

## PURPOSE AND SCOPE

The *Minimum Standards for Rental Services & Units* (the “Standard” or “Standards”) are intended to provide guidance and minimum acceptable criteria to approved furniture providers and approved Rental Companies preparing residences to be Rental Properties approved by the Club and meet the Project Standard as defined in Section 1.m of the Rental Guest Access Agreement. These Standards should **not** be construed to limit the quality level of any proposed project or service, or to represent themselves as construction specifications. Construction Standards and technology standards, individually outlining the required criteria for the Rental Program, may be obtained from the Club Management office. Designs must be consistent with all furnishings being suitable for a hospitality environment, and to provide owners and guests with a high-quality guest experience aligned with the branding of the resort. The Club is committed to ensuring that its rental properties meet high standards. The Standards provided herein accomplish that objective and ensure that our rental properties meet and exceed guest expectations.

These Standards apply generally to all types of residences, floor plans and configurations. Accordingly, there may be instances where a specific requirement may not be appropriate in a particular circumstance. In such instances, we require that the owner or owner’s furniture company propose acceptable alternatives. Requested waivers (by owner or designated furniture company) must be submitted in writing to the Rental Company, who will then vet the request and submit for final approval to the Club Management office. In some instances, items may require approval by the Common Areas Manager. In these cases, evidence of this approval must be provided to the Club Management office. The Club may, when reviewing proposed projects, increase requirements or grant written waivers of certain requirements contained herein at its sole discretion.

Specifications may change from time to time in response to evolving industry standards, technological improvements, guest feedback, operational concerns, safety concerns, or other reasons. In cases where current Standards differ from those previously published by the Club, the Club will decide in its sole discretion whether homes/items currently conforming to the superseded Standard will be:

- Grandfathered in and not required to conform to the new Standard; or
- Required to conform to the new Standard at the time of replacement of the affected item; or
- Required to adhere to the new Standard within a specific period of time; or
- Handled in another manner deemed appropriate by the Club in its sole discretion.

The Club will clearly communicate such expectations for each adjusted Standard.

Items and situations not specifically outlined in this document are subject to approval by the Club at its sole discretion.

## CODES AND INDUSTRY STANDARDS

Each individual Property Owner and Rental Company is responsible for the compliance of the residence with all applicable statutes, laws, ordinances, codes, rules and regulations, including guidelines approved by the Club (collectively, “Applicable Laws”).

Adherence to these Standards shall not relieve any of the parties of their respective responsibilities to conform to all Applicable Laws and good practice. In the event that any design is granted a waiver or variance from any Applicable Law by the appropriate governmental authority, a copy of such waiver or variance must be provided to the Club.

## SERVICE, FURNISHING, AND OPERATING STANDARDS

### GENERAL SPECIFICATIONS FOR ALL FURNITURE

- **Furniture Packages:** Homes in the Rental Program must use pre-approved furniture packages from pre-approved vendors. Pieces must **not** be removed from packages unless specifically permitted due to space limitations as outlined elsewhere in this document. Owner may elect to purchase additional quantities of the exact items already in the package in order to add more furniture to the home. Adding or substituting furniture from other packages or vendors is **not** permitted. In cases where the number of bedrooms exceeds the number of bedroom styles provided within a package, the existing styles in the package should be rotated equally throughout the bedrooms to the extent possible.
- **Frame Construction:** Acceptable construction includes: Kiln dried layered hardwood, reinforced plywood, and/or veneers; doweled with locking joints in corners and frame support, screwed and power-stapled; uni-body frame construction.
- **Wood Materials:** Acceptable wood materials are kiln-dried solids, kiln-dried layered hardwood, reinforced plywood, and veneers. Construction must be corner and wood blocked. Wood species must be of highest quality and grade. Particle board, pressboard, flakeboard, are **not** permitted. Engineered wood (Furniture Quality MDF) is acceptable only as a substrate; all other surfaces (sides, drawer fronts, legs, end panels, etc.) must be solid wood or wood veneer.
- **Drawer Construction:** Drawer boxes must have English or French dovetailed, lap, mortise & tenon, or dado joinery. Drawer interiors must be stained, finished, and sealed interiors to ensure that they are “lingerie friendly”. Drawers may include dust panels.
- **Drawer Glide System:** Drawer glides must be either side mounted roller glides, ball bearing full extensions, or center wood on wood glides. Particle board is **not** permitted in center glide systems.
- **Hardware:** Heavy duty metals are to be used for durability.
- **Furniture Placement:** Configuration of furniture must **not** interfere with the operation of drapery or doors. Furniture must **not** obscure artwork. Furniture must be placed to ensure that 36” clear mobility space is provided from beds to exit pathways, from bathrooms to exit pathways, and from entrance to living room, kitchen, and dining room. Furniture must **not** block the egress windows in any room.
- **Top Surfaces:** Some case goods require top surfaces which meet certain durability specifications.
  - **Case Goods with upholstered tops:** No glass tops permitted.
    - Upholstered case good tops must **not** have glass tops due to potential safety concerns.
    - This requirement supersedes any other specific glass requirement which may otherwise be indicated for a piece of furniture.
  - **Night Stands:** These tables may have either:
    - A wood top with special finish guaranteed by manufacturer to be water and stain resistant; or
    - A wood or synthetic material top covered with ¼” thick tempered glass top which matches the contour of the furniture top with no overhanging glass permitted. Smooth, polished corners with

no sharp edges are required on glass. Clear rubber pads are to be between glass and nightstand surface.

- **Dressers, Armoires, and Dining Tables:** Stain resistant surface required.
  - Top surface must be guaranteed by manufacturer to be resistant to stains and water damage.
  - Glass tops are not permitted.
- **Cocktail Tables, Coffee Tables, and End Tables:** These tables may have either:
  - A wood top with special finish guaranteed by manufacturer to be water and stain resistant; or
  - A stain-resistant synthetic material top covered with ¼" thick tempered glass top which is inset and firmly secured in a base or frame. Free floating glass tops, including those mounted only by rubber pads, are not permitted due to safety concerns.
- **Furniture Upkeep and Durability:** Rolling Oaks Splendid LLC, Club, and Rental Company are not liable for upkeep or durability of furniture within any home.

