

**Property Manager**  
Allison Wirtjes

**Office Manager**  
Ashley Overton

**Admin Assist.**  
Lyndsey Morrissey

**Maintenance**  
Jeremy Church  
Joshua Denda  
Gavin France

**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 11th, 28th and 29th, 2024. 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 day and night. 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 issues. 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.

## Furnance Tune-Ups/Filter and Battery Replacetments

Please be aware that we waited to replace all the furnace filters, along with the smoke detector and thermostat batteries, until we had the furnace tune-ups scheduled. This way Maintenance could avoid having to enter everyone's home twice in a short period of time. Please note that the tune-ups and battery replacements are scheduled for 12-9-24 through 12-20-24. Notices will be delivered in the coming weeks with the exact date of your service.

## October Board Meeting

The next Board Meeting will be Monday November 25, 2024.



## Work Orders

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



## 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. If you do not update your information from the email, Intrado School Messenger/Groupcast will remove you from the contact list.

## Windows

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.

# November 2024

### Fall Clean Up

With the change of season coming, it is time to start cleaning out your flower beds and common areas. After the first "Big" frost, most of the annual 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 bed of the truck located by the Office garage. Remember yard waste must be in paper bags. Thanks for helping keep Village looking neat!

### Summer Items

Please start thinking about where you will move your summer items i.e. toys, bikes, chairs, etc. All of these items should be stored inside or offsite. **Do not store gas cans, gas tanks or propane tanks in the townhouse** for your safety and that of your fellow Members. **Hoses need 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.**

### 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.



### Visitors

Do you have guests coming to visit? Remember that if your guests 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 your lot if it displaces other members. It is also helpful if your guests would place a note on the dashboard noting the unit number where they are visiting.

VISITOR  
INFO

### 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 a programmable timer 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.



### 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 vehicles in the parking lots. It makes it very hazardous when vehicles are pulling in the parking lots if they have to stop quickly for a minor who is not paying attention. We appreciate everyone's cooperation!



### Going out of Town

If you are going to be away from your home, 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.

## 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 on 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 if there is light accumulation.**
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 plan ahead when 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, staff 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 walkways and porches, and can be picked up Monday through Friday from 8:00 am to 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.



## THANKSGIVING WORD SEARCH



Y C T G S V K L Q A U B H U M R Z X X Z C Y R  
E B N S R X P U F X I Y E K R U T I P H R L F  
M K N B A A J R J H P P H B C N T W L A M O S  
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B G R E G N Y L B L E S S I N G S N J C U Y A

Blessings	Family	Harvest	Pumpkin Pie	Tradition
Corn	Feast	Indians	Stuffing	Turkey
Cornucopia	Gather	November	Sweet Potatoes	
Cranberry	Gratitude	Pilgrims	Thanksgiving	



