age that I can't handle the stress for another season. It has been a pleasure working with all of the Trustees and will miss every one of you.

Thanks for everything

A handwritten signature in cursive script that reads "Joyce McCormick". The signature is written in dark ink and is positioned below the typed text "Thanks for everything".

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Blalock Walters Contract

For Upcoming Meeting—Date 2/6/2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

At the 12/19/2022 Board workshop, the Board supported sending letters of interest to additional legal firms with local government and special district experience. Several letters were sent with two responses. One is a no bid and the other from Persson, Cohen, Mooney, Fernandez & Jackson, P.A.

Review and discuss possibility of changing law firms

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**  
See Attached

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** \_\_\_\_\_

See attached letter

Trustee Trotter

Date Submitted 1/30/2023

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted 1/30/2023 Initials [Signature]

**TJ Miller**

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**From:** Andrew Cohen <acohen@flgovlaw.com>  
**Sent:** Thursday, January 12, 2023 12:00 PM  
**To:** chairman@trailerestates.com  
**Subject:** Trailer Estates Park & Recreation District -- Response to Attorney Services RFP  
**Attachments:** RFP and attachments 01.12.2023.pdf

Dear Mr. Trotter:

Enclosed please find our response to the Request for Proposals related to legal services. An original will follow by mail.

Thank you for your consideration.

*Andrew H. Cohen*

Andrew H. Cohen, Esq.  
Persson, Cohen, Mooney, Fernandez & Jackson, P.A.  
6853 Energy Court  
Lakewood Ranch, FL 34240  
Ph: (941) 306-4730 | Fax: (941) 306-4832

A portion of the firm's practice includes the collection of debts. As such this electronic mail transmission may be an attempt to collect a debt, in which case any information which is obtained will be used for that purpose.

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**PERSSON, COHEN, MOONEY, FERNANDEZ & JACKSON, P.A.**  
ATTORNEYS AND COUNSELORS AT LAW

David P. Persson\*\*  
Andrew H. Cohen  
Kelly M. Fernandez\*  
Maggie D. Mooney\*  
R. David Jackson\*  
Regina A. Kardash\*  
Lori M. Dorman∞

\* Board Certified City, County and Local Government Law  
\*\* Of Counsel  
∞ Also licensed in Colorado

Telephone (941) 306-4730  
Facsimile (941) 306-4832  
Email: acohen@flgovlaw.com

Reply to: Venice

January 12, 2023

**VIA REGULAR U.S. MAIL**  
**AND E-MAIL [chairman@trailerestates.com](mailto:chairman@trailerestates.com)**

Mr. Duane Trotter, Chairman  
Trailer Estates Park & Recreation District  
P.O. Box 6298  
Bradenton, FL 34281

RE: Trailer Estates Park & Recreation District

Dear Mr. Trotter:

On behalf of the law firm of Persson, Cohen, Mooney, Fernandez & Jackson, P.A., please allow this correspondence to serve as our proposal to provide District Attorney services for Trailer Estates Park & Recreation District. Our firm and I greatly appreciate the opportunity of being considered for this position.

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Lakewood Ranch  
6853 Energy Court  
Lakewood Ranch, Florida 34240

Venice  
236 Pedro Street  
Venice, Florida 34285

Persson, Cohen, Mooney, Fernandez & Jackson, P.A., currently has two (2) offices, one in Venice and one in Lakewood Ranch. The firm was established in 2002 under the name of Persson & Cohen, P.A., and most recently changed its name to Persson, Cohen, Mooney, Fernandez & Jackson, P.A., in January 2022. I have been practicing law for over twenty-six (26) years and have been an attorney with the firm since its inception. During that time, I, and other members of the firm, have represented numerous local government clients throughout the southwest Florida region. In fact, most of our firm's attorneys have been practicing local government law for well over ten (10) years. We currently have six (6) attorneys working full-time for our firm while Mr. Persson is semi-retired, but maintains an "Of Counsel" affiliation with the firm.

Our firm currently represents multiple special districts across southwest Florida, with our primary focus on resident-controlled districts. I serve as counsel to two other local park & recreation districts including Holiday Park Park and Recreation District and Tri-Par Estates Park & Recreation District. Further, Ms. Fernandez is the City Attorney for the City of Venice and Ms. Mooney is the Town Attorney for the Town of Longboat Key, while Ms. Kardash is the Town Attorney for the Towns of Indian Shores and Belleair Shore.

Currently, approximately ninety percent (90%) of my personal practice is dedicated to local government work for the firm's special district clients. My legal practice, along with the practices of my colleagues, concentrates on the areas outlined by Trailer Estates Park & Recreation District in the Request for Proposals.