#### UPHOLSTERED FURNITURE (Sofa, Loveseats, Club Chairs, and Sectionals)

- **Fabric/Decking:** Fabric and Decking is required on all upholstered goods. Exposed wood, metal or other material is not acceptable.
- **Standards:** Upholstered goods, including construction of, must meet all local, state and federal standards which may require additional or more stringent testing.
- **Seating System:** No sag sinuous coils or webbing seating system is required. Additional support on edges are required to reinforce seating surface. Clips to prevent movement must be metal or plastic with Teflon-style coating. 8-way hand-tied is acceptable. Sofas must consist of fully upholstered seat cushions, back cushions and sides, manufactured to the standards outline in this document. Non-upholstered sofa bodies (such as wicker, rattan or cane) and/or low-quality cushions are not permitted.
- **Seat Cushions (Seat Core):** 1.8 pounds per cubic foot high density seat cushions or greater are required. Core Foam must be wrapped with plush non-allergic fiber band, Dacron, or soft foam band. Backing must be polyester fiberfill enclosed in fiber/cotton/down ticking. Down cushion material is permitted only if wrapped in down-proof ticking that is channeled.
- **Fabric:** Fabrics must be a minimum of 15,000 double rubs. Fabrics must be "W" or SW" designation. Fabrics with "S" or "X" designation are strictly prohibited. Leather, performance fabrics & microfibers are highly recommended.
- **Prohibited furniture types:** BarcaLounger or other types of recliner seating are not permitted due to safety issues. Bean bags and electronic gaming chairs are not permitted.

**CASE GOODS** (Headboards, Dresser, Nightstands, Media Chests, Console, Coffee Tables, End Tables, etc.)**Beds and Bed Placement**

- **Headboard Design:** Reasonable latitude is given to the design of the headboards, allowing them to match or be complementary to other case pieces in the room.
- **Upholstered headboards:** Must utilize a non-soiling material which is easily cleanable, such as Crypton, leather, or faux leather.
- **Wall-mounted Headboards:** Wall mounted headboards without legs are acceptable based upon design and construction. These must be securely attached to the wall with cleats. There must be no tilting or movement of the headboard once mounted. Attachment mechanism must **not** be visible from the front of the bed. Gap between headboard and wall must **not** exceed 1/8". Wall-mounted headboards must be a minimum of the same width as the mattress and must have a minimum overall height of 26" above the mattress, with an additional minimum of 2" extending below the top surface of the mattress.
- **Free-Standing Headboards:** Free-standing headboards must be securely bolted to the bedframe in a manner which prevents safety concerns or damage to the wall. If headboard legs are present, they must be full-length integral legs which extend to the floor. Where base molding exists in the home, an appropriately dimensioned rabbet is required on any headboard legs, so that the upper portion of the headboard will be flush to the wall.
- **Footboards:** If footboards are present, the height of the footboard must **not** exceed the overall height of the mattress and box spring. Footboards must **not** obstruct television viewing or restrict functionality of bed, such as interfering with the use of the bed by a guest of a taller height than the length of the bed
- **Minimum Clearance:** To facilitate housekeeping, a minimum clearance of 15" between the sides/foot of the bed and adjoining walls is required. In double-bedded rooms, clearances between beds shall be 6" more than the width of the nightstand, depending upon room size. Nightstands are generally 24" wide, and 3" clearance on either side is required to provide adequate clearance for bedding.
- **Bed Quantities:** No more than two beds are permitted in any bedroom or other designated sleeping area.
- **Prohibited Bed Types:** Futon, trundle, and youth beds are **not** permitted. Bunk beds must be preapproved by club (at its sole discretion) but will **not** increase the maximum permitted occupancy of the cottage. Rental Company must certify that any proposed bunk beds do not violate codes including but not limited to bedroom square footage and egress requirements.

**Nightstands**

- **Quantity of nightstands:** All bedrooms with one (1) bed must have two (2) nightstands, placed on either side of the bed, unless prohibited by the clearance requirements outlined elsewhere in this document. All bedrooms with two (2) beds must have one (1) nightstand located between the beds unless prohibited by the clearance requirements outlined elsewhere in this document.

- **Wall-Mounted Nightstands:** Wall mounted nightstands are not permitted.
- **Nightstand Design:** Nightstands must have a minimum of one drawer. Two drawers are preferred.
- **Top Surfaces:** See *General Specifications for All Furniture* section of this document for requirements.
- **No Casters:** Nightstands and tables on casters are not permitted.
- **Size:** Nightstand must be sized in proportion to bed size and must be no taller than the height of the mattress.
- **Placement:** Nightstands must be placed in a way that does not interfere with opening and closing of any doorway, or with the required 36" clear mobility space between beds and exit pathways.

### Dressers, Armoires, and Luggage Racks

- **Dresser Requirements:** Dressers are required in all bedrooms, provided that a 36" front-facing mobility clearance can be maintained.
- **Armoire Requirements:** Armoires are required only in bedrooms which do not have a closet.
- **Dimensional Requirements:** Dimensional requirements vary based upon room size as well as 36" mobility/egress pathway clearance requirements. Recommended size for dressers is 40-48" wide, 20" deep and 30" high. Recommended size for armoires is 36" wide, 20" deep and 42" high.
- **Top Surfaces:** See *General Specifications for All Furniture* section of this document for requirements.
- **Drawer Quantity:** Dressers must have a minimum of three (3) drawers where permitted by available space. Closet built-ins are not acceptable as a substitute unless the home does not accommodate additional furniture due to mobility/egress pathway restrictions.
- **Safety Anchors:** Dressers and Armoires taller than 40" in height must be secured to the wall using industry-accepted methods such as anchored screws and straps. To the extent practical, these securement methods should be hidden from view. Rental Company is responsible for ensuring that all anchoring systems are installed by furniture installer.
- **Luggage Racks:** In the event that a dresser or armoire cannot be placed in a bedroom due to mobility pathway or size restrictions, at least one luggage rack must be provided. All luggage racks must be of sturdy hospitality grade construction, primarily constructed of wood, in a folding X-frame design with sturdy webbed bands.

### Dining: (Dining Table, Chairs, and Barstools)

- **Top Surfaces:** See *General Specifications for All Furniture* section of this document for requirements.

