

- 5. Current photo of the pet
- 6. Written proof of spaying or neutering
- 7. A one-time, nonrefundable fee of \$50 per pet

**PET PRIVILEGES**

Pet owners may have two (2) dogs, two (2) cats or one (1) dog and one (1) cat per household. Any of the following also are allowed:

- a. One (1) aquarium up to 50 gallons for fish. Members will be responsible for any water damage to the unit from the aquarium.
- b. Two (2) birds in cages kept indoors inside the unit.
- c. Two (2) hamsters or gerbils kept indoors inside the unit.

1. Any pet not listed here is considered to be unauthorized and not allowed. The cooperative reserves the right to refuse pets having the propensity to injure including but not limited to the following dog breeds: American pit bull terrier, American Staffordshire terrier, Staffordshire bull terrier, Chows, Akitas, Rottweilers, Dobermans or any mix thereof.

No pets for breeding purposes shall be kept on Highleah Townhouses, Inc. property.

2. The maximum weight allowed for a dog at full growth is 50 pounds.

3. All cats and dogs will be vaccinated annually or as recommended by a veterinarian in accordance with the rules of Highleah and the ordinances of the City of Independence. Verification must be submitted to the Cooperative Office within 10 days.

4. Visiting pets are not allowed.

5. Pets will not be allowed to make unreasonable noise.

6. No pet, cat or dog is allowed to run loose on the cooperative grounds at any time. All pets, cats and dogs must be on a lead and under the control of a responsible person when on cooperative grounds.

7. All pet feces must be cleaned up immediately anywhere at all times when the pet is outside the unit on the cooperative grounds. Pet waste must be placed in a plastic bag and disposed of in a proper trash receptacle.

8. Tie-outs used to restrain pets outside units cannot exceed six (6) feet in length. Pets are not allowed to be tied or attached in any way to trees.

Owners must clean up immediately the areas where pets have been restrained.

9. No restrained pet is to be left unattended after 10

p.m. or before 7 a.m. Pets cannot be left outside longer than two (2) hours at any time.

10. Any pet that attacks or bites a person or another animal will be removed from the premises by an Animal Control Officer, licensed veterinarian, health or police officer in accordance with Independence City Code.

11. Pet owners are responsible for damage to the cooperative grounds and structures including the inside and outside of their units. The member will be charged for repairs including materials and labor in accordance with the Occupancy Agreement.

12. All pet complaints must be in writing, signed by a member or employee and given to the Cooperative Office. The board responds only to written complaints signed by a member or employee.

13. Members receiving notice on three (3) separate occasions of a violation of any of these rules within a 12-month period will be in jeopardy of losing their pet privileges. The member will be called before the Board of Directors for a grievance hearing to discuss the violation.

Members who have their pet privileges revoked must wait two (2) years from the date of revocation before applying to have the privileges reinstated by the Board of Directors. If a member's pet privileges are revoked a second time, the privileges will remain revoked indefinitely.

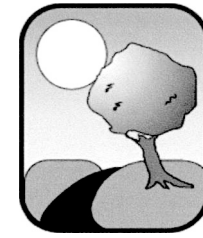
Any member accepting the duties of pet ownership by registering a pet will be required to abide by all Highleah Townhouses, Inc.'s pet rules and regulations and the Independence, Mo., ordinances concerning pet ownership.

These regulations are specifically directed to eliminating nuisances caused by poorly-controlled dogs and cats but are applicable to all animals maintained on the property.

I have read and agreed to abide by all Highleah Pet Rules and Regulations.

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Revised, distributed at the annual meeting in September 2013, printed in the October 2013 newsletter and reprinted in February 2014 newsletter*



# Highleah Highlights

2001 Pembroke Crescent West Independence, MO 64057

PHONE (816) 257-0070 FAX (816) 257-2639  
www.highleah.com

**Board of Directors**

Marsha Clark  
President  
*(Newsletter/House & Grounds)*

Diane Pulford  
First Vice President *(Education Grant)*

Martha Ramcke  
Secretary *(House & Grounds)*

Nicole Zaragoza  
Treasurer *(Security)*  
highleahsec@yahoo.com

**Handy Phone Numbers**

Highleah Office  
816-257-0070

Maintenance Emergency  
913-894-3441

Non-Emergency Police  
816-325-7300

Security  
911  
*\*The dispatcher will send an officer to Highleah*

Natural Gas Company  
816-756-5252

Power & Light Service  
816-325-7930

Citizens Information Center  
816-325-7000

Regional Animal Shelter  
21001 E. Highway 78, Independence  
816.621.7722

Hours:  
Noon to 8 p.m.  
Tuesday through Friday  
11 a.m. to 6 p.m.  
Saturday and Sunday

**BOARD MEETING, January 27, 2014  
NEWSLETTER MINUTES**

Marsha Clark, president, called the meeting to order at 6 p.m. Also present were Diane Pulford, first vice president; Martha Ramcke, secretary; Nicole Zaragoza, treasurer; Gina Zukel, cooperative representative; Kevin McQuade, maintenance superintendent; Bryan Tims, assistant maintenance superintendent; Melva Linville, property manager, and Betsy Kilker, administrative assistant, with Linville Management Services, Inc. Dudley Leonard, cooperative attorney, joined the meeting at 7 p.m. An off-duty Independence police officer from the cooperative's security patrol also was present.

Members signed in for the open session.

