

TRAILER ESTATES PARK AND RECREATION DISTRICT RULES AND REGULATIONS

ADOPTED DECEMBER 4, 1989

The following rules of admission to and for the use of the Trailer Estates Park and Recreation District's recreational facilities are established by the Trailer Estates Park and Recreation District Board of Trustees pursuant to Chapter 2021-261, Laws of Florida. (District is defined as Trailer Estates District.) Owners, residents, occupants, licensees or invitees are expected to follow all Trailer Estates Park & Recreation District Deed Restrictions, Rules and Regulations and Policies & Procedures.

TABLE OF CONTENTS

PART A: THOSE IN THE DISTRICT AND ID CARDS

PART B: RULES GOVERNING USE OF FACILITIES

PART C: RULES GOVERNING ADMISSION TO FACILITIES

PART D: ACTIVITIES AND FACILITIES

PART E: PENALTIES

PART A: THOSE IN THE DISTRICT AND ID CARDS (revised 11/7/22)

Owners, residents and guests are required to produce their office issued card if requested. ID cards are required at the pool and District sponsored events attended (such as Bingo, Dances, Movies, Pickleball, Showtime).

SECTION I. PROPERTY OWNERS

- A. Section 14 of Chapter 2021-261 "Persons entitled to use the facilities and property of the district shall be limited to property owners within the district, their family members and guests and to such other persons and groups as the Trustees may authorize from time to time."
- B. For the purpose of these rules, a family member is a spouse, companion, parent, child, a child's spouse, or an adult grandchild, (provided they meet the age requirements as specified in the amendments to the Deed Restrictions) who resides in Trailer Estates with the property owner for thirty-one (31) or more days. Rev. 5/3/93
- C. For the purpose of these rules, a family member living in Trailer Estates without the property owner living at the same address, is considered a Renter, whether or not they pay rent. Rev. 2/5/90

SECTION II. GUESTS (Rev. 12/3/17, 09/04/18, 12/03/18, 11/7/22)

- A. Any individual for whom an adult Property Owner or a Renter Resident (with a current district Identification Card) will sponsor and accept, responsibility and accountability both for compliance with all rules and regulations established governing the use of the Trailer Estate common

recreational facilities by their “guest” and for fiscal responsibility for any damage their “guest” may cause.

- B. A guest card must be obtained from the Trailer Estates office prior to any guest using any of the Trailer Estates common recreational facilities without being accompanied by a property owner or renter resident, the guest card must be presented at all District sponsored events attended (such as Bingo, Dances, Movies, Pickleball, Showtime) .
- C. The Guest Card issued for an overnight guest may be issued for a specific time period not to exceed 30 days a year.
- D. If the District’s office is closed and it is impossible to obtain a Guest Card, a guest may use all of Trailer Estates common recreational facilities and District sponsored functions and events ; except Bingo, Dances, Movies, Pickleball, Showtime, if they are accompanied at all times by a resident displaying a current District Identification Card but a Guest Card must be obtained as soon as access to the District office is available.
- E. Guests may not hold membership in, assume a leadership role in, nor conduct business of any kind in a club, organization, group or activity.

SECTION III. VISITOR (revised 11/7/22)

- A. A visitor is someone who joins a resident (with an ID card) to a function (except Bingo, Dances, Movies, Pickleball, Showtime) and only for a limited number of hours on any given day.
- B. Visitors may not hold membership in, assume a leadership role in, nor conduct business of any kind in a club, organization, group or activity.

SECTION IV. RENTER RESIDENT

- A. Is an adult (person or persons) who rents a trailer from a Trailer Estates Property Owner and resides in that trailer.
- B. Agrees, in writing, to accept and abide by all the Trailer Estates rules and regulations governing the use of the Trailer Estates common recreational facilities.
- C. Is registered at the Trailer Estates office by the Trailer Estates property owner landlord or his representative.
- D. Has a letter, rent receipt, or copy of their lease agreement as proof of their renter status.
- E. Will pay a fee to use Trailer Estates common recreational facilities.

SECTION V. QUALIFIED PERSON (Rev. 12/3/17, 09/04/18, 11/19/18)

- A. A Guest Identification Card shall be issued to all qualified persons as specified in Section II.

SECTION VI. TRESPASSERS

- A. Any individual other than a property owner, renter or guest according to Sec. 1, 2, 3 found in, or using any of the Trailer Estates common recreational facilities is trespassing and may be prosecuted.

