

Property Manager

Glenn Kirkham

Office Manager

Wendy Cantwell

Admin Assist.

Lyndsey Morrissey

Maintenance

James Bussa

John Scott

Doug Whiting

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 to wish you a Happy New Year. The Office will be closed January 1, 2018 to spend the Holiday with family and friends. During this time, if you have an Emergency Maintenance request please call (517)-202-7820.



Happy New Year

We'd like to wish all our members a Happy New Year and thank you for making our cooperative a wonderful place to call home and we look forward to another great year in 2018.



Thank You for Your Kindness

A very special thanks to the Members who remembered our staff during the Holiday time with your cards, good wishes, and treats! We appreciate your thoughtfulness.

Christmas Tree Disposal

To dispose of your Christmas tree, please place your tree next to the dumpster in your lot for pick up.

A Trashy Subject

The holidays are a wonderful time, but the season can be a bit messy. With the Holidays, there comes an overabundance of wrapping paper, boxes, and other trash to dispose of. To help us deal with this temporary deluge, **please break down boxes and place with recycling.** Compact paper and other trash as much as possible before putting it into the dumpsters in your lot. Your cooperation is appreciated.

Attic

Just a note from maintenance PLEASE **DO NOT** open the access panel to the attic. It has blown insulation and when opened creates ventilation and condensation issues. Also, no contractor should ever enter the attic unless authorized and with a Village employee. Thank you for your cooperation.

Urgent Parking


Village Townhouses is working in cooperation with Lansing Police Department to enforce the city parking ordinance regarding vehicles parked on Haverhill and Winterset. Street parking on the street impedes Village from being able to plow the streets. If you park on these streets please be aware, do not park your vehicle on any street until we are done plowing them or we sound the horn in your lot. If this problem continues we will no longer plow the streets and let the City take care of them when they can.

If you are on the list for shoveling please remove all items including mats from your porch and sidewalk. The staff will not shovel where these items are left.



January 1, 2018

JANUARY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	New Year's Day Carrying Charges Due Office Closed 	Trash Pick up Recycling Pick up			Trash Pick up	
7	8	9	10	11	12	13
	Trash Pick up Recycling Pick up	Rose Pest Control		Late Fees Assessed at 8:00 am	Trash Pick up	
14	15	16	17	18	19	20
	Martine Luther King, Jr Day Office is open for Business  Trash Pick up Recycling Pick up				Trash Pick up	
21	22	23	24	25	26	27
	Trash Pick up Recycling Pick up 6:30 pm BOD Meeting	Rose Pest Control			Trash Pick up	
28	29	30	31	Feb. 1	2	3
	Trash Pick up Recycling Pick up			Carrying Charges Due	Trash Pick up	

HONEYWELL Instant Alert System

Keeping involved as a Cooperative Member helps to assure a stronger, connected community. With today's on-the-go lifestyles, it has become more difficult to reach Members quickly and effectively. Your Board of Directors is seeking more efficient and economic ways of distributing notifications, fliers, and newsletters to our Members.

This is why Village Townhouses Cooperative is surveying our Members to calculate your interest in implementing a new system called the Honeywell Instant Alert System. Instant Alert is an essential tool for notification and communications. Within minutes of an emergency, Cooperative staff can use Instant Alert to deliver a single, clear message to the Members by land-line telephone, cell phone, text or e-mail. You may select one or all four methods of communication. It's an equally effective way to keep you informed of everyday activities, such as event times and locations, Neighborhood Watch alerts, snow plowing updates, as well as schedule changes or office closings.

ANY INFORMATION GIVEN WILL BE KEPT CONFIDENTIAL AND WILL ONLY USED BY VILLAGE TOWNHOUSES.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. This Instant Alert system is the same system used by school districts to notify parents of emergencies or school closings. Because of this, the on-line system is called "Instant Alert for Schools", so don't let that confuse you.

Included with this letter is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the Village Board and staff to keep you informed.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of information you would like to receive on each of your contact devices
- Set the days and time of day you would like your phone devices to receive alerts
- View the alerts that have been sent to you in the past

Please fill out the attached INSTANT ALERT SIGN UP FORM and return it to the Village Townhouses Office by January 15th, 2018.

If enough Members are interested, we will initiate the system and it will be ready for you to use at <https://instantalert.honeywell.com> on March 1st or before. We encourage all of you to take advantage of this opportunity, as we will be utilizing this system for much of our Cooperative communication. From March 1 and going forward, Village Townhouses Newsletters and General Notifications will no longer be mailed or hand delivered to Members, but will be available for pick up at the office for Members who do not sign up for the Honeywell Alert System.

