

**VISTANA DEVELOPMENT, INC.**  
**SHERATON VISTANA VILLAGES: 12401 International Drive, Orlando, FL**

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September 25, 2020

**Via Email (WARNnotices@deo.myflorida.com) and US Mail**

Steven Gustafson, State Trade and Rapid Response Coordinator  
REACT Program  
MSC 229  
107 E. Madison Street  
Tallahassee, FL 32399-4137

**Via U.S. Mail and Email (mayor@ocfl.net)**

Mayor Jerry L. Demings  
Mayor of Orange County  
201 S. Rosalind Avenue, 5th floor  
Orlando, Florida 32801

**Via US Mail and Email (buddy.dyer@orlando.gov)**

Mayor Buddy Dyer  
Mayor of the City of Orlando  
400 South Orange Avenue  
Orlando, Florida 32801

**Re: WARN Notice— Permanent Layoffs & Extended Furloughs**

Dear Sirs:

This notice is an update to the WARN Notice sent to you on September 2, 2020. It is being provided because one additional employee will be impacted as a result of a layoff on November 27, 2020; one additional employee will be placed on extended furlough until January 22, 2021; and the number of associates to be impacted on November 13, 2020 has been reduced in quantity.

These impacts remain due to the sudden, dramatic, and, unfortunately, continuing effects of the COVID-19 pandemic, VISTANA DEVELOPMENT, INC. (“the Company”) has experienced unforeseen business circumstances, including enormous and unexpected financial losses. As a result, pursuant to the Worker Adjustment and Retraining Notification Act (“WARN”), we are writing to notify you that the Company will be conducting permanent layoffs and furlough extensions at its facility located at 12401 International Drive, Orlando, FL.

The Company will layoff affected employees on November 13, 2020 and November 27, 2020 and one employee will remain on extended furlough until January 22, 2021. At this time, we anticipate that 130 employees will be affected by these layoffs and extended furlough, and we expect the layoffs to be permanent, and if the furloughed employees are not recalled by January 22, 2021, their layoff will also be considered permanent. An updated list of the job titles of positions to be affected and the number of affected employees in each job classification is attached hereto (newly impacted positions are highlighted). The original list provided with the September 2, 2020 letter is also attached. No bumping rights exist, and no employees are represented by a union.

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The vast reach of the coronavirus outbreak, as well as the declaration of a national emergency, and various governmental directives for individuals to avoid congregating, limit travel, and limit occupancy was unforeseeable and caused, and will continue to cause, among other things, a drastic impact on our business. Specifically, resort occupancy levels and sales tours have been drastically reduced since the state of Florida declared a Public Health Emergency on March 1, 2020, and Orange County's March 24, 2020 Executive Order to temporarily close non-essential businesses. In May 2020, some business operations reopened but with limited occupancy and sales activity. Additionally, spiking levels of coronavirus cases in Florida in July and August 2020, have further contributed to the unforeseen business circumstances. After reviewing our staffing and business needs, we are providing this notice to you at the earliest possible time.

If you have any questions, please contact Hope Whelan at 407-238-5114 or via email at [Hope.Whelan@vacationclub.com](mailto:Hope.Whelan@vacationclub.com).

Sincerely,

Anthony Vazquez  
Vice President Human Resources  
On behalf of Vistana Development, Inc.

Enclosure

**VISTANA DEVELOPMENT, INC.**  
**SHERATON VISTANA VILLAGES: 12401 International Drive, Orlando, FL**

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**Updated List of Job Titles of the Affected Positions**  
**(September 2, 2020)**

<b>Job Title of the Affected Position</b>	<b>Number of Affected Employees in this Position</b>
Administrative Assistant MS	1
Assistant Manager Marketing NE (January 22, 2021)	1
Coordinator Customer Relations	2
Coordinator Marketing Encore	11
Coordinator Marketing In House	11
Coordinator Marketing Lead	2
Coordinator Marketing Specialist	2
Director Sales (November 27, 2020)	1
Document Processor	2
Greeter Outside M&S	4
Lead Sales Front Desk	1
Manager Sales 12	1
Quality Assurance Executive	3
Sales Executive	16
Sales Executive FTB	21
Sales Executive NE FTB	8
Sales Executive Team Leader	6
Sales Executive Trainee NE	3
Sales Executive Trainee NE FTB	15
Specialist Sales Front Desk	10
Specialist Sales Front Desk Child Care	8
Supervisor Sales Front Desk	1
<b>Grand Total</b>	<b>130</b>

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**List of Job Titles of the Affected Positions**  
**(September 2, 2020)**

<b>Job Title of the Affected Position</b>	<b>Number of Affected Employees in this Position</b>
FA1133 - Supervisor Document Processing NE	1
FA1152 - Document Processor	2
MS1003 - Sales Executive Trainee NE	3
MS1004 - Sales Executive	19
MS1008 - Sales Executive Trainee NE FTB	15
MS1009 - Sales Executive NE FTB	9
MS1010 - Sales Executive FTB	23
MS1024 - Sales Executive Team Leader	6
MS1036 - Specialist Sales Front Desk	11
MS1037 - Specialist Sales Front Desk Child Care	8
MS1040 - Lead Sales Front Desk	1
MS1041 - Supervisor Sales Front Desk	1
MS1050 - Coordinator Marketing Specialist	2
MS1052 - Coordinator Marketing Encore	12
MS1053 - Coordinator Marketing In House	12
MS1055 - Coordinator Marketing Lead	2
MS1090 - Coordinator Customer Relations	2
MS1098 - Quality Assurance Executive	3
MS1116 - Greeter Outside M&S	4
MS1199 - Administrative Assistant MS	1
MS5020 - Manager Sales 12	1
<b>TOTAL</b>	<b>138</b>