

REQUEST FOR ACTION

To	The Collection Board of Directors				
Subject	Employee Bonuses and Holiday Fund				
Preparer	Al Guzman, GM				
Date	Sept 24, 2018	For Board	x	Action	Info

EXECUTIVE SUMMARY

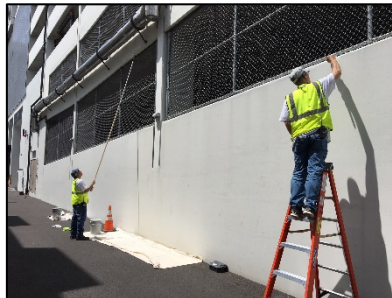
The Holiday Season is typically the time of year where associations express their appreciation for their staff. The Collection has 22 full-time and 4 part time employees. We have an excellent staff that services 450 Units, over 1,000 residents, over 700 registered vehicles, spread out over 2.5 acres.

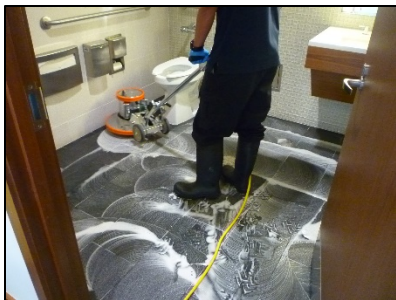
Much of the work performed is part of their normal responsibilities, however, what makes the staff special is that many other associations would outsource work for much of the same work we perform inhouse. These jobs include large painting jobs, furniture re-finishing, storm drain cleanouts, electrical, carpentry, plumbing and air conditioning maintenance.

The RSs help maintain security at The Collection. Their regular patrols and presence help keep loiterers and the homeless population away from the property and their responses to in-house incidents help maintain order. On average, they service 174 monthly amenity reservations and assist with the reporting any maintenance and safety issues. To date 120 Association Rule Violations were issued in 2018 which also helps to maintain order.

As a reward for the staff's hard work and for residents to show their appreciation, it is requested that a Holiday Fund be established. During the Holiday Season, residents will be asked (via newsletter, email blast etc.) if they'd like to contribute. Between now and mid-December, donations will be accepted.

All donation details will be kept confidential, will be distributed evenly (depending on staff start date) via payroll, accounted for on a ledger.





RECCOMENDATION

That the Board establish an annual Holiday Fund for residents to contribute to that will be distributed to the staff in Mid-December.

RATIONALE

The Holiday Fund will reward the staff for their hard work and will add to the value of working at The Collection. It will also help retain employees and give residents an opportunity to express their appreciation.

Exhibits (If applicable)	Index	Title

FOR BOARD USE ONLY					
CERTIFICATE OF BOARD ACTION					
	Approved		Declined		Noted
Returned					
Deferred					
Withdrawn					
Stipulations					
Coordinating Instructions					
Distribution Instructions					
Recording Secretary				Action Date	
				RFA No.	38-2018