

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
DISTRICT WEBSITE POLICY AND PROCEDURE**

PP 47

To provide community information and to promote accessibility, the Trailer Estates Park & Recreation District has established the official Trailer Estates Park and Recreation District Website. Any resident (property owner or renter), club, or committee may submit requests or suggestions to the Trailer Estates Website through the Website Committee. The Website Committee will consider requests/suggestions and submit their recommendations to the Board of Trustees.

**TE Website Requests/Suggestions Procedure**

1. Requests for changes to the TE Website shall be submitted on the Website Work Form (WWF) which can be found on the website.
2. The requestor will be notified of receipt of request within 30 days.
3. The Website Committee will review the request and submit their recommendation (approval or non-approval) to the Board of Trustees for their consideration within a timely manner not to exceed 60 days.
4. The Board of Trustees will consider the request and make a final determination regarding the request within 30 days.

**TE Website Errors/Omissions (Typographical) Procedure**

The Public Comment Form is a Website Committee form that is used to communicate to the Website Committee any typographical errors or omissions found on the TE Website. Any resident (property owner or renter), club, or committee may suggest corrections to the website.

1. Communications for corrections to the website can be submitted on the Public Comment Form (PCF) which can be found on the website or in the District office.
2. The Website Committee shall review the suggestion(s) and may make these typographical corrections without the approval of the Board of Trustees.
3. Corrections shall be made in a timely manner.