

Board of Directors

President

Elizabeth Smith

esmith@

highlandscooperative.com

Vice President

Romey Rodriguez

rrodriguez@

highlandscooperative.com

Secretary

Mary Heist

mheist@

highlandscooperative.com

Treasurer

Sheila Kniffin

skniffin@

highlandscooperative.com

Member at Large

Robin Sorrells

rsorrells@

highlandscooperative.com

BOARD MEETING

Mon, Nov 17th

at 6:30pm

NOVEMBER

NEWSLETTER

The office will be closed Thursday, Nov 27th & Friday, November 28th in recognition of the Thanksgiving Holiday

Check your CALENDAR for other important dates happening this month



This is a reminder regarding illegal dumping at the dumpster area. If you suspect someone is illegally dumping trash, **please** do not confront the person.

Instead, we ask that you make note of the following information:

- 1) **Type of vehicle**
- 2) **Color of the vehicle**
- 3) **Date & time of the incident**

Please notify the Office with this information by calling us or emailing office@highlandscooperative.com. We will use this information when reviewing security footage.



Toys for Tots is a program run by the United States Marine Corps Reserve. They distribute toys to children whose parents who are struggling to purchase gifts for their children.



Our annual Toys for Tots campaign has begun. We are currently collecting Toys for Tots until Wednesday, December 3rd at the Highlands Office.

This is a friendly reminder to all motorcycle riders.

It has been a great summer for riding, but now that cold weather is upon us, all motorcycle must be removed from the parking lot by **November 1st** - per our Parking Policy.

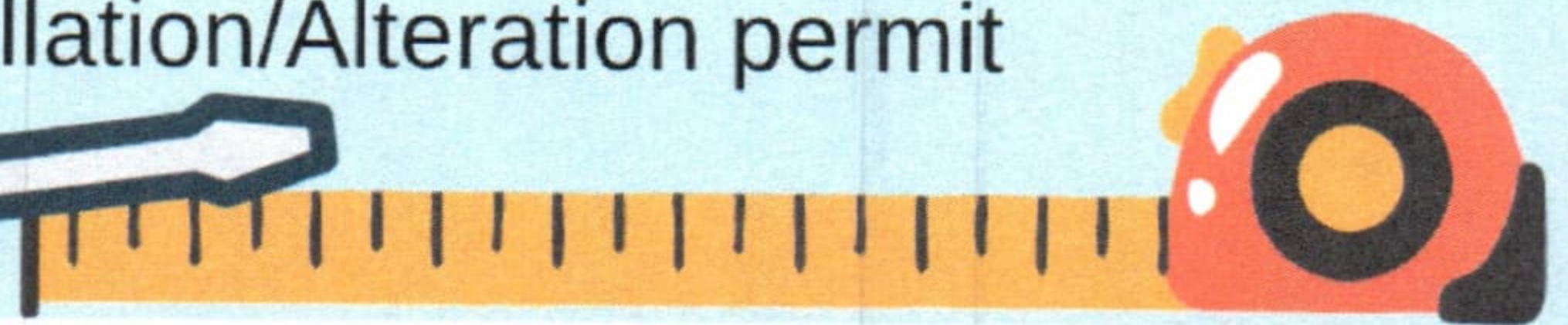
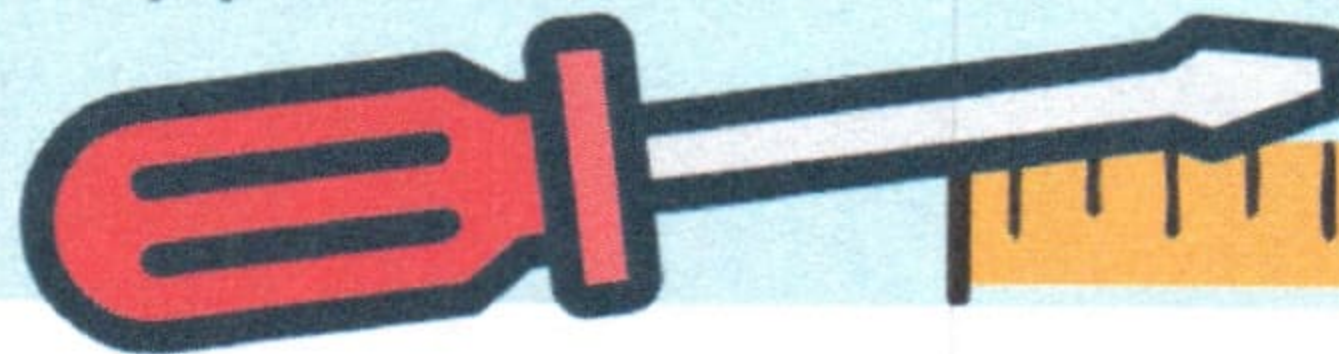
Please make the necessary arrangements to have your motorcycle moved by this date. Thank you!



