

COVE TOWERS PRESERVE CONDOMINIUM ASSOCIATION INC.

POLICY & PROCEDURE

PROCEDURE AND RULES FOR USE OF GUEST SUITES

1. Guest Suites are Association Property and are for the use and the convenience of Cove Towers Preserve owners and their guest(s) while the host owner is in residence. The guest suites are not for extended use or for public use.
2. Owners who have rented their unit may not reserve a suite. Renters leasing units for less than 1 year (short term) cannot reserve a Guest Suite. Renters leasing units for 1 year or more (long- term) can make Guest Suite reservations. The unit owner or long-term lessee must be present at Cove Towers Preserve during the entire occupancy period.
3. Reservations should be made through the office of the Property Manager, who will also assist in authorizing access for your guest(s) into Cove Towers Preserve. Inventory of the room will be taken at check_out, any damaged or missing items will be charged to the owner's Association account.
4. Request for reservation will be handled on a first come, first serve basis; however, both suites may not be reserved by one owner, unless no other requests are received for the same dates. To assure that all owners have fair and equitable access to the suites for their guests, any one owner is limited to two consecutive uses, and to a maximum of three uses per calendar year, unless the Property Manger determines that demand for the guest suites allow otherwise. The Property Manager will determine what is best to accommodate the needs of all owners. The guest suites may not be booked more than six months in advance. EXCEPTIONS: An owner may make more than three reservations per year, may reserve more than one unit, and may make a back-to-back reservation, with the clear understanding that the exception will not become a confirmed reservation until 21 days before the start of the exception period. If any other unit owner requests a suite prior to this time frame, the owner with the exception will be required to relinquish his unconfirmed reservation.
5. The maximum stay for guests is seven days, unless an extension has been specifically authorized by the Property Manager for not more than seven additional days.
6. The guest suite use fee as of November 1, 2019 will be \$130.00 per day "in season" (October 1 through April 30) and otherwise \$85.00 per day. (amended ~~9/13/2019~~)
7. Unit owner must register their guests with the Property Manager. The guest suite fee will be paid during registration. Unit owner is required to sign a form stating that they are responsible for their guests, certifies at least one guest staying in the guest suite is a minimum of 18 years of age, and will receive a copy of the rules to give to their guest(s). Checkout time is 12:00 noon.
8. Long distance telephone calls may only be made by credit card or reverse charges on the telephone in the guest suite.

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9. The host owner will be responsible for any damage to the guest suite or to other Association Property caused by the guest(s), as well as for the guest's compliance with all applicable Rules and Regulations, which will be available in the guest suites.

10. Reservations may be cancelled with no penalty up to 21 days prior to the reservation date. 20 days or less, there will be the lesser of a 2-night stay or the full amount. (All penalties will be waived if the suite is re-rented for the entire reservation period).

11. Maid service is not provided, but as of November 1, 2019 a \$50 check- out cleaning fee will be added to the reservation cost. Additional cleanings and towel changes for more than three days occupancy will be available at no additional cost. Any occupancy of less than three days will incur an additional cost. **(Amended 9-13-2019)**

12. A waiting list will be maintained by the Property Manager if both rooms have already been reserved. If a room becomes available, the first person on the list will be contacted.

13. It is the responsibility of the owner with the exception to call within, the 21-day period, and confirmed the reservation with the Property Manager.

14. No smoking is allowed within the Calypso Club buildings, including the guest suites. This includes entire pool area.

15. No pets are permitted in the entire Calypso Club area including the guest suites.

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