



Dear GALLERYone Unit Owner,

The Hotel has seen a recent influx in units for sale at the GALLERYone, so we would like to take a moment to share with you the Hotel's policies in place for Unit Owners in the Hilton Unit Management Program.

Per the Unit Management Agreement, you must notify the Hotel in writing thirty (30) calendar days prior to any transfer of any ownership interest in the Unit.

For any access to your unit(s) for your **realtor or prospective buyer**, the Hotel must have the unit reserved in advance to accommodate. The reservation request must be sent directly from you, the unit owner, a minimum of two (2) business days prior to the requested date. No reservations requests will be accepted by realtors.

Hilton is not involved in the real estate business and cannot accommodate showing requests or temporary access. We operate as a Hotel and the availability of a unit fluctuates with same-day bookings, late checkout requests, guests extending their stay, etc. To guarantee access to the unit and have the person registered, such as your realtor, these procedures we have in place to best accommodate all parties. By reserving the unit, it is temporarily removed from the rental pool in order to provide guaranteed access to the unit.

When requesting to have the unit reserved for access, please note that the unit will be available during the standard Hotel check-in & checkout time – The unit will be available starting at 4 p.m. on Day 1 until 11 a.m. on Day 2 (or check-out day). My recommendation is to pick 1-3 set days per week to have the unit reserved, so that your realtor knows in advance what days and times they can access the unit. Otherwise, please note that a minimum two (2) business days advance notice for your reservation request will be needed. As the Hotel is now entering the high season, requests may not always be accommodated on short notice.

Once your unit is under contract, there are two different estoppels needed – one from the Hotel and one from the association. All estoppels for the Hotel are to be emailed directly to Krysta.DiBenedetto@hilton.com and we will have returned within five (5) business days. Attached you will find the instructions for obtaining an estoppel from the association.

Contact Emails

<https://forms.office.com/r/32e3KRQN7Z> – In Hilton Hotel Program Reservation Request

GalleryOne.OwnerRelations@Hilton.com – Exclusively for Unit Owners ONLY; condo related questions/concerns

Krysta.DiBenedetto@Hilton.com – For Estoppels, Condo Questionnaires, & Notice of Unit Selling

Kind Regards,

Krysta DiBenedetto

Condo Manager