- **Chair/Barstool Construction:** Chairs must have corner blocking. Barstools must have legs instead of a pedestal base for strength. Plastic or acrylic chairs are not permitted. Seats may be wood or upholstered. Fabric must be a performance fabric. Vinyl, leather or upholstery fabric weight are recommended; 100% cotton fabric is not permitted.
- **Table Leaves:** Dining tables which accommodate leaves must be configured in a way that is complementary to the size of the available space, and securely latched or permanently screwed into that configuration. Any unused leaves must not be stored anywhere in the home except the Owner's Closet or designated Additional Owner Storage.
- **Dining Seating:** Dining tables which seat less than four (4) chairs are not permitted. Seating and table size must be increased in relation to Maximum Permitted Occupancy of the unit, maximizing dining table seating capacity to room size dimensions while maintaining 36" egress pathways and conforming to Applicable Laws

#### Cocktail/Coffee Tables and End Tables

- **Size Requirements:** Cocktail/coffee tables must be sized so that 36" egress pathways are maintained. Two matching end tables with combined dimensions equal to the required cocktail/coffee table dimensions are an acceptable substitute for a single table.
- **Top Surfaces:** See *General Specifications for All Furniture* for requirements.
- **Design Elements:** Hinged leaves are not permitted. Tables with baskets are not permitted. Cocktail tables which are placed in front of a sleeper sofa must be capable of being easily moved by the owner/renter to allow use of the bedding.

#### TELEVISIONS AND MOUNTING

- **Technical and Placement Requirements:** All televisions in the home must be Smart Televisions with a minimum screen resolution of 1080p. Must be LED or better and equipped with Wi-Fi connectivity. Televisions are required in all living rooms and media rooms, as well as in any room which contains a "permanent" bed (as opposed to fold-out or other temporary bedding).
- **Television Sizes:** The minimum television screen size is 40", and televisions should be sized appropriately for the room in which they are installed.
- **Mounting:** All televisions must be wall mounted on an articulating TV mount which is secured to the wall with a minimum of four (4) anchor points.
- **Wiring:** Television brackets must accommodate wiring. No visible wiring is permitted.
- **Cable Service:** All televisions require active service through the community's approved provider (currently Spectrum). Cable boxes must be secured to the back of each television or its articulating TV mount.

- **Remote Controls:** Both remote controls (Smart TV remote and Cable Provider multi-function remote) must be easily accessible near each television. Cable Provider multi-function remote must be properly programmed to allow it to control television power and volume capabilities. Television must default to cable service video source upon power-on.

## OUTDOOR FURNITURE AND ACCESSORIES

- **Frame Materials:** Furniture frames must be made of PVC, Aluminum, or teak.
  - Approved Margaritaville-branded furniture which is made of weatherproof wood construction which a stained or painted design is also acceptable.
- **Wicker:** Must be polyethylene, high density polyethylene, PVC, or nylon. Natural rattan such as cane or round reed is **not** permitted.
- **Other materials:** Vinyl strap aluminum, collapsible tube aluminum, molded plastic, resin, wrought iron or non-Margaritaville-approved wood furniture is **not** permitted.
- **Upper Balconies:** Only Margaritaville-branded furniture is allowed.
- **Umbrellas:** Only Club-approved patio umbrellas are permitted.
- **Sun Shade Structures:** Only approved retractable shading systems from the club's registered vendor(s) in approved colors and styles are permitted. These must be pre-approved by Common Areas Manager prior to ordering and installation.
- **Furniture Requirements for Parkview Cottages with Hot Tub and 18x12 patio:** Due to limited space, only one of two furniture options may be chosen:
  - **Option A:** One (1) outdoor dining table with a maximum of four (4) outdoor chairs and zero (0) chaise lounge chairs; or
  - **Option B:** One (1) outdoor dining table with a maximum of two (2) outdoor chairs and two (2) chaise lounge chairs.
- **Furniture Requirements for Non-Parkview Cottages:** Required as follows:
  - **Patio Table and Chairs:** Must include adequate seating in relation to home capacity.
    - **3-6 bedroom homes:** Minimum of six (6) chairs
    - **7+ bedroom homes:** Minimum of eight (8) chairs
  - **Lounge Chairs:** Must include adequate seating in relation to home capacity.
    - **3-6 bedroom homes:** Minimum of two (2) chaise lounge chairs.
    - **7+ bedroom homes:** Minimum of four (4) chaise lounge chairs.

- **Grills:** Any grills that are used at homes within the Rental Program must be provided by Rental Company should the Rental Company decide to provide this service at its discretion. Rental Companies are permitted to charge a nominal fee for the delivery and/or use of grills. The type of grill permitted is dependent upon the type of home.
  - **Cottages with swimming pools:** Large gas grills are permissible on the ground-level patio area. They must be removed from the property by the Rental Company when not requested by the current renter and kept in good working order. Charcoal grills are **not** permitted.
  - **Cottages without swimming pools:** Grills may **not** be stored outside of homes, as the patio space is considered Limited Common Elements. For this reason, only tabletop electric grills are permitted and must be stored in the kitchen when not in use. Gas or charcoal grills may **not** be used at (or stored inside of) these homes.
- **Other Furniture:** Accessories/furniture not included with a furniture package or otherwise addressed in this section may **not** be placed outside of the home.

### **BEDDING** (Mattress, Linens, Coverings)

- **Mattress Construction and Materials:** King and Queen innerspring mattresses must have pocketed coil technology. Minimum coil count is 1000 for King and 800 for Queen mattress. Pillow top innerspring is preferred for king and queen beds. Equal- or higher-quality all-foam mattress, such as Tempur-Pedic or iComfort, are acceptable alternatives to innerspring mattresses. Stain protection is required on all mattresses. Inflatable mattresses are **not** permitted. Wooden/steel box spring is required except on foundation beds.
- **Pillows:** Each bed must include one large Margaritaville-approved decorative bolster pillow. Throw pillows are **not** permitted and are **not** an acceptable substitute for bolster pillow. All other pillows on beds must be of Standard size for all beds, and present in a quantity outlined in the Linens Package List. Queen Pillows must be of the following specification, or comparable if this item is no longer available:
  - Vendor: Standard Textile
  - Pillow: Standard ChamberSOFT
  - Description: 100% brushed cotton, washable, hypoallergenic
  - Item #: 93931100
- **Linens:** Sheets must have a minimum thread count of 250 and be a minimum of 60% cotton. Linen packages must include linens for any sleeper sofas in the home. Linens must be present in a PAR quantity outlined in the Linens Package List.
- **Hygienic Coverings:** Breathable and waterproof mattress protectors are required on all mattresses. Bed bug encasements are required for all mattresses but are **not** required on box springs. A combination mattress protector and bed bug encasement is acceptable.

