

## From the Rule Book

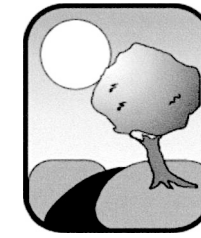
**Member Responsibility:** The member is required to abide by the Housekeeping Standards. Failure to abide by the standards that results in creating or maintaining a threat to health or safety is a violation of the Occupancy Agreement and care result in eviction.

### Inside the Unit In General

1. Walls should be clean, free of dirt, grease, holes, cobwebs and fingerprints.
2. Floors should be clean, clear, dry and free of hazards.
3. Ceilings should be clean and free of cobwebs.
4. Windows should be clean and must not be nailed shut. Shades or blinds should be intact.
5. Woodwork should be clean, free of dust, gouges or scratches.
6. Doors should be clean, free of grease and fingerprints. Locks must work.
7. Heating units should be dusted and access uncluttered.
8. Trash should be disposed of properly and not left in the unit.
9. The entire unit should be free of rodent and insect infestation.
10. Hallways should be clean and free of hazards.
11. Basement and utility areas should be clean and neat. Remove lint from dryers after use.
12. Window openings should have no objects to obstruct exit in case of emergency.
13. Members cannot store large quantities of recycled materials for long periods of time. They must be kept in a sealed container.
14. Maintain a clear path of at least three feet to breaker box and a three-foot path and a three-foot perimeter on all sides of the furnace.
15. Members must give prompt notice of any defects in the plumbing, fixtures, appliances, heating and cooling equipment or any other part of the unit or related facilities.

### Kitchen

1. Stove should be clean and free of food and grease.
2. Refrigerator should be clean. Doors should close properly.



# 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)*

Dorinda Meihls  
*First Vice President*  
highleahtownhousepets@comcast.net  
*(Pet Committee)*

John Baggs  
*Secretary*  
highleahsec@yahoo.com  
*(Security)*

### 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

Animal Control  
816-325-7205

Citizens Information Center  
816-325-7000

### UTILITIES: 4/4 - 5/6

Water/Sewer: \$9,360.50  
Electric: \$1,318.24

## BOARD MEETING, May 20, 2013 NEWSLETTER MINUTES

Marsha Clark, president, called the meeting to order at 6 p.m. Other board members present were Dorinda Meihls, first vice president; Paula Goth, second vice president; and John Baggs, secretary.

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

Seven members signed in for the open session.

Minutes of the April 15 board meeting were approved.

Carol presented the office report for May. In April, there were 49 statements of credit, 61 statements of charges due, four attorney referrals, one eviction in process, 43 defaults, three installation permits received and approved, two exterminations, two animal violations, one vehicle violation and one yard/common area violation.

Twenty-three units are on the market. Fifteen of these are unsold: 10 two-bedroom units and five three-bedroom units.

Kevin presented the maintenance superintendent's report. In April, there were 189 requests for service and 190 completed (one was carried over from March).

There were two move-ins and seven move-outs.

Palmer Lawn Professionals mowed twice in April and applied liquid herbicide and a granular fertilizer.

Maintenance is rehabbing 15 units. Three of these are completed.

Kevin asked members to keep the backyard lights on to discourage thefts of copper from air conditioner condensers.

Howe explained to members that the off-duty police officers patrolling Highleah often park off property so they can observe Highleah.

Dorinda reported for the Pet Committee. There have been five complaints

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about pets in the last month.

Marsha opened the floor to member comments.

Brandi Leonard won the door prize drawing of a \$25 gift card.

The open session ended at 6:40 p.m.



Bryan Tims, assistant maintenance superintendent, awards the door prize drawing to Brandi Leonard. She received a \$25 gift card at the May meeting.

## 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.

## From the Pet Committee

The City of Independence requires that all dogs regardless of size be restrained when outdoors.

By City Code a dog is under restraint:

- if it is in and cannot escape from a fully enclosed yard;
- if the dog is on a leash of sufficient strength to confine it to the premises of the owners;
- if the dog is fastened to a leash that is less than eight feet long and held by a person capable of controlling the dog.

"Invisible" fencing does not meet the definition of restraint.

The leash laws are designed to protect citizens and their dogs from harm. A loose dog may encounter a vicious dog, a dangerous wild animal or a car and be unable stop in time.

Unrestrained dogs also may strain relationships with neighbors by digging in yards, destroying decorations or flower beds, leaving waste behind or annoying the neighbor's pets.

Finally, unrestrained dogs may hurt your pocketbook. Owners of animals deemed a public nuisance may be subject to a fine of up to \$500 for the first offense.

For owners who want to allow their dogs to run free, the City of Independence provides public spaces for responsible citizens to bring their dogs without violating the law: off-leash zones in parks.

The Independence Leash-Free Zones are fenced, public areas where vaccinated dogs can legally run and play with other dogs under the supervision of their owners.

For more information on locations and rules regarding use of the leash-free zones in Independence parks, please visit the Web site, [www.independencemo.org/Parksand Rec](http://www.independencemo.org/Parksand Rec).

### Off-Leash Zones for Dogs

**Santa Fe Park**  
at 2900 S. Santa Fe Road

**Fairmount Park**  
at 300 N. Home Ave.



**The office will be closed on  
Thursday, July 4,  
to observe Independence Day.**

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