



# Highleah Highlights

2001 Pembroke Crescent West Independence, MO 64057

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

## Board of Directors

Martha Ramcke  
*President (Elected 2013)*

Andrea Thompson  
*Vice President (Elected 2014)*

Tina Windhausen  
*Treasurer (Elected 2015)*

Jordan Baze  
*Secretary (Elected 2015)*

Diane Pulford  
*(Elected 2013)*

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

**UTILITIES: 2/5 - 3/9**  
Water/Sewer: \$12,384.32

## Bylaws vote slated for September 25

In June of 2011, the board of directors met to update the bylaws of Highleah Townhouses, Inc.

Because the Federal Housing Administration and the U.S. Department of Housing and Urban Development were no longer involved in the operations of Highleah, references to FHA and HUD were removed from the bylaws at the meeting in 2011.

Five other changes were made to the bylaws at that time.  
These were revisions governing:

- (1.) the removal of a director -- adding a stipulation for removal due to excessive absences from board meetings;
- (2.) transfer on death registration -- adding that as an option for members;
- (3.) transfer values -- establishing values for the different unit sizes;
- (4.) proxies -- allowing a member to appoint a proxy;
- and (5.) notification of meetings -- adding electronic mail.

Since that meeting, three attempts have been made to pass the revised bylaws at the annual meeting. Because the bylaws require 51 percent or one more vote than half of the members, they have not passed because attendance has been too low.

There are some misconceptions and misunderstandings about the bylaws, which may have kept members from attending the meetings.

Bylaws are not rules and regulations. Bylaws cover membership, meetings and financial management of the corporation.

Rules and regulations cover the conduct of members and guests on the property. The purpose of rules is to promote harmony and to create a community where the comfort and privacy of all residents are considered.

Bylaws govern the operations of the cooperative, which is a corporation. The bylaws define the purpose of the corporation -- non-profit housing -- and the duties and responsibilities of owning and managing the corporation.

Bylaws do not affect carrying charges. Carrying charge increases are an annual decision made by the board of directors.

The board will hold a vote again on the updated bylaws on September 25.

Until then, bylaws will be discussed at every open session of board meetings and questions will be answered by the cooperative attorney.

Minutes of the June 6, 2011, meeting are available to all members.



*On the left: Brenda Hallmon is congratulated by board president Martha Ramcke. Brenda won the door prize drawing at the March open session. She received a \$25 gift card.*

## Please use water wisely

Water is provided for normal use.

Summer water usage is limited to filling a wading pool and watering grass, shrubs and flowers.



Please do not turn your sprinklers on longer than necessary. Excessive watering raises carrying charges for everyone.

Our most recent water bill was \$12,384.32.

## Barking dogs, noise bother neighbors



Noisy neighbors and dogs barking continually in backyards are making life miserable for members who leave their windows open now that spring is here.

Pet owners may not realize it but dogs left alone at home also may bark incessantly inside the unit and disturb neighbors.

Please be considerate of other members of the cooperative.

Creating disturbances is a violation of Independence Square rules and regulations and places a member in default of the Occupancy Agreement.

Violation of these rules can result in a member's account being sent to the cooperative attorney for Termination of Right to Occupy; in other words, loss of membership.

## BOARD MEETING, March 21, 2016 NEWSLETTER MINUTES

**Board members present:** Martha Ramcke, president; Andrea Thompson, vice president; Jordan Baze, secretary; Tina Windhausen, treasurer; and Diane Pulford

**Staff present:** Gina Zukel, office manager; Linda Thompson, assistant office manager; and Kevin McQuade, maintenance superintendent

**Also attending:** Betsy Kilker, administrative assistant with Linville Management Services, Inc.

Ten members signed in. Martha welcomed them and called the session to order at 6 p.m.

Martha reminded members that the next board meeting is April 18, the annual meeting is September 20 and a bylaws picnic is September 25.

Gina gave the office report.

At the end of February, there were 27 statements of credit, 23 statements of charges due, 23 defaults, four installation permits submitted and approved, three exterminations, five animal violations and one vehicle violation.

The fourth round of bed bug inspections will be on April 7. One unit required a heat treatment after the third round of bed bug inspections.

Currently on the market are two one-bedroom units and one two-bedroom unit.

Kevin presented the maintenance report. In February, 142 requests for service were received and 121 completed. There were two move-ins and two move-outs.

JC's Lawn Service has been cleaning up leaves and gutters. Nine rehabs are in various stages of completion.

Betsy presented the managing agent's report.

Three applications were approved.

Financial reports were mailed to the board on March 3. Five letters were sent to members.

