

HIGHLIGHTER



NOVEMBER/ DECEMBER 2025

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Mission Statement of the Co-operative Identity

Co-operatives are democratic organizations controlled by their Members who actively participate in setting their policies and making decisions. The men and women serving as elected representatives are accountable to the membership. In primary Co-operatives, Members have equal voting rights (one member = one vote).

Mark your Calendar

<p><u>EHRlich</u> (PEST CONTROL) NOVEMBER 13TH DECEMBER 11TH</p>	<p><u>NOVEMBER 27 & 28</u> OFFICE CLOSED</p>
<p><u>DECEMBER 24TH & 25TH</u> OFFICE CLOSED CHRISTMAS HOLIDAY</p>	<p><u>DECEMBER 31TH &</u> <u>JANUARY 1ST</u> OFFICE CLOSED</p>

ALTERATIONS & MODIFICATIONS

It has come to the co-operatives attention that members may be performing alterations and/or additions to their townhouses without prior approval from the co-operative. Making such alterations/additions without the approval of the co-operative is a direct violation of the co-operatives Member Handbook. Alterations that pertain to plumbing, electrical or structural nature fall under this category. Any member found in violation of this situation will be subject to having said alternation inspected by a licensed contractor and the Clinton Township Building Department. Any and all costs incurred by the co-operative in correcting and inspecting will become the members responsibility. We hope you understand the co-ops position in this matter for we are merely trying to protect the structure and members residing in each building.

19000 S Highlite Drive
 Clinton Township, MI 48035
 (586) 791-0370
 (586) 791-7636 fax
 E-mail:
 townhouseplazacoop@gmail.com
 www.townhouseplazacoop.com

Office Hours Only
 Monday-Thursday
 8:30 a.m.—5:00 p.m.
 CLOSED FRIDAYS

BOARD OF DIRECTORS
 Vee Radomski, President
 John Foster, Vice President
 Mike Cottrell, Secretary
 Maria Short, Treasurer
 Dean Benson, Director at large

OFFICE STAFF
 Gary Kramer
 Property Manager
 Paula & Isabel
 Office Managers

MAINTENANCE STAFF
 Jeff Kramer, Supervisor
 Ryan & Ryan

**FOR EMERGENCIES
 CALL 911**

For after-hours maintenance emergencies, please call (586) 791-0370 or (586) 344-7256 to record your request and service will be dispatched as soon as possible.

SNOW REMOVAL — All automobiles/trucks/vans/motorcycles, must be in running condition and moved when snow plowing begins.

Vehicles should *not* be moved to the main drive until Maintenance has alerted your court to do so. Usually the main drive, Highlite Drive, is cleared first to allow for parking on the main drive.

Parking on the main drive is *only* permitted along the Consumers Energy fence during snow removal. Vehicles must be returned to the parking lot **IMMEDIATELY** following completion of plowing in your court. The main drive is a **Townhouse Fire Route**, so fines will be issued for interference with snow removal, as well as towing at the owner's expense.

Vehicles should be parked at least 1 ft. from the sidewalk to allow a clear path for the sidewalk snow equipment. Members are responsible for the removal of snow and ice from the unit porches, steps and the walkways to the main sidewalk.



Fall/Winter Clean-up

Just a reminder that it's a good time of year to clean up the outside around your unit. It's time to put away bikes, kids toys, hoses and hose accessories. Also a good time to clean up any weeds and any existing dog waste. Any items laying on or around the grass and sidewalk area of each unit should also be nicely put away for the winter months.



FURNACE FILTERS

Standard furnace filters should be replaced every two months or when dirty. These items are supplied by the co-operative and can be picked up from the office during office hours. If you need assistance contact the office and maintenance will assist.

DUMPSTER DOORS

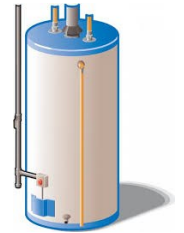
PLEASE KEEP ALL DUMPSTER DOORS CLOSED! We are finding a lot of them left open. This can attract rodents.

Delivery/Moving Trucks & Low Wires



WHEN HAVING FURNITURE DELIVERED OR AN APPLIANCE DELIVERED OR USING A MOVING COMPANY PLEASE MAKE SURE TO LET THE COMPANY KNOW THAT WE HAVE LOW WIRES IN OUR COMPLEX! WE'VE BEEN HAVING WIRES TORN DOWN LATELY LEAVING SOME MEMBERS WITH NO CABLE OR ELECTRICAL POWER!

HOT WATER HEATER — The area around the hot water heater must be kept clean. Excessive dirt and debris over time will clog the air intake and extinguish the pilot. No pilot = no hot water.



PET RULES

Pet Waste must be removed immediately! Members shall not permit their pets to cause serious annoyance. Pets must be leashed/chained at all times when outside. The leash/chain must not allow the pet to access any walks or neighbors yards.

OUTSIDE WATER — Members with an outside spigot must close the shut-off valve located inside their unit by mid-November. This will ensure that your pipes don't freeze. Please contact the



office if you need help and maintenance will assist you.



TOWNHOUSE PLAZA COOPERATIVE
FLAG, FLAG POLE AND FLAG ERECTION POLICY
October, 2025

In an effort to have uniformity and control over what type of flag can be displayed from the exterior of the buildings and type and manner of installing said flag, the cooperative has enacted the following policy:

The cooperative proudly displays the American flag on a commercial flagpole at the clubhouse.

No other flagpoles other than the flagpole at the clubhouse shall be allowed.

1. Those flagpoles currently erected by members shall be grandfathered until said member moves from the cooperative.
2. Only American flags shall be displayed.
3. The cooperative shall maintain full control over any American flag that a member chooses to install and display. Flag size, pole size and mounting bracket shall be provided and installed by representatives of the cooperative.
4. Should a member wish to display an American flag, they must fill out an alteration form. Upon approval, the member will pay the cost of the flag, pole and mounting bracket in order for it to be installed by representatives of the cooperative.