



## Lodging Privileges

Lodging Privileges and the Rotating Priority System for Members of Long Bay Beach Club have been designed to ensure that all Members have access to the Club in a fair and equitable manner. During the Club Year each Membership can reserve 21 “Planned Vacation” days and an additional 7 days on a “Space Available” days. Additional days can be reserved on a “Short Notice” basis. There is no limit to the number of days a Member can stay at Long Bay Beach Club. If some Members use the Club less, other Members can use it more at no additional cost except for housekeeping/transportation fees. The Rotating Priority System ensures that over the years all Members have access to The Villa during peak demand periods.

The Board of Directors of Long Bay Beach Club reserve the right to alter the Lodging reservations policies and procedures from time to time as conditions warrant.

## Definitions

**“Accompanied Guest”** – Any guest who lodges with a Member in the Member’s reserved Villa. The total number of persons lodged in a Villa cannot exceed the Sleeping Capacity of that Villa. No lodging fees are charged for Accompanied Guests.

**“Club”** – Long Bay Beach Club, an equity residence club real estate development on Long Bay Beach - Turks & Caicos.

**“Club Year”** – The Club Year runs from October 1<sup>st</sup> through September 30<sup>th</sup> each year.

**“Member”** – The owner of a Membership or the person (including their spouse and children over the age of 23) designated in writing by the Membership (“the Designated Member”) to have Membership privileges.

**“Membership”** – A Membership provides Membership privileges. Each Membership must identify one Member whose responsibility it is to submit one Planned Vacation reservation form that represents the Planned Vacation reservation request for that Membership.

**“Planned Vacation”** – Those pre-reserved days when a Member can use the Villa or can send Unaccompanied Guests to use the Club at no charge, except for the published housekeeping fees, transportation fees and incidental charges. Memberships are given the opportunity to reserve up to 21 days of Planned Vacations each Club Year. Each Planned Vacation can be a maximum of seven (7) days with arrivals and departures occurring on or between Saturdays, i.e., each seven-day period begins and ends on a Saturday. Planned Vacations can be less than seven (7) days if desired with arrivals and departures on or between Saturdays. Exceptions to the arrival and departure times will be at the sole discretion of Club Management.

**“Planned Vacation Reservation Periods”** – The Planned Vacation Reservation Period is the 30-day period from May 1<sup>st</sup> to June 1<sup>st</sup> of each year during which Members can reserve their Planned Vacation days for the next season.

**“Reservation Priority Number”** – The Reservation Priority Number is assigned to each Membership prior to the beginning of each Club Year. This number is used by Club management to allocate Planned Vacation periods when demand exceeds lodging supply. This Reservation Priority Number changes each year, based on the original Membership number (assigned at closing) to equitably allocate Planned Vacation periods during peak periods over the years.

**“Villa”** – A residential unit that is part of Long Bay Beach Club and is owned by the Members.



**“Rotating Priority System”** – A Rotating Priority System has been established to ensure that use of Long Bay Beach Club by Members is equitable. The Rotating Priority System is used to determine reservation confirmations when the number of reservation requests exceeds the number of Residences available during the time period.

**“Sleeping Capacity”** – The maximum number of persons permitted to lodge in a Villa. The maximum Sleeping Capacity is 12 persons per Villa.

**“Premium Club Members”** – Club Membership that offers Premium Planned Weeks.

**“Premium Planned Weeks”** – Represents the two week period between Christmas and New Year. Only Premium Club Members are entitled to select Premium Planned Weeks. President’s week is excluded from Planned Weeks of Premium Club Membership.

**“Club Rental Discount”** – Club Membership offers 20% rental discounts off the average daily rates of Club owned villas.

**“Short Notice Vacation”** – In addition to Planned Vacation and Space Available Vacations, each Membership can reserve Short Notice Vacations anytime within 10 days of the scheduled arrival date for that reservation. Members can occupy the Club during confirmed Short Notice Vacations for periods up to seven days per reservation. Short Notice Vacation periods can also be utilized at the beginning or end of Planned Vacations. In addition to confirmed Planned Vacations and a Space Available Vacation, each Membership may have one Short Notice Vacation reservation at a time. If a Member fails to check-in at the Club on the reserved date without notice to Club management at least 24 hours prior to scheduled check-in (“Failed Reservation”), the Membership will be prohibited from making another Short Notice or Space Available reservation for a period of 30 days from the scheduled check-out date of the Failed Reservation. A Member must be “in house” to utilize Short Notice Vacations.

**“Space Available Vacations”** – Each Membership has unlimited access to and usage of on a Space Available basis. Members can occupy the Club during Space Available Vacations for maximum of seven days with arrivals and departures planned between or on Saturdays, i.e., each seven-day period begins and ends on Saturday. Exceptions to the arrival and departure times may be made, at times, by Club management. In addition to confirmed Planned Vacations and a Short Notice Vacation, each Membership may have one Space Available Vacation reservation on the books at a time. Space Available reservations may be requested on or after July 15<sup>th</sup>. Space Available Vacation requests will be processed during the week following July 15<sup>th</sup>. If Space Available Vacation requests for available dates exceed supply, Memberships with the lowest Reservation Priority Numbers will be confirmed. If a Member fails to check-in at the Club on the reserved date without notice to Club management at least 10 days prior to scheduled check-in (“Failed Reservation”), the Membership will be prohibited from making another Space Available reservation (except Short Notice reservations) for a period of 30 days from the scheduled check-out date of the Failed Reservation. A Member must be “in house” to utilize Space Available Vacations.