SECTION VII. CURRENT IDENTIFICATION CARDS (Rev. 09/18/95, 9/4/18, 11/19/18, 7/5/22)

- A. Trailer Estates Renter Card.
 - 1. Must be renewed each fiscal year or at expiration date shown on card at the Park Office and signed by office personnel.
- B. Trailer Estates Guest Card.
 - 1. Issued with specific expiration date by office personnel.
- C. Any person or persons found using a counterfeit District Identification Card, any person found using a District Identification Card that belongs to another person, and anyone who knowingly allows another to use their District Identification Card shall be immediately denied the use of all Trailer Estates common recreational facilities, and shall immediately be asked to surrender the District Identification Card and shall surrender such card to a member of the Board of Trustees.

PART B: RULES GOVERNING USE OF FACILITIES

SECTION I. (revised 11/17/08, 3/16/20)

Each year prior to April 1, all organizations and clubs with regularly scheduled programs must reaffirm their schedules for the ensuing year by providing the Secretary of the Board of Trustees their schedule of meetings and all special events that are to take place at any District recreational facility.

- A. Schedules shall include which facility or combination of facilities are requested, the number of persons expected, the seating arrangements, equipment necessary, and other requirements for the program.
- B. Events or programs which have been regularly scheduled in previous years have precedence over new activities if schedules are submitted as stated above.
- C. These schedules must be submitted to the Secretary of the Board of Trustees.
- D. The Secretary, for the Board of Trustees, reserves the right to make activity schedule changes.
- E. Annually, each club, group or organization (CGO) needs to provide a copy of their current bylaws and list of officers. In lieu of these, less formal clubs and groups can submit a Club/Group Purpose and Contact Information form.
- F. Clubs, Groups and Organizations need to have a set of their rules on file in the office unless covered by the bylaws.

SECTION II. (adopted 11/19/18, 3/16/20)

To support fair and equal availability of all function rooms for property owners, the following rules apply:

- A. No property owner can reserve a function room more than two times per month.
- B. If a property owner wishing to reserve a function room more than two times per month the event must be listed as "Public" event of the park calendar allowing any property owner, renter or guest of either to attend.
- C. At no time can the number of individuals participating from outside the park (visitors) exceed those who wish to participate as property owners, renters and their guests.
- D. Please refer to Rules And Regulations Part A Section II for the definition of "Guests" and "Visitors".

SECTION III.

Trailer Estates sponsored activities have precedence over organization or club sponsored activities. Those activities scheduled during season may continue off season (without instructor) with a minimum attendance of five or more.

SECTION IV. (Revised 3/16/20)

Property owner sponsored activities and events shall be subordinate to and shall not conflict with previously scheduled Trailer Estates District, Organization or Club sponsored activity or event. Accommodations are made to schedule memorial services as close to their requested date and time as possible; even without a full week's notice.

SECTION V. (Revised 11/17/08, 12/5/11, 3/16/20)

For seasonal events or activity, the Secretary Trustee shall be notified of all seating and equipment arrangements necessary seven (7) days prior to the event or activity.

A. If the kitchen(s) is to be used, a refundable cleanup and damage deposit of \$50 is required seven (7) days prior to the event or activity or at the time the kitchen key is obtained. The Kitchen Manager(s) shall be notified at that time.

1) The deposit shall be returned if the sponsor cleans up after the event and there is no damage done to District property. If property damage exceeds the deposit, the sponsor shall be responsible for all damages or repairs necessary.

2) If the club or organization uses the kitchen seven (7) or more times a month, their key may be retained. That key may not be given to an unauthorized person or group for any reason or their kitchen key privilege will be rescinded.

B. Any outside activities who utilize the kitchen facilities shall comply with the rules governing the use of the kitchen(s).

C. Unless appropriate licensing is obtained, as described herein, the District's kitchen facilities shall only be used to prepare food for the residents of Trailer Estates and their guests, and any advertising which purports to offer food for consumption by the general public shall be prohibited.

Should a person or organization wish to utilize the kitchen facilities to prepare food for, or serve food to, the general public, such person or organization shall be required to obtain the appropriate license from the Florida Department of Business and Professional Regulation and to provide the District Office with a copy of same prior to commencing the event.

