

TRI-PAR ESTATES PARK AND RECREATION DISTRICT POLICY AND PROCEDURE MANUAL

ITEM 5.52 TRI-PAR FLEA MARKET & SCRAP METAL COLLECTION

Tri-Par Estates hosts the following activities supported by volunteer residents/owners of the District that are designated to raise funds for the enhancement of the lives of the community members and clubs. These activities work together to process donated items for the overall well-being of Tri-Par Estates. These activities are under the direction of a manager that oversees and coordinates the activities supported by team leaders of each area outlined below. All proceeds from these activities are managed through another group of volunteers who serve as the Financial Group for the distribution of the proceeds. These activities that are part of the Flea Market form the process known as the Tri-Par Flea Market.

- 1) **Flea Market:** Ongoing Flea Market which will be held during the winter/spring season. The intent is to provide reasonably priced goods from donated items for sale to the residents and local community on a weekly basis or as determined beneficial for raising funds. A group of volunteers will prepare and conduct the sale(s) under the guidance of the Flea Market Team Leader and Flea Market Manager.
- 2) **Scrap Metal:** In conjunction with the Flea Market another group of volunteers, Scrap Metal team, process donated scrap metal throughout the year and sell to local vendors for additional funds under the guidance of the Scrap Metal Team Leader.
- 3) **Financial Group:** This group of volunteers is responsible for the disbursement of Flea Market proceeds. This includes the processing of requests for monetary assistance and to determine which projects will be funded.

SECTION 1---FLEA MARKET OPERATION

A. FLEA MARKET MANAGER

1. **SELECTION:** The Manager will be selected and approved by the Flea Market Collective Group for a term of three years. The Flea Market Collective Group will consist of Team Leaders and Financial Officers and Board Liaison. The Manager may be reappointed for consecutive terms as desired.

2. DUTIES OF MANAGER:

- a) Organize and oversee preparations and operations of the Tri-Par Flea Market.
- b) Work with the team leaders of each area to ensure sufficient volunteers to fulfill the expectations of the function.
- c) Ensure the three operational areas are working collaboratively together.
- d) Prepare an overall working budget with approval by the Financial Group.
- e) Ensure cash collections are managed appropriately and forwarded on a timely basis.
- f) Ensure that Flea Market operating expenditures are appropriately managed and reimbursed within the yearly budget amount. All expenditures against the budget will be approved initially by the Flea Market Manager.
- g) Assist with recruitment of persons to serve on the Financial Group.

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B. OPERATION

1. Donations will be accepted during the time frame outlined by the Flea Market Manager. Items may be dropped off or picked up by volunteers.
2. Volunteers will organize items for display in the Store. Donations will be sorted and priced and ready for sale in the Store.
3. Unsold items may be disposed of at any time under the direction of the Flea Market Manager/Team Leader.

SECTION 2---FLEA MARKET FINANCES

A. FLEA MARKET FINANCIAL GROUP

1. SELECTION: A Flea Market Financial Group shall consist of seven persons, who are Tri-Par homeowners. Members of the Financial Group will serve three (3) consecutive staggered terms. The current Financial Group, in cooperation with the Flea Market Manager and the Trustee liaison, will recruit and select succeeding members. Members may serve additional terms as desired. The Trustee liaison will be ex-officio, non-voting member of this Group. The Financial Group shall select from its members a Chairperson.

2. DUTIES OF FINANCIAL GROUP OFFICERS:

CHAIRPERSON:

- a) Call meetings of the Financial Group and preside at meetings.
- b) Be contact person for residents and spokesperson for the Financial Group.
- c) Facilitate recruiting of succeeding members of the Financial Group.
- d) Report to Tri-Par Accountant for payment of authorized expenditures of Flea Market funds.

VICE-CHAIRPERSON:

- a) Assist the Chairperson as requested.
- b) Serve as Chair in the absence of the Chairperson to conduct meetings.