### **WINDOW / DOOR TREATMENTS** (Blinds & Draperies)

- **Port Hole Windows:** Must be fitted with privacy film.



- **Stairway Windows:** Must have 2" faux wood blinds or be fitted with privacy film. Curtains are not required.
- **All Other Windows and Swinging Glass Doors:** Must have 2" faux wood blinds with wood valance and curtains.
- **Sliding Doors in Dens/Living Areas:** Must have vertical blinds with decorative drapery panels.
- **Sliding Doors in Bedroom Areas:** Must have vertical blinds and draperies which meet Bedroom Windows standards.
- **Bedroom Windows:** In addition to 2" faux wood blinds, bedroom windows must have lined drapery panels or blackout curtains and must be fully covered when drapery is closed.
- **Window Covering Size:** Drapery (and vertical blinds for sliding doors) must be set with a minimum clearance of 0.5" off the floor, and a maximum clearance of 1" off the floor. Drapery panels must extend a minimum of 3" outside the window opening on the left and right and must extend upward to at least the top of the window opening.
- **Curtain Rods:** Curtain rods must be properly installed with two (2) screws per bracket and centered on window.
- **Alternative Window Treatment Types:** Plantation Shutters are permissible with prior approval. Roller shades and honeycomb blinds are not permitted as window treatments.

## LAMPS & LIGHTING

### Lamps

- **U.L. Listing:** All lighting and lamps must be U.L. Listed and bear the U.L. label. If there is any conflict between Margaritaville specifications and Underwriters Laboratory Standard #153 for portable lamps, the U.L. Standard #153 Code is to be used for lamps manufactured for domestic use. All lamps including floor lamps must be adequately weighted so as to be stable enough to pass a 7-degree tilt test as specified by Underwriters' Laboratory.
- **Materials:** All table lamps must be of hospitality quality and have protective felt pads secured to underside.
- **Nightstand Lamps:** Sizing of lamps must be scaled to nightstand size, taking into consideration other equipment on the top surface (clocks, collateral material, and decoration).
- **Wall Lamps:** Wall lamps are not permitted in bedrooms. Hard-wired ADA-compliant wall sconces are acceptable only when pre-approved by the Club.
- **Bulb Accommodation:** All lamps must accommodate bulbs of the type outlined in the *Bulbs* section of this document.

- **Placement and Operation:** All lamps must be installed in a location where they can be safely powered and must be fully operational.

### Bulbs

- **Bulb types:** All bulbs must be LED and have a warm white color temperature between 2000k and 3000k. Bulbs must be shaded and not readily visible. Bulbs must be appropriate for the fixture, such as three-way bulbs in three-way lamps, and dimmable bulbs for fixtures with dimmable switches.

### Lamp Cords and Lamp Switches

- **Cord Length:** All cords must be a minimum length of 15" from exit point of lamp to plug. Extension cords or multi-plug adapters are permitted provided that they are UL-listed and do not exceed the capacity of the electrical circuits.
- **Switches:** Lamp switch must be on the lamp itself. Cord switches are not permitted.

### Lamp Shades

- **Materials:** Shades must be made of high-quality fabric. Vinyl, wicker, rattan, paper, or low-quality shades are not permitted.
- **Size and appearance:** Bottom diameter of table-top lamp shades must not exceed depth of the case piece. Shades must sit evenly and properly (e.g. not touching the wall). Shades must give a neat appearance; all tags and plastic overwrap must be removed at final installation. Shades must be of sufficient size that discoloration does not occur when a 60-watt equivalent bulb is used.

### Light Switches

- **Dimmer Switches:** Dimmer Switches / Rheostats are permissible provided they are UL Listed and installed by a licensed electrician and have Rental Company approval and oversight.

### ARTWORK/MIRRORS/ACCESSORIES

Artwork, mirrors and accessories of sufficient quality and quantity (as provided within the Furniture Package), must be installed for a home to be considered fully furnished in respect to the rental program.

### Artwork

- **Approved Artwork:** Only the following types of artwork are permitted:
  - Artwork included as part of a pre-approved Furniture Package, which must include a combination of official Margaritaville® branded/licensed artwork and non-branded general artwork themed appropriately to the cottage
  - Any additional official Margaritaville® branded and licensed artwork which the Owner may opt to add beyond that which is already included within the Furniture Package

- **Artwork Placement:** All cottages must have at least one piece of artwork in each of the following areas/rooms: Entry, Dining, Living, Kitchen, Bedroom(s), Bathroom(s), and Hallway(s). Each piece must be sized appropriately for the wall it is placed upon.
- **Installation:** All artwork must be installed with either security hardware (minimum of two top screws and one bottom screw) or with high-quality double-sided Velcro. Hardware must not be visible. Artwork installed on decorative stands is not permitted. Artwork must not be mounted in a manner that obscures the artwork, such as behind a lamp or furniture. Artwork to be hung straight/level and must be aligned with surrounding architectural elements.
- **Artwork Frames:** All artwork (except three-dimensional artwork and stretched-mounted canvas artwork designed for use without a frame) must be framed. Frames must match or complement the design of other case pieces in the room. Frames must be made of wood, plated metal, or high-quality cast resin; plastic or low-quality frames are not permitted. Frames must be a minimum of 1" wide.

## Mirrors

- **Mirror Frames:** All mirrors must be framed and must match or complement the design of other case pieces in the room. Frames must be made of wood, plated metal, or high-quality cast resin; plastic or low-quality frames are not permitted. Frames must be a minimum of 3" wide.
- **Free-Standing Mirrors:** Only mirrors which are mounted to a structural element such as a wall or door are allowed. Free-standing mirrors, such as pedestal mirrors, are not permitted.
- **Installation:** Mirrors mounted over case pieces must have exterior dimensions which are not wider than the case piece over which it is mounted. Mirror installation must meet the same criteria as artwork installation (as outlined in the *Artwork* section of this document).

## Accessories

- **Prohibited Items:** The following accessories are not permitted:
  - Breakable, glass or other decorative items on the accessories that are attached only with glue.
  - Candles (including battery-powered artificial candles), candlesticks, or anything that promotes candles or flammability.
  - Small objects that could be used as projectiles.
  - Pointed or sharp objects that may cause harm to a guest.
  - Photo frames.
  - Writing desk accessories, including ink pads and pencil holders, etc.
  - Houseware items that may be misinterpreted as usable dishware (decorative glasses, wine decanters, decorative plates, etc.).
  - Wine bottles, chili jars, or any items that a guest may misinterpret to be used for consumption.
  - Table runners.
  - Faux or real plants.

