

III. Guest Suites (Rules, Procedures and Reservations)

1. Guest Suites are part of the common areas and are for the use and convenience of Unit Owners/Tenants and their guests.
2. Requests for the Guest Suites must be submitted by the Owners/Tenants who must be in residence during the entire Guest Suite reservation. Reservation requests by Owners'/Tenants' guests will not be accepted.
3. Requests for reservations will be handled on a first come, first serve basis, however both suites may not be reserved by one Unit Owner/Tenant, unless no other requests are received for the same dates. To ensure that all Unit Owners/Tenants have fair and equitable access to the suites for their guests, any one Unit Owner/Tenant is limited to one reservation of a maximum of seven days and to a maximum of three uses per calendar year, unless the Association's Manager determines that the low demand for Guest Suites should allow for an extended period of time. Both guest suites are available on a first come first serve basis if available within 30 days of the requested reservation date.
4. The use of the Guest Suites must be scheduled in advance with the Front Desk. The Board of Directors will establish, from time to time, rules and regulations as to maximum length of stays, daily room rates, reservation deposits, cancellation fees, security/damage deposits and cleaning fees. The daily rental rate will be noted on the Guest Suite Reservation form available at the Front Desk or on the Florencia website. A reservation for a Guest Suite can be accepted in person, by email or fax; however, all reservations must be confirmed by the Florencia Office in writing or by email confirmation.
5. Reservations for Guest Suites during heavily requested weeks may be made up to 120 days in advance and a lottery will be used 110 days in advance to select the Owners/Tenants that may reserve a suite. Please confirm date availability by calling the front desk at 239-949-3114.
6. If Guest Suites are cancelled with less than (30) days' notice, a full charge for the reservation period will be assessed to the Owners/Tenants if the Association is not able to find a replacement reservation.
7. Unit Owners/Tenants must register their guest(s) with the Pelican Landing Community Association (PLCA) to authorize guest access at ~~the~~ gate entrances into Pelican Landing and/or The Colony. Unit Owners/Tenants shall use the gate access authorization system www.gateaccess.net or by telephone (239-495-3802) for such registration.