

Policy No. 1995.03

Date: January 16 Board
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Subject: SV Charge Card

POLICY:

To accept staff's recommendations to add additional services for which the Sudden Valley Charge card can be used.

Attachment: Charge card policy

Canceled/Superseded

Date:
By: Policy No.

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MEMORANDUM

TO: Board of Directors

FROM: Rob Felix

General Manager

DATE: January 5, 1995

RE: Sudden Valley Charge Card

Currently, the basic guidelines and requirements for the Sudden Valley charge card are as follows:

Sudden Valley Community Association offers property owners in good standing or Sudden Valley Golf and Country Club members the privilege of charging purchases of goods and services at Sudden Association facilities.

Goods and services covered:

- * Food and beverage purchases in the Restaurant, Lounge, and 19th Hole
- * Golf green fees, golf carts, and range balls from the Pro Shop

The charge card may offer special incentives for purchases as stipulated from time to time. These incentives will be published in the Views at the beginning of each month. However, the incentive cannot be used in addition to other discounts, promotional items, or special functions (ie. banquets).

All accounts will be due and payable thirty (30) days after the billing date. Late charges will be assessed at the rate of 1.5% per month on any unpaid balance after (30) days. Charge privileges will be suspended on accounts which are ninety (90) days past due. The maximum balance at any time may not exceed \$750.00 unless approved prior to the charge by the general manager or other designee. Charge cards are the property of SVCA and must be returned upon request.

We will open an account and assign an account number. A card with that number will be mailed and must be used to assure proper accounting of charges. Cards are available for spouses and dependents upon request.

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RE: Sudden Valley Charge Card

To enable staff to provide a greater service base and to encourage use of these services by property owners, staff recommends that the board allow the following additional services to be charged on Sudden Valley charge cards:

1. All maintenance related services such as repairs and maintenance, valley clean ups, trash compactor fees, etc.
2. All recreational related services such as campground rental, equipment rental, recreation fees, etc.
3. Miscellaneous services and items for sale such as maps, photocopies, for sale signs, etc.

These locations can easily accommodate charge card services and prevent the needed exchange of cash where cash control is difficult.

Please consider these and any other changes you find applicable at your earliest convenience.

RF/kc