

## Trailer Estates Park and Recreation District

Board of Trustees Workshop

December 18, 2023

Mark's Hall

Trailer Estates

1903 69<sup>th</sup> Avenue West

Bradenton, FL 34207

Call to Order

Roll Call

Public Input (Limit 3 Minutes on Workshop Agenda Items Only)

Reports from Standing Committees

Clubs & Organizations

Discussion Items Presented by Board & Staff (PP38)

1. Create New Outdoor Storage Lot Agreement (Trotter)
2. Update PP23 RV, Boat & Trailer Storage Rules (Trotter)
3. Proposed- Allow Special Event Sponsor Signage (Dalton)
4. Proposed- Political Signage Addendum (PM Morris)
5. Rescind PP32A Violation Remedy (McAlister)
6. Continue Calendar Discussion (Dalton)
7. Update PP37A -Reservation for Function (Dalton)
8. Update Rules & Regulations: Part B (Dalton)

Trustee Reports

Violation Report - No Report

Park Manager Comments

Unfinished Business

Adjournment

Trailer Estates broadcasts its Meeting live on Channel 732 inside the Community.

<https://us02web.zoom.us/j/85200935384?pwd=RWwxSHZKTlhrb3gzRWhtTjZ3SVBUQT09>

Meeting ID: 852 0093 5384

Passcode: 9yRwsB Phone in Passcode: 963390

One tap mobile

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+13092053325,,85200935384#,,,,\*963390# US

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 6:00 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Create Outdoor Storage Lease Agreement

For Upcoming Meeting—Date 12/18/23

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): Create an Outdoor Storage Lease Agreement as an office document.

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.) Outdoor Storage Lease Agreement

Trustee Duane Trotter

Date Submitted 12/11/23

Chairman/Designee 

Office Manager/Designee: Date Posted 12/11/23 Initials 

## OUTDOOR STORAGE LEASE AGREEMENT

Trailer Estates Park & Recreation District, P.O. Box 6298, Bradenton, Florida, 34281, Lessor, hereafter known as "District" does hereby let to the undersigned Tenant, hereafter called "Lessee" space in the outside storage facility under the following terms and conditions.

LESSEE INFORMATION			
Name of Lessee			
Address			PO Box
City/State/Zip		Cell Phone	
Email		Home Phone	
Storage Lot #:		Lot Rental Amount:	
Length of Lot:			
License Plate#:		Tag Exp. Date:	State:
Registration #:		Registration Exp. Date:	
<i>Lessee shall present registration at the time of Lease and at the time of any renewal. To the extent applicable, Lessee shall comply with all law related to reciprocity, including Section 328.58 FL Statutes.</i>			
VESSEL INSURANCE INFORMATION			
Insurance Carrier			
Insured's Name			
Agent Name		Phone #	
Agent Address			
City/State/Zip			
Policy #		Policy Exp. Date	

- TERMS:** District hereby agrees to rent space to Lessee at the outside storage facility located within Trailer Estates Park and Recreation District. The Lessee must meet with the Storage Lot Manager/Maintenance Trustee to be assigned the appropriately sized space. Space shall be assigned by District at its sole discretion, subject to such rules and regulations as District may make changes from time to time respecting the use and rates thereof. District, at its sole discretion shall change or re-assign the leased space of a Lessee.

2. **RENTAL RATES:** Rates are based on the storage lot size described above. The right to use such space is not transferable. Current rental rates are available on the District website (trailerestates.com) or in the District Office. The District may increase/decrease the rental rate at its own discretion on a yearly basis. Any renewals or extension of this lease will be at the rate in effect at the time of the extension/renewal. Fees remaining unpaid for 15 days beyond the effective date of any rental term shall incur a late charge of 10%. Fees more than 30 days in arrears will incur an additional late charge of 10% and result in termination of the Lease. Upon non-renewal and/or termination of the Lease by either party, the Lessee shall remove any stored items or equipment from the storage space, prior to the end of the Lease. All rates must be paid in advance for the rental period

