Property Manager
Allison Wirtjes

Office Manager
Denise Pawloski

Admin Assist.
Lyndsey Morrissey

Maintenance
Joshua Denda
Eddie Rodriguez
Jeff Dorey

Grounds
John Scott
Andrew Morrissey

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

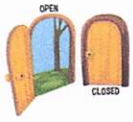
Office Closed

The Office will be closed November 11th, 26th and 27th, 2026. If you have a Maintenance Emergency while the Office is closed, please call (517) 202-7820.



Open Windows and Doors

Reminder that 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 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.



November Board Meeting

The next Board Meeting will be **Monday November 23, 2026.**



What if I get 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.



New Village Employee Andrew Morrissey

Please welcome Andrew Morrissey to the Village Townhouses Team!
Andrew is a part-time temporary employee assisting the Village Team during the window installation project and Annual Inspections. You will see him monitoring the townhomes that are having their windows replaced each day, while also delivering notices and assisting the Grounds Team. We appreciate having him on board throughout this process!

Work Orders

When contacting the Office for a work order request, please let Management know if an adult will be home, or if anyone is sick or has been sick in the previous 7 days. Also let us know if you have a pet and if there is permission to enter. Thank you!



November 2026

Fall Clean Up

With the change of season coming, it is time to start thinking about your flower beds and common areas. 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 you to not put your yard waste in the dumpsters, but rather in the bed of the truck located by the Office garage. Remember yard waste must be in paper bags. Thanks for helping keep Village looking neat.



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 or propane tanks in the townhouse** for your safety and that of your fellow Members.

Exterior Hoses

All hoses are now required to me bremoved from spigots. Hoses need to be disconnected to help prevent the water lines from freezing and rupturing. Any damage caused due to a hose not being disconnected will be charged back to the member. Contact the Office if you are having any issues with removing them.

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 recieve 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.

Vehicle Stickers are Required to be on Your Vehicle

Remider that all vehicles parking in a Village lot must be registered with the Office. Once you receive your vehicle sticker, you must place it inside your windshield in the lower left corner on the driver's side. You must also come to the office if you obtain a new vehicle and register it with the office. Contact the Office if you have any questions.



Visitors

Do you have guests coming to visit? If you are going to have a guest for more than two weeks, they must be registered at the Office. In addition, your guests may need to park in an overflow lot and should not be parking in your lot if it displaces other members. It is also helpful if your guests would place a note on the dashboard noting the unit number where 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. And remember you may need to move your car to another location, or bring it to the Office lot so it is moved for plowing. You dont want to be assessed a fine or have your vehcile towed if you go out of town and we have a snow event.



Snow Removal Information

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 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 parkng 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 availabe 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** or 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.**



