

# 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 used 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 of 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.

# Applications Accepted for Board of Directors

Members of Highleah will vote to fill positions on the board of directors at this year's annual meeting.

Members in good standing who care about our community are encouraged to run for office. Resumes of candidates will be printed in the newsletter.

To help members organize their resume information, here is a format you can follow.

**Name:**

**Cooperative experience:**

**Qualifications:**

**Family:**

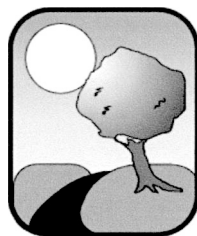
**Work history:**

**Education:**

**"I want to serve on the board of directors because:"**

Only members in good standing can vote. Any member with an unpaid balance of more than 30 days cannot vote. If you cannot attend, you may vote by proxy.

Members voting by proxy must appoint another member in good standing to vote on their behalf. No attending member may cast more than his or her vote plus one proxy vote.



# 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

*If you have pet complaints,  
please turn them in to the office.  
The House and Grounds  
Committee handles only violations of  
the pet waste disposal rule.*

## 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*

## OPEN SESSION, June 30, 2014 NEWSLETTER MINUTES

Marsha Clark, president, called the meeting to order at 5 p.m. Also present were board members Diane Pulford, first vice president; Martha Ramcke, secretary; and Nicole Zaragoza, treasurer; and Melva Linville, property manager, and Betsy Kilker, administrative assistant, with Linville Management Services, Inc.

### Open Session

Joining the meeting were Gina Zukel and Linda Thompson, cooperative representatives; Kevin McQuade, maintenance superintendent; and Bryan Tims, assistant maintenance superintendent. An off-duty police officer, serving as a security patrolman for the property, also was present.

Eighteen members or visitors signed in for the open session.

Marsha welcomed all and called the meeting to order at 6:10 p.m.

Minutes of the May 19 board meeting were approved.

Linda presented the office report. In May, there were 46 statements of credit, 48 statements of charges due, four attorney referrals, 44 defaults, six exterminations and one vehicle violation.

One installation permit was received and approved. Three reasonable accommodation requests were submitted and are in various stages of completion.

Five units are on the market: two two-bedroom units and three three-bedroom units.

Kevin presented the maintenance superintendent's report. In May, there were 209 requests for service and 196 were completed. There were three move-ins and three move-outs.

Five mowings were completed. Kevin said that when members complain about the mowers, he makes a note of the member and address and has the mowers then speak individually with the members about their complaints.

Critter Eliminator has trapped and caught 23 squirrels on the east side of the property since May 14.

Nine rehabs are under way; four have move-in dates scheduled.

Nine buildings were treated for termites and a roof installed.

Martha and Kevin reported on the National Apartment Association conference earlier in June in Denver.

Marsha opened the floor to member comments. Karin Griffith won the door prize drawing.

The open session ended at 7:05 p.m.

## Members Asked to Report Suspicious Activities

Whenever you see suspicious activities or persons on Highleah property, please call the Independence Police Department at 9-1-1.

Responding to and investigating all citizen concerns are what the police do. You can help prevent crime by being alert to strangers on the property and questionable behavior. To keep the cooperative safe for all of us, report your concerns to the police.

Security patrols for Highleah are off-duty Independence police officers. They respond to all calls and file reports. The nightly reports are turned in to the Highleah office the next day.

Having this kind of documentation keeps management and the board aware of incidents and helps determine whether additional action is necessary.

## For Sale

2-Volume Set of State Quarters  
1999-2003 and 2004-2008  
Denver and Philadelphia mints  
Total of 100 quarters  
\$35  
Call 816.257.1982

## 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 that are 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.

## Complaints Need to be Submitted in Writing

Annoyed by your neighbors?

Please remember that the board of directors cannot act on a complaint until you put it in writing.

Highleah Townhouses, Inc., requires that all complaints must be set forth in writing, signed by the complaining member, listing the complaining member's address and filed with the office.

The board gives serious consideration at every board meeting to complaints filed by members.

# Please Observe Highleah Parking Rules

Safety and courtesy are the reasons Highleah regulates motorists on the property.

Here are the rules Highleah members and guests are required to follow.

## Parking

1. Unless specified herein, any vehicle tagged in violation of the following regulations will be tagged with a seventy-two (72) hour notification by a warning ticket placed on the windshield.

2. All vehicles (as required by state law) including motorcycles, motor scooters and mini-bikes owned by Highleah residents or their guests must be licensed properly and in operable condition. Vehicles in violation will be given seventy-two (72) hours to rectify the violation.

3. Any operable vehicle parked in guest parking for more than seventy-two (72) hours will be given twenty-four (24) hours to rectify the violation before being sent to the attorney.

Any operable vehicle parked in auxiliary parking for more than two (2) weeks will be given twenty-four (24) hours to rectify the violation.

4. Any vehicle operated on Highleah property must:
- Park only in designated areas.
  - Obey speed limits (15 mph).
  - Obey stop signs.
  - Drive in a prudent manner.
  - Be operated by a licensed driver.
  - Must have a valid license plate.

5. All vehicles, including motorcycles, motor scooters and mini-bikes, owned by Highleah residents must be registered in the office. When a vehicle is sold or exchanged, it is a member's responsibility to file a new registration permit with the office within ten (10) days.

6. One vehicle per licensed driver. First and second vehicles to be parked in numbered and guest spaces. Any other vehicles must be parked in auxiliary only.

7. Any vehicle rated three-quarter ton or more must be approved by the Board of Directors and must park only in auxiliary parking.

8. Any member's vehicle used for employment (a company vehicle) must park in numbered or auxiliary parking.

9. No boat, trailer or camper can be parked or stored on the premises, except in the storage lot.

A member may bring a boat, trailer or camper on to the property for the purpose of loading or unloading for a trip or outing not to exceed overnight in length of time.

10. Motorcycles, motor scooters and mini-bikes will be parallel parked at the head of the numbered parking space so that a car can be parked in the same space.

11. No motor homes or recreational vehicles can be parked in Highleah except for the purpose of loading and unloading.

12. No parking on the grass or sidewalks and absolutely no double parking. After two (2) warnings, violator accounts will be sent to the attorney.

All vehicles must be parked in a manner in which the vehicle does not hang over the sidewalks. Vehicles extended over the sidewalk create a hazard for people walking or children playing on the sidewalks. It also prevents the Maintenance Department from mowing or removing snow.

13. No major overhauls and/or repairs will be allowed on vehicles on Highleah premises. The only repairs permissible will be those of a minor nature, such as changing tires, spark plugs, etc.

No vehicle should be left unattended while on jacks or jack stands. All repairs must be completed within twenty-four (24) hours.

The work area must be returned to its normal condition (scrap material, antifreeze, oil and grease spills must be removed from the parking spot).

All oil and antifreeze must be disposed of properly and taken to an auto supply shop to recycle.

Do not put old or excess oil or antifreeze in the trash or down the sewers.



*Martha Ramcke, board secretary, presents a \$25 gift card to Karin Griffith, who won the door prize drawing at the June open session.*