If provided the opportunity to represent the District, I would serve as primary counsel and David Jackson would serve as my primary back-up. I work out of our firm's Lakewood Ranch office. I would respectfully submit that our firm's background in representing special districts and other local government entities would be an asset and benefit to our representation of Trailer Estates Park & Recreation District.

Our firm would propose services to the District on an hourly basis. The rate of compensation for most work that we would perform including, but not limited to, contract review, research, consulting, and attendance at meetings would be \$280.00 per hour for attorney time (applicable to all attorneys in our firm). We will not bill the District for travel time for attendance at regular meetings and we do not bill clients for incidental costs. Bond related transactions would typically be billed on a flat rate.

Enclosed with this letter are resumes for myself and David Jackson. In addition, a list of the firm's special district clients is also enclosed, along with other local governments our firm currently represents. A list of references with contact information is also enclosed.

Persson, Cohen, Mooney, Fernandez & Jackson, P.A., would like to thank you and the Board of Trustees for your consideration of our firm's proposal. We hope to have the opportunity to discuss our potential representation of the Trailer Estates Park & Recreation District further and to answer any additional questions you or the Board of Trustees may have.

Sincerely,

A handwritten signature in black ink, appearing to read "A.H. Cohen", written in a cursive style.

Andrew H. Cohen

AHC:mk

Encls.





**PERSSON, COHEN, MOONEY, FERNANDEZ & JACKSON, P.A.**  
ATTORNEYS AND COUNSELORS AT LAW

**ANDREW H. COHEN**  
6853 Energy Court, Lakewood Ranch, Florida 34240  
Tel: (941) 306-4730 Fax: (941) 306-4832  
E-Mail: acohen@flgovlaw.com

Practice areas include: Governmental Law, Special Districts  
and Community Association collections

**Education:** University of Florida College of Law  
Gainesville, Florida  
Juris Doctorate, 1996  
  
New College (Honors College  
for the State University System)  
Sarasota, Florida  
B.A. Political Science, 1993


**Qualifications:**

- Over 26 years of legal practice
- Representation of multiple special districts across Southwest Florida
- Representation of numerous community associations in the collection of past-due assessments
- Lecturer on community association collections and Florida's Public Records, Ethics and Sunshine laws

**Affiliations:**

- Florida Bar Association; Sarasota County Bar Association
- Former Trustee of the Hershorin Schiff Community Day School Board of Trustees

**Awards:** Evan J. Yegelwel Book Award in Environmental Law, Spring 1996



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**PERSSON, COHEN, MOONEY, FERNANDEZ & JACKSON, P.A.**  
ATTORNEYS AND COUNSELORS AT LAW

**R. DAVID JACKSON**

6853 Energy Court, Lakewood Ranch, Florida 34240

Tel: (941) 244-5351

E-Mail: [djackson@flgovlaw.com](mailto:djackson@flgovlaw.com)

Practice areas include: Governmental Law, Special Districts  
and Environmental Law

**Education:**

Stetson University College of Law  
Gulfport, Florida  
Juris Doctorate, 1999

University of Florida  
Gainesville, Florida  
B.S. Civil Engineering, 1994

**Qualifications:**

- Board Certified in City, County and Local Government Law
- Over 20 years of legal practice
- Representation of public and private clients on a variety of issues including, but not limited to, civil and administrative proceedings
- Lecturer on Florida's Public Records and Sunshine Laws
- Formerly served as Assistant General Counsel to the Southwest Florida Water Management District

**Affiliations:**

Florida Bar Association  
United States Patent and Trademark Office, registered Attorney  
Chair - Leadership Manatee Board of Governors  
Member, Executive Board of Directors - United Soccer Association

Community Development District List

Aqua One Community Development District Bradenton, Florida	Lake St. Charles Community Development District Riverview, Florida
Bobcat Trail Community Development District North Port, Florida	Lakewood Ranch Community Development Dist. 2 Lakewood Ranch, Florida
Covington Park Community Development District Apollo Beach, Florida	Lakewood Ranch Community Development Dist. 4 Lakewood Ranch, Florida
Cross Creek Community Development District Bradenton, Florida	Lakewood Ranch Community Development Dist. 5 Lakewood Ranch, Florida
Cypress Creek of Hillsborough County Community Development District Wimauma, Florida	Lakewood Ranch Community Development Dist. 6 Lakewood Ranch, Florida
Eastlake Oaks Community Development District Oldsmar, Florida	Legends Bay Community Development Dist. Bradenton, Florida
Easton Park Community Development District Tampa, Florida	Lexington Community Development District Parrish, Florida
Greyhawk Landing Community Development Dist. Bradenton, Florida	Meadow Pointe II Community Development District Wesley Chapel, Florida
Heritage Lake Park Community Development Dist. Port Charlotte, Florida	Paseo Community Development District Fort Myers, Florida
Heritage Harbour South Comm. Development Dist. Bradenton, Florida	Stoneybrook at Venice Community Development District Venice, Florida
Heritage Isles Community Development District Tampa, Florida	University Place Community Development Dist. Bradenton, Florida
Heritage Oak Park Community Development Dist. Port Charlotte, Florida	Venetian Community Development District Venice, Florida
Highlands Community Development District Hillsborough, Florida	Waterlefe Community Development District Bradenton, Florida
K-Bar Ranch II Community Development District Tampa, Florida	
Laguna Lakes Community Development District Ft. Myers, Florida	

