

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 December 25th and 26th, 2023 and January 1, 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. 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.



December Board Meeting

The December Board Meeting has been cancelled. The next Board Meeting will be Monday, January 22, 2024.



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.

It's Back!

Exterior holiday decoration contest the week of 12-18-23 so have lights on by 6:00 pm.

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.

December 2023

Trash Disposal

Please remember to put trash directly into the dumpsters and not alongside of them. Besides becoming smelly, loose trash attracts rodents, is a health hazard and unattractive. If you notice that a trash disposal area is not being kept neat, please call the Office. You can help keep your cooperative beautiful by putting trash in its place! Also, if you are having a child take out the trash please ensure it is being placed in the container. If your dumpster lid is open, please help by closing the lid. If you are throwing boxes away, please break them down before putting in dumpster. Please do not put large items in the dumpster, put it beside the dumpster. Please do not leave any trash by the front or back porch areas as it can attract rodents and does not make the property look nice and neat. If you see that there is no room in the dumpster for more trash, please take the trash to another dumpster. Any questions concerning trash removal please call the Office. Also, if you see any "unusual" dumping happening at Village report this to the Office immediately. Any information that you may be able to get is appreciated. Please remember to dispose of your pumpkins in the dumpster!



Decorative Lights

Although exterior lights for the holidays look very nice, the electrical cord(s) cannot cross any sidewalk that is maintained by the Village Staff as this can be a trip hazard. Also, please do not put nails or screws in the door surrounds or siding. Finally, please take the holiday decorations/lights down two weeks after the holiday event.



Safety Tip

To protect your home and avoid a possible fire, 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 of your tree or place candles near your tree. A little common sense can go a long way to ensure that you, your family, and neighbors are safe.

Tree Disposal

After the holiday season is over and the decorations come down, and you need to dispose of your tree, please place your tree next to the dumpster in your lot and not in it.

Village Website

Did you know that Village has a website and you go to www.villagetownhouses.com. What is on that website is; applications, newsletters, calendars, submit maintenance requests, floor plans, when Office is closed, tax form etc.

Winter Weather

As snow, sleet, freezing rain and ice accumulate in the parking lots and sidewalks, **please be cautious when leaving your home and walking to and from your vehicle. Taking smaller steps can help keep your balance and can keep you from falling in poor weather conditions.** In order to assist our maintenance staff, please move your vehicles to areas where it has already been cleared so that they can properly clear the entire parking area to help make it convenient and safer for everyone.



Snow Piles

If you have a snow pile(s) in your parking lot, please pay special attention when driving in and out of your lot as minor(s) often play on and around them. We would hate for an accident to happen, so your attention is needed in this matter.

Vehicle Parking

The Village staff would like to remind everyone if you go out of town for the holiday season to either park your vehicle at the office lot, pole barn storage lot or leave your keys with a neighbor. 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. The City of Lansing is also allowing licensed and operable vehicles to be parked on city streets as designated.

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, 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 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: _____

