

Property Manager

Glenn Kirkham

Office Manager

Wendy Cantwell

Admin Assist.

Lyndsey Morrissey

Maintenance

John Scott

Doug Whiting

James Bussa

Grounds

Mark VanKampen

John Scott

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

Office Closed

The Village Staff and Board of Directors would like everyone to have a wonderful Holiday. The Office will be closed December 22nd, and 25th, 2017 to spend the Holiday with family and friends. If you have a Maintenance Emergency while the office is closed please call (517) 202-7820.



December Board Meeting:

No December Board Meeting. The Next Board Meeting will be Monday January 22, 2017.

Salt:

Salt is available again this year for your use on sidewalks and can be picked up Monday – Friday 8:00 am -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 at a time limit.



Open Windows and Doors:

When the temperature falls below 40 degrees, all windows and doors are to be kept closed. Windows or doors maybe open 2 to 4 inches for air flow as needed for short periods of time only. Please help conserve energy by being responsible.



Christmas Tree Disposal:

It's hard to believe but the Holiday season is once again upon us. After the holiday season is over, and the decorations come down, and you need to dispose of your Christmas tree, please place your tree next to the dumpster in your lot.



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. Where ever 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.

Work Orders:

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



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.



December 1, 2017

Holiday Visitors:

Do you have guests coming for the Holidays? Please remember that guests 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 registered at the office. In addition, your guests may need to park in the over flow lots and should not be parking in the lot to displace other members in the lots. Also, please have your guest place an index card with your address on the dash of their vehicle or stop by the office and pick up a temporary vehicle sticker.

Going out of town:

If you are going to be out of town for the holidays 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.

Plan Before You Go:

If you are planning a vacation this holiday season, follow 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.
- . Check to make sure your smoke detectors are working properly.
- . Give a neighbor or the office your itinerary with phone numbers, so you can be reached in an emergency.



Holiday 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. **Also, please take the holiday decorations/lights down two weeks after the holiday event.**



Vehicle Parking:

The Village Staff would like to remind everyone if you go out of town for the holiday season to either park your vehicle at the office lot, pole barn storage lot or leave your keys with a neighbor. Failure to move your vehicle may prevent the lot from being cleared properly and you may receive a fine or having the vehicle towed. The Village staff cannot move your vehicle due to liability reasons.



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 and home. Taking smaller steps can help keep your balance and can keep you from falling.** 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.



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. The center portion of the parking lots are cleared first.
2. When members have moved their cars, we attempt to remove the snow from the parking space areas. **If any cars are still parked in the parking spots it limits what can be cleared. However, there may be times when only the centers are plowed, this is to allow for salt to work properly. So please listen for the horns.**
3. 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.
4. Please review the snow policy in your handbook or contact the office should you have any questions.

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 member's responsibility to keep clear of snow and ice.**

Snow Removal (Weekends or Holidays):

Only the center portion of the parking lots will be cleared at this time. **Reminder parking spots will not be plowed on weekends, holidays, or after hours.**



Holiday Safety Tip:

To protect your home and avoid a possible fire hazard, please take the following precautions. Always be sure to unplug decorative lights before leaving your home or going to bed for the evening. Never allow people to smoke in close, proximity to, your tree or placed candles near your tree. A little common sense can go a long way to ensure that you and your family are safe.

Please Watch Your Speed:

