

Village Townhouses

Property Manager

Glenn Kirkham

Office Manager

Wendy Cantwell

Admin Assist.

Lyndsey Morrissey

Maintenance

James Bussa

John Scott

Doug Whiting

Grounds

Mark VanKampen

Board Members

Audra Carson

Debra Johns

Raini Majeske

Tom Morrissey

Beryl Watters

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) 272-0683

Office Closed

The Village Staff and Board of Directors would like everyone to have a wonderful Veterans Day and Thanksgiving in observance of these Holidays. The Office will be closed November 11th, 28th, and 29th, 2019. If you have a Maintenance Emergency while the office is closed, please call (517) 202-7820.



Windows

Now that the winter weather is upon us, 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 the cold out and the warmth in.

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 normal business hours. The Emergency On-Call Staff will respond as soon as possible.



Open Windows & Doors

When the temperature falls below 40 degrees, all windows and doors are to be kept closed. When open windows or doors are observed, the Member will be assessed a \$20 charge per open door and or window. Please remember that energy waste has a monetary effect on the budget which effects all members.



Time to Fall Behind

Remember to turn your clocks back one hour on **November 3, 2019** and hope you enjoyed your extra hour!



Work Orders

When contacting the Office for a work order request please let Management know if an adult will be home, if any one is sick, if you have a pet and if there is permission to enter.

Holiday Visitors

Do you have guest coming for the holidays? Please remember that if your guests will be staying with you for more than two days please let Management know. If you are going to have guest more than two weeks they must be registered at the Office. In addition, your guests may need to park in the overflow lots and should not be parking in the lot to displace other members in the lots. It is also helpful if your guests would place a note on the dashboard indicating who they are visiting.

Going Out of Town

If you are going to be away from your home, please help conserve energy by setting your thermostat between 65 – 68 degrees. Also, if you are going to be away for any length of time please let the office know so we can help keep a watch on your home.

November 1, 2019

Silver Bells in the City

Downtown Lansing will be a glow for the Annual Silver Bells in the City on Friday, November 22, 2019 from 5:00 – 9:00 pm. Thousands of young and old alike from all over Michigan will gather to celebrate Holiday season tradition, as the BWL is once again proud to be the signature sponsor of Silver Bells. After the Electric Light Parade, the State Capital will sparkle as the official State Christmas Tree is lighted, followed by a spectacular firework display cascading over the Capitol dome (weather permitting). Be sure to check out the schedule of events for all of this years exciting Silver Bells festivities at silverbellsinthecity.org.



Plan Before You Go

If you are planning a vacation in the near future, please consider these safety tips to protect your property while you are away;

- . Use programmable timers so lights turn on and off as they would if you were home.
- . Test your smoke detectors to ensure proper operation.
- . Give a neighbor or the office your contact phone numbers, so you can be reached in case of an emergency.

Seasonal Items

Please start thinking about where you will move your seasonal items to i.e. toys, bikes, chairs, garden hose, and lawn tools. Seasonal items should be stored inside or off site. Do not store gas cans, gas tanks, propane tanks in the townhouse for your safety and your fellow members. **Hoses need to be disconnected to help prevent the water lines from freezing and rupturing. Any damage caused due to the hoses not being disconnected will be charged back to the member.**

The Proud and Brave

Veterans Day on November 11th is a time to pay our respects to those who have died while serving our country and a time to rejoice and give thanks for those who have or are currently serving. The staff would like to take this opportunity to acknowledge the courage and patriotism of all the men and women who have served in the United States armed services, especially those in our own community.



A Holiday Wish:

During this Holiday season, we extend our best wishes and sincere thanks to our valued Members for allowing us to serve you. Wherever, you happen to find yourself this Holiday season, be it visiting friends, relatives, or enjoying the comfort of home, may your heart be filled with joy of the season.

Snow Removal Information

Ready or not the 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 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’s 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 moving your vehicles.

