

BeachFront Home on Lake Missaukee

ARRIVAL PROCEDURES

1. Go up stairs on left side of house from driveway. E-mail me a week prior to your arrival to obtain the code to the lockbox by the door. An additional key is on a keychain on the dining table.
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.**
3. On the top floor at the start of the hallway to the bedrooms, in the winter, turn up the temperature on the furnace from 65 to 68-71 degrees depending on your comfort level. In the summer (June-August), please make sure the furnace is turned off.
4. Never put sand in the Fire Pit to put out the fire. Use water to put out the fire. No sand should ever be in the Fire Pit.
5. In the winter time only (December-March), sometimes I will turn off the water to the house so that the pipes don't freeze. Go to the bathroom sink on the top floor and turn on the water. If it does not come on then you will need to go downstairs. When you get downstairs open the first door on the left before the couch. This will be the furnace room where the furnace and water heaters are located. As you enter the room, on the left behind the door there will be a vertical pipe that has a red handle at the bottom near the floor and a blue handle higher up. Turn the red handle counterclockwise which will turn on the water to the house. If someone was recently there, it may already be turned on. Don't turn the handle higher up (the blue handle). If the water pressure is weak or you hear running water in the garage or anywhere else, please call me immediately and turn off the water by turning the red handle clockwise. The pipes may be frozen in the garage if you hear water leaking. Don't turn the water off when you are preparing to leave. My housekeeper will turn it off after she has completed cleaning.
6. Go over to the Spa area on the lower level. The Spa should be ready for use except that you will probably need to raise the temperature to around 100 degrees. However, before using the Spa, go through the "First Time Spa Preparation Prior to Operating the Spa" procedure guide. These instructions are on the wall by the Spa. It is important to do this now because it will take a few hours to get the Spa temperature to the desired level. If the electricity happened to go off and then back on again before you came, then the Spa temperature will already be set to 100 degrees. In addition, in the summer we usually leave the temperature at 100 degrees but not always.
7. Anytime of the year, please flush the toilets immediately when you arrive. Then please flush once before using and twice after each use.
8. In the summer, please do not break the fish line tied to the poles on the dock. This keeps the birds off the dock. This dock as well as the beach in front of the house are both totally private property and you are the only ones that may use the beach and dock. Please immediately take a picture of any trespassers (I will pay you \$5 for a picture of anyone trespassing). Then tell anyone that trespasses on the dock or beach to "immediately get off the dock/beach". If you feel uncomfortable doing this, please call me immediately and I will take care of this for you. Some people may walk across the beach from time to time, but they absolutely cannot stay on the beach because it is my property and it is not public. In Michigan people own the beaches and the water out to the middle of the lake (unlike Florida where you cannot own the beaches). This is your vacation and your beach. If you have any problems, feel free to call me and I will call the police and remove the trespassers.
9. There are a variety of sand toys and life jackets in the unlocked tubs. Also feel free to put the green chairs on the beach for the week (these will usually already be on the beach in the summer). We also have several floatation devises including floating chairs and flat floats. Please return all of these and all other items to the place you found them at the end of each day after you have cleaned them off. There will be a \$50 charge for any item missing plus the actual cost of the item no matter how small.
10. When using the VCR upstairs, turn the channel to channel 4 on both the TV and VCR and then using the TV remote, hit menu and Setup and then External and then VCR and it should work. Please do not lose any of the remotes or the next guests won't be able to use the VCR. Replacing each remote will cost \$75. Call me if you are having any problems with the electronics.
11. Pontoon rental is available from Gene's Inland Marine located about 2 miles south of Lake City on Hwy 55/66 (west side of road). In fact, Joe keeps a pontoon next to my dock for you to rent. Call Joe at 231-839-4244 and he will rent it to you by the week.. Or call the LakeView Motel at 231-839-4958 located just south of downtown Lake City on the lake side of the road. Joe's pontoons are in better shape than the LakeView Motel's pontoons.

