

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 5

NOVEMBER 1, 2008

Office Closed

The Village Staff and Board of Directors would like everyone to have a safe and fun holiday. The office will be closed November 27th and 28th, 2008 to spend their Thanksgiving Holiday with family and friends. During the holiday if you have an emergency maintenance request please call the Maintenance Emergency Service at (517)-202-7820.

Game Night

“November 20, 2008 @ 6:30 pm will be the first Board Game Bonanza! The games Boggle, Scattegories, 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.”

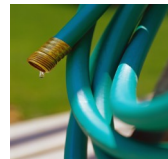
Cooperative Documents

The Board of Directors and Management is working on updating the Village Townhouse Handbook. The updated Handbook, The Approved By-Laws, and A Revised Occupancy Agreement will be distributed to all members by January 1, 2009.

Exterior Hoses

It’s hard to even imagine but winter will soon be upon us. All exterior hoses are to be disconnected to help prevent the water lines from freezing and rupturing. Any damage caused due to the hoses not being disconnected will be

charged back to the member.



Window Air Conditioner

The Village Staff would like everyone to remember as winter is coming soon that the window air conditioners have to be removed by November 1, 2008. If any window air conditioners are left in windows after November 1, 2008 their will be an added charge to your account.



GAS (NATURAL)

Each townhouse is equipped with a natural gas furnace. IF YOU SUSPECT A GAS LEAK CONTACT FIRST CONSUMER ENERGY 1-800-477-5050; During the day, also, contact the office 882-3461; after hours, weekends and holidays also contact the Emergency Maintenance 202-7820. Members are not authorized to contract 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 AND OR WINDOW.

Furnace

1. Set thermostat at 68 degrees or lower during the day. Consider turning it down lower at night.
2. Close doors and hot air registers to unused rooms.
3. Keep windows and doors closed (see the large 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 882-3461.

Salt

Salt will be available again this year for your use on sidewalks and can be picked up at the office next to the garage. Please bring your own container for salt.



November 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Window A/C Units Out Carrying Charges Due
2	3 Trash Pick up	4 Election Day Recycling Pick up	5	6	7 Trash Pick up	8
9	10 Trash Pick up	11 Recycling Pick up Rose Pest Control 8:00am Late Fees Assessed	12	13	14 Trash Pick up	15
16	17 Trash Pick up 6:30pm BOD Meeting	18 Recycling Pick up	19	20 6:30pm Game Night (Clubhouse)	21 Trash Pick up	22
23	24 Trash Pick up	25 Recycling Pick up Rose Pest Con- trol	26	27 Thanksgiving Day Office Closed All Day	28 Thanksgiving Holi- day Office Closed All Day	29
30						

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

Snow Removal Information
 ALL OF US CAN HELP IN THE SNOW REMOVAL PROCESS BY UNDERSTANDING THE SYSTEM OR REMOVAL AND COOPERATING IN FACILITATING THE SNOW REMOVAL PROCESS.

Brief Summary:

1. Once the center portion of the parking lot is cleared, move your car (s) so the parking space area can be cleared. We clear the center portion of all lots before we begin clearing parking space areas.
2. Do not park cars so that the bumpers overhang the curb/sidewalk. Attempt to keep bumpers approximately 2 feet from the curb.
3. Keep all items such as pots, lights, rocks, etc. away from the sidewalk edge. Items damaged, including the snow equipment, are the Member's responsibility.
4. Avoid shoveling snow into parking lots. If it freezes, it will impede future snow removal.
5. The porch, steps, and approach walk are the Member's

responsibility to keep clear of snow and ice.

Parking Lots

1. The center portion of the parking lots is cleared first.
2. When Members have moved their cars, we attempt to remove the snow from the parking space areas. **IF ANY CARS ARE STILL PARKED IN THE SPACES ALONG THAT ROW CANNOT BE CLEARED.** The snowplows need room to maneuver.
3. The map (page 4), included with this policy, shows the location in each lot where the snow is piled. **PLEASE DO NOT BLOCK THESE AREAS.** Cars blocking these areas will be towed at the Member's expense.

Sidewalks

1. **CAR BUMPERS MUST NOT OVERHANG THE CURB/ SIDEWALK.** This can keep the sidewalk from being cleared because the snow removal equipment cannot get to the sidewalk; it also presents a safety hazard to the operator, equipment, and cars.
2. Toys, bricks, stones, lights, and other items near the edge of the sidewalk should be moved or removed so the snow equipment does not strike or throw the item (s). Any damage to the items and or snow removal equipment will be the Member's responsibility.
3. **PORCHES, STEPS, AND THE APPROACH WALK ARE THE MEMBER'S RESPONSIBILITY TO KEEP CLEAR OF SNOW AND ICE.**

Special Notes:

1. If a Member is disabled and there is now one eight years or older in the household, call the office at 882-3461. We will add you to our list and we will clear your porch, steps, and approach walk. We cannot guarantee a time during the day this will occur. Any items on the porch, steps, and approach must be removed.
2. Employees are not allowed to start, push, or pull cars. This presents a liability issue for the Coop-

erative.

3. Salt is available outdoors at the office building at the north end next to the attached garage. Please brine your own container.

