exhibitions

Continued from Page 1

32430 Northwestern Highway. Farmington Hills. Hours: 11 a.m. to 5 p.m. Wednesday-Sunday; Thursdays until 9 p.m.

● J. GIORDANO GALLERY
Opening of a new exhibition featuring the works of Detroit-area artist Tom Roy: oils, watercolors, cartoons, wearable art, pen and ink, pencil drawings. Noon to 4 p.m. Saturday, Oct. 13, 426 S. Main, Northville. Meet the artist and enjoy refreshments. Exhibit continues through Nov. 9.

● CIVIC CENTER GALLERY
Photographs by Jay Asquini are on display through Oct. 12. Open daily, 26000 Evergreen, Southfield.

● HENRY FORD CENTENNIAL LIBRARY
Four paintings by V. Janus Benda of Farmington Hills are hanging in the library rotunda through October, Dearborn.

● GALLERIE 454
Contemporary Russian art continues through Oct. 13. Hours are 10 a.m. to 6 p.m. Tuesday-Friday, until 8 p.m. Thursday, until 5 p.m. Saturday, 15105 Kercheval, Grosse Pointe Park.

● GALVEZ GALLERY
"Ruins of the Fox" by Gloria A. Halcomb-Ivan Kende continues through Nov. 27, 3356 Bagley, Detroit.

● RADISSON ON THE LAKE
Water media invitational includes works by 30 students of Igor Beginia. This is the Radisson EMU Corporate Education Center, 1275 Huron, Ypsilanti. Art work is for sale, continues through Dec. 28.

● WOODS GALLERY
Portraits and figures by Judith Coss and drawings and watercolors by Sherry Adams Foster are on display to Nov. 13. Hours are noon to 9 p.m. Monday-Wednesday, 10 a.m. to 5 p.m. Thursday and Saturday. Closed Friday, Huntington Woods Library, 26415 Scotia, Huntington Woods.

● RUSSELL KALTT GALLERY
Recent works by Detroit artist, Rich Anthony. His work is photo-realism. Continues through October, 1467 S. Woodward, Birmingham.

● O K HARRIS
Paintings in oil and watercolorby Nicholas Maravell and sculpture by Boaz Vaadia are on display through Oct. 27. Hours are 11 a.m. to 6 p.m. Tuesday-Saturday, 430 N. Woodward, Birmingham.

● SISSON ART GALLERY
"Furniture: — Form and Function' features works by Maxwell Davis, Brian Kritzman and Gary Kulak. Continues to Nov. 2. Hours are 10 a.m. to 4 p.m. Monday-Friday and 6-8 p.m. Tuesday and Wednesday, MacKenzie Fine Arts Center, Henry Ford Community Coillege, 5101 Evergreen, Dearborn.

● PEWABIC POTTERY
"New Work: Anderson, Barringer, Beasecker, Diduk and Wright" continues through Nov. 10. Reception 5:30-7:30 p.m. Friday, Oct. 12, 10125 E. Jefferson, Detroit.

● BELIAN ART CENTER
"Small Paintings" by members of the Palette and Brush Club are on display through October, 5930 Rochester, Troy.

● ART PACK SERVICES, INC.
The Wetsman Collection is showing the work of six woodturners and a 59-piece Powell glass collection. Open 1-5 p.m.Thursday-Saturday. Continues through Oct. 13, 31505 Grand River, Door No. 10, Farmington.

● THE ARTISTS' GALLERY
Co-op gallery of 27 artists opens with a group show. Hours are 10 a.m. to 5 p.m. Monday-Saturday. The "Meet the Artists" grand opening celebration is 5-8:30 p.m. Thursday, Oct. 19, Applegate Square, Northwestern, Southfield.

● DETROIT GALLERY OF CONTEMPORARY CRAFTS
"Clothes for the Collector" is the 11th annual exhibit of wearables and jewelry. Continues through Nov. 10. Hours are 10 a.m. to 6 p.m. Monday-Friday and 11 a.m. to 5 p.m. Saturday, 104 Fisher Bldg., Detroit.

