

PROPOSED
GUEST SUITE POLICY CHANGES, PRICING CHANGES and UPGRADES
February 2024

GUEST SUITE FEES:

Current Fee Structure:

Small: \$75/3 day minimum charge, plus \$6/night up to 7 nights total
Large: \$100/3 day minimum charge, plus \$8/night up to 7 nights total
Combo: \$175/3 day minimum charge, plus \$14/night up to 7 nights total

Proposed Changes:

Small: \$20/night - plus cleaning fee (\$22) and laundry fee (\$30) 3 night minimum stay required
Large: \$30/night - plus cleaning fee (\$38) and laundry fee (\$30) 3 night minimum stay required
Combo: \$50/night - plus cleaning fee (\$60) and laundry fee (\$45) 3 night minimum stay required

For a detailed comparison of pricing, see Spreadsheet ONE, PRICE COMPARISON

Please see Spreadsheet TWO, PROFIT/LOSS for detailed information regarding the income and expenses associated with the guest suites and how the committee has assessed them.

GUEST SUITE MAJOR IMPROVEMENTS:

For a detailed list of major improvements and anticipated costs, see Spreadsheet THREE, MAJOR IMPROVEMENTS.

Additional changes are addressed in the Guest Suites Policy revisions, however changes of note include:

- Change reservation lead time from 365 days to 6 months
- Implement a Wait List for residents who would like a particular suite that is already booked.
- A fresh coat of paint on all walls of the suites.

GUEST SUITE POLICY

Revised February 2024

Reservation requests will be accepted for qualified owners or tenants up to 6 months 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 Management Office.

A qualified owner is one who is 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 at least 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 30 days of the requested dates. If an owner owns more than one unit, they may rent 2 suites per each unit per calendar year, provided the other unit is not occupied by a tenant.

Saturday and Sunday check-ins are only available if the suite is vacated and able to be cleaned and ready by 4PM on Friday.

The above guidelines do not apply to the Holiday Lottery Reservation System. See Holiday Lottery Reservation System below.

Infants requiring cribs or other sleeping equipment is supplied by the guest or owner are not considered as part of the maximum occupancy limits.

There is no maid service provided during guest stay.

All suites are non-smoking and no pets are allowed in the suites. If either is found to have occurred, the owner/tenant forfeits his/her deposit for damages and possible fines and suspension of usage rights. No exceptions.

The owner/tenant who reserved the suite is responsible for all check-in procedures to include:

Securing keys and parking passes from Management during normal business hours, or from the security guard if after business hours.

Educating their guests of all rules and policies that pertain to them during their stay. The owner/tenant is responsible for the activities, behavior, etc. of their guests while on Bel Mare property.

The owner/tenant and their guest(s) must agree to abide by all rules and policies of Bel Mare.

The owner/tenant must 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/tenant assumes all risk of injury for self and guest(s). Owner/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.

If a particular suite is desired by a resident and it is found to not be available, a Wait List of one name per unit will be maintained and that resident will be notified if the unit becomes available.

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

SUITE FEE AND PAYMENT SCHEDULE:

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

- Small Suite: 1 BR, 1 Bath
Maximum occupancy 2 people
\$20 per night, plus \$22 cleaning and \$30 laundry fee
3 night minimum reservation required
- Large Suite: 1BR, 1 Bath with efficiency kitchen and living area
Maximum occupancy 4 people (*provided we upgrade sofa to queen size sleeper sofa*)
\$30 per night, plus \$38 cleaning and \$30 laundry fee
3 night minimum reservation required
- Combined Suite: 2 BR, 2 Baths with efficiency kitchen and living area
Maximum occupancy 6 people (*provided we upgrade sofa to queen size sleeper sofa*)
\$50 per night, plus \$60 cleaning and \$45 laundry fee
3 night minimum reservation required

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

All reservation fees must be paid in full at time of reservation confirmation by Management. In addition, by reserving the room you are authorizing the payment for any missing items or damages for the actual amount needed for replacement or repair. Management will contact owner/tenant and charges will be made upon repair/replacement notification. To pay by check: make payable to: *Bel Mare Condominiums* and turn in to the Management Office.

DEPOSIT:

In addition to the reservation fee, a refundable deposit of \$250 is required for each reservation and must be made by separate check, payable to: *Bel Mare Condominium*. This deposit must be turned in to the Management Office on or before receipt of the suite keys. This check will be returned within 7 days after it has been determined by Management that there is no damage to the unit other than normal wear and tear. Any missing items or damages will be charged to the owner. A new check can be issued to pay for damages or missing items, or the deposit check can be deposited, and any balance will be returned to the owner or resident. If there is loss or damage to the unit exceeding \$250, the owner/tenant is responsible to pay any additional funds.

RESERVATIONS

The calendar of available dates and reservation requests can be found on the Bel Mare website. Please note that reservations are not final until confirmed by the Management Office. All requests for initial reservations must be made on the website (or BuildingLink App) and change requests must be made in writing by emailing the Management Office. Verbal requests for either reservations or changes cannot be accepted and must be done in writing. In the future, the committee would like to see all payments automated. We hope that this can be done through the BuildingLink App.

