

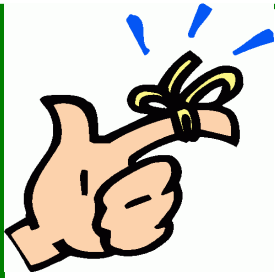
2025



Branford TowneHouses Cooperative

What's New?

- The office will be closed on Thursday, November 27th and Friday, November 28th for Thanksgiving. Normal business hours will resume on Monday, December 1, 2025.
- Calendars for 2026 are available in the office for all members.
- Winners for our 3rd Annual Christmas Decoration contest will be chosen on December 13th and announced on December 14th. First place will receive a \$100 prize, 2nd place a \$75 prize and 3rd place \$50 prize.
- Your Board of Directors are hosting a family movie night at Cinemark at Southland Center on December 10th at 6:30p.m. We'll be watching "A Christmas Story". Limited space is available so make sure to RSVP with the office by December 5th. This event is open to members and their grandchildren. There will be popcorn, drinks, candy canes, and a raffle. Three members will also win a \$25 giftcard.
- Senior Bingo Night will be December 17th at 5:30p.m. Please wear an Ugly Christmas Sweater. KFC will be provided.
- Open Board Meeting will be Wednesday, November 19th at 7:00p.m. Two members will win a months' carrying charge for our annual holiday giveaway. Must be present to win.
- Winter is coming.. Snow may be coming sooner than later. With that thought in mind we will continue with random checks on the property looking for vehicles found not to be non-compliant with current policy. Please be sure that your vehicles are properly registered with the office, are operable and currently licensed.
- Please make sure that we have current contact information on file for you to receive notifications from one call now.



Important Reminders

Emergency Work Orders: Members should call 313-292-4624 for emergency work orders after 5pm and before 9am Monday through Friday and weekends. An emergency is a condition that endangers human life or poses a serious danger to property. This includes smoke detectors beeping (even for battery replacement). Please refer to your rules and regulations for more specific information.

Annual Inspections: The majority of unit inspections for 2025 have been completed. Please don't wait for an inspection to report problems you are experiencing. Members can call the office 313-292-0810 and request a work order at any time. Members **MUST** call the office to request that staff wear booties otherwise they will not be worn. Thank you for your cooperation.

Trash: Be reminded all trash **MUST** be placed in securely tied plastic bags and placed inside dumpsters. Failure to comply may result in fines. Large items such as furniture/boxes must be placed in the bulk dumpster on Baker St. Do not place furniture next to the bulk dumpster as this will result in a fine as well. Throw your bag to the back of an empty dumpster to allow those that come later room to place their garbage.

Animal Owners: Members must immediately clean up messes caused by their pet/service animal. The term "messes" is defined to include defecation, garbage, and the like. Dog droppings must be disposed of by being placed in a plastic sack, secured and then placed in a garbage receptacle. Failure to comply will result in the following 1st offense \$50 fine, 2nd offense \$100 fine and 3rd offense \$100 and possible eviction. Pet permits and Service animal permits may be revoked for failing to comply with the policies/rules and regulations.

*****NEW***Sanitary Drains:** Waste from toilets and sinks eventually end up in the same sanitary line. This is the line that will get clogged, causing existing waste in the line to back up into basements. To avoid backups do **NOT** flush anything other than human waste and toilet paper in toilets. "Flushable" wipes are **NOT** permitted as they do not degrade and dissolve like toilet paper. Do **NOT** put grease, noodles, lettuce, bread, eggshells, plants, rice, nonfood items, etc in toilets, sinks, or garbage disposals. A general rule to keep in mind is that if you can feed it to your baby, you can put it down your disposal. Many solid foods, such as vegetables (without peels) or fruits, can also go into the appliance. Chop them up first, so they don't strain the unit. Throw some ice cubes in along with your food waste and grind them up. They'll help loosen the food residue that is stuck to the blades. Keep a bag of orange, lemon or other citrus peels in the freezer and toss some in when you need to freshen up your garbage disposal. Make sure to cut them up in bite sized pieces so not overwork the machine. Please use a lint trap on the washer hose that goes into the laundry tub from the washer. After rinsing off things such as paint brushes in the laundry tub, be sure to run cold water through the line for 10 minutes to wash waste through to the line that connects to the city sewers. In the event the backup is attributed to misuse of Cooperative property by a member, said member would be responsible for the cost of the repair.