Name: _____

November Word Search

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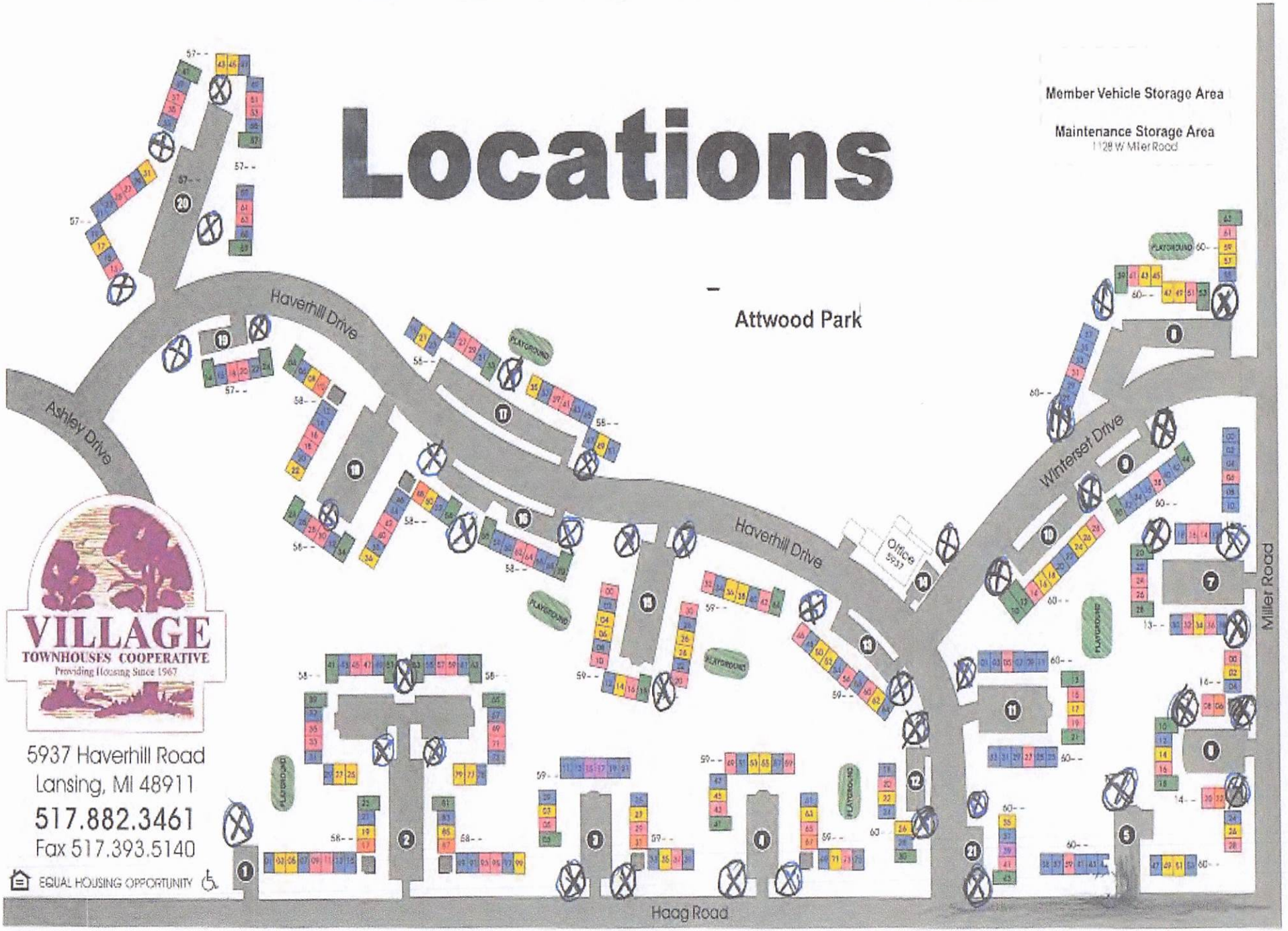


NOVEMBER	FALL	VOTING
CORNUCOPIA	PILGIMS	WINDY
AUTUMN	PUMPKIN	NATIVE AMERICAN
MAYFLOWER	THANKSGIVING	TURKEY
ELECTION DAY	VETERANS DAY	LEAVES



© Monsterwordsearch.com

Ø Snow Pile Locations



November 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Carrying Charges Due Daylight Saving	2	3	4	5 Mowing	6 Trash Pick up Mowing	7
8	9 Trash Pick up	10 Rose Pest Control	11 Office Closed	12 Mowing 8:00 am Late fees Assessed	13 Trash Pick up Mowing	14
15	16 Trash Pick up	17	18 Fall Clean up/ Mowing	19 Fall Clean up/ Mowing	20 Trash Pick up Fall Clean up/ Mowing Silver Bells in the City Starting at 5:00 pm	21
22	23 Trash Pick up 6:30 pm Board Meeting	24 Rose Pest Control	25	26 Office Closed	27 Trash Pick up Office Closed	28 Trash Pick up
29	30 Trash Pick up Cyber Monday					