**DURATION OF AGREEMENT:** (please initial the applicable box)

**ANNUAL** \_\_\_\_\_ the term of this Agreement shall be for one year beginning with the date first identified above.

- A. Upon the expiration of the 12 months, and each anniversary date thereafter, this Agreement shall automatically renew for an additional one-year term at the current posted annual storage lot rate unless otherwise earlier terminated in accordance with this Agreement.
- B. After the initial one-year term, this Agreement may be terminated by either party, with or without cause, upon 30 days prior written notice.**
- C. Notice of the intent to terminate any renewal of this Agreement must be submitted a minimum of 30 days prior to the expiration of the initial or proceeding term of this Agreement.
- D. If Lessee terminates this Agreement after the renewal date, no refunds will be issued.**
- E. Notice of intent to terminate this Agreement by District shall be sent to the address stated above for such notice and notice of intent to terminate this Agreement by Lessee to District shall be delivered to the District's offices at the address specified on page 1 of this Agreement.

**SEASONAL (6 Month Min.)** \_\_\_\_\_ The term of this Agreement shall be for 6 months beginning with the date first above written in the upper right-hand corner of the first page of this Agreement.

- A. Upon the expiration of the 6 months, and each anniversary date thereafter, this Agreement shall automatically renew for an additional 6-month terms at the current posted annual storage lot rate unless otherwise earlier terminated in accordance with this Agreement.

- B. After the initial 6-month term, this Agreement may be terminated by either party, with or without cause, upon 30 days prior written notice.
  - C. Notice of the intent to terminate any renewal of this Agreement must be submitted a minimum of 30 days prior to the expiration of the initial or proceeding term of this Agreement.
  - D. If Lessee terminates this Agreement after the renewal date, no refunds will be issued.
  - E. Notice of intent to terminate this Agreement by District shall be sent to the address stated above for such notice and notice of intent to terminate this Agreement by Lessee to District shall be delivered to the District's offices at the address specified on page 1 of this Agreement.
3. **PERMITTED USE OF SPACE:** The outside storage space shall only be used by the Lessee for the storage of personal property belonging to the occupant. Commercial use of storage lot by Lessee is prohibited. Lessee shall not store any contraband, illegal substances, hazardous material in or on the space. Stored items may not exceed the width or length of the storage space. Any violations of the Rules and Regulations may result in immediate termination of Lessee's storage space and forfeiture of all deposits.
4. **RULES AND REGULATIONS:** The Rules and Regulations are expressly incorporated into this Agreement by reference herein. Lessee agrees to follow and comply with the Rules and Regulations and is solely responsible for ensuring that any and all invitees or guests abide the Rules and Regulations. Violations of any of the Rules and Regulations may result in the immediate termination of the agreement in the sole discretion of the District. In the event of any conflict between the Rules and Regulations and this agreement, the provisions of this agreement shall prevail. The Rules and Regulations are subject to change as determined in the sole discretion of the District, without notice. The current Rules and Regulations are available to the Lessee at the office and are posted on the Website (list website) of the District. It shall be the responsibility of the Lessee to obtain and follow the current Rules and Regulations.
5. **SECURITY AND LIABILITY:** Lessee's possessions will occupy the storage space entirely at the risk of the Lessee. Lessor is not responsible for carrying any insurance covering Lessee's possessions. Lessee shall, at his or her own expense, obtain insurance for the possessions stored at the premises. Lessee releases District from any loss, damage, claim or injury resulting from any casualty on the premises. Lessee understand and agrees that the Lessee accepts full responsibility for any and all personal injuries or any other damages that may occur during the use of the storage space, regardless of the reason. Further, Lessee agrees that District, and all associated owners, agents and employees, be held harmless for any and all injuries and damages occurring.

6. **TERMINATION OF LEASE:** Should a breach of this agreement or violation of rules and regulations occur, this Lease Agreement may be terminated, the Lessee given notice in writing and advised that they must remove boat immediately. District may remove the vessel from the space or chain lock the boat at the owner's risk and expense and retain possession of the leased space. Lessee may receive a prorated refund of rent already paid for any unused months (beyond the minimum) left on the lease minus a fee of 30% of the prorated refund.
  
7. **GOVERNING LAW:** This lease is governed by the laws of the State of Florida and in the event of any dispute under this Agreement, venue shall be in the courts in and for Manatee County.

