

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1F**

DUTIES OF THE PUBLIC RELATIONS TRUSTEE

THE PUBLIC RELATIONS TRUSTEE SHALL:

1. Attempt to resolve problems concerning written complaints involving compliance of property owners and/or renters with Deed Restrictions, District Rules & Regulations, And District Policies and Procedures.
2. Respond to the complainant, acknowledging receipt of the complaint by phone call or note.
3. Report all compliance problems not resolved in a reasonable time to the board of trustees for review and action.
4. Be responsible for compliance with deed restrictions, district Rules & Regulations, and district policies/procedures in their assigned area.
 - **North trustee**--north of Florida Blvd.
 - **South trustee**-- south of Florida Blvd. (including south side of Florida)
And the RV and boat storage lots and the marina.
5. Regularly check area for violations, report violations to the district office, attempt to resolve violations by working with owners and/or renters, and report on-going violations to the board for review and action.
6. Sign checks as requested.

THE PUBLIC RELATIONS NORTH TRUSTEE SHALL:

7. By April 1, review PP20 with the Board.
8. Perform follow up with Maintenance to ensure SimpliCity is up-to-date.
9. In an emergency, contact FMIT. Call Dorcas Lopez at 407-425-914 ext. 4012.
10. Yearly coordinate disaster training for employees to be conducted by the TE Fire Department before June.
11. Contact Channel 732/95 to air emergency information yearly in March to be repeated in June.