

**PROPERTY MANAGER**

GLENN KIRKHAM

**OFFICE MANAGER**

WENDY CANTWELL

**MAINTENANCE**

DOUG BENSON

DOUG WHITING

JOHN SCOTT

**GROUNDS**

MARK VANKAMPEN

JIM STREETER

**ADMIN. ASSIST.**

LYNDSEY MORRISSEY

**BOARD MEMBERS**

DEB ROBINSON

DORIT CARD

BERYL WATTERS

TOM MORRISSEY

TRISH DAUTERMAN

**OFFICE HOURS**

**MONDAY—FRIDAY**

**8:00 AM—12:00 PM**

**1:00 PM—5:00 PM**

**CONTACT DIRECTORY  
OFFICE**

**(517) 882-3461**

**EMERGENCY MAINTENANCE**

**(517) 202-7820**

**POLICE NON-EMERGENCY**

**(517) 483-4600  
EMERGENCIES**

**DIAL 911**

**WEBSITE**

**VILLAGETOWN-  
HOUSES.COM**

# Village Townhouses

VOLUME 1 ISSUE 10

APRIL 1, 2009

## Deck

The member is totally responsible for the maintenance and upkeep of the deck and its surrounding area. This includes repairing loose or broken wood, periodic resealing, trimming weeds and grass etc. Also, the deck color can be left natural, or may be painted/stained redwood, gray, or white. The deck must meet all building codes, contain quality materials, and be visually acceptable in every respect.



## Flower- beds

All flowerbeds must be in a border to assure the lawn contractor does not cause damage. Neither the Cooperative nor contractor is responsible for any damage to plants not enclosed by a border.

## Lawn Care

Reminder to all members that mowing days will again be on Wednesdays and Thursdays. On mowing days keep the lawn area completely clear of everything, including grills and picnic furniture or keep it up tight to the unit on the days the lawn will be mowed. Also if you have any children please keep them away from the mowers.

## Barbecue Safely

Barbecuing is a favorite summer activity for many people. To ensure you use your outdoor grill safely, follow these safety tips from the National Safety Council.

For all grills:

- Don't wear baggy clothing.
- Have a water bottle and a fire extinguisher close by in case of sudden flare-ups.
- Make sure your grill is clean. You can use steel wool or a hard brush to remove grime.

• Gather equipment before you begin grilling so you won't have to leave the grill unattended.

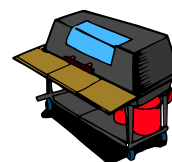
• Use long handled utensils and sharp knives while cooking.

Special cautions for charcoal grills:

• Line the bottom of the grill with aluminum foil and cover with an inch of ash to absorb grease drippings. • Stack the charcoal in a pyramid in the center. Use only the recommended amount of lighter fluid and allow it to soak into the coals a minute before lighting.

• Use a fireplace match to light the grill and a poker to spread hot coals. Never squirt starter fluid on a fire or over hot coals.

• Douse the grill with water when finished; close the vent on the grill cover and let coals cool overnight. Dispose of coals the next day in a nonflammable container.



## Children at Play

Children love to play outside in the warmer weather, but they aren't always careful while playing. Please be cautious while driving through the cooperative and watch out for the children. Parents, please remind your children to play in designated play areas and not in or near roadways and parking lots. If we work together we can prevent accidents. Also, please help us protect our trees by telling your children **not to climb the trees.**



## Get to Know Your Neighbor

Now that everyone is getting outside more, make an effort to get to know those who live around you. Authorities say that having neighbors who can keep an eye on your townhouse while you are away is often your best protection against burglary. Making friends helps create a sense of community and belonging too. So next time you see your neighbor say, "Hi!" and take a minute to get to know each other better. You'll be glad you did.

