

## Property Manager

Glenn Kirkham

## Office Manager

Wendy Cantwell

## Admin Assist.

Lyndsey Morrissey

## Maintenance

James Bussa

John Scott

Doug Whiting

## Grounds

Mark VanKampen

## Board Members

Dorit Card

Raini Majeske

Tom Morrissey

Beryl Watters

Richard Wirtjes

## 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

# Village Townhouses

## Furnace Filters

Furnace filters will be replaced the week of October 22, 2018. The staff will also be replacing the thermostat batteries and the smoke alarm batteries at the same time. Keep an eye out for a memo from Management in your black mailbox when this will take place.



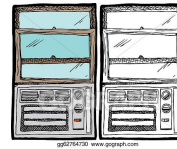
## Member Notification

Management will be providing date information to those members who have provided their contact information to Management for “Instant Member Communication”. Effective October 1, 2018 Management will be able to notify members using the information you provided on either of the two systems Management will be using. **Reminder when submitting a work order thru the Instant Member Communication to please put okay to enter so that we know if the staff can go in and do work please.**

## Policy Reminder

### Window Air Conditioner

Window air conditioners are required to be out of the windows by November 1<sup>st</sup> 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.



### Open Windows and Doors

Effective November 1, 2018 when the temperature falls below 40 degrees, all windows and doors are to be kept closed. When wide 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 everyone.



## Granger

Included with this newsletter are the items that Granger is now accepting since January 1, 2018, glass, beverage glass, tin cans and aluminum etc.

## Maintenance Tips

### Drains

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

## Happy Halloween Boo!!

The staff would like to wish everyone a monstrosly fun, happy and safe Halloween. Be careful if you “trick” or “treat” this year.



## Time to Fall Behind

Remember to turn your clocks back one hour on **November 4, 2018** and enjoy your extra hour!



October 1, 2018

## Fire Prevention Reminder

Fire Prevention Week is October 7<sup>th</sup> – 13<sup>th</sup> and a good time to review these precautions to prevent a household fire:

- . Empty waste and trash containers and dispose of newspapers and magazines regularly.
- . Store all matches in tightly-closed containers.
- . Clean grease and spilled food from range and oven daily.
- . Keep clothing and other flammable materials, such as pot holders and towels away from range top.
- . Never use combustible cleaning products or solvents indoors.
- . Don't smoke in bed for any reason.
- . Never empty ashtrays in the wastebaskets until the ashes have been soaked.
- . Replace worn and frayed electrical cords immediately and don't overload circuits.
- . Do not store items in the area where the water heater and furnace are located.
- . Fire Emergency Call 911.



## 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. Ready or not, winter will be upon us. 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.



## Exterior Hose

If you have a garden hose, please disconnect and store the hose properly by 10-31-18. Hoses need to be disconnected to help prevent the water lines from freezing and rupturing. Any damage caused due to hoses not being disconnected will be charged back to the member.



## 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 lights on it also helps to detour "uninvited" company.



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<p>Trash Pick up</p> <p>Recycling Pick up/Please do not place outside before 6:30 am</p> <p>Mowing</p>	<p>Mowing</p>				<p>Trash Pick up</p>	
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<p>Trash Pick up</p> <p>Recycling Pick up/Please do not place outside before 6:30 am</p> <p>Mowing</p> <p>6:30 pm Board Meeting</p>	<p>Mowing</p> <p>Rose Pest Control</p>				<p>Trash Pick up</p>	
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