

# Warren's Spring Reservation System

Revision 1

12/1/22

For the purposes of this system, definitions are needed to simplify the process.

## Definitions

**Original Warren's Spring members:** Henry Gehman, Ernie Gehman, Earl Gehman, Grant Gehman, Ada Gehman

**Current Warren's Spring (WS) Principal members:** Ernie Gehman, Ada Gehman, Kim Booz, Denise Saltsman, Mabejo LLC (Josh Gehman - Spokesman). The Principal member, or Spokesman, is the 'voice' for any secondary members within their share-holding family. The Principal member, or Spokesman, will be the voice responsible for any voting and for making reservations for their secondary members

**Warren's Spring Secondary members:** Any non-Spokesman member of an LLC or FLP that was duly voted into membership as a result of an original member transacting his/her share (ex: Matt and Benn Gehman via Mabejo LLC).

**Pine Hollow Hunting Club members (PHHC):** Rostered members of the PHHC that are in good-standing (active roster to be provided to the Board upon request or change)

**Guests:** Any person, or group of people, which will be accompanied by, or be the responsibility of, a Principal or Secondary member during a scheduled reservation. PHHC members are permitted guests only when accompanied by the responsible PHHC member.

## Agreements

**Release & Waiver of Liability:** A document to be signed by the Principal or Secondary member releasing Warren's Spring from any liability during the course of their stay. This document will state that it is the responsibility of the Principal or Secondary member, the PHHC member, or their guests, to use the property at their own risk and to pay for any damages incurred by themselves or their guests. A new Release & Waiver of Liability must be signed each calendar year, this document is posted on the website for your reference and use.

**Use Policy:** A document to be signed by the Principal or Secondary member agreeing to the Usage charges as outlined on the document posted on the website.

**Checkout List:** A document to be signed by the Principal or Secondary member agreeing to complete the Checklist prior to their departure and as outlined on the document posted on the website.

## Process

1) Reservation requests are to be directed to the sitting Board Secretary for consideration, approval and recording. Requests must be made via email to [gehmancabin@gmail.com](mailto:gehmancabin@gmail.com). Upon receipt of your signed Agreements or confirmation of file, your reservation will be added to the shared calendar which is on the website at [www.warrenspringllc.com](http://www.warrenspringllc.com).

2) Original Warren Springs members get first priority for continuing historical reservations (examples: Henry has Memorial Day weekend, Grant has July 4th, PHHC has the 2nd weekend in April and the 1st weekend in August for work-days). The Board will confirm historical reservations prior to November 30th of each preceding year.

3) The Board will schedule and reserve any capital projects at their earliest convenience. In the event of emergency repairs, access to the cabin may be limited and/or approved reservations revoked.

4) Each current Warren's Spring Principal member gets the option, starting December 1st, to secure (3) dates (single day or consecutive group of days) for the upcoming calendar year. The request(s) must be submitted by December 30th. Reservations by Warren's Spring Secondary members are to be submitted via their Principal (Spokesman) and this reservation counts against the Principal's allotment.

A) If multiple requests are submitted for the same date, the longest tenured member has priority (tenure follows):

- i) Ernie Gehman
- ii) Ada Gehman
- iii) Kim Booz
- iv) Denise Saltsman
- v) Mabejo LLC (Josh Gehman – Spokesman, Matt Gehman, Benn Gehman)

5) Any changes to the Principal member, via gifting or other, will result in an adjustment of the tenure.

6) Each Warren's Spring member gets the option to sign up for any unused allocation or for a single additional date after January 1st on a first-come first-served basis, sign-up ends on February 28th.

7) Pine Hollow Hunting Club members may secure a maximum of (2) dates per year starting on March 1st on a first-come first-served basis, sign-up ends on May 31. PHHC members are only eligible to stay at the cabin between January 1st and April 1st during reserved hunting weeks.

8) Starting on June 1st, any remaining dates can be utilized by any Warren's Spring (Principal or Secondary) or PHHC member on a first-come first-served basis using the same request process. Reservations can be requested until all remaining dates are accounted for.

9) Any Principal, Secondary or PHHC member may request a 'last-minute' reservation at any time for any open date on the calendar as long as the request is made a maximum of 3 days prior to the open date. Non-PHHC members are not eligible to request a 'last-minute' reservation for open dates during any of the hunting seasons.

10) Reservation requests will be made to the current Board Secretary via email to [gehmancabin@gmail.com](mailto:gehmancabin@gmail.com). The Secretary will review, with the seated Board members, and a 2/3rds majority will either confirm or deny the request. A determination will be made within 2 weeks of the date of request. The sitting Board Secretary will notify the applicant of the Board's decision.

11) The sitting Board Secretary is solely responsible for controlling/updating the calendar which can be viewed at [www.warrenspringllc.com](http://www.warrenspringllc.com). Upon determination of an approved reservation, the sitting Board Secretary will publish the reservation on the website's shared calendar.

12) Upon completion of stay, the Principal, Secondary or PHHC member will be issued an Invoice, via email, for the payment of the actual Usage charges via Venmo or similar. This payment will be made to the Treasurer within (10) days of the stay. Any additional charges above the initial reservation request, due to added guests/days/etc., will be per the honor system. Failure to pay within (10) days of completion of stay may result in a suspension of privilege until paid in-full.