● EAST/WEST GALLERY
Prints by Lynn Shaler, former Birmingham resident now living and working in Paris, will continue through Nov. 10. Hours are 11 a.m. to 6 p.m. Tuesday-Saturday, unmtil 8 p.m. Thursday, 23337 Woodward, Ferndale.

● PRESTON BURKE GALLERIES, INC.
Recent paintings by Irma Cavat are on display through Oct. 29, 240 Grand River, Detroit.

● ALICE SIMSAR GALLERY
Works in Bronze by Michele Oka Doner are on display through Nov. 3. She also has an installation at Pewabic Pottery of Detroit through Nov. 3. Simsar Gallery hours are 10 a.m. to 5:30 p.m. Tuesday-Saturday, 301 N. Main, Ann Arbor.

● TROY ART GALLERY
Paintings since 1970 by Charlotte Evans, oils and watercolors, are on display through Oct. 27. Hours are 11 a.m. to 5:30 p.m. Tuesday-Friday and until 4 p.m. Saturday, 755 Big Beaver, Troy.

● RUBINER GALLERY
Paintings and drawings by Tino Zago are on display through October. Hours are 11 a.m. to 5 p.m. Tuesday-Saturday, 7001 Orchard Lake, West Bloomfield.

● PAINT CREEK CENTER FOR THE ARTS
"Underexposed," a photography exhibition is in the main gallery and a solo photography show by Erika Leppman is in Artspace. Both continue through Nov. 9. Hours are 10 a.m. to 5 p.m. Tuesday-Saturday, 407 Pine, Rochester.

● HABATAT GALLERIES
Three-person exhibition features works by Steven Weinberg, William Carlson and Tom Scoon. Hours are 10 a.m. to 6 p.m. Tuesday-Saturday, 32255 Northwestern, Suite 45, Farmington Hills.

● DONNA JACOBS GALLERY
An exhibition of ancient and tribal textiles will be on display to Nov. 8. Hours are 11 a.m. to 5:30 p.m. Tuesday-Saturday, 574 N. Woodward, Birmingham.

● CAROL HOOBERMAN GALLERY
"Art for the Tabletop" continues through October. Featured are handcrafted dinnerware, stemware,m flatware and accessories. Hours are 11 a.m. to 5 p.m., 124 S. Woodward, Suite 3, upstairs, Birmingham.

● PIERCE STREET GALLERY
"New Landscapes" by Lynn Geesaman are on display through Nov. 24. Hours are noon to 5 p.m. Wednesday-Saturday, 217 Pierce, Birmingham.

● ARIANA GALLERY
Wearable Art Show continues through Oct. 13. Includes work by more than 25 local and national artists. Hours are 10 a.m. to 6 p.m. Monday-Saturday, 386 E. Maple, Birmingham.

● BOOK BEAT
Kuba textiles are on display through Oct. 15. They are geometric in design and are handwoven by the Kuba people of central Zaire, 26010 Greenfield, Oak Park.

organizing
Dorothy Lehmkuhl

Take control to speed meetings

Q: I've recently been elected president of an organization whose meetings are always long and chaotic. Despite my good intentions, the first one I ran didn't go much better. How can I "shape up" the group?

A: Many organizations perpetuate the "we've always done it this way" philosophy. Regardless that numbers grow and society changes, meetings are still bogged down, running the same way they did decades ago. It's not so much a matter of "shaping up" the group as it is for you to firmly, but good naturedly, take control.

First, take a look at what's going wrong. Do people arrive late? Can members hear the speaker? Do discussions drag on endlessly?

Good advance preparation is key. Provide a table at the entrance so that when people arrive, they can sign in, make name tags and obtain a written agenda, minutes, financial reports and other materials to be distributed. You may want to begin with a 15- or 30-minute social period to give people time to exchange greetings.

At the appointed time, bang a gavel or create some other loud noise to get attention and give them a couple of minutes to take their seats. Bring the meeting to order and make an announcement that, from now on, meetings will begin on time, then do it.

Give everyone a couple of minutes to look over the minutes silently, then quickly make corrections and approve them. Keep verbal announcements during the meeting to a minimum. Ask for committee reports only from those that require group discussion. If things are functioning smoothly, no report is needed. After committee work is completed, tribute should then be paid before the membership.

