

April 14, 2008

## Memo

To: 2500 Lakeview Residents  
From: Garage Committee

Subject: Signing for Guest Parking  
Attachment: Blank form

As you may recall, we recently introduced a potential solution to a common request- the ability to sign a Guest Parking charge to a Resident's garage account. Despite the apparent interest in this idea, very few Owners have actually availed themselves of the system as of this date. Frankly, this puzzles us.

So we'd like to "bring the mountain" to you, so to speak. Attached please find a blank form for this purpose. Please retain this form for use at your convenience. If, for some reason, you have no interest in *ever* using the form to pay for Guest Parking, please just drop the unused form at the doorman's desk.

Additional forms may be obtained from the Garage Office.  
See below for a reprised explanation of how the system works...

### **Here's how the charge system will work:**

A number of these blank forms will be retained by Residents who request them. To use the form, fill in the information on the top of the form:

DATE:  
HOST NAME (print):  
UNIT #:  
HOST SIGNATURE:  
GUEST NAME (print):  
TYPE OF CAR:

The Guest Parker would then give *the entire form* to the garage attendant. Do *not* include any coupons with the form!

The bottom part of the form will be completed by the garage attendant.

Total Time: [Hours] [Minutes]  
Amount to be charged to Owner Account:  
Attendant Name (print):

We will suggest that the attendant date/time stamp the form with the ending time and verify the total time with the parker.

The Amount to be charged will include a \$1.00 surcharge to cover processing *and* to mark this line item charge as "Signed For" parking. For example, a \$12.00 charge will thus appear on the Resident's monthly statement as \$13.00.

The White copy will be retained in the garage office, Yellow copy to Auditing, and the Pink copy will be returned to the Resident (host).

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