



GUEST SUITE POLICY

Reservation request will be accepted for qualified owners or tenants up to 365 days in advance for a maximum of 7 consecutive nights (8 days) based on availability. All reservation fees must be paid in full at the time of reservation through the Property Management Group Administrator (PMGA).

In order to be qualified, owners must be free of any monetary obligations due the Association per Florida Statute 718.

Tenants of owners who are not qualified cannot reserve suites.

At least one guest must be 21 years old and the owner / tenant must be in residence during the entire guest (s) stay.

No more than two suites may be reserved by any qualified owner / tenant in any calendar year. (The combined suites count as two). However, owners that have already reserved their 2 allowed suites may reserve additional suites, if available, within 60 days of the requested dates.

NOTE: If an owner owns more than 1 unit, they may rent 2 suites per each owner-occupied unit per calendar year.

NOTE: Reservations for the Thanksgiving and Christmas holidays have exceptions to the above guideline (see Thanksgiving and Christmas Reservations below).

Suite Fee and Payment Schedule

Please be considerate and only reserve the size suite necessary for your guests stay so others can enjoy this amenity

- Small suite, 1 BR, 1 bath is \$75 with a maximum occupancy of 2 people for the minimum rental of 3 nights (4 days). Additional nights up to a maximum of 7 nights (8 days) total per stay may be included in the rental for an additional charge of \$6 per night.
- Large suite, 1 BR, 1 bath with kitchen and living area is \$100 for the minimum rental of 3 nights (4 days) and a maximum occupancy of 3 people. Additional nights up to a maximum of 7 nights (8 days) total per stay may be included in the rental for an additional charge of \$8 per night.
- Combined suite, 2 BR, 2 baths with kitchen and living area is \$175 for the minimum rental of 3 nights (4 days) and a maximum occupancy of 5 people. Additional nights up to a maximum of 7 nights (8 days) total per stay may be included in the rental for an additional charge of \$14 per night.
- **Saturday and Sunday check-in are only available if the suite is vacated and able to be cleaned and ready by 3pm on Friday.**
- Reservations ending on Saturday or Sunday will require an added cleaning fee to be approved by the Board of Directors (**\$ amount to be determined by Property Mgmt. / BOD**)
- Manatee County Tourist & Sales Taxes will be added on all rentals.

Availability of your requested dates should be confirmed with Management Office before your guests make travel arrangements.

Suite fees will be reviewed and possibly adjusted annually by the Board of Directors based on annual pro forma income vs. expenses for the Suites.

NOTE: Infants where cribs or other sleeping equipment is supplied by the guest or owner is not included in maximum occupancy limits.

FEES – All reservation fees must be paid in full at time of reservation. In the event of cancellation, fees are not refundable within 30 days of the first day of reservation.

DEPOSIT – A refundable deposit of \$250 (in addition to reservation fees) are required for each reservation and must be received by the PMGA at least 30 days prior to the start of the reservation date or the reservation will be cancelled. This fee will be deposited, so funds must be available.

Deposits will be refunded within 7 business days after the suite reservation dates have expired if all keys are returned and a satisfactory inspection of the suite(s) is completed and found to be damage free with no missing inventory.

In the event of a Hurricane Watch or Warning for Manatee County administered by NOAA Weather Service or reputable County or State Safety Agency within 7 days of a reservation, fees and deposit will be returned within 14 days of any suite cancellation received by the PMGA.

Thanksgiving, Christmas and New Year's Reservations

(Recommended by the Rules and Security Committee and adopted by the Board on May 17th, 2012)

The Condominium Association Board has established a lottery system for these three holiday periods, Christmas and New Year's lotteries will be drawn at the same time, 7 nights (8 days) maximum reservations for each holiday, as defined:

- Thanksgiving holiday period is defined as the Friday proceeding Thanksgiving through the post-holiday Sunday.
- Christmas and New Year's holiday period is defined as December 18th through of January 5th and will have 2 separate lotteries – 1 for each holiday week.
- Lottery entries must specify the desired holiday period and type of suites (small, large, combined).
- Unit Owners/Tenants can only win one holiday lottery per year.
- Lottery entrants will be selected and assigned a lottery number in the order chosen. In the event of cancellations or withdrawals, the next lottery number selected will be notified and offered available dates until all of the holiday lottery periods are filled. Any days during the holiday period not claimed from the lottery will be put back on the non-holiday calendar and available to all qualified owner or tenants.

The lottery, if necessary, will be held no less than 60 days prior to the beginning of each holiday period starting date. The lottery drawing dates will be posted at least 14 days prior to the lottery drawing. Owners may attend. **Lottery winners must pay all fees in full within 7 days of the lottery drawing.** Deposits must be paid as described above.

CHECK IN / OUT PROCEDURES

Check in time – 4:00 pm

Check Out time – 11:00 am

All suites are Non-Smoking, and No Pets are allowed in the suites. If either is found to have occurred, the owner forfeits his / her deposit for damages, and possible fines and suspension of usage rights, No Exceptions.

The owner or tenant that reserved the suite is responsible for all check in procedures to include:

1. Securing keys and parking passes from the PGMA prior to guest arrival and during normal business operating hours.
2. Review all Association Declaration, Articles of incorporation and Bylaws as needed with guest(s) on arrival.
3. Give guest(s) a copy of the Association Rules and Regulations.

The owner / tenant and guest agree that he / she / they:

- Have received and read the summary rules and regulations and will abide by the same.
- Agree to abide by the Association Declaration, Articles of Incorporation and Bylaws.
- Pay any sums due the Association for any lost keys, lost or damaged inventory of the suite(s), or damage to the suite(s), common elements or Association property, and any fines levied pursuant to Florida Statutes 718 and / or the Association Documents.

Owner or tenant assumes all risk of injury for self and guest(s). Owner or tenant also expressly indemnifies the Association from any and all legal action which may be brought against the Association relative to such injury except in the event of gross negligence by the Association.