

Pet Rules and Regulations (continued from the October newsletter)

7. All pet feces 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.

8. Tie-outs used to restrain pets outside units cannot exceed six (6) feet in length. Pets are not allowed to be tied or attached in any way to trees.

Owners must clean up immediately the areas where pets have been restrained.

9. No restrained pet is to be left unattended after 10 p.m. or before 7 a.m. Pets cannot be left outside longer than two (2) hours at any time.

10. Any pet that attacks or bites a person or another animal will be removed from the premises by an Animal Control Officer, licensed veterinarian, health or police officer in accordance with Independence City Code.

11. Pet owners are responsible for damage to the cooperative grounds and structures including the inside and outside of their units. The member will be charged for repairs including materials and labor in accordance with the Occupancy Agreement.

12. All pet complaints must be in writing, signed by a member or employee and given to the Cooperative Office. The board responds only to written complaints signed by a member or employee.

13. Members receiving notice on three (3) separate occasions of a violation of any of these rules within a 12-month period will be in jeopardy of losing their pet privileges. The member will be called before the Board of Directors for a grievance hearing to discuss the violation.

Members who have their pet privileges revoked must wait two (2) years from the date of revocation before applying to have the privileges reinstated by the Board of Directors. If a member's pet privileges are revoked a second time, the privileges will remain revoked indefinitely.

Any member accepting the duties of pet ownership by registering a pet will be required to abide by all Highleah Townhouses, Inc.'s pet rules and regulations and the Independence, Mo., ordinances concerning pet ownership.

These regulations are specifically directed to eliminating nuisances caused by poorly-controlled dogs and cats but are applicable to all animals maintained on the property.

I have read and agreed to abide by all Highleah Pet Rules and Regulations.

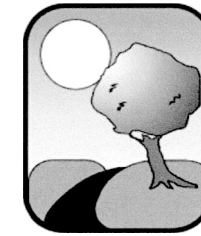
Member's Signature

Date

I have not had my pet privileges revoked and I understand that if it is found that my pet privileges have been revoked and have not been reinstated by the Board of Directors, I will remove the pet immediately.

Member's signature

Date



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

ANNUAL MEETING, October 21, 2013

NEWSLETTER MINUTES

Marsha Clark, president, called the meeting to order at 6 p.m. Also present were Diane Pulford, first vice president; Martha Ramcke, secretary; Nicole Zaragoza, treasurer; Gina Zukel, assistant on-site manager; Kevin McQuade, maintenance superintendent; Bryan Tims, assistant maintenance superintendent; Dudley Leonard, cooperative attorney; Melva Linville, property manager, and Betsy Kilker, administrative assistant, with Linville Management Services, Inc.

Nine members signed in for the open session.

Minutes of the September 16 and 22 meetings were approved.

Gina presented the office report. In September, there were 35 statements of credit, 57 statements of charges due, four of five installation permits approved, four pending installations on handrails, two exterminations, three animal violations, one vehicle violation and one housekeeping standard violation.

In October, there have been 39 defaults.

Currently, three two-bedroom units and four three-bedroom units are on the market. There are two appointments to show on Tuesday.

Kevin presented the maintenance superintendent's report. In September, 198 service requests were received and 190 completed. There were five move-ins and one move-out.

JC's Lawn mowed four times in September.

There are 11 active rehabs. Two of these are 100 percent completed.

Marsha opened the floor to member comments.

Gina was acknowledged by the residents of Westchester for her work on the picnic. Passing the bylaws was discussed and canvassing members will be considered.

Activities for the cooperative such as bingo, square dancing, potluck and other events involving the community were suggested.

Dana Hall won a \$25 gift card in the door prize drawing.

The open session ended at 6:35 p.m.

Office manager retires after more than three decades

Carol Gibson, Highleah Townhouses office manager, retired in October.

Carol served the cooperative community for more than 30 years. Generations of members came to know Carol when they moved in as young families and later when their own children stayed to become members.

We wish Carol well in a richly-deserved retirement and acknowledge with gratitude her longtime commitment to Highleah.



Recipes Wanted

Holidays are a perfect time to share your favorite recipe with your neighbors.

We are collecting recipes from residents to be published in the monthly newsletter, "Highleah Highlights." Please submit the recipes to the office.

Here's what we need to know.

Your name: _____

Your phone number in case we have a question. Your number will not be published but the newsletter editor may call you: _____

Name of the dish: _____

Category (please check)

Appetizers and beverages

Breads and rolls

Casseroles and main dishes

Desserts

Soups and salads

Vegetables

A brief history of this recipe. Why is it a family favorite? Have you won a contest with it?

Is the recipe a tradition, a dish that is served, for example, every Thanksgiving? Are there any special instructions for those fixing this dish for the first time?

Please bring your recipe to the office or mail it to Highleah Townhouses, Inc., at 2001 Pembroke Crescent West, Independence, MO 64057.



Board member Martha Ramcke awards a \$25 gift card to the winner of the October door prize drawing, Dana Hall.

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.

In the meantime, you can prepare for the inspection by complying with the housekeeping standards of Highleah.

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

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.



Free Breakfast with Santa

9 to 11:30 a.m.
Saturday, Dec. 7

Beacon Heights Community of Christ
19402 E. Holke Road

Eat breakfast, have your picture taken with Santa, enjoy some crafts and much more.