



the Bugler

September 2009

Highleah Townhouses, Inc. 2001 W. Pembroke Crescent, Independence, MO 64057 816.257.0070

Highleah Townhouses, Inc.
Board Meeting
August 17, 2009

NEWSLETTER MINUTES

Jim Legge, president, called the meeting to order at 6 p.m. Other board members present were Marsha Clark, first vice president; Angela Morris, second vice president; and Diann Taylor, secretary. Also attending were Carol Gibson, on-site manager; Kevin McQuade, maintenance superintendent; Seth Bosch, security patrol officer; Melva Linville, property manager, and Carmen Detherage of Linville Management Services, Inc.

Nine members signed in for the open session.

Su read aloud the minutes of the July 20 open session. The minutes were approved unanimously.

Carol discussed the on-site manager's report. In July, there were 20 statements of credits and 43 statements of charges due. In August, there were 34 defaults and 19 recertification packets mailed. Seven installation permits and three reasonable accommodation requests were approved. There were six exterminations, one animal violation and one vehicle violation.

Lender representatives inspected 10 percent of the units and installed five radon devices on Aug. 4.

Dorinda Meihls submitted a resume for the board.

The annual fall yard sale will be Sept. 19 with a rain date of Sept. 26.

The annual meeting will be on Sept. 15.

The board reviewed Carol's written office report and voted unanimously to accept it.

Kevin discussed the maintenance report. In July, 231 work orders were completed. There were two move-ins and one move-out. Of seven rehabs, five are completed.

Palmer Lawn Professionals mowed four times and applied grub control, bagworm spray and fertilizer.

Classic Roofing completed the installation of the new roof on building #59, 1940 through 1946 Stafford Lane. To the original bid of \$13,915, an additional \$350 was incurred for extra plywood. This brought the total cost to \$14,265.

The board voted unanimously to approve the additional costs for the plywood.

Termite treatments were completed on eight buildings.

Dave Johnson has cleaned and replaced furnace filters on 142 units.

Kevin presented a bid for \$1,140 for tree trimming and thinning out. The board voted unanimously to accept the bid.

The board reviewed Kevin's written report and voted unanimously to accept it.

Angela gave a Pet Committee report. In August, 14 updates were received. The committee met on Aug. 4 and made revisions to Pet Rules and Regulations.

The annual meeting on Sept. 15 was discussed. Two board positions are open. The seats are currently held by Diann and Angela.

Jim opened the floor to members. The loan and the work it will cover were discussed.

Jim thanked members for attending and the open session ended at 6:35 p.m.

Two positions open on board of directors

Cooperative members will fill two three-year positions on the board of directors at the annual meeting on Tuesday, Sept. 15.

The meeting will be held at Bridger Middle School, 18200 E. Missouri 78, just east of Highleah. Please enter through the back door on the north side of the building.

The meeting will begin at 7 p.m. Door prizes will be awarded: first prize of a month's free carrying charge, second prize of \$50 and third prize of \$25.

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.

Board of Directors

Board of Directors

President: Jim Legge
Newsletter and Pet Complaints

First vice president: Marsha Clark
Security

Second vice president: Angela Morris
Pet Registration

Treasurer: Dan Hastings
House and Grounds

Secretary: Dr. Diann Taylor
Educational Grant

Utilities for July 10 through August 7, 2009

Water/Sewer: \$7,194.18
Electric: \$1,241.54

Handy Phone Numbers

Highleah office: 816-257-0070

Maintenance emergency: 913-894-3441

Security patrol: 816-916-7634

Non-emergency police: 816-325-7300

Natural gas company: 816-756-5252

Power and light service: 816-325-7930

Animal control: 816-325-7205

Citizens Information Center: 816-325-7000

Dr. Diann Taylor

My name is Dr. Diann Taylor. I have been actively involved in property management and cooperative housing for 21 years. I seek re-election for a second term as a member of the Board of Directors at Highleah Townhouses.

My experience in property management began in 1964 as property manager for 12 rental houses for UMKC students living off campus. For seven years, from 1964 to 1970, I was liaison between UMKC and G.H. Taylor, owner of the properties. I was responsible for screening applicants, rental agreements, rent collection, scheduling maintenance repairs and rehabs, accounting, payroll and attorney referrals. In 1970, I sold the 12 properties and moved to Independence Square Townhouses.

My experience in cooperative housing began in 1970 as office manager for Foundation for Cooperative Housing. For five years, from 1970 to 1975, I was liaison between the Foundation and property managers for HUD-managed townhouse complexes in the Greater Kansas City area and surrounding cities in Missouri and Kansas. I was responsible for the management and supervision of the accounting department personnel who provided accounts receivable, accounts payable and payroll services for each of the properties.

In 1970, as a resident of Independence Square Townhouses, I was elected as a member of the Board of Directors where I served as president for seven years until I purchased a home and moved.

In 1975, I received a doctorate in communication and resigned my position at the Foundation to accept a position as professor of communication at the University of Kansas. I taught communication studies courses for 30 years.

In 2005, I retired from KU and moved to Highleah Townhouses. I was elected "from the floor" as a member of the Board of Directors at the annual membership meeting in 2006. I served the first two years as treasurer and was responsible for the newsletter. This year I am board secretary and am responsible for the Education Grant Committee.

My experience in cooperative housing began early in my career when cooperative housing was a new, innovative concept in our area. I was a young college student, married with two children, when I lived at Independence Square Townhouses.

Highleah Townhouses are no longer under the direction of HUD. I ask for your vote to allow me to remain as a member of the Board of Directors as we progress through the transition process and continue to provide quality, affordable housing for our community.

