

Pet Owners Required to Abide by Rules

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.

All members must file a statement whether or not the member has a pet on the premises at the time of move-in and every year at the time of recertification.

Definitions

Control: A pet shall be deemed to be under control of a responsible person when that person can observe and take effective corrective action to prevent nuisance or harm to people, animals or property.

Owner: Shall mean any person residing in the community who keeps or harbors a pet.

Pet: Any non-human creature maintained in the community.

Registration

All pets kept on the premises must be registered with the Cooperative Office within 10 days after move-in or acquisition of the pet.

The following forms are required to complete the registration.

1. Pet registration form
2. Signed Pet Rules and Regulations form
3. Proof of current vaccinations in accordance with City of Independence animal ordinances
4. Current weight of the pet
5. Current photo of the pet
6. Written proof of spaying or neutering
7. A one-time, nonrefundable fee of \$50 per pet
8. Dogs must have their DNA registration kit completed with the office



Pet Privileges

Pet owners may have two (2) dogs, two (2) cats or one (1) dog and one (1) cat per household. Any of the following also are allowed:

- a. One (1) aquarium up to 50 gallons for fish. Members will be responsible for any water damage to the unit from the aquarium.
- b. Two (2) birds in cages kept indoors inside the unit.
- c. Two (2) hamsters or gerbils kept indoors inside the unit.

1. Any pet not listed here is considered to be unauthorized and not allowed. The cooperative reserves the right to refuse pets having the propensity to injure including but not limited to the following dog breeds: American pit bull terrier, American Staffordshire terrier, Staffordshire bull terrier, Chows, Akitas, Rottweilers, Dobermans, wolf or any mix thereof.

2. No pets for breeding purposes shall be kept on Highleah Townhouses, Inc. property.

3. The maximum weight allowed for a dog at full growth is 65 pounds. Members must provide veterinary verification of vaccinations and weight.

4. All cats and dogs will be vaccinated annually or as recommended by a veterinarian in accordance with the rules of Highleah and the ordinances of the City of Independence. Verification must be submitted to the Cooperative Office within 10 days.

5. Visiting pets are not allowed.

6. Pets will not be allowed to make unreasonable noise.

7. No pet, cat or dog is allowed to run loose on the cooperative grounds at any time. All pets, cats and dogs must be on a lead and under the control of a responsible person when on cooperative grounds.

8. 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.

9. Any dog feces reported on the property will be tested for a DNA match. All samples must be collected by the Highleah representative.

10. The fee for clean-up the first time will be \$100; the second time, \$125; and the third time, \$175 with a loss of pet privileges and a letter from the attorney.

11. 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.

12. 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.

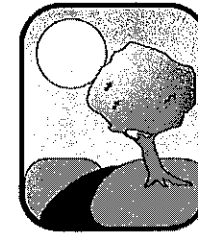
13. Any pet that attacks or bites a person or another animal may be removed from the premises by an Animal Control Officer, licensed veterinarian, health or police officer in accordance with Independence City Code.

14. 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.

15. 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.

16. With the exception of pet waste violations, 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.



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 2016)

Andrea Thompson
Vice President (Elected 2014)

Tina Windhausen
Treasurer (Elected 2015)

Jordan Baze
Secretary (Elected 2015)

Diane Pulford
(Elected 2016)

If you have pet complaints,
please turn them in to the office.

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

Great Plains SPCA
**21001 E. Highway 78,
Independence
913-808-3372**
**Hours: Noon to 7 p.m.
Tuesday through Friday
11 a.m. to 6 p.m.
Saturday and Sunday**

UTILITIES: 2/9 - 3/10
Water/Sewer: \$12,479.91

BOARD MEETING, March 20, 2017 NEWSLETTER MINUTES

Board members present: Martha Ramcke, president; Andrea Thompson, vice president; Tina Windhausen, treasurer; and Diane Pulford
Jordan Baze, secretary, joined the meeting at 6 p.m.

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

Also attending: Melva Linville, property manager, and Betsy Kilker, administrative assistant, with Linville Management Services, Inc.

Martha called the meeting to order at 3:45 p.m.

Minutes of the February 27 board meeting were approved.

Kevin reported that maintenance has finished installing carbon monoxide/smoke detectors in Sections 1, 2 and 3 and is working on Section 4. Betsy asked that he notify her when installation is complete so that she can inform the mortgage company.

Open Session

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

She reminded members that the next board meeting is April 17.

Gina gave the office report.

There have been 11 statements of credit, 22 statements of charges due, one attorney referral and 25 defaults. One installation permit has been received and approved.

There have been five exterminations and two animal violations.

Currently on the market are two two-bedroom units.

Kevin presented the maintenance report.

In February, there were 155 requests for service received and 142 completed. There was one move-out. One rehab is done and five rehabs are in various stages of completion.

Kevin Dibble has been picking up limbs blown out of trees by the high winds of March 6. He has filled one 30-yard container and is working on a second.

Betsy presented the managing agent's report for February.