Are you thinking about making some improvements?

Please review the appropriate policy for complete details. If, after reviewing the policies, you're still unsure about whether you need an Installation/Alteration permit (or not), Please contact the Office at (517) 882-0796.

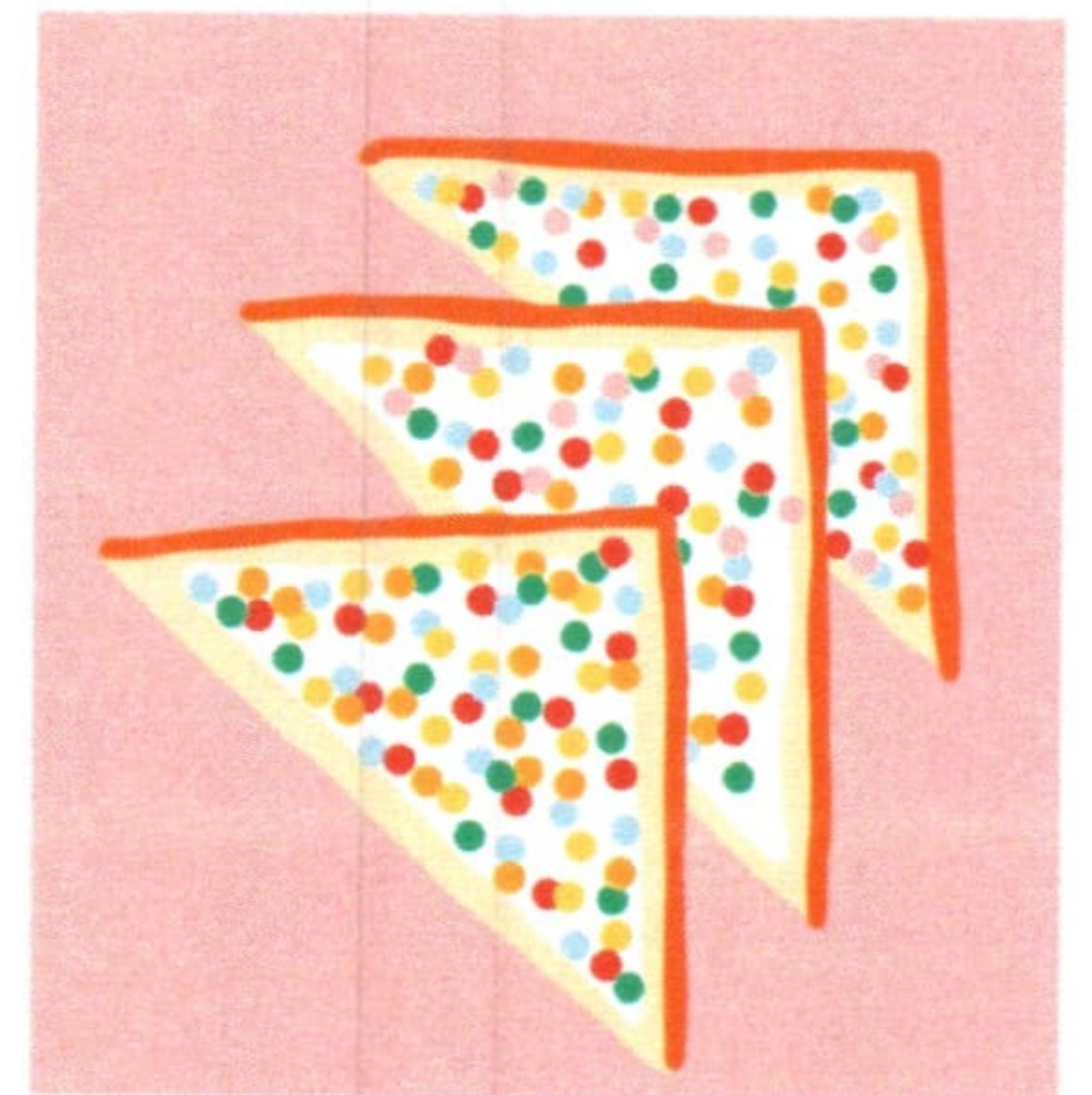
Any alterations done without an approved Installation/Alteration permit could be subjected to removal.