By signature below, the undersigned Lessee affirms that he/she has personally obtained sufficient insurance to sustain any loss to the article being stored, and agrees to be bound by all terms and conditions, and penalties of this Agreement and the District's Rules/Regulations.

DEC 11 '23 AM 10:27

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

DUE IN OFFICE 6:00 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Update PP23-Recreational Vehicle, Boat & Trailer Storage Space Lease

For Upcoming Meeting—Date 12/18/23

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): Update PP23 to  
remove "lease" from the document, re-title it as Outdoor Storage Rules and replace  
the current rules with the attached rules.

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.) Proposed PP23

Trustee Duane Trotter

Date Submitted 12/11/23

Chairman/Designee 

Office Manager/Designee: Date Posted 12/11/23 Initials 

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

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Rationale (for workshops)/ MOTION (for board meetings): Update PP23 to remove "lease" from the document, re-title it as Outdoor Storage Rules and replace the current rules with the attached rules.

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.) Proposed PP23

Trustee Duane Trotter

Date Submitted 12/11/23

Chairman/Designee 

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_



DEC 11 '23 AM 10:27

TRAILER ESTATES PARK AND RECREATION DISTRICT RECREATIONAL VEHICLE,  
BOAT & TRAILER STORAGE  
SPACE ~~LEASE~~ PP 23

RULES/LEASE:

1. All storage spaces must be leased through the Trailer Estates Office. Storage Lot may only be leased to Property Owners and renters. Office Manager will notify Storage Lot Manager/Maintenance Trustee of the next available space and notify the next person on the waiting list.
2. Spaces will be assigned on a "first come, first served" basis for **all size lots** required from the waiting list maintained by the Office Manager. When a space is offered to someone on the waiting list, he/she will be given two full working days to accept or reject the offer.
3. Resident must meet with Storage Lot Manager/Maintenance Trustee to be assigned the appropriately sized space. Storage spaces shall be limited to boat on trailer, boat trailer, motor home travel trailer, vehicle towing trailer, utility trailer, cargo trailer, cars and or truck and total length cannot exceed storage space assigned. Storage Lot Manager will review PP23 Rules/Lease with the applicant and return PP25A – Verification Form to the Office.
4. Sheds or other buildings are not permitted in the storage area. Stored items not owned by Lessee will be removed at the owner's expense including but not limited to towing of such items.
6. Lessee must provide and maintain a current address, phone number, current vehicle and/or boat registration on file in the Trailer Estates Office. Current vehicle and/or boat registration must be placed on the stored item for verification. Failure to have up to date licensing and/or registration will result in those items being removed at the owners' expense, including but not limited to towing of such item.
7. Invoices will be mailed 30 days prior to the effective date of the lease term. Lease will be paid in advance from the first of the month in which the space is assigned.
8. If the offer is accepted, the written lease application must be submitted and a full term's lot rental (either six months or one year), from the beginning of the month of the offer and must be paid within two days.
  - a. Trailer Estates will then give the applicant one month to present documentation of the required licensing of vehicles and registration. In the intervening time,
  - b. no item may be stored on the lot.
  - c. If applicant is unable to present the required documentation within the one-month grace period (Board can approve an extension for extenuating circumstances), Trailer Estates will prorate and refund any lot rental fee for the months remaining after the month in which applicant notifies Trailer Estates his/her inability to meet all lease requirements.

d. If a person on the waiting list rejects the offer in writing within the above two full working days, that person will remain at the top of the waiting list for an appropriately sized lot.

e. A person not responding in writing by the deadline will be removed from the waiting list. Faxes, e-mails, and bank transfers or wires will be accepted.

f. Trailer Estates will make a good faith effort to contact the person at the top of each waiting list using the phone number provided by the applicant. If the applicant cannot be reached, he/she will retain that position on the waiting list, but the next person will be offered the available space.

9. Lessee may terminate his/her full year lease at any time and will receive a prorated refund of rent already paid for any unused full months remaining on the lease.

10. Spaces leased under a six-month agreement will not be provided a refund if the item is removed prior to the lease term.

11. Trailer Estates Park and Recreation District shall not be financially responsible for any injuries to Lessee or their agents or from damages or theft of stored property. Lessee assumes full responsibility for damages or injuries caused by the Lessee or his/her stored property.

