

Property Manager

Allison Wirtjes

Office Manager

Ashley Overton

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

Welcome Our New Village Townhouses Office Manager!

Ashley comes to Village with 10 years of property management experience. She enjoys spending time with her children and loves to cook. Her favorite family vacation was a trip to Universal Studios in Orlando. Ashley looks forward to meeting all of our Members and working with the Village Office and Maintenance team.

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.



February Board Meeting.

The next Board Meeting will be Monday
February 26, 2024.



Time To Take Down
Holiday Decor

Please be aware that all holiday lights and decor are required to be taken down two weeks after the holiday event. With the warmer weather we are having, please ensure everything is taken down by February 7, 2024.

Clean up Pet Feces

As the temperature begins to warm up and the snow thaws please remember to go out and clean up after your pet. Having a pet is a privilege not a right. Please review the pet policy to ensure you are in compliance. This is a reminder to pet owners that your pet(s) need to be on a leash while on Village Property. You are welcome to use Attwood City Park to exercise your pet. While walking your pets please make sure you pick up after they do their duty.

Windows

Since the winter weather is here, 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 cold out and the warmth in.

February 2024

Help! No Heat/Furnace Maintenance

With the colder weather 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 business hours, weekends, and holidays, call the maintenance emergency number at 517-202-7820 and your call will be returned to you 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 of your furnace.



Smoke Detectors

Just a reminder not to remove the battery from the detector, and do not remove from the wall. The smoke detectors are mandatory and are positioned as the City directed. The smoke detectors are for your safety and all the occupants of your townhouse and building. Any questions about smoke detectors refer to your Membership Handbook under "Smoke Detectors". Removal of smoke detectors will incur fines.

Maintenance Tips

Just a reminder that only toilet paper is to be flushed down the toilet. The toilet and plumbing is not designed for any other articles to be flushed into the sewer lines. You will be charged for any service call to remove or clear a drain line if any items other than toilet paper are found to have caused the blockage. If your toilet is running, please contact the Office because it has a direct impact on the water bill. Your cooperation is appreciated in this manner. If you use a toilet cleaner, please only use the toilet cleaner that clips onto the tank. Cleaners that are placed on the bottom of the tank can cause the toilet to run continuously.



Work Orders

When contacting the Office for a work request please let Management know if:

- . Any sickness in the home in the previous 7-days.
- . If you have a pet that it is secured.
- . Alarm system is disabled.
- . Permission to enter.
- . An adult needs to be present if a minor is home.



Vehicle Parking

The Village staff would like to remind everyone if you go out of town during the winter season to either park your vehicle at the Office lot (if space is available), pole barn storage area 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 risk having the vehicle towed. The Village staff cannot move your vehicle or jump start your vehicle, due to liability reasons. All vehicles must be registered with the Office and a parking permit will be issued per the parking policy.



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, 2) ask to speak with the Officer in charge and 3) call the Office and give us the date and time of your call to the police.



Snow Removal Information

Winter season is 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: _____

February

AQUARIUS
CANDLELIGHT
CARNATION
CHOCOLATE
COZY
CUPID
FEBRUARY
FIREPLACE
FRIENDSHIP
GROUNDHOG DAY
HEART
HUG
KISS
LEAP YEAR
LOVE
MARIGOLD
PINK
PIECES
PRESIDENTS DAY
RED
ROMANCE
ROSES
SKIING
SNOW
SWEETHEART
VALENTINE
WINTER

