

**Property Manager**  
Allison Wirtjes

**Admin Assist.**  
Lyndsey Morrissey

**Maintenance**  
Jeremy Church  
Joshua Denda

**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 January 1, 2025 and January 20, 2025. If you have a Maintenance Emergency while the 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 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.

## 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.**

## January Board Meeting

The next Board Meeting will be **Monday January 27, 2025.**



## 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.



## 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.

## Drains

Please do not put any type of drain cleaners/openers in a slow or plugged drain. Instead, call our maintenance staff for assistance. If you did use a chemical prior to Maintenance working on the plumbing lines, please report this as this may put them at risk.

# January 2025

### Bed Bugs Are On The Rise In Lansing. Call The Office If You Suspect Activity In Your Home

The Cooperative pays for the extermination of pests when it is necessary. If a member is in need of an exterminator, the member must adhere to the following:

- . If you experience a problem with bed bugs contact the Office immediately so the Cooperative can schedule an appointment with an exterminator.
  - . Bed bugs are "hitch hikers" and can be introduced in your home in many different ways, so it's important for you to review all possible routes of entry. Although there's no 100% guarantee bed bugs will get in your home.
  - . Travel items such as suitcases should be carefully examined after each trip before being brought inside. This is a common route of entry for bed bugs. Backpacks and other small bags should be machine washed and dried frequently to prevent transfer of bed bugs from school lockers etc.
  - . Do not bring in used furniture, or other used home items without inspection. Some household items such as clock radios or computers cannot be treated in a traditional manner. Alternate methods for de-infesting household goods for furniture can be discussed with a Pest Management professional. If infested items are not of value, place them in a marked sealed plastic bag(s) and deposit them in an outside dumpster. Do not move infested items to other areas of a building or home without being treated first.
  - . Keep the floor clear of clutter in all rooms and closets to make for easier visual inspection. Clutter makes it difficult to inspect for and pinpoint new infestations.
  - . After treatment, launder bedding 1 to 2 times per week to kill any live bed bugs and eggs that may have been deposited on the bedding. Laundering should be in hot water (machine washing) and dry on high heat for at least 20 minutes. Be sure to inspect for any signs of bed bugs while removing bedding linens.
  - . Check pet areas and wash all pet bedding (periodically).
- For more information read the policy under Exterminator in the member handbook.

### Be Mindful of Pets in the Cold Weather

As the temperature begins to get colder this winter, please remember not to leave your pets outside for very long. Never leave them out unattended and never for more than 15 minutes! Please review the pet policy to ensure you are in compliance. Also remember your pet(s) need to be on a leash while on Village Property and always clean up their waste with a bag from one of our dispensers located throughout the property. You are welcome to use Attwood City Park to exercise your pet any time.

### 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.



### Reminder

When a big snow storm comes, all members must move their vehicles out of the parking lots so that the staff can clear the snow out of the parking lots. If you have any questions please read the "Snow Removal Policy" in your member handbook to avoid fines.

### 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.



### Alteration Permits

Remember if you are making any upgrades to your home, including installing ceiling fans, faucets or adding a deck, make sure you are submitting an Alteration Permit for review to the office. You cannot start any work or complete the replacement until you get a copy of the approved alteration permit back from management.

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 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 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.



It's Winter!

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

BELOW	BLANKET	COCOA
FREEZE	FROZEN	HEATER
HOCKEY	ICY	IGLOO
PLOW	SHOVEL	SKATES
SLUSH	SWEATER	WHITE

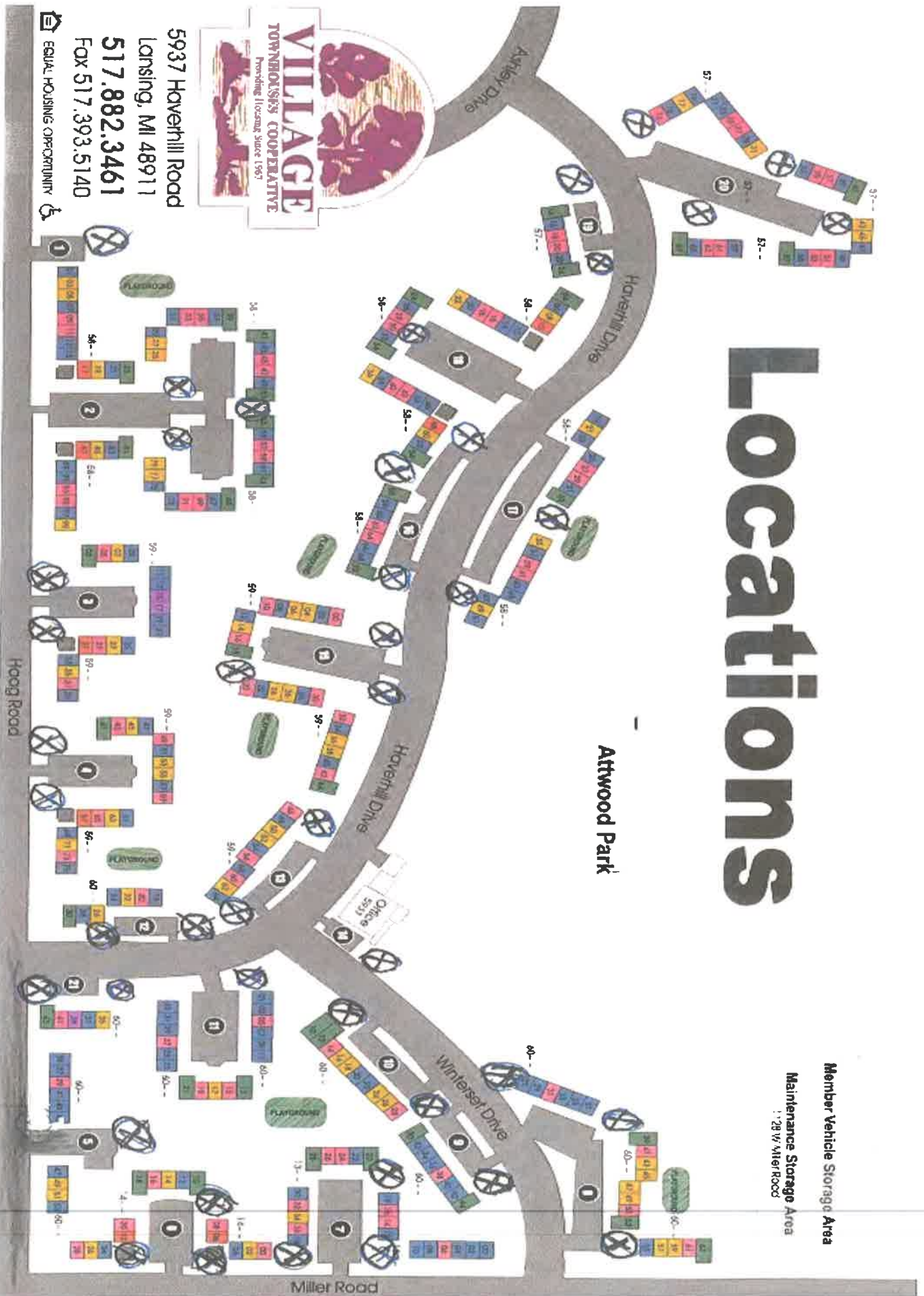


# ⊗ Snow Pile

## Locations

Member Vehicle Storage Area  
Maintenance Storage Area  
1/28 W. Miller Road

Attwood Park



5937 Havenhill Road  
Lansing, MI 48911  
517.882.3461  
Fax 517.393.5140

Equal Housing Opportunity

# January 2025

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