

VISTANA DEVELOPMENT, INC.
SHERATON VISTANA RESORT: 8800 Vistana Centre Drive, Orlando, FL

September 2, 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

Re: WARN Notice— Permanent Layoffs

Dear Mr. Gustafson:

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 at its facility located at 8800 Vistana Centre Drive, Orlando, FL.

The Company will layoff affected employees on November 13, 2020. At this time, we anticipate that 174 employees will be affected by this layoff, and we expect these layoffs to be permanent. A list of the job titles of positions to be affected and the number of affected employees in each job classification is attached hereto. No bumping rights exist, and no employees are represented by a union.

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.

Sincerely,

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

Enclosure

List of Job Titles of the Affected Positions

Job Title of the Affected Position	Number of Affected Employees in this Position
FA1152 - Document Processor	2
MS1001 - Sales Executive NE	3
MS1003 - Sales Executive Trainee NE	5
MS1004 - Sales Executive	15
MS1008 - Sales Executive Trainee NE FTB	8
MS1009 - Sales Executive NE FTB	6
MS1010 - Sales Executive FTB	24
MS1024 - Sales Executive Team Leader	8
MS1036 - Specialist Sales Front Desk	6
MS1037 - Specialist Sales Front Desk Child Care	9
MS1040 - Lead Sales Front Desk	1
MS1050 - Coordinator Marketing Specialist	8
MS1051 - Coordinator Marketing OPC	18
MS1052 - Coordinator Marketing Encore	10
MS1053 - Coordinator Marketing In House	7
MS1054 - Coordinator Marketing Linkage	15
MS1055 - Coordinator Marketing Lead	3
MS1092 - Coordinator Event MS	1
MS1098 - Quality Assurance Executive	3
MS1116 - Greeter Outside M&S	1
MS1199 - Administrative Assistant MS	2
MS1201 - Administrative Assistant II MS	1
MS1232 - Driver MS	10
MS5019 - Senior Manager Sales 18	1
MS5101 - Director M&S Training	1
MS5117 - Manager Marketing Events	1
MS5156 - Assistant Manager Marketing NE	1
MS5174 - Manager Sales 18	1
MS5212 - Manager Business Process	3
TOTAL	174