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DATE

TENANT

Dear

Allow me to welcome you to The Green Harbour townhouse in Lake George. By offering you the enclosed, it is my intention to make your stay as simple and comfortable as possible. The Address of the unit is 6 Lakeview Drive, Lake George, New York 12845, use this to obtain your directions. You will most likely be coming to the condominium complex from exit 22 on the North Way. The unit is approximately 3 miles from when you make the turn onto Route 9N, please remember to set your odometer. The Green Harbour condominium units will be located on your left after a row of pine trees. The Condo is the first set of units on your right. Parking spots are numbers 6A and 6B straight in and facing the unit. Please note the numbers spray painted on the pavement and that all spots are assigned. There are two parking spots per unit. Any additional visitors may park on the grass by the parking lot. There are no trailers, campers, etc permitted to be parked on premises. 6 Lakeview is the corner unit, furthest from where you pull into the parking lot.

I want to share with you three important phone numbers that you should place in your cell phone. My office phone number is 914-737-8816 during working hours, my cell phone number is 914-980-8639, and Linda Sampson=s cell is 914-588-8006.

Attached to this document is a copy of the condominium rules and regulations. For your convenience, please review these rules and be courteous to the neighbors and respectful of the neighborhood. Glass at the pool and beach areas are examples of some of the things you should try to avoid.

An important matter you always need to be aware of is arrival and departure times. The unit is booked every week, so people are checking in right after you check out. The unit has to be cleaned and made ready for the next guests. The unit will not be available for your occupancy before 3PM on Saturday and check out is promptly at 12 noon the follow week. On your final day, feel free to use the beach or pool.

The unit is set up for casual, laid back vacationing. Unfortunately, the Lake George area is not at certain times of the year. The area tends to become more crowded as the summer progresses. Please plan ahead for parking, dinner, golf, water activities, MINI-HAHA, paddle & steam boat & oars, boat rental, and the amusement parks. For most activities, you can make reservations or purchase tickets ahead of time online. We have attached a local map for your reference. Please plan ahead.

**Arrival:**

- 1) The unit has a combination keyless entry. The code will be given to you and then you turn the bolt to the right to release the lock, you will find it works better when you use two hands, one on the bolt and one on the door knob. You will have trouble unlocking and locking using only one hand.

Remember, you lock the door by turning it to the left and open to the right.

I would suggest all guests place the code in their wallet or cell phone. Please lock the unit whenever you depart.

- 2) When you arrive, the Association will deliver to the unit your parking passes and condominium rules. We have enclosed a copy for you already. Please place the Passes in your car upon arrival. If your stay is off season (before June 4<sup>th</sup> and after September 1<sup>st</sup>), you probably will not get a visit from the Association.
- 3) The pool and beach codes will be supplied: you will need it to gain access to both. There are bathroom facilities located at both the pool and beach, please put the parking passes in your car.
- 4) In the binder on the table by the stairs on the main level when you enter you will find emergency number, for area hospitals, pamphlets for local activities, menus for local restaurants and a sign in book for your thoughts.

### **Boat:**

- 1) If you are bringing or renting a water craft, please be aware that the dock number is 11, and the docks are located by the beach. Facing the bathroom facilities, the dock entrance is to your right. Please follow the walkway, the unit is in front of the greenhouse with the American Flag. At the Dock facing the water, dock 11 is the furthest out on the left. You need to bring your own ropes and bumpers. There is a tie up on only one side of the dock, so remember your bumpers. If there is a boat in the slip, please call me and I will have the Dock Master assist us.
- 2) I suggest you launch from Norwal Marina, phone number (518)644-3741 or Fischers Marine, phone number (518)656-9981 and arrange to leave your trailer at the launch site. Please note that the trailer is not allowed to be stored in the condominium complex. Call ahead to reserve the trailer site.
- 3) You are limited to a 20 foot boat, no larger or we are subject to fines.

### **Things to Remember:**

- 1) Don't forget to bring music. There is an MP3 accessible unit in the living room and master bedroom and a CD player in the living room. You may want to bring your own stereo unit for the beach area. Always be respectful of your neighbors, some of them live in Green Harbour year round.

Please bring what you need for the beach here are our suggestions:

- Beach chairs
- Umbrellas
- Towels
- Toys
- Life vests
- Sun Screen
- Hats

- 2) Please note that there is a set of beach towels in the unit located in the utility room for your use during your stay. We have a set of beach toys, chairs, etc. located in the outside closet on the front deck around the back, please leave the beach towels in the utility room upon departure.

- 3) The Kitchen: We have a fully equipped kitchen prepared for a families cooking and eating needs, just bring the food! Please check the website for the condiments provided. Everything else, please prepare for. There are supermarkets in the area, but you may prefer your home supermarket. A good supermarket is located off of exit 19 in Glens Falls (WalMart). The stores in the Lake George area are not regional chains and are expensive. There is a dishwasher, however if you prefer paper products, please bring your own supply.