12. Nothing may be stored or left lying on the ground. Lessee shall keep the rented space clear of all debris and free of safety hazards. Blocks needed for stored items must be neatly stacked along fence when not in use.

13. All stored items must be aligned so as not to encroach upon adjacent spaces, must be situated starting at the back of the lot, centered between the markers or poles. Space markers and/or lot numbers may not be removed. Stored items shall be well maintained, i.e., no flat tires, torn or ripped tarps, etc.

14. Violations of any lease provisions will be given a 30-day notice to remedy. If not corrected within 30 days, violators will lose their rental space and will not receive a refund of any rent paid. Stored items must be removed by the owner, if not, the stored item shall be removed at the owner's expense including but not limited to towing of such item.

IN WITNESS WHEREOF,

DEC 11 '23 AM 10:27

the Rules effective 05/15/89 Page 1 of 3 Amended: 01/14/02, 1/19/09, 2/2/09, 8/17/09,  
3/15/10, 1/16/12; 11/2016, 04/17/17, 8/7/17, 1/15/18, 3/21/22, 4/4/22, 12/5/22

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 Change to Allow Special Event Sponsor Signage

For Upcoming Meeting—Date December 18, 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): \_\_\_\_\_

To allow Trailer Estates Clubs to display sponsor signage ONLY during a Special Event such as a shuffleboard, horseshoe, or pickle ball tournament. Signage is restricted in size and placement.


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.) Proposed Rule Change

Trustee Secretary Dalton

Date Submitted December 8, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted 12/11/23 Initials 

Trailer Estates Park & Recreation District  
Proposed Special Event Signage Policy

DEC 11 '23 AM 10:28

Special Event Sponsor Signage would establish guidelines for the use of signs and/or banners that promote the Club's activities, events, and sponsors while maintaining Trailer Estates desire to regulate any commercial advertising.

Purpose and Objectives:

The purpose of sponsor signage for a club is to assist with fundraising during specific Special events or tournaments.

Size and Dimensions:

Maximum size in Sq. Ft is 18. (3' x 6' Banner is max size)

Sign Types:

Banners  
Posters,  
No yard signs

Allowed Locations:

Only Allowed in specific location of Events or Tournament.  
Ex. Shuffleboard Courts, Pickleball Courts, Horseshoe Pits, etc.  
No Sponsor signs are allowed inside any Trailer Estates Buildings  
Sponsor Sign/Banner must face in to event and not outward to Community if possible

Duration and Timing:

Sponsor signage may be put up the morning of the Special Event and removed when the event concludes that day.  
Cannot stay up overnight  
Can be put up each morning the Special Event is taking place and removed each evening

Approval Process: (optional)

Do we need to establish a process for approving Sponsor signage.  
Define who is responsible for reviewing and approving sign requests

Content Guidelines:

No vulgar language or message  
No swear words  
No pictures of a questionable nature

Removal:

Any signs or banners that do not meet the criteria of this policy will be removed immediately.

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 Political Signage Add

For Upcoming Meeting—Date December 18, 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 on Political Signage within the Park. Presidential Election coming up in November 2024, we need to make sure we formalize our rules concerning signage.


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.)** Proposed Rule Addition, Manatee County Rules, Various Backup information

Trustee Park Manager Morris

Date Submitted December 8, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted 12/11/23 Initials 

DEC 11 '23 AM 10:28

## Trailer Estates Deed Restriction

No signs or advertisements shall be displayed on any lot, block or parcel, or on any right-of-way SAVE AND EXCEPT one sign of reasonable size, offering the property for sale, may be placed on or in the window of any mobile home thereon, or on any vacant lot, block or parcel.