PROHIBITION TO THE USE AND CULTIVATION OF MARIJUANA OR MEDICAL MARIJUANA "Members, family members, and/or guests are prohibited from smoking marijuana or medical marijuana in or around the premises of their town home. Members are also prohibited from the cultivation of marijuana. Such violations are considered a material violation of the Occupancy Agreement. This provision is pursuant to Michigan Statute MCL 333.26427 (C) (3)." This policy can be found in both the Rules and Regulations and the Occupancy Agreement. We understand that members' may have a need and qualification for medical marijuana. However, the Cooperative is within its' right and within the law to prohibit smoking marijuana in units, outside of units or anywhere on Cooperative property. Forms of medical marijuana, that do **NOT** interfere with your neighbors right to enjoy their home, are permitted so long as a member of your household (as certified with the office) has a valid medical marijuana card. We appreciate your understanding and cooperation.

Carrying charges are due on the first of each month. Late fees/fines will be assessed on **all payments** received after close of business on the 10th of the month. In the event the 10th is on a Saturday or Sunday, payment must be received no later than 8am on Monday the 11th or 12th. **Payments made after the 10th must be certified funds such as a money order or cashiers check.**



About Us

Don't forget to visit our website at www.liveatbranford.com. Members can access forms, view the calendar, submit work orders etc. The "Home" tab allows a direct contact to Branford staff as well as a link to the Property Management Company. From the Information tab, members can choose for a drop down list for unit information, resident information or the calendar. Clicking on the Resident information on the drop down will allow you access to many forms including clubhouse rental agreement, installation/alteration permit, upgrade information. Near the bottom of the page members can request work orders that are immediately sent to the Branford email address. The "Listings" tab promotes memberships the Cooperative is assisting to sell. You have another opportunity to access a direct link to the Pay Lease site where members can setup direct withdrawal for carrying charge payments.



Branford Bulletin

Office Hours

Monday 8am-6pm

Tuesday 8am-6pm

Wednesday 1pm-6pm

Thursday 8am-6pm

Friday 8am-6pm

Calls answered 9am-5pm



This space in the newsletter is reserved for our members to send messages to their fellow members. This may include a post about items they wish to sell or give away, or a heartfelt birthday wish. Please contact the office or send an email to branfordcoop@gmail.com

Current Board of Directors

Crystal McIntosh

President

Leanne Tennyson

Vice President

Robert Epps

Vice President

Stephanie Baker

Secretary

Willyne Compton

Treasurer



- Make an extra effort to ensure your storm doors are completely closed after entering/exiting to avoid expensive repairs or replacements. We suggest locking the back storm door as it is used less frequently.
- Be reminded that the trees located on Cooperative grounds are the property of Branford and damages resulting from climbing or other improper activities are prohibited and will be the financial responsibility of the member of record.
- Be sure to cut off the water supply to outdoor faucets using the shutoffs located in the basement to avoid pipes bursting.
- No heat is considered an emergency work order.
- Except for barbeque grills and patio furniture; all other summer equipment such as bikes, toys, etc. must be removed by November 15th of each year. Pull weeds and bring your lawn areas in compliance with policy as to make things easier for you next spring.
- Vehicles without current license plates, inoperable, improperly parked or stored on property will be sought out and ticketed. Fines may be issued or vehicle towed at the vehicle owners expense that are found in violation.
- It is the members responsibility to change their furnace filter. We suggest checking it on a monthly basis and changing it when necessary to avoid damage to the furnace and unnecessary repairs. Filters are available in the office.
- Please remove holiday decorations once the holiday is over.



TRASH/DUMPSTERS/30 YARD

It appears a reminder to our membership is required regarding proper trash disposal. Please review the following and comply with current policy. Throughout the seasons, kindly ensure the placement of larger trash and boxes in the designated 30-yard container.

- Trash must be placed in TIED PLASTIC BAGS and placed INSIDE THE DUMPSTER.
- Members should THROW THEIR BAG TO THE BACK OF THE DUMPSTER to ensure ROOM FOR THEIR FELLOW MEMBERS THAT COME AFTER THEM!!! Be considerate.
- Dumpsters are not for your family members that do not live on property to use, this includes the 30 yard dumpster.
- In the event the 30 yard dumpster is not available -in other words if the gate is locked– do not leave your item in front of, next to or in the vicinity of the fence, do not throw the trash over the fence. The 30 yard is locked when it is full and cannot be used when it is locked. Please remember the Board decided many years ago to have a 30 yard on property for our members to use instead of having to take large items to the city dump. It is a convenience and shouldn't be abused.
- Members should instruct any person that is throwing garbage bags into the dumpster of the trash policy, this includes your children, visitors, baby sitters, etc.
- If the dumpster nearest your unit is full, do not leave trash on top of or next to the dumpster, members should use a different dumpster.
- Trash bags must be taken directly to the dumpster and not placed on porches, in yards, etc.
- Large items such as boxes, furniture **must be placed in** the 30 yard dumpster. Members that are moving and have a large volume of garbage must use the 30 yard dumpster as well. Members will be charged the cost to have a dumpster emptied that has been over filled.

