



**City of Ocoee
Florida**

Mayor
S. Scott Vandergrift

Commissioners
Gary Hood
District 1

Rosemary Wilsen
District 2

Rusty Johnson
District 3

Joel F. Keller
District 4

City Manager
Robert D. Frank

Police Chief
Charles J. Brown

September 21, 2011

Dear Sir or Madam:

Several of the gated communities in our City have Traffic Enforcement Agreements that have term expirations. When the contacts expire, and no immediate action is taken a lapse in traffic enforcement may occur. In order to avoid this issue the City of Ocoee has rewritten the Traffic Enforcement Agreement to include an automatic renewal after each term. I have attached the new contract that will need to be reviewed and returned to me by October 10, 2011. Below are a few simple steps to ensure that the agreement is properly completed.

Page 1: Please review the HOA name at the top of the agreement for accuracy.
Please review the HOA name in the first paragraph for accuracy.
Please review the management name and address in the first paragraph for accuracy.
Please leave the date blank as this will be dated upon Commission acceptance.
If any of the information on Page 1 is incorrect, please make the corrections and I will reprint this page only with the advised corrections.

Pages 1-3: Please read carefully.

Page 4: The top right-hand column requires the HOA's President or Vice-President signature. The top left-hand column requires two (2) witness signatures to the President's or Vice-President's signature. A notary must sign and stamp page 4 acknowledging the signatures of the President or Vice-President and witnesses.

Page 5: This page is for official use only.

Should you have any questions, please feel free to contact me at 407-905-3100 extension 3054.

Thank you,

Diana Turner
Administrative Assistant
dturner@ci.ocoe.fl.us