Insist that only one person speaks at a time. If people tend to chat while others have the floor, don't be afraid to interrupt and request full attention be given to the speaker. If discussions get sidetracked, cut off the Chatty Cathies by cheerfully, but firmly, stating you must move on to other matters.

Insist all topics for discussion be placed on the agenda in advance, then weigh these requests carefully. If a person tends to be talkative, perhaps you could propose an issue yourself to save time (watching your own wordiness, of course).

Save the most verbal people until last. Some of their material may already have been covered by then, and a stated adjournment time on the agenda may encourage them to be brief. If you allow outsiders to make presentations, outline how long you expect them to speak. Then adjourn the meeting first, providing an opening to those who must leave.

You don't have to be a drill sergeant to get things in order. By incorporating good humor, everyone will appreciate your efforts to make things run more smoothly.

The writer is a Birmingham-based time management instructor and consultant.

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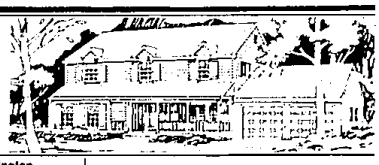

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302 Birmingham Bloomfield

BIRMINGHAM - N. of Maple. Traditional 2 story English Cottage with charm, 3 bedrooms, 1½ baths, formal dining room, carpeted, fireplace, newer gas furnace & hot water heater. $172,500.
CALL DON TENNANT
The Prudential Great Lakes Realty
646-6000

BIRMINGHAM
OPEN TUES. 9:30AM-12NOON
BLOOMFIELD
(N. of Maple, W. of Adams)
1928 Renovated 3 bedroom, 2½ bath Colonial. Den, fireplace, dining room, garage. Lots of charm. $209,500.

968 MADISON
(N. of Maple, W. of Adams)
1929 3 Bedroom, 1½ bath Colonial. Den, dining room, fireplace, finished basement, garage. $173,000.
Chamberlain, Realtors 647-6400

BIRMINGHAM - Reduced! Must sell today! 3 bedroom, living room, new kitchen, new carpet. $68,000.
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BLOOMFIELD - by owner
All brick ranch. Car attached garage, rec room. $178,000.
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BLOOMFIELD HILLS schools. 3 bedroom Tri-level, 2½ bath, boating privileges Pine Lake. Hot tub.
Open Sun. 1-5PM. 3638 Mac Nichol Trail. $167,900.
737-4712

NEEDS WORK
4 bedrooms, family room with fireplace, central air. Bloomfield schools. Only $145,000.
Realty World/Mc Intyre & Assoc
642-2747

OPEN House Sat. & Sun. 1-5. Immediate occupancy. Exceptional newly remodeled brick ranch, 3 bedrooms, 2 full baths, family room with fireplace, new kitchen, carpet & roof. Hardwood floors, basement, 2 car garage, large size lot-By owner. $149,500. 1347 Winchombie.
828-7455 or 642-0148

"TRANSFERRED"
Anxious owner wants a sale on this flawless Colonial featuring 5 bedrooms, Country Kitchen, formal dining room, family room & library, central air and much more. All on nearly an acre of landscaped ground. Asking $179,900.
CENTURY 21
Hartford South
261-4200

302 Birmingham Bloomfield

BUILT 1928; 4-5 bedrooms, 2 full baths, 2 car garage, walk to town. Great neighborhood. Needs work. $115,000 644-0326

ELEGANCE & CHARM
Spacious brick colonial on Linden. Superb location. Lease option possible. Birmingham schools. $363,000.
Realty World/Mc Intyre & Assoc
642-7747

IMMEDIATE POSESSION - 3 bedroom brick ranch. Family room, attached garage, large treed lot. $109,500. 254-1044

303 West Bloomfield Orchard Lake

UPPER STRAITS Privileges - 4 bedroom 2½ bath colonial, 2,200 sq ft. 2½ car garage, barn. New carpets & kitchen. 3.9 acres. 3% down. Owner financing. $239,900. 360-0923