Let's

CELEBRATE FAIRY BREAD DAY

Fairy bread is a colorful & iconic children's party food originating in Australia and New Zealand. It is soft white bread, spread with butter, and coated with tiny, round, rainbow-colored sugar sprinkles, known in Australia as "hundreds and thousands" we know these sprinkles as nonpareils.



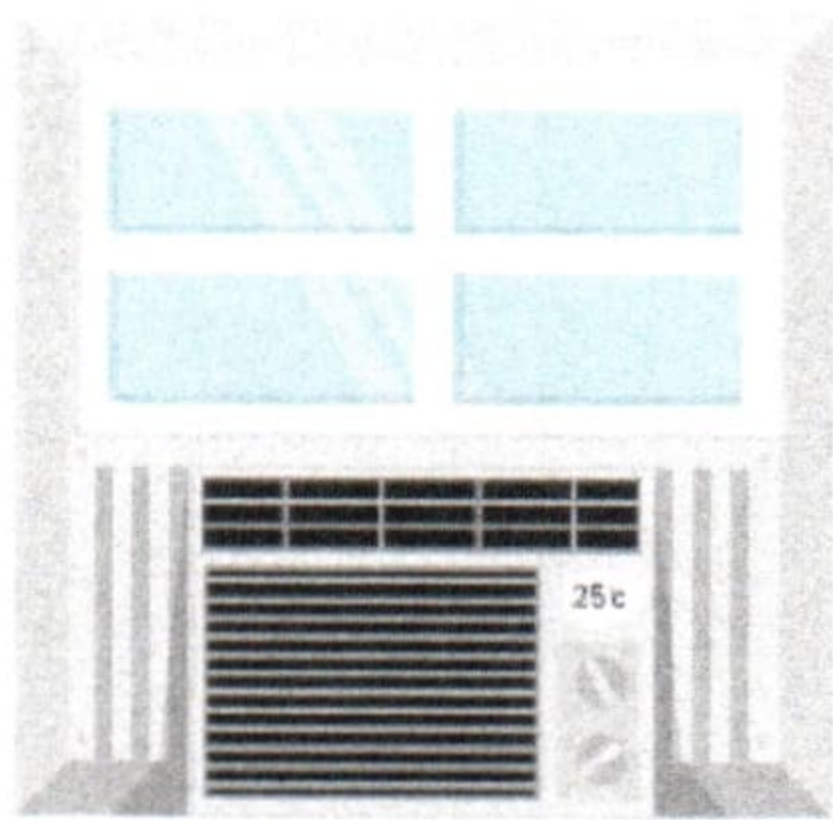
How to make the VERY BEST FAIRY BREAD

Step 1: Butter the bread generously with room temperature salted butter.

Step 2: Add sprinkles. Place one slice of bread, butter-side up, onto a plate or rimmed dish. Then, carefully spoon 1 tablespoon of rainbow nonpareil sprinkles over the surface to completely cover the butter. Use the back of the spoon (or clean fingers) to gently press the sprinkles into the butter - IF you skip this step, the sprinkles will roll everywhere.

Step 3: Cut into triangles and ENJOY!

Please remove your Window Air Conditioners



To conserve energy during the winter months (November – March), all air conditioners must be removed and the original window put back in. If the air conditioner is not removed before November 1, you will be charged \$50.00 per air conditioning unit for every month that the unit(s) remains in the window(s).

Please review the policies for more information.

Thinking about having **Metronet** service installed?

Highlands is now allowing the installation of Metronet services, with prior approval from the Office. As you may recall, we placed a temporary hold on installations in August to prevent improper installations.

To ensure proper installation and to avoid any issues, Highlands requires prior approval from the Office. You will be required to:

- * Submit an Installation/Alteration permit to obtain an approval prior to installation.
- * Ensure that wires are buried prior to the installation of the service box.
No wires can be left above ground after the installer is done.
- * The location of the service box must be on the back wall of the townhouse and approved *prior* to attaching it to the building.
- * No wires can run along the exterior of the building except where the wire comes out of the ground directly up to the service box. The wiring must be in conduit from the ground to the service box.