SECTION VI. (Rev. 6/20/11; 11/7/11; 08/07/17, 7/5/22)

As determined by a State of Florida Fire Marshall the seating capacities of rooms in the common recreational facilities of Trailer Estates Park and Recreation District are:

LARGE HALL: 616 row seating: front hall 300; rear hall 300
500 table and chairs; front hall 240; rear hall 259
Dance Floor (1102 square foot dance hall); 426

MARK'S HALL: 200 Row seating with Stage half = 125 and Fireplace half = 75
150 Table seating with Stage half = 88 and Fireplace half = 62

COMBINED HALLS: Dance Floor (1102 sq.ft) with both doors open; 576 occupants

EXERCISE ROOM: 20

BILLIARDS ROOM: 8

CARD ROOM (poker): 20
 COMPUTER: 20
 RIHA BUILDING: 30

SHARE-A-CRAFT ROOM: 50
 (with current seating and tables)
 VIDEO: 20

- A. In no case shall the rated seating capacities be exceeded in any area for any event or function.
- B. Events and functions shall be scheduled and assigned specific rooms or areas based upon event's anticipated number of participants. Rooms or areas previously assigned, may be changed at any time to accommodate newly scheduled events or functions at the discretion of the Secretary Trustee (Rev. 3/21/11). In no case shall an event or function be canceled because of the refusal of a previously scheduled event or function to move to another room or area.

Section VII. (Revised 08/20/18)

Trailer Estates District property owners and renter residents may use the facilities for activities such as birthday parties, wedding receptions, anniversaries, testimonials, memorial services and other events which are one day out-of-park activities they are sponsoring. (3/21/11; 4/18/11; 08/20/18)

- A. All requests for the use of the facilities by property owners and renter residents which may include persons or groups who are not residents or property owners must be approved by the Secretary Trustee (Rev. 4/10).
- B. At the time of the reservation request, sponsors of any property owner function shall deposit a refundable clean-up and damage charge with the District. The deposit shall be returned if the sponsor cleans up after the event and there is no damage done to District property. If property damage exceeds the deposit the sponsor shall be responsible for all damages or repairs necessary. Deposit amounts: \$100 for small hall or meeting rooms, \$200 for large hall (3/21/11)

Section VIII. (3/21/11)

Any disregard of the officially scheduled activities will be deemed a violation of the rules governing the use of facilities.

Section IX.

Commercial use of the marina by a boat slip renter is prohibited. (6/20/11)
 Commercial use of the storage lot by a storage lot renter is prohibited. (1/16/12)

PART C: RULES GOVERNING ADMISSION TO FACILITIES**SECTION I. (Revised 3/16/20)**

Admission to and the use of all Trailer Estates Park and Recreation Districts common recreational facilities is restricted to those displaying current District Identification Cards or Guest Card as defined in Part A, Section II.

Special Events, as determined by the board: Visitor shall be the responsibility of the respective sponsor of the event and will not be required to obtain a guest card.

SECTION II. (Revised 3/16/20)

Admission to Trailer Estates Park and Recreation functions is restricted to those displaying current District Identification Cards or Guest Card as defined in Part A, Section II.

SECTION III. (Rev. 4/10, 1/21/19).

- A. Commercial renting of park facilities will be considered by the Board of Trustees on an individual basis.
- B. Commercial vendors visiting Trailer Estates with plans to sell merchandise during an event sponsored by Trailer Estates residents, clubs, or organizations must pay \$75 before the event to do so (Adopted 4/10).
- C. No commercial businesses allowed that do not comply with Manatee County codes (511.7, etal.)

SECTION IV. (Rev. 08/07/2017)

Pursuant to the Manatee County code Sec. 2-21-40/2-21/46, smoking is prohibited in all enclosed Trailer Estates recreation facilities and in the Spa. This includes E-Cigarettes. The Trailer Estates Board of Trustees shall designate "Smoking Areas" as deemed necessary.

SECTION V. Rev. 2/4/08, REV. 12/21/15; 08/17/2017

Trailer Estates Park and Recreation District property owners shall be issued a FOB for access to District facilities (activity center, trailer storage gate, dumpsters, pool, Laundromat, etc). Refundable deposit is necessary for FOB issuance. Deposit charge information is available at the Trailer Estates Park and Recreation District Office. One FOB shall be issued to a property owner. An additional FOB may be issued, if needed, for an additional resident that is a permanent occupant at the same address as the property owner. A maximum of two (2) FOBS will be issued to a property address.