**“Rental Privileges”** – Members may request the Club to rent their Planned Vacations (“Member Rentals”). All rentals will be managed by the Club who will use commercially reasonable efforts to rent a Member’s contributed Planned Vacations. Member’s are prohibited from renting Planned Vacations on their own. Violation of this policy will result in a penalty of 60% of the rental rate. Rental rates will be determined by the Board of the Club in their sole discretion. A Member’s rental income will be net of third party and property management commissions. Club Management will have the right to rent unoccupied periods (“Club Rentals”). Club Rental income will be used to reduce Member dues.



**Affiliate Exchange Privileges** – Members can contribute their Planned Vacation weeks into the Elite Alliance.

**“Maintenance Periods”** - The Board of Directors will determine and publish annually the Club’s expected closing dates for each Season. The Maintenance Periods will allow for performance of maintenance projects that may otherwise be disruptive to Member vacations. The Board of Directors will have the right to utilize Space Available Vacations during the Club Year as a substitute for published Maintenance Periods.

**“Unaccompanied Guest”** – Any guest who lodges at the Club without a Member during a Member’s Planned Vacation. A Member requesting lodging for an Unaccompanied Guest must specify the Unaccompanied Guest’s name, address and telephone number in writing at least 14 days’ prior to arrival so that the Club management can send a confirmation notice to that Unaccompanied Guest. Unaccompanied Guests are required to pay all housekeeping/transportation fees and incidental charges upon departure unless payment has been arranged in advance by the sponsoring Member. The sponsoring Member is responsible for any unpaid charges incurred by their Unaccompanied Guests and is responsible for any damages to the Club facilities cause by their Unaccompanied Guest. The number of persons lodged with an Unaccompanied Guest in a Villa cannot exceed the Sleeping Capacity of that Villa.

## Reservation Procedures

### Planned Vacations

By May 1<sup>st</sup> of each year, Members are provided a Planned Vacation reservation form which requests Members to select their Planned Vacation dates for the following season. Forms for the following season are sent out 5 months in advance of the upcoming next season to provide adequate time for Members to book airline reservations or for the Club to secure rental bookings. The Reservation Priority Number for each Membership will be noted on the Planned Vacation Reservation form by the Club management.

Each Membership is allowed three Planned Vacations per season. Each Planned Vacation can be a maximum of seven days with arrivals and departures planned between or on Saturdays, i.e., each seven-day period begins and ends on Saturday. Members are permitted to arrive and depart for shorter stays for each of their Planned Vacations. Exceptions to the arrival and departure times may be made, at times, by Club management.

By June 1<sup>st</sup> of each year, the completed Planned Vacation reservation forms are returned by Members to Club management. It is the Member’s responsibility to complete and return the Planned Vacation reservation form by June 1<sup>st</sup> to preserve priority rights for the upcoming Club Year. Planned Vacation reservation forms received after June 1<sup>st</sup> will be considered on a first-come, first-serve basis after the Planned Vacation reservation forms which were received in a timely manner have been processed.

Club management allocates the Planned Vacations in the following manner:

**First Planned Vacation** – Memberships are confirmed for a maximum of seven days based on their requests and their Reservation Priority Numbers. When demand for certain dates exceed lodging supply, the Memberships with the lowest Reservation Priority Number will be confirmed.

**Second Planned Vacation** – After the First Planned Vacation are confirmed Memberships are confirmed for up to seven additional days. When demand for certain dates exceeds lodging supply, the Memberships with the highest Reservation Priority Number will be confirmed.



**Third Planned Vacation** – After the Second Planned Vacation are confirmed Memberships are confirmed for up to seven additional days. When demand for certain dates exceeds lodging supply, the Memberships with the lowest Reservation Priority Number will be confirmed.

By June 30<sup>th</sup> written confirmation of the Planned Vacations will be sent to each Membership. Additionally, a reservations calendar will be sent indicating which dates have been reserved by Members. Memberships which reserved fewer than three Planned Vacations will then have the opportunity to make additional Planned Vacation reservation requests after June 30<sup>th</sup> on a first-come, first-served basis. These reservations will be made for weeks shown to be available on the reservation calendar. After July 15<sup>th</sup> Members may make Space Available Reservations.

**Internal Exchanging Planned Vacations amongst Members** – Members may exchange their confirmed Planned Vacations with other Members. Club management will use its best efforts to facilitate exchanges and exchanges can also be made directly between Members. Written notice of an exchange must be provided to Residence Club Management at least fourteen (14) days prior to the arrival date of the owner using the earliest vacation involved in the exchange.

#### **KEY DATES**

##### ■ **May 1st**

Planned Vacation reservation request forms are sent to Members

##### ■ **June 1st**

Completed Planned Vacation reservation request forms are returned to Club Management

##### ■ **June 30th**

Written confirmation of Planned Vacations are sent including a reservations calendar indicating all Members reserved dates

##### ■ **July 15th**

Members can begin making Space Available reservations for the upcoming Club Year