

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 December 24th and 25th, 2025 and January 1, 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 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.



December Board Meeting.

The December Board Meeting has been cancelled. The next Board Meeting will be Monday January 26, 2026.



Do Not Block Cluster Mailboxes

Please do not park cars in the street in front of the mailbox clusters. This makes it difficult for people to get their mail, and also impedes Maintenance from being able to fully salt and shovel around the mailboxes in winter. Moving forward, if a car is found parked in front of a mailbox, it will be tagged and will be at risk of being towed within 24 hours.

IMPORTANT REMINDERS FOR SNOW REMOVAL!

- 1) Everyone **MUST** move their vehicles for plowing, regardless if you have cleared your own parking space.
- 2) Vehicles need to be moved quickly after you get your instant alert or hear the trucks honking. Plowing is being delayed because of vehicles not moving.
- 3) Remember, if you do not move your vehicle(s) for plowing, you will be issued a \$100 fine per vehicle.
- 4) If you park your vehicle at the Village Office when you are out of town, you **MUST** move it to the side of the lot facing Winterset Dr. Vehicles parked next to the office are blocking guest parking and impeding plowing.
- 5) When your lot has been fully plowed, immediately move your car out of the street and back to your parking space. Vehicles left in the street are a safety hazard and make it difficult for people to see traffic when they leave their lot.

December 2025

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.



Tree Disposal

After the holiday season is over and the decorations come down, if you need to dispose of a real tree, please place your tree next to the dumpster in your lot and not inside of it.

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.

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 holiday 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.

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 receive 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.

Visitors

Do you have guest coming to visit? Remember that if your guests will be staying more than two days, please let Management know. 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 ensure your vehicle(s) will be moved for plowing.

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.**





CHRISTMAS

WORD SEARCH PUZZLE

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

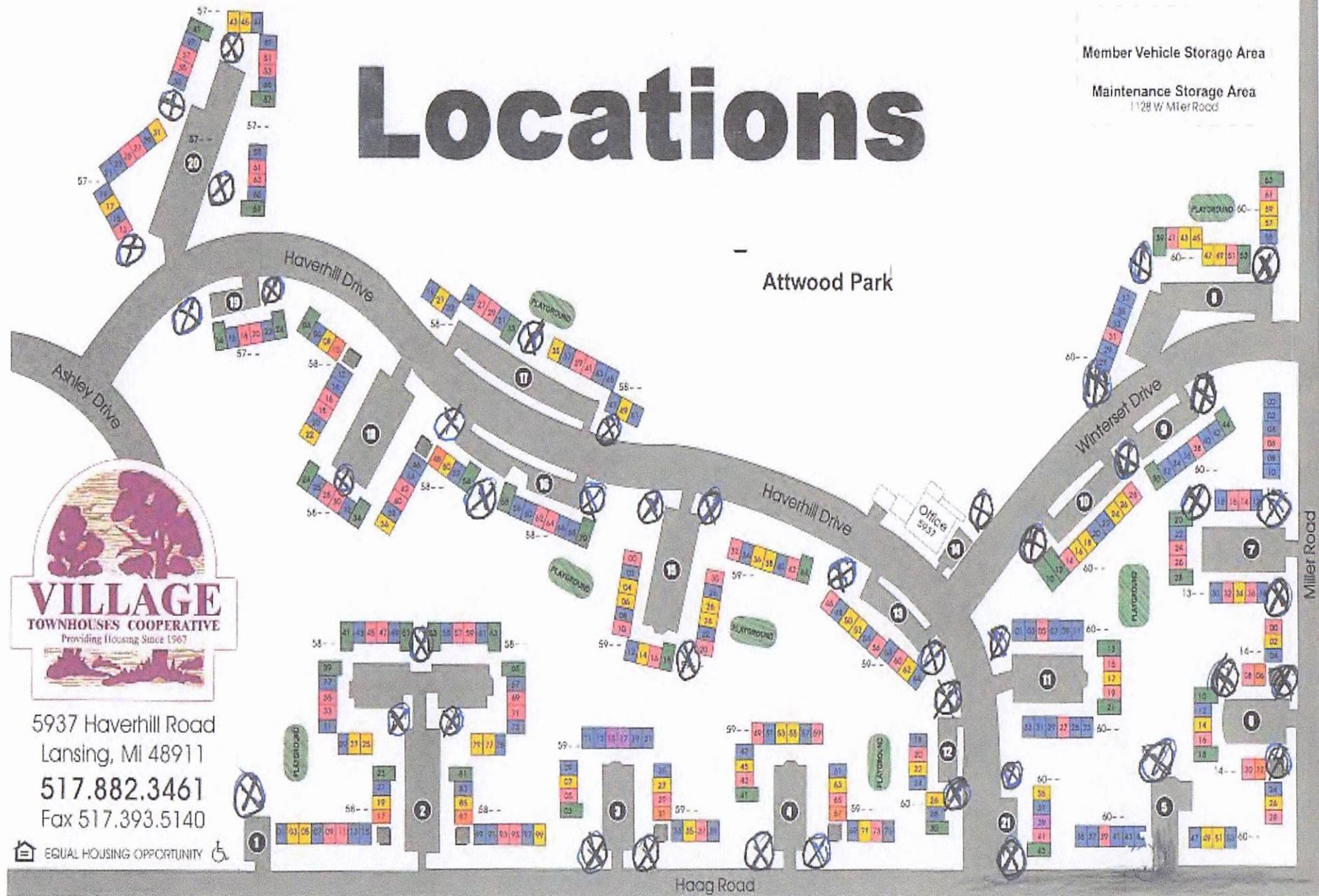
JOY	CHRISTMAS	PRESENTS	SANTA
GREETINGS	TREE	DECEMBER	GINGERBREAD
FAMILY	NUTCRACKER	CANDY CANE	SNOW
WREATH	CAROLS	YULETIDE	ORNAMENT

⊗ Snow Pile

Locations

Member Vehicle Storage Area

Maintenance Storage Area
1128 W Miller Road





GREAT GIFT FOR THE HOLIDAYS!
RING DEVICE AVAILABLE FOR PURCHASE

The Board would like to clarify a few things for the members regarding the Ring security device.

- . It is 100% optional for the member to participate in.
- . An alert could be issued by LPD to you through the Ring Account on file with them, as well as notices from other Ring participants in your selected target area.
- . The activation of the device would send an alert to the registered cell phone allowing voice communication with the person at the door.
- . The Ring device is an excellent tool to view who is approaching your home.
- . The Ring has infra-red lighting to help identify individual(s) who may be near your door during the dark hours.
- . If you purchase a Ring Floodlight, the rear flood light camera lights come on when there is motion at your back door.

If you are interested in a Ring device, we have both Ring Doorbells and Ring Flood lights available for purchase at the Office. We have options to pay in full, pay in two payments, or even up to 6 months while supplies last.

Village will also reimburse all members the capped rate of \$49.99 for the annual fee for the Ring Devices. Just bring in a copy of your receipt when you pay the fee each year.

Any questions regarding this matter, please call the Office.



December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Carrying Charges Due Trash Pick up	2	3	4	5 Trash Pick up	6
7	8 Trash Pick up	9 Rose Pest Control	10	11 8:00 am Late fees Assessed	12 Trash Pick up	13
14	15 Trash Pick up	16	17	18	19 Trash Pick up	20
21	22 Trash Pick up	23 Rose Pest Control	24 Office Closed	25 Office Closed	26 Trash Pick up	27
28	29 Trash Pick up	30	31	January 1, 2026 Office Closed	2	3

