

TRAILER ESTATES PARK AND RECREATION DISTRICT ENFORCEMENT COMMITTEE CHARGE PP 11

ENFORCEMENT COMMITTEE

An enforcement committee of at least three members, consisting of parcel owners, shall be appointed by the trustees. If an owner, resident, occupant, licensee or invitee receives a written notice of the issue that includes the Penalties and/or Fines with a date payment is required; they may dispute the violation/penalty/fine with the Enforcement Committee by requesting a hearing in writing. The role of the Enforcement Committee is to hold a hearing, providing the offender with at least 14 days notice and make a recommendation to the board. The trustees will subsequently rule on the recommendation of the Enforcement Committee to either confirm, reject or modify any fine or penalty. Per day “continuing violation” fees may or may not be waived during this process. The entire Enforcement Committee Charge can be found in the Policies and Procedures.

ENFORCEMENT COMMITTEE HEARING PROCEDURE

Procedures for Public Hearing to Review Conduct and Consider Penalties and Charges

- 1) Presentations to Enforcement Committee
 - a. Trustee shall explain circumstances that led to the penalty being imposed. (5 minutes)
 - b. Question/Answer Period: Enforcement Committee may pose questions to the Trustee.
 - c. Offender/Respondent (Person/Club Representative/Sponsor) shall provide information to the Enforcement Committee regarding the matter. (5 minutes)
 - d. Questions/Answer Period: Enforcement Committee may pose questions to the Offender/Respondent.
- 2) Public Comment (For those with first-hand knowledge of circumstances)
 - a. Each member of the public shall be given one 3-minute opportunity to speak to the Enforcement Committee with their first-hand knowledge.
- 3) Final Argument (3 minutes each segment)
 - a. Trustee shall summarize and present rules that have been violated. Trustee shall make recommendation to the Enforcement Committee “...penalties, if any, that may be imposed upon the offender(s)”.
 - b. Offender/Respondent shall speak to the matter of the violation and penalties.
- 4) Deliberation
 - a. Enforcement Committee will deliberate to determine if a violation occurred and if penalties are recommended (reviewing the nature and severity of the violation, and any previous occurrence(s), etc.

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- 5) Action – Next Board Meeting
- a. A motion will be made regarding the matter.
 - b. The Board will confirm, reject or modify the Enforcement Committee’s recommendation.
 - c. Following the motion, the Chairman shall issue a written action to the offender reflecting the decision of the Board. The Chairman shall be authorized to consult with District Counsel in preparing this final written notice.

Penalties and Charges

Penalties that may be imposed (following the Penalty/Fine Schedule).

- 1. Follow the Enforcement Committee’s recommendation.
- 2. Modify the Enforcement Committee’s recommendation.