

**THE BOARDING HOUSE**  
*The Boarding House Partners Program*

**RESERVATION POLICIES AND PROCEDURES**

The Boarding House Reservation Policies and Procedures have been designed to ensure that all Boarding House Partners have equal access to The Boarding House Cottages. The Reservation Policies and Procedures have been carefully established in an attempt to be fair and equitable to all Boarding House Partners. The Club and The Boarding House Association, as permitted in the Bylaws of Association, reserve the right to alter these Reservation Policies and Procedures from time to time as conditions warrant.

**GENERAL OVERVIEW**

Boarding House Partners may use the Cottages during “Reserved Time” periods and during “Space Available Time” periods. These usage options are described below.

Each year consists of four seasons (“Seasons”):

Winter Season:	December 16 through March 15
Spring Season:	March 16 through June 15
Summer Season:	June 16 through September 15
Fall Season:	September 16 through December 15

A rotating reservation priority system has been established to ensure that use of the Cottages by Boarding House Partners is equitable. Each Boarding House Partner is assigned a reservation priority number on execution of the real estate contract. The rotating priority system is used to determine reservation confirmations when the number of reservation requests for a certain time period exceeds the number of Cottages available during that time period.

**“RESERVED TIME”**

Overview

Each Boarding House Partner is entitled to pre-reserve fourteen (14) days of use of a Cottage in seven day increments during each of the four Seasons each year at no additional charge, except for the published housekeeping fees and incidental charges. Subject to availability, a Boarding House Partner may be permitted to use their fourteen (14) days of Reserved Time to pre-reserve two (2) Cottages for the same seven (7) day period. Arrival and departure dates are generally Fridays. The Boarding House Partners also have the option to invite guests to use their Reserved Time or to rent their Reserved Time to Eligible Rental Guests.

## Reservation Process for Reserved Time

The Club will mail to Boarding House Partners a Reserved Time reservation form by September 1 of each year for the Winter and Spring Seasons and by February 1 of each year for the Summer and Fall Seasons. On this form Boarding House Partners select their Reserved Time dates for the upcoming Seasons. A reservation priority number for each Boarding House Partner will be noted on the reservation form by the reservations office. Boarding House Partners must return the completed reservation form to the Club's reservation office by October 1 for the Winter and Spring Seasons and by March 1 for the Summer and Fall Seasons. It is each Boarding House Partner's responsibility to complete and return the reservation form in a timely manner to reserve priority rights for the upcoming Seasons. The Reserved Time reservation forms received after the due date will be considered on a first- come, first-served basis after the reservation forms received in a timely manner are processed.

After the due date for returning the reservation forms, the Club's reservations office will allocate the Reserved Times. Boarding House Partners are confirmed for a maximum of fourteen (14) nights per Season based on their timely requests and their reservation priority numbers. All Boarding House Partners who respond timely will be accommodated before those responding late, and Boarding House Partners with the lowest reservation priority number will be confirmed first.

By October 15 for the Winter and Spring Seasons and March 15 for the Summer and Fall Seasons, written confirmation of the Reserved Time will be sent to each Boarding House Partner. Additionally, a reservations calendar will be sent indicating which Boarding House Partners have reserved which dates. Boarding House Partners who have reserved less than their full allocation of the Reserved Time will then have the opportunity to make additional reservation requests on a first- come, first-served basis. These reservations will be made for days and Cottages shown to be available on the reservations calendar.

## Children and Parents of Boarding House Partners; Sponsored Guests

Boarding House Partners may invite their children, their parents or sponsored guests to use the Boarding House Partner's Reserved Time days. The Boarding House Partner's children, parents or sponsored guests using the Reserved Time days are required to pay all housekeeping fees and incidental charges upon checkout unless the sponsoring Boarding House Partner has arranged payment in advance. The sponsoring Boarding House Partner is responsible for any unpaid charges incurred by their children, parents or sponsored guests (including Club charges) and is responsible for any damages to the Cottages to other facilities caused by children, parents of sponsored guests.

A Boarding House Partner requesting accommodations for children, parents or sponsored guests must specify the children, parents or guests' name, address and telephone number in writing at least fourteen (14) days prior to arrival so the reservations office can send a confirmation notice to the children, parents or

sponsored guests.

Sponsored guests will pay Unaccompanied Guest greens fees. The Boarding House Partner's children or parents will pay greens fees in accordance with the Club's guidelines. The number of persons staying in a Cottage cannot exceed the normal sleeping capacity of that Cottage. Capacity varies among Cottages.

#### Reserved Time Reservations Notes

If the Boarding House Partner does not receive the Reserved Time reservation form within two (2) weeks of its expected delivery, the Boarding House Partner should immediately notify the Club's reservations office. The reservation priority number assigned to each Boarding House Partner changes each year based on the original number assigned to the Boarding House Partner at closing. Exceptions to the arrival and departure times may be made after all Reserved Time weeks have been assigned with the approval of the Club's management.

Cancellation: In the event a Boarding House Partner wishes to cancel a Reserved Time period, that request for cancellation must be received by the Club, in writing, at least fourteen (14) days prior to the scheduled arrival, in order for the Boarding House Partner to retain the usage rights associated with the cancelled Reserved Time days. If the notice of cancellation is not received in writing at least fourteen (14) days prior to the scheduled arrival, the Club will deem all of the Reserved Time days for which proper notification was not received, to have been used.

After the deadline has passed for making Reserved Time reservations, a Boarding House Partner may reschedule his/her Reserved Time based on availability.

#### Rental of Boarding House Partner's Reserved Time Weeks

If a Boarding House Partner wishes to rent his or her Reserved Time directly, he or she will notify the Club's reservation office to register the sponsored guest for that Reserved Time. All other aspects of the rental arrangement are handled directly between the Boarding House Partner and the sponsored guest except the housekeeping fee, food, beverage and other incidental charges to the Club which will be collected from the sponsored guest at the time of his occupancy.