If the property is a rental unit, one (1) FOB will be issued. An additional FOB may be issued, if needed, for an additional renter that is listed on the Agreement of Responsibility Renter Resident Form. A maximum of two (2) FOBS will be issued to a property address. Refer to PP Keyless Security System (FOBS) for more details.

SECTION VI.

At any District sponsored event where "donations" are collected a financial report shall be made to the Board of Trustees within thirty (30) days by the Trustee assigned to responsibility for the event.

PART D: ACTIVITIES AND FACILITIES**EXERCISE ROOM**

NOTICE: USE ALL EQUIPMENT AT YOUR OWN RISK.

HOURS: 8:00 A.M. TO 9:00 P.M.

REGISTRATION: PLEASE SIGN IN BEFORE USING ANY EQUIPMENT.

RULES:

1. Only those displaying current District Identification Cards may use these facilities. Guests without current District Identification Cards must be accompanied at all times by a current card holder.
2. No one under the age of 18 will be admitted.
3. No running, horseplay, etc.
4. No smoking (including E-Cigarettes) , food or beverages.
5. No radios permitted unless earphones are used.
6. Exercise Room capacity is 20.

BILLARD ROOM, COMPUTER ROOM, WII ROOM, ART ROOM AND CARD ROOM

1. Only those displaying current District Identification Cards may use these facilities. Guests without current district Identification Cards must be accompanied at all times by a current card holder.
2. No Smoking (including E-Cigarettes), food or beverages allowed.
3. Eagle (Billiard) Room capacity is 8.

SHUFFLEBOARD COURTS

JUN 6 '23 AM 8:16

SECTION I.

The hours of use of the Shuffleboard Courts shall be from 7:30 A.M. to 9:00 P.M. daily.

SECTION II.

The rules for the use of the Shuffleboard Courts are as follows:

- A. Use of courts is limited to people displaying a current District Identification Card and their guest(s) whom they must accompany during all play. No one under the age of 18 is permitted to use the courts unless they are accompanied by an adult displaying a current District Identification Card.
- B. The District's Shuffleboard Courts are for shuffleboard games only. Individually owned cues are to be used at all times.
 1. Disks are stored in the Cue-Rack shed.
 2. Chalk and erasers are on the top of the scoreboards.
- C. The court is to be swept and "glassed" prior to use. Brooms and "glass" containers may be found in the Cue-Rack shed.
- D. Except when sweeping or "glassing", no one is allowed to walk on the courts.
- E. Neighborliness is expected. Proper attire is required, shirts and shoes must be worn. No food or beverages are allowed, no alcohol is allowed; radios, loud talking and roller skates and skate boards are prohibited.
- F. Courts are to be vacated by 9:00 P.M., the lights out, and all doors locked. District personnel shall open the facilities in the morning and shall lock them in the evening.
- G. During shuffleboard tournaments, a minimum of two (2) courts shall be reserved for open play.
- H. Tournament participants are prohibited from parking in the parking lot surrounding the Post Office Building. In addition, the six (6) southern most parking spaces on Canada Blvd. shall be reserved for people attending functions in the large or small halls.
- I. The Trailer Estates Shuffleboard Club shall be responsible for enforcing the parking restrictions during tournaments and shall be responsible for ensuring that overnight parkers obtain District Permits.

POOL AND JACUZZI

These facilities are for your enjoyment. The rules and regulations are for the health and safety of everyone. Our rules adhere to Manatee County Ordinance 64E.009 and State regulations. If they are violated, your privilege to use these facilities will be revoked.

NOTICE: There is no lifeguard on duty. Please use the “Buddy System” and do not swim alone.

HOURS: 8:00 am to 9:30 pm every day except Tuesdays (see Adult Hours/Water Exercise for exemptions). See Pool Sign for more information regarding Tuesdays.

WATER EXERCISE: The pool is used exclusively for Water Exercise on Mondays, Wednesday and Fridays from 10:00 a.m. – 11:00 a.m. October through April and 9:00 a.m. – 10:00 a.m. May through September.

HEIGHT REQUIREMENT: Children must be AT LEAST 36” TALL to enter the pool.

CAPACITY: POOL = 40 JACUZZI = 11

SHOWERS REQUIRED before using the Pool or Jacuzzi. No body oils (including suntan lotion) are allowed in either facility.

