

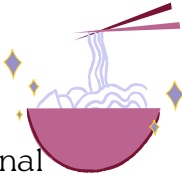









# February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Exterminator upon request 	2  Groundhog Day	3	4	5
6  National Chopsticks Day	7	8 Exterminator upon request 	9	10	11  National Peppermint-Patty Day	12
13	14  Valentines Day	15 Exterminator upon request 	16  National Almond Day	17	18	19
20  National Comfy Day	21 <b>Board Meeting</b> 7:00 PM  Presidents' Day	22 Exterminator upon request 	23	24	25  National Chocolate-Covered Nut Day	26
27	28					

Maintenance:

(517) 882-2784

- Call Mon. thru Fri. 7am to 4:30pm

Emergency Maintenance:

(517) 202-7820 - Call after hours

Office: (517) 882-0796

[office@highlandscooperative.com](mailto:office@highlandscooperative.com)

Property Manager: (517) 882-0333 Ext.3

Website: [www.highlandscooperative.com](http://www.highlandscooperative.com)

Facebook: <https://www.facebook.com/Highlands-Cooperative-Association-100630582242031>

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# Highlands' Newsletter

## February

### Board of Directors

#### President

Ruben Ramon

rramon@

highlandscooperative.com

#### Vice President

Jaynaya James

jjames@

highlandscooperative.com

#### Secretary

Mary Heist

mheist@

highlandscooperative.com

#### Treasurer

Scott Moles

ssoles@

highlandscooperative.com

#### Director at Large

Pamela Ellena

pellena@

highlandscooperative.com

Hello Members!

As we push through this winter, we have some news and helpful hints for you this month.


First, the office is unfortunately closed to the the public for the foreseeable future. Entry can only be arranged ahead of time, by appointment. We apologize for the inconvenience, and thank you for helping keep our team and our community safe.

Secondly, if you get a call from Highlands, please check your voicemail BEFORE calling the office back. Often, this is the GroupCast messaging system. It will leave a voicemail message with all the details you need. If there is not a voicemail, then feel free to give the office a call.

### Follow Us!

Highland's Facebook page has gone live! Follow our page for useful policy reminders, updates, and community events!

<https://www.facebook.com/Highlands-Cooperative-Association-100630582242031>



Check out the photo contest happening RIGHT NOW!

Win a \$50 Visa gift card!

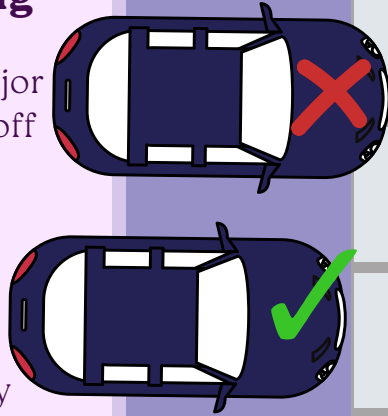
See the Facebook page for details

# Maintenance

## Car Bumpers Blocking the Sidewalk

Car bumpers can cause major issues while clearing snow off of the sidewalks.

Please keep the bumper of your vehicle(s) completely off the sidewalks, so the grounds team is able to fully clear the sidewalks. Otherwise, they can't clear the snow properly – creating slip hazards.



## Beware Draino Don't Ruin Your Drains

Draino, and other household drain cleaners, SHOULD NOT BE USED in any sinks. They can ruin garbage disposals and damage pipes. Please call in a work order if you have any drain issues.



## Lockable Doorknobs

If you have a front or back door knobs that locks, it is considered the Members' responsibility. This means:

If it malfunctions and you call during office hours, maintenance will attempt to fix the knob. If they can not, you can accept a non-locking knob or be charged for the replacement of the locking knob.

If it malfunctions and you call outside of office hours, you will automatically be charged \$40 for the on-call maintenance request.

## Notification for Parking Space Plowing

When parking spaces are plowed, this is the procedure for notification of Members.

1. You will receive a Groupcast notice when your parking lot is slated to be plowed.
2. A horn will sound 10 minutes before your parking lot is to be plowed.
3. All cars need to be out of the before the plow truck ARRIVES, or you will be fined.
4. You will receive another Groupcast notice when your parking lot is complete.
5. Please move your vehicles back into the lot upon the completion of plowing so that the rest of the community will have parking space for their vehicles to park on the street. We greatly appreciate your cooperation on this.

# Useful Covid Information

## Mail Order At-Home COVID-19 Tests

Courtesy of the Lansing Police Department, we would like to pass on some details about the Free Federally-Provided Covid Tests.

The US Government is providing 4 free covid test kits to every household who requests them. Delivery will be provided by USPS. Household orders can be placed online or over the phone.



Website  
[www.covidtests.gov](http://www.covidtests.gov)

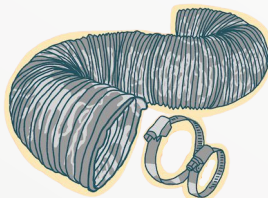


Phone Call  
covidtests.gov test kit helpline at:

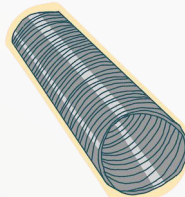
1-800-232-0233  
(TTY 1-888-720-7489)  
Hours: 8 am - Midnight Eastern,  
7 days per week.

## Highlands Dryer Vent Survey

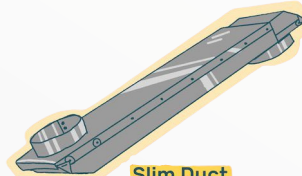
Maintenance needs to know about your dryer vent! This is the tube that connects your dryer to the outside. Call or email the office with your address and one of the five types of dryer vents below.



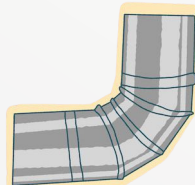
Aluminum Foil Duct



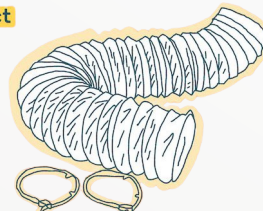
Semi-Rigid Metal Duct



Slim Duct



Rigid Metal Duct



Plastic or Vinyl Duct