**General Meeting Agenda****April 20, 2009**

- Executive Session 6:00 pm - 6:30 pm
- Call open meeting to order: 6:30 p.m.
- Determination of a quorum
- Visitors Comments
- Acceptance of minutes from the last meeting
- Board Reports/Comments
- Management Report
  - A. Marketing
  - B. Maintenance
  - C. Financial
  - D. Items since the last meeting
- Adjournment of open meeting

**Spring is Here**

With spring finally here the rain is sure to follow and this is just a reminder that there is no guarantee that ground water will not find a way into your basement. It is suggested that you place your valuables in a water proof container or get them up off the floor.

**Keep Rain Outside**

Please remember during the rainy weather to shut your windows if you are leaving your townhouse. Rain and thunderstorms can blow in rapidly and without much warning. This will help protect the townhouse from water damage as well as protecting your personal property.

**Weather Safety**

Severe weather is always a possibility during the spring and summer months. Planning ahead can help keep you and your family safe in the event of an emergency. Meet as a household and discuss the dangers of severe weather and what to do when a severe weather warning occurs. Locate a safe spot in your townhouse where you can go. It is recommended that you get away from windows, doors and outside walls. If your townhouse doesn't have a basement, take cover in the middle of your townhouse, on the lowest floor. A windowless room, such as a bathroom or closet, is best. For more detailed information on planning for emergency situations, contact your American Red Cross.

**Pets**

This is a reminder to all pet owners that your pets need to be on a leash while on Village Property. Also, we would like to remind everyone to clean up after their pets on a daily basis. It is also time to repair the damaged lawn from your pet. With the spring rains coming, it won't take long for your lawn to look good again.

**Let's Work Together**

Please help keep our cooperative looking neat and clean. If you see loose debris in the parking lots or on the grounds such as paper, flyers or soda cans, please pick them up and dispose of them properly. Thanks for helping to keep our grounds beautiful.

**Upcoming Projects**

Starting in Mid-April we are continuing with the Roofing Project that we started last fall. Based upon need and age, six buildings (52 units) have been selected. If you live in one of these buildings you will be notified in advance of this project. Other projects this year is cement repair or replacement, minor building painting (gas meter boxes), painting of some play ground equipment and parking lot striping as needed.

**Dirt and Wood Chips**

Before we deliver any dirt or woodchips orders this year, your home will be inspected by a staff member of Village to determine whether we will be adding more too much dirt or mulch will cause a drainage problem. It may be necessary to remove either dirt, woodchips or both before getting your order filled. Should you have any questions about this please contact the office at **882-3461**.

**Parking Notes**

Having guests? As you have probably noticed, parking space is limited. As a courtesy to your neighbors, please have your guest's park in the street or community building lot.

**Air Conditioning Reminder**

Have you checked your air conditioner to see if it is operating properly? It is a good idea to test your system before the weather gets too hot. If your air conditioner doesn't seem to be cooling properly, you may want to contact a contractor.

**Get Personal About Crime Prevention**

Here are actions you can take to help protect your personal property:

- Check that locks are working on windows.
- Always lock your door when leaving your townhouse for any reason. Make sure your door is locked while inside your townhouse also.
- Use your front and back porch light at night.
- Don't leave anything in your car that others can take. Lock your car when it is parked.
- If you have a car alarm or other theft deterrent device, use it.

# April 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Carrying Charges  April Fools Day	2	3 Trash Pick up	4
5	6 Trash Pick up	7 Recycling Pick up	8	9	10 Trash Pick up  Good Friday	11
12 Easter  	13 Trash Pick up  8:00 am Late Fees Assessed  Lawn & Flowerbed Treatment	14 Recycling Pick up  Rose Pest Control Lawn & Flowerbed treatment	15 Lawn & Flowerbed treatment	16 Lawn & Flowerbed Treatment	17 Trash Pick up  Lawn & Flowerbed Treatment	18
19	20 Trash Pick up  BOD Meeting @ 6:30 pm	21 Recycling Pick up	22 Earth Day	23	24 Trash Pick up  Arbor Day	25
26	27 Trash Pick up	28 Recycling Pick up  Rose Pest Control	29	30		