

Property Manager
Allison Wirtjes

Admin Assist.
Lyndsey Morrissey

Maintenance
Jeremy Church
Joshua Denda
Mark VanKampen

Grounds
John Scott

Board Members
Audra Carson
Debra Johns
Nancy Knight
Raini Majeske
Tom Morrissey

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
Animal Control
(517) 676-8370
Consumers Energy
1-800-477-5050
Board of Water & Light
(517) 702-6006
**South West Carrier Annex
(Post Office)**
(517) 272-0684

Village Townhouses

Office Closed

The Office will be closed November 10th, 23rd, and 24th, 2023. If you have a Maintenance Emergency while the Office is closed please call (517) 202-7820.



Open Windows and Doors

Reminder when the temperature falls below 50 degrees, all windows and doors are to be kept closed. Windows and doors can be open for a short period of time (10 to 15 minutes) to help with cooking smells/smoke or bathroom moisture issue. When open windows and doors are observed, the Member will be assessed a charge per open door and window. Please remember that energy waste has a monetary effect on everyone here at Village.



November Board Meeting

The next Board Meeting is scheduled for Monday November 27, 2023 at 6:30 pm.



Office Closed For Lunch

Effective Monday November 6th, 2023 the Village Office will be closed daily from 12:00 pm to 1:00 pm until further notice.

Coming Soon

Watch your emails for a survey coming out next month.

Member Notification

If you are not signed up for the instant alert or did not update your account, you will not be notified of when to move your vehicle(s) out of the parking lots for snow removal as an example. Please review the snow removal policy in your Member Handbook and if you have any questions, contact the Office. With the instant alert you will receive an email once a year from group cast to update your information, and if you do not update your information from the email then Intrado School Messenger will remove you from the contact list.

Work Orders

When contacting the Office for a work order request, please let Management know if an adult will be home, if anyone is sick or has been sick in the previous 7 days. If you have a pet and if there is permission to enter.

November 2023

Locked Out

If the holiday rush finds you locked out of your townhouse, or you misplace your keys, call 517-202-7820, if it is after business hours. The Emergency On-call Staff will respond as soon as possible.



Windows

Now that the colder weather is coming soon, to help improve the energy efficiency in your home, please ensure that you lock both locks on each window. Locking both locks seals the window together which helps to keep the cold out and the warmth in.



Plan Before You Go

If you are planning a vacation in the near future please consider these safety tips to protect your property while you are away:

- . Use programmable timers so lights turn on and off as they would if you were home.
- . Give a neighbor or the Office your contact phone numbers, so you can be reached in case of an emergency.



Visitors

Do you have guest coming? Please remember that if your guest will be staying more than two days please let Management know. If you are going to have a guest for more than two weeks, they must be registered at the Office. In addition, your guests may need to park in an overflow lot and should not be parking in the lot to displace other members in the lots. It is also helpful if your guests would place a note on the dashboard noting the unit number where they are visiting.



Vehicle Parking

The Village Staff would like to remind everyone if you go out of town for the winter season to either leave your keys with a neighbor, park off Village property, or park on the street where posted. Failure to move your vehicle may prevent the lot from being cleared properly and you may receive a fine or have the vehicle towed. The Village staff cannot move your vehicle due to liability reasons.

Please Slow Down

For the safety of your neighbors please observe the speed limits when driving through our community especially in snowy conditions. Be 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 minors 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 minor who is not paying attention. We appreciate everyone's cooperation.



Time to Fall Behind

Remember to turn your clocks back one hour on November 5, 2023 and enjoy your extra hour.

Snow Removal Information

Winter season is (almost) here! All of us can help in the snow removal process by following the snow removal policy.

Parking Lots (See Map Page 4)

1. Members will be contacted using the instant alert communication system for snow removal as well as using the truck horns when entering your lot. This will be the only communication used to notify you to move your vehicle(s).
2. The center portion of the parking lots are always cleared first.
3. After members have moved their cars, we attempt to remove the snow from the parking spaces. **If any cars are still parked in the parking spaces, it limits what plowing can be done in the lot. However, there may be times when only the centers are plowed.**
4. The map included with this newsletter shows the location in each lot where the snow is piled. **Please do not block these areas.** Cars blocking these areas may be towed and the Member fined.
5. Please review the snow policy in your handbook or contact the Office should you have any questions.
6. Finally, be aware of weather forecasts and current conditions for your safety and having to move your vehicle(s).

SideWalks

1. Vehicle bumpers must not overhang the curb/sidewalk. This can keep the sidewalk from being cleared properly and can present a safety hazard to the membership, staf and visitors.
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 members responsibility to keep clear of snow and ice.**
4. **Salt is available for members use and can be picked up at the Office between 8:00 am to 5:00 pm Monday through Friday.**

Snow Removal

(Weekends or Holidays)

Only the center portion of the parking lots will be cleared at this time. Parking spots will not be plowed on weekends, holidays, or after hours.

Salt

Salt is once again available this year for your use on sidewalks and can be picked up Monday through Friday 8:00 am till 5:00 pm at the Office. The salt bin is locked so you must check in at the Office to receive salt. There is a 1 gallon limit when picking up salt and please bring your own container.



