

## **Policy for Interval International Deposits (Rev 2/23/2024)**

### **EFFECTIVE 03/01/2024**

The Port Largo Club Condominium Association, Inc (PLCCA) board of directors has established policies and procedures related to the operation of their condominiums and the use of units deposited into the Interval International Timeshare Exchange program.

Whereas the PLCCA office staff performs duties for Interval International Owners and their guests solely and exclusively the following fees and rules will apply:

**Guest Registration Form:** Interval International guests are required to fill out a guest registration form prior to arrival and have a credit card on file.

**Resort Fee:** Interval International guests must pay a \$150 resort fee prior to arrival.

**Confirmation and Payment:** Owners must have paid all fees prior to attempting to deposit their unit. Fees are typically established in October at the annual budget meeting. Should an owner desire to deposit prior to the establishment of the annual maintenance fee, that owner must have a credit on their account equal to at least 125% of the prior year's maintenance fee (inclusive of any special assessments.) This is applicable to any owner attempting to pay more than one year in advance. Should an owner not have a suitable credit prior to the deposit attempt, that deposit will be denied. Once Interval International sends confirmation of week use, PLCCA will send an email requesting the guest to fill out and return a guest registration form. An invoice with an ACH link for payment of the resort fee will also be sent.

**Penalties:** In the event that an owner attempts to deposit a unit without having an adequate credit on their account, that owner will be assessed a \$75 fee per unit. Approval will be denied until such time as the owner has established an adequate credit.

Should an Interval International guest arrive without having paid the \$150 resort fee prior to arrival, access will be denied until such time as the owner and Interval International confirm with the office that the payment has been made.

**Responsible Party:** As per the Interval International agreement, Interval International Guests are responsible for any and all damages or losses to the assigned unit and the PLCCA property during their stay. In the event that the interval guest refuses to pay, the unit owner will be held responsible.

Please note that cash payments cannot be accepted by the office staff.