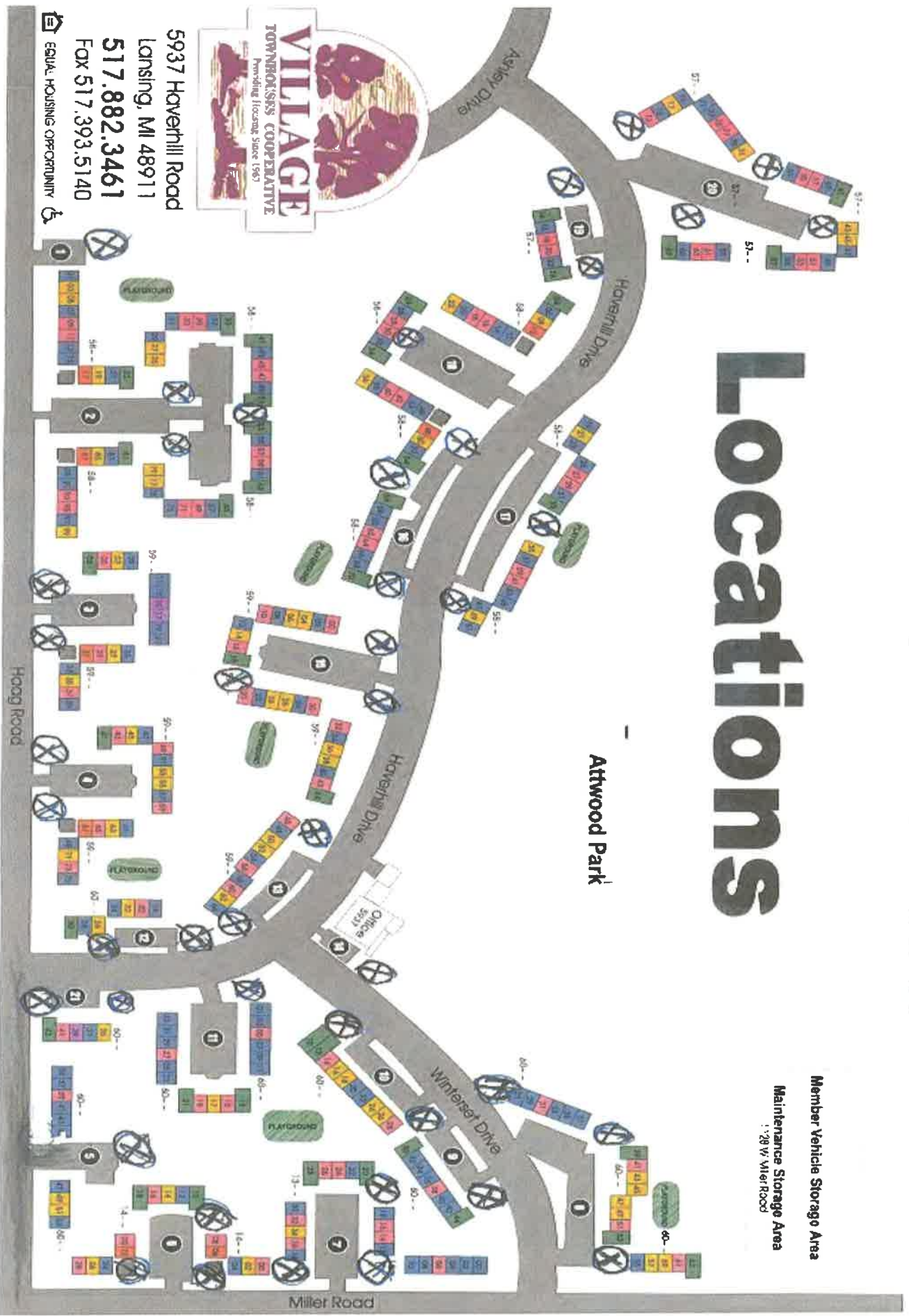
DECEMBER

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pearlharborday	december	vacation
cold	snow	winter
newyarseve	boxingday	ramadan
kwanzaa	hanukkah	christmas

⊗ Snow Pile

Locations



5937 Haverhill Road
Lansing, MI 48911

517.882.3461
FOX 517.393.5140

⊗ EQUAL HOUSING OPPORTUNITY

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



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 LPD 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 person at the door.
- . The ring device is an excellent tool to view who is approaching your home.
- . The ring has an infra-red lighting to help identify individual(s) who may be near your door during the dark hours.
- . 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 Floodlights available for purchase at the Office. Each costs \$205.63 with payment options up to 6 months and while supplies last. Village will also reimburse all members the \$39.99 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 please call the Office.

A great gift for the Holidays!



December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Carrying Charges Due	2
3	4 Trash Pick up	5	6	7	8 Trash Pick up	9
10	11 Trash Pick up 8:00 am Late fees Assessed	12 Rose Pest Control	13	14	15 Trash Pick up	16
17	18 Trash Pick up	19	20	21	22 Trash Pick up	23
24	25 Office Closed	26 Trash Pick up Office Closed	27 Rose Pest Control	28	29	30
31	January 1, 2024 Office Closed	2 Trash Pick up	3	4	5 Trash Pick up	6

