## **How to Reserve the Le Chateau Cottage**

Reservation Request forms can be found on the Le Chateau page at <a href="http://www.cam-ss.com/our-communities.aspx">http://www.cam-ss.com/our-communities.aspx</a> or in the credenza in the bar area of the lobby.

Complete the form and mail it to Diana St. Lifer, 37 Sunset Drive #62, Sarasota, Fla 34236.

Requests cannot be made more than 6 months prior to the intended date(s) requested.

An owner cannot have more than 2 reservations on the calendar at one time.

Requests will be processed as they are received. If there are multiple requests for holiday weeks, a lottery system may be employed.

Owners will be notified via email if the cottage is available for the dates requested. If available, owners must submit 2 checks to the Association:

One check for the total amount for the stay plus the \$150 cleaning fee One check for the \$100 security deposit, which will be returned upon satisfactory inspection after checkout.

## Cancellation Policy. (Must be submitted in writing)

100% refund if you cancel at least 1 month before check-in 50% refund (minus security deposit) if you cancel at least 14 days before check-in 25% refund (minus security deposit) if you cancel at least 7 days before check-in No refund if you cancel less than 7 days before check-in

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