Fire Districts

JAN 12 '29 PM 1X

Bonita Springs Fire Control & Rescue District  
Collier County, Florida

Cedar Hammock Fire Control District  
Manatee County, Florida

East Manatee Fire Rescue District  
Manatee County, Florida

Lealman Fire District  
Pinellas County, Florida

Manatee County Fire Chief Association  
Manatee County, Florida

North River Fire District  
Manatee County, Florida

Southern Manatee Fire District  
Manatee County, Florida

Trailer Estates Fire Control District  
Manatee County, Florida

West Manatee Fire Rescue District  
Manatee County, Florida

Other Special Districts

Holiday Park - Park and Recreation District  
Sarasota County, Florida

Longboat Key Beach Erosion Control District A (Beachside)  
Longboat Key, Florida

Longboat Key Beach Erosion Control District B (Bayside)  
Longboat Key, Florida

Tri-Par Estates Park & Recreation District  
Sarasota County, Florida

Westchester Special Dependent District  
Hillsborough County, Florida

Firm Municipal Clients

JAN 12 '28 PM 11

City Attorney for Belleair Shore  
Pinellas County, Florida

Town Attorney for Town of Longboat Key  
Longboat Key, Florida

City Attorney for City of Venice  
Venice, Florida

City Attorney for Town of Indian Shores  
Pinellas County, Florida

Special Magistrate for City of Bradenton  
Manatee County, Florida

Special Counsel for City of North Port  
Sarasota County, Florida

Special Magistrate for City of Palmetto  
Manatee County, Florida

Board Counsel for City of Punta Gorda Building Board  
Charlotte County, Florida

Manatee County Hearing Officer  
Manatee County, Florida

Board Attorney for City of Sarasota Nuisance Abatement Board  
Sarasota, Florida

ANDREW H. COHEN'S REFERENCES

JAN 12 '23 PM 1:0

Lee Morris, District Manager  
Tri-Par Estates Park & Recreation District  
Sarasota, Florida  
Phone - 941-355-8747  
[parkmanager@triparestates.com](mailto:parkmanager@triparestates.com)

John Rabideau, Chairman  
Holiday Park Park & Recreation District  
North Port, Florida  
Phone - 941-423-0580  
[John.rabideau5401@gmail.com](mailto:John.rabideau5401@gmail.com)

Steven H. Zielinski, Executive Director  
Lakewood Ranch Community Development District  
Lakewood Ranch, Florida  
Phone - 941-907-0202  
[Steve.zielinski@lwrtownhall.com](mailto:Steve.zielinski@lwrtownhall.com)

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PLEASE REPLY TO: FORT LAUDERDALE

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 GERALD L. KNIGHT  
 BRUCE M. RAMSEY

STEVEN F. BILLING, 1947-1998  
 HAYWARD D. GAY, 1943-2007

January 6, 2023

VIA U.S. MAIL

Mr. Duane Trotter, Chairman  
 Trailer Estates Park & Recreation District  
 P.O. Box 6298  
 Bradenton, FL 34281

**Re: Request for Proposals to Serve as District General Counsel  
 Trailer Estates Park & Recreation District (the "District")**

Dear Mr. Trotter:

This firm is in receipt of your letter of December 28, 2022, soliciting proposals from firms specializing in special districts and local government law to serve the District as its general counsel. Thank you for considering this firm and reaching out to our office, but at this time, we will not be submitting a response or proposal.

We will forward your request for proposals to other law firms in your area that may be able to assist you.

Should you have any questions or wish to discuss this further, please do not hesitate to contact me or Michael Pawelczyk in this office.

Very truly yours,

SCOTT C. COCHRAN  
 For the Firm

SCC/lg

cc: Michael J. Pawelczyk, Esq. (via e-mail only)