

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**MEMO**

TO: Trustees

FROM: Janet Jones - Chairman *J.J.*

DATE: February 2, 2007

**SUBJECT: BOARD MEMBER PROCEDURE**

1. Individual Trustees must contact the Executive Committee for any questions or concerns they have which would require input from the attorney.

The Executive Committee will use the following procedure for these concerns.

2. Executive Committee Procedures
  - a. Review the question.
  - b. Contact the Attorney.
  - c. Upon receipt of the answer, contact the Board and individual Trustee.

*Attorney procedure.doc*  
Amended Procedure February 2, 2007