If Metronet is installed without an approved Installation/Alteration permit, the following will apply:

- * The Member will be responsible for having the service box moved to an approved location.
- * If wires are left above ground, grounds staff won't be responsible for moving the wires to properly mow the lawn area, or perform other grounds' tasks. Highlands will not be responsible for any damage to the wire.
- * The Member will be responsible for any and all damages that may occur during the installation.



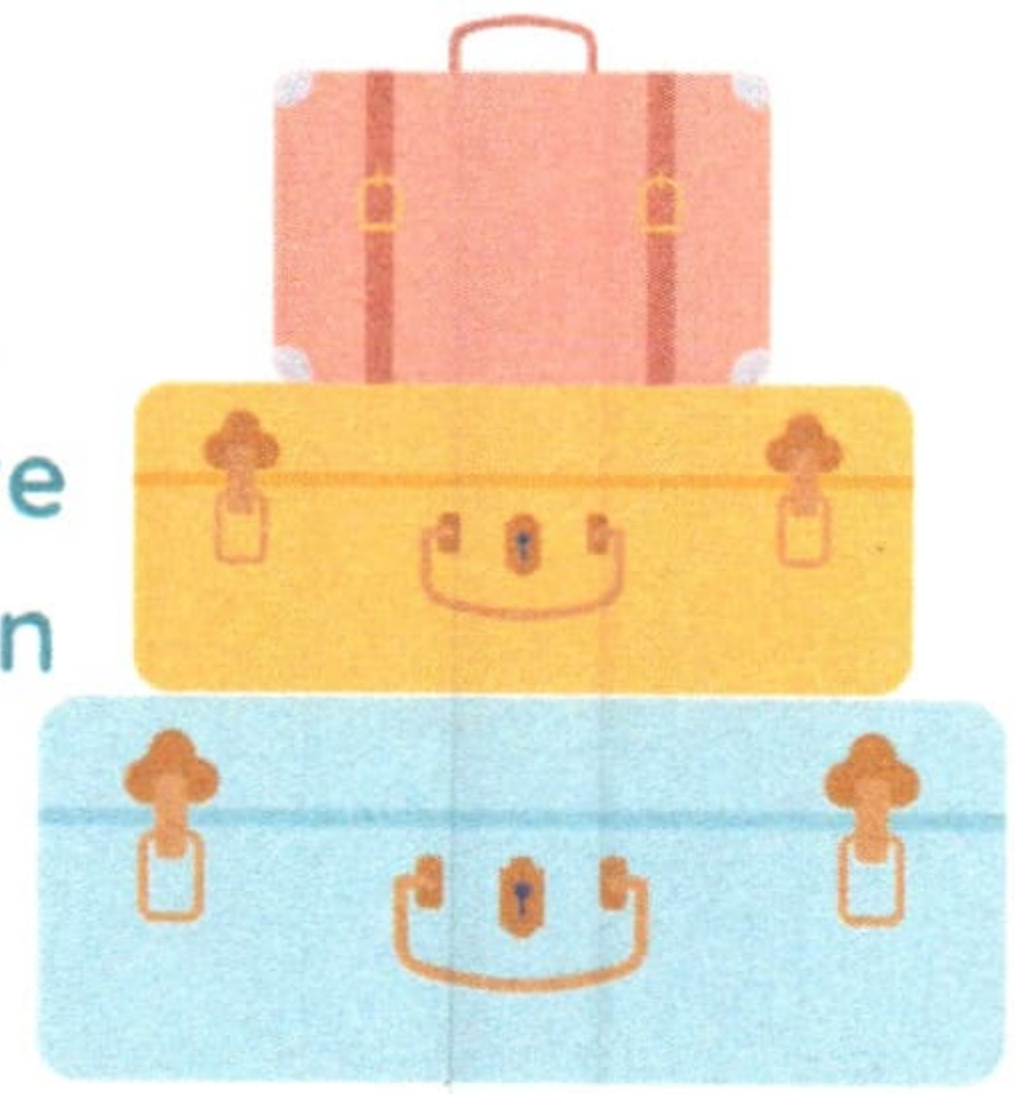
Energy **SAVING** Corner

Did you know that unplugging devices when not in use, can save you up to 10% on your annual electric bills? Many electronic devices consume energy when plugged in.

