

Telemark Interval Owners Association (“TIOA”)
ADVANCED RESERVATION BOOKING GUIDELINES
for Telemark Pointe and Christina Villas (Condos)

- 1) An Advanced Reservation Booking (“ARB”) for TIOA Telemark Pointe and Christiana Villas (Condos) can only be made up to one(1) year (365 days) in advance of the desired Timeshare Week (01 -52) for an advanced week-long reservation corresponding to the attached TIOA Timeshare Calendar for the following year (Please see attached **Exhibit A – TIOA Timeshare Calendar**).
- 2) TIOA Telemark Pointe (“TP”) owners may only make advanced reservations using their primary exchange week (no bonus weeks allowed) for Telemark Pointe units; and likewise, TIOA Christiana Villa (“CV”) owners may only make advanced reservations using their primary exchange week (no bonus weeks allowed) for Christiana Villa units.
- 3) For an Advanced Reservation Booking (“ARB”) to be valid, the maintenance fee for the following calendar year MUST be prepaid in advance of ARB request in the equivalent amount of the current year’s maintenance fee amount and MUST be paid in full by time of ARB.
- 4) All ARB requests must be submitted using the attached **Advanced Reservation Booking Form** PDF via Email only to TIOA Owner Service (ARBtelemark@cheqnet.net) after 12:01pm on the first non-holiday business day according to the attached **Exhibit A – 2023 TIOA TIMESHARE CALENDAR** published each year by the TIOA that corresponds to the requested week of the TIOA Timeshare Calendar.
- 5) At the discretion of the TIOA owner service representative, any TIOA ARB request submitted prior to the published 365-day acceptance date shall be null and void, and subsequent acceptance of multiple ARB requests based upon time of receipt of the TIOA Owner Service (ARBtelemark@cheqnet.net) TIMESTAMPED Email received.
- 6) For an ARB to be VALID, and corresponding ARB week to be booked and honored, ALL advanced prepaid “maintenance fees” must be fully prepaid and collected, and the fully completed Advanced Reservation Booking PDF Form received and on file with the TIOA Owner Service Representative/Coordinator, as received on a first come first served basis according to the criteria above. NOTE: In the event that the PDF version of the ARB cannot be generated and attached as an email attachment, the TIOA ARB request may be submitted in the body of an email as long as the submission contains substantially all of same required information requested in the PDF version of the ABR Form.
- 7) In the event of multiple ARB requests for the same unit and/or same unit type, all booking preferences will be strictly honored by the order that the, fully validated, timely DATE- and TIME-STAMPED Email is received by the TIOA Owner Service (ARBtelemark@cheqnet.net) Representative/Coordinator.
- 8) Any disputes will be fairly resolved at the discretion of the TIOA General Manager (GM). In the rare instance that a legitimate dispute cannot be resolved by the GM, the dispute shall be resolved at the discretion of the TIOA Board of Directors, which such determination shall be final.
- 9) **TO PREPAY 2023 MAINTENANCE FEES, as well as ANY QUESTIONS:** Please contact TIOA Owner Service ownerservice@cheqnet.net or call the TIOA Owner Service Coordinator: (715) 798-3999 EXT: 1.
- 10) **DOWNLOADS NECESSARY:** 1) **Advanced Reservation Booking (“ARB”) Form** and the 2) **Exhibit A – 2023 TIOA Timeshare Calendar** and **ABR Submission Calendar**
- 11) All Advanced Reservation Booking (“ARB”) requests shall ONLY be submitted via Email to: ARBtelemark@cheqnet.net after the set time on the **Exhibit A – 2023 TIOA TIMESHARE CALENDAR**.
- 12) **PLEASE NOTE:** No mail, telephone, text message, or voicemail requests permitted.