

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
COMPLAINT PROCEDURE PP 32**

**Procedure for Complaints**

The Trailer Estates Park and Recreation District is governed by the District's Charter, Deed Restrictions, Bylaws, Rules & Regulations, and Policies/Procedures. Residents (owners and renters) and guests are required to comply with all requirements therein.

We are unable to get involved in neighborhood disputes. It is strongly recommended neighbors attempt to work out any disputes in an amicable fashion between themselves. If you are unable to resolve it, the issue must fall under a District rule in order for us to become involved.

All complaint must be submitted in writing to the office using the Complaint Form.

It may be necessary for the complainant to provide documentation and proof as appropriate to prove their claim (for example, pictures, letters, surveys, etc.). You must be specific and include addresses and dates, etc. It should be noted; the Board may not be able to move forward on the complaint without proper documentation.

When a complaint form is received, the Public Relations Trustee assigned to that area or the Park Manager will look into the issues and report back.

Staff/Trustees will issue violation(s) if required and/or send letters to attempt to resolve the situation. Rules & Regulations Part E will be followed as necessary.