

REQUEST FOR ACTION

To	The Collection Board of Directors				
Subject	The Collection Amenities Cancellation / No Show Fee				
Preparer	Al Guzman, General Manager				
Date	June 22, 2017	For Board	x	Action	Info

EXECUTIVE SUMMARY

At The Collection, the following Amenities are available for Residents to reserve:

- Tower Club Room
- Tower Cabana 1
- Tower Cabana 2
- Tower Cabana 3
- Lofts Club Room

To discourage residents from cancelling amenity reservations with little or no notice, The Collection Bylaws, Section 14 FINES, shall be implemented whereby Residents who provide less than 72 hours' notice to cancel an amenity reservation or who do not report to the amenity within 30 minutes after the start of the reserved time shall be issued a violation letter. Reoccurrence of this behavior will result in progressive fining as stated in Section 14 of The Collection's Bylaws.

RECOMMENDATION

That The Collection Board of Directors adopt and have applied Section 14 FINES of The Collection Bylaws to residents who provide less than 72 hours' notice to cancel an amenity reservation or to those who do not report to the amenity within 30 minutes after the start of the reserved time. Section 14 states, in part:

14.2.1 First offense a written citation with a copy of said citation being sent to the Unit owner if the offender is not the Unit owner.

14.2.2 Second offense a written citation and \$75.00 fine, which will be assessed against the Unit owner.

14.2.3 Third offense a written citation and \$150.00 fine, which will be assessed against the Unit owner.

14.2.4 Fourth and subsequent offenses a written citation and \$250.00 fine for each occurrence, which will be assessed against the Unit owner.

RATIONALE

Because no penalties exist for short notice cancellations or not showing up for a previously booked reservation (30 minutes after the start of the reservation), other residents wishing to reserve an amenity for special occasions are not able to do so. The Cancellation / No Show Fee will:

- a) Encourage only those Residents who are serious about booking an amenity and
- b) Discourage those who aren't certain or who are not serious about booking an amenity.

Exhibits (If applicable)	Index	Title

FOR BOARD USE ONLY

CERTIFICATE OF BOARD ACTION

X	Approved	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Noted	<input type="checkbox"/>	Returned	<input type="checkbox"/>	Deferred	<input type="checkbox"/>	Withdrawn
---	----------	--------------------------	----------	--------------------------	-------	--------------------------	----------	--------------------------	----------	--------------------------	-----------

Stipulations

Coordinating Instructions

Distribution Instructions					
Recording Secretary	Howard Kam	Action Date	6/22/17	RFA No.	4x

024-2017