

LIONS GATE OF NAPLES, INC.
RULES AND REGULATIONS GOVERNING USE OF THE GUEST SUITE

The following rules and regulations have been adopted to set forth the procedures for reserving the Lions Gate guest suite and to insure that the guest suite is made available to all Owners on a fair and equitable basis:

- The Lions Gate guest suite is for the exclusive use of Lions Gate owners and their guests.
- An owner may not use the guest suite while renting their unit.
- Renters of units may not use the guest suite.
- An owner must be in occupancy of the Owner's unit when the Owner's guests are using the guest suite.
- An Owner using the guest suite is responsible for the actions of the Owner's guest staying in the guest suite and assumes liability of any damage..
- Owners are responsible for the Owner's guests compliance with the Rules and Regulations.

Fees

- The guest suite fee is set at \$100.00 per day, plus 7% sales tax, for a total of \$107.00 per day.
- A security deposit of \$200.00 is required for any potential damage to the guest suite.
- A cleaning fee of \$60.00. This will be charged against the security deposit and the remainder of the deposit returned to the owner after a departing inspection of the guest suite and the return of keys.
- With the exception of Holiday rentals, these deposits will be refunded if the reservation is cancelled at least thirty (30) days prior to the date that the reservation is to begin. If a reservation is cancelled in less than thirty (30) days, but is later reserved by some other unit owner, the deposit shall be refunded.

Sign-Up Procedure and Payment

- Reservations will be taken 180 days in advance by the Lions Gate manager either by email or letter, no phone call reservations. The request must contain the name(s) of the guest(s), the relationship to the Owner, and the length of their intended stay.
- The request for a reservation is to be accompanied by a down payment:
One day rental: \$100.00. Two days or more rental: \$200.00
- Payment of the security fee of \$200.00, plus the remaining payment (if there is any) is due at least thirty (30) days in advance of the first day of occupancy.

Lottery

- A lottery system will be used if there is more than one request for the usage of the guest suite on a particular date(s).
- Ninety (90) days before the reservation is to commence a lottery will be held by the manager in the presence of another Owner, when there is more than one Owner requesting the same dates for usage of the guest suite. The requesting Owners may be present if they choose.
- After ninety (90) days, the use of the guest suite will be determined on a first come first serve basis.

Holidays

- Holiday reservations will be taken 180 days before the date requested.
 - Thanksgiving, considered beginning the Wednesday before Thanksgiving, and ending on the Monday after Thanksgiving
 - Christmas, beginning December 22nd and ending on December 29th
 - New Year's, considered December 29th through January 3rd
 - Easter, considered the Thursday prior to Easter until the Tuesday after Easter.
- The same lottery will be performed 90 days before the use of the guest suite is to start if there is more than one Owner requesting the same Holiday.
- Any Owner who has used the guest suite for any of the Holidays in the preceding year may not participate in the lottery.
- In the event no reservations are received 90 days in advance of a particular Holiday, no Owner is requesting the guest suite for a particular Holiday, any Owner may reserve the guest suite on a first come first serve basis regardless if they used the guest suite for any of the Holidays in the preceding year.
- During the holiday periods there are no refunds for cancellation.

Rules

- Check in time will be between 3:00 and 4:00 PM.
- Check out time will be 11:00 AM.
- Keys will be obtained from and returned to the manager.
- No smoking is allowed in the guest suite.
- No pets are allowed in the guest suite.
- An adult 21 years of age or older must be staying in the guest suite.
- As it is in the Owner's own unit, there is no daily maid service. Please clean the linens provided. Extra linens will be available through the manager if needed while used linens are being cleaned.
- There will be a maximum of two adults and two children permitted overnight in the guest suite.