Minutes of the board meeting on November 18 and the grievance hearing on the 22nd were approved.

Gina presented the office report. In November, there were 30 statements of credit and 48 statements of charges due.

In December, there were 31 statements of credit, 48 statements of charges due, three attorney referrals, 45 defaults, six installation permits submitted and approved, three reasonable accommodation requests, two animal violations and two vehicle violations.

Currently on the market are two three-bedroom units: one with an application in process and one with an appointment to show on Tuesday.

Kevin presented the maintenance superintendent's report. In November, there were 159 requests for service and 145 completed. There were six move-ins and four move-outs.

In December, there were 158 requests for service and 158 completed. There was one move-out and there was one move-in.

Grounds projects completed include one mowing, leaf removals and an application of turf winterize fertilizer.

Six rehabs are in various stages of completion.

Marsha opened the floor to member comments. Dave Johnson won the door prize drawing.

The open session ended at 6:55 p.m.

## Put a Freeze on Winter Fires



Home fires are a greater risk in the winter when people cook holiday meals, display decorations and use heat sources unsafely, according to the U.S. Fire Administration.

Statistics compiled by the National Fire Incident

Reporting System reveal that cooking is the leading cause of all winter home fires and 5 to 8 p.m. is the most common time for winter home fires. More than 900 fire-related deaths occur annually and more than \$2 million in property is lost from these fires.

Residents are reminded not to use a range or an oven for additional home heating. Not only is it a safety hazard, it can also be a source of potentially toxic fumes.

In an effort to prevent injuries, fatalities and property damage, the USEFA urges parents to educate their children about the nature of fire: fire can be fast, hot, dark and deadly.

### HERE ARE SOME TIPS:

- *Keep matches and lighters in a secured drawer or cabinet.*
- *Encourage your children to tell you when they find matches and lighters.*
- *Develop a home fire escape plan. Practice it with your children and designate a meeting place outside.*
- *Supervise young children closely.*
- *Teach children that fire is a tool, not a toy.*
- *Show children how to stop, drop to the ground and roll if their clothes catch fire.*
- *Show children how to crawl low on the floor, below the smoke, to get out of the house and stay out in the case of fire.*
- *Teach children not to hide from fire fighters.*
- *For more information, go to [www.usfa.fema.gov](http://www.usfa.fema.gov), the Web site of the U.S. Fire Administration.*

## Personal Property Insurance Can Protect Cooperative Members

Can members of Highleah Townhouses afford to be without insurance?

Property insurance offers protection and coverage in such unfortunate situations as a fire, water damage and other disasters that can occur unexpectedly and inconveniently, said Tom Quick, vice president of Cretcher Heartland Incorporated, an insurance agency in Overland Park.

Quick cites four reasons cooperative members should consider personal property coverage for belongings in their units.

1. Based on limits and coverages, insurance for your personal property can be purchased for as low as \$160 a year.

2. Insurance coverage is available to pay you for the improvements and betterments you have made to your unit.

3. Insurance coverage is available to pay your living expenses if you are displaced from your unit by fire or other covered peril.

4. Insurance coverage is available for your defense and settlement for the property damage or bodily injury you or any member of your household are liable for.

Please contact your insurance agent for additional information and premiums to meet your needs and budget.

## High School Seniors Can Apply for Education Grant

This spring, Highleah Townhouses, Inc., and Linville Management Services, Inc., will award the annual \$500 education grant to a deserving graduating senior.

Students and their family members must be in good standing at Highleah. The grant is awarded to high school graduates who will be attending an accredited college, university or trade school in the summer or fall. Students must complete an application, write a 500-word essay and comply with all requirements. The essay must explain why the applicant believes he or she deserves the grant.

The student also must make arrangements with a high school administrator to send an official student transcript to the office.



An information sheet and application form are available from the office. Applications, essays and transcripts must be received in the office no later than March 18.

Please send to the attention of:

Diane Pulford  
Education Grant Committee  
Highleah Townhouses, Inc.  
2001 Pembroke Crescent West  
Independence, MO 64057

### GRANT SELECTION COMMITTEE

Selecting the grant recipient will be the responsibility of a committee of at least two and no more than four Highleah members and Diane as the representative from the board of directors.

Members who want to participate in the student selection process should submit a letter of intent. The member must be in good standing at Highleah.

The letter must include the reason the member wants to serve on the committee, an address and phone number. Please send to the attention of the board of directors by March 18.

## February Meeting Moved to Fourth Monday

The board meeting for February has been changed to avoid a conflict with Presidents Day, a federal holiday, on the third Monday.

The board will meet on February 24.

The open meeting begins at 6 p.m. Please join us.



## Pet Rules & Regulations of Highleah Townhouses, Inc.

All members must file a statement whether or not the member has a pet on the premises at the time of move-in and every year at the time of recertification.

### DEFINITIONS

**Control:** A pet shall be deemed to be under control of a responsible person when that person can observe and take effective corrective action to prevent nuisance or harm to people, animals or property.

**Owner:** Shall mean any person residing in the community who keeps or harbors a pet.

**Pet:** Any non-human creature maintained in the community.

### REGISTRATION

All pets kept on the premises must be registered with the Cooperative Office within 10 days after move-in or acquisition of the pet.

The following forms are required to complete the registration.

1. Pet registration form
2. Signed Pet Rules and Regulations form
3. Proof of current vaccinations in accordance with City of Independence animal ordinances
4. Current weight of the pet