To lower your energy usage, consider unplugging items like your coffee pot, toaster, toaster oven, cable box, and computer, etc. when they are not in use. Give it a try for a month or two and see how much you can save.

DON'T FORGET

If you plan to have visitors staying for 3 or more consecutive nights, they will need to have a temporary parking placard in their vehicle at all times. Also, visitors' may only stay up to two-weeks at a time. Otherwise, they need to be registered as Occupants.



OCCUPANCY AGREEMENT ADDENDUM - IN EVENT OF DEATH OF MEMBER

This document is now available to Members to designate an individual (referred to as a transferee) authority to potentially transfer your Membership Certificate or sell the Membership to an approved applicant in the event of your death.

A copy of the document has been attached to the newsletter.

City of Lansing Coat Drive:

The City of Lansing is hosting its annual coat drive to provide new and gently used winter coats, hats, and gloves to children and adults in need in Lansing. Items will be collected from now until November 7th.

The coats will be distributed for free at Community Connect on Thursday, November 20, at the Downtown CATA station

This year's drop-off locations are:

Lansing City Hall, 124 W. Michigan Ave.

Gier Community Center, 2400 Hall St.

Schmidt Community Center, 5825 Wise Rd.

Foster Community Center, 200 N. Foster Ave.

Letts Community Center, 1220 W. Kalamazoo St.

Maurer's Sanitary Cleaners, 2815 E. Saginaw St.



New or gently used coats, hats, and gloves are accepted. All sizes are needed, especially men's larger sizes. Donations can be deposited in the large container located outside of Lansing City Hall and bins that are inside Lansing community centers.

OCCUPANCY AGREEMENT ADDENDUM
IN EVENT OF DEATH OF MEMBER

This Addendum is entered into this _____ day of _____, _____, between Highlands Cooperative, Association (hereinafter, the "Cooperative") and _____, who resides at _____, Lansing, MI, (hereinafter, the "Member").

WHEREAS, the Member desires to designate an individual to potentially transfer their Membership Certificate upon the Member's death, allowing for the possibility of that individual becoming a member of the Cooperative if they so qualify; and,

WHEREAS, the Cooperative is willing to accommodate the Member's stated intent, subject to certain restrictions regarding eligibility criteria and occupancy rights;

NOW THEREFORE, the Occupancy Agreement between the parties dated _____, _____, is hereby amended as follows:

The Member designates _____ (hereinafter, the "Transferee") as a potential transferee, giving the option for the Membership Certificate to be transferred to the Transferee upon the Member's death. This designation provides only the possibility of membership for the Transferee, pending full qualification and Cooperative approval.

1. The Member and Transferee understand and agree that:
 - The Transferee is not automatically added as a member of the Cooperative. The Transferee will have the option to accept the transfer of the Membership Certificate upon the Member's death, provided they meet all current eligibility criteria and obtain the Cooperative's consent or to sell the interest to a qualified party.
 - The Transferee agrees to assume full responsibility for the lawful removal of all occupants from the unit within thirty (30) days following the death of the Member. In the event the Cooperative is required to initiate legal proceedings to remove any occupants, all associated attorney's fees and court costs shall be assessed as a charge against, and may become a lien upon, the Membership interest.
 - This form is provided as an optional document and does not replace the need for probate, estate planning, or any other legal requirements. The Member is strongly encouraged to seek independent legal counsel to understand how this designation may impact their estate plans and to discuss any additional steps necessary for comprehensive estate planning.

- Neither the Cooperative nor its agents are advising or directing the Member to complete this form, and the Cooperative makes no representations regarding its effect or suitability for estate planning purposes.
3. In the event of any dispute between this document and any estate planning documents, the Member and Transferee agree that the Cooperative shall have the authority to change the locks on the subject property. The locks will remain changed until a court of competent jurisdiction determines who has rightful access to the property and any membership rights.
 4. The Member and Transferee agree to indemnify and hold harmless the Cooperative, its agents, and affiliates from any and all claims, disputes, or liabilities arising from the intent or execution of this Addendum.

All other terms, conditions, and covenants of the Occupancy Agreement remain in full effect and are reaffirmed and incorporated herein.

Member Signature

Date

Transferee Signature

Date

Transferee Address and Telephone Number

Cooperative Signature

Date

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____

by _____, Notary Public

My Commission Expires _____