



Underscar Owners' Club Ltd (UOCL)
Time Ownership Calendar
Rules and Regulations

*Adopted by the Board of Underscar Owners' Club Ltd
on 4th March 2016*



Introduction

These rules and regulations should be read in conjunction with the Articles of Association adopted by the Underscar Owners' Club Ltd at its general meeting of 31st May 2015. We want all owners and visitors to enjoy their time ownership, and treasure good memories of each wonderful Week they enjoy in the Northern Lakes. Underscar is a haven of peace and tranquillity.

The rules are designed to promote the friendly atmosphere, considerate occupation, and 5* environment that are the essence of staying at Underscar.

Underscar calendar Sunday changeover (Saturday changeover is the day before)

Week	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
1	30/12	30/12	30/12	30/12	30/12	30/12	30/12	30/12	30/12	30/12	30/12
2	10/01	08/01	14/01	13/01	12/01	10/01	09/01	08/01	14/01	12/01	11/01
3	17/01	15/01	21/01	20/01	19/01	17/01	16/01	15/01	21/01	19/01	18/01
4	24/01	22/01	28/01	27/01	26/01	24/01	23/01	22/01	28/01	26/01	25/01
5	31/01	29/01	04/02	03/02	02/02	31/01	30/01	29/01	04/02	02/02	01/02
6	07/02	05/02	11/02	10/02	09/02	07/02	06/02	05/02	11/02	09/02	08/02
7	14/02	12/02	18/02	17/02	16/02	14/02	13/02	12/02	18/02	16/02	15/02
8	21/02	19/02	25/02	24/02	23/02	21/02	20/02	19/02	25/02	23/02	22/02
9	28/02	26/02	04/03	03/03	01/03	28/02	27/02	26/02	03/03	02/03	01/03
10	06/03	05/03	11/03	10/03	08/03	07/03	06/03	05/03	10/03	09/03	08/03
11	13/03	12/03	18/03	17/03	15/03	14/03	13/03	12/03	17/03	16/03	15/03
12	20/03	19/03	25/03	24/03	22/03	21/03	20/03	19/03	24/03	23/03	22/03
13	27/03	26/03	01/04	31/03	29/03	28/03	27/03	26/03	31/03	30/03	29/03
14	03/04	02/04	08/04	07/04	05/04	04/04	03/04	02/04	07/04	06/04	05/04
15	10/04	09/04	15/04	14/04	12/04	11/04	10/04	09/04	14/04	13/04	12/04
16	17/04	16/04	22/04	21/04	19/04	18/04	17/04	16/04	21/04	20/04	19/04
17	24/04	23/04	29/04	28/04	26/04	25/04	24/04	23/04	28/04	27/04	26/04
18	01/05	30/04	06/05	05/05	03/05	02/05	01/05	30/04	05/05	04/05	03/05
19	08/05	07/05	13/05	12/05	10/05	09/05	08/05	07/05	12/05	11/05	10/05
20	15/05	14/05	20/05	19/05	17/05	16/05	15/05	14/05	19/05	18/05	17/05
21	22/05	21/05	27/05	26/05	24/05	23/05	22/05	21/05	26/05	25/05	24/05
22	29/05	28/05	03/06	02/06	31/05	30/05	29/05	28/05	02/06	01/06	31/05
23	05/06	04/06	10/06	09/06	07/06	06/06	05/06	04/06	09/06	08/06	07/06
24	12/06	11/06	17/06	16/06	14/06	13/06	12/06	11/06	16/06	15/06	14/06
25	19/06	18/06	24/06	23/06	21/06	20/06	19/06	18/06	23/06	22/06	21/06
26	26/06	25/06	01/07	30/06	28/06	27/06	26/06	25/06	30/06	29/06	28/06
27	03/07	02/07	08/07	07/07	05/07	04/07	03/07	02/07	07/07	06/07	05/07
28	10/07	09/07	15/07	14/07	12/07	11/01	10/07	09/07	14/07	13/07	12/07
29	17/07	16/07	22/07	21/07	19/07	18/07	17/07	16/07	21/07	20/07	19/07
30	24/07	23/07	29/07	28/07	26/07	25/07	24/07	23/07	28/07	27/07	26/07
31	31/07	30/07	05/08	04/08	02/08	01/08	31/07	30/07	04/08	03/08	02/08
32	07/08	06/08	12/08	11/08	09/08	08/08	07/08	06/08	11/08	10/08	09/08
33	14/08	13/08	19/08	18/08	16/08	15/08	14/08	13/08	18/08	17/08	16/08
34	21/08	20/08	26/08	25/08	23/08	22/08	21/08	20/08	25/08	24/08	23/08
35	28/08	27/08	02/09	01/09	30/08	29/08	28/08	27/08	01/09	31/08	30/08
36	04/09	03/09	09/09	08/09	06/09	05/09	04/09	03/09	08/09	07/09	06/09
37	11/09	10/09	16/09	15/09	13/09	12/09	11/09	10/09	15/09	14/09	13/09
38	18/09	17/09	23/09	22/09	20/09	19/09	18/09	17/09	22/09	21/09	20/09
39	25/09	24/09	30/09	29/09	27/09	26/09	25/09	24/09	29/09	28/09	27/09
40	02/10	01/10	07/10	06/10	04/10	03/01	02/10	01/10	06/10	05/10	04/10
41	09/10	08/10	14/10	13/10	11/10	10/10	09/10	08/10	13/10	12/10	11/10
42	16/10	15/10	21/10	20/10	18/110	17/10	16/10	15/10	20/10	19/10	18/10
43	23/10	22/10	28/10	27/10	25/10	24/10	23/10	22/10	27/10	26/10	25/10
44	30/10	29/10	04/11	03/11	01/11	31/10	30/10	29/10	03/11	02/11	01/11
45	06/11	05/11	11/11	10/11	08/11	07/11	06/11	05/11	10/11	09/11	08/11
46	13/11	12/11	18/11	17/11	15/11	14/11	13/11	12/11	17/11	16/11	15/11
47	20/11	19/11	25/11	24/11	22/11	21/11	20/11	19/11	24/11	23/11	22/11
48											
49											
50	11/12	10/12	16/12	15/12	13/12	12/12	11/12	10/12	15/12	14/12	13/12
51											
52	23/12	23/12	23/12	23/12	23/12	23/12	23/12	23/12	23/12	23/12	23/12

