

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

DUTIES OF THE PUBLIC RELATIONS TRUSTEE

THE PUBLIC RELATIONS TRUSTEE SHALL:

- I. 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)
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. Notify Office Manager of vacant lots, removals and new homes as they occur.
7. Sign checks as requested.