

# All Units to Be Inspected This Year

Annual inspections will be completed on all units within the year. Units will be inspected in sections and members will be notified before the maintenance crew is scheduled to inspect their individual units.

Annual inspections are specifically concerned with a member's failure to meet standards that create a threat to health or safety.

## Annual Maintenance Inspection

Date: \_\_\_\_\_ Work Order # \_\_\_\_\_

Address: \_\_\_\_\_

1. Change Furnace Filter: Yes \_\_\_ No \_\_\_ Left Filter \_\_\_\_\_

2. Housekeeping: Good \_\_\_ Poor \_\_\_\_\_

Comments: \_\_\_\_\_

3. Furnace area cleared 36 inches around: Yes \_\_\_ No \_\_\_

Comments: \_\_\_\_\_

4. Smoke Alarms: OK \_\_\_ Not OK \_\_\_\_\_

Comments: \_\_\_\_\_

5. Breaker box area cleared 36 inches around: Yes \_\_\_ No \_\_\_

Comments: \_\_\_\_\_

6. Windows, patio doors and basement windows cleared of obstructions: Yes \_\_\_ No \_\_\_

Comments: \_\_\_\_\_

7. Switch, receptacle covers, light fixtures missing or not working: OK \_\_\_ Not OK \_\_\_\_\_

Comments: \_\_\_\_\_

8. Non-operational, missing doors, door stops in unit: OK \_\_\_ Not OK \_\_\_\_\_

Comments: \_\_\_\_\_

9. Pets in unit: Yes \_\_\_ No \_\_\_ How many and what kind?

Comments: \_\_\_\_\_

10. Other comments: \_\_\_\_\_

\_\_\_\_\_

Member's signature \_\_\_\_\_ Inspected by \_\_\_\_\_



# 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

## 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.



## 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 the Independence area 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.

### Thank You

For the beautiful greeting cards and delicious goodies from all the members who remembered the office and maintenance staffs this holiday season.

### Best Wishes

For a New Year filled with many blessings for all of you.

Highleah Office and Maintenance Staffs

## Off-Duty Police Patrol Property

The security provider for Highleah is off-duty officers from the Independence Police Department.

The officers will be driving marked police vehicles when they are on our property. They will enforce all city ordinances and state laws as well as our Rules and Regulations.

If you are in need of assistance from the police, please dial the emergency number: 9-1-1. If it is not an emergency but you still need assistance from the police, dial 325-7300 from 6 a.m. to 2 a.m.

If the police are on the property, the response time should be less than three minutes. If they are not currently on the property, the response time could be much longer because emergencies take priority in the city.

For further questions, comments or concerns regarding security, please email: highleahsec@yahoo.com. Nicole Zaragoza, treasurer for the board of directors, is the property's security chairman.

## Holidays Observed in 2014

Throughout the year, Highleah Townhouses, Inc., will close to observe holidays.

The office will not be open on these dates in 2014.

**Martin Luther King Day: Jan. 21, 2014**

**Presidents Day: Feb. 17**

**Memorial Day: May 26**

**Independence Day: July 4**

**Labor Day: Sept. 1**

**Thanksgiving: Nov. 27 and 28**

**Christmas: Dec. 24 and 25**



## Please Clean Up After Your Pet

Whether rain, snow, sleet or hail, pet owners are expected to clean up after their pets in all weather.

All pet waste 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.

Pet waste is considered unsanitary and annoying to members of all ages who enjoy our grounds. A recent U.S. Geological Survey study of streams and creeks in the Kansas City region showed that bacteria from pet waste is the source of about 25 percent of the bacteria in local waterways.

When pet waste is disposed of improperly, water quality isn't the only thing that suffer your health may be at risk, too. Adults working in their gardens, children playing outside and family pets are at risk for infection from some of the bacteria and parasites found in pet waste.

Complying with Highleah pet waste rules is easy and no more costly than a plastic bag. Not complying, however, could place your Occupancy Agreement in jeopardy.

## Reminder About Your Holiday Lights

Please remember to take your holiday lights down if you haven't already done so.

All lights and decorations are to be put away by February 1.

Thank you.



## Board Meets Monday, January 27

The board begins the New Year with a meeting on the fourth Monday. January and February meetings were changed to avoid a conflict with federal holidays on the third Monday of those months. The regular meeting date is the third Monday of the month.

Here are the dates for 2014.

January 27	July 21
February 24	August 18
March 17	Sept. 15 closed
April 21	Sept. 16 annual meeting
May 19	Oct. 20
June 16	Nov. 17

The open session begins at 6 p.m.

Your appearance at the open session may win you a \$25 gift card in a door prize drawing. All members who attend the open session are eligible for the drawing.

The winning member's ticket will be selected at the end of the open session -- and you must be present to win.

Attending open sessions of the monthly board meetings also is a good way to stay informed about activities at the cooperative. Please join us.