CANCELLATION:

Owners/tenants can cancel up to 30 days before the start of the reservation and receive a full refund. If the reservation is cancelled less than 30 days before the start of the reservation, only the deposit will be refunded. However, if the suite becomes booked by another resident for that time, the entire reservation will be refunded, less any time the suite is not rented, as compared to the entire time of the original reservation. For example, if the original reservation is for 7 nights, but is cancelled and booked by another resident for 3 nights, the original resident will owe the cost of a 4 night stay.

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, the reservation will be cancelled and fees and deposits will be returned. Guest Suites cannot be occupied during a mandatory evacuation.

HOLIDAY LOTTERY RESERVATION SYSTEM:

There is a lottery system for three holidays; Thanksgiving, Christmas and New Year's.

The maximum reservation allowed for these holiday periods is 7 nights (8 days). A drawing will be held to fill all suites for those holidays.

Lottery entries must specify the desired holiday and type of suite (small, large or 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 the holiday lottery periods are filled. Any days during the holiday period not claimed from the lottery will be made available to all qualified owners/tenants at least 30 days prior to the holiday.

The lottery 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 the drawing.

Lottery winners must pay all fees in full within 7 days of the lottery drawing. Deposits must be paid as per outlined above.

Reservations won in the lottery may not be transferred to any other resident.

The annual rental limits of 2 units per year do not apply to the Holiday Lottery Reservation System.

CHECK IN/OUT PROCEDURES:

Check-in time is 4:00 pm

Check-out time is 11:00 am

In the event a reservation has to be extended past 7 days due to cancelled flights, illness, etc., an exception will ONLY be allowed if ample time is available for the room to be cleaned and ready for the next reservation.

An inventory check list is posted in each Guest Suite. At check-in inventory should be taken by the resident and the Management Office should be immediately notified of any discrepancies

There will be a charge for any items removed or missing from the suite (i.e. towels, glasses, dishware). If anything is broken or damaged during your stay, please let the Management Office know as soon as possible.

Keys should be returned to the Management Office or placed in the drop box on the Management door if no one is present.

Bedding can be left intact, towels can be placed in the tub, dishes should be washed and left to dry.

Children under 12 must be supervised by an adult at all times while on the property.

Recreational facilities and amenities shall not be utilized after 11:00PM, except for pools and spas where the hours are dawn to dusk.

Pool furniture should not be moved from the pool area.

Guest suite bath towels should not be used at the pool or spa.

Trash should be bagged and placed in the trash chute.

Use of recreational facilities will be in such a manner as to respect the rights of all other unit owners.

No owner may make or permit any disturbing noises or improper use of the premises whether made by himself, his family, friends, tenants, or lessees, nor do or permit anything to be done by such persons which will interfere with the rights, comfort and convenience of other owners or occupants. No owner may play or allow to be played in a loud manner any musical instrument, radio, cellphone use or television set in his unit between the hours of 9:00PM and 8:00AM the following day, if the same shall disturb or annoy other occupants of the condominium. Please observe quiet hours of 9:00PM to 8:00AM by being respectful of noise levels by all residents and their guests.

The Association prohibits substance abuse and underage drinking.

Guests are bound by the same Bylaws, Rules and Regulations that pertain to owners and tenants. Rule infractions are subject to a fine and possible loss of use of the amenity.

GUEST SUITE

THIS SHOULD BE
LAMINATED AND
POSTED IN ALL GUEST
SUITES

CHECK – IN 4:00 PM
CHECK – OUT 11:00 AM

Keys should be returned to the Management Office at check-out.

1. No maid service is provided.
2. All suites are non-smoking and pets are not permitted in the suites. If either is found to have occurred, the owner/tenant forfeits his/her deposit for damages, additional cleaning, possible fines and suspensions of usage rights – No Exceptions.
3. An Inventory Check List is posted in each Guest Suite. At check-in, inventory should be taken by the resident and any discrepancies should be immediately reported to the Management Office.
4. There will be a charge for any items removed/missing from the suite (i.e. towels, glasses, dishware). If anything is broken or damaged during your stay, please let the Management Office know as soon as possible.
5. Children under 12 must be supervised by an adult at all times while staying at the property.
6. Recreational facilities & amenities shall not be utilized after 11:00PM, except for pools and spas, where the hours are dawn to dusk.
7. Pool furniture should not be moved away from the pool area.
8. Guest suite towels should not be used at the pool or spa.
9. Use of the recreational facilities will be in such a manner as to respect the rights of all other residents.
10. No owner may make or permit any disturbing noises or improper use of the premises whether made by himself, his family, friends, tenants or lessees, nor do or permit anything done by such persons which will interfere with the rights, comfort and convenience of other owners or occupants. No owner/tenant may play or allow to be played in a loud manner any musical instrument, radio, cell phone use or television set in his unit between the hours of 9:00PM and 8:00AM the following day, if same shall disturb or annoy other occupants of the condominium.
11. The Association prohibits substance abuse and underage drinking.
12. Guests are bound by the same Bylaws, Rules & Regulations that pertain to owners/tenants.

CHECK-OUT

Check-out is by 11:00AM. Bedding can be left intact, towels can be placed in the tub, dishes should be washed and left to dry, keys should be returned to the Management Office or left in the drop box on the Management Door if no one is present.

MANAGEMENT OFFICE
941-729-5891

EMERGENCY
800-337-5850