DEC 11 '23 AM 10:28

## Trailer Estates Proposed Rules & Regulations

### Political Signage

#### Political Signs.

1. The maximum height of political signs is ten (10) feet;
2. The maximum sign area in Trailer Estates for political signs is six (6) square feet or 24" x 36".
3. Erection and removal of all political signs shall be the joint responsibility of the owner of the property upon which the sign is placed, of the owner of such sign and the candidate for whom such sign was placed. Each such person shall be jointly and severally liable for violation of the terms and conditions of this section.
4. Political signs, as temporary signs, may be erected on private property, no more than 60 days in advance of the election and shall be removed within thirty (30) days after the election or a referendum issue has been decided. (per Florida Statute 106.1435- Usage and removal of political campaign advertisements)
5. Maximum of 3 signs per property. Flags and Banners are included in this rule.
6. Any person who violates any provisions of this chapter shall, be subject to the Fines & Suspension procedure in Part E of the Rules & Regulations. Each day that a violation continues shall be deemed a separate violation.
7. This rule modification does not apply to any other type of signage. Rules for Real Estate signs, contractor sign, or any type of signs remain in

\*The rules for Political Signage are the base rules taken from Manatee County Ordinance.



DEC 11 '23 AM 10:28

Manatee County Ordinance

609.2. Political Signs.

- A. The maximum height of political signs is ten (10) feet;
- B. The required setback for political signs from the property line in non-residential districts shall be five (5) feet;
- C. The maximum sign area in residential districts for political signs is six (6) square feet; in all other districts thirty-two (32) square feet;
- D. Erection and removal of all political signs shall be the joint responsibility of the owner of the property upon which the sign is placed, of the owner of such sign and the candidate for whom such sign was placed. Each such person shall be jointly and severally liable for violation of the terms and conditions of this section.
- E. Political signs, as temporary signs, may be erected on private property and shall be removed within thirty (30) days after the election or a referendum issue has been decided.

## Section 106.1435, Florida Statutes Usage and removal of Political campaign advertisements

Signs placed on the State, County or City rights of way – Political campaign signs may not be placed on any state, county or city rights of way.

Signs placed on private property-Temporary political campaign signs may be placed on private property with the permission of the owner, and such signs do not require a permit under state law.

Please advise your campaign workers to ensure that signs are placed on private property. Signs placed on the state, county or city rights of way may be picked up by the appropriate staff and placed in one of the department's maintenance yards.

- (1) Each candidate, whether for a federal, state, county, or district office, shall make a good faith effort to remove all of his or her political campaign advertisements within 30 days after:
  - (a) Withdrawal of his or her candidacy;
  - (b) Having been eliminated as a candidate; or
  - (c) Being elected to office

However, a candidate is not expected to remove those political campaign advertisements that are in the form of signs used by an outdoor advertising business as provided in chapter 479. The provisions herein do not apply to political campaign advertisements placed on motor vehicles, such as bumper stickers, or to campaign messages designed to be worn by persons.

- (2) If political campaign advertisements are not removed within the specified period, the political subdivision or governmental entity has the authority to remove such advertisements and may charge the candidate the actual cost of such removal. Funds collected for removing such advertisements shall be deposited to the general revenue of the political subdivision.
- (3) Pursuant to chapter 479, no political campaign advertisements shall be erected, posted, painted, tacked, nailed, or otherwise displayed, placed or located on or above any state or county road right-of-way.
- (4) The officer before whom a candidate qualifies for office shall notify the candidate, in writing, of the provisions in this section.
- (5) This provision does not preclude municipalities from imposing additional or more stringent requirements on the usage and removal of political campaign advertisements.

Please check with the Municipal Clerk regarding usage of signs and applicable bonds prior to posting any signs within a municipality.

Back Up Material  
Provided for example only



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JIM BOXOLD  
SECRETARY

January 22, 2016

**Notice to candidates for election to offices in the State of Florida**

The Department of Transportation's Office of Right of Way would like to remind you of State Law regarding political campaign signs:

- (1) Signs placed on the state rights of way – Political campaign signs may not be placed in the right of way of any state or national highway [Chapter 479.11(8), Florida Statutes]. A joint effort by the Florida Department of Transportation and the Florida Highway Patrol produced a brochure explaining that the unauthorized use of the public right of way is prohibited by Florida law. This brochure further outlines how the right of way is regulated and how to recognize the location of the right of way line. The brochure is available on our website, <http://www.dot.state.fl.us/rightofway/>. Please feel free to print and copy the brochure for distribution. We recommend campaigns make this brochure required reading for volunteers who post candidate signage.
- (2) Signs placed on private property – Temporary political campaign signs may be placed on private property with the permission of the owner. Such signs do not require a permit under state law.

