

**Property Manager**  
Allison Wirtjes  
**Office Manager**  
Cheyenne Thomas  
**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

## Estate Planning Addendum

Dear Members,

Village Townhouses Management and your Board of Directors are happy to announce a new Estate Planning Addendum has been drafted by our attorney and approved for use for all Village Members. This addendum will now do away with the need for a person to go to the local Probate Courts to be assigned as Executor of a Member's estate in order to gain access to the townhome, and have the Membership transferred in the case of their death.

A copy of this addendum has been provided for you.

Please note that this addendum must be notarized in order for it to be legal and binding. You as the Member, along with who you have chosen as your Transferee, must sign this document together in the presence of a Notary Public.

The good news is that two of our office staff members are Notary's, and we can provide this service free of charge to any of our Members!

Please also see the enclosed updated "Death of a Member" policy for further details on this addendum and replace this section of your Member Handbook with these updated pages.

There are also further updates enclosed for you to replace in your Member Handbook as well.

## October Board Meeting

**PLEASE NOTE THIS DATE CHANGE!**

The next Board Meeting is scheduled for **Monday October 30, 2023 at 6:30 pm.**



## Happy Halloween

The staff would like to wish everyone a monstrously fun, happy and safe Halloween. Be careful if you "trick" or "treat this year and don't leave any tricks".



**October 2023**

## Policy Reminder Window Air Conditioners

Window air conditioners are required to be out of the windows by November 1st of each year. If the member chooses to leave the window air conditioner in the window, a charge of \$20 per window air conditioner per month will be assessed from November through April. Please note for next year when you are placing these in your windows, any wood used in the installation **MUST** be painted white. There are a few instances of wooden boards being placed in the windows with the AC units and this is not allowed per our Rules & Regulations. Please be mindful of this next year when installing the window units as violations and possible fines will be issued if plain wood is set in the windows with the AC units.

## 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.**



## Exterior Hose

If you have a garden hose, please disconnect and store the hose properly by **October 31st**. Hoses need to be disconnected to help prevent the water lines from freezing and rupturing. Any damage caused due to hose not being disconnected will be charged back to the member.



## Summer Items

Please start thinking about where you will move your summer items i.e. toys, bikes, chairs, etc. All of these items should be stored inside or offsite. **Do not store gas cans, gas tanks, propane tanks in the townhouse** for your safety and your fellow Members.

## 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 as an example. 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, and if you do not update your information from the email then Intrado School Messenger will remove you from the contact list.

## Fall Clean up

With fall weather on its way it is time to start thinking about your flower beds. After the first "Big" frost, most of the annual flowers planted will need to be pulled. Please help Village continue to look neat and clean by taking care of your flower bed areas. We ask that you do not put your yard waste in the dumpster but rather in the truck located by the office garage. Remember yard waste must be in paper bags. Also, seasonal items need to be stored inside or offsite.

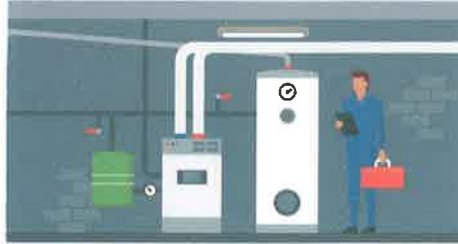
## Clean up Pet Feces

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. Owning and taking care of a pet is a big responsibility, and part of that responsibility is cleaning up pet waste. Pet waste left outside is unsightly, smells bad, affects the lawn service and people can step in it. This is not responsible pet-ownership. Ensure you are cleaning up your pet waste daily, or immediately after your pet relieves itself. Same thing for when walking dogs throughout the community. Always take bags with your on dog walks as you must immediately pick-up your pet's waste. Not picking up pet waste results in unnecessary fines, unhappy neighbors, or even having to remove the pet from the community.



## Help! No Heat/Furnace Maintenance

With colder weather approaching, 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 hours, weekends, and holidays, call the maintenance emergency number at 517-202-7820 and the staff will respond 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. In preparation for colder weather, please try turning on your thermostat early in the month and make sure your system is functioning properly. Remember that the first time the furnace comes on you may experience a "funny" smell from the dust. If you have any problems, call the Office immediately.



## Maintenance Tips

### Drains

Please do not put any type of drain opener cleaner in a slow or plugged drain. Instead, call our maintenance staff for assistance. If you did put a chemical in your sink drain, please let our staff know prior to working on the lines, as this may put them at risk.



## Property Lighting

You can help with the safety of your neighbors, family and guests by keeping your **Front** and **Back** porch lights on during the night time hours. By keeping your porch light on it also helps to detour "uninvited company".

## Time to Fall Behind

Remember to turn your clocks back one hour on **November 5, 2023** and enjoy your extra hour.



## Fall Word Search

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

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|---------|--------------|-----------|
| CORN    | THANKSGIVING | PUMPKIN   |
| AUTUMN  | HARVEST      | FOOTBALL  |
| BONFIRE | LEAVES       | SWEATER   |
| BOOTS   | CARNIVAL     | NOVEMBER  |
| OCTOBER | APPLES       | SEPTEMBER |
| RAKE    | APPLE CIDER  | SUNFLOWER |



# October 2023

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

