



the Bugler

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

Board of Directors

Jim Legge
President
(Newsletter & Pet Complaints)

Marsha Clark
First Vice President
(Security)

Angela Morris
Second Vice President
(Pet Registration)

Dorinda Meihls
Treasurer
(House and Grounds)

Dan Hastings
Secretary

Handy Phone Numbers

Highleah Office
816-257-0070

Maintenance Emergency
913-894-3441

Security Patrol
816-645-3001

Police (Non-Emergency)
816-325-7300

Natural Gas Company
816-756-5252

Power & Light Service
816-325-7930

Animal Control
816-325-7205

Citizens Information Center
816-325-7000

UTILITIES

April 29, 2010 - June 2, 2010

Water/Sewer: \$8,690.65

Electric: \$1,116.62

BOARD MEETING, June 21, 2010

NEWSLETTER MINUTES

Jim Legge, president, called the meeting to order at 6 p.m. Other board members present were Dan Hastings, secretary, and Dorinda Meihls, treasurer. 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.

Seven members signed in and three representatives of Palmer Lawn Professionals. Billy Still joined the meeting at 6:20 p.m.

The board reviewed and approved the minutes of the May 17 meeting.

Jim read aloud a member complaint about a mowing incident involving Palmer Lawn Professionals. Kevin discussed other concerns expressed by members about the lawn service. Jason Palmer said they had become aware of the concerns and had asked the mowers to slow down. Jim thanked them for attending and the lawn crew left.

Carol discussed the on-site manager's report. In May, there were 35 statements of credit, 30 statements of charges due, 23 defaults, 13 exterminations, two animal violations, three vehicle violations and four installation permits received.

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

Kevin discussed the maintenance report. In May, 210 work orders were completed and there were three move-outs. Eight units are in rehab; three of these are completed. Palmer Lawn Professionals mowed four times in May. Carl Heath Tree Service completed tree trimming as bid at \$4,635 and removed a tree at the west end of 18021 Croyden Lane for an additional \$500. Total tree service cost was \$5,135.

Interior work, walk-through inspections and punch lists were completed on 52 units in May. Mansards have been completed on 83 buildings and soffits and fascias wrapped on 77 buildings. There are now 274 units with interior work completed. Still Construction and Kevin will walk Highleah on Wednesday to determine a final count on the square yards of concrete to be replaced. The board voted to accept Kevin's report.

Jim reported that he has finished planting the east and west flower beds.

Jim opened the meeting to member comments. He thanked members for attending and the open session ended at 6:20 p.m.

Board Members Sign Ethics Agreement

Serving on the board of directors is a responsibility and privilege. The Highleah board meets on the third Monday of every month except in September when the annual meeting is held on the third Tuesday. Meetings begin with an open session at 6 p.m. In addition to regular monthly board meetings, the board may call special meetings throughout the year. Once elected, all board members are required to sign the Board Member Code of Ethics.

Board Member Code of Ethics

As a member of the board of directors, I will:

- listen carefully to my teammates.
- respect the opinion of other board members.
- respect and support the majority decisions of the board.
- recognize that all authority is vested in the full board only when it meets in legal session.
- keep well-informed of developments relevant to issues that may come before the board.
- participate actively in board meetings and actions.
- bring to the attention of the board any issues that I believe will have an adverse effect on the cooperative or those we serve.
- attempt to interpret the needs of those we serve to the cooperative, and interpret the actions of the cooperative to those we serve.
- refer complaints to the proper level on the chain of command.
- recognize that my job is to ensure that the cooperative is well-managed, not to manage the cooperative.
- represent all members and not a particular court or interest group.
- consider myself a "trustee" of the cooperative and do my best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of its members.
- always work to learn how to do my job better.
- declare conflicts of interest between my personal life and my position on the board, and abstain from voting when appropriate.

As a member of the board, I will not:

- criticize other board members for their opinions, in or out of the board room.
- use the cooperative for my personal advantage or that of my friends or relatives.
- discuss the confidential proceedings of the board outside the board room.
- promise how I will vote on any issue before a meeting.
- interfere with the duties of the administrator or undermine his or her authority with staff members.
- act as a director outside of board meetings unless so authorized by the board. (Outside the board meetings, the board member is just like any other member and his or her status as a board member is restricted to times when the board meets as a group to hear reports, discuss problems, make reports and make decisions.)
- direct the cooperative staff. (Cooperative staff are to be directed by Management. When a board member thinks something should be done, first it's brought out before the board. If the board decides to act, the board should vote on a motion notifying the Management Agent, and then let the Management Agent see that the motion is carried out.)
- reveal confidential information made available to the board to help make a business decision.

From the President of the Board of Directors

Late Fee Waiver

All of us have weathered unforeseen financial difficulties. You may be happy to know that your board of directors voted at the June board meeting to allow a member to request a waiver of late charges once within a 12-month period. The request must be in writing and turned into the office at the time of need.

Please understand that this is a one-time occurrence in any 12 months. For example, if you submitted a written request for a waiver of late charges in September, you would not be eligible for another waiver until September of the next year.

You also need to know that this policy goes into effect immediately. Some of you may never need to avail yourselves of this privilege, but in the event that you find yourselves in the position of needing a late fee waiver, it is there for you.

Educational Grant Recipients

As many of you know, we were unable to award an Educational Grant in 2009 because the requirements necessary were not met. However, I am very pleased to announce that in 2010, we've awarded two grants in the amount of \$500 each to some very deserving graduating seniors.

I'm happy to announce that Tony Pulford and Briana Cecil are this year's recipients for the Highleah Townhouses Educational Grant. If you happen to see these students on the grounds this summer, take the time to congratulate them on their achievements.

- Jim Legge

Positions Open on Board of Directors

Please remember that the annual meeting is the third Tuesday in September, the 21st. Members will vote to fill positions on the board of directors at the meeting. Members in good standing who care about our community are encouraged to run for office. Resumes of candidates will be printed in the August and September newsletters.

City Hosts Independence Day Celebration

Celebrate the 4th on the 3rd -- for free.

Enjoy the City's 10th annual Independence Day celebration of patriotic music and fireworks.

Gates open at 8 p.m. on Saturday, July 3, at the Mormon Visitors Center, 937 W. Walnut.

The Spirit of Independence Community Concert Band begins playing at 8:30 p.m. Fireworks follow at dusk. In honor of the Declaration for Independence project, the first 500 people through the gates will be given free ice cream. Open to the public. Bring lawn chairs and blankets. Sponsors of the event are the City of Independence, the Mormon Visitors Center and Truman Presidential Museum and Library. For more information, call 816.325.7860.

JULY 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Carrying Charges Due	2	3
4	5 Office Closed Independence Day	6	7	8	9	10
11	12 Late Fees Applied	13	14	15	16	17
18	19 Board Meeting Open Session 6:00 pm	20	21	22 Attorney Referrals	23	24
25	26	27	28	29	30	31