



*Welcome. Thank for coming to Takundewide. We're sure you will enjoy your stay.  
Do not hesitate to let us know if there is anything that needs our attention*

*Bill and Lynne*

**Office:** 518-656-9573; info@takundewide.com

Takundewide Management's office is located on Seneca Drive, Cleverdale, NY 12820. Check-in is **4 PM to 5 PM**. Notify us if you will be late so we can make a special arrangement. Upon arrival, call the office from your car and we will come out to you to give you keys, directions, and any other information you need. Check-out is by **noon**; just call the office upon departure.

### **Parking**

Limit the number of cars you bring to 2 per cottage. Park in lot closest to your cottage. If lot is full, park adjacent to driveways. Do not drive or park on lawn except to load and unload on non-rainy days (check at office). Boats and trailers may be parked in designated areas only (check at office). **Drive slowly; children are playing!**

### **Cottages**

Cottages are part of Takundewide Homeowners Association. Each is privately owned and furnished. Only enter your rental cottage (and porch). Items from your cottage, including outdoor furniture and grills, shall not be moved to another cottage. Please do not take indoor furniture outside. Only use the outdoor and porch furniture provided for you at your cottage, even if neighbor's furniture is not in use. Smoking is permitted only outside the cottage you occupy. Tents for overnight guests are not permitted. Tents for gatherings must be pre-approved (check at office). Yard around cottage shall be returned to the condition you found it when you arrived. Please be considerate of your neighbors; quiet time from **10 PM to 9 AM**.

### **Housekeeping**

Linens and towels are supplied for each cottage for inside use only. Linens for sofa-beds are available by calling the office several hours before you need them. If you are staying longer than 1 week, you may exchange linens and towels once per week **Tuesday-Friday** (contact the office). Let us know immediately if there has been an accident so we can replace and stains don't become permanent. We provide your cottage with starter supply of toilet paper, tissues, soap, paper towels, and garbage bags. See our website's "packing list" for more information.

### **Laundry Room**

A coin-operated laundromat is in the north side of the shed building. Remove your laundry promptly, others may be waiting. Staff cleans the laundromat daily and leaves supplies so you can clean-up after your use. Please don't forget to remove lint from dryer after each use.

### **Fireplaces and Grills**

If you plan to cook on gas grill, check propane and let us know several hours before if you need a refill. Charcoal for grills and fireplace wood are available at local stores. Never use charcoal or coal in the fireplace. Open fireplace damper before lighting and keep open until fire is completely out. Keep fuel away from fire and use screen around fireplace to contain sparks. Never leave fire unattended. Staff will remove ashes from fireplace after you leave.

**Day Visitors:** please check at the office before inviting day visitors to the property.

### ***Trash and Recycling***

Please take your trash to pails outside cottage. Use one pail for recyclables: plastic containers, aluminum, paper, cans, and glass. Trash must be bagged so it can be easily removed from pail (\$100 service fee may be charged). Staff will pick up trash at each rental cottage on **Tuesdays and Fridays** (holiday schedules may apply). On pick-up day, please stack clean newspaper, cardboard, and paper bags outside next to pails.

### ***Lawns and Beach***

Enjoy our lovely grounds and sandy beach but kindly do not enter the private property surrounding cottages unless you are the occupant. Private property includes the 10 feet around each cottage, the yard between the cottage and lake at Cottages #1, #6, #7, or #8, and the yard around the Main House (including driveway and from the house to Seneca Dr). Our grounds are “carry-in, carry-out”; there are no trash cans. Remove all your possessions from the beach after each use. Fireworks are not permitted anywhere on the grounds. Do not feed the ducks!

### ***Group Gatherings***

Maximum gathering sizes are limited by NYS. **Gatherings greater than 25 must be pre-approved from the Board of the Homeowner’s Association.** Requests must include time and duration, maximum number of people, and location. Submit request to office at least 2 weeks before gathering. Gatherings may not block access of others to use beach or docks. Groups renting more than one cottage shall not gather at the same cottage every night.

### ***Swimming Rules***

- **Never swim alone; two or more adults must be present when beach is in use**
- **Children must be accompanied by a parent or guardian**
- **Swimming is at swimmer’s own risk**
- **Swimming areas are marked with safety ropes and floats**
- **Swimmers must get on dock when boats are pulling out or coming into slips**
- **Boats/jet skis may not be used inside swim area**

### ***Boathouse Sundecks***

**Please, do not step on steel cables on sundeck railings.** To open sundeck umbrellas, gently lift on spokes. Close and tie umbrella when you leave. To close, push up on center collar. Bicycles are not permitted on sundecks. Sundecks at Cottages #1, #6, #7, and #8 are private and reserved for the occupants of those cottages only.

### ***Docking and Boats***

Use only your assigned boat space or mooring. Do not board any boat other than your own. When you dock, do not obstruct the access of others. Docks at **Cottages #1, #6, #7 and #8** are private and reserved for occupants. Jet skis must be tied in assigned boat slips when unattended and are not permitted in beach area. Do not start motorboats if swimmers are in the area. Blow horn when backing out of docks to clear swimmers. Remove boat, equipment, and life-preservers from the common swimming area and docks when not in use.. **Do not go out on the lake after sunset in a rowboat, kayak, or canoe and always wear a life-preserver!**

### ***Tennis***

If there are others waiting for tennis courts, please limit your play to 1 ½ hours. Bikes and rollerblades are not permitted on the tennis courts

### ***Pets***

We love our furry friends, but pets of any size are not allowed in rental cottages. Pets must be leashed on the grounds and are not permitted on the beach.. Please pick up after them.