

## **GUEST UNIT RENTAL INFORMATION**

### **[from Chapel Pointe Rules & Regulations]**

14.1 The Guest Unit is a desirable feature of Chapel Pointe that is intended to be available to all Owners in a fair and impartial manner. The reservation process is intended to ensure that all Owners will have a reasonable opportunity to reserve the Guest Unit for their guests, who include family and friends. The Guest Unit shall not be used by contractors or for any business-related activities.

14.2 The Guest Unit comes fully furnished including plates, glassware and silverware, coffeemaker, microwave oven, toaster oven and small refrigerator. All furnishings have been inventoried and will be inspected after check-out.

**Bed linens, towels, toiletries, and all other items are the responsibility of the reserving unit Owner and guest(s).**

14.3 The Guest Unit cleaning, maintenance and renovation costs shall be budgeted as a line item in the Association annual budget. Daily charge for use of the Guest Unit shall be reviewed annually and adjusted as necessary. Unit cleaning occurs only after check-out.

14.4 Check-in time is 3:00 pm. Check-out time is 11:00 am. Late check-out is not permitted due to the time required to clean the guest unit. The reserving owner shall contact the Building Manager during normal business hours to obtain the keys and a security fob for building access. At check-out, the keys and security fob shall be given to the Building Manager if he or she is onsite, and if not, then the keys and security fob shall be given to the reserving owner who shall then return them to the Building Manager on the next business day. Guests shall park in the Guest Parking spaces in front of the building.

14.5 The daily charge for the Guest Unit is \$125 payable by check to the **Chapel Pointe Homeowners Association** on or before the time the keys and security fob are delivered. Additional charges will be assessed to the reserving unit Owner for replacement of lost keys or security fobs and to replace or repair specific items that are missing, broken or damaged.

14.6 Smoking is prohibited in the Guest Unit and its balcony. Pets are not allowed. An additional cleaning fee of no less than \$200 will be charged to the reserving unit Owner for a violation of this Section 14.6.

14.7 The Guest Unit shall be reserved using the following process:

14.7.a. Maryann Groutt, of RJCMgt. Co. will manage reservations, effective 12/1/22. Call 412-550-0003, and ask to talk with Maryann Groutt, [maryann@rjcmgt.com](mailto:maryann@rjcmgt.com). Identify yourself as being a resident of Chapel Pointe and provide your name and condo #. Provide dates, etc.

14.7.b. **A holiday reservation** shall include any reservation of no more than seven (7) consecutive days for any designated holiday period. The term “designated holiday period” means any day from six (6) days before to six (6) days after a designated holiday. The term “designated holiday” means New Year’s Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Hanukkah, and Christmas.

Such applications for reservations for any designated holiday period within the next twelve (12) months shall be submitted in writing to the Building Manager between August 1 to August 15 using the Chapel Pointe Guest Reservation Form provided by the Building Manager. After the close of the fifteen days, if only one Owner requests a particular time period, then that reservation shall be granted by the Building Manager. If there are multiple reservation requests for the same dates, then the Building Manager will use a lottery system to determine which designated holiday period reservation application will be accepted. All remaining names will be placed on a Wait List in the order in which the names are pulled. If a reservation is cancelled, the reservation will be offered beginning at the top of the Wait List.

14.7.c Reservations of no more than fifteen (15) consecutive days for any time other than a designated holiday period may be submitted at any time and will be awarded on a first come, first serve basis, provided that any such application shall not be for any date more than six (6) months in advance of the reservation application. The reservation application must be submitted to the Building Manager on the standard form provided by the Building Manager.

14.7.d. Reservation information and the Wait List are available from Maryann Groutt.

14.7.c. As a courtesy to all owners and their guests, reservation cancellations are requested as early as possible. Excessive or late cancellations may result in the imposition of cancellation fees at the discretion of the Executive Board.