MIDDLE STRAIGHTS Privileges. 2 bedroom, 790 sq. ft., fireplace, spotlances, gas heat. $56,000 or rent $525/mo. with option. 360-0923

W. BLOOMFIELD - Short lease available if needed. 3,200 sq. ft. 4 bedroom, 2½ bath, W. Bloomfield schools, lake privileges, family room, library, air, 2 car attached garage, decorated, $1300. 855-4411

304 Farmington Farmington Hills

BUILDERS MODEL
On golf course, Hills of Coppercreek Sub division. 3,100 sq. ft. home. All amenities. Landscaping and air conditioning. $329,900. Broker participation welcomed. Call 553-5962

BUILDERS MODEL
On golf course, Hills of Coppercreek subdivision, Farmington Hills. 3800 sq. ft. ranch with finished walk-out lower level. All amenities, landscaping, & air conditioning. $339,900. Broker participation welcome.
Call 553-5962

FARMINGTON HILLS Just listed 1.78 ACRES
This spotless Cape Cod on acreage with excellent location has 28 ft. living room, large kitchen w/appliances & 1st floor bedroom w/bath. $105,900.
Call Karen Brown
RE/MAX 100
348-3000

304 Farmington Farmington Hills

AMAZING
$124,900
Imagine living in Farmington Hills in a newly constructed 4 bedroom, 2½ bath home. Custom kitchen, large rec room with fireplace & walk-out to back, central air, vaulted ceiling, all on a large landscaped homesite in new subdivision.
Call Scott or Mark for an appt. at
471-5482

BEAUTIFULLY DECORATED 3 bedroom, 1½ bath ranch. Private corner lot. New kitchen, 1 car attached garage. $85,900. 476-3693

BEAUTIFULLY RESTORED historic home, in Old Village, downtown Farmington. 3 bedrooms, 1 bath, 2 car garage, many new features, must see to appreciate. Asking $135,000. By owner 553-0377

BY OWNER. Open House 4-6, Mon.-Fri., 12-5 Sat.-Sun. Fabulous 3 bedroom, 1½ bath, 13 Mile/Drake. 1983 built. 28446 Lakebank. $155,000 or rent $1350. 562-5675

FARMINGTON HILLS
Immaculate 3252 sq ft. Rolling Oaks contemporary. Features 4 spacious bedrooms, 2 full baths with skylights & powder room. Master suite w/ skylights, jacuzzi and 2-way marble fireplace also in great room. Security & sprinkler system. N30HUFH.
$323,900 948-0767

FARMINGTON HILLS
Outstanding contemporary design. Situated on large corner lot w/circular drive. Home offers 4 bedrooms, 2½ baths. Beautiful master bedroom & bath w/Jacuzzi tub.
F29EG-F. $270,000. 474-3303
ERA - COUNTRY RIDGE
474-3303

FARMINGTON HILLS - Beautiful brand new home with all the extras, including a 1st floor master suite with luxurious master bath that will make you feel special. Walk-out basement, walk-in closets & & formal dining room. All this and more for $259,900.

FARMINGTON HILLS - Clean and affordable. Describes this totally updated house, 2 car garage, triple lot with privacy fence, new kitchen, new carpet, clean, clean, clean. All terms. $69,900.

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Glen Orchard Sub
Beautiful sprawling 2,800 square ft. custom built ranch located on a large hillside lot. 4 bedrooms, 2 fireplaces, 2nd kitchen perfect for large holiday gatherings and 3 doorwalls. $176,900

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Harry S. Wolfe,
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MILLION DOLLAR VIEW
Farmington Hills. Move-in condition ranch surrounded by ponds and woods. Stunning view from every window. Immediate occupancy. Central air, 2 car attached garage, all on 1½ acres. $159,900.