Name: _____ Date: _____

NOVEMBER WORDSEARCH

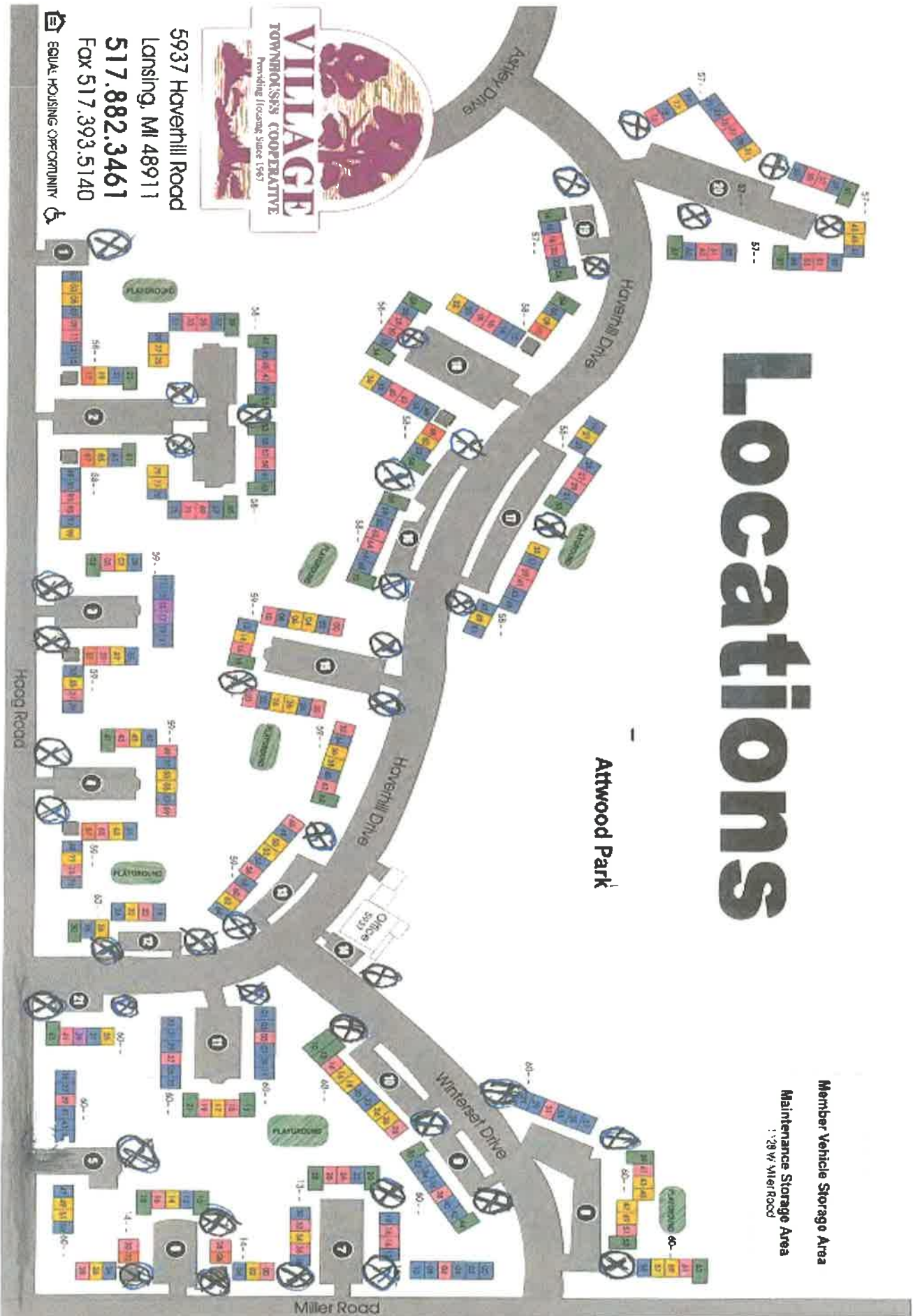
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| HARVEST | BOUNTY | JOHN SMITH | FALL |
| ROLLS | CRANBERRIES | POTATOES | THANKFUL |
| POCOHANTAS | MAYFLOWER | CROPS | FEATHERS |
| NOVEMBER | INDIANS | CORN | STUFFING |
| YAM | TURKEY | THANKSGIVING | PILGRIMS |

⊗ Snow Pile

Locations



VILLAGE
TOWNHOMES COOPERATIVE
Providing Housing Since 1967

5937 Haverhill Road
Lansing, MI 48911
517.882.3461
FOX 517.393.5140

EQUAL HOUSING OPPORTUNITY

Member Vehicle Storage Area
Maintenance Storage Area
128 W. Miller Road

November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Carrying Charges Due All Saints' Day	2 Mowing	3 Trash Pick up Mowing	4 Turn your clocks back tonight for Daylight savings time!
5 Daylight Savings Time Ends	6 Trash Pick up	7	8 Mowing/Fall Clean up	9 Mowing/Fall Clean up	10 Trash Pick up Office Closed. In observance of Veterans Day	11 Veterans Day
12 Diwali	13 Trash Pick up 8:00 am Late fees Assessed	14 Rose Pest Control	15 Mowing/Fall Clean up	16 Mowing/Fall Clean up International Day for Tolerance Dutch American Heritage Day	17 Trash Pick up Mowing/Fall Clean up	18
19	20 Trash Pick up Transgender Day of Remembrance	21	22	23 Thanksgiving Day Office Closed	24 Trash Pick up Office Closed	25 Trash Pick up
26	27 Trash Pick up 6:30 pm Board Meeting	28 Rose Pest Control	29	30		

Celebrate Native American Heritage Month: November is the time to celebrate the contributions, cultures, traditions and histories of Native people of the United States.

It's "Movember": A month-long fundraiser that seeks to raise awareness for men's issues such as suicide as well as prostate and testicular cancer.

