

TRAILER ESTATES PARK & RECREATION DISTRICT

MEMO

TO: Trustees

FROM: Mary Lou McNulty - Chairman *MLM*

DATE: December 14, 2006

REMINDER: Individual Trustees cannot call any of our attorneys without going to the Chairman, 1st Vice Chairman, or the 2nd Vice Chairman for the okay to do so. See attached "Procedures Prior to Contacting Attorney". (This is not a new procedure)

If a Trustee contacts an attorney without getting the okay the individual Trustee who contacted the attorney will be responsible for the attorney fees.

**TRAILER ESTATES PARK & RECREATION DISTRICT
PROCEDURES PRIOR TO CONTACTING ATTORNEY**

- 1. Has this question been asked at any time in the past?**
- 2. Have we researched our own files to ascertain whether any pertinent information exists?**
- 3. What will the beneficial value be of this inquiry?**
- 4. Is this question answerable by any one other than an attorney?**
- 5. Understand that only the chair or the designated person is empowered to contact attorney.**

Attorney procedure.doc