## **“SPACE AVAILABLE TIME”**

### Overview

Once the reservations process for Reserved Times for each Season is completed, all time that is not reserved as Reserved Time shall be considered Space Available Time. All Space Available Time shall be available to Boarding House Partners for reservation in the manner described hereafter or for rental by the Club on behalf of the Association to current and prospective Club Members, sponsored guests of Club Members, other Boarding House Partners, or prospective purchasers of real estate within Balsam Mountain Preserve.

### Reservations Process for Space Available Time Visits:

After October 15 for the Winter and Spring Seasons and March 15 for the Summer and Fall Seasons, Boarding House Partners may have one (1) Space Available Time reservation at any one time on the book each Season, for a maximum of seven (7) nights. The reservations office will process all Space Available Time reservations requests on a first- come, first-served basis. Simply call the reservations office with your requests.

### Guidelines for Space Available Time Visits

Space Available Time reservations may be made after October 15 for the Winter and Spring Seasons and after March 15 for the Summer and Fall Seasons. Each Boarding House Partner may have one (1) Space Available Time reservations on the book at any one time per Season, but Space Available reservations may not be made until the period for selecting Reserved Time reservations has elapsed. Boarding House Partners are allowed to stay in a Cottage during Space Available Time visits for periods up to seven (7) days per visit. Space Available Time reservations may be made for any arrival and departure date.

If Boarding House Partners fail to check-in at the Club on a reserved date for their Space Available Time stay without notice to the Club at least fourteen (14) days prior to the scheduled check-in, the Boarding House Partner will be charged for fifty percent (50%) of the un-cancelled occupancy at the prevailing Boarding House guest rate.

### Children and Parents of Boarding House Partners:

Boarding House Partners may invite their children and parents to stay in the Cottages during their Space Available Time opportunity. A Boarding House Partner requesting a Space Available Time reservation for children or parents must specify the children's or parent's name, address and telephone number in writing at least fourteen (14) days prior to arrival so the reservations office can send a confirmation notice. The children or parents pay no Boarding House Guest Fees but do pay other applicable charges. The Boarding House Partner is responsible for any unpaid charges incurred by their children or parents (including Club charges) and is responsible for any damages to the

Cottages or other facilities caused by their children or parents. The number of persons staying in a Cottage cannot exceed the normal sleeping capacity of that Cottage.

If a Boarding House Partner's children or parents fail to check-in at the Club on a reserved date for their Space Available Time stay without notice to the Club at least fourteen (14) days prior to the scheduled check-in, the Boarding House Partner will be charged for fifty percent (50%) of the un-cancelled occupancy at the prevailing Boarding House guest rate.

Guests of Boarding House Partners:

Boarding House Partners are not allowed to invite guests to stay in the Cottages on a Space Available Time basis.

Rentals For The Benefit of The Boarding House Association

Space Available Time that is not reserved by a Boarding House Partner for their own use will be available for rental by the Club on behalf of the Association to current and prospective Club Members, sponsored guests of Club Members (including family), other Boarding House Partners or prospective purchasers of real estate within Balsam Mountain Preserve who are sponsored by either Balsam Mountain Preserve LP or Balsam Mountain Land Company, LLC ("Eligible Rental Guests"). Net Rental Revenue (after deducting payment of the applicable management fee to the Club and the appropriate housekeeping fee) shall be applied by the Association as income to the Boarding House Program Operating Budget to reduce Association assessments.

The Eligible Rental Guests pay the Boarding House guest's rental rate. They will pay Unaccompanied Guest greens fees. Housekeeping fees are included within the Boarding House guest rental rate. The number of persons staying in a Cottage cannot exceed the normal sleeping capacity of that Cottage.

If an Eligible Rental Guest fails to check in at the Club on the reserved date without notice to the Club of at least fourteen (14) days prior to the scheduled check-in, such Eligible Rental Guest will be charged fifty percent (50%) of the un-cancelled occupancy at the prevailing Boarding House guest rental rate.

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**IMPORTANT DATES**

**Winter and Spring Seasons at a Glance:**

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| September 1  | Reserved Time reservation forms for Winter and Spring Seasons are mailed to Boarding House Partners.  |
| September 15 | Boarding House Partners should notify the Balsam Mountain Club's reservation office if the Reserved Time reservation form has not been received.  |
| October 1    | The Balsam Mountain Club's reservation office must receive completed Reserved Time reservations forms in order to preserve priority rights for the upcoming Winter and Spring Seasons.  |
| October 15   | Confirmations of Winter and Spring Reserved Time periods will be mailed to each Boarding House Partner.   |
| October 15   | Space Available Time reservations may be made on a first-come, first-served basis for the balance of the weeks in the Winter and Spring Seasons. Only one Space Available Time reservation may be on the books at any one time by each Boarding House Partner during each Season. |

**Summer and Fall Seasons at a Glance:**

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| February 1  | Reserved Time reservation forms for Summer and Fall Seasons are mailed to Partners.   |
| February 15 | Boarding House Partners should notify the Balsam Mountain Club's reservation office if the Reserved Time reservation form has not been received.  |
| March 1     | The Balsam Mountain Club's reservation office must receive completed Reserved Time reservations forms in order to preserve priority rights for the upcoming Summer and Fall Seasons.  |
| March 15    | Confirmations of Summer and Fall Reserved Time periods will be mailed to each Boarding House Partner.   |
| March 15    | Space Available Time reservations may be made on a first-come, first-served basis for the balance of the weeks in the Summer and Fall Seasons. Only one (1) Space Available Time reservation may be on the reservation books at any one time by each Boarding House Partner during each Season. |