

HACIENDA CARMEL COMMUNITY ASSOCIATION

CASA AMIGOS GUEST HOUSE RESERVATION POLICY

In order to maintain fairness, consideration and consistency for all residents of the Hacienda Carmel community, the following rules shall apply to reservation of guest rooms at Casa Amigos:

- During special event and holiday weeks, residents of Hacienda Carmel may reserve a maximum of two (2) guest rooms per night. Special event weeks include **AT&T Pro Am Golf Week** in January/February and **Classic Car Week** in August. Holiday weeks include **Fourth of July, Thanksgiving and Christmas**, (*Fourth of July and Christmas week shall mean three days before the holiday and three days after the holiday. Thanksgiving week shall mean the Monday before the holiday through the Sunday following the holiday.*)
- During all other “regular” weeks of the year other than the special event and holiday weeks described above, Hacienda Carmel residents may reserve a maximum of three (3) guest rooms per night.
- Non-residents of Hacienda Carmel (*such as Del Mesa or other private organizations with whom there are reciprocal arrangements*) may reserve a maximum of two (2) guest rooms per night (aggregate total of all non-resident reservations) during “regular” weeks of the year only. Non-resident reservations will not be taken during special event weeks or holiday weeks as described above.
- At any time when the guest house may be fully booked a resident may place their name in writing on a wait list at the Front Desk and will then be contacted in the event a reservation is cancelled and a room becomes available.
- Whenever a resident or non-resident has reserved the applicable maximum number of rooms allowed and may desire to reserve more than the applicable maximum, they may place their name in writing on a “stand-by” list at the Front Desk. If other rooms remain un-reserved within seventy-two (72) hours prior, the Front Desk will release additional rooms as may be available at that time, with priority given to Hacienda residents first.
- In the interest of fairness and consideration to others at Hacienda Carmel, residents who desire to reserve more than the applicable maximum number of rooms may not have another resident make reservations on their behalf in order to circumvent the rules. **Failure to abide by this rule will result in the revocation of future guest house privileges for both residents for a period of two years.**
- All Casa Amigos guest house reservations, whether resident or non-resident, must be made by the sponsoring resident or management only – not by a prospective guest.
- Residents of Hacienda Carmel may make guest house reservations up to twelve (12) months in advance. Non-residents may make reservations up to thirty (30) days in advance.
- During special event and holiday weeks, cancellation of a room reservation less than 72 hours prior to the date of the reservation will result in a cancellation fee of fifty dollars (\$50) charged to the sponsoring resident.

**APPROVED BY THE HCCA BOARD OF DIRECTORS NOV. 29, 2018
THIS POLICY BECOMES EFFECTIVE JANUARY 1, 2019**