RULES:

1. Only those displaying current District Identification Cards may enter the Pool Area.
2. Owners must obtain I.D. Cards and Rules for their guests/visitors. (Available at the Trailer Estates Office.)
3. Children under the age of 18 must be accompanied by an adult with a current I.D. Card to use the Pool or Jacuzzi.
4. Only swim diapers are allowed in the pool.
5. No children under the age of 12 are allowed in the Jacuzzi.
6. Proper bathing attire required. No cutoffs.
7. No diving, jumping, running, or horseplay in Pool or Pool Area.
8. No toys, balls, or inflatables allowed. Noodles permitted.
9. No SMOKING, ANIMALS, FOOD, COOLERS, CANS or GLASS CONTAINERS permitted in the pool area. OTHER UNBREAKABLE CONTAINERS ALLOWED FOUR FEET FROM POOL EDGE. NO BEVERAGES IN JACUZZI AREA.
10. Service and guide dogs are allowed on the pool deck only. Individuals with a disability and service animal trainers may be accompanied by a service animal, as defined in Chapter 413.08, F.S., but the service animal is not allowed to enter the pool water. Owner or handler is responsible for the actions of the animal.
11. Persons having a cold, communicable disease, open sores and wounds, and band-aids are not allowed in Pool or Jacuzzi.
12. No electronic devices allowed unless silenced by earphones.
13. Pool and Jacuzzi area must be vacated during lightning and storm conditions.

ALL RESIDENTS ARE ASKED TO ENFORCE AND/OR REPORT ANY VIOLATIONS OF THESE RULES AND REGULATIONS. THERE IS A PHONE AVAILABLE NEAR THE JACUZZI AREA IF YOU NEED ASSISTANCE FOR EMERGENCIES.

WOODSHOP

Because the equipment in the Workshop has either been donated to the “Trailer Estates Woodworkers Club” or had been purchased by the Trailer Estates Woodworkers Club”, we the Board of Trustees of Trailer Estates, do hereby appoint the “Trailer Estates Woodworkers Club” to enforce the Workshop Rules set forth below. Individuals violating the rules or damaging the equipment because of improper (not accidental) use may be denied the use of all the equipment in the Workshop by the Board of Trustees.

WOODSHOP RULES

- I. No Smoking (including E-Cigarettes).
- II. Persons displaying current District Identification Cards shall be permitted to use the Equipment in this Workshop.
 - A. Guests must be accompanied at all times by a holder of a Current District Identification Card.
 - B. Prior to using any equipment everyone must sign a liability release.
- III. Persons under 18 will not be admitted.
- IV. Shop hours are 8:00 A.M. to 9:00 P.M.
- V. “Trailer Estates Woodworker” only, may borrow equipment for a 24 hour period.
 - A. A “Trailer Estates Woodworker” Steward must sign out the equipment.
 - B. The equipment borrower shall sign the equipment back in in the presence of another “Trailer Estates Woodworker”.
- VI. Machines and floors are to be cleaned after each use.
- VII. SAFETY RULES:
 - A. Goggles will be worn at the tool and rough grinders.
 - B. Manufacturer’s guards shall be fitted and used.
 - C. Members shall refrain from talking to machine operators.

SEPCIAL NOTE:

Lumber with nail holes, heavy paint, varnish, or cement shall not be planed, sanded or sawed with shop equipment.

KITCHEN POLICY

- I. The kitchen and its equipment is the property of the Trailer Estates Park and Recreation District. It is for the exclusive use of all trailer Estates residents and Trailer Estates Organizations who wish to serve food. It is also available for Trustee approved private events such as weddings, receptions, birthdays, etc.
- II. A Kitchen Supervisor will be appointed by the Board of Trustees.
- III. RULES.
 - A. Each organization or individual sponsoring an event will appoint one individual to be responsible for the proper and safe use and cleaning of the kitchen and its equipment to meet all County Health Code requirements.
 - B. Only Trailer Estates sponsoring organizations may sell tickets.
 - C. Any equipment borrowed from the kitchen will be signed for and OK'd by the Kitchen Supervisor or designee.
 - D. Any food cooked, prepared, or stored in the kitchen must be served in Trailer Estates.
 - E. Each organization or individual sponsoring an event will pay for any lost, broken or damaged equipment as determined by the Board of Trustees.

OVERNIGHT PARKING

JUN 6 '23 AM 6:17

Pursuant to Florida State Statute, 715.07, all overnight parking on Trailer Estates Park and Recreation District property is prohibited except by permit only.

