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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 come at the complex from exit 22 on the North Way. The unit is approximately 2 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. 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 must park on the road or in the lot below the clubhouse. There are no trailers, campers, etc permitted 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, remember the parking passes have to be left in the unit before you leave.

Your experience matters to us. Please take the time to call or e-mail us with your comments and/or suggestions for the future, at the end of your stay.

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. We have attached a local map for your reference. Please plan ahead.

**Arrival:**

- 1) The unit has a combination keyless entry. The code is \_\_\_\_\_ (will be provided to you) and then you turn the bolt to the right to release the lock.  
You lock the door by turning it to the left.

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, there are parking passes located in a binder on the table by the stairs on the main level when you enter that must be placed on all cars that will be used in the complex. This will help you avoid questions by the beach or the pool. Please place on your car upon arrival.
- 3) The pool and beach code is 4011, you will need it to gain access to both. There are bathroom facilities located at both locations.
- 4) In the binder on the table by the stairs on the main level when you enter you will find emergency number.
- 5) There is a key ring on the key rack in the kitchen. This key is for the clubhouse so that you can gain access to the gym and is also for the bathrooms at the beach and pool. Please return the key ring to the key rack before you leave.

**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.
- 2) I suggest you launch from Norwal Marina, phone number (518)644-3741 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 and a beach bag in the unit located in the main floor closet for your use during your stay.

- 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. The supermarkets are located off of exit 19 in Glens Falls. The stores in the Lake George area are not regional chains. 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.
- 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) There is a wine refrigerator for wine, and a cooler for soda and beer located on the enclosed deck. 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.
- 8) Don't forget your favorite cigars, there are four outside locations for you to enjoy it. 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!
- 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.

**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.
- 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 follow directions please.
- 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.
- 7) The front closet has items that you will need for your comfort that include, beach towels, beach bag, iron, ironing board, vacuum cleaner, mops, brooms, buckets. Any dangerous fluids are up high, please remember to return them to these locations after use for the safety of children. Umbrellas are located in this closet, 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 and the clubhouse. The Clubhouse can be used between the hours of 8AM and 12AM. No private parties are permitted on Memorial

Day, Fourth of July and Labor Day. 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. Please follow the loop around to the water. There is parking available at the water.
- 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.

**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 not permanently affixed. If you want them set up, please advise us in advance, or call when you arrive and we will give you some simple directions and location of the gates. The following items you will find in the front closet, (highchair, playpen, booster seat, potty chair)

**Departure:**

- 1) We, as the unit owners, are fined if there are missing parking passes, please remember to return them to the binder when departing.
- 2) Please remember to remove personal food from the kitchen and put the kitchen trash out.
- 3) 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.
- 4) Please turn off all lights and lock the door and turn the air conditioning up.

If you have any questions or concerns, please advise.

Respectfully,

Brian Alan Eisen

BAE/tb  
Enc.