

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

ITEM 5.52 TRI-PAR FLEA MARKET

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 the Flea Market Advisory Committee, which reviews requests and provides written recommendations for disbursement of funds to the Tri-Par Estates Park and Recreation District ("District") Board of Trustees. Final approval of all expenditures rests with the District Board pursuant to applicable law. 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. The Flea Market may refuse to accept any donated item that is unsafe, presents a hazard, or is subject to recall under applicable Consumer Product Safety Commission (CPSC) regulations.
- 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 Leader.
- 3) **Flea Market Advisory Committee:** This advisory committee of volunteers reviews requests for monetary assistance and provides recommendations to the District Board regarding the disbursement of Flea Market and Scrap Metal proceeds. The Committee does not have independent spending authority.

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 the Advisory Committee Chairman 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.

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- c) Ensure the three operational areas are working collaboratively together.
- d) Prepare an overall working budget for submission to the Advisory Committee and subsequent recommendation to the District Board.
- e) Ensure cash collections are managed appropriately and forwarded on a timely basis.
- f) Ensure that Flea Market operating expenditures are appropriately managed after approval by the District Board.
- g) Assist with recruitment of persons to serve on the Advisory Committee.

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 ADVISORY COMMITTEE

1. SELECTION: A Flea Market Advisory Committee shall consist of seven persons, who are Tri-Par homeowners. Members will serve three (3) consecutive staggered terms. The current Committee, 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 an ex-officio, non-voting member. The Committee shall select from its members a Chairperson.

2. DUTIES OF ADVISORY COMMITTEE:

CHAIRPERSON:

- a) Call meetings of the Committee and preside at meetings.
- b) Be contact person for residents and spokesperson for the Committee.
- c) Facilitate recruiting of succeeding members of the Committee.
- 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.

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SECRETARY:

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

TREASURER:

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

3. MEETINGS & FLORIDA LAW COMPLIANCE

- a) A majority of Committee members shall constitute a quorum.
- b) All meetings of the Advisory Committee shall comply with Florida's Government-in-the-Sunshine law (s. 286.011. F.S.), including public notice, openness to the public, and recorded minutes.
- c) A Trustee liaison must be present at all meetings.
- d) Meetings will be held on the third Monday of the month at 9 AM from November through April.
- e) Special meetings may be scheduled with proper notice.

4. DUTIES OF THE ADVISORY COMMITTEE:

- a) Review and evaluate proposals for distributions of Flea Market proceeds.
- b) Prepare written recommendations for the District Board regarding approval or denial of funding requests.
- c) Authorize recommendations for operational expenditure subject to District Board Approval.

B. DISTRIBUTIONS

1. PROPOSALS:

- a) Proposal forms are available at the Tri-Par office and shall be submitted to the Chairperson.
- b) Any Tri-Par resident and/or club may submit a proposal.
- c) Proposal forms are due the Monday prior to the scheduled 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 \$5,000 or exceed \$10,000 unless first approved by the District Board.
- b) Distributions shall benefit the residents of the District and support community activities.

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- c) No funding shall be provided for construction or permit-required work unless approved in advance by the District Board.
- d) Funds must be used within 60 days unless an extension is recommended.
- e) All items become the property of Tri-Par.
- f) All recommendations shall be non-discriminatory.

C. MANAGEMENT OF FUNDS:

1. RECEIPTS:

- a) All receipts will be deposited into the Flea Market Trust Fund 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 remain in the designated bank account until distributed. Any funds collected over the operational threshold at the end of the season will be moved to the subaccount named Distribution Funds within that account.

2. DISBURSEMENTS:

- a) The Advisory Committee will forward approved recommendations to the District Board.
- b) Upon approval, the Tri-Par Accountant will process payments.
- c) Checks shall be signed by two Tri-Par Trustees.

3. REPORTS:

A report of approved distributions and expenses shall be provided annually in the Newsletter.

4. AUDITS:

Records shall be audited annually as part of the Tri-Par audit.

See 5.52.01 Scrap Metal Collection subsection

Adopted by Trustees – 12-18-2012;
Adopted 11-16-2021;
Amended 1/25/2024; Adopted 2/20/24;
Amended & Adopted 6/16/2026