

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
STORAGE LOT MANAGER DUTIES PP 9C**

The Trailer Estates Board of Trustees work with administrative volunteers to assist the district in its day-to-day operations. The Storage Lot Manager is recommended by the Maintenance Trustee and approved by the Board of Trustees. The Storage Lot Manager can be removed at anytime by the majority of the Board. The Storage Lot Manager will report to the Maintenance Trustee. It shall be the primary duty of the Storage Lot Manager to provide daily supervision and on-site inspection of ALL storage spaces. The Storage Lot Manager is charged with enforcing all of the Rules and Regulations of the District and reporting issues to the Maintenance Trustee.

**Duties shall include:**

- 1) The Storage Lot Manager will coordinate with the Office Manager for residents requesting a storage lot space.
- 2) The Storage Lot Manager will meet with the resident and identify the length and item to be stored, ensuring proper sized storage lot is assigned.
- 3) The Storage Lot Manager will advise the resident of the rules for storing items in the lot.
- 4) Once the space is approved, the Storage Lot Manager will complete the Verification for Storage Lot Rental form and return it to the Office Manager for processing.
- 5) The Storage Lot Manager will inspect the storage lot on a monthly basis and identify vehicles to ensure proper registrations and license plates are up to date.
- 6) Coordinate with the Maintenance Trustee to identify better usage of the lot and/or identify infractions by residents.