

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

DUTIES OF THE PUBLIC RELATIONS TRUSTEE

THE PUBLIC RELATIONS TRUSTEE SHALL:

1. Prepare for and attend regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Prepare for and attend special and emergency meetings as required.
3. Review invoices and sign checks as requested.
4. Be responsible for compliance with deed restrictions, district Rules & Regulations, and district policies/procedures in their assigned area.
 - **North trustee** – North of Indiana
 - **South trustee** - South of Indiana
 - a. Regularly check area for violations.
 - b. Address compliance issues with offending owners and residents via phone call, face to face meeting or letter.
 - c. Receive and respond to resident complaint forms.
 - d. Issue appropriate warning letters, fine notices, and fine invoices to residents that refuse to comply with Deed Restrictions, District Rules & Regulations and District Policies & Procedures.
 - e. Attend and participate in Enforcement Committee hearings as required.