- Indoor or outdoor space heaters.
  - Personal photographs/portraits/mementos.
  - Religious symbols or artifacts.
  - Political symbols or artifacts.
  - Scented items such as air fresheners, potpourri, incense, etc.
- **Restricted Items:** The following accessories are permissible only if certain conditions are met:
    - Serving trays on countertops are permissible only if dishwasher safe.
    - Dining table centerpieces are permissible only if not higher than the chandelier. Centerpiece must be made of items that can be cleaned or repaired onsite by housekeeping (items such as seeds, feathers, etc. are not permitted). If the chandelier is not centered on the table, a creative solution (such as multiple accessories, etc.) must be used to compensate for this situation.
    - Bathroom accessories must be supplied by the housewares package only. No other style is to be used. No additional accessories may be added.
    - Only one area rug is permitted in den/living room and must be purchased as part of the approved furniture package. Rug must be secured with double-sided tape designed for that purpose. Other free-floating carpet, including interior doormats, is prohibited. Cords may not be run under any rug, and rugs may not be cut in order to accommodate a cord.
  - **Item Value:** No decorative items should be overly expensive; if an accessory is taken or broken it must be able to be replaced for less than \$50. No sentimental, personal, or irreplaceable items are permitted.

## EXTERIOR MODIFICATIONS

### Exterior Modifications

- **Exterior Appearance:** Home must meet exterior appearance guidelines established by the Common Areas Manager.
- **Hooks:** No external hooks are permitted except for pre-approved mounting devices required to store pool equipment as outlined in the *Pools* section of this document.

## INTERIOR MODIFICATIONS

### Major Interior Modifications

- **Approval:** Changes to the construction of the interior of the home, including the removal, replacement, or addition of permanent fixtures such as cabinets or wet bars, must first be approved Rental Company. Following Rental Company approval, Club approval is also required before construction may commence. Proposed construction schematics and renderings must be presented for approval. All proposed projects must have proper permits issued by appropriate government agencies and be compliant with all Applicable Laws. All work must be completed by licensed and insured contractors.

## POOLS, OUTDOOR SPAS, AND HOT TUBS

### Pools and Outdoor Spas

- **Construction:** Only builder-supplied in-ground pools and spas are permitted.
- **Operation and Maintenance:** Pools and spas must always be filled with water, and fully operational during all renter occupancy.
- **Pool Equipment:** Each pool must include a pole and skimmer net, mounted professionally to the exterior of the home or the pool fence. Tools may **not** be stored on the ground or patio. If a pool cover is used, it must be neatly stored outside on either a purpose-built roller or in a pre-approved outdoor storage bin with closing lid. Pool covers may **not** be stored directly on the ground or patio.
- **Safety Equipment and Signage:** Pool/spa fences and safety gates must be fully intact, function properly, and latch securely. A Club-approved safety sign must be affixed to an area easily visible from the pool/spa. All homes with swimming pools must have a functioning alarm on all doors and windows leading to the pool area, to comply with Applicable Laws. Alarm must be tested by Rental Company prior to each check-in to ensure that it is functioning properly.

### Hot Tubs

- **Construction:** For homes which do not have a Builder-supplied in-ground outdoor spa, only Margaritaville-branded above-ground hot tubs are permitted.
- **Operation and Maintenance:** Hot Tubs must always be filled with water, clean, and fully operational. For maintenance requiring water to be drained from the hot tub, hoses must be routed toward the street and approved drains, rather than into unpaved areas.
- **Safety Equipment and Signage:** Hot Tubs must be covered and secured when not in use. A Club-approved safety sign must be affixed to the side of the Hot Tub most visible from the cottage egress door. The sign must **not** be obscured by the Hot Tub's stairs.

## OTHER MINIMUM STANDARDS

### Game Tables and Gaming Systems

- **Approved Types:** Only Club-approved game tables are permitted. Pre-approved game table options are available from the Club's approved furniture providers. Other game tables must be submitted for approval prior to purchase and installation. Appropriate accessories are required for these tables for guest enjoyment. Owners are financially responsible for keeping the table and its accessories in working order, including repairing/replacing accessories as needed. Darts of any type, including magnetic darts and lawn darts, are **not** permitted.
- **Video Gaming Systems:** Cabinet/arcade-style video games are acceptable with approval. Small consumer-grade video game consoles (X-Box, Nintendo, PlayStation, etc.) are permitted only if properly secured against theft.

Owners are financially responsible for keeping the system and its accessories in working order, including repairing/replacing controllers and other accessories as needed.

- **Placement:** Game tables requiring AC power must be placed alongside the wall containing the outlet or placed over a floor outlet, to minimize safety hazards. Cords must be properly managed. Floor cord covers are **not** permitted. Billiards tables must be placed with sufficient clearance on all sides to facilitate gameplay and minimize wall damage from pool cues.
- **Outdoor Games:** Non-powered outdoor games such as cornhole are permissible, but must be stored indoors when not in use. 36" egress pathways must be maintained when games are stored inside.

### Alarm Clocks

- **Specifications:** Clocks must be AC powered, with battery backup. Clock must have USB and AC pass-through power outlets to facilitate charging/powering of renters' devices without the need to unplug or seek an additional outlet. Clocks must be of the following specification (or comparable if this specific item is no longer available):
  - Manufacturer: Sonnet
  - Description: AM/FM Alarm Clock Radio with 2 USB charging and 2 AC 110V Output
  - Model #: R-1414
- **Placement:** Each bedroom must have one (1) alarm clock located on one of the nightstands.
- **Operation:** Alarm clock must be always be connected to an electrical outlet, set to the correct time, and must include functioning batteries to ensure it continues to work during power outage.

### In-Room Safes

- **Specifications:** In-room safes must be of hospitality grade with renter-resettable code electronic touchpad lock and interior LED light. Locks must include admin override and key override features. Safes must be of the following specification (or comparable if this specific item is no longer available):
  - Manufacturer: Avanti
  - Description: Security Safe
  - Model #: HRS88N1B
  - Color: Black
- **Placement:** Each home must have one (1) security safe. Safe must be mounted securely (as outlined in manufacturer's specifications) to built-in closet furnishings in either the master bedroom or a secondary master bedroom on the lowest floor possible of the home.
- **Operation and installation:** Safe must always be adequately battery powered and operational.