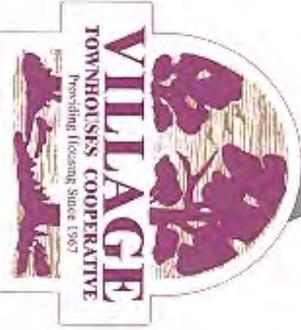
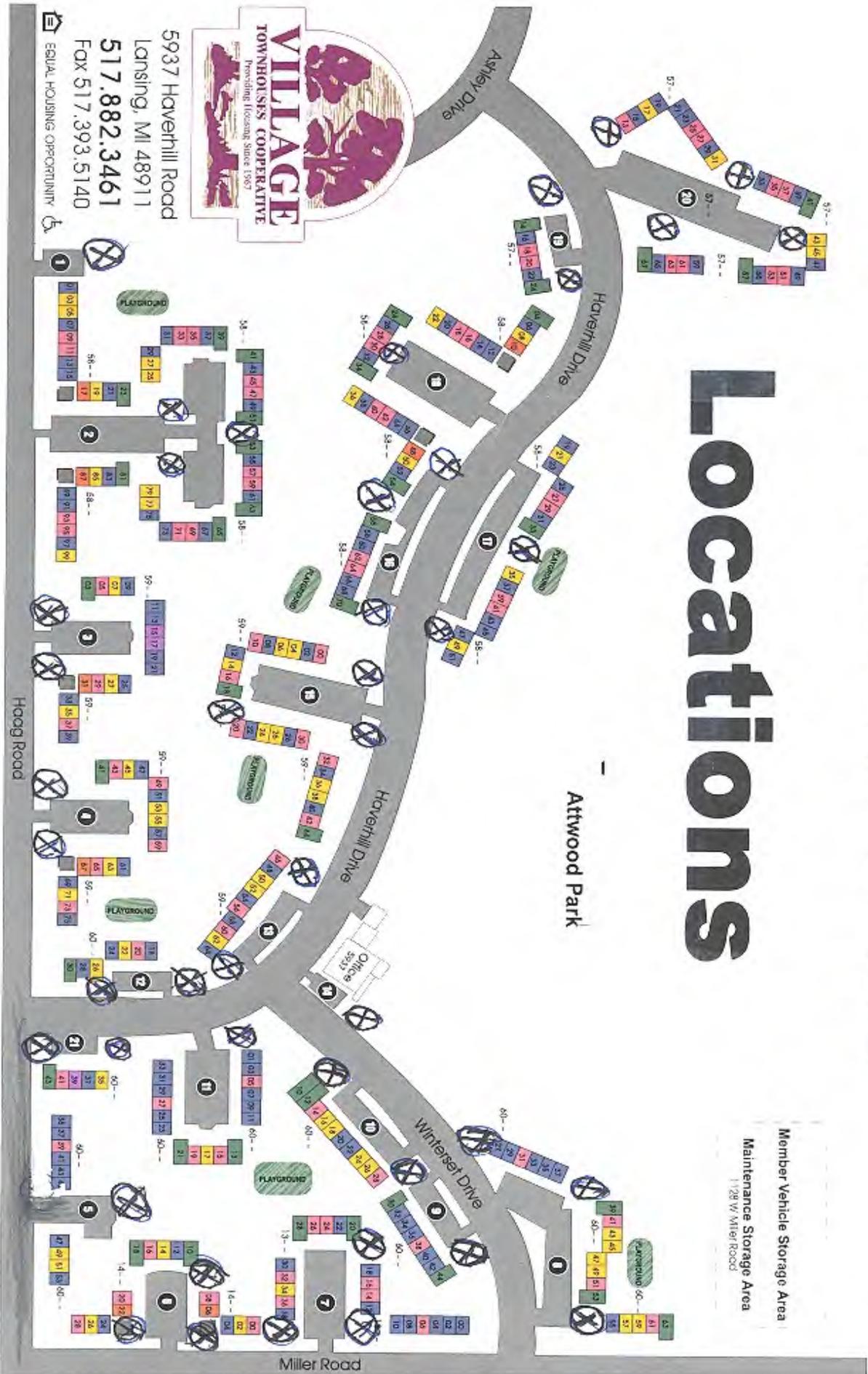
Though you may be in a hurry to get to your destination, please obey the speed limits posted throughout the community. Also, if you are new to Village, the curve on Haverhill Drive can cause some driving difficulties when either snow or ice builds up on the curve. Please use caution when taking this curve as we want our neighborhood safe and accident-free.



⊗ Snow Pile

Locations

Member Vehicle Storage Area
Maintenance Storage Area
1128 W Miller Road



5937 Haverhill Road
 Lansing, MI 48911
517.882.3461
 FOX 517.393.5140

ESUAL HOUSING OPPORTUNITY

DECEMBER 2017

SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
			1		1	2
					Carrying Charges Due Trash Pick up	
3	4	5	6	7	8	9
	Trash Pick up Recycling Pick up			Pearl Harbor Remembrance Day	Trash Pick up	
10	11	12	13	14	15	16
	Trash Pick up Recycling Pick up 8:00 am Late Fees Assessed	Rose Pest Control	Hanukkah Begins		Trash Pick up	
17	18	19	20	21	22	23
	Trash Pick up Recycling Pick up		Hanukkah Ends	First Day of Winter	Trash Pick up Office Closed 	
24	25	26	27	28	29	30
Christmas Eve  Twas the Night before Christmas ...	Christmas Day Office Closed 	Rose Pest Control Trash Pick up Recycling Pick up Kwanzaa Begins Boxing Day (Canada)			Trash Pick up	
31 New Year's Eve	January 1 New Year's Day Office Closed Carrying Charges Due	2 Trash Pick up Recycling Pick up	3	4	5 Trash Pick up	6