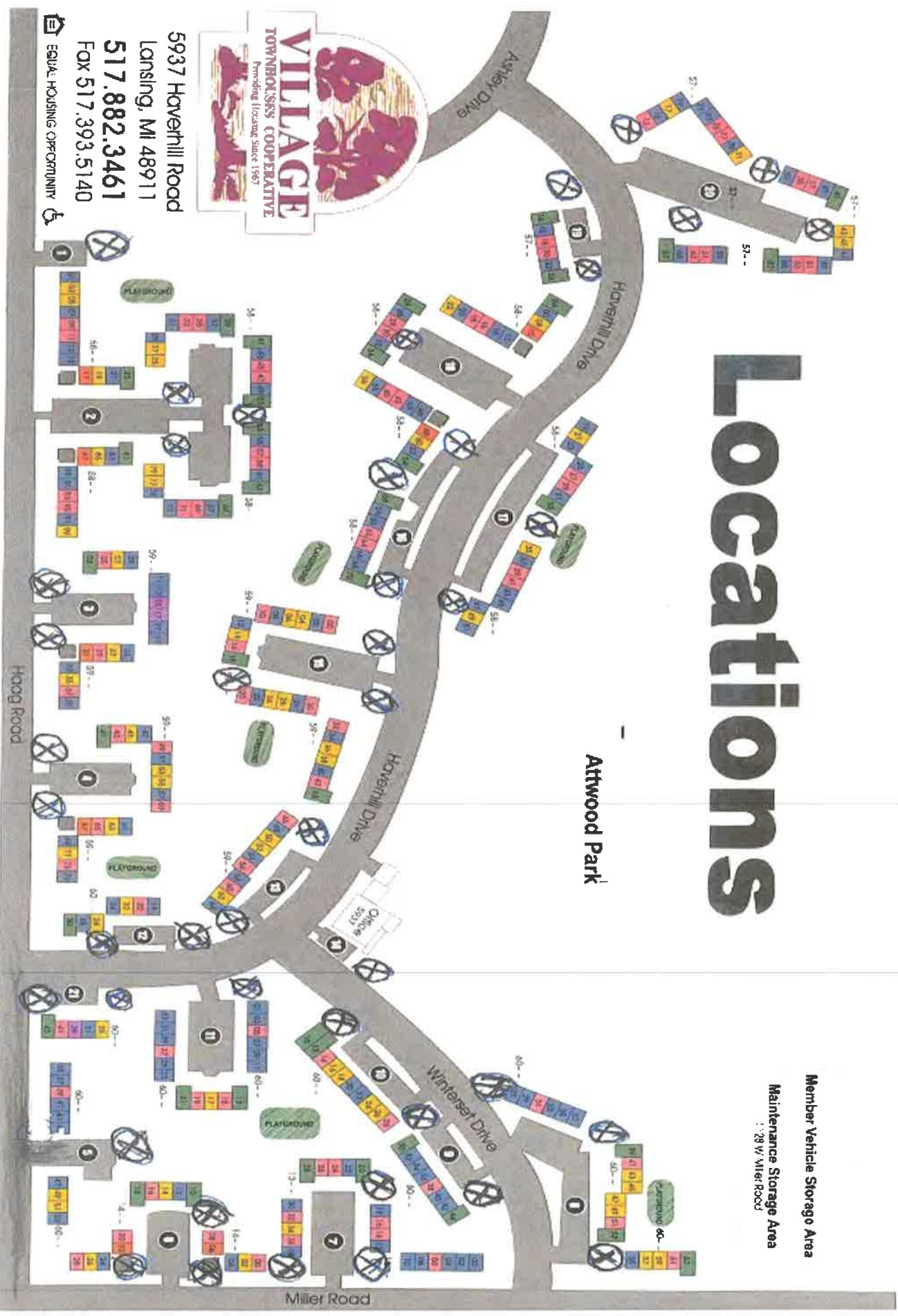
WORD SEARCH DIRECTIONS: Find and circle the vocabulary words in the grid. Look for them in all directions including backwards and diagonally.

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

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⊗ Snow Pile

Locations



Attwood Park

Member Vehicle Storage Area

Maintenance Storage Area
128 W. Miller Road



5937 Haverhill Road
Lansing, MI 48911

517.882.3461

FOX 517.393.5140

EQUAL HOUSING OPPORTUNITY

February 2024

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



Current Village Townhouses Staff Members



Allison W. - Property Manager



Ashley O. - Office Manager



Lyndsey M. - Admin. Assist.



John S. - Grounds



Mark V. - Maintenance



Jeremy C. - Maintenance



Josh D. - Maintenance



Vicki M. - Regional
Property Manager