## Cord Management

- **Cord placement:** All cords must be neatly managed (folded/coiled, zip-tied, etc.) and hidden from view whenever possible. Cords may **not** be run underneath area rugs or in any manner where they may become damaged or present a safety hazard. Rugs must **not** be cut in order to allow a cord to pass through. Floor cord covers are **not** permitted. All non-essential labels must be removed from cords upon installation; mandatory labels such as safety and UL Listed labels must **not** be removed.

## Cleaning and Housekeeping

- **Deep Cleaning:** Must occur twice per year. Club reserves the right to inspect for approval.
- **Housekeeping:** Housekeeping service is required for each day of a renter's stay.
  - **Full Housekeeping:** Homes must receive full housekeeping prior to each check-in, including amenity starter kits as outlined in this section and five (5) garbage bags per trash can.
  - **Trash and Tidy Service:** Daily trash and tidy service is required for each day of a renter's stay. During this service, the following must be performed:
    - Removal of garbage and restocking of garbage bags
    - Kitchen cleaning
    - Remake beds with existing linens (replacing any excessively soiled)
    - Replace used towels/washcloths (except those which the owner has stored in accordance with the "use again" method outlined on the in-unit placard)
    - Provide additional units of amenity starter kit items which have been more than half-used.
- **Bathroom Amenity Starter Kit:** At each check-in, home must include a starter kit of bathroom amenities sufficient for double occupancy of each bathroom. Starter kit for each full bathroom must include shampoo, conditioner, body wash, hand soap, facial soap, two (2) boxes of facial tissues, and two (2) rolls of toilet paper. Half baths require all elements except shampoo, conditioner, or body wash. Amenities must be replenished as needed during each housekeeping visit.
- **Kitchen Amenity Starter Kit:** At each check-in, home must be stocked with two (2) rolls of paper towels, two (2) sponges, one (1) dish soap, three (3) dishwasher capsules. Amenities must be replenished as needed during each housekeeping visit.
- **Laundry Amenity Starter Kit:** At each check-in, home must be stocked with one (1) package of laundry detergent. Amenities must be replenished as needed during each housekeeping visit.

## Painting and Wall Treatments

- **Exterior Paint:** Only pre-approved paint colors may be applied to the home and must be approved by the Commons Area Manager.
- **Interior Paint:** Only pre-approved wall colors, including one pre-approved accent color wall per room, is allowed in homes.

- **Backsplashes:** Kitchen backsplashes are permissible if constructed of tile (or other high-quality attractive material) and in a design which complements the existing interior design of the kitchen. All designs must be pre-approved before installation. Backsplashes must not interfere with the operation of wall outlets, utility jacks, or light switches.
- **Wallpaper:** Wallpaper is not permitted.

### Door Hardware

- **Primary Entry Doors:** Must have connected Club-approved electronic locks. In order to ensure emergency services and Rental Company access to the home, the privacy lever function of the lock must be removed.
- **Rear Exterior Doors:** With the exception of slider doors, rear exterior doors must be equipped with an electronic Yale keypad deadbolt which interfaces with home automation system. Access code must be changed for each check-in to ensure guest safety. Door handle must be a passage-style non-locking handle or knob. Both pieces of hardware must be of the same finish color.
- **Additional Exterior Doors:** Additional exterior doors must have a passage-style non-locking handle or knob, along with a non-keyed deadbolt which is activated from the inside only. Both pieces of hardware must be of the same finish color.
- **Owner's Closet and Additional Owner Storage Doors:** Handles and locks must meet guidelines in the *Owner's Closet* section of this document.
- **Door Chains/Closers:** All swinging exterior doors must be equipped with functioning spring chains (commonly referred to as Crash Chains) to prevent damage to the exterior of the home.
- **Re-Keying/Re-Coding:** Doors must be rekeyed upon affiliation with a new Rental Company, rekeyed at any time when there is reasonable belief that the lock integrity may be compromised due to lost hard keys, and re-coded at any time when there is reasonable belief that the code has been shared.
- **Owner Access to Rental Cottage:** Owners are only to be provided codes/access during owner booking periods. Owners may not access their home without prior Rental Company approval.

### Doormats

- **Doormat Requirements and Standards:** Home must have a Club-standard door mat located outside of each exterior door which leads to a paved, decked, or otherwise finished area. For sliding doors and for double doors within the same frame, only one mat is required per door frame. The appropriate number of doormats are to be provided as part of the housewares package. Other doormats, including customized interior doormats, are not permitted.



### Home Automation and Connectivity

- **Home Automation System:** Unit must have a functioning Home Automation system (connected locks, air conditioner control, pool operation and heating, and other services) through a company approved by Club or Hotel Owner. Currently, Point Central and BeHome247 are the only approved companies.
- **Guest Information Software:** Club Owner reserves the right to provide, at no cost to the Unit Owners, a hardware device that links to Resort services via Club-approved Guest information software. Currently, Intelly is the only approved software for this purpose.

### Utilities

- **Active Utilities:** Unit must have activated utilities at all times, paid by Rental Company on behalf of owner (see *Payments and Reporting* section). Unit must maintain at all times a telephone with active service and a guide outlining correct contact information for Rental Company, resort services, and emergency services.

### Safety Equipment

- **Fire Extinguishers:** Home must have a minimum of one (1) fire extinguisher on each floor. Fire extinguishers must be five-pound ABC dry chemical type and be properly charged and functioning. On the floor which contains the kitchen, the fire extinguisher must be stored beneath the kitchen sink with a “Fire Extinguisher Inside” label affixed to the cabinet door. On all other floors, fire extinguishers must be wall mounted and easily visible in a location near the stairs. All fire extinguishers must be regularly visually inspected by Rental Company and inspected/serviced annually by a licensed provider according to manufacturer’s recommendations. Appropriate inspection tags must be affixed at all times.
- **Safety Placards/Signage:** In addition to the pool, spa, and hot tub (if applicable) safety signage outlined elsewhere in this document, each home requires the following safety signage:
  - Emergency information placard wall-mounted on each floor. On the ground floor, the placard must be mounted on an inside wall near the front entry. On all other floors, the placard must be mounted adjacent to the fire extinguisher. This placard must include:
    - Floorplan/map of the level of the home
    - “You Are Here” indicator
    - Evacuation route
    - Fire extinguisher locations and instructions
    - “Call 911” emergency call information
    - Phone location
  - Each telephone must include labeling noting the telephone number and address of the home.

