

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
TRUSTEE DUTIES PP1E**

**DUTIES OF THE MAINTENANCE TRUSTEE**

THE MAINTENANCE TRUSTEE SHALL:

1. Prepare for and attend regular scheduled Board Meetings and Workshops and Special or Emergency meetings as required.
2. Oversee the security of all buildings and grounds.
3. Coordinate with the Park Manager to review bids for building repairs or construction which exceeds \$25,000.00 and present to the Board of Trustees.
4. Coordinate with the Park Manager, work in progress and plans for improvements to the district's facilities and present a summary of same to the Board of Trustees.
5. Review and coordinate with the Park Manager, the Master Plan to develop
  - a. Major renovations to buildings or facilities of the district
  - b. List of major replacements of equipment and tools
  - c. New facilities or major improvements to grounds
  - d. Arrange for permits if necessary
6. Supervise operation of the Marina, Storage Lot and Pool operations.
7. By April 1, review and update as necessary the Disaster Preparedness Plan with the Board of Trustees.
8. Oversee, with the Park Manager, the Community Channels 732 & 733 to air emergency information.
9. Sign Checks as requested.