

Property Manager
Allison Wirtjes

Office Manager
Denise Pawloski

Admin Assist.
Lyndsey Morrissey

Maintenance
Jeremy Church
Joshua Denda
Eddie Rodriguez

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, 27th and 28th, 2025. 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 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.

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.



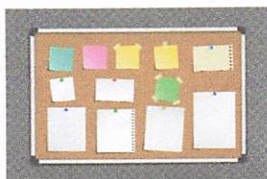
November Board Meeting

The next Board Meeting will be **Monday December 1, 2025 after Thanksgiving.**



Community Bulletin Board

Do you have an item you want to sell or give away? Perhaps you are looking for a service or need some assistance for a task? Please feel free to post an ad or inquiry to the Bulletin Board across from the drinking fountain outside the entrance of Denise's office.



New Regional Manager Tim Lee

We are excited to announce Tim Lee as the new Regional Manager for Village Townhouses! Tim brings 10 years of experience with him from Colonial Townhouses and Legacy, LLC. He is taking over the property portfolio from our previous Regional Manager, Vicki Miller. Tim is an avid fisherman and enjoys spending time outside with his family and friends.

Vicki is transitioning to a training role for all of Legacy, PMC. So while she will be greatly missed for all she has done for Village, we know she will do great in her new role. We are looking forward to working with Tim as our new Regional Manager, so please feel free to say hello when you see him out on Village property and at our monthly Board Meetings!

November 2025

Fall Clean Up

With the change of weather, 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 you to not put your yard waste in the dumpsters, 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.



Exterior Hoses

If you have a garden hose, please disconnect and store the hose properly ASAP. Hoses need to be disconnected to help prevent the water lines from freezing and rupturing. Any damage caused due to a hose not being disconnected will be charged back to the member.

Summer Items

Please bring in your summer items, such as toys, bikes, lawn furniture, etc. All of these items should be stored inside or offsite. **Do not store gas cans, gas tanks or propane tanks in the townhouses** for your safety and that of your fellow Members.

Window Project

The Village Board and Management wanted to touch base and let our Membership know that we are actively in the process of our Window Replacement Project! Over the Summer and into this Fall, we have been receiving and reviewing various bids from companies to replace all windows on Village Townhouses property. While we wrap up the bid process, our next steps will be reviewing the financials to assess if we can complete all the replacements in one year, or if the project will be spaced out over the next few years. Your Village Board is working hard to make this financially viable without having to have high annual increases to the monthly Carrying Charges. These new windows are vital in bringing the gas charges down at Village, especially with the costs of utilities and services increasing in price.

We are looking to hopefully start replacing windows this coming Spring, so look out for further information as we plan this exciting update to all the townhomes at Village Cooperative!

Windows & Kits

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. Also, we still have the plastic window kits to cover windows available at the Office for pick up, or we can deliver one to your home.



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.

Visitors

Do you have guest 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.

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, and ensure your vehicle(s) will be moved for plowing.

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.**



Name: _____
Date: _____

NOVEMBER

Word Search

Find the words listed. Words may appear forward, backward, up, down or diagonal. Words may overlap and cross each other. When you have found a word, be sure to circle it and cross it off the list.