PARK LANE PARKING LOT

- I. Six day storage permits may be requested at the District Office by those displaying current District Identification Cards for their own and/or a guest's vehicle. Permit must be prominently displayed on the vehicle upon arrival. If arrival will be after office hours, on a weekend or a holiday it is the owner's responsibility to obtain the permit PRIOR to arrival. In an emergency, contact the South PR Trustee, or their designee, regarding a permit.
 - II. Occupancy is limited to three nights in self contained vehicles only. Permit must indicate occupancy. No extension to 3 day occupancy permits will be granted by the office.
 - III. Trailer Estates Clubs may obtain three day permits for R.V.'s of those participating in a Club sponsored event.
 - IV. THE FOLLOWING ACTIVITIES ARE PROHIBITED:
 - A. NO idling of vehicle's motor for more than ten (10) minutes at any time except while parking or just prior to departure.
 - B. NO operation of any auxiliary motor (e.g. refrigeration unit or generator).
 - C. NO parking of commercial vehicles parking of new mobile homes overnight.
 - D. NO discharging of any waste.
 - E. NO Connecting to park utilities (i.e. electric, water, etc.)
 - V. Any vehicle found violating this parking regulation SHALL BE TOWED AWAY AT THE OWNER'S EXPENSE.
 - VI. This regulation shall be printed on the back of the permit issued by the District.
 - VII. In compliance with Section 715.07, proper signs shall be posted.
 - VIII. Extensions and exemptions to this parking regulation may be made by any District's Board Trustee.
- ### **ALL OTHER TE PARKING LOTS AND THE TEN PROPERTY**
- IX. Overnight parking in other TE parking areas or on the TEN property is prohibited. Vehicles SHALL BE TOWED AWAY AT THE OWNER'S EXPENSE.

RESIDENTIAL PARKING EXCEPTIONS

- X. With a Parking Permit (PP35A) prominently displayed on the inside of the windshield or exterior of the vehicle, boats, travel trailers, utility trailers and motor homes or similar property may be on premises for purpose of loading, unloading, repairs, cleaning, etc. for no more than 48 hours in a 30 day period.

TOUR PARKING

- XI. Tour Parking Permits (PP35) may be requested at the District Office by those displaying current District Identification Cards for their own and/or a guest's vehicle. Permit must be prominently displayed on the vehicle upon arrival and are only approved for the dates listed on the permit.

PART E: VIOLATIONS & FINES

As of July 5, 2022 (Modified August 21, 2023) the Trailer Estates Park & Recreation District's (hereinafter, TE) Board of Trustees has adopted the following procedure for Violations & Fines for those who do not comply with the general rules and regulations governing the District as provided by general law, and to prescribe penalties for violations of such rules and regulations. These general rules & regulations refer to any Deed Restrictions, Rules & Regulations, and/or Policies & Procedures and apply to any property owner, renter, guest, or invitee.

Property Violation Procedure

1. Upon receipt of complaint or observation of possible violation, Trustee and/or Park Manager will travel to property to inspect. If such violation exists, a report showing detailed findings of the inspection will be prepared. Digital photo(s) to show and document conditions will be taken, printed and dated, and attached to report (file). This written notice is considered the 1st Notice in notifying of a violation. The timeframe in which the violation(s) must be corrected will generally range from 3-30 days depending on the nature of the violation. The violations will be sent to the property address on file with the District and/or County Tax Rolls.
2. If no contact has been made by the owner, or the violation has not been corrected within the specified timeframe, the Park Manager/Trustee will follow up with a letter outlining the violation as a 2nd notice. This letter will generally give a shorter timeframe to correct the violation and warn that if not corrected further action may be required.
3. Again, If no contact has been made by the owner, or the violation has not been corrected within the specified timeframe, the Park Manager/Trustee will follow up with a letter outlining the violation as a 3rd and Final notice.
4. At this time, the District may post a 24 Hr. Notice on the property. If the violation still exists after the 24 hours, the Park Manager will get a quote from a maintenance contractor to complete the required corrective work or check if the work can be done in-house. The work will be completed by the maintenance contractor and or in-house staff. If projects that need to be corrected are unable to be done by the District or by hiring a Contractor, legal action may be considered as an alternative by vote of the Board of Trustees.
5. Once the corrective work is completed, staff will prepare a detailed invoice, including a 25% overhead charge, and send same to owner at the property address. Invoice(s) are required to be paid within 30 days. Invoices not paid within 30 days will accrue interest at the rate of 18% per annum and will be added to any estoppel or closing statements. Invoices not paid within 90 days may become a lien against the property. At Trailer Estates' fiscal year end, a statement will be sent to the owner at the property address reflecting the total amount remaining due including accrued interest.
6. At this point the Property may go to the Enforcement Committee for a properly noticed hearing. The Hearing will determine what (if any) Fines & Suspensions are warranted for the violations and then sent onward to the TE Board of Trustees for their ye or nay.