### Owner’s Closet and Additional Owner Storage

- **Owner’s Closet:** The home’s mechanical closet is designated as the only Owner’s Closet for the home. All remaining closets and pantries in the home must remain available for renter use.

- **Additional Owner Storage:** If an Owner desires storage beyond the Owner's Closet, a separate lockable closet in a common area of the home (such as a hallway) may be converted to Additional Owner Storage after receiving Club approval (at Club's sole discretion). Bedroom closets must **not** be used as Additional Owner Storage. Furniture and built-in pieces (such as chests, drawers, cabinets, armoires, or dressers) must **not** be used as Additional Owner Storage.
- **Security and Access:** Owner's Closet and any Additional Owner Storage must be secured with an approved Kwikset smart key set which is rekeyed to Rental Company specifications. Mechanical components such as electrical panels, alarm panels, cable modems, and other such critical devices must be freely accessible to Rental Company if located within these areas; these devices must **not** be padlocked or unreachable due to stored items.
- **Prohibited Items:** Storage of perishable food, chemicals, gases, weapons, firearms, fireworks, illegal substances, or items which may emit odor or noise is **not** permitted in Owner's Closet or in any Additional Owner Storage.

### Payments and Reporting

- **Utilities and Fees:** Rental Company must pay owner utilities (power, water, gas, cable), club fees, HOA dues and assessments, and any deficit payments on behalf of homeowner to ensure no accounts are in arrears and to prevent utility disconnection.
- **Rental Payments:** Owner must receive rental payments by the 20<sup>th</sup> of each month for the prior month's bookings. Remittance must include a statement which outlines reservations and net rates used to calculate the amount paid.
- **Reporting:** The Club must have access to Rental Company data in a Club-designated format so that it may:
  - Audit past stays to properly ensure club is being paid according to rentals.
  - Forecast future stays to ensure that club amenities are appropriately staffed in relation to expected occupancy.

### Collateral

- **Required Collateral:** All Club-approved collateral material such as No Smoking, flushing information, towel saving, etc. must be present in home.

### Marketing

- **Special Promotions:** Marketing strategies featuring "waive resort fee" or "complimentary club dues" style wording are **not** permitted.
- **Homeowner Marketing:** All cottage marketing must be provided by Rental Company. Homeowner must **not** create an independent marketing website (including social media accounts/pages) utilizing Club intellectual property/marks and/or where monies are exchanged for bookings.

- **Violations:** Homes found to be in violation of marketing policies may be placed on a rental hold until such violation is resolved.

## Inspections

- **Rent-Ready Inspections:** Club must perform a rent-ready inspection prior to a home entering the rental program for the first time, or after changing from one rental management company to another. Home must **not** be occupied by renters until it has passed this inspection to the Club's satisfaction. Rental Company is responsible for notifying the Club of homes ready for inspection with sufficient time to allow for any necessary corrections before the first scheduled occupancy. Prior to this inspection occurring, Rental Company must certify that Cottage is adhering to guidelines in the *Marketing* section of this document.
- **Quarterly Inspections:** Club reserves the right to perform a quarterly inspection to ensure the home remains within project standards.
- **Annual Inspections:** Rental Company must perform an annual inspection of each home to verify the quality of furniture within the homes and produce a report of such. If recommendations are made to replace or enhance furniture, the homeowner will have 30 days to rectify this or be placed on a rental hold.
- **Ad-Hoc Inspections:** Either Club or Rental Company may elect at any time to inspect a home if there is sufficient reasonable belief that a safety or liability concern might exist. Homes may be placed on a rental hold until any validated concerns are corrected. Owner and Rental Company must also provide access for inspections required by governmental agencies.

## Maximum Permitted Occupancy

- **Calculation:** Maximum Permitted Occupancy for a home is calculated as (Number of bedrooms x 2) + 2. As an example, a five-bedroom home would have a Maximum Permitted Occupancy calculated as  $(5 \times 2) + 2 = 12$ . The presence of any additional bedding in the home does **not** increase the Maximum Permitted Occupancy of the home. All bedrooms must conform to all Applicable Laws including minimum square footage requirements.

## Rental Services

- **Rental Services:** Must be provided seven days a week, every day of the year, including holidays and weekends, as outlined below:
  - **7:00 am to 9:00 pm** – full on-site operations with guest service ambassadors, maintenance, housekeeping, etc.
  - **9:00 pm – to 7:00 am** – 24 hours on-call line or agreement with Hotel to answer and respond to any after-hours calls.
- **Check-In Services:** In addition to on-site check-in services at the hotel front desk, Rental Company must provide an in-person walk-through of the cottage with the guest, during which the following items are covered:
  - Safety features, such as safety placard content and locations of fire extinguishers and telephones.
  - Operation of the pool alarm, if applicable.

- Instructions on how to use televisions/remotes and Smart TV functions.
- Wi-Fi password and connection information.
- Instructions on how to use the Intelity system.
- Use of door locks.
- Trash disposal bin location and usage.
- Answer questions about amenities and services.
- Instructions on whom to call for various issues that may arise during stay.

### **HOUSEWARES PACKAGE**

A Housewares Package has been selected and specified by the Club to maintain consistency in all Rental Properties. This will enable the rental team to maintain and replace items in a more effective and timely manner.

The Housewares Package includes kitchen, bath, and general houseware items, where applicable.

Package requirements and specifications may change from time to time and may vary based on the size and layout of the accommodation. Owners will be provided with a current Housewares Package List at the time their furnishing package is being purchased, but additional purchases may be required in the future to meet any amended Standards.

**Note: Housewares must be included as follows:**

- Bathrooms:
  - Each sink to have soap dish
  - Facial tissue box cover per bathroom
  - Tray to hold amenities
- Kitchen packages must accommodate Maximum Permitted Occupancy.
- Kitchen garbage cans must include a cover.
- Homeowner personal items (special coffee cups, etc.) must **not** be left in renter-accessible areas. These items must be kept in the Owner's Closet or in any Additional Owner Storage.
- No additional housewares beyond those in the package may be added.

**Please see Housewares Package List for all required items.**

## **LINENS PACKAGE**

A Linens Package has been selected and specified by the Club to maintain consistency in all Rental Properties. This will enable the rental team to maintain and replace items in a more effective and timely manner.