Registration of owners

1. The owner of each Week is identified as a member of Underscar Owners' Club Ltd by holding a certificate for their week. Each owner's liability as part of UOCL is limited to £1 as our business status is 'limited by guarantee'.
2. The register of owners is established by our solicitors Oglethorpe Sturton and Gillibrand and also maintained by our managing agents, Fisherbeck Management Limited (FML).
3. If an owner sells or gives away their Week, they must return their certificate to the Club. The club will issue a new ownership certificate to people whose request to become an owner has been approved by the Board.
4. The owner must keep FML informed of their current address and other contact details.

Annual Maintenance Fees

5. The owner will be notified of the annual maintenance fee payable every year. The Board operates for the benefit of all club Members and takes all reasonable steps to maintain fees at a fair level.
6. The owner must pay the annual maintenance fee at least 8 weeks before the start date for their Week.
7. The owner is committed to payment of the maintenance fee during each year of ownership whether or not they occupy their Week in a particular year.
8. If the maintenance fee has not been paid as required, our agents Fisherbeck Management Ltd are instructed not to release the keys for that cottage to the owner. FML may also let the cottage and recover any arrears from the proceeds.
9. The club may charge interest at 4% pa above base rate if payments are more than one month overdue.

Who can occupy a cottage?

10. The registered owner and holder of the holiday certificate for a holiday Week has the right to occupy their chosen cottage in the specified week, but cannot do so outside their holiday dates.
11. Each cottage has a specified maximum number of occupants, which may not be exceeded.
12. Owners must tell FML on arrival on site the names of who is in occupation during their Week.
13. The owner is free to allow friends and family to occupy their Week in their stead, but must notify FML in advance who will be in residence. The owner remains responsible for the conduct of any such guests.
14. Each cottage has one allocated parking space. Parking may be secured for additional vehicles on payment of £3.00 per visitor day.

