



Mountain Lodge
MOUNTAIN LODGE ASSOCIATION

P. O. Box 183
10 Snowshoe Drive
Snowshoe, WV 26209
(304) 572-2020 Website: www.snowshoemtnlodge.com

Owner Usage Statement of Intent

I. PURPOSE

This statement of intent informs Mountain Lodge (ML) Management of the Owner’s intent for use of Owner’s condominium. Additionally, it identifies any third parties to whom the Owner delegates authority to schedule occupancy in the Owner’s condo, and identifies ML policies and procedures Owners or the aforementioned third parties must follow for scheduling occupancy. Owners are responsible for informing third parties of ML policies and procedures, and Owners will bear the costs of fees related to failure to follow these policies and procedures.

II. INTENT

This statement of intent is made on this _____ day of _____, 20____, by

_____ (whether one or more, hereinafter
(Last, First, MI)

referred to as the “Owner”), whose address at the time of the signing of this statement is

(Street number and name or Box #, City, State, Zip Code)

The Owner intends to use _____
(enter ML condo number(s))

for one of the following (check one box):

- Personal Use Only (do not fill out Section III)
- Personal and Rental Use, Self-Managed (do not fill out Section III)
- Personal and Rental Use, Third Party as Booking Agent (fill out Section III) (checking this block relinquishes Owner access to the web-based ML Property Management System [PMS])



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III. THIRD PARTY MANAGEMENT

The Owner hereby assigns responsibilities for managing occupancy of the above-identified Owner's condo(s) to this Booking Agent:

(Property Management Company, separate Owner, or other entity)

located at _____

(house number and street name)

_____ and reachable at

(city, state, zip code)

_____ and _____.

(phone)

(email)

IV. MODIFICATION

- A. This statement will continue in force until the Owner submits to ML an update in writing.
- B. Upon ML receipt of an updated statement, ML will modify Owner and Booking Agent access to the PMS. ML will defer to the Owner for the disposition of any remaining occupancy notification that have not checked-in, following ML rescission of Booking Agent ability to submit occupancy notifications.

V. GENERAL BOOKING RULES

- A. Owners and Booking Agents will notify ML of all occupancies via the online Property Management System (PMS) at <https://agents.bookingcenter.com>. ML will issue usernames and passwords for the PMS.
- B. The PMS generate an alphanumeric confirmation code for each valid booking received. Bookings must appear in the PMS with a confirmation code to be considered valid.
- C. Owners or Booking Agents must notify guests that check-in is no earlier than 5:00 P.M. EST/EDT, and check-out is no later than 11:00 A.M. EST/EDT.
- D. Owners or Booking Agents must be reachable in a timely manner to address guest concerns.
- E. Full Set Up is the default housekeeping standard, and is mandatory for all rentals.
- F. ML will charge a nightly Amenity Fee for Rental Guests.
- G. ML will charge a Check-In Fee for all Rental Guests who check-in at the ML front desk.



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- H. Improper bookings will result in punitive fees against the Owner, IAW ML HOA Occupancy Management Policy.
- I. ML may charge Owners an hourly rate handling fee for returning items left behind by Owners or guests. ML must receive pre-paid UPS shipping labels prior to ML packaging or shipping any item.
- J. Each occupancy notification in the PMS must have a unique email address. The PMS will automatically alter booking data for occupancy notifications that use the same email.

VI. SPECIFIC BOOKING RULES FOR OWNER-USE AND LONG-TERM RENTALS

- A. Owners may request No Set Up housekeeping for Owner-occupancy of their own condo, or for any Long-Term occupancy (defined as 30 consecutive nights or longer). No Set Up and/or Owner-use must be indicated in the online notification.
- B. Owners are exempt from Amenity Fees for non-rental purposes (i.e. no lease or rental agreement). Owner-use must be indicated in the online notification.
- C. Long-Term housekeeping is available for rentals of 30 consecutive nights or longer, and is only available with No Set Up housekeeping.
- D. For long-term rentals that incur additional common expenses (e.g. security, housekeeping, or maintenance for common areas), ML may assess an additional Amenity Fee against Owners with those long-term rentals, to offset additional common expenses.

VII. ACKNOWLEDGEMENT AND SIGNATURE

The undersigned acknowledges, and agrees to be legally bound by, the provisions and requirements outlined in this document and the following:

- ML HOA Bylaws, including amendments
- ML Housekeeping Contract with each individual Owner
- ML HOA No Pet Policy and Occupancy Management Policy

_____ (Owner)

_____ (Date)