

RESERVATION PROCEDURES & POLICIES

Contacting Manager:

PLEASE USE EMAIL TO MAKE YOUR RESERVATIONS! THIS ASSURES NO LOST PHONE MESSAGES AND PROVIDES A PAPER TRAIL.

Primary Contact for Scheduling is JORDAN STUCKEY. She can be reached at:

jordan@cementcreek.us

Office: 970-349-6682

Cell: 970-901-2969

Reserving your unit:

1. Confirm with the Manager of your intent to use your scheduled week at least 45 days prior to your scheduled date.
2. If Manager does not hear from you prior to 45 days before your visit, you will automatically be put on the Waiting List for your scheduled week, in chronological order.
3. 44 days prior to each Saturday, Manager will start contacting Partners on the Waiting List to fill the unconfirmed units. NOTE: Partners on the Waiting List will have priority for their unit if it becomes available.
4. Per your Partnership Agreement, any partner that has an outstanding balance will be removed from their scheduled weeks and the waiting list until balances are resolved.

Waiting List:

1. Partners of all units are able to contact the Manager at any time, to be placed on the Waiting List, in chronological order, for a requested week.
2. 44 days prior to each Saturday, the Manager will contact partners on the Waiting List, in chronological order, to confirm their request for the use of an available unit. NOTE: As discussed above, all partners will have priority for their own unit if it becomes available for the week requested on the Waiting List.
3. When trading weeks within your partnership – Make sure you notify Jordan (via email) prior the **45 Day Notice** period so that we don't use the same Scheduled Week for the Waiting List Partners.