

**Property Manager**  
Allison Wirtjes

**Office Manager**  
Denise Pawloski

**Admin Assist.**  
Lyndsey Morrissey

**Maintenance**  
Jeremy Church  
Joshua Denda  
Eddie Rodriguez

**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

## Office Closed

The Office will be closed January 19, 2026. If you have a Maintenance Emergency while the Office is closed, please call (517) 202-7820.



## 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 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.

## Locked Out

If you find yourself 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.



**January Board Meeting**  
The next Board Meeting will be Monday January 26, 2026.



## Decorative 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. **Finally, please take the holiday decorations/lights down two weeks after the holiday event.**

## Disabled Cars in Parking Lots

Please be aware that if your vehicle or a guest vehicle is not able to move or if it has a flat tire, it cannot be in any of the Village parking lots. Your vehicle will be flagged if Village staff sees a flat tire and you will have 24 hours to fix the issue or remove it. Vehicles will be towed after 24 hours. Please also ensure your vehicle sticker is viewable in your front lower left drivers side window as well.

## Drains

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

**January 2026**

## Trash Disposal

Please remember to put trash directly into the dumpsters and not alongside of them. Besides being smelly, loose trash attracts rodents, is a health hazard and is unattractive. If you notice that a trash disposal area is not being kept neat, please call the Office. You can keep your cooperative beautiful by putting trash in its place! Also, if you are having a child take out the trash please ensure it is being placed in the container. If your dumpster lid is open, please help by closing the lid. If you are throwing boxes away, please break them down before putting them in the dumpster. Please do not put large items in the dumpster, put it beside the dumpster. Please do not leave any trash by the front or back porch areas as it can attract rodents and does not make the property look nice and neat. If you see that there is not room in the dumpster for more trash, please take the trash to another dumpster. **If you are throwing a mattress away, please wrap it in plastic.** Any questions concerning trash removal please call the Office. Also, if you see any "unauthorized" dumping happening at Village, please report this to the Lansing Police Department immediately. Any information that you may be able to get will help the Lansing Police Department.



## Be Mindful of Pets in the Cold Weather

As the temperature begins to get colder this winter, please remember not to leave your pets outside for very long. Never leave them out unattended and never for more than 15 minutes! Please review the pet policy to ensure you are in compliance. Also remember your pet(s) need to be on a leash while on Village Property and always clean up their waste with a bag from one of our dispensers located throughout the property. You are welcome to use Attwood City Park to exercise your pet any time.

## Vehicle Parking

The Village staff would like to remind everyone that if you go out of town for the winter season, please park your vehicle at the Office lot on the far side facing Winterset, the pole barn storage lot, or leave your keys with a neighbor. Failure to move your vehicle will prevent the lot from being cleared properly and you will receive a violation and fine or the vehicle will be towed to our Pole Barn area and you will be charged storage fees. 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 vehicles. Taking smaller steps can help keep your balance and can keep you from falling in poor weather conditions.** In order to assist our maintenance staff, please move your vehicles to an area that has already been cleared so that they can properly clear the entire parking area to help make it safer for everyone.

## Reminder

When a big snow storm comes, all members must move their vehicles out of the parking lots when alerted so that the staff can clear the snow out of the parking lots. If you have any questions please read the "Snow Removal Policy" in your member handbook to avoid fines.

## Snow Piles

If you have a snow pile(s) in your parking lot, please pay special attention when driving in and out of your lot as minor(s) often play on and around them. We would hate for an accident to happen, so your attention is needed in this matter.



## Alteration Permits

Remember if you are making any upgrades to your home, including installing ceiling fans, faucets or adding a deck, make sure you are submitting an Alteration Permit for review to the office. You cannot start any work or complete the replacement until you get a copy of the approved alteration permit back from management.

## Snow Removal Information

Winter season is 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 parking 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

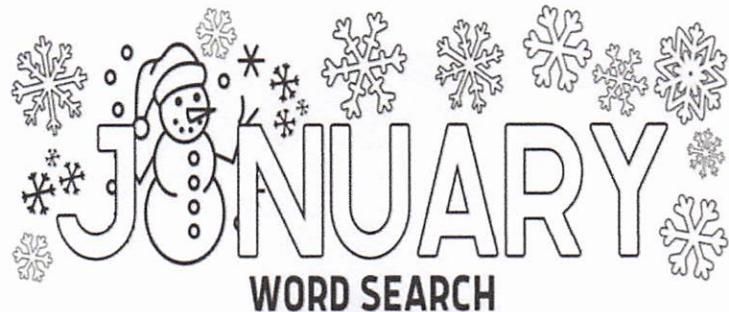
1. Vehicle bumpers must not overhang the curb/sidewalk. This can keep the sidewalk from being cleared properly and can present a safety hazard to the membership, staff and visitors.
2. Toys, bricks, stones, lights, and other items near the edge of the sidewalk should be moved or removed so the snow equipment 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 available for members use and can be picked up at the Office between 8:00 am and 5:00 pm Monday through Friday.