BEST BUY
Fantastic 3 bedroom brick ranch in popular Farmington Hills Vista Capri sub. Large living room, remodeled kitchen, full basement and 2 car garage. Only $89,900.
HEPPARD
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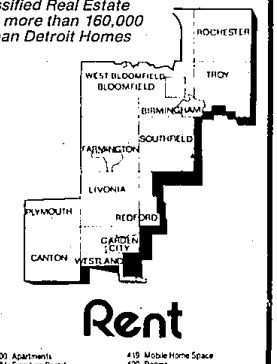

302 Birmingham-Bloomfield
303 West Bloomfield-Orchard Lake
304 Farmington-Farmington Hills
305 Brighton, Hartland, Walled Lake
306 Southfield-Lathrup
307 South Lyon, Milford, Highland
308 Rochester-Troy
309 Royal Oak-Oak Park
Huntington Woods
310 Wixom-Commerce-Union Lake
311 Oakland County Homes
312 Livonia
313 Canton
314 Plymouth
315 Northville-Novi
316 Westland-Garden City
317 Redford
318 Dearborn-Dearborn Heights
319 Grosse Pointe
320 Homes-Wayne County
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EXCELLENT VALUE - New construction. 3 Bedroom, 2 baths, spacious master bedroom, 1st floor laundry, 2 car attached garage. Convenient location on heavily wooded lot. $158,900. (FI-2141)
Century 21 West, 349-6800

MOVE RIGHT IN
Colonial with library, central air, private yard with deck, island kitchen, family room with fireplace, first floor laundry & 1 year warranty. Reduced!
Century 21
Home Center 476-7000

304 Farmington Farmington Hills

Spacious Elegance
Farmington Hills 2,774 sq ft. colonial, 4 bedrooms, den, 1st floor laundry, 2½ baths, wood and vinyl windows, also all appliances. $159,900

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304 Farmington Farmington Hills

COLONIAL - Cul-de-sac, wooded lot, 3 large bedrooms, 2½ baths, walk-out basement, deck & patio. Air, security & sprinkling systems. $219,900. By appointment 478-9338

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34962 Oakland. Be the first to view this charming 3 bedroom brick ranch, professionally finished basement with wet bar, 2.5 baths plus much more. $165,000. For directions call...
Bill Lima or
Sue Reaume
REAL ESTATE ONE
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306 Southfield-Lathrup

N. SOUTHFIELD. 4 bedroom, 2½ bath Colonial. Finished basement, updated kitchen, move-in condition. $103,900. 644-7779

SOUTHFIELD, completely renovated 4 bedroom, 2 bath, rec room with bar & sink, alarm system, $58,000
O'RILEY REALTY
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307 South Lyon Milford-Highland

LYON TWP. - Quality new construction on secluded 2½ acres. 2100 sq ft., 2½ baths, open floor plan.
Century 21 West, 349-6800
Ask for Jim Mandeville

WHEN WAS THE LAST TIME That you breathed fresh air? And when was the last time you came out of your house and didn't have to look at your neighbor? And when was the last time you took your children for a pony ride? I have all of that, fresh air, peaceful & serene, a country home with almost 3 acres and a horse barn with horses. A home large enough to satisfy 8 people with a deck to eat outside in nice weather and sunroom to sleep outside in nice weather. And a fireplace, and lots of land. Asking $150,000. Feel free to call after 7pm 685-0912

308 Rochester-Troy

BEST VALUE IN TROY!
3 bedroom ranch, library, living room fireplace, energy efficient, new air windows, large lot, Troy schools. Great family neighborhood. Only $79,900.
Realty World/Mc Intyre & Assoc
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NEW CONSTRUCTION
Another Robertson Brother's Gem in Pine Hill. Stunning story & a half, 4 bedroom, 2½ bath. Birmingham schools $259,900. Jan Lerato for information. 644-3400, 647-4533

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CAPE COD
TROY
(Call for a private showing)

2 master bedrooms, 2 secondary bedrooms, 3½ baths, 2937 square feet, stone fireplace, deck, Florida room, 1st floor laundry, 2 story foyer with sweep staircase and 2 skylights. Great entrance, must see! building a new home. Assumable $95,000 mtg. 1880 Kristin, $179,900. DON REALTY, INC 628-5942 OR 373-1620

ROCHESTER - In town charmer! 3 bedroom, 3 bath, screened porch, attached garage, immediate occupancy. $143,900. 373-4844

