

Cabin Policy  
Great Satilla Preserve

**Background:**

The cabins are provided as an amenity to the property and equity owners of the Great Satilla Preserve. Each property and equity owner shares equally in access to and use of these facilities.

Cabin 1 aka "Sales Cabin" is a stand-alone, 1-bedroom cabin.

Cabin 2 aka "2-Bedroom Cabin" is a 2-bedroom cabin that adjoins Cabin 3.

Cabin 3 aka "1-Bedroom Cabin" is a 1-bedroom cabin that adjoins Cabin 2.

**Cabin Usage:**

Each property and equity owner are provided 21 individual cabin/bedroom nights annually (July 1-June 30) including one weekend per property/equity memberships. A weekend is defined as either a Friday night, a Saturday night, or both nights in the same weekend.

Examples:

- Use of Cabin 1 for 2 weeknights = 2 individual cabin / bedroom nights
- Use of Cabin 1 for a Saturday night = one weekend
- Use of Cabins 1, 2 and 3 for one-week Sat – Fri. = 21 individual cabin/bedroom nights.

Check-in time is 4:00pm.

Check-out time is 12:00 Noon.

Reservations are on a first come, first served basis and managed via the GSP website reservations calendar. Reservations will be accepted **no sooner than 90 days prior to the 1<sup>st</sup> day reserved.**

**48-Hour Rule:** In addition to each membership allocation of 21 cabin/bedroom nights annually, a maximum of 8 additional nights may be used per year. Under the 48-hour rule a night is defined as the use of all or any portion of the cabin/bedrooms. This may include one weekend. A weekend shall be defined as: either a Friday night, a Saturday night, or both nights in the same weekend. Cabin/bedroom may be reserved under the 48-hour rule no earlier than 48 hours prior to arrival and may only be made for a total of 48 hours (2-night stay) within a 7-day period.

***Note: Depending upon the availability of the cleaning service, etc. the Caretaker has complete discretion in determining availability of cabin(s).***

**Cleaning Fees\*:**

The cleaning fees are as follow:

Cabin 1 = \$100

Cabin 2 and/or Cabin 3 = \$150

\* Fees do not include lodge cleaning.

Members will be invoiced and payment due to the GSP POA within 15 days of receiving invoice.

**Cleaning Service Protocol:**

1. Member will notify caretaker immediately upon departure.
2. Caretaker will notify cleaning service indicating that cabin(s) are vacated and ready for cleaning.
3. Caretaker will notify Bookkeeper to prepare invoice for GSP member.
4. Bookkeeper will email invoice to GSP member. Payment is due upon receipt and if not paid within 15 days, Bookkeeper will notify the board and the member's GSP privileges will be withdrawn until such time that payment is made.
5. The cleaning service will complete the "Cleaning Check List" and leave a copy with the caretaker.
6. Cleaning service will send an invoice to Bookkeeper.
7. Caretaker will verify that the cleaning has been properly completed and notify Bookkeeper to pay cleaning service invoice.

Issue Date: 3/7/2020