

OCTOBER 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1 International Coffee Day 	2	3 EXTERMINATOR (Contact the Office prior to the day of service, if you have any pest problems)	4	5 World Teachers' Day 	6 World Smile Day 	7		
8 LAWN WEEK (Flag will be placed at the entrance of parking lot when your area is done) 	9 COLUMBUS DAY 	10 EXTERMINATOR	11	12	13 Nat'l Chess Day 	14		
15 Nat'l Grouch Day 	16 BOARD MEETING 6:30 P.M. Members Welcome	17 EXTERMINATOR	18 Chocolate Cupcake Day 	19	20	21 Sweetest Day 		
22 Nat'l Nut Day 	23	24 EXTERMINATOR	25	26 Howl at the Moon Night 	27	28 National Chocolate Day 		
29 National Cat Day 	30 Candy Corn Day 	31 EXTERMINATOR 	<p>BOARD OF DIRECTORS: Scott Moles, President Pamela Ellena, V-President Jason Green, Treasurer Mary Heist, Secretary</p> <p style="text-align: right;">Office: 882-0796 Maintenance Line: 882-2784 Emergency Maintenance: 202-7820 www.highlandscooperative.com Lansing Police Dept. 483-4600</p>					

WORK ORDERS can be sent to the office from our web site at www.highlandscoperative.com.

However, if your work order is for something that needs immediate attention, please call it into the office to facilitate faster response time..



Also, if you know there is a problem, the earlier it is reported or the work order is e-mailed, the quicker we can respond.



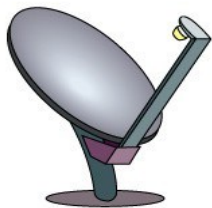
If your work order involves a repair to the kitchen or bathroom sink, please make sure that all items are removed from that cabinet before the maintenance personnel arrive to repair it.

**WATCH FOR TRICK-OR-TREATERS ON HALLOWEEN - DRIVE CAREFULLY!
LEAVE YOUR FRONT OUTSIDE LIGHT ON AND YOUR FRONT DOOR OPEN
IF YOU HAVE GOODIES! TO GIVE OUT!**

TOYS FOR TOTS REMINDER - We will be collecting Toys for Tots from November 20 through December 14, 2017 at the Highlands Office.



SATELLITE DISH INSTALLATION REMINDER.....You must fill out an **ALTERATION PERMIT** (available from the office) and submit it to the Office **BEFORE** the date of installation. Failure to do so could result in a delay of the installation.



You are responsible for contacting MISS DIG prior to the scheduled installation . Installation must take place Monday-Friday, 8:00 A.M. —4:00 P.M., so that our maintenance personnel can be present to make sure the dish is installed properly.

Specific details are listed in the Satellite Dish Policy located in your Highlands Membership Handbook.