ROCHESTER - New home. 3 bedroom, 2 baths, brick ranch. Oak cupboards & floors. Full basement, 2 car garage $89,900. 781-8055

309 Royal Oak-Oak Park Huntington Woods

OAK PARK - Sharp 3 bedroom, fireplace, fenced yard, double lot, attached garage, assumable mortgage, $61,900. 641-8182

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310 Wixom-Commerce Union Lake

BUILDERS CLOSE-OUT
UNION LAKE
1,330 sq. ft. ranch, 3 bedrooms, 1½ baths, full basement, 2½ car attached garage, paved driveway, carpeting, kitchen appliances, fireplace, wood windows, paved streets, many extras! $118,900. S. of Wise Road, W. of Cedar Island Lake.
J.T. Kelly Custom Homes 363-1227

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3 bedroom tri-level, large rec room, 1½ car garage, large deck, fully landscaped, new roof. $88,900.
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WIXOM Winter, custom starter home. Large 2 bedroom home. Warranty, (bonus to selling agent) $58,900 Owner. 738-5529.
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311 Homes Oakland County

OXFORD AREA - 1700 sq ft ranch on 1.7 acres 3 bedrooms, 2½ baths, finished basement with wet bar. Close to M-24 Asking only $130,000. For more information call Lucy Wells at
QUAKER REALTY
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WALLED LAKE - Reduced from $250,000 to $193,000. 4 bedroom, 3 bath on Wolverine Lake. Built 1982 immediate occupancy. Jack
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WHITE LAKE, very clean 3 bedroom, 2 bath home on large well cared for lot. Near schools, lakes & M-59 Century 21 West 349-6800
Ask for Jim Mandeville

312 Livonia

A MUST SELL!
$77,900
3 bedroom full brick ranch with natural fireplace, on 64' wide lot, with 1½ baths, full finished basement & 2 car garage. Immediate occupancy.
HOMEMASTER
425-3530

ATTRACTIVE 3 year old, 3 bedroom Ranch. 1½ baths, first floor laundry, central air, garage, many extras $139,000 464-3523 or 464-8456

AVAILABLE IMMEDIATELY 3 Bedroom brick ranch, full basement, garage, screened porch, 1½ baths $77,000. $2,900 down if qualified. Call today.
473-5500
One Way Realty

BY Original Owner of prime Livonia area 4 bedroom colonial. Country kitchen with dining area & family room, 1½ baths, new air conditioning, new wood windows, 2 car garage. Asking $133,900 522-5848

312 Livonia

A BEAUTIFUL BRICK RANCH
In Livonia on lovely tree lined street features 3 bedrooms, 2 baths, family room, basement with rec room, 2½ car garage, gorgeous landscaping $92,900.
CENTURY 21
Hartford South-West
471-3555 437-4111

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3 bedroom ranch with 2 car garage on a large lot. This is the lowest priced home on the block. With a little TLC, could be worth thousands more. $69,900. Ask for...
Bill or Sue
REAL ESTATE ONE
477-1111

Castle Garden's
best price on this sharp 3 bedroom brick ranch with 2 baths, formal dining room, family room, central air and 2½ car garage. Hurry on this one! $99,900
The Prudential
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Independently Owned and Operated

ELEGANT COLONIAL. Incredible trees & warm decor make this delightful, large lot, extremely equitable interior, formal dining room, large master bedroom, family room with fireplace. Asking $129,900. Call ONE WAY so we can show you how to buy with $6,500 down!
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One Way Realty

FAMILY & FRIENDS
Room for everyone in this 4 bedroom, 2½ bath Colonial with large master bedroom suite, formal dining room, 1st floor laundry & Enjoy the coziness from the Florida Room. $139,000
CENTURY 21
Hartford South
464-6400

Family Style
Central Livonia brick 4 bedroom, 2½ baths with over 2,000 sq ft. of flawless beauty. Family room with fireplace, 2 car attached garage, newer carpeting and a huge 32 x 31 ft. country kitchen. HURRY, IT'S A KNOCKOUT! $125,900
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Independently Owned and Operated