Martha opened the floor to member comments.

Brenda Hallmon won the door prize drawing.

The meeting was adjourned at 6:45 p.m.



# PARKING RULES REVISED

Highleah will be towing vehicles that are parked illegally or in violation of cooperative parking regulations.

Here are the parking rules.

## VEHICLES

1. One car per licensed driver per household. This does not apply to motorcycles. In the case of a complaint or controversy, you may be asked to provide the office with a copy of every individual's driver's license.

A household with three or more vehicles must use auxiliary parking.

2. Every unit has one numbered parking space assigned exclusively for the use of that unit. All other members' and guests' vehicles shall park in available guest or auxiliary spaces.

Members must park in their assigned spaces first when the numbered spot is available.

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

4. Parking in numbered spaces assigned to another unit may result in the vehicle being towed.

5. All vehicles including motorcycles, motor scooters and mini-bikes owned by Highleah residents or their guests must be licensed properly in accordance with state law and be in operable condition.

Vehicles in violation will be given 48 hours to rectify the violation.

6. No motor homes, boats or recreational vehicles can be parked on Highleah premises except for the purpose of loading and unloading not to exceed 24 hours.

7. All members and guests shall recognize and comply with universally accepted rules of the road and the 15 mile-per-hour speed limit while on property.

8. Any vehicle parked in a nondesignated area such as the grass, sidewalk, fire lane, driving lane, maintenance driveway, No Parking zone or in front of a dumpster will be towed without further notice.

9. Vehicles shall not extend over the sidewalk.

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

No vehicle shall be left unattended while on jacks or jack stands. All repairs must be completed within 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. Do not put old or excess oil or antifreeze in the trash or down the sewers.

11. "Abandoned property," any unattended motor vehicle, whether or not operational is subject to towing 96 hours after a warning ticket is placed on the windshield of the vehicle or a door tag placed on the townhouse door of the member.

12. All towing is at the vehicle owner's expense.

13. Any member's vehicle used for employment (a company vehicle) must park in numbered or auxiliary parking. Any vehicle rated 3/4 ton or more must be approved by the Board of Directors and must park only in auxiliary parking.

14. Any operable vehicle parked in guest or auxiliary parking for more than 72 hours will be given 48 hours to rectify the violation before being towed.

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## Be on time: Pay online

Your carrying charges are due the first day of every month.

Paying is even easier now that members can make their payments online through the Resident Portal.

Carrying charges become delinquent on the 10th of the month and unpaid accounts are sent to the attorney on the 20th of the month.

The checks you write to Highleah Townhouses are being deposited the day they are received.

A new accounts receivable program allows the checks to be cashed immediately.

When you write a check to pay the cooperative, you need to make sure that funds are in your account at that time.



## **DATES TO REMEMBER**

**APRIL 18 --** Board Meeting  
Open session at 6 p.m.

**SEPTEMBER 20 --** Annual Meeting  
Election of directors

**SEPTEMBER 25 --** Bylaws Picnic  
Vote on updated bylaws

## **Changes to units require approval, permit**

Improvements or physical changes to the exterior or interior of a townhouse must be pre-approved.

An Installation/Alteration Permit must be completed, submitted to the office and approved before any work begins.

When approved alterations are completed, the work must be inspected by the maintenance superintendent.

An improvement is defined as any permanently affixed addition or enhancement made to a unit which was not originally in the unit. This includes paneling, finishing basements, carpeting, fencing, adding vanities in bathrooms and other such changes to the structure or the appearance of the unit.



## **Cooperative courtesy makes summer safer**

Summer is in the air  
and Highleah members are everywhere.

Some drive Fords  
and some ride boards.

Some grab bikes and pedal away.  
Others head outside to hang out or play.  
As we all enjoy the warmer weather  
a few simple courtesies will make life better.

Motorists, please drive slow  
and look out for little ones wherever you go.  
Bicyclists on sidewalks, enjoy your ride  
But when pedestrians approach, kindly move  
to the side.

Parents, please keep track of children and toys.  
And show our youth how to be polite and poised.

Skateboarders, please take your ramps down  
when you are done  
and remember that sidewalks belong to pedestrians.  
Whether you're young or old, we can all agree,  
Let's keep Highleah as safe as can be.

## **New Rule for Patio Furniture**

The board has added specifications to the House and Grounds rules.

“Outdoor deck storage boxes can be placed only on patios and can be no wider than 60 inches, no higher than 36 inches and no deeper than 25 inches. The storage boxes must be no closer than two feet to the air conditioning condenser unit.”

