



Winter 2013



# HIGHLANDS COOPERATIVE ASSOCIATION

6294 Haag Road  
Lansing, MI 48911  
www.highlandscooperative.com

OFFICE PHONE:  
882-0796



MAINTENANCE PHONE:  
882-2784

EMERGENCY MAINTENANCE PHONE:  
202-7820

OFFICE HOURS:  
Monday through Friday, 7:00 AM. - 5:00 PM



BOARD OF DIRECTORS:  
Jackie Guyer, President  
Pamela Ellena, V-President  
Scott Moles, Secretary  
Gloria Jane, Treasurer  
Mary Heist, Director at Large

BOARD MEETINGS:  
Dates are posted on your monthly calendar.

PROPERTY MANAGER:  
Nanette Miller

OFFICE MANAGER:  
Dorothy Perry

SALES MANAGER:  
Dee Matteson



MAINTENANCE STAFF:  
Shawn George Charlie Klepac  
Gustavo Caraballo



GROUNDS STAFF:  
Mark Robert Lonnie Thornsby  
Tom Lowe

NEIGHBORHOOD WATCH COORDINATOR:  
Marjorie Brake - 393-9775

MANAGEMENT COMPANY:  
Unified Management Services



Board Members can be e-mailed at:  
P. Ellena pellena@highlandscooperative.com  
J. Guyer jguyer@highlandscooperative.com  
G. Jane gjane@highlandscooperative.com  
S. Moles smoles@highlandscooperative.com  
M. Heist mheist@highlandscooperative.com



## SANTA CLAUS IS COMING TO HIGHLANDS COOPERATIVE!

Join us at the Clubhouse on Tuesday,  
December 10, 2013, from 6-7 P.M. to  
visit with Santa Claus!

Have your picture taken with Santa.  
There will be crafts for the children,  
and punch and cookies for all!

**Come and join in the Fun and Festivities**



## TOYS FOR TOTS

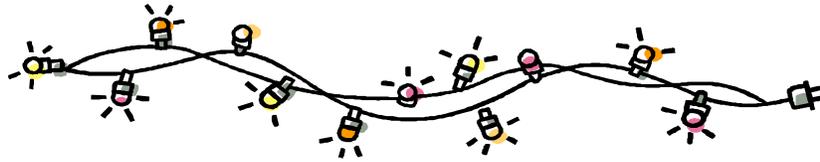
Highlands Cooperative will be  
collecting toys for the Toys for  
Tots program again this year at  
the Office. Please bring in your  
new, unwrapped presents and  
drop them off in the designated  
box by December 14th.

Help make the Holidays a little merrier  
for others.



## ANNUAL HOLIDAY LIGHTING CONTEST

Here is a great opportunity to display your Holiday spirit. Light up your townhome and share your Holiday "deLIGHT". Judging will take place the evening of December 10, 2013. Be sure to leave your lights on that evening. The area being judged will be limited to the front of the townhome, no higher than the top of the living room window. Lawn decorations will also be considered.



Wishing you a joyous Holiday Season,  
and a happy and prosperous New Year!



"Cheers to a new year and another chance for us to get it right." ~ Oprah Winfrey

**"Tomorrow, is the first blank page of a 365 page book. Write a good one."**  
~ Brad Paisley

A dog's New Year's Resolution: I will not chase that stick unless I actually see it leave his hand! ~ Anonymous

**A New Year's resolution is something that goes in one Year and out the other** ~ Anonymous

YOUTH is when you're allowed to stay up late on New Year's Eve. MIDDLE AGE is when you're forced to. ~ Bill Vaughn

**Many years ago I resolved never to bother with New Year's resolutions, and I've stuck with it ever since.** ~ Dave Beard

I resolve to eat healthier, BUT FIRST I need to eat up all the junk food in the house so it will not longer tempt me ~ Anonymous

## THERE'S NO TIME LIKE "SNOW TIME" TO REMIND YOU THAT:



Plowing of the parking lots is done when there is a snow accumulation of two inches or more. The centers of the lots are plowed first, and the parking spaces will be done later. Only the center of the lots are plowed on weekends.

**IMPORTANT:** Members are asked not to push snow out of their parking spaces into the middle of the parking lot. This creates a very dangerous situation. If you push the snow into the middle of the lot, the snow pile has the opportunity to freeze. This makes it difficult, and sometimes impossible, for the plow truck to move it. **If you want to clear your parking space, throw the snow up over the sidewalk.**

When Maintenance is ready to plow parking spaces in a specific lot, they will blow their horn as a signal for the Members to move their cars. Members are expected to move their vehicles from the area being plowed. If all vehicles are not removed from the parking lot, it could prevent the area from being cleared. The Cooperative will not be responsible for any car buried in the plowed snow due to the owner's failure to move it. If you can get your neighbors to help get all the vehicles in your lot moved, then we will return to plow your lot as soon as the lot we are currently plowing is completed.

**When parking your car, do not pull up over the sidewalk.** If you do, the plow may not be able to fit on the sidewalk to plow it efficiently.

Major sidewalks will be cleared by the staff. However, approach walks will not be cleared unless you have an accommodation with the office. You must file a request with the Office if this applies to you. Sidewalks are not cleared on weekends unless there is an accumulation of 2" or more, requiring the center of the lots to be plowed.



**Following these reminders helps everyone have a safer winter.  
Thank You!**



**INCOME REVIEW 2014:** You will need to provide the office with a copy of your 2013 Federal Income Tax Form (1040EZ, 1040, 1040A) when you verify your income. If you file a Schedule C, you will need to provide that also.

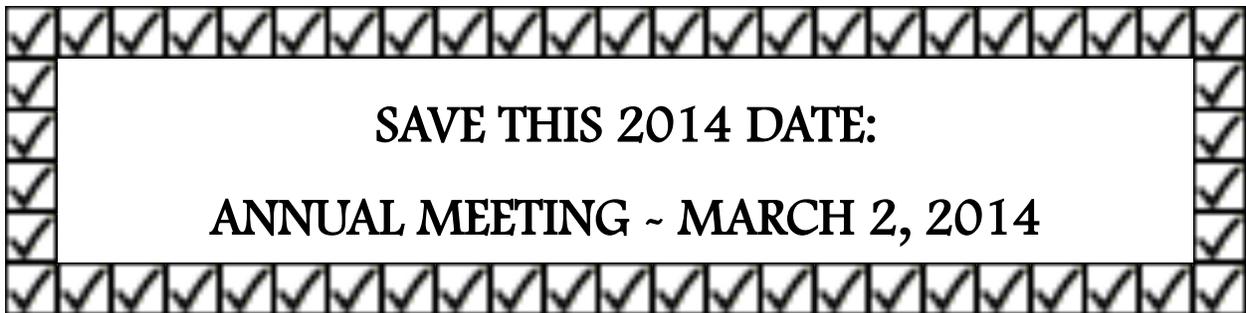
Information packets for income review will be sent out on the following schedule:

Haag: April 1, 2014 (due to be returned by May 15, 2014)

Balfour: May 1, 2014 (due to be returned by June 15, 2014)

Georgetown: June 1, 2014 (due to be returned July 15, 2014)

**There will be no reminders sent and no exceptions!**



**MAINTENANCE REMINDER: DOG CHAINS**

Please **DO NOT** put dog chains or cables under the storm or exterior doors. They will damage the door, door jamb and weather strips. The cost to repair/replace will be charged to the Member.



**HIGHLANDS STAFF CHANGE.....**

Congratulations to Tom Lowe. Tom has moved from a part time Landscape Maintenance position to full time. He is replacing James Bussa who recently took a position with another property.