The Cooperative staff will do the initial setup in the system for your household after you have returned the enclosed sign-up sheet. This will enable all alerts to be sent to the phone number you provide. If you want to have control over what kind of alerts you receive as well as when and how to receive them, you can go online and create a profile.

If you need assistance with your profile, please go to <https://instantalert.honeywell.com> and click on the **Help Request** link on the lower right-hand side of the page, or contact the office at 517-882-3461. Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com. You do not need a computer or a smart phone to use this service, you can use it with just a home phone if you prefer. We hope you enjoy this new service!

Honeywell Instant Alert Information

Allowed 5 categories:

- Urgent Notifications – Water safety issues, evacuations, etc.
- Maintenance Reminders - Inspections/Mowing/Snow plowing alerts, etc.
- Community Events – Meetings, event reminders/cancellations, etc.
- Neighborhood Watch Info - Alerts and newsletters
- General Informational – Newsletters, calendars, lawn treatments, etc.

Allowed to set up as many groups as we would like, for example:

- Buildings
- Parking Lots

Users (Member) can:

- Set up how to receive messages (phone, cell, text, e-mail)
- Set up when to receive messages
- Set up how to receive what category of messages (ie: Urgent Notifications by text, reminders by email, etc.)
- Two household members allowed per user

General Information:

- Alerts are delivered within seconds
- 24/7 live support – will create alerts for us if wanted or if internet is down
- One year contract - \$5 per townhouse, per year

Text messages limited to 140 characters

Honeywell Instant Alert® for Schools

Staff User Interface

Website URL: <https://instantalert.honeywell.com>

Minimum Requirements

Register and create your account

1. Go to the Honeywell Instant Alert for Schools website, listed above.
2. Click 'School Staff' in the New User box and complete the registration screens.
3. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
4. Note: Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself

1. Upon successful login, click on 'My Profile.'
2. Click on your name to view and edit details about yourself.

Configure alert settings for yourself

1. Click on 'Alert Setup.'
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
4. You are also able to set the days and times you would like your phones to receive alerts. For example, if you want your work phone to receive alerts only during the workdays, you could set the weekday start time to 8:00am and the weekday end time to 5:00pm and then uncheck the weekend box. Or, if you did not want your cell phone to receive alerts while you were sleeping, you could set the weekday start time to 6:00am and the weekday end time to 10:00pm and the weekend start time to 8:00am and the weekend end time to 11:00pm. You have the flexibility and control to set up your phones in many different ways.
5. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

Future log in attempts

1. Go to the Honeywell Instant Alert for Schools website, listed above.
 2. Log in using your User Name and Password selected during registration.
 3. If you want to edit your Personal Profile, select 'Staff.' If you are also a parent, then select 'Parent.'
 4. If you are a Group Administrator and want to send communication Alerts, select 'Group Admin.'
- Note: The school must designate you as a Group Admin in order for you to have this capability.
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Additional Functions

View History of Alerts

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

For Assistance: <https://instantalert.honeywell.com>

Click on the **Help Request** link in the lower right hand side of the page

Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.

Honeywell Instant Alert® for Schools will not sell, rent, loan, trade, or lease any personal information of our members, the children for whom they have responsibility, or others listed as contacts in the system. We will use the utmost care in protecting the privacy and security of your information.

Sign up Information for Instant Alert

Name(s)*:	<input type="text"/>
Address*:	<input type="text"/>
Home/primary phone #*:	<input type="text"/>
Mobile phone #	<input type="text"/>
Email Address(es):	<input type="text"/>
Primary Language:	<input type="text"/>

*Mandatory

Honeywell International Inc. is sensitive to privacy issues on the Internet and is committed to protecting your privacy on our Honeywell Instant Alert® for Schools Web site. Honeywell International Inc. takes reasonable precautions to keep all information obtained from our online Members secure against unauthorized access and use and we periodically review our security measures. Our policy is that all personal information will be collected only to the extent necessary to provide the services, alerts, and contact information desired by the Members. We respect the privacy rights of our Members and the children for whom they are responsible. Any information gathered in connection with Honeywell Instant® Alert for Schools will be kept strictly confidential, and be used or shared only in ways that have been consented to in connection with the operation of Honeywell Instant Alert® for Schools. Honeywell Instant Alert® for Schools will not sell, rent, loan, trade, or lease any personal information of our Members, the children for whom they have responsibility, or others listed as contacts in the system. We will use the utmost care in protecting the privacy and security of your information.

*****There will be no cost to Members for Honeywell Service; However, STANDARD MESSAGING RATES MAY APPLY THROUGH YOUR CELL PHONE PROVIDER IF YOU DO NOT HAVE UNLIMITED TEXT OR INCOMING CALLS**