

**Bylaws of Tri-Par Estates Park and Recreation District  
Adopted: August 20, 2013; Amended February 7, 2017**

**Bylaws of Tri-Par Estates Park and Recreation District  
ADOPTED: SEPTEMBER 15, 2026**

**PREAMBLE**

These amended and restated bylaws are to supplement Laws of Florida, House Bill No. 1857, dated May 25, 2001, establishing and governing the operation of the District, hereinafter known as the "Enabling Act."

**Article 1 - Name**

The name shall be Tri-Par Estates Park and Recreation District, hereinafter known as "Tri-Par", the "District", or the "Park."

**Article 2 - Office**

The principal office of the District shall be located at 1616 Presidio Street, Sarasota, County of Sarasota, State of Florida.

**Article 3 - Purpose**

The TriPar Estates Park and Recreation District is an independent special taxing district governed by specific structural and administrative requirements under its legislative charter.

The purpose of these by-laws is to supplement Florida Law as enacted by the Legislature as House Bill #1857, which is the prevailing law governing the operation of TriPar Estates Park and Recreation District and which law specifically directs many procedures which need not be covered by these by-laws. Any new project or commitment for capital acquisition shall conform with the requirements of House Bill (HB) #1857.

**Article 4- Board of Trustees**

The Board of trustees at TriPar Estates is held accountable by the property owners who vote to elect the nine resident members to staggered 3-year terms. For state-level oversight and transparency, it is monitored by the Florida Department of Financial Services and is subject to state independent special district laws.

The primary purpose of a board of trustees in a special district is to govern, manage, and maintain the specific public infrastructure and community services they were created to provide.

**Section 1 – Function:** The business and affairs of the District shall be conducted and administered by a Board of Trustees as designated in the Enabling Act, hereinafter known as the "Board" or the "Trustees."

**Section 2 - Composition:** The Board shall consist of nine (9) Trustees. Trustee seats will be numbered #1 through #9 for purpose of determining and regulating expiration of terms, and for no other purposes related to responsibilities of Trustees.

**Section 3 – Elections:** All elections shall be conducted by the Supervisor of Elections of Sarasota County, on the second Tuesday of March, according to rules governing general elections in the County. Any registered voter residing in the District and a freeholder (property owner) within the District is eligible to run for election as a Trustee.

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**Section 4-Terms:** Elected terms are for three (3) years with three elected each year. Terms of newly elected trustees become effective on the first Tuesday of April following elections and will be sworn in at a Special Board Meeting on the first Tuesday in April or at the earliest possible date thereafter.

Seats #1, #2, #3 were elected in 2003, and expire in 2006, and each three years thereafter. Seats #4, #5, #6 were elected in 2002, and expire in 2005, and each three years thereafter.

Seats #7, #8, #9 were elected in 2004, and expire in 2007, and each three years thereafter.

**Section 5 – Officers:** At the Special Board Meeting on the first Tuesday in April following elections or at the earliest possible date thereafter, the highest ranking officer remaining from the old Board will chair the Special Board Meeting until a new chairman is elected. The Trustees shall select the following officers to serve for the current year.

A. **Chair:** Shall chair the Board meetings and give general direction to the work of the Trustees.

B. **1<sup>st</sup> Vice Chair:** Shall act as Chair at the request of, or in the absence of the Chair.

C. **2<sup>nd</sup> Vice Chair:** Shall act as Chair upon request, or in the absence of Chair and 1<sup>st</sup> Vice Chair.

D. **Secretary:** Shall be the custodian of the official records of the District, and maintain the official copy of minutes of all Trustee meetings and actions; shall sign documents on behalf of the District; serve as, or arrange for, Recording Secretary for Board meetings.

E. **Treasurer:** Shall be the official custodian of the financial records of the District and sign financial reports and documents to governmental agencies. Staff may be provided to do the bookkeeping function and prepare reports for the Board under direction of the Treasurer.

F. **Election of Officers:** Nomination of officers shall be by voice by the Trustees and the election shall be by a show of hands. Candidates for the office may speak and be questioned by other Trustees.

G. **Selection of Trustee Responsibilities:** At conclusion of the officer elections, the Trustees will select their areas of responsibility. Board of Trustees will discuss and assign areas of responsibility.

**Section 6 - Executive Committee:** The officers of the Board shall serve as an Executive Committee. The Chair may call a meeting of the Executive Committee when needed for urgent matters. A majority of the Executive Committee may act on behalf of the Trustees. Actions of the Executive Committee shall be reported and ratified at the next Board meeting. Failure to ratify will void such action of the Executive Committee.

**Section 7 - Duties:**

A. Adopt and enforce policies and procedures for conducting the operations and business of the District.

B. Supervise all real and personal property owned by the District.

C. Employ staff as needed for operations.

D. Establish budgets and determine the assessments required by property owners.

E. Appoint people to serve on committees as required or desired.

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**Section 8 – Committees**

Committee members are appointed and their names must be publicly announced. Committee members may resign in writing or may be removed by a majority vote of the board. All committee meetings must be announced in advance, and all meetings must be open to the public.

