



Memorandum

DATE: December 29, 2019

RE: Reservation and Deposit Policy for 2020-2021 Winter Season

Per the established Board of Directors Policy, we will use the staggered reservation system as we have in the years past. This system allows the length of the reservation to determine when the reservation can be made in order to give priority to longer-term reservations. This policy applies to current members. On January 2, 2020, we will begin accepting month to month camping site and accommodation reservations for next winter season. These reservations will be accepted for arrival dates beginning October 1, 2020 through March 31, 2021. Here is the reservation schedule for January 2020:

January 2 to January 8	We will accept 6 month and greater reservations
January 9 to January 15	We will accept 5 month and greater reservations
January 16 to January 22	We will accept 4 month and greater reservations
January 23 to January 29	We will accept 3 month and greater reservations

Sunsport Gardens will require a site or accommodation deposit of one month rent. If a reservation is made for a specific site/accommodation, \$100 of the deposit is non-refundable. Any reservation canceled less than 30 days in advance but greater than 14 days is subject to a 50% refund. No refund will be made for reservations canceled less than 14 days in advance.

Reservations for 3 months or longer may be made for a specific site/accommodation. Those on an existing site/accommodation will have priority for that site/accommodation among those applying for the same length of stay. Please let us know the site/accommodation you are reserving at the time the reservation is made.

The Office has a list of available sites/accommodations. Reservations for periods less than 3 months will be accepted, but not for a particular site/accommodation. **If changes are made to reservations that are less than the original reservation length for a specific site/accommodation, the specific choice can no longer be guaranteed and the guest may not participate in the site selection process in the future.**