I suggest Omaha Steaks, their website is [www.omahasteaks.com](http://www.omahasteaks.com). Precooked food, desserts, excellent steaks for the grill will all arrive at the front door the day you arrive.

- 4) Please remember your personal shampoo and bath soap. Hand soap is provided in each bathroom and towels are located under the sink in each bathroom. There is a supply of shampoo, etc. in a basket under the sink in the master suite.
- 5) Don't forget your laptop, the unit has wireless internet. The Access code for the wireless internet is 7d645d54F5.
- 6) We suggest that you bring a pair of binoculars, we have a beautiful view of the lake.
- 7) Don't forget your spirits and a bag of ice. The unit is located less than a mile from a deli where you can pick up the ice. When you turn right out of the complex, the deli will be on your left. The freezer in the unit has an ice maker, and there is a fresh water dispenser on the refrigerator.
- 8) Don't forget your favorite cigars, there are three outside locations for you to enjoy it, the open deck, front deck and backyard area. We do ask that for the convenience of other guests, the unit remains smoke free. The enclosed deck is considered to be indoors, thank you for your cooperation.
- 9) No vacation is complete without a good Bar-B-Q. Don't forget your favorite sauces! Please turn the propane gas off when you are done to avoid any accidents. There is a lighter in the silverware drawer as well as extra batteries.
- 10) Please do not forget your videos and DVDs. There is also a Play Station unit in the downstairs hallway.
- 11) Washer and dryer are available, we provide soap, please plan ahead if you have any specific allergies.
- 12) There are bathroom keys hanging up high in the hallways in front of each bathroom if it needs to be opened from the outside.

### **Unit Functionality:**

- 1) There is a fire extinguisher located underneath the kitchen sink.
- 2) There is an umbrella on the deck, please close it when it is windy.
- 3) There is a fireplace in the unit, please make sure the flu is open before you light the fire. We provide a fire-log for your use, if you like a fire every night, please bring additional logs for your use.

- 4) TV, DVD, and VCR directions are located in the drawer under the VHS player. The TV changer is located in the living room. The controllers for the DVD players etc. are located in the same drawer as the directions. They are all marked, please do not confuse the controllers and I suggest you only leave out the TV changer. If you foul up the TV, I may not be able to correct it over the phone, so please follow directions.
- 5) If you run out of propane for the Bar-B-Q, there are spare tanks on the patio, downstairs. Please place the empty container where you got the full one from.
- 6) The air conditioner central controller is located in the hallway on the way to the bathroom on the main floor. Please set the temperature as you would at home and close windows when the air conditioning is on. It is battery driven, if there is a problem there are fresh batteries in the silverware drawer. A reminder to adjust the vents in the house. The down stairs tends to get colder because the cold air falls, so you probably want to keep those vents closed.
- 7) The Utility room has items that you will need for your comfort that include, beach towels, beach bag, iron, ironing board, vacuum cleaner, mops, brooms, buckets, and bug spray, etc. Any dangerous fluids are up high, please remember to return them to these locations after use for the safety of children. Umbrellas are located here to, please remember to return them for future guests.
- 8) Beach, Pool, and Tennis: The pool is right out of the parking lot, make your first left, and parking is in front of the clubhouse. The code will let you into the pool. Gas grills may not be used on the clubhouse deck. Tennis is next to the pool. Please note the Tennis courts are for playing tennis only and you must wear tennis shoes when playing. There are no reservations, it is first come first serve.
- 9) The beach and dock area are located by making a left out of the parking lot across 9N, and a right at the Green Harbor sign. Follow the loop around to the water and please drive slowly here. There is parking.
- 10) Please check the drawer under the oven for additional pots and pans.
- 11) You will find that all of the fans are on when you arrive. The unit has high ceilings, it is more comfortable if the air is circulating.
- 12) There is a dehumidifier in the lower unit area. This could be emptied as needed to keep the downstairs dry. You can empty it in the bath tub, the drawer just pulls out, be careful it is full. Once you put the drawer back in it turns on automatically.

### **Children:**

We have tried to provide a child-friendly safe environment. There are two staircases, one up and one down, they are both equipped with child safety gates, which are located by the stairs when you walk in. The following items you will find in the unit, highchair, booster seat, potty chair, and a playpen which is located in the closet in the master suite.

### **Departure:**

- 1) Please remember to remove personal food from the kitchen and put the kitchen trash out.

- 2) Since this was your home for a week, accumulation of all of your belongings need special attention. Please remember to check each drawer, under the bed, closets etc.
- 3) Please turn off all lights, turn the air conditioning up and lock the door.

Your experience matters to us, please take a moment to e-mail us with your comments and/or suggestions for the future. We hope you have fun and sun.

Respectfully,

Brian Alan Eisen

BAE/tb  
Enc.