**STANDING COMMITTEE**

With the advice and consent of the Board, the Chairman may appoint Standing Committees. Standing Committees shall be established for a specific purpose and shall report their findings to the entire Board through a Trustee Liaison appointed by the Chairman. The Board, at any time, may disband any established Standing Committee. Nominations to Standing Committees may be made by any Trustee, subject to approval by the Board. The members of Standing Committees, unless removed by Board action, shall serve for the life of the Committees.

The terms of Trustee Liaison shall be appointed along with Trustee elections in April or as necessary if a new committee is established.

From their members, a Chairman shall be elected by Standing Committees.

In establishing a Standing Committee, the following requirements should be stated:

1. The purpose of the Standing Committee.
2. The length of time the Standing Committee shall be in existence (it is recognized that some Standing Committees, because of their stated purpose, may be perpetual).

**Section 9 Meetings:**

A. The Board shall have an official monthly meeting on the third Tuesday of each month at 10:00 am in the Clubhouse, or at another time or place as agreed by the Trustees.

B. All meetings shall be conducted as required by Florida Sunshine Laws. Notice of meetings and the agenda shall be posted on the public bulletin board 7 days in advance.

C. Additional Board meetings as needed may be called by the Chair, with 48 hours' notice to Trustees and notice posted 48 hours in advance.

D. The Board shall have an official Workshop meetings the first Tuesday of every month 7:00 pm in the clubhouse, or at another time or place as agreed by the Trustees.

E. The Board may also call Special Workshop meetings as required with 24 hour advance notice when issues are expected to require extended review and discussions beyond the time restraints of the monthly meeting.

F. Florida sunshine laws require that all meetings (with a few exceptions) be open to residents of the Park. Residents are permitted to speak in meetings only when authorized by the Chair.

G. The Chair shall be generally guided by Roberts' Rules of Order for conducting meetings, as fitting the circumstances of the meeting.

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H. All meeting are available via Zoom for the convenience of our residents. Meeting links, ID's and Passcodes are available on the meeting agenda which is posted on TP website. Board Members not able to physically attend may attend and participate via zoom. The Zoom attending Trustee will receive the Board packet and information in advance of the meeting via email 3-4 days prior to the meeting. Zoom attendance by any particular board member is not to exceed twice a year from April 1<sup>st</sup> to the following March 31<sup>st</sup>.

**Section 10 - Quorum:** At any meeting of the Board a majority of the Trustees (majority being five) shall constitute a quorum. Florida sunshine laws forbid any discussion or communication between Trustees pertaining to matters requiring a vote at any time other than during a duly announced meeting. If a valid quorum exists, Trustees not physically present but able to attend the Board Meeting via Zoom are allowed to join the meeting remotely and ask questions. A motion must be made and accepted by the present Trustees, in order to allow the remote Trustee(s) to make motions or vote. Absent Trustees will still receive the agenda and all Board Packet information via email 3-4 days prior to the meeting.

**Section 11 - Vacancies:** Vacancies occurring on the Board from any cause shall be filled for the remainder of the unexpired term. The remaining Trustees shall select new Trustee from registered voters residing in the District and a freeholder (property owner) within the District. The vacancy shall be posted for (5) five working days on the bulletin boards. All interested people shall submit in writing a statement indicating their eligibility. The Board of Trustees at a workshop meeting shall interview the applicant. The selection of the appointee shall take place at a Regular Board of Trustees meeting with the date selected by the Chairperson

**Section 12 - Removal:** Any member of the Board may be removed by the Board of Trustees when the trustees' actions are in violation of their oath and inconsistent with the District's best interest. These actions include but are not limited to: malfeasance, misfeasance, nonfeasance, conversion of park property, dereliction of duty and any other action which directly conflicts with the duties and responsibilities as a Trustee of TriPar Estates Park & Recreation District. Removal of a Trustee shall be accomplished by majority vote of present Trustees at such meeting, exclusive of the Trustee whose removal is proposed and after due notice and opportunity to be heard upon the charges.

A vacancy shall be filled by the Board of trustees for the unexpired portion of the term of such office as provided in the Bylaws.

**Section 13 - Compensation:** Trustees shall receive no compensation for their services but may be reimbursed for approved expenses related to work of the Trustees.

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**Article 5- Oath of Office and Annual Organizational Meeting of Board of Trustees**

Newly elected Trustees shall be sworn in at the annual Oath of Office meeting of the Board of Trustees in the month of April of each year. This meeting shall be held in the clubhouse The Oath of office meeting agenda shall be as follows:

- I. CALL TO ORDER
- II. OATH OF OFFICE – Sworn in by the District Manager
- III. ADJOURNMENT

After the Oath of Office meeting, the Annual Organizational meeting of the Board of Trustees shall be held within 7 days following the election of new Trustees (**as per HB #1857 section 5.**) to elect the Board Officers **and to appoint Trustees as committee liaisons s.**

The Annual Organizational meeting agenda shall be as follows:

- I. CALL TO ORDER – By previous Chairperson
- II. ROLL CALL
- III. ELECTION OF CHAIRPERSON
- IV. FORMAL PRESENTATION OF GAVEL TO CHAIRPERSON
- V. ELECTION OF OFFICERS (SEE ARTICLE IV FOR LIST OF OFFICERS)
- VI. APPOINTMENT OF COMMITTEE CHAIRPERSONS
- VII. ADJOURNMENT

The Annual Organizational meeting is followed by the April Regular Meeting and Roll Call does not need to be repeated.