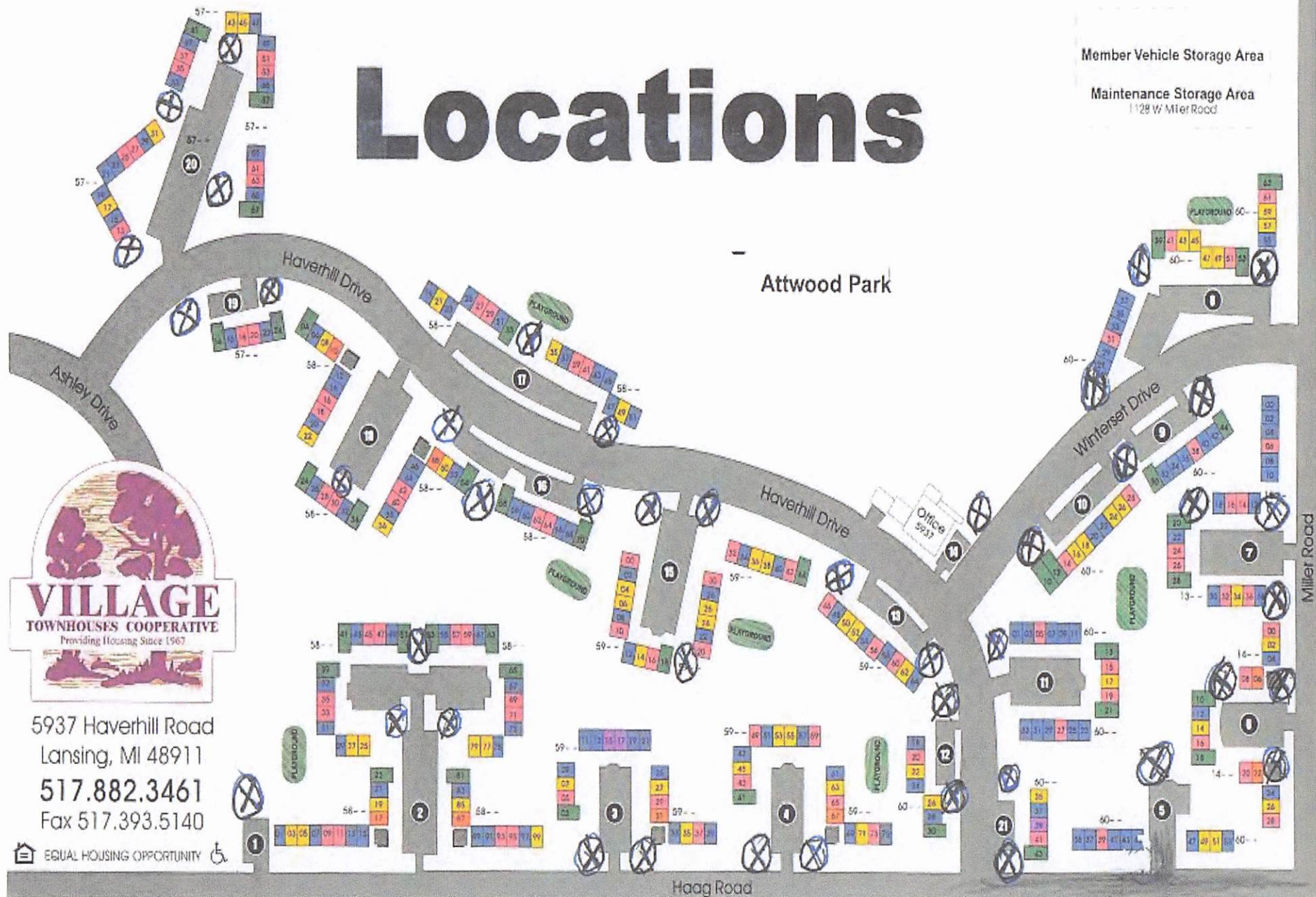
AUTUMN BLACK FRIDAY CHRYSANTHEMUMS CINNAMON CORNUCOPIA CRANBERRY CYBER MONDAY DAYLIGHT SAVING ELECTION FAMILY FIREPLACE FOOTBALL FRIENDSGIVING GRATITUDE HARVEST HOT CIDER NATIVE AMERICANS PECAN PIE PILGRIMS POTATOES PUMPKIN PIE SCARVES SCORPIO	RNQSEOTATOPDEHSAMMCH FCOSWEATERSWBPCHDRNE ZOSIYADNOMREBYCYASCN RRJCTSTUFFINGKANKMARM SNFYACKNNNLMRDBILGNB CURLLREZTRXFIERPTNMF OCBIQHVLQXCRRGEOMIUR ROVMHFWEEERFRLRPDEVTI PPTAWTHLSKYIIAYLIUE IILFDAXTCDPFZKQMPGAN OACHRYSANTHEMUMSNSZD RTDVRJLCBZFVRYTGAKWS PNEGLBRMNGOCELYCNJG RSEDUTITARGYOIDKEAMI TTFCLPVMWMNCETNIPHMV SWEETPOTATOESKBNCTXI DAYLIGHTSAVINGRAATTN TNYADSNARETEVGBULMOG RTPUMPKINPIEBTBKTLOH NATIVEAMERICANSTBVFN STUFFING SWEATERS SWEET POTATOES THANKSGIVING TOPAZ TURKEY VETERANS DAY
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⊗ Snow Pile Locations

Member Vehicle Storage Area

Maintenance Storage Area
1128 W Miller Road





GREAT GIFT FOR THE HOLIDAYS!
RING DEVICE AVAILABLE FOR PURCHASE

The Board would like to clarify a few things for the members regarding the Ring security device.

- . It is 100% optional for the member to participate in.
- . An alert could be issued by LPD to you through the Ring Account on File with them, as well as notices from other Ring participants in your selected target area.
- . The activation of the device would send an alert to the registered cell phone allowing voice communication with the person at the door.
- . The Ring device is an excellent tool to view who is approaching your home.
- . The Ring has infra-red lighting to help identify individual(s) who may be near your door during the dark hours.
- . If you purchase a Ring Floodlight, the rear flood light camera lights come on when there is motion at your back door.

If you are interested in a Ring device, we have both Ring Doorbells and Ring Flood light available for purchase at the Office. We have options to pay in full, pay in two payments, or even up to 6 months while supplies last.

Village will also reimburse all members the capped rate of \$49.99 for the annual fee for the Ring Devices. Just bring in a copy of your receipt when you pay the fee each year.

Any questions regarding this matter, please call the Office.



November 2025

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