Going out of town

Members if you are going to be out of town for the holidays please help conserve energy by setting your thermostat between 65-68 degrees. Also if you are going to be away for any length of time please let the office know so we can help keep a watch on your home. We also ask that you do not turn your thermostat above 75 degrees.



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.

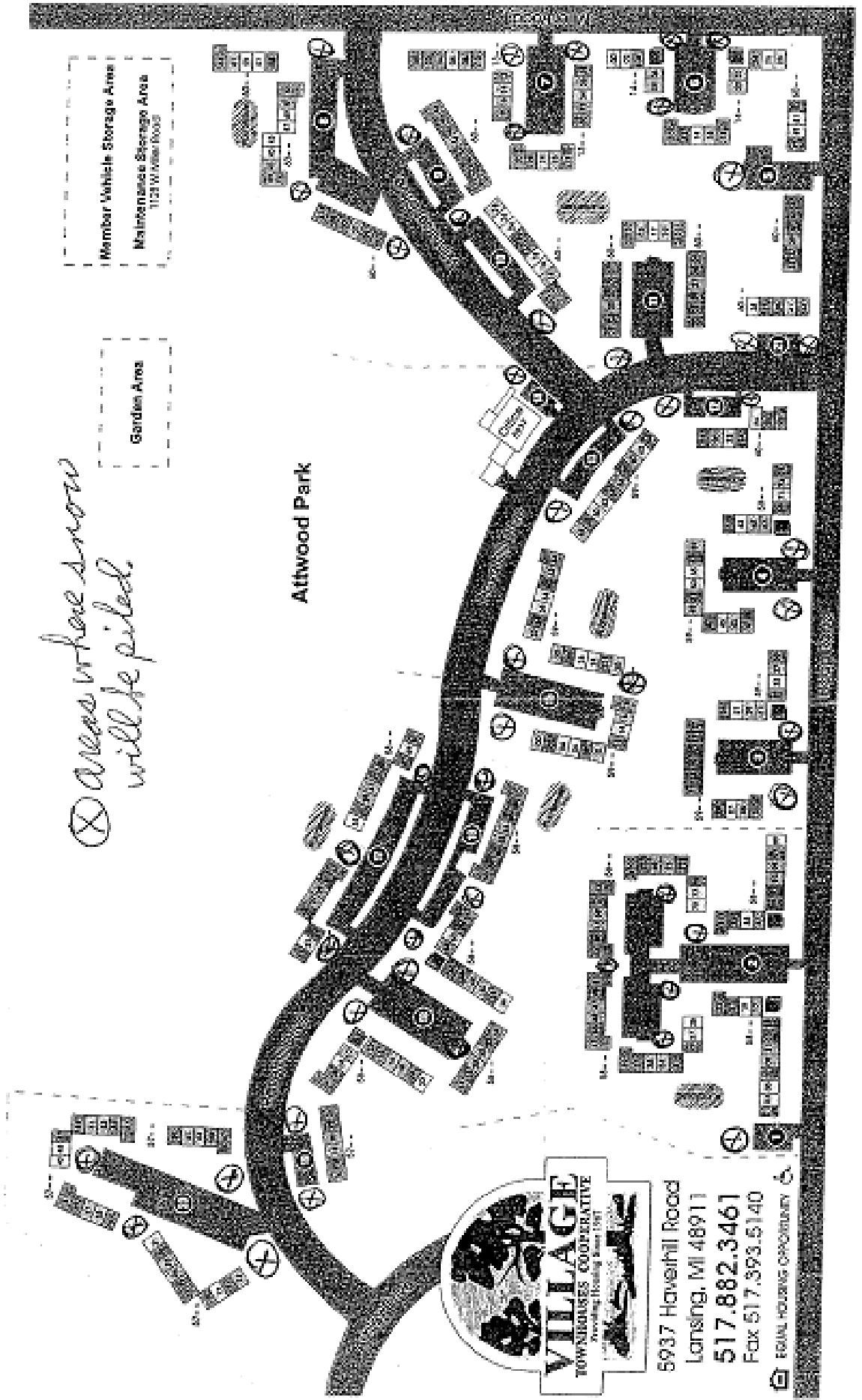
Holiday Safety Tip

To protect your home and avoid a possible fire hazard, please take the following precautions. Always be sure to unplug decorative lights before leaving your home or going to bed for the evening. Never allow people to smoke in close proximity to your tree or place candles near your tree. A little common sense can go a long way to ensure that you have a safe and happy holiday season.

Please Slow Down!

Calling all NASCAR wannabes: For the safety of your neighbors, please observe the speed limits when driving through our community. Be especially cautious when turning corners, as visibility is limited. Remember to watch for pedestrians...they may not be watching for you! Parents, please make sure your children are **Not** playing in and around the cars in the parking lots. It makes it very hazardous when cars are pulling in the parking lots and have to stop quickly for a child who is not paying attention. We appreciate everyone's cooperation.

⊗ Areas where snow
will be piled.



VILLAGE
TOWNHOMES COOPERATIVE
Providing Housing Since 1987

5937 Havenhill Road
Lansing, MI 48911
517.882.3461
Fax 517.393.5140

EQUAL HOUSING OPPORTUNITY