



**LION'S GATE PINES LODGE**  
INTERVAL OWNERS ASSOCIATION

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Winter Park, Colorado 80482  
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Published by:  
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**Lion's Gate Policies and Procedures**

**Check In/Out Procedures:** Courtesy check in is now available to owners. Key cards will be mailed to you 10 days prior to your scheduled arrival, provided your account is not past due. You may go directly to your condominium, however, YOU MUST CALL THE FRONT DESK (970-726-9421) to check in. This activates your reservation for housekeeping services. Key cards are programmed to work after 4 pm the Friday your week starts and will expire the following Friday at 10 am. If the key cards are used outside these hours, they will not work. These cards provide you with additional security features and are only valid during your stay. Check in time is 4 pm the Friday your week starts. Check out time is 10 am the following Friday. Please respect your fellow owners and observe these times.

**Guest Service Desk Location:** Exit 232 from I-70 on US 40. The office is located at High Country Haus, 78415 US Highway 40 across from King's Crossing. Phone (970-726-9421, Fax (970-726-8004).

**Non-owner use of your unit** is no problem. Simply fax or mail this information, including your guest's name and address to 979-726-8004 attention Barbara. Your keys are sent to you without charge. If you would like us to send a confirmation and keys directly to your guest, there is a \$20 fee to do so. Please enclose a check payable to Condominium Management Company and their mailing address at least two weeks prior. If you have banked your week with an exchange company, you do not need to do anything. The exchange company will provide us with that information.

**Housekeeping Services:** You will receive one complete trash and towel exchange on Tuesday. Additional housekeeping services are available for a nominal fee.

**Interval Rental Program:** We do offer an Interval Rental Program for owners. The high seasons for rental are December through March, July and August. Off-season weeks usually do not rent well. If you would like us to attempt to rent your week, please contact Barbara at [barbara@vacationsinc.com](mailto:barbara@vacationsinc.com).

**Ownership Change:** In order to process an ownership change, you must provide Condominium Management Company with a copy of the recorded deed transferring title. This deed must be recorded at the Grand County Clerk, PO Box 120, Hot Sulphur Springs, CO 80451. There is a fee to do this. Call the Courthouse at 970-725-3347 for details. If you wish to show your unit to a potential buyer, you may do so by appointment only with CMC and only on Fridays between 10 am and 4 pm.

**Sleeping Capacity:** All the 2 bedroom units will sleep a maximum of 6 people including one queen, two twins and a queen-sized sofa sleeper. Three bedroom units will sleep 8 with one queen bed, 4 twins, and using the sofa sleeper. Please do not exceed the maximum capacity.

**No Pets Allowed:** No animals of any kind are allowed on the property. Violators of this rule could be charged a fine of \$150. Pet boarding is available at Byers Peak

Veterinary Clinic in Fraser. Their phone number is 970-726-8384.

**Payment Policy:** You will be billed three times annually for your association dues, January 1, May 1 and September 1. Payment is due 30 days from the billing date. Your maintenance fee account for all the weeks you own must be current before you can use your week or bank it with an exchange company. The mailing address for payments if Condominium Management Company, PO Box 3095, Winter Park, CO 80482. Credit cards are accepted with a processing fee.

**Reminders:** As a service to our owners, CMC will send out a reminder letter 4 weeks before your arrival. This will allow you time to deposit your week with an exchange company. If you have banked with an exchange company or put your week on rental, you should not receive a letter.

**Exchange Options:** Lion's Gate is affiliated with Interval International for domestic and international trades. Red weeks are 1-15, 21-39 and 46-52. Green weeks are 16-20 and 40-45. Contact II for additional information at 800-843-8843 or on-line at [www.interval-intl.com](http://www.interval-intl.com).