

# April

NEWSLETTER

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**The next Board Meeting is**  
**Mon, April 21st at 6:30 PM**

Both Earth Day (4/22) and National Arbor Day (4/25) are celebrated in April. The first Earth day was celebrated in 1970 - 55 years ago. Earth Day is meant to increase environmental awareness. It has become popular for communities to gather together and clean up litter, plant trees, or simply reflect on the beauty of nature.



Arbor day is traditionally honored on the last Friday in April and began in the late 1800's. A popular Arbor Day tradition is to plant a tree to honor someone or in memory of a loved one.

**Have you CHECKED YOUR EMAIL LATELY?**



Please check your email for an important notice about an upcoming project.

If you do not receive emails, a notice has been sent to your home via US mail.

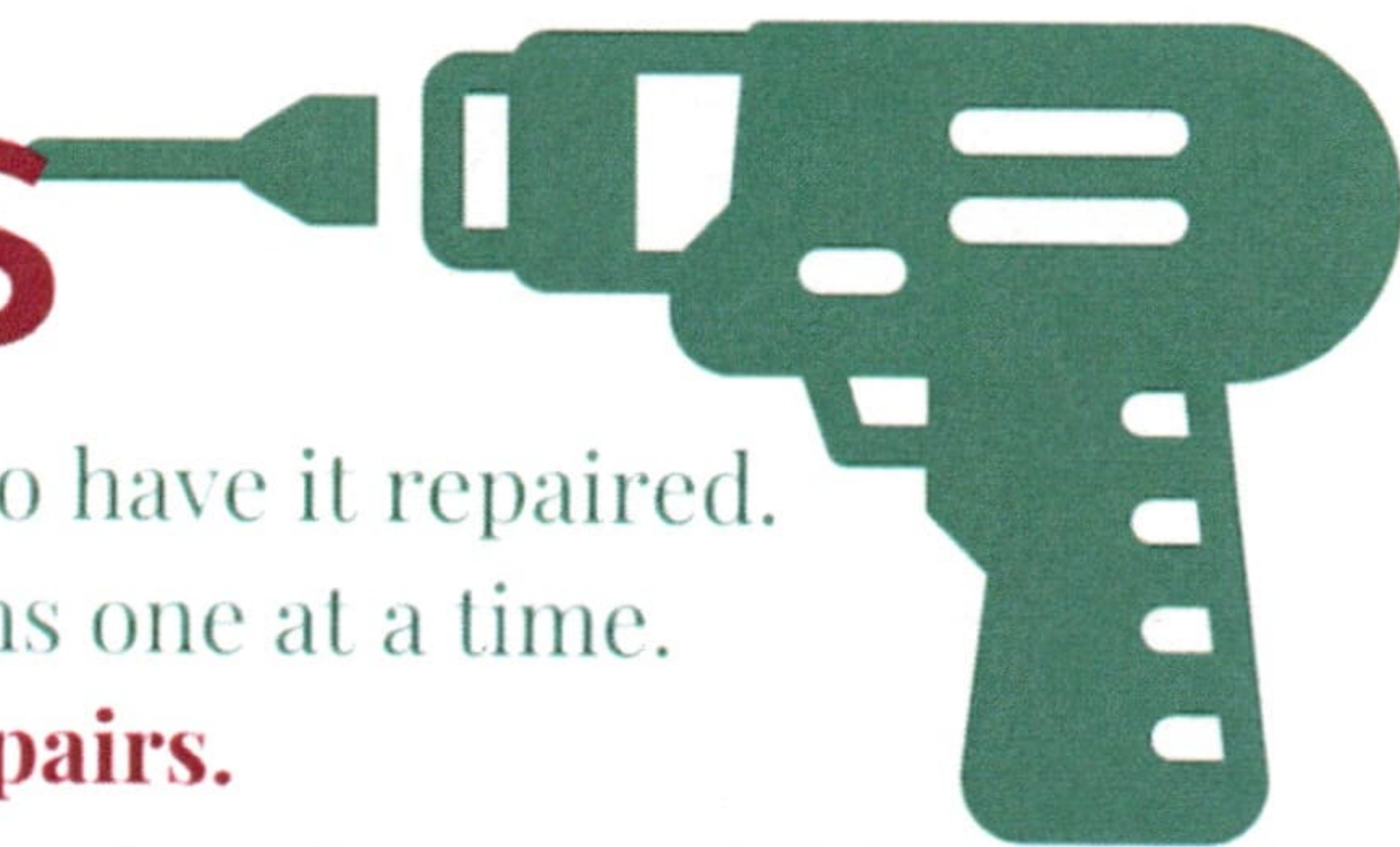
If you have NOT received a notice of this project, either by US mail or email, you can request another email or you may pick up a copy of the notice at the Office.

Highlands has contracted Parker Arntz to replace the main gas shut-off valve and water shut-off valve in all 414 townhomes. This project will begin in early April and is expected to take several months to complete.

You will be notified at least one week in advance of your scheduled date, with a notice that will be posted to your front door.



# WORK ORDERS



When a maintenance issue occurs, please call us to have it repaired.

