**Reservations Process 2019 for 2020 Reservations**

The reservation process will be by way of a lottery process and by season, the same as last year but with different opening dates

* Winter May 5th, 2019
* Swing June 19th, 2019
* Summer August 28th, 2019
* Weeks 37 & 38 October 2nd, 2019

**In order to enter the lottery members must:**

1. **Be in good financial standing with the club and**
2. **Have submitted a duly completed Reservation Request Form**
	1. **Forms which are in complete will be addressed last**

**Item 1.**

The maintenance fees for 2020 will be the same as current.  In the event there is a need for an adjustment members will be notified no later than November 30th, 2019.  The adjustment will be paid at check-out of your 2020 vacation.

1. Maintenance fees = $1370.00 per week, plus the new government imposed tax of 12%, the value is a sum of $164.40. Note: This is paid to the government, PIBC does not benefit from this.

                              i.    Total due prior to the processing of reservations requests is the

                                    sum of $1534.40. Current Maintenance fees plus tax.

                             ii.    All payments should be in two weeks prior to the set opening

                                     date of each season.

1. In the event the Management Committee determines the 2020 maintenance fee to be an amount greater than the $1370.00 noted above,

                   the adjustment must be paid at check-out of your stay, multiple week

                   owners will be required to pay the adjustment of all their weeks on

                   settling up of their first weeks account.

            (c) We encourage all members that will be vacationing with us to please bring

                   your cash or check with you to pay your Maintenance fees during your

                   stay. **The checks could be post dates.**

                              i.     Members wishing to pay with a credit card can kindly contact us

                                     for a credit card authorization form.  Only those who have **NOT!!**

                                     stayed with us prior to the opening of reservations period will

                                     have there service fees waived. if you have stayed

                                     with us and did not leave a payment of cash or check, ***YOU WILL***

***BE CHARGED THE CREDIT CARD SERVICE FEES.***

All checks are to be made payable to PIBC Management Ltd.  Payment can either be:

1. delivered by Hand to the Front Desk or
2. mailed to: PIBC Management Ltd.

c/o PDX Express 13406 N.W. 38th court

Opa-Locka

FL 33054

USA

1. Courier to: Paradise Island Beach Club

Garden View Drive

 Paradise Island, Nassau, Bahamas

 Tel: 242-363-0101 or 242-363-2814

Attn: Accounts Department

**Item 2.**

***No reservations will be taken over the phone.***

Reservation Forms ***must include your e-mail address*** and can either:

1. Be delivered to the new Reservations office located in the Breezeway
2. faxed to the Club using 242-363-2130 or
3. scanned and e-mailed to RESERVATIONS@PIBCRESORT.com

Regardless as to which method you choose, PIBC will scan your Reservation Forms and e-mail to the same e-mail address noted on your Form.  If you don’t receive an e-mail within ten (10) days of delivering your Form to PIBC, it is your responsibility to follow-up directly with Reservations using RESERVATIONS@PIBCRESORT.com

Tony will head the team that will run the lottery; a week will be given to sort the lottery results and post to the digital reservation system. Members will receive an e-mail with the details of their reservations and a confirmation number.

**Item 3.**

**Members with multiple weeks have more chances for  their reservation request(s) they will have more chances at winning.**

1. all reservation requests are processed when the multiple week member’s 1st lottery number is pulled
2. In an effort to enable multiple week members to vacation at the Club for either (a) consecutive or (b) concurrent weeks, RESERVATIONS will monitor availability.  As and when availability of consecutive or concurrent weeks within that member’s season and view are almost depleted, MANAGEMENT will pull that member’s requests.
	1. The above DOES NOT guarantee you will get your first choice of weeks. **Especially if your requests is in a high demand period.**

**Item 4.**

**Any member claiming a fixed week,** will have that reservation request processed separate to any other request.

1. Accordingly and statistically it is unlikely that such a member will be able to occupy such fixed week either consecutively or concurrently with any other week(s) the member might have.
2. If such a member prefers to occupy consecutively or concurrently, now is the time to rescind/cancel such fixed week claim.

**Item 5.**

The lottery process will deal with the initial brunt of the reservations process. All those members that missed the deadline for entering the lottery will have the ability to pay their maintenance fees and make his/her reservation through the reservations department After the  lottery process has been completed.

**Item 6.**

Reservations will be processed by season as follows;

1. **Winter will open May 5th, 2019**
	1. *All reservation forms should have already been submitted. Members must be financially current. Permit 14 to 21 days for processing.*
		1. Winter members will receive their confirmations by e-mail not later than May 22nd, 2019.
2. **Swing will open June 19th, 2019**
	1. *All reservation forms must be submitted not later than June 15th, 2019. Members must be financially current. Permit 14 to 21  days for processing*
		1. Swing members will receive their confirmations by e-mail not later than July 4th, 2019
3. **Summer will open August 28th, 2019**
	1. *All reservation forms must be submitted not later than August 20th, 2019. Members must be financially current. Permit 14 to 21 days for processing*
		1. Members will receive their confirmations by e-mail not later than September 22nd, 2019.
4. **Owners of fixed 37 & 38 will be processed  October 2nd, 2019**
	* 1. Members will receive their confirmations by e-mail not later than October 20th  2019.

**5.     Assignment of weeks:**In accordance to the clubs constitution, any member

        that has not paid his/her week will have their week assigned. The member will

        not have the options to change their assigned week in a different season.

       The member will have three options;

1. Accept, pay and occupy
2. Place it in the clubs rental program this is only after the clubs maintenance

            fees have been paid.

      **c.**Space bank, this is only after the clubs maintenance fees have been paid.

      **d.**Lose the week completely.  ***The club does not permit the roll over of***

***weeks from one year to another.***

**6.     Assignment of weeks any member that has paid and not made a reservation will have his her week assigned, the same is also true for those that have not paid. It will be as follows,  by season;**

1. **Winter:**June 30th, 2019
2. **Swing:**August 7th, 2019
3. **Summer and fixed weeks:**October 31st, 2019

**7.     Members are encouraged to pay and make his/her maintenance fees prior**

**to the deadlines associated with their season, to avoid having their weeks**

**assigned.**