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.**

THANKSGIVING WORD SEARCH

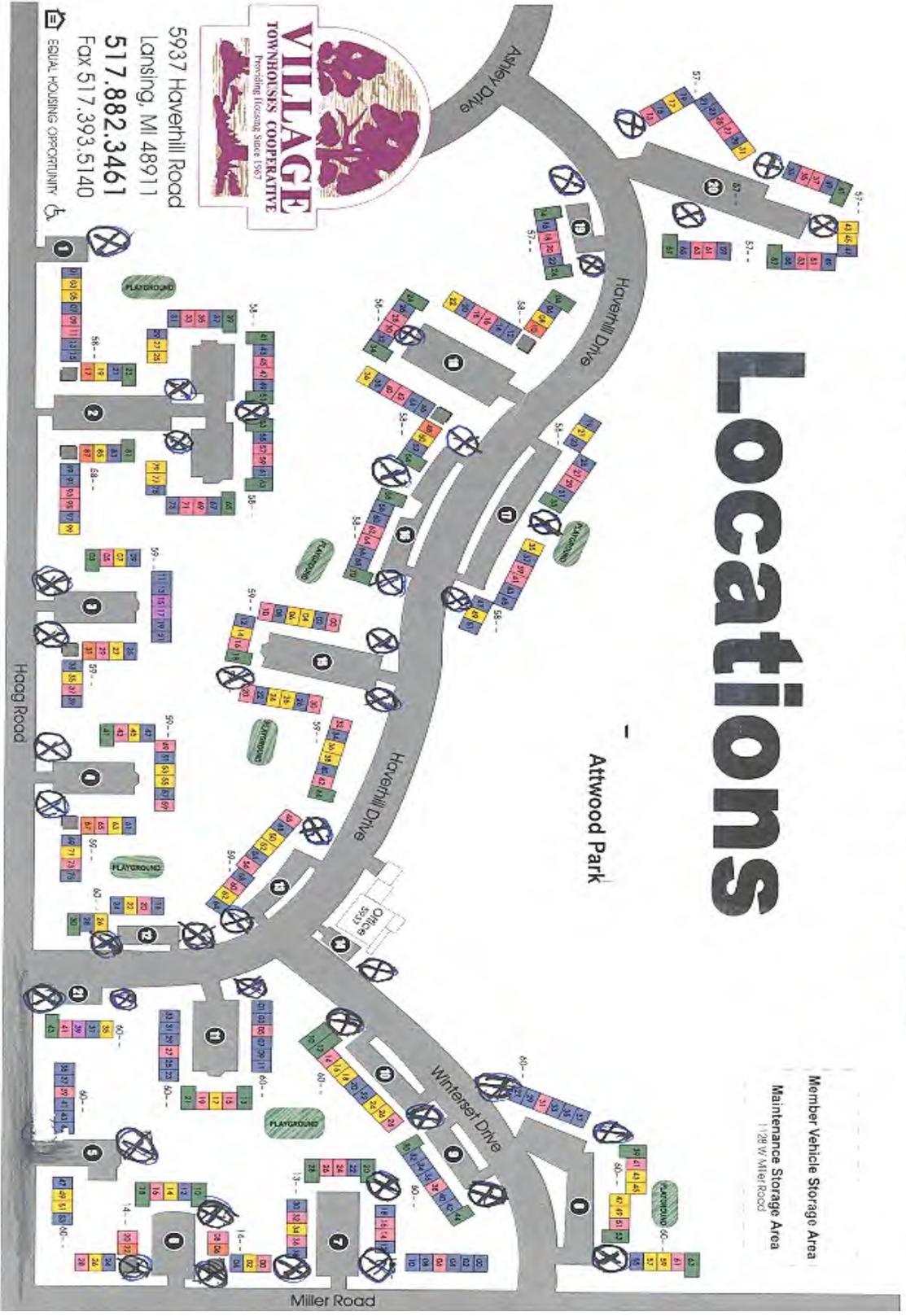
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Blessings	Family	Harvest	Pumpkin Pie	Tradition
Corn	Feast	Indians	Stuffing	Turkey
Cornucopia	Gather	November	Sweet Potatoes	
Cranberry	Gratitude	Pilgrims	Thanksgiving	

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⊗ Snow Pile

Locations



NOVEMBER 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
					Carrying Charges Due Trash Pick up	
3	4	5	6	7	8	9
Daylight Saving Time Ends 	Trash Pick up Recycling Pick up/Please do not place outside before 6:30 am		Lawn Fertilization	Lawn Fertilization	Lawn Fertilization Trash Pick up	
10	11	12	13	14	15	16
	Trash Pick up Recycling Pick up/Please do not place outside before 6:30 am Veterans Day Office Closed Late Fees Assessed at 8:00 am	Rose Pest Control Mow	Mow		Trash Pick up	
17	18	19	20	21	22	23
	Trash Pick up Recycling Pick up/Please do not place outside before 6:30 am				Trash Pick up	
24	25	26	27	28	29	30
	Trash Pick up Recycling Pick up/Please do not place outside before 6:30 am 6:30 pm Board Meeting Fall Clean up	Rose Pest Control Fall Clean up	Fall Clean up	Thanksgiving Day Office Closed 	Office Closed 	