Please know that staff would love to never have to send a trash fine to any member ever again. It's never an enjoyable time to have to dig through someone's trash bag looking for a name, nor is it fun to go behind that lazy person that just didn't want to throw their couch or chair into the 30 yard and just left it for staff to do, or have to go behind and push the garbage bags to the back of the dumpster because someone is inconsiderate and doesn't care about their fellow member. However, fines will continue to be sent so long as members continue to violate policy. The first trash fine is \$50 , the second and any thereafter is \$100 with possible legal action.



Veterans Day- A celebration to honor veterans for their patriotism, love of country, and willingness to serve and sacrifice for the common good. Without you we would not have the freedoms we enjoy today.

We would like to thank our military of the past, present, and future for their service.

SUBLETTING/ILLEGAL OCCUPANTS

We have seen an increase in members that appear to be subletting their units and/or have persons living in their units without taking the necessary steps to certify that person as an occupant. Both are violations of policy and grounds for immediate legal action. Please review the policies below and ensure you are in compliance.

6.25 Changes in Family or Household Composition:

After the Members initial occupancy any changes in family composition must be reported to the Cooperative office immediately. Any adult over 18 that wishes to be a resident must pay a fee to be determined by the Board of Directors for a criminal background check. Failure to meet the criteria as stated in the Member Selection plan is grounds for denial of occupancy. Failure to notify the cooperative of any such changes in a timely manner constitutes a material breach of the Occupancy Agreement... Any individual guest who stays continuously for a period exceeding two (2) weeks or any guest that spends three (3) or more nights on a continual basis is considered an unauthorized occupant and constitutes a material breach of this Occupancy Agreement.

6.26 Premises to be used for Residential Purposes Only

The Member shall occupy the dwelling unit covered by this agreement as a private residence for himself and other occupants as hereby listed in your Occupancy Agreement, and for no other persons or purpose, and may enjoy the use in common with other members of the Corporation of all community property and facilities of the entire cooperative community so long as he continues to own a membership certificate of the Corporation, occupies his dwelling unit as his primary residence, and abides by the terms of this agreement. Absence of the member and/or the authorized occupants exceeding 60 days is a presumption to the Cooperative that the townhome is no longer your primary residence: and the member shall be in default of this agreement. Subletting, including Air BNB and other short-term rental services, is strictly forbidden.



- Make an extra effort to ensure your storm doors are completely closed after entering/exiting to avoid expensive repairs or replacements. We suggest locking the back storm door as it is used less frequently.
- Be reminded that the trees located on Cooperative grounds are the property of Branford and damages resulting from climbing or other improper activities are prohibited and will be the financial responsibility of the member of record.
- Be sure to shut off the water supply to outdoor faucets using the shut offs located in the basement to avoid pipes bursting.
- No heat in cold months IS considered an emergency work order.
- Except for barbecue grills and patio furniture all other summer equipment such as bikes, toys, etc. must be removed from the patio or yard area by November 15th of each year. Pull weeds and bring your lawn areas in compliance with policy as to make things easier for you next spring.
- Vehicles without current license plates, inoperable, improperly parked or stored on property will be sought out and ticketed. Fines may be issued or vehicles towed at the vehicle owners' expense that are found to be in violation.
- It is the members responsibility to change their furnace filter. We suggest checking it on a monthly basis and changing it when necessary to avoid damage to the furnace and unnecessary repairs. Filters are available in the office at no charge, so please pick one up next time you are in the office or when paying your carrying charge.
- During the winter months, members observed leaving windows/doors open for periods exceeding one half hour are subject to fines.

Current Staff

Joy Greene	Manager
Destiny Osborne	Office Assistant
Shannon Jones	Office Assistant
David Bennett	Lead Maintenance
Joseph Ramirez	Maintenance
David Bennett Jr	Maintenance

November 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Carrying charges due
2	3	4	5 	6	7	8
9	10 Carrying charges must be paid by 6pm to avoid late	11 	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 	28 Office closed	29
30						

Important contact information:

Branford Office: (313)292-0810

Branford Fax: (313)292-0620

Branford Email: branfordcoop@gmail.com

Emergency Maintenance (after hours, weekends, holidays): (313)292-4624

Website: www.liveatbranford.com

Emergency: DIAL 911