

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

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 4

OCTOBER 1, 2009

Office Hours

Effective 10-5-09 the office will be open from **8:00 am to 5:00 pm** (including the lunch time hour) to better provide service to you and our prospective members.



Carrying Charge Payment Tips

Before mailing or dropping your carrying charges make sure....

- Your address is on your checks or money orders
- Your check or money order is signed
- The amount is correct

Envelopes are not necessary!



Furnace Maintenance

Ready or not, winter will be upon us. In preparation for colder weather, please try turning on your thermostat early in the month and make sure your system is functioning properly. Remember that the first time the furnace comes on; you may experience a "funny" smell from the summer dust. If you notice any

problems, call the office immediately.

Help! No Heat!

With colder weather approaching, we would like to remind you that it is considered a maintenance emergency if you have no heat when the temperature is below 50 degrees. If you find yourself in this situation after hours, weekends and holidays, call the maintenance emergency number at **517-202-7820** and the staff will respond as soon as possible. Also, if you suspect you have a furnace problem, don't wait for it to become an emergency, call the office to schedule a maintenance check.

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 October 1, 2009. If any window air conditioners are left in windows after October 1, 2009 their will be an added charge to your account.



Fall Clean up

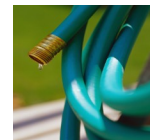
After the first "Big " frost most of the flowers planted will need to be pulled. Please help Village continue to look neat and clean by taking care

of your flower bed areas. We ask that you do not put your yard waste in the dumpster but rather in the truck by the garage. Thanking you in advance for your help in this matter.



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.



Furnace Filters

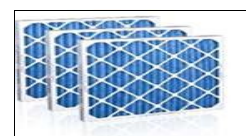
Furnace filters will be replaced in October. Furnace filters are getting replaced on these days:

10/20/09 All Haag Road

10/21/09 All Winterset and 6001-6043 Haverhill

10/22/09 The remaining Haverhill Drive

10/23/09 All one bedrooms and Miller Road



Happy Halloween!

The staff would like to wish everyone a monstrously fun, happy and safe Halloween!



Some Trick or Treat Rules For Your Review

Hopefully everyone will be giving out treats and that no tricks get pulled on you! It is recommended that a responsible person go out with the “little munchkins” to ensure that they enjoy the Halloween experience. As always please be aware of your surroundings, crossing parking lots and streets. If you plan on providing “Treats” between the hours of 6-8:00 p.m. please have your porch light on to help light up your porch and steps.

Fire Prevention Reminder

Fire Prevention Week is October 4th-10th and a good time to review these precautions to prevent a household fire:

- Empty waste and trash containers and dispose of newspapers and magazines regularly.
- Store all matches in tightly-closed containers.
- Clean grease and spilled foods from range and oven daily.
- Keep clothing and other flammable materials, such as pot holders and towels away from range top.
- Never use combustible cleaning products or solvents indoors.
- Don't smoke in bed.
- Never empty ashtrays in the wastebaskets until ash have been soaked.
- Replace worn and frayed electrical cord immediately and don't overload circuits.
- Do not store items in the area where the water heater and furnace are located.

• Fire Department 911.
Autumn Colors

October gave a party;
The leaves by hundreds came;
The ashes, oaks, and maples,
And those of every name.

- George Cooper

We hope you take some time during the season of autumn to enjoy the unique beauty of this time of year! Autumn is a second spring when every leaf is a flower.

- Albert Camus



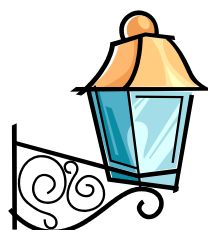
Time to Fall Behind

Remember that Daylight Saving Time ends November 1st. Turn your clocks back one hour and take advantage of the extra time to sleep!



Property Lighting

You can help with the safety of your neighbors, family and guests by keeping your Front and Back porch lights on during the night time hours. By keeping your porch lights on it also helps to detour “uninvited” company.



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.

Police Calls

We encourage all Members to call the police when they see something suspicious. If you call the police and they advise that they cannot respond because we are private property please do the following: 1) advise the police that the Cooperative has a **NO TRESPASS AGREEMENT** with the police department and 2) call the office and give us the date and time of your call to the police. If you do not want the police to contact you after responding to the call, let them know that when making contact with the Lansing Police Department.



October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Carrying Charges Due Mowing day	2 Trash Pick up	3
4	5 Trash Pick up	6 Recycling Pick up	7 Mowing day	8 Mowing day	9 Trash Pick up	10
11	12 Trash Pick up 8:00 am Late Fees Assessed	13 Recycling Pick up Rose Pest Control	14 Mowing day	15 Mowing day	16 Trash Pick up	17 Sweetest Day 
18	19 Trash Pick up	20 Recycling Pick up Furnace Filter Change	21 Mowing day Furnace Filter Change	22 Mowing day Furnace Filter Change	23 Trash Pick up Furnace Filter Change	24
25	26 Trash Pick up 6:00 pm BOD Meeting	27 Recycling Pick up Rose Pest Control	28 Mowing day	29 Mowing day	30 Trash Pick up	31 Happy Halloween 