Please advise your campaign workers to ensure that signs are placed on private property. Signs placed on the state rights of way must be picked up by Department staff and placed in one of the Department's maintenance yards. We will make every effort to place a courtesy call to your campaign office advising of sign removal and the location of the maintenance yard where the signs have been stored.

If you have any questions regarding this issue, please contact the Department's Outdoor Advertising Office in Tallahassee at (850) 414-4569.

Sincerely,

A.J. Jim Spalla, Director  
Office of Right of Way

Back Up Material  
Provided for example only

DEC 11 '23 AM 10:28



## CITY OF HOLLYWOOD, FLORIDA

Office of the City Clerk

2600 Hollywood Blvd. · P. O. Box 229045 · Hollywood, Florida 33022-9045  
Phone (954)921-3211 · Fax (954)921-3233 · www.hollywoodfl.org

Patricia A. Cerny  
City Clerk

### MEMORANDUM

DATE: February 18, 2016  
TO: All Candidates  
FROM: Patricia A. Cerny  
City Clerk

Re: Early Voting at Hollywood City Hall, Broward County Library for Erected Political Signs.

Please be advised that the City of Hollywood Zoning and Land Development Regulations Section 8.5 (C) 5, Political Signs, extends to early voting. Therefore, no political sign placement is permitted on City Hall property nor on any public right-of-ways.

Hand held political signs that are in compliance with State Statute 102.031 (being held at least 100 feet away from the entrance to the polling location), are allowed.

106.1435(3) Florida Statutes states pursuant to Chapter 479, no political campaign advertisements (signs) shall be erected, posted, placed or located on or above any state or county road right-of-way.

In addition, any campaign workers' vehicle that is parked on City Hall property with political signage is subject to being ticketed.

Any political signs that are placed upon City Hall property or the right-of-way will be removed. Please ensure that you and your volunteers, employees and supporters conduct themselves appropriately during early voting. If you have any questions please do not hesitate to contact me.

Back Up Material  
Provided for example only

Permit requirement	Not applicable	None
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*Political sign (see also supplemental regulations):*

Length of display	60 days prior to election; 7 days after	60 days prior to election; 7 days after
Number (ground or window)	1 per candidate per lot not to exceed 6 except in the case of multifamily, 1 per candidate per building	1 per candidate per building or lot
Area maximum	6 sq. ft.	32 sq. ft.
Height maximum above grade	36 in.	6 ft.
Setback minimum	10 ft. from R of W	10 ft. from R of W

**Back Up Material**

**Provided for example only**

		24 sq. ft.
Number maximum	1 per street frontage (plus 1 on canal or golf course)	1 per street frontage
Length of display	Permitted only during the time in which the property advertised is available for sale, lease, or rental, and must be removed within ten (10) days after execution of an agreement of sale, lease, or rental. The sign must be in like new condition.	Permitted only during the time in which the property advertised is available for sale, lease, or rental, and must be removed within ten (10) days after execution of an agreement of sale, lease, or rental. The sign must be in like new condition.

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 Rescind PP32A Violation Remedy

For Upcoming Meeting—Date December 18, 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): \_\_\_\_\_

PP37A is redundant as it is fully covered by Rules & Regulations - Part E Violations


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.) PP37A

Trustee Trustee McAlister

Date Submitted December 9, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted 12/11/23 Initials 

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
VIOLATION: REMEDY**

DEC 11 '23 AM 10:25  
PP32A

Upon receipt of a written complaint from a resident or a PR trustee regarding the appearance of a lot, the PR trustee will check out the complaint by visual observation.

Upon confirmation by the PR trustees that there is a violation:

1. Notify the office manager to send a letter to the property owner regarding the said complaint. ONLY ONE LETTER WILL BE SENT TO PROPERTY OWNERS REGARDING VIOLATIONS, WITH 15 DAYS ALLOWED TO REMEDY THE VIOLATION.
2. At the end of fifteen days, the office manager will give the addresses to PR trustee to determine if the violation has been corrected.
3. The PR trustees will re-check the property, and if the violation has not been corrected, they will notify the office manager to have action taken to correct the violation.

Violation correction(s) for mowing will be the responsibility of the Maintenance Trustee.