### Snow Removal (Weekends or Holidays)

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

### Salt

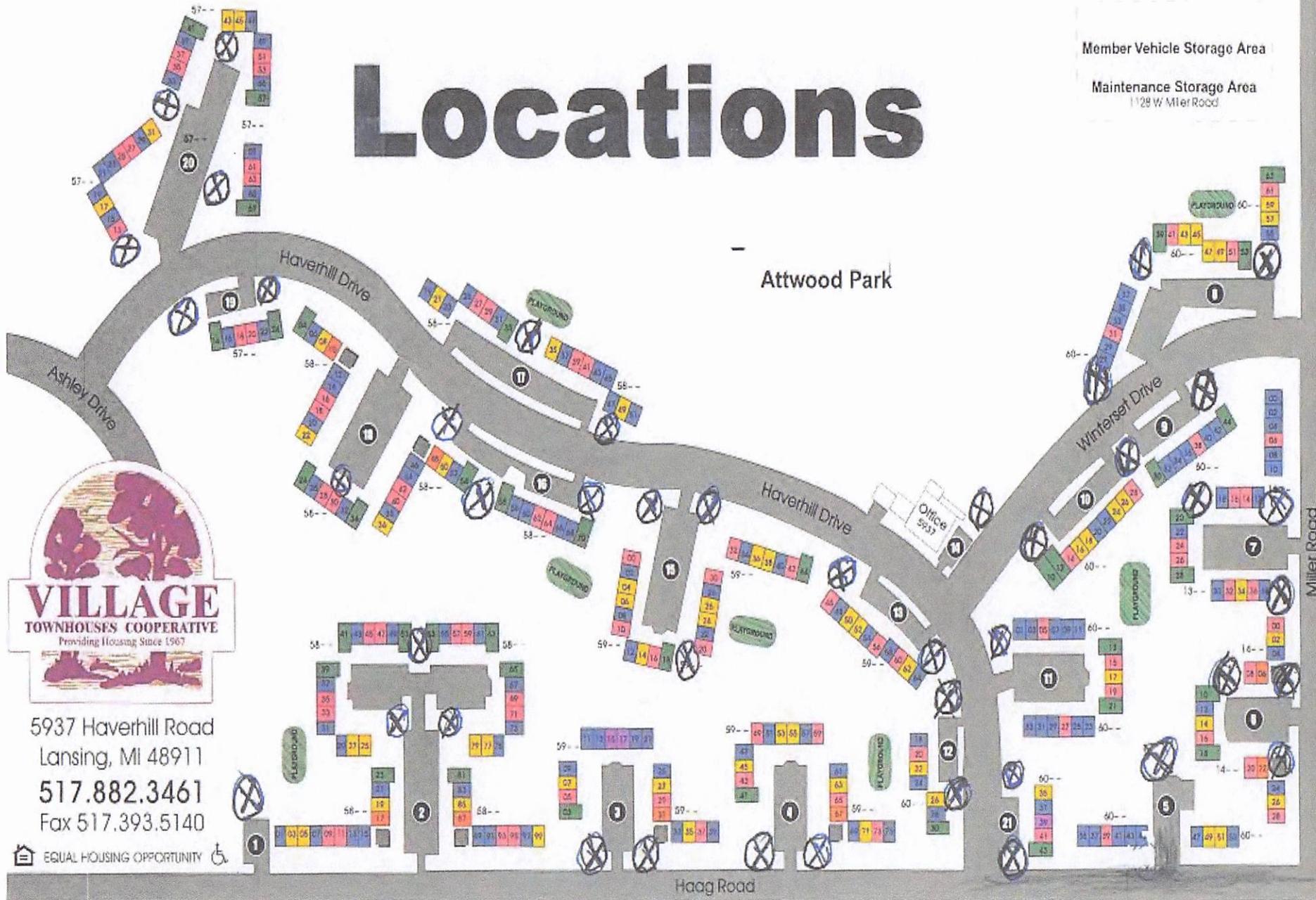
Salt is once again available this year for your use on walkways and porches, and can be picked up Monday through Friday from 8:00 am to 5:00 pm at the Office. The salt bin is locked so you must check in at the Office to receive salt. There is a 1 gallon limit when picking up salt and please bring your own container.



### **WORD SEARCH**

C F W E G I C I C L E L A W X N R A	BOOTS
L R S C E T A R B E L E C S C A R F	CELEBRATE
C O B S M C Y Y D R C C Q R E M M R	CHILLY
C S R R G W I I E J K L A Y H W H O	COLD
T T A A C I R G O O F R W D L O C Z	EARMUFFS
V Y R A U N A J N W A E K X T N A E	FREEZE
B O B T E T S P M R N N E C B S Y N	FROSTY
O T R S I L E D D I N G N O F I N K E	FROZEN
O E M A I R T E Y P R C X J O O F Y	GLOVES
T G L O V E S G G W O F D R E W M P	HAT
S W X H G I P B N A R E H E N F L E	HOT COCOA
G R E K L A F X S N O W B A L L S C	ICE
D J T E D R K A O S F F U M R A E S	ICICLE
Y D R C E Q R S U M I C E L C K R R	JANUARY
I E J E L A S N O I T U L O S E R G	NEW YEAR
H E Z C I R R O Q L I E J K L A N H	RESOLUTIONS
E E I U D S T W A A C A S G O I F R	SCARF
I T Y R E P P I L S W T A P I Q J N	SKIING
W A E K X V E N C S G E L K B T E R	SLEDDING
C H I L L Y E G B O Y K S N O O T R	SLIPPERY
	SNOWBALL
	SNOWFLAKE
	SNOWING
	SNOWMAN
	WINTER

# ⊗ Snow Pile Locations



# January 2026

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