Package requirements and specifications may change from time to time and may vary based on the size and layout of the accommodation. Owners will be provided with a current Linens Package List at the time their furnishing package is being purchased, but additional purchases may be required in the future to meet any amended Standards.

No additional linens beyond those in the package or those provided as part of an approved Furniture Package may be added.

**Please see Linens Package List for all required items and specific quantities required for the Rental program.** Quantities of each item are optimized to balance operational needs such as laundry processing time with lower startup cost. In addition to the initial startup cost, Owners are responsible for paying set monthly fees to Rental Company in order to allow for regular replacement of linens within the Rental Program.

## LINENS PACKAGE LIST OVERVIEW

### Definitions and Calculations

- The Linens Package List outlines the required quantities of linens for your home in the Rental Program.
- Required quantities are expressed in units known as PAR (Periodic Automatic Replenishment).
  - **PAR:** This term refers to the quantity of a particular piece of linen required to properly furnish one bed or one bathroom for use at a specific point in time.
    - Depending on the type of item, one PAR might be a single item (like a comforter) or a set of items (like five queen size pillows).
    - We know – it’s confusing. To better understand this, think of your car. You only need one steering wheel, but you need four tires. One steering wheel = 1 PAR of steering wheels. Four tires = 1 PAR of tires.
  - **PAR Level:** This term refers to how many **PAR** of each item we keep on hand at all times. For example, pillowcases might have a **PAR Level** of 3: one set on the bed right now... another set that is in the wash after having been used yesterday... and another set that’s in storage, ready to be quickly used in case something needs to be replaced.
    - PAR Levels are based on the type of linen and its expected usage, wear, and tear. For example, we require a higher PAR Level of pillowcases, but a lower PAR Level of the pillows themselves... because we know that pillowcases are washed and replaced much more often than pillows are.
    - PAR Level doesn’t have to be a whole number. For example, PAR Level might be 1.75 if we know replacement is somewhat rare but still needs to be accounted for over the long term. Remember our example of the wheels on your car? One PAR of tires is four tires, but your car’s PAR level for tires is 1.25... the four tires you drive on plus a spare in the trunk!
  - **Total PAR:** This term refers to the total number of each individual item needed for each bed or each bathroom when you enter the rental program. For example, if 1 **PAR** of pillowcases is a set of five, and we require a **PAR Level** of 3, then your **Total PAR** for that bed is 15 pillowcases...  $5 \text{ (par)} \times 3 \text{ (par level)} = 15$ .
    - This acts somewhat like a “subtotal” of linens needed for one particular bed, or for one particular bathroom.

### Linen Expenses

- There are two primary expenses associated with your Linens Package...
  - **Initial PAR Startup:** This is a one-time expense, calculated by adding up the expenses related to the Total PAR for each bed and each bathroom in the home. In other words, this amount covers the purchase of the number of linens needed to add your home into the Rental Program at the established PAR Levels.
    - Though this is a one-time expense, there may be instances when the PAR requirements themselves are adjusted. In these cases, you may be responsible for additional startup fees to bring your linens up to the new PAR requirements.
  - **Linens Maintenance and Replacement:** This is a fixed recurring expense, billed monthly, which enables the Rental Company to maintain its linens program and to replace linens as needed due to wear, damage, and theft.

## LINENS PACKAGE LIST - BEDS

### PAR - Beds

Refer to the following chart to determine the appropriate PAR of each item when outfitting **each** bed:

ITEM	ONE PAR (Amount required to outfit one bed for a single use)				
	King Bed	Queen Bed	Queen Sleeper	Full Bed	Twin Bed
Mattress Protector	1	1	1	1	1
Flat Sheet	1	1	1	1	1 (Full Size)
Fitted Sheet*	1	1	1	1	1 (Full Size)
Comforter/Duvet (unless decorative top sheet is used)	1	1	1	1	1 (Full Size)
Parrot Duvet Cover (or approved decorative top sheet)	1	1	-	-	-
Decorative Top Sheet	-	-	-	1	1 (Full Size)
Pillow**	5	4	4	2	1
Pillowcase**	5	4	4	2	1
Margaritaville Bolster Pillow	1	1	1	1	1

\* Rental Company may elect to replace fitted sheet with an additional flat sheet

\*\* Standard size pillows/pillowcases are to be used for all bed sizes.

### PAR Level and Total PAR - Beds

ITEM	PAR LEVEL	TOTAL PAR*** (Total pieces, including reserves, required per bed)				
		King Bed	Queen Bed	Queen Sleeper	Full Bed	Twin Bed
Mattress Protector	1.5	1.5	1.5	1.5	1.5	1.5
Flat Sheet	2.5	2.5	2.5	2.5	2.5	2.5 (Full Size)
Fitted Sheet*	2.5	2.5	2.5	2.5	2.5	2.5 (Full Size)
Comforter/Duvet (unless decorative top sheet is used)	1.75	1.75	1.75	1.75	1.75	1.75 (Full Size)
Parrot Duvet Cover (or approved decorative top sheet)	2.5	2.5	2.5	-	-	-
Decorative Top Sheet	2.5	-	-	-	2.5	2.5 (Full Size)
Pillow**	1.2	6	4.8	4.8	2.4	1.2
Pillowcase**	3	15	12	12	6	3
Margaritaville Bolster Pillow	1.5	1.5	1.5	1.5	1.5	1.5

\* Rental Company may elect to replace fitted sheet with an additional flat sheet

\*\* Standard size pillows/pillowcases are to be used for all bed sizes.

\*\*\* Total PAR will be rounded up to whole numbers

## LINENS PACKAGE LIST - BATHROOMS

### PAR - Bathrooms

Refer to the following chart to determine the appropriate PAR of each item when outfitting **each** bathroom:

ITEM	ONE PAR <i>(Amount required to outfit one bathroom for a single use)</i>	
	Full Bath	Half Bath
Bath Towel	3	-
Hand Towel	3	2
Face Towel	3	-
Bath Mat	1	-

### PAR Level and Total PAR - Bathrooms

ITEM	PAR LEVEL	TOTAL PAR <i>(Total pieces, including reserves, required per bathroom)</i>	
		Full Bath	Half Bath
Bath Towel	3	9	-
Hand Towel	3	9	6
Face Towel	3	9	-
Bath Mat	3	3	-