Violation Correction(s) for falling fruit will be responsibility of the Maintenance Trustee.

Other violation correction(s) will be handled PR trustee.

4. Maintenance trustee will complete employee assignment time sheet and assign maintenance department.
5. After work has been completed, a bill will be sent to the property owner as determined by actual cost on time sheet.
6. A lien will be filed if bill is not paid within 60 days.
7. Treasurer Trustee will be responsible for monitoring the filing of a lien.

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

DUE IN OFFICE 6:00 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Continue Calendar Discussion

For Upcoming Meeting—Date 12-18-2023

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): Continue the discussion on how the secretary is to handle calendar conflicts between clubs/groups and instructor classes.

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.

Trustee Lori Dalton

Date Submitted 12-05-2023

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

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_



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

DUE IN OFFICE 6:00 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Update PP37A - Reservation for Function (Rules)

For Upcoming Meeting—Date 12-18-2023

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): To update PP37A  
to remove the requirement for a deposit and to state the FOBs will not be disabled  
after dusk.

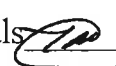
Costs/Estimated Costs: (Required if agenda item includes spending district money.)  
None. Cost savings in accounting.

Attachments: (Please attach any diagrams or pertinent information concerning this  
Agenda Item. Please list the attachments.) Draft PP37A

Trustee Lori Dalton

Date Submitted 12-01-2023

Chairman/Designee 

Office Manager/Designee: Date Posted 12/11/23 Initials 

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
RESERVATION FOR FUNCTION (RULES) PP37A**

Rules and Regulations – The sponsors of any function shall be responsible for clean-up charges should the location require staff to clean-up and/or there are any damages. If incurred, charges will be payable to the District. Any unpaid clean-up/damage charges outstanding more than 90 days will restrict the resident from future room reservations.

~~For all one day only requests which may include persons or groups who are not residents or property owners, a deposit of \$100.00 for meeting rooms/Mark's hall and \$200.00 for large hall must be submitted at the time of the reservation request and will be returned if the room reserved is left in the same condition it was when reserved. Any damages in excess of the deposit will be charged to the person, club or organization making the reservation.~~

**\*\*ONE WEEK ADVANCE NOTICE IS REQUIRED FOR ALL FUNCTION RESERVATION REQUESTS.\*\*** Discretion is given to the trustee and/or designee to approve requests that are submitted with less than 7 days advance notice.

If a property owner/renter reserves the room and it is necessary for maintenance to clean up after the function, the resident submitting the request will be billed for maintenance's time required to perform clean up (this applies to non-routine clean up).

When reserving for a weekend or holiday, residents must set-up and break down their own tables and chairs or pay to have this done. Check with Maintenance for access to correct number of tables.

**MAINTENANCE COORDINATION** – contact Maintenance with set-up needs seven (7) days before the function. Use of sound system, projector, TV, technology must be identified at this time. Costs may be incurred if Maintenance must come in during your event for technology support.

Refer to Rules & Regulations, Part B for additional Rules Governing Use of Facilities. If using an outside caterer/vendor, a temporary license may be necessary. If so, attach a copy of the approved license.

Residents: Please bring the approved reservation form to the office 24 hours before the function to receive keys for the hall and kitchen. The office is open Monday – Friday.

**DO NOT PROP DOORS OPEN** – Complete the disable FOB portion of PP37. Requestor will be responsible for the security of the hall while FOBs are disabled. FOBs will not be disabled after dusk.

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

DUE IN OFFICE 6:00 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Update Rules and Regulation: Part B

For Upcoming Meeting—Date 12-18-2023

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): To update Rules & Regs. to remove the requirement for a deposit for room reservations.

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


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

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Draft Rules & Regs. Part B

Trustee Lori Dalton

Date Submitted 12-01-2023

Chairman/Designee 

Office Manager/Designee: Date Posted 12/11/23 Initials 

**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.~~

A. 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

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

- 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)~~

- C. The sponsors of any function shall be responsible for clean up charges should the location require staff to clean-up and/or there are any damages. If incurred, charges will be payable to the District. Any unpaid clean-up/damage charges outstanding more than 90 days will restrict the resident from future room reservations.

### 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)