It's much easier and helpful to address problems one at a time.

**Don't wait until you have list of repairs.**

To aid our maintenance team in addressing your work orders as quickly and efficiently as possible, here is how work orders should be submitted.

- Call in work needing to be done, even if it is only one item.
- Emergency Work Orders: call the office or emergency maintenance
  - Office from 7am to 4:30 M-F — (517) 882-0796
  - Emergency Maintenance 4:30pm to 7am M-F — (517) 202-7820
  - And 24 Hours on Weekends and Holidays
- Non-Emergency Work Orders: call the office or submit online
  - Office from 7am to 4:30 M-F — (517) 882-0796
  - Submit on Highlands Website under: Member > Member Tools > Work Request OR by email to [office@highlandscooperative.com](mailto:office@highlandscooperative.com)

## DON'T FORGET

**Keep your vehicles locked and remove valuables as a precaution and improved safety.**

In the coming months, as the weather warms up, we expect Members will be enjoying more time outdoors. We would like to take a moment to remind you that leaving valuables in plain sight increases the temptation of theft. Using extra precautions might even allow you to save money on your car insurance.

If you see anyone or anything suspicious, you can dial the

**LPD non-emergency number at (517) 483-4600**





Check out the May Newsletter  
for details regarding  
Flower Vouchers



## ANNUAL GROUNDS INSPECTIONS

Annual Grounds Inspections are planned to begin this month - Inspections will include lawns, buildings, concrete areas, and parking lots - in addition to front & back yards, flowerbeds, patios, and decks areas. Please take some time to clean up any debris left from winter weather, trim any plants that remain from last year, and put away those snow shovels.



We have had many inquiries about the **trash bags** that have been available to members in the past. Although we can no longer provide them free of charge - **you can now** purchase a box of 250 trash bags from the office for only **\$49.00**. (that is less than 20 cents each) Available while supplies last. *Payment will be expected upon pick-up at the office by check or money order.*



**It's that time of year again...**  
**Here's how to prepare for your Annual Income Review**

Each year, Members are required to verify their annual household income to determine whether their total annual household income falls below the maximum income allowed without having to pay a 10% surcharge. As part of the process, if you do not pay a surcharge, or if you are currently paying a surcharge and believe your annual income falls below the maximum amount required, please refer to the income review sheet included in your mailing. This sheet lists all the required documentation that can be used to verify your annual household income. If you have any questions, please contact the office.

If you file a 1040 income tax return you will be required to provide a copy of your 2024 income tax return. If you do not file an income tax return, please refer to the income review sheet for a list of types of documentation that can be submitted.

Members currently paying surcharge are only required to verify their current household occupants and not required to submit any financial information.

Each member will receive a packet for the upcoming income review containing forms to be reviewed, signed and returned to the Office by the deadline.

**BELOW IS A SCHEDULE BASED ON YOUR ADDRESS:**

	Notification	Deadline	Effective
Georgetown	4/1	5/15	6/1
Haag	5/1	6/15	7/1
Balfour	7/1	8/15	9/1



**Get to know your Highlands' Staff**

Look for another addtion of "Get to know you Highlands' Staff" in the upcoming May Newsletter. We will introduce you to your hardworking Highlands' maintenance staff.



# Mark your Calendar

The plots in Highland's community garden will soon be available to our Members! The garden is located on the east side of Haag near the trash/recycle center. There are a limited number of garden plots.

## **The week of April 7th**

Previous gardeners (Members who had a garden plot the year before) will be given the first opportunity to reserve the primary garden plot they had the previous year.

## **The week of April 14th**

All spaces not yet reserved will be available to previous gardeners who may want to trade plots.

## **The week of April 21st**

Spaces not yet reserved will be available to all Members who do not have a reserved spot.

## **The week of April 28th**

Spaces not reserved will be available to all Members.

## Members MUST start planting before MAY 30th

or the plot can be given to another Member. Members must contact the Office by this date if they have not started planting, otherwise the plot will be given to another Member without notice.

**All plots MUST be reserved with  
the office BEFORE planting**







Did you know?

### Illegal dumping increases carrying charges.

Illegal dumping has become a serious problem in our neighborhood. It has recently increased significantly. Our Board of Directors and Management held a meeting with Members to get their feedback. Members gave us a lot of suggestions, and we considered different options based on cost and practicality. We have decided to put a chain across the roadway to the dumpsters when the office is closed, including weekends and holidays. There will be an opening next to the light pole (right side of roadway) for Members to walk through. This process will begin around mid-April.

If you have large items to dispose of during the time the chain is up, contact the office to make arrangements.

**ANY LARGE ITEMS OR TRASH BAGS LEFT AT THE CHAIN WILL BE CHARGED BACK TO THE MEMBER FOR PROPER DISPOSAL.**

If you think you are seeing someone illegally dumping or items being left at the chain, note the date and time and report it to the office. **DO NOT APPROACH THE INDIVIDUAL.** Management will review the tapes from the camera to determine if it was an illegal dump. If you can get the license number, without drawing attention to yourself, it would be helpful.

Look for April's full moon on April 13th  
It is also known as the "Pink Moon"

