

2500 Lakeview Association

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March 5, 2008

To: 2500 Lakeview Residents
From: Garage Committee
RE: New Convenience – Signing for Guest Parking

At the recent Board meeting held on Thursday February 28th, we introduced a potential solution to a common request- the ability to sign for a Guest Parking charge to a Resident's garage account if you do not have coupons. We recognize the user convenience of this idea. The issue with this in the past has been that too many such charges were disputed when they appeared on the monthly account statements, resulting in onerous re-tracing of events and lost revenue.

Our solution is to use three-ply Request forms for this purpose. The numbered request forms will provide the basic information necessary to specifically identify a given charge to a Resident's account.

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, completely fill in all blanks on the top of the form including: the date, host name, Unit #, host signature, guest name, and 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 including the total time (hours & minutes), the amount to be charged to the owners account and the Attendant's Name.

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).

These forms will be available in the garage office starting March 6, 2008. If you wish to use this system, please take a maximum of three blank forms at a time.

We sincerely hope this proposed system will prove feasible and adds to your convenience. We'll adjust the implementation as needed so bear with us. Feel free to ask Eileen, or the garage manager, or the Garage Committee if you have any questions.