

the Bugler

December 2009

Highleah Townhouses, Inc. 2001 W. Pembroke Crescent, Independence, MO 64057 816.257.0070

Highleah Townhouses, Inc.
Nov. 16, 2009
Board Meeting

NEWSLETTER MINUTES

Jim Legge, president, called the open session of the meeting to order at 6:08 p.m. Other board members present were Marsha Clark, first vice president, and Dan Hastings, secretary. Also attending were Carol Gibson, on-site manager; Gina Cowan, assistant on-site manager; Kevin McQuade, maintenance superintendent; Lisa Gamble, controller for Linville Management Services, Inc.; and Dudley Leonard, cooperative attorney.

Three members signed in for the open session.

Minutes of the October 22 meeting were approved as written.

Kevin discussed the maintenance report. In October, 223 work orders were completed and there was one move-out. Palmer Lawn Professionals mowed twice and trimmed the perimeter fence twice. Bushes on the sides and in front of units were trimmed at a cost of \$3,163.50 and a disposal fee of \$300.

Maintenance has seven rehabs and expects to be done with all of them by Thursday.

Classic Roofing presented bids for roofs of buildings #84, 49 and 80. Roofs were bid at \$13,915 a piece for a total of \$41,745. The board voted unanimously to accept the bids.

Roofing on Building #84 required an additional \$325 to replace plywood for a total cost of \$14,240. The board voted unanimously to accept the additional cost.

The board voted to accept the maintenance report as submitted.

Carol discussed the on-site manager's report. In October, there were 41 statements of credit, 38 statements of charges due, four attorney referrals and 26 defaults.

In November, 20 recertification packets were mailed.

Three reasonable accommodation requests were submitted.

The board voted to accept Carol's report as written.

Jim opened the floor to member comments. He reminded members that there is no meeting in December and the next board meeting will be January 25.

The open session ended at 6:20 p.m.

Board of Directors

Board of Directors

President: Jim Legge
Newsletter and Pet Complaints

First vice president: Marsha Clark
Security

Second vice president: Angela Morris
Pet Registration

Treasurer: Dr. Diann Taylor
Educational Grant

Secretary: Dan Hastings
House and Grounds

Utilities for Oct. 5 through Nov. 2, 2009

Water/Sewer: \$7,680.30
Electricity: \$975.27

Handy Phone Numbers

Handy Phone Numbers

Highleah office: 816-257-0070

Maintenance emergency:
913-894-3441

Security patrol: 816-916-7634

Non-emergency police:
816-325-7300

Natural gas company: 816-756-5252

Power and light service:
816-325-7930

Animal control: 816-325-7205

Citizens Information Center:
816-325-7000

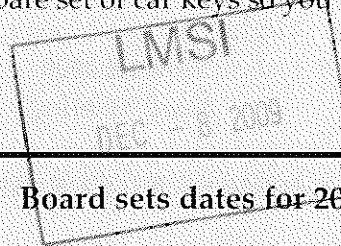
Better a chilly ride than no ride at all

It takes just a few minutes to warm up a car . . . and even less time to steal one.

Cold weather auto thefts increased dramatically throughout Kansas City last year when owners started their vehicles and left the motor running and the cars unattended and unlocked.

Even though going to work in a cold car is uncomfortable, having your car stolen is even more bothersome. If you are going to warm up your car before leaving, consider having a spare set of car keys so you can lock it up when you go back inside.

Then, watch the car from a window or door while it is warming up.



Calling in sick . . . Please

Kindly consider the health of the office and maintenance staffs.

If you are sick and have an open work order or if you know maintenance is coming to your unit, please contact the office and postpone the work until you are well.

Board sets dates for 2010 meetings

The board meetings for January and February have been changed to avoid a conflict with federal holidays on the third Monday of those months.

Here are the board meeting dates for 2010.

January 25	May 17	Sept. 20
February 22	June 21	Oct. 18
March 15	July 19	Nov. 15
April 19	August 16	

Precautions protect against winter's bite

When the beast of winter sharpens its fangs, you can take steps to protect yourself from its biting cold.

Special care to keep the head, mouth and nose covered will help keep you warm as will layering. When you reach into the closet to dress for a winter day, select clothes that are loose fitting. Then don several layers to trap and keep warm air close to the body.

Once you've warded off the bitter cold of winter's bite, the next defense against sickness is handwashing.

To cut down on the spread of infection, wash your hands often and cover your mouth when you sneeze or cough.

If you have the sniffles, use a tissue rather than a handkerchief and throw it away after each use.

At home, kill germs by using a fresh dish towel and dish rag every day. Disinfect countertops, cutting boards and sinks daily with an ounce of bleach for every gallon of water or with a commercial disinfectant.

Dehydration is a concern during winter weather.

When the air outside is dry and cold and the furnace is running inside, drink lots of fluids. When individuals are dehydrated, their circulatory system is out of balance and nothing works right.

To quench your thirst, drink juices or water but avoid caffeine-laden beverages because caffeine dehydrates.



Best Wishes
For a
Joyous Holiday Season
And a
Happy New Year
From your
Board of Directors
And Staff at
Highleah Townhouses, Inc.

