

Policy and Procedure for Multi-Unit, Consecutive Week Unit Assignments at Port Largo Club Condominium Association, Inc. June 4, 2020

POLICY

It is the policy of Port Largo Club Condominium Association, Inc (PLCCA hereafter) to operate consistent with the Condominium Documents established January 1981, as well as the laws and regulations of Monroe County, Florida and the Florida statutes that pertain to timeshare/interval ownership properties. Furthermore, it is the policy of PLCCA to establish rules and procedures for the assignment or re-assignment of units for Multi-Unit, Consecutive Week Owners of PLCCA to assist those owners of consecutive weeks who don't own the same unit during those consecutive week periods. This Policy is established by the PLCCA Board of Directors (BOD) as of June 4, 2020.

The occupancy of timeshare units at PLCCA is exclusively for the use of PLCCA owners, their guests, exchange guests, and/or renters that have legally rented a unit in accordance with the state and county laws and regulations. The PLCCA Board of Directors and/or management firm shall exercise their best efforts to move unit owners on a one-time basis to accommodate owners who own multiple weeks, to do repairs, or for any other lawful reason deemed necessary. This assistance in no way invalidates the owners title or ownership rights of the unit in question and such re-assignment will be limited to the same calendar year. Furthermore, it is the policy of PLCCA to use every effort to re-assign units such that consecutive multi-week owners may stay in the same unit throughout the duration of their stay. This policy is only to be implemented for the owner or their specifically designated guests and does not apply to renters or interval exchange users.

This Policy is established to provide guidance to the management agent for the proper method to effect unit assignments for multi-unit, consecutive week owners and is not intended to be all inclusive.

PROCEDURE

- The managing agent or managing organization shall develop all appropriate rules and regulations not directly covered in the Policy stated above.
- Proper records shall be maintained as to actual re-assignments, etc.
- The process of unit re-assignments for multi-unit, consecutive week owners shall be commenced a minimum of 6 weeks prior to the start of the periods involved.
- The managing agent should attempt to use the prior year unit assignment schedule as a starting point for re-assignments during the covered period.
- The managing agent shall verify that the Multi-Unit, Consecutive Week unit(s) owner has paid all fees and assessments prior to beginning the unit re-assignments. If these have not been paid, the managing agent shall attempt to notify the multi-unit, consecutive week owner that no assignments or unit re-assignments can be made until payment is verified and that without prompt payment no guarantees as to consecutive unit re-assignment can be made.
- If the owner has not paid all of the fees and assessments due for the duration of the re-assignment within four weeks of the start of the owner's stay, the managing agent shall notify the consecutive weeks owner that no additional effort will be made to re-assign the owner units.
- Any redress shall be directed to the Board of Directors for adjudication.
- If the multi-unit, consecutive week owner has paid all fees and assessments, the managing agent shall attempt to make re-assignments in the most logical fashion possible, drawing heavily on prior year unit assignments.
- The managing agent is authorized to re-assign units in such a fashion as to achieve consecutive unit assignment for all owners that may be impacted.
- Units that have been "banked" shall not have precedence over any multi-unit, consecutive week owner.
- Units that owners have not paid all fees and assessments by the required payment date prescribed by the condominium documents shall not have precedence over any multi-unit, consecutive week owner.
- Single week owners should be accommodated in a similar unit (level 1 or level 2) as much as possible.
- The managing agent should attempt to notify any impacted owner by email, phone, and / or any other practical means so that the impacted owner can be made aware of the move and retain records of those contact attempts.
- In the event that there is a dispute that cannot be resolved by the managing agent, the managing agent shall advise both owners (the multi-unit, consecutive week owner and the affected owner) of the agent's inability to resolve unit assignments. These owners should work together to resolve the dispute as best as possible. (Note, possible solutions can be deed swaps between the owners. These swaps shall be the sole responsibility of the affected owners and are not the responsibility of the managing agent.)
- In the eventuality that the dispute cannot be resolved between the two owners, the managing agent shall notify the Board of Directors for adjudication. The Board of Directors will take both sides into account and will make a decision by majority vote. If a member of the Board is involved in the dispute, that Board member must recuse himself or herself. The decision by the Board will be final.

Established by the PLCCA Board of Directors

Cecil Everett, President

Brad Gibbs, Treasurer

Marc Cowan, Secretary

Robert Riley, Vice President

Pete Lore, Asst Secretary/Treasurer