Swapping and Letting

15. The owner may arrange a swap with another owner, or seek a swap to another resort through Dial an Exchange. FML must be notified of this planned change of occupation for that Week. If a swap is arranged the owner remains responsible for payment of the management fee for their Week.
16. If the owner cannot utilise their Week in a particular year, they can ask FML (operating as Heart of the Lakes holiday rentals) to advertise their Week for rent. The owner must pay the management fee, whatever rental income (if any) is generated from letting after commission.

Arrivals and departures

17. On your arrival day the cottage will have been cleaned thoroughly to ensure it is pristine for your arrival. Keys are available from the reception desk in Oxleys from 4.00pm onwards. If you arrive earlier you may enjoy Oxleys facilities until your cottage is ready for you.
18. The staff at Underscar can make arrangements to supply specialist equipment you may need, such as a high chair, or a pre-arrival food parcel. This must be requested, booked and paid for in advance of your arrival.

Correspondence address: c/o Fisherbeck Mill, Old Lake Road, Ambleside, Cumbria, LA22 0DH tel 015394 34942

Sales office: 13 Lake Road, Keswick, Cumbria, CA12 5BS Tel 017687 75544

Registered Address: Underscar Owners Club Ltd, Underscar, Applethwaite, Keswick, Cumbria CA12 4PH

Underscar Owners Club Ltd. Co. No. 9734440 (registered in England and Wales). Vat No 221 0365 63.

19. On your departure day it is essential that each owner clears all their possessions from their cottage by 10.00am, and leaves the cottage in good condition. Owners may stay on site longer to enjoy Oxleys facilities before they leave.
20. On your departure day the utility meters will be read. Owners must pay the club for all electricity and gas used, telephone calls made, and for any bills incurred in Oxleys within two weeks.
21. The club has published a time ownership calendar which specifies the start date for each Week in each year. The owner is responsible for checking that they arrive on the correct start date in each year, and cannot be guaranteed alternative accommodation in the event of their error.

NB: the time ownership calendar CHANGES! It adapts the schedule of Weeks to accommodate the changes in weekly dates, Christmas and so on. CHECK YOUR WEEK FOR NEXT YEAR.

Use of the leisure club

22. Owners and their guests are encouraged to use all the facilities in Oxleys; pool, gym, bar, bistro, beauty rooms, taking account of the published opening times on site. Owners must use these facilities safely showing respect and consideration for all other users, and our staff.
23. Owners and guests must have regard for their own safety in the gym and pool, and for the safety of any children in their care.

Consideration for others

24. Underscar operates a no smoking policy throughout the site. This includes the gardens, the cottage balconies and the cottage interiors as well as the public spaces.
25. Underscar does not allow any animals to be brought to the site by owners. We are a nature sanctuary for red squirrels. Our agents FML should be notified in advance, if you are considering whether Underscar is suitable for you with a guide dog or assistance dog.
26. Underscar is renowned for its peace and tranquillity. Owners must make all reasonable efforts not to disturb fellow guests, especially between 10 pm and 8 am.
27. Underscar is situated in part of the Underscar Manor Estate. The Manor is privately owned. Owners and their guests do not have any rights to enter the private grounds of the Manor.

Housekeeping, Repairs and emergencies

28. Bins are provided adjacent to the car park for rubbish and recycling. Please ensure you use the correct bins and recycle everything possible. We pride ourselves on our 'green' credentials.
29. There are maintenance staff on site throughout the Week. To help keep standards within each cottage at their best, owners and guests must report any repairs, stains or spillages, breakages or other maintenance issues promptly when they occur, and allow reasonable access for our staff to inspect and repair. This ensures that any damage is minimised and the problem can be put right for the rest of your stay.
30. An owner may be charged for damage caused to the cottage and its contents if, in the judgement of the Board, it has arisen from unreasonable or careless use that is in excess of normal wear and tear or from delay in reporting damage when it occurs.
31. The site benefits from staff in residence overnight to deal with emergencies and safety issues. For general enquiries the reception desk in Oxleys is open to assist between 9am and 5.30pm.

UOCL Powers to enforce these rules

32. Owners are bound by these rules, which should be read with the adopted Articles of Association. Any serious breach is reported to the Board, and if the matter cannot be rectified promptly, could lead to the owner losing their right to occupy their time ownership Week. The Board may also seek costs arising for consequential damage which would otherwise fall on the Club.

END