

**TRAILER ESTATES PARK AND RECREATION DISTRICT**  
**VIOLATION: REMEDY PP32A**

Upon receipt of a written complaint from a resident or a PR trustee regarding the appearance of a lot, the PR trustee will check out the complaint by visual observation.

Upon confirmation by the PR trustees that there is a violation:

1. Notify the office manager to send a letter to the property owner regarding the said complaint. **ONLY ONE LETTER WILL BE SENT TO PROPERTY OWNERS REGARDING VIOLATIONS, WITH 15 DAYS ALLOWED TO REMEDY THE VIOLATION.**
2. At the end of fifteen days, the office manager will give the addresses to PR trustee to determine if the violation has been corrected.
3. The PR trustees will re-check the property, and if the violation has not been corrected, they will notify the office manager to have action taken to correct the violation.

Violation correction(s) for mowing will be the responsibility of the Maintenance Trustee.

Violation Correction(s) for falling fruit will be responsibility of the Maintenance Trustee.

Other violation correction(s) will be handled PR trustee.

4. Maintenance trustee will complete employee assignment time sheet and assign maintenance department.
5. After work has been completed, a bill will be sent to the property owner as determined by actual cost on time sheet.
6. A lien will be filed if bill is not paid within 60 days.
7. Treasurer Trustee will be responsible for monitoring the filing of a lien.