SECRETARY:

- a) Record minutes of all Financial Group meetings and be the custodian of the minutes.
- b) Distribute minutes to all members of the Financial Group.

TREASURER:

- a) Get balances from Tri-Par Accountant and review with the Group at monthly meeting.
- b) Transfer all records to succeeding Treasurer.

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3. A MAJORITY OF FINANCIAL GROUP members shall be required to conduct the business of the Group. The Chairperson shall have full voting privileges. A Trustee liaison must be present at all meetings of the Financial Group.

4. DUTIES OF THE FINANCIAL GROUP:

- a) Authorize expenditures for supplies and operation of the Flea Market.
- b) Review and approve proposals for distributions of Flea Market proceeds.

5. MEETINGS:

- a) The Financial Group will meet on the third Monday of the month at 9AM starting in November and ending in April to review proposals and make recommendations. Meetings will be open, with discussion and participation from the floor to residents of Tri-Par Estates, and be held in the Rec Hall, Room B. A quorum of five is required for voting.
- b) Special Meetings may be scheduled with proper notification.

B. DISTRIBUTIONS

1. PROPOSALS:

- a) Proposal forms are available at the Tri-Par office and shall be submitted to the office addressed to the Chairperson of the Financial Group.
- b) Any Tri-Par resident and/or club may submit a proposal for a distribution.
- c) Proposal forms for funds from Flea Market are due the Monday prior to the scheduled financial meeting.

2. DISTRIBUTION GUIDELINES:

- a) Adequate funds shall be retained for preparation and operation of the following year's Flea Market Budget; all remaining amounts will be available for distribution. In no case should the total available budget fall below \$4,500.
- b) Distributions shall be for proposals that will benefit the residents of the District and well-being of the community supporting activities and development over and above the normal funding responsibilities of the District or individual Clubs of Tri-Par.
- c) No funding shall be provided for construction or where a permit is required, unless approved in advance by the Board of Trustees. Any request of \$2,000 or more must be approved in advance by the Board of Trustees prior to Flea Market Financial Group approval/disapproval.
- d) Funds must be used within 60 days unless Financial Group determines an extension is necessary. Funding is for only items requested, not to exceed the amount approved.

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- e) All items requested by clubs/residents become the property of Tri-Par.
- f) All disbursements should be non-discriminatory to the parties requesting funds.

C. MANAGEMENT OF FUNDS:

1. RECEIPTS:

- a) All Flea Market receipts will be deposited into the Flea Market Trust Fund checking account maintained by the Tri-Par Accountant. Receipts must be delivered to the Tri-Par Accountant as soon as practical after completion of that week's sale.
- b) Funds will be retained in the designated bank account until distributed.

2. DISBURSEMENTS:

- a) The Financial Group Chairperson will give requests for approved expenditures to the Tri-Par Accountant, along with the item information so it can be purchased by the Tri-Par purchasing agent. Payment will be made by check via the Tri-Par Accountant.
- b) Flea Market account checks shall be signed by two Tri-Par Trustees.

3. REPORTS:

A report of approved distributions and expenses shall be provided in the Newsletter annually after fiscal year end.

4. AUDITS:

- a) Records of receipts and disbursements from the Flea Market Trust Fund shall be audited by the C.P.A. firm as part of the Tri-Par annual Audit.

5. SCRAP METAL COLLECTION

- a) Collections of scrap metal will be made in the park or by donation to the scrap trailer by the maintenance building.
- b) Whenever enough scrap metal is collected, a designated member of the scrap metal team will take the trailer to the scrap yard for redemption.
- c) All monies from the scrap collection must be turned into the Tri-Par Accountant as soon as practical after visiting the scrap yard.

Adopted by Trustees – 12-18-2012;
Adopted 11-16-2021; Amended 1/25/2024; Adopted 2/20/24

SECTION 5: POLICY AND PROCEDURE