



November

Board of Directors

President

Jaynaya Barlow

jbarlow@

highlandscooperative.com

Vice President

Elizabeth Smith

esmith@

highlandscooperative.com

Secretary

Mary Heist

mheist@

highlandscooperative.com

Treasurer

Reuben Butler

rbutler@

highlandscooperative.com

Director at Large

Pamela Ellena

pellena@

highlandscooperative.com

November is typically considered the final month of autumn in the northern hemisphere, however, during this time, several regions across the country start experiencing lower temperatures and even snowfall.

As the majority of the U.S. sets their clocks back by an hour and concludes Daylight Saving Time on the second Sunday of November, daylight hours tend to decrease. In addition, November is known as the month of food, with skilled chefs showcasing their talents and food enthusiasts enjoying an abundance of dishes before the onset of winter.





DOES YOUR VEHICLE HAVE A PARKING STICKER?

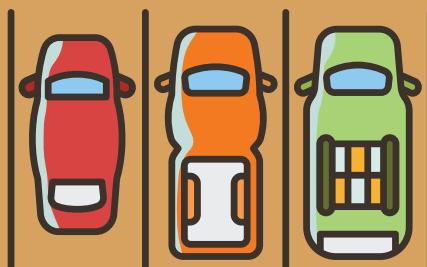
ALL VEHICLES MUST HAVE A PARKING STICKER. Even though your vehicle may be registered with the Office or you are parked in your assigned parking space, without a parking sticker on the windshield, your vehicle is subject to being tow at the owner's expense without notification.

Please call the office @ (517) 882-0796 if you do not have a parking sticker on your windshield. Bring in or email us a copy of your car registration. and we will have a parking sticker made for you.

Each household is allowed one vehicle per licensed driver, up to a maximum of 3 vehicles. With the exception of 1 bedroom townhomes, which are only allowed 2 vehicles. If at any time you have more vehicles in the parking lot than you are allowed - the extra registered vehicle is subject to tow. Please refer to the Parking Policy for more details.

Members and/or occupants should always park first in the assigned parking space, with additional vehicles parked in unmarked/visitor spaces. Be sure your visitors know that they are to park in the unmarked/visitor spaces. **DO NOT** park in any marked space except your own. Visitors staying for more than 3 consecutive days must have a temporary permit displayed at all times or are subject to being towed without notification.

We are currently monitoring parking lots for vehicles without stickers. Please make sure your vehicle has a sticker. Any vehicles without a sticker will receive a notice to comply. If you do not comply or notify us the vehicle will be towed..



Please fill paint cans up with kitty litter before disposing them in the dumpsters. This will keep the paint can from exploding and making a mess when on the parking lot and driveway.



If you have misplaced an item, call and check with the office. We may have it here in our lost and found bin.

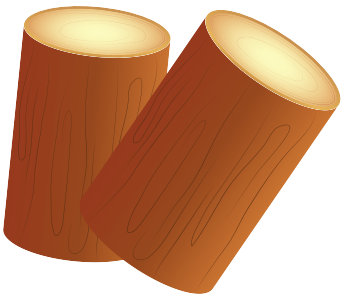


Shredded bark will be distributed this month.

You will get a groupcast alert when grounds will be in your section. Please review the attached information sheet to understand your responsibilities as a Member prior to delivery.

If you do not want shredded bark, you must call the Office to be placed on a "NO SHREDDED BARK LIST". If you do not call and shredded bark is placed in your flowerbed you will be responsible for the removal.

Call 517-882-0796



MAINTENANCE REMINDER:

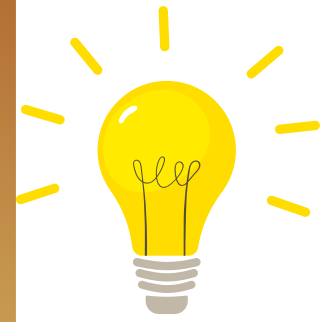
Members are responsible for getting the air ducts cleaned . We recommend this to be done once every couple of years. We recommend Lens Carpet Cleaning to do this, but you can use any licensed vendor you like .

Did you Know:

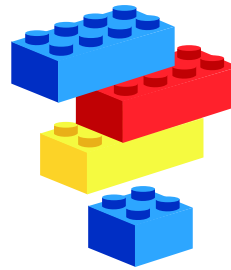
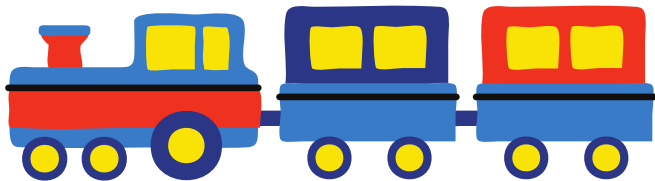
If your porch light goes out all you need to do is call the Office and a maintenance person will come over and replace the bulb.

If you leave your switch to your porch light in the “on” position it will automatically come on at dusk and off at dawn.

If you would like to safe guard against your porch light switch accidentally being shut off, You can have the switch hard wired so that it stays in the “on” position. That way your light will come on at dusk and off at dawn



TOYS FOR TOTS REMINDER - We will be collecting Toys for Tots from November 13, 2023 through December 11, 2023 at the Highlands Office.



We are excited to introduce a new member of the maintenance staff, David McFadden-Kitchell. He comes to us with 7 years of apartment maintenance experience. He started with Highlands in September and has proven to be a good addition to our staff. David is enthusiastic, friendly and has acclimated to the Cooperative concept very well. He is eager to provide Members with quality workmanship.



Our Clubhouse is now open for reservations. Please inquire with the office for details.



WOODCHIP INFORMATION SHEET

The grounds staff will be starting the replenishing of the woodchips in the front flowerbeds. Only those flowerbeds needing more woodchips will be done. You will be notified by Groupcast Alert prior to the staff entering your area.

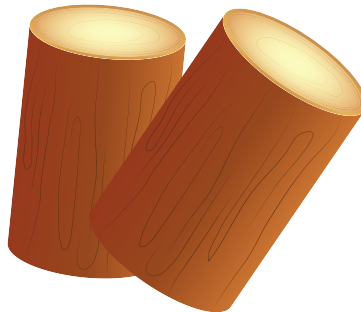
If you do not want woodchips, you must call the office to be placed on a "NO WOODCHIPS LIST"

You will not receive woodchips if:

- * Your flowerbed is exempt and you have a tree sticker in the window.
- * You have your own woodchips/ground covering.
- * You have no woodchips or ground covering.
- * You did not prepare your flowerbed for the woodchips.

To prepare your flowerbed you must:

- * Remove all garden art including planters, statues, etc.
- * Trim back perennials so they can be covered with the woodchips.



If you do not want woodchips, you must call the Office to be placed on a "NO WOODCHIPS LIST" If you do not call and woodchips is placed in your flowerbed you will be responsible for the removal.

Call 517-882-0796