

Towne House Condominiums at Lido Beach

750-112C Lido Blvd.

Lido Beach, NY 11561

Tel: 516-432-6782

Fax: 516-432-5204

Email: townhslido@optonline.net

Website: www.townehouseatlido.com

September 27, 2017

Dear Residents:

2017 Procedures for Being Away from the Property for any Length of Time

If you will be away from the property for any length of time (and especially if you will be away for the winter season), please follow the below procedures before leaving the Towne House:

1. Move your car off the East or West Roadway to a Court Four Guest Spot.
 - a. You should not leave your car in any parking spot on the East or West roadways if you will be away from the property for any length of time.
 - b. At some point we will begin the fence construction project and any cars that are impeding the process will be towed.
 - c. Similarly, if there is a snowstorm, any cars that are left on the East or West roadways impeding the snow cleanup will be towed.
2. If you will be away for the winter season, leave your heat on low so the pipes in the apartment don't freeze.
3. Leave a copy of your key with the Resident Manager in case of emergency.
4. Fill out the Temporary (offsite) Address Change Form / Parking Form and return it to the office.

Thank you for your cooperation.

The Board of Managers
Towne House Condominiums at Lido Beach

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TEMPORARY (OFFSITE) ADDRESS CHANGE FORM / Parking Form

If you are planning to be away for an extended period of time, please fill out the information on the below form and return it to the office. Please make sure you specify your phone number and email address in case the office needs to get in touch with you.

Name:	
Unit Number:	
Start Date For Temporary Address:	
Estimated End or Return Date:	
Contact Phone Number:	
Email Address:	
Alternate or Temporary Address:	
My Vehicle(s) have been left in Court Four	Please specify Car Model(s) and License Plate(s)

Please note that if you do not fill out this form, all condominium mail will be sent to your Towne House address only. If there is any change in the estimated return date, please contact the office so the information can be updated.