

## Slopeside Condo at Cedar River Village & Golfside Condo at Schuss Village

### ARRIVAL PROCEDURES

1. Enter the condo by using the electronic keypad just below the door handle for units 410 and 412 or get the key inside the Lockbox for units 307 and 263. E-Mail me a week prior to your arrival to obtain the code. You do not need to check in at any front desk, just go straight to your unit.
2. **Call me once you have settled in at 616-540-7540 to confirm check-in. Just leave a message if I don't answer.** Dial 9+1+ # for local calls, dial 0 for the operator. To call your room, dial 1-800-678-4111 and tell the operator your condo number. You will be charged for long distance telephone calls.
3. Please do not lose any of the remotes or the next guests won't be able to use the VCR or TV. Read the instructions related to operating the TV and DVD/VCR/CD/MP3 unit. Never disconnect or rewire any of the cables related to these electronic components. Instead, if you are having problems with these electronics, call me.
4. Go down by the Front Desk (Cedar River Lodge for Slopeside or Schuss Village Lodge for Golfside) and obtain the following items:
  - Flyers or Handouts that show upcoming activities at the resort.
  - Obtain information and phone numbers for the activities in the Resort including restaurants, entertainment, shops, golf, fitness center & spa, skiing, fly fishing, children's center, beauty/barber shop.
  - Resort Map. This shows the roads and a general layout of the resort.
  - Pick up local brochures on a host of different adventures in the surrounding area.
  - For golf & a limited number of other activities, mention you're a guest of a property owner & receive the property owner rate. For skiing, many times MC Sports will offer discounts for Shanty Creek skiing.

### DEPARTURE PROCEDURES

1. Call my Housekeeper (Shirley Sanders) on the morning of your departure at 231-886-2854 or 231-587-9233 to tell her the time you will be checking out which can never be later than 11:00 am. If you do not call her by 10:00 am, she will call you. If you do not answer, she will assume you have checked out and she will begin cleaning the condo at 10:30 am. If you want your unit cleaned during your stay, call Shirley and she can schedule you in at your own cost.
2. All items should be put back just as you found them when you arrived including books, pillows, blankets, cleaning items, games, videos, books, lamps and furniture and especially all kitchen items. In other words, please do not rearrange items or the furniture. Again, this is our residence not a hotel room. If you do move items, please be considerate and move them back to where they were when you arrived. Please make sure that you leave the 20 music CDs that I have furnished for my guests.
3. We expect the residence to be picked up prior to the housekeepers arriving. If you have garbage that you need to dispose of, please double bag it by putting the bag of garbage into a larger black bag that you will find under the kitchen sink. Do **not** leave the garbage outside the front door. Instead, leave it in the kitchen and my housekeeper will dispose of it when she cleans. If you need to empty the garbage during your stay, simply take it to the front desk at the appropriate lodge (Cedar River Lodge for Slopeside or Schuss Village Lodge for Golfside) and they will dispose of it.
4. Turn off all lights, but please leave the air conditioner on auto in the summer at 72 degrees. Please leave the heat on 65 degrees in the winter.
5. Lock all sliding glass doors and close and lock all windows.
6. Make sure the door is securely locked when departing.

***I hope this was your best and most relaxing vacation ever!!!***