

Property Manager
Allison Wirtjes

Office Manager
Denise Pawloski

Admin Assist.
Lyndsey Morrissey

Maintenance
Jeremy Church
Joshua Denda
Michael Lee

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

Village is happy to announce that Denise Pawloski has joined the Village staff as our new Office Manager. Denise has a background as a legal secretary and as a customer service specialist for an industrial supply company. She prides herself on her exceptional customer service and is excited to meet all our members. She also enjoys crafting and watching True Crime shows in her spare time. Welcome to the Team Denise!

Welcome Our New Village Townhouses Maintenance Technician

Village is happy to announce our newest Maintenance Team Member, Michael (Mike) Lee. Mike comes to us with a strong background in mechanical repairs and plumbing. He is being mentored by John Scott, so you will see them together on the property. Mike is also an avid fisherman and enjoys spending time with his family. Welcome to the Team Mike!

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.

February Board Meeting

The next Board Meeting will be Monday
February 24, 2025.



Plowing of Parking Lots

As a reminder, when Village has fully plowed your parking lot after all the vehicles have been removed, please move your car back to the lot within one hour. For everyone's safety and for the safety of your vehicle, please ensure you are moving your car from the street back to your parking spot within one hour of your lot being cleared. We appreciate your attention to this matter while we are still in our snowy season. 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. 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.

Reminder

When we receive over 2 inches of snow, we need all members to be ready to move their vehicles out of the parking lots so that the staff can clear the lots. If you have any questions please read the "Snow Removal Policy" in your member handbook or call the Office.

February 2025

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 on Page 3)

- 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).
- The Center portion of the parking lots are always cleared first.
- 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.**
- 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.
- Please review the snow policy in your handbook or contact the Office should you have any questions.
- Finally, be aware of weather forecasts and current conditions for your safety, and plan ahead when having to move your vehicle(s).

SideWalks

- 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.
- 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.**
- Porches, steps, and the approach walk are the members responsibility to keep clear of snow and ice.
- Salt is available for member 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:

February Word Search



Spring	Winter	Shadow
	Water	Peace
Flowers	Burrow	Chocolate
	Woodchuck	Groundhog

Penny

Friends

Candy

Valentine

Arizona

Aquarius

Violet

Roses

Flag

Spring

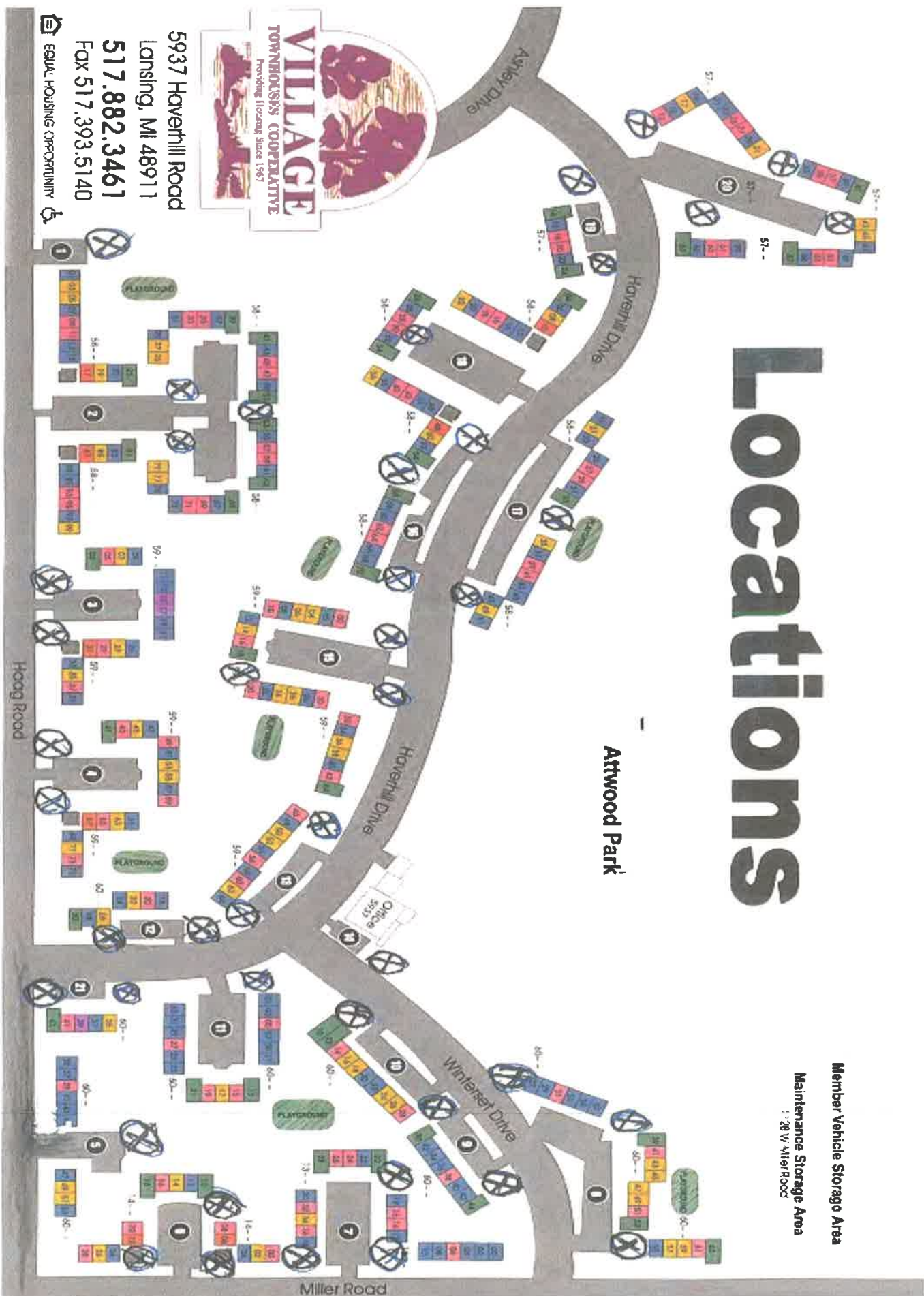


⊗ Snow Pile

Locations

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

Attwood Park



5937 Havenhill Road
Lansing, MI 48911
517.882.3461
Fax 517.393.5140

Equal Housing Opportunity

February 2025

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