Dorinda Meihls 1818 Devonshire Place

I am running for a position on the Board of Directors of Highleah Townhouses.

I have a background in retail sales that includes responsibilities in ordering, merchandising, cashiering, assisting customers, cash office responsibilities, answering the phones and taking messages or transferring calls.

I have also worked with the mentally handicapped and had my own foster home for mentally/physically handicapped children for a few years. The responsibilities included the physical care and feeding, teaching life skills, charting the lessons and behaviors, being responsible for and recording their finances and transporting them to school, to doctor's appointments and to other activities.

I worked as a housekeeper in a hospital on the substance abuse floor, was in charge of setting up conference rooms for the hospital in general.

I have also worked at Park University and in four years was able to work my way from working in food service to being the only female custodian, to being assigned the University's Conference Coordinator and a Resident Manager of a women's dorm. My responsibilities as Conference Coordinator included negotiating and writing contracts and hosting groups who utilized the campus facilities, which included housing, meals, conference room, classroom and the use of the theater.

Currently my interests include hand knitting and crocheting, studying about spirituality and world events. I am interested in environmental issues and human rights. I enjoy keeping track of what is happening with the weather and earth changes around the world and how these affect all of humanity.

I have lived here at Highleah for three years. I have lived in Missouri since the summer of 1976. I am originally from Michigan.

I feel I can contribute my experience and interests to the Board and would like a chance to serve the residents here.

Thank you.

Angela Morris

My family has lived in Highleah for nearly 10 years and we like the close community of friends we have here, the maintenance-free living and the affordable monthly carrying charges.

Because I care about Highleah and the cooperative lifestyle all members enjoy, I am running for re-election to the board of directors. I am currently second vice president and have served on the board since 2006.

During this time, I have chaired the House and Grounds and Pet committees. For the House and Grounds Committee, I followed through on complaints until issues were resolved. For the Pet Committee, I created spreadsheets to keep current pet information up to date, reinstated monthly meetings and rewrote pet rules and regulations.

By attending two cooperative conferences, I have learned more about co-op living and how it works. I have been able to gather new ideas to bring back to the members. I have worked on the budget to help keep carrying charges as low as possible and to look out for the members' best interests. I have worked on the refinancing with EVS.

I have worked for the United Services Community Action Agency, a nonprofit organization dedicated to providing assistance to low-income families. I now work for Caravan Ingredients, a leading manufacturer and supplier of bakery and food ingredients.

I am a graduate of William Chrisman High School and the Bradwell Institute in Georgia. I also have attended Blue River Community College.

Please vote for me on Sept. 15. I would like to continue to be a voice for the members.

Highleah members allowed one cat or one dog per household

Rules governing pet owners recently were rewritten by the Pet Committee.

The committee sought to clarify, not to modify, existing regulations. Committee members believed they needed to emphasize Highleah's long-standing policy of allowing only one dog or one cat per household.

Members can own a dog or they can own a cat but they cannot own both nor can they own two dogs or two cats.

Here are all the rules for pet owners.

Pet Rules and Regulations

1. Pet owners may have (1) pet per household. Either a dog OR a cat.
2. Authorized pets are as follows: (1) dog OR (1) cat per unit with one of the following: one (1) fish tank, two (2) birds, two (2) hamsters or gerbils.
Any pet not listed in this rule is considered to be unauthorized and not allowed.
3. Visiting pets are not allowed.
4. Fifty (50) pounds is the maximum weight limit for all dogs at full growth. It is understood that my dog may exceed the fifty (50) pound weight limit and if it does, I agree to remove the animal immediately.
Pit bulls, Chows, Akitas, Rottweilers, Dobermans, Staffordshire Terriers or any mix thereof will not be allowed.
5. All pets must be vaccinated annually with rabies and parvo and be in accordance with city laws. Verification must be submitted to Highleah Office.
6. Pets will not be allowed to make unreasonable noise.
7. Pets, cats and dogs, when on cooperative grounds must be accompanied by a person and restrained by a leash at all times.
No pet is allowed to run loose on the grounds at any time.
All pets will be required to display Pet Vaccination Tags. Always clean up your pet's feces in your yard and on cooperative grounds immediately.

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8. Chains used to restrain pets outside units cannot exceed six (6) feet in length. Trees are not to be used to restrain pets. Areas where pets are restrained must be cleaned daily.
9. No restrained pet is to be left unattended (after 10 p.m. or before 7 a.m.) or longer than (2) hours at any one time.
10. Any pet that attacks or bites a person or another pet will be removed from the cooperative at the recommendation of the Pet Committee and at the discretion of the Board of Directors.
11. Pet owners are responsible for damage to the cooperative grounds and structures inside and outside of units.
12. Pet owners will be required to serve on the Pet Committee as a representative of your street for a period of six (6) months every two (2) years. All pet owners serving as a Pet Committee member will abide by the attached obligations.
13. Any three (3) violations of these rules within a one (1) year period will have their pet privileges revoked. Members will not be granted another permit without the Board of Directors' approval.
Denial of privileges can be based on previous violations in your file for pet owners renewing a registration.
14. All pet complaints must be put in writing and given to a Pet Committee member. The Pet Committee can respond only to a complaint that bears the signature of the member.

Fall Yard Sale Slated for Sept. 19

Look for bargains throughout the cooperative all day long on Saturday, Sept. 19.
That's the date for the annual cooperative yard sale.
If the sale is rained out on Sept. 19, it will be held on Sept. 26.