Two final statements were completed. Linville Management sent one letter to a member and processed \$154,296.68 in accounts payable. Financial reports were mailed to the board on March 10.

Martha opened the floor to member comments.

Bill Hoots won the door prize drawing.

The meeting was adjourned at 6:30 p.m.

HELP KEEP OUR CO-OP A SAFE, CLEAN PLACE TO PLAY, LIVE

Warmer weather and the end of the school year mean more children will be playing on the Highleah grounds.

You may have noticed the large green electrical boxes throughout the complex.

Please take time to instruct your children that they are not to play around, on or in these boxes and not to tamper with the locks that are on them.

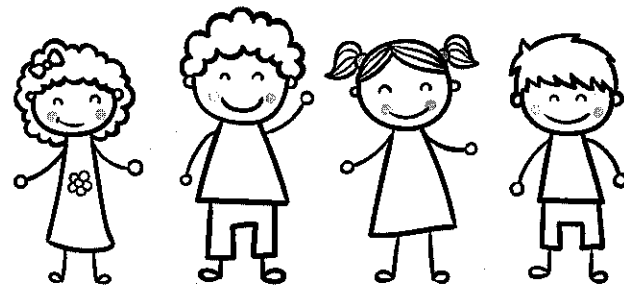
Severe injury can result and that's the last thing any of us would want for our kids.

POOL RULES

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 the Occupancy Agreement they signed when they moved in. 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.

OTHER REMINDERS:

Please remember that children are to be supervised when outside.

If your children are walking the dog, they need to be advised to clean up after the pet, too.

Observe the speed limit of 15 m.p.h. and make sure your children are buckled safely in their own seats inside the car and not riding on your laps.

Do not park on the sidewalk.

MEMBERS WELCOME AT ALL OPEN SESSIONS OF BOARD MEETINGS

Open sessions of monthly board meetings begin at 6 p.m. on the third Monday of the month.

The sessions involve the board of directors, the on-site manager, the maintenance superintendent, property manager, cooperative attorney and other corporation advisers.

The sessions are open to all members of Highleah Townhouses.

Minutes of open, closed and executive sessions are a record of what is done or decided during a board meeting. Minutes are not a record of what is said.

If you are interested in hearing the complete discussion of an open session, you are encouraged to attend the sessions.

Free Grass Seed for Members

Grass seed is free to members who want to plant grass in bare areas in their lawn.

Please bring a bag or a container with you to the office to pick up the seed.

Maintenance superintendent Kevin McQuade recommends putting the grass seed in the freezer 24 hours before planting. Then, sow the seed and water it.



NEW ALARMS INSTALLED TO DETECT SMOKE, CARBON MONOXIDE

Carbon monoxide/smoke detector alarms recently were installed in all Highleah townhouses.

The alarms are designed to warn residents of the presence of smoke or carbon monoxide. Both are serious threats to the safety of those in the townhouse.

The manufacturer of the detectors strongly advises residents to heed an alarm when it sounds -- it could be warning of a potentially dangerous situation. Ignoring the alarm may result in injury or death.

Carbon monoxide is an invisible, odorless, tasteless gas. If the presence of carbon monoxide is suspected, residents should move immediately to fresh air and wait until an emergency services responder has arrived and inspected the premises.

A warning about the presence of carbon monoxide is a flashing red light and a horn beeping four times, pausing and beeping four times again.

A warning about the presence of smoke is a flashing red light and a horn beeping three times, pausing and beeping three times again.

The manufacturer of the detectors recommends weekly testing to assure that the alarms are working properly. To do this, press the test button three to five seconds until the horn sounds. If working correctly, the horn will sound three beeps, pause, and sound three more beeps. The light will flash red. Next, the horn will sound four beeps, pause and sound four more beeps. The light will flash red again.

If the unit does not sound or flash as it should, notify maintenance immediately.

\$ How Payments Are Applied

When you make a payment to Highleah, the money is applied to your account in this order: attorney fees are paid first, filing fees next, then late charges, work orders and finally, carrying charges.

The money is applied to the work order unless you are on a payment agreement plan.



Melva Linville, property manager, awards the March door prize of \$25 to Bill Hoots. His name was drawn during the open session of the board meeting.

OFF-DUTY POLICE PATROL PROPERTY

The security provider for Highleah is off-duty officers from the Independence Police Department.

The officers will be driving marked police vehicles when they are on our property. They will enforce all city ordinances and state laws as well as our Rules and Regulations.

If you are in need of assistance from the police, please dial the emergency number: 9-1-1. If it is not an emergency but you still need assistance from the police, dial 325-7300.

If the police are on the property, the response time should be less than three minutes. If they are not currently on the property, the response time could be much longer because emergencies take priority in the city.

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 and which changes the structure or the appearance of the unit in some way.

A permit also applies to the installation and use of security alarms in units.

Security alarms are considered improvements. Members are required to submit an installation/alteration permit before an alarm system is installed.

The office must have your alarm code to allow maintenance to enter the unit in the event of an emergency.

For maintenance to handle work orders during working hours, members must disarm the alarm system or submit to the office a maintenance code for the alarm.

