

# **TRAILER ESTATES PARK AND RECREATION DISTRICT BULLETIN BOARD GUIDELINES PP 43**

## **Applies to All Bulletin Boards:**

1. ALL postings will be in good taste. No items derogatory to any individual may be posted.
2. No political ads shall appear.
3. Postings related to TE needs to be informative facts, not opinions.
4. Commercial advertising is prohibited. The Trailer Estates Tribune provides a venue for commercial advertisers.
5. No business cards will be allowed.

## **Post Office - Separate Board Usage:**

1. Bulletin boards on the East wall, South of the entry way and the board on the South most wall, with locked glass covers, are reserved for the activities labeled. Access is coordinated with the Maintenance Trustee/staff.
2. Bulletin board on the West wall, South of the Post Office entry door is reserved for the Health & Welfare Trustee to post notices of general interest to the residents.
3. Bulletin board on the West wall, just North of the Post Office entry door is divided into two (2) sections. The first section is reserved for Trustee Notices only. The next section North is reserved for notices of special events inside TE. Notices may be removed post event.
4. Bulletin board on the West wall in the farthest North location with locked glass cover is reserved for current board meeting minutes and financials.
5. Bulletin Boards on the North most wall and the divided bulletin boards on the East wall in the North most area (first four [4] boards) are reserved for the activities labeled. Thank you cards will display until the end of the month.
6. Bulletin board on the East wall, just North of the entry way is divided into three (3) sections listed as miscellaneous, homes for sale or rent and for sale. Postings on all three sections must use a 3x5 card; and if tear offs are provided, they must be part of the 3x5 card. These spaces will be reserved for the use of residents only with a maximum of three (3) cards per resident. These three sections will be cleared on the last evening of the month or the first morning of the next month.

## **Large Hall Entry – South East Door**

1. Bulletin board on the West wall, South of large hall entry door is reserved for Seasonal Recreation Trustee, Continuing Recreation Trustee and Pickleball notices.
2. Bulletin board on the South wall by the large hall entry door is locked and reserved for Trustees; usually Seasonal Recreation and Continuing Recreation.

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## **Office/Small Hall Breezeway**

1. Bulletin board on the North wall (beside ARC office) is reserved for use by the ARC.
2. Clipboards on the West wall, North of the North Small Hall entry door are for sign-up sheets for the various games played in the Small Hall that require players to sign up.
3. Bulletin board on the West wall, North of the North Small Hall entry door are reserved for activities labeled or general notices from various game groups that require players to sign up.
4. Large bulletin board on the West wall, between the two Small Hall entry doors are for trustee notices or trustee approved notices. North most section is for inside TE special events.
5. Bulletin board on the East wall, South side of office door is used to post current draft of meeting minutes, public records request information and office hours.
6. Bulletin board on the East wall, North of the office service window is used to display current Board of Trustees and Employee pictures and titles.

## **Activity Center**

1. Bulletin board just inside the entry and the bulletin board to the left of the television room are reserved for trustee notices or schedules of events for groups using the Activity Center.
2. All bulletin boards located in each room of the Activity Center shall be shared by all activities held in each respective room, based on the TE calendar. To view the TE monthly calendar go to [www.trailerestates.com/activities](http://www.trailerestates.com/activities).
3. Bulletin board in the Spa area is for trustee notices relating to the pool/spa area.

## **Laundry Room**

1. Bulletin board between the rest rooms is reserved for notices of special events inside TE.