

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

VILLAGETOWNHOUSES.COM

Village Townhouses

VOLUME 1 ISSUE 7

JANUARY 1, 2009

Office Closed

The Village Staff and Board of Directors would like everyone to have a safe and fun holiday. The office will be closed January 1st and 19th, 2008 to spend their New Years Day and MLK Day with family and friends. During the holiday if you have a maintenance request please call the Emergency Maintenance at **(517)-202-7820**.

Game Night

“January 22, 2009 @ 6:30 pm will be the first Board Game Bonanza! The games Boggle, Scattogories, Sequence, Trivial Pursuit, Scrabble, Life, Risk, Clue, Up words, and multiple decks of cards for people who would prefer to play Euchre or Rummy will be provided. If there is a different game that someone would like to play, they should bring the game and a few friends! As always a good time, lively conversation, competitive fun, and light refreshments will be provided.”

Salt

Salt can be picked up at the office next to the garage. Please bring your own container for salt. We have been going through a lot of salt in the bin at the office. Please take only what you need for your use. Also **the bin will only be out from 6:30am to 5:00pm Monday thru Friday**. Please plan accordingly.



Christmas Tree Disposal

Once the holiday season is over, the decorations will come down, and that includes disposing of your Christmas tree. Christmas trees are to be disposed next to the dumpster.



New Handbook

To: All Village Townhouses Cooperative Members

From: Village Board of Directors

Re: Handbook, By-Laws and Occupancy Agreement

Dear Members,

As you may be aware, at the Annual Meeting held on June 10, 2008 the membership approved new By-Laws for Village Townhouses. The Board of Directors has also revised the Occupancy Agreement to reflect the approved changes in the By-Laws. In addition to these changes the Board of Directors decided that this would be the right time to up-date the Membership Handbook which was last done in 1998. Included in the new Handbook are the By-Laws and Occupancy Agreement for

your review and records. The Board of Directors along with our management agent and legal council, have reviewed the By-Laws, Occupancy Agreement and Handbook to ensure that these documents are in compliance with Federal State and Local laws. **February 1, 2009** the Handbook will become effective as will the revised Occupancy Agreement. You are welcome to pick up your new Handbook during normal business hours or at the additional times listed. We are asking that you bring your old Handbook with you so it can be recycled and we will also have you complete a member and household verification form at this time. The office will be open on the following dates for your convenience to pick up your Handbook:
Wednesday, January 7, 2009 5:00-7:00 pm
Thursday, January 8, 2009 5:00-7:00 pm
Saturday, January 10, 2009 10:00 am-12:00 pm and 1:00-3:00 pm
Monday, January 12, 2009 5:00-7:00 pm
Tuesday, January 13, 2009 5:00-7:00 pm
Saturday, January 17, 2009 9:00-11:00 am



General Meeting Agenda

- 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

Maintenance Tips

Please do not put any type of drain openers in a slow or plugged sink drain. Call maintenance for assistance in cleaning out your pipe drains. If you do put a drain cleaner or opener in your sink lines please let our staff know prior to working on the lines.

Winter Weather Reminder

As snow, sleet, freezing rain and ice accumulate in the parking lots, **please be extra cautious when walking to and from your vehicle.** In order to assist our maintenance staff, please move your car to areas where ice and snow has already been removed so that they can properly clear the entire parking area to make it convenient and safe for everyone.

Exterior Light

Although exterior lights for the holidays look very nice, the lighting cords cannot cross any sidewalk that is

maintained by the Village Staff. The placement of any light cords can be a trip hazard.

Snow Removal

When Village Staff is in the process of removing snow from your parking lot please keep a safe and clear distance from the vehicles. Your cooperation is appreciated in this matter.

Monthly Payments

We are still receiving checks and money orders with no addresses on them. Please write your address somewhere on your payment. Your address and street name abbreviated is your unit number. Please also double check to make sure you have signed it and your payment amount is correct.

Tax Time Will Be Upon Us Soon!

The Annual Household Income review policy and procedure changed this past August. Now there are only two forms to complete per household. Income information is easier than ever, just remember to make a second copy of your filed 2008 Federal Income Tax (page one and two) and schedule C for those who are self employed. Instructions will be included for those who do not file taxes. Members who are due for review for the months of January through July will be receiving their very small household income review packet by mail between March 1, 2009 and April 30, 2009. Please feel free to call the office for any questions you may have.

Gas (Natural)

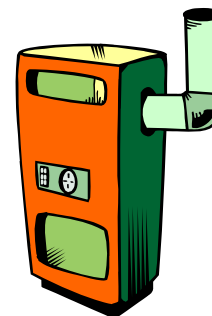
Each townhouse is equipped with a natural gas furnace. If you suspect a gas leak contact Consumer Energy at **1-800-477-5050**; during the day also contact the office at **882-3461**; after hours, weekends and holidays also contact the Emergency

Maintenance at **202-7820**. Members are not authorized to contact for repair/replacement of any problem, call the above numbers. For pilot lights that are out on the stove or hot water heater call the office or the emergency maintenance. Gas bills are paid by the Cooperative from a portion of the monthly carrying charge payments. Members can help reduce gas usage by doing your part in conserving:

Note: When the temperature is below 40 degrees, doors and windows are to be kept closed. If doors or windows are observed open, the member will be charged \$20 for each open door or window.

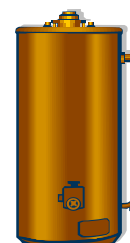
Furnace

1. Set thermostat at 68 degrees or lower during the day. Consider turning it down at night.
2. Close doors and hot air registers to unused rooms.
3. Keep windows and doors closed (see the bold type above).
4. Immediately close doors after exiting and entering the townhouse.
5. Dial down the thermostat to 65-68 degrees whenever on vacation or away from the townhouse five or more hours.



Hot Water Heater

1. Turn the hot water heater down when on vacation.
2. Do not let hot water run or drip needlessly.
3. Keep the heat setting dialed to average or below.
4. If hot water faucets drip when turned off, contact the office at **882-3461**.



January 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Carrying Charges Due Office Closed All Day New Years Day	2 Trash Pick up	3
4	5 Trash Pick up	6 Recycling Pick up	7 Handbook Pick up 5:00-7:00 pm	8 Handbook Pick up 5:00-7:00 pm	9 Trash Pick up	10 Handbook Pick up 10:00-12:00 pm 1:00-3:00 pm
11	12 Trash Pick up 8:00 am Late Fees Assessed Handbook Pick up 5:00-7:00 pm	13 Recycling Pick up Rose Pest Control Handbook Pick up 5:00-7:00 pm	14	15	16 Trash Pick up	17 Handbook Pick up 9:00-11:00 am
18	19 Office Closed All Day Trash Pick up 6:30 pm BOD Meeting	20 Recycling Pick up	21	22 6:30-8:00 pm Game Night In the Community Building	23 Trash Pick up	24
25	26 Trash Pick up	27 Recycling Pick up Rose Pest Control	28	29	30 Trash Pick up	31