

Property Manager
Allison Wirtjes

Village Townhouses

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

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.

Decorative Lights

Although exterior lights for any 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. If you have any decor or lights still up from the December Holidays, please take them down asap.**

Vehicle Sticker are Required to be on your Vehicle!

Reminder that all vehicles parking in a Village parking lot must be registered with the Office. Once you receive your vehicle sticker, you must place it inside your windshield in the lower left corner on the driver's side. You must also come to the office if you obtain a new vehicle and register it with the office. Contact the Office if you have any questions.



February Board Meeting

The next Board Meeting will be **Monday February 23, 2026.**



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.
- . You have a pet that is secured.
- . Alarm system is disabled.
- . Permission to enter.
- . An adult needs to be present if a minor is home.



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 emergency maintenance phone number at 517-202-7820. and your call will be returned 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 for your furnace.

Smoke Detectors

Just a reminder not to remove the battery from the detector, or take it down from the wall. The smoke detectors are mandatory and are positioned as the City directed. The smoke detectors are for your safety along with 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!

February 2026

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)

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 and 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.

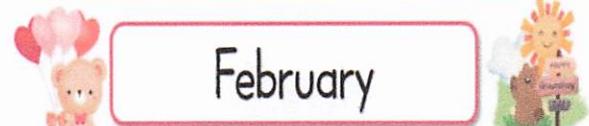
Salt

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.



Snow Removal Information

Name: _____ Date: _____

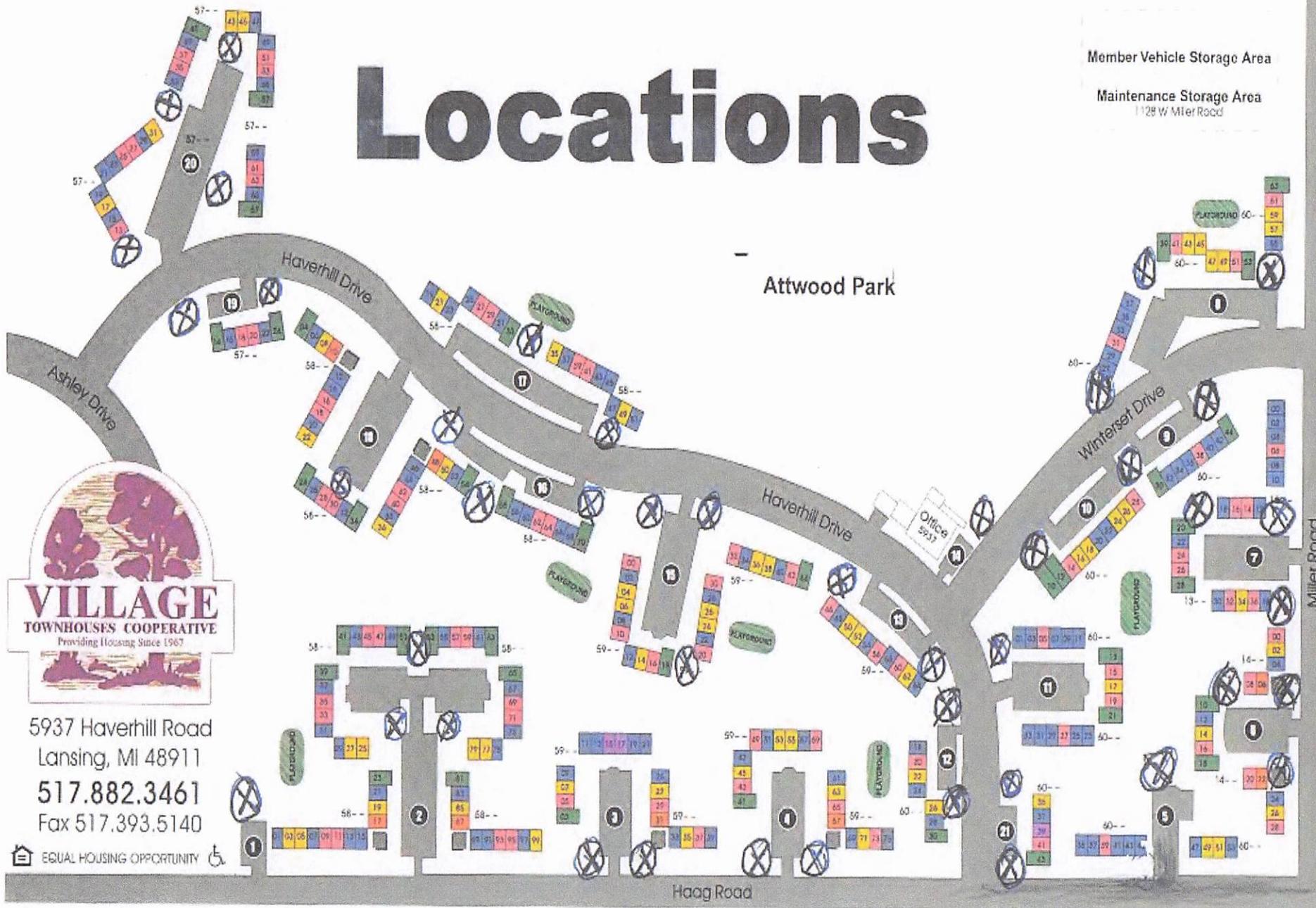


February

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



⊗ Snow Pile Locations



February 2026

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

