

TUDOR MANOR
GUEST SUITE RULES

I. GENERAL:

- i) The use of the suite shall be for the temporary accommodation of an owner or tenant's guests to a maximum of four persons, at least one of whom shall be an adult. The host must be in residence while guests are accommodated in the guest suite.
- ii) The suite must be left as found, in a clean and tidy condition.
- iii) While routine maintenance is covered by the guest fee, the host will be billed for additional cleaning and/or laundering that the Strata feels is required. Any damages shall be the obligation of the owner whose guest(s) used the suite.
- iv) Strata Corporation Rules together with the Bylaws must be observed by all guests of the owner. Failure in this regard may result in a fine being levied against the host. Repeated failure to observe the Rules and Bylaws may result in a withdrawal of access to the suite by that owner in accordance with the Bylaws.

II. RESERVATION:

- i) A reservation should be made at least two days in advance through the on-site Concierge.
- ii) Regarding reservations for any date within the "fireworks" period (July 27-Aug 5) and Christmas/New Year's (Dec 23-Jan 3), if, by July 1 (fireworks) or Dec 1 (Christmas/New Year's) there are competing requests for "RESERVE" days, there will be a lottery draw on July 1 or Dec 1, respectively, to determine the successful booking host.
- iii) Any single reservation in excess of fifteen (15) days requires the prior approval of the Strata Council.

III. RESERVATION BOOKING PROCEDURE:

- i) An owner shall be entitled to five "RESERVE" days per strata lot within each calendar year. A booking made with "RESERVE" days is firm and not subject to displacement.

- ii) Owners may also book a reservation through "FLEX" days on the basis of suite availability, day by day, with priority for such days given to reservations made by owners who book with "RESERVE" days.
- iii) Owners who have "RESERVE" entitlement, may exercise the right to bump a reservation held under a "FLEX" booking but no closer than seven (7) days in advance of the "FLEX" booking.
- iv) No reservation will be accepted for guests of a rental tenant without prior written permission from the unit's owner. Then owner thereby forfeits his/her entitled days of use to the tenant.

IV. FEE:

- i) There will be a fee of \$40.00 for the first night of occupancy and \$20.00 for each night of actual occupancy thereafter to cover the costs associated with cleaning, administration and upkeep, this sum being to the benefit of the Strata Corporation. All charges are payable on the date of occupancy and payable to the Strata Corporation VR2375.
- ii) A fee of \$40 will be charged the host for any reservation not cancelled by noon of the day preceding the reservation.

V: LAUNDRY

- i) Laundering of the Strata's bed linen and towels shall be taken care of by the host whose guests have been accommodated. Laundry will be due back within 24 hours of the end of the visit. It is the Strata Corporation's preference that the host supply the guests with bed linen and towels.

VI: KEYS:

- i) Guest-suite and building-entry keys are available from the Concierge. Arrangements for pickup and return of keys must be made in advance with the Concierge.

VII: OCCUPATION:

- i) Check-in time is after 3:00 p.m. on the first day of use.
- ii) Check-out time is before 11:00 a.m. on the last day of use.

VIII: PARKING:

- i) There is no parking assigned to the guest suite. The host may, however, arrange for daily rental of one of the Strata's corporate parking spaces, at the prevailing rate, through the Concierge on duty.

IX: PETS

- i) Pets are not permitted in the suite.

X: SMOKING

- i) There is a NO SMOKING policy within the guest suite and all common areas including lobbies, outdoor walkways, garden areas and garage levels.

Adopted: September 19, 2001

Approved, as amended, by the owners at the General Meeting: March 26, 2002