EMERGENCY NUMBERS for Beach Front Home on Lake Missaukee

Local calls are free. The local area code is 231. For long distance calls, use a credit card or phone calling card.

To dial to long distance dial 1 800 call ATT or use another calling card

Housekeeper-Gregg & Mary Heeren	231-631-8818 or 231-878-1035 or 231-824-6791
Plumbing-Modern Plumbing	231-824-9666
Bob Larsen	826-4446
Electric-Shawn Atkins	779-5237
Joe at Gene's Inland Marine-Pontoon Rentals	839-4244
LakeView Motel-Pontoon Rentals	839-4958
Medical-24 hours in Cadillac	775-6521
Dr. Susan Vignola, at the Lake City Family Dentistry	839-2630
Pharmacy-Grocery -Foster's (east 1/8 th mile on Hwy 55 toward Houghton Lake)	839-2073
Grocery-Carter's (south 2-3 miles on Hwy 66)	839-7237
Pharmacy-W/best hours – Meijer's (on Boon Rd. just west of US 131)	231/876-2800 In Cadillac
Neighbor on North Side (Yellow house) Grant Elmquist (he has an extra key)	839-7312
Neighbor on South Side (tan/brown Tudor) The Bartlett's	839-4678
Bob & Tammy Grunow (neighbors on the south side close to the water)	

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DEPARTURE PROCEDURES

1. My Housekeeper will call you around 10:00 am in the morning. If you do not answer, she will assume that you have checked-out and she will begin cleaning the BeachFront Home at 10:30 am. In the High Season (summer) departure must occur no later than 11:00 am otherwise my housekeeper cannot get all of her work completed including yard work. There are no exceptions to this in the High Season (summer).
2. All items should be put back just as you found them when you arrived including books, pillows, blankets, cleaning items, dishes, silverware, pots & pans, games, videos, books, lawn chairs, beach items, lamps and furniture. In other words, please do not rearrange items or the furniture. Again, this is a home not a hotel. If you do move items, please be considerate and move them back to where they were when you arrived.
3. Please make sure that you leave the 20 music CDs that I have furnished for my guests.
4. We expect the house to be picked up and neat prior to the housekeepers arriving. This is not a hotel. It is a private residence.
5. The BBQ Grill on the deck should be cleaned and ready for the next set of vacationers. Make sure the gas to the grill is off. Please tell me if you have run out of gas for the grill. If you left the gas to the grill on by mistake and it is now empty, I would expect you to replace it. You can go the gas station just north of McDonald's on Hwy 66 to exchange the tank. The gas grill should be completely cleaned by you or there will be an additional cleaning charge of \$50.
6. The fire-pit on the beach should be completely cleaned. Never put sand in it to put out the fire-use water instead.
7. Follow "Spa Closing Procedures Prior to Departure"
8. Turn off all lights and fans, but please leave the air-conditioners on in the summer. Please leave only the outside light on that is located by the lockbox. All other inside and outside lights must be turned off (I also leave the light by the garage door on at all times).
9. Lock all sliding glass doors and close and lock all windows (please never open any windows in the summer. This is very important. That is why I have air-conditioning. Collapse/wind down the umbrellas on the deck in case of a storm.
10. Take all garbage bags and put into a second black garbage bag(s) located under the kitchen sink and put this into the large plastic garbage cans and Keep all of the plastic garbage cans by the tree on the right side of the driveway as you are facing the road.
11. In the winter, don't turn off the water in the furnace room. My housekeeper will take care of this. In the winter, please turn furnace temperature back to 65 degrees-Do not turn it below 65 degrees or the pipes might freeze in the garage in the winter.
12. Return the key to the lock-box and lock it. This is vital or the next guests won't be able to get in. Leave the 2nd key that is on the keychain on the dining room table. There will be a \$50 charge for any missing keys.

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