

PROPERTY MANAGER

GLENN KIRKHAM

OFFICE MANAGER

WENDY CANTWELL

MAINTENANCE

DOUG BENSON

DOUG WHITING

JOHN SCOTT

GROUNDS

MARK VANKAMPEN

ADMIN. ASSIST.

LYNDSEY MORRISSEY

BOARD MEMBERS

DORIT CARD

BERYL WATTERS

TOM MORRISSEY

TRISH DAUTERMAN

RAINI MAJESKE

OFFICE HOURS

MONDAY—FRIDAY

8:00 AM—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 2 ISSUE 5

NOVEMBER 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 November 26th and 27th, 2009 to spend their Thanksgiving Holiday with family and friends. During the holiday if you have a Emergency Maintenance request please call the Maintenance Emergency at **(517)-202-7820**.

Holiday Visitors

Do you have guests coming for the holidays? Please remember that guests staying with you for more than two weeks must be registered at the office. Thanks for your cooperation.

Plan Before You Go!

If you are planning a vacation this holiday season, follow these safety tips to protect your property while you are away.

- Arrange for a neighbor to collect your mail or have the post office hold your mail while you are away.
- Use programmable timers so lights turn on and off as they would if you were home.
- Check to make sure your smoke detectors are working properly.
- Give a neighbor or the office your itinerary with phone numbers, so you can be reached in an emergency.



Going out of town

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.



Open Doors & Windows

A Reminder: When the temperature drops below 40 degrees, keep your doors and windows closed. The policy requires a \$20 assessment per open door and or window that is observed open. Please help conserve natural gas.



Locked Out?

If the holiday rush finds you locked out of your townhouse, or you lose your keys, call **202-7820** if it is after normal business hours. We will unlock your townhouse as soon as possible.

Digital Thermostat

If you have a digital thermostat you should have extra batteries on hand, as we do not stock AA or AAA batteries. If you see a signal showing a battery or if it is flashing a battery needs to be changed.

Watch Your Step!

As we begin the winter season, slippery steps and walkways can become a problem. If you notice an area that poses a potential slip and fall hazard, please let us know at the office. Salt will again be available for members use and can be picked up by the maintenance garage.

The Proud and Brave

Veterans Day, November 11th, is a time to pay our respects to those who have died while serving our country, and a time to rejoice and give thanks for those who are with us still. The staff would like to take this opportunity to acknowledge the courage and patriotism of all the men and women who have served in the United States armed services, especially those in our own community.



GAS (NATURAL)

Each townhouse is equipped with a natural gas furnace. IF YOU SUSPECT A GAS LEAK CONTACT CONSUMER ENERGY FIRST AT 1-800-477-5050; If during the business day, also, contact the office 882-3461. If after hours, weekends and holidays contact the Emergency Maintenance at 202-7820. Members are not authorized to contract for repair/replacement of any problem; call the above numbers. IF THE PILOT LIGHTS 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 energy.

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 when temp is 40 degrees or lower.
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. Keep the heat setting dialed to average or below.
2. Do not let hot water run or drip needlessly.
3. Turn the hot water heater down when on vacation.
4. If hot water faucets drip when turned off, contact the office 882-3461.

Winter Weather Reminder

As snow, sleet, freezing rain and ice accumulate in the parking lots and sidewalks, **please be extra cautious when leaving your home and walking to and from your vehicle.** In order to assist our maintenance staff, please move

your car to areas where it has already been removed so that they can properly clear the entire parking area to help make it convenient and safer for everyone.

Holiday Safety Tip

To protect you 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!

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.



Safety Tips from the Crime Prevention Program of the Exchange Clubs of America

You can never be too safe, so here are simple safety tips to keep in mind to protect yourself and your property:

- Don't put nametags on your house keys or a nameplate on your mailbox. If you live alone, don't advertise it by listing your first name in the phone directory; use your first and middle initials instead.
- Use a safe deposit box for cash, jewelry, heirlooms and valuable papers.
- 1. Inventory your valuables and keep the list in a safe deposit box. In the event you are burglarized, you'll know what's been stolen. Make sure your personal property is covered by insurance. Call an insurance agent for details about insurance coverage.
- Have the telephone numbers of your local fire department, police station, hospital, and close neighbors in an accessible place, perhaps attached to the casing of your telephone.

Emergency Contacts

The following are the local emergency contact numbers.

- Police NON Emergency (517) 483-4600
- Police Emergency - Dial 911
- Fire - Dial 911
- Gas Leak 1-800-477-5050
- Emergency Maintenance (517) 202-7820
- Board of Water & Light (517) 702-6006

November 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Carrying Charges Due Fall Back Time Change	2	3 Election Day 	4	5	6 Trash Pick up	7
8	9 Trash Pick up	10 Recycling Pick up Rose Pest Control	11 8:00 am Late Fees Assessed Veterans Day	12	13 Trash Pick up	14
15	16 Trash Pick up	17 Recycling Pick up	18	19	20 Trash Pick up	21
22	23 Trash Pick up 6:00 pm BOD Meeting	24 Recycling Pick up Rose Pest Control	25	26 Thanksgiving Day Office Closed All Day 	27 Thanksgiving Holiday Office Closed All Day 	28
29	30 Trash Pick up					