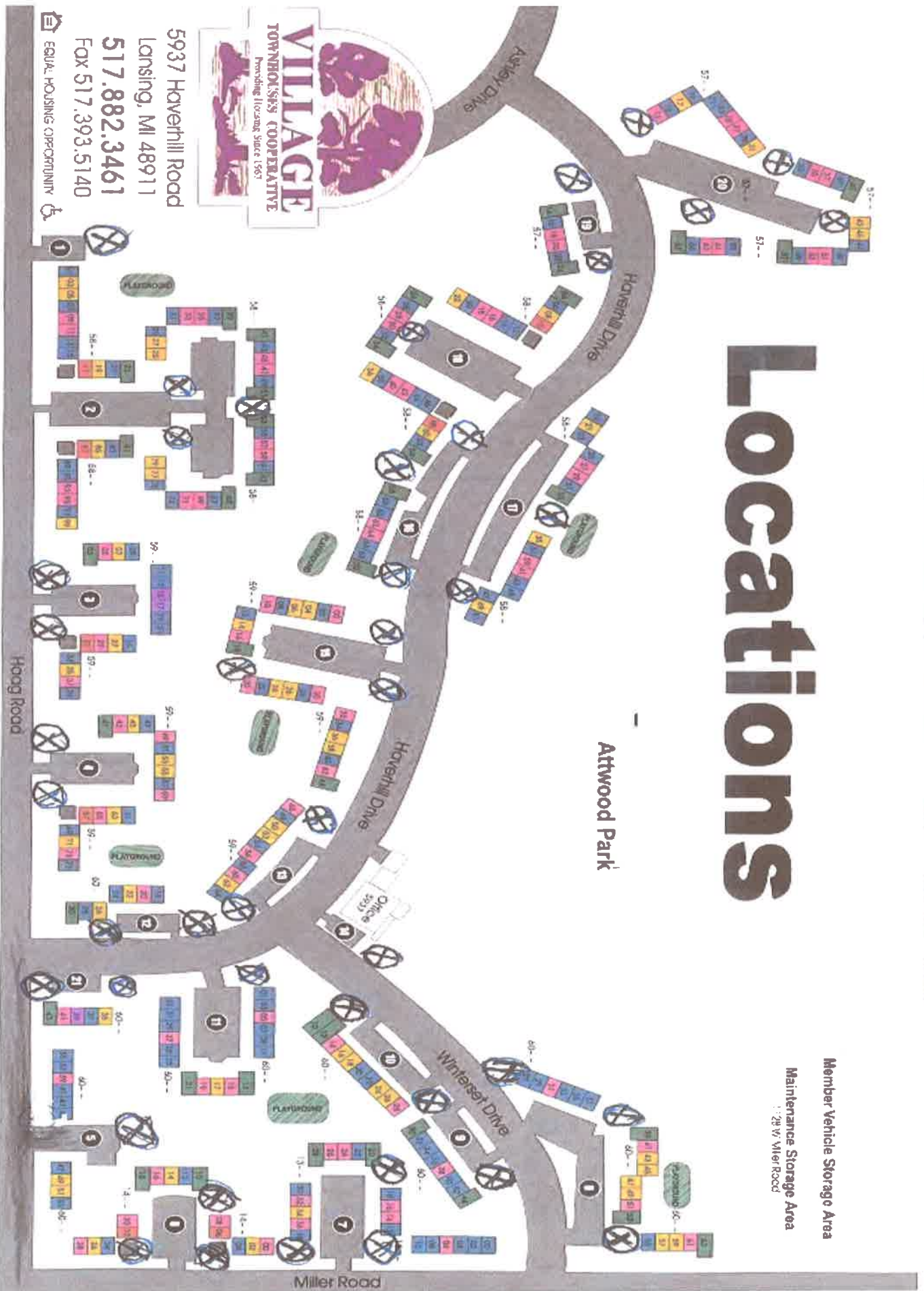
# ⊗ Snow Pile

## Locations

Member Vehicle Storage Area

Maintenance Storage Area

128 W. Miller Road



**VILLAGE**  
TOWNHOUSES CO-OPERATIVE  
Providing Housing Since 1967

5937 Haverhill Road

Lansing, MI 48911

517.882.3461

FOX 517.393.5140

 EQUAL HOUSING OPPORTUNITY

# November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Trash Pick up  Mowing  Carrying Charges Due	2
3 Daylight Saving Time Ends	4 Trash Pick up	5	6	7 Mowing	8 Trash Pick up  Mowing	9
10	11 Trash Pick up  Office Closed	12 Rose Pest Control  Fall Clean up  8:00 am Late fees Assessed	13 Fall Clean up	14 Mowing  Fall Clean up	15 Trash Pick up  Mowing  Fall Clean up	16
17	18 Trash Pick up	19	20	21	22 Trash Pick up	23
24	25 Trash Pick up  6:30 pm Board Meeting	26 Rose Pest Control	27	28 Office Closed	29 Trash Pick up  Office Closed	30 Trash Pick up