

Date: November, 2022

To: Owners of two-season "floating" weeks

Re: RESERVATION PROCEDURES FOR WEEKS **21-23 & 36-39** of the **Year 2024**

A. Mail-in Procedures

1. You may request a reservation for weeks **21, 22, 23, 36, 37, 38, and/or 39** of 2024 by completing the form (over) and sending it to LCV. The LCV Office must receive your form on or before one year prior to the check-in date of the week requested.
2. If you own more than one two-season week, you must fill out one form for each week that you wish to put into the "pool."
3. If you request more than one week and it is not drawn, it will be put in the next Drawing that you selected. For example, if you check all 7 weeks and your form is NOT drawn for week 21, it will be put in the "pool" for the week 22 drawing, etc.
4. There will be seven drawings. The drawings will be held on the Tuesday after the check-in date for each of the seven weeks, a drawing will be made by the LCV office, with at least two owners present.
5. If your form **IS** drawn for one of the weeks you indicated, you will receive a confirmation from the LCV office.
 - a. If you will be depositing your week with RCI or Interval, you will be assigned a unit number of the size that you own (1 BR, 2 BR, 2 BR-Loft or a 3 BR).
 - b. If you will be using your week at LCV, the LCV office will assign you one of your preferred units **insofar as possible**.

(over for drawing form)

6. If your form **IS NOT** drawn in any of the drawings requested, the LCV office will inform you after the last drawing, so that you may make another decision regarding reserving your week for usage or for depositing with exchange company. (For example, you may reserve week **20** at this time if available or wait to reserve weeks **40-43** using the standard reservation procedures).

7. Consistent with LCV Rules & Regulations, you must prepay the maintenance dues prior to space banking your assigned week(s).

B. For non-lottery weeks (20, 40-43)

You may call-in your request(s) one year prior to check in date of that week’s reservation. The day after the one-year of check in date reservations can be made by walk-in, mail, or by email.

NOTE: This is **NOT** a drawing for an extra week. This process is used for those wishing to reserve weeks 21, 22, 23, 36, 37 38, and/or 39.

Mail this form to: Lake Carlos Villas, 3954 Co. Rd. 42 NE, Alexandria, MN 56308

Owner _____ Cert. No. _____

Address _____

(City, State, Zip) _____

E-mail address _____

Please put my _____ BR two-season week into the "pool" for **Year 2024:**
Wk 21 _____ Wk 22 _____ Wk 23 _____ Wk 36 _____ Wk 37 _____ Wk 38 _____ Wk 39 _____

Preference(s) for Unit Number (Optional) _____

Signature of owner

Telephone no. (daytime)

(evening)

Note: This form is only to be used for reserving weeks 21 - 23 & 36 - 39.
Use regular call-in procedures for reserving weeks 20 and 40 - 43.