Non-Property Violation Procedure

1. Upon receipt of complaint or observation of possible violation, Trustee and/or Park Manager will research issues as described or observed. If such violation appears to exist, detailed findings of the research will be placed in the file. Any Digital photo(s) to show and document issues will be taken, printed and dated, and attached to report (file). A written notice will be sent out and will be considered as 1st Notice in notifying of a violation. The timeframe in which the violation(s) must be corrected will generally range from 3-30 days depending on the nature of the violation. The violations will be sent to the property address on file with the District and/or County Tax Rolls.
2. If no contact has been made by the owner, or the violation has not been corrected within the specified timeframe, the Park Manager/Trustee will follow up with a letter outlining the violation as a 2nd notice. This letter will generally give a shorter timeframe to correct the violation and warn that if not corrected further action may be required.
3. Again, If no contact has been made by the owner, or the violation has not been corrected within the specified timeframe, the Park Manager/Trustee will follow up with a letter outlining the violation as a 3rd and Final notice.
4. At this point the Property may go to the Enforcement Committee for a properly noticed hearing. The Hearing will determine what (if any) Fines & Suspensions are warranted for the violations and then sent onward to the TE Board of Trustees for their yea or nay.

Renter, Guests, Invitees

If the person(s) found violating the Deed Restrictions or properly promulgated rules & regulations of the District are a Renter, guest or invitee, their sponsor, host, or lessor shall be deemed as co-offender. They shall receive all notifications and communications as the offender, may participate in the penalty process, and shall be considered for any penalties or suspensions that may be imposed.

Enforcement/Compliance Committee Process

1. The Park Manager/Trustee will properly notice an Enforcement Committee Meeting giving at least 14 days' written notice to the property owner and/or co-offender.
2. Minutes will be taken by a recording secretary.
3. Park Manager/Trustee will present violations case.
4. Committee may ask questions of the Park Manager/Trustee.
5. Respondent (property owner, renter, guest, or invitee) may present their case.
6. Committee may ask questions of the Respondent.
7. Public Input, 3 minutes on any Enforcement Committee Agenda item.
8. Committee may discuss the violation once a motion and a second is made.
9. Fines & Suspensions (if Any) will be forwarded to TE Board of Trustees for their approval.

Trailer Estates Board of Trustees

At the next regularly scheduled meeting of the TE Board, the Board would vote on the Fines & Suspension as recommended by the Enforcement Committee (if Any).

PENALTY/FINE SCHEDULE

Violation	Fine
Property Not Maintained- Grass, Junk, Unsightly Conditions, Weeds in Gravel, Etc.	\$100 Per Day
Boat, RV, Trailer Stored Improperly	\$100 Per Day
Improper "Signage", Political Signs, Real Estate Signs, Etc.	\$100 Per Day
Misuse of FOB	\$100 Per Day
Failure to Follow ARC Rules & Application Procedures (Includes Seawalls, Dockage, canal work, Frontage work, Etc.)	\$200 Per Day
Any Dumpster and/or Recycling rules not followed refer to Use of Facilities; Refuse/Dumpster Policy-PP45.	
Failure to File Paperwork in order to live in Trailer Estates, Rent, purchase a home, maintain annual owner information, etc.	\$200 Per Day
Underage or Unregistered Occupant stays for more than 30 days, or any variation thereof	\$200 Per Day
Pool Violations	\$100 Per Day
Pets kept in a Non-Pet Section, Pet waste not picked up, Pet not on a leash at all times, any other Pet Related violations	\$100 Per Day
Any other violation of the TE Deed Restrictions, Rules & Regulations, and/or the Policies and Procedures.	\$100 Per Day
Fines May Not Exceed \$1000.00 Per Occurrence	