**Article 6 - Management**

**Section 1 –Trustee Assignments :**

Trustees assume the following assignments as necessary. Trustees must agree among themselves regarding allocation and division of responsibilities. Upon such agreement each Trustee will be authorized and empowered to manage their assigned tasks. Each Trustee will fully report on their activities in their area at monthly Board meetings. Areas of responsibility to be assigned may include, but are not limited to the following:

- Building and Grounds, includes Maintenance staff
- Roads, Drainage
- Building Permits
- Deed Restriction
- Storage Lot Management
- Recreation, Social Activities, Saturday "Coffee" Events
- CCTV, Public Wi-Fi
- Insurance Management
- Budget Preparation
- Long Term Financial Planning
- Policy and Procedure
- Disaster Preparedness
- Health and Welfare Activities Blood Bank Scheduling
- Flea Market Liaison

**Section 2 - District Manager:** The Board employs a District Manager to be responsible for

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management of Park staff and operations. The manager will follow policies and procedures as approved by the Board, will give a full report of activities at each Board meeting, and will present as proposals to the Board prior to implementing new procedures.

### **Article 7 - Receipt and Disbursement of Funds**

A. All elected officers shall be approved and bonded to sign District checks.

B. All disbursements shall be upon receipt of a voucher or invoice approved by the Park Manager or a Trustee. Purchases of \$2,000 or greater must be approved in advance at a Board meeting.

C. All checks for disbursement shall require two signatures, normally the Treasurer and one other officer, or in the absence of the Treasurer two other officers.

D. In no case may a Trustee sign a check payable to him/herself.

### **Article 8 - Deed Restrictions**

#### **Section 1 - Age Requirements:**

A. At least one resident of each dwelling must be age 55 or greater.

B. All other residents must be age 45 or greater. Upon receipt and Board approval of required application forms, an underage bona fide caregiver may be authorized.

C. Underage guests between the ages of 25 and 54 who are not immediate family members who have not undergone a background check or board approval, are not given any rights of residency and no property rights or privileges attach. In cases where a guest is wanting to stay longer than 30 days, they must undergo a background check and board approval or shall vacate the premises upon the 30<sup>th</sup> day. Any necessary attorney fees associated with legal enforcement of this rule shall be charged to the guest

D. Underage family members of owners/renters may stay in owner/renter's dwelling only a maximum of 30 days in any 12-month period.

**Section 2 - Other Restrictions:** Other deed restrictions that owners/renters/guests must observe, including regulations of parking, yards, fences, pets, signs, maintenance of properties and other items, are detailed in a separate deed restrictions document that has been provided to all owners and renters.

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**Article 9 - Miscellaneous Provisions**

**Section 1 - Fiscal Year:** The fiscal year of the District shall be October 1 through September 30.

**Section 2 - Deposits:** All funds received shall be deposited to the credit of Tri-Par in such banks or depositories that are approved for Florida public funds, as authorized by the Trustees.

**Section 3 - Records:** The District shall maintain correct and proper books and records and shall keep copies of the minutes of all meetings of Trustees. These are public records (with a few exceptions) and will be available for viewing by residents upon request and scheduled during regular office hours.

**Section 4 - Contracts:** The Trustees may authorize any officer or agent of the District to enter into any contract or to execute and deliver any instrument or document on behalf of the District, which authority must be specific. Contracts exceeding \$20,000 have special requirements as outlined in the Enabling Act.

**Article 10- Amendments**

These bylaws may be amended, repealed, altered or suspended in whole or in part by action of the Board. Prior to such action, the proposed changes shall be presented by any Trustee at any Board or Workshop meeting. A copy of the proposed amendments shall be posted on the public bulletin board at least 21 days prior to a regular Board meeting, at which a public hearing will be held and after which the Trustees will vote on the proposed amendment(s).

**Article 11 - Conflict of Law**

The Enabling Act (Florida House Bill 1857) contains many additional details relating to operation and requirements for Tri-Par that are not repeated herein. In the event any provisions of these bylaws are determined to be in conflict with the Enabling Act, the provisions of the Enabling Act will prevail. Any such conflict shall not invalidate any other provisions of these bylaws. These bylaws cancel and replace all prior bylaws of the District. Any previous policies, procedures or actions of Trustees now in conflict with these amended and restated bylaws are hereby repealed.

Adopted: August 30, 2013

Article 5, Section 2; and Article 6.B, Amended February 7, 2017

Draft: 5/20/2026 revised draft: 8 22 2026

Approved and Adopted: September 15, 2026