



# Highleah Highlights

2001 Pembroke Crescent West Independence, MO 64057

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

## Board of Directors

Jim Legge  
*President*  
(Newsletter & Pet Complaints)

Marsha Clark  
*First Vice President*  
(Security)

Dan Hastings  
*Second Vice President*  
(House and Grounds)

Dorinda Meihls  
*Secretary*  
(Pet Registration)

Rachel McPherson

## 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: 5/6 - 6/7

Water/Sewer: \$1,178.43  
Electric: \$8,893.72

## BOARD MEETING, June 20, 2011

### NEWSLETTER MINUTES

Jim Legge, president, called the meeting to order at 6 p.m. Other board members present were Marsha Clark, first vice president; Dorinda Meihls, secretary; and Dan Hastings, second vice president.

Also attending were Carol Gibson, on-site manager; Gina Zukel, assistant on-site manager; Kevin McQuade, maintenance superintendent; Dudley Leonard, cooperative attorney; and Melva Linville, property manager, and Suzanne Miles, human relations coordinator, with Linville Management Services, Inc.

Twelve members signed in.

Minutes of the May 23 meeting were unanimously approved.

Carol discussed the on-site manager's report. In May, there were 43 statements of credit, 57 statements of charges due, two attorney referrals, five exterminations, one animal violation, three vehicle violations, one noise violation and one eviction. Four installation permits have been received and approved.

The board voted unanimously to accept Carol's report.

Kevin presented the maintenance report. In May, 179 work orders were completed. There were two move-outs and one move-in. Palmer Lawn Professionals mowed four times. Six rehabs are in various stages of completion.

Renovations will be finished with the painting of the poles next to the speed bumps by Still Contractors.

The board voted unanimously to accept Kevin's report.

Jim opened the floor to member comments.

Security issues, dogs at large, patio furniture, playground equipment, portable swimming pools left full of water were among concerns expressed.

Jim clarified the complaint process. The board responds to written, signed complaints by members. Upon receiving and reviewing complaints, the board directs a letter to be sent to the member who is causing the problem. The name

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of the member submitting the complaint, however, is not made known. Complaints remain confidential.

Jim asked for volunteers to serve on committees to help resolve concerns. Four members signed up.

Jim thanked members for attending and the open session ended at 6:45 p.m.

## Free Clothing Exchange

**10 a.m. to 2 p.m. • Saturday, July 30**

Beacon Heights Community of Christ  
19402 E. Holke Road (next to BVAC)

816-796-7033 • [www.beaconheights.org](http://www.beaconheights.org)

Clothes for kindergartners through eighth-graders

Bring your outgrown, clean children's school clothing in good repair. Take home clothing your children can wear for the coming school year. Shop Us First!

Also: Visit the Ident-A-Kid program with the Independence Police Department.

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## Positions Open on Board of Directors

Cooperative members will fill five positions on the board of directors at this year's annual meeting.

Members will be elected to serve two three-year positions, two two-year positions and one one-year position.

All 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.

The annual meeting will be on the third Tuesday in September, the 20th.

## Pool Rules Designed to Keep Kids Safe

Highleah allows children's plastic or inflatable swimming pools during the summer.

But members must observe the rules written with the safety of our children in mind. Pools can be no wider than six feet and no deeper than 12 inches.

Every day, the pool must be emptied of water and stored behind the unit. Members who leave a pool filled with water unattended are violating Highleah rules and regulations and their occupancy agreement. Violations place your membership in default.

A swimming pool full of water is a potential drowning danger to a child and can become a breeding ground for mosquitoes.

Highleah does not allow any kind of water slides.

If a pool causes damage to the property, the member is responsible for repairing the damages or for paying for the repairs by our maintenance crew.

Please observe these common-sense safety precautions. We want to keep Highleah a safe and desirable place to live.



# From the Rule Book: Patio Installation

## Specifications, Liability and Responsibility

1. Patios must be constructed of four-inch concrete with steel reinforcing wire or rod.

The dimensions cannot exceed the actual width of the individual unit in length and cannot exceed 14 feet out from the foundation of the structure but in no event can a patio be less than 30 inches from the existing sidewalks or trees.

Patios on a non-walk-out unit must start at the bottom of the first step.

2. Upon installation of the patio, Highleah forbids any alterations to the window wells or steps.

The height of the riser cannot be altered in any manner.

Patio blocks may be use only in an exclusive-use area in the rear garden area around the patio. They should be no closer than two feet from the foundation.

With prior approval by submitting an installation/alteration permit, the use of dye and stamping is permitted.

3. The member expressly acknowledges and agrees to accept full responsibility and liability for the maintenance and/or partial or complete removal of the patio, if required by utility companies or the Board of Directors.

It is further acknowledged and agreed that upon the sale of said membership, the buying member will be made aware that they will assume responsibility as outlined.

## Fences around Patios

Specifications:

1. The member must submit a request in writing to the Board of Directors before installation.

2. Only members with patios can have a fence.

3. Fences can only be made of redwood, cedar, treated wood and black wrought iron.

4. No painted fences, except black wrought iron.

5. The fence must be three feet high and anchored to the top of the patio, not off sides.

6. A wood fence must have a minimum of two rails (inside).

7. Must leave a 36-inch opening, with or without a gate. No locked gates.

8. Fences must be maintained or Maintenance will remove the fence at the member's expense.

9. Maintenance is to inspect the fence after installation.

10. The fence will be considered an improvement.

11. Fence posts cannot exceed 45 inches in height.

## Pet Owners Needed to Serve on Committee

We are requesting assistance from members who have pets to serve on the Pet Committee. We need representatives from every street to serve for six months.

At this time, we are looking for volunteers and hope to get representatives from every street so that we don't need to appoint members.

We look forward to hearing from you. You may contact the office to sign up as the representative from your street.

Duties of the Pet Committee members:

- attend monthly meetings
- take signed, written complaints
- observe and report pet owners' grounds
- notify owners of outdated vaccinations
- inform new pet owners of registration requirements

Thank you,  
The Highleah Pet Committee

# 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.