

PROCEDURE AND RULES FOR USE OF GUEST SUITES

1. Guest Suites are part of the Common Elements, and are for the use and the convenience of Unit Owners and their guests while the host Owner is in residence. The guest suites are not for extended use or public use.
2. Reservations should be made through the Resident Manager, who will also assist in authorizing access for guest(s) into Pelican Landing.
3. Requests for reservations will be handled on a first-come, first served basis; however, both suites may not be reserved by one Unit Owner, unless no other requests are received for the same dates. Also, to assure that all Unit owners have fair and equitable access to the suites for their guests, any one Unit Owner is limited to two consecutive uses, and to a maximum of three uses per calendar year, unless the Resident Manager determines that the demand for the guest suite allows otherwise to best accommodate the needs of all Unit Owners. The guest may not be booked more than two months in advance.
4. The maximum stay for guests is seven days, unless an extension has been specifically authorized by the Resident Manager for not more than seven additional days.
5. The guest suite fee is currently \$75.00 per day "in season" (November 1 through April 30) and otherwise is \$50.00 per day.
6. If a cancellation notice is not given 24 hours in advance, there will be an appropriate charge billed to the Unit Owner's account, not to exceed the guest suite rental fee unless the Resident Manager is able to still rent the suite.
7. Please notify the Resident Manager as soon as possible, but at least 24 hours prior to the date for which the guest suite is reserved, of any need to cancel your reservation. Your fellow Unit Owners would appreciate this courtesy.

8. Guests may register and pick up keys at the Florencia security desk after 3:00 P.M. Check-out time is 12:00 noon. A registration form will be available at the security desk at the time of check-in. The guest's name, address, telephone number and vehicle registration information will be requested.
9. Maid service will be provided daily unless otherwise requested.
10. Long distance telephone calls may only be made by credit card or reverse charges on the telephone in the guest suite.
11. The host Unit Owner will be responsible for any damage to the guest suite, the Common Elements or to other Association property caused by the guest, as well as for the guest's compliance with all applicable Condominium Rules & Regulations, which will be available in the guest suite.
12. After the guest's departure, a billing statement will be forwarded to the host Unit Owner.
13. The guest suites are part of the Common Elements and therefore are subject to Florida law which prohibits smoking in the interiors of these areas. Your guest's compliance is appreciated.
14. These rules and procedures may be changed without notice.