



the
Bugler

AUG 14 2009

August 2009

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

**Highleah Townhouses, Inc.
Board Meeting
July 20, 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; Gina Cowan, assistant manager; Kevin McQuade, maintenance superintendent; Todd Winborn, head of Security; and Carmen Deatherage of Linville Management Services, Inc.

Four members signed in for the open session.

Su read aloud the minutes of the June 15 open session. The minutes were approved unanimously.

Carol discussed the on-site manager's report. In June, there were 32 statements of credits, 37 statements of charges due and two attorney referrals. In July, there were 26 defaults, and 20 recertification packets mailed. Eight installation permits were approved. Three reasonable accommodation requests were approved and are in various stages of completion.

The City of Independence required the removal of overgrown foliage from 18025 Dover Fork and the work was completed on June 24. The City inspected a unit and it passed on July 2.

The board will meet with EVS about refinancing tomorrow night.

The cooperative yard sale will be Saturday, Sept. 19. The rain date is Sept. 26.

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

Kevin discussed the maintenance report. In June, 179 work orders were completed. There were two move-ins and one move-out. Of seven rehabs, two are not yet completed.

Palmer Lawn Professionals mowed five times and treated for weeds on sidewalks and parking areas.

The City of Independence is changing out a lot of water meters and requiring maintenance to clear growth away from the meters.

Kevin presented bids from Classic Roofing for two roofs: Building #59, \$13,915; and Building #63, \$13,915; for a total of \$27,830. The board voted unanimously to accept the roof bids.

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 June 8 through July 10, 2009

Water/Sewer: \$7,968.43
Electric: \$1,370.82

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

Kevin presented bids from SOS Pest Control to treat eight buildings for termites. Cost for each building is \$580; for a total of \$4,640. The board voted unanimously to accept the bids.

Kevin discussed chairs for members in the clubroom. He showed one of the chairs that he recommended. It costs \$49; two racks to hold the chairs cost \$60 a piece. The board voted unanimously to approve purchase of the new membership chairs.

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

Jim opened the floor to member comments at 6:20 p.m.

Angela gave a Pet Committee report. In July, nine updates were received; six complaints were lodged; and 22 letters were sent out requesting updated information. Jim will follow up on the pet complaints. Joyce Nilson asked to serve on the Pet Committee again.

Jim thanked members for attending and the open session ended at 6:30 p.m.

Services for Hire

Handyman: anything and everything
Call Jordan at 816.785.4000



Board members sign ethics agreement

Serving on the board of directors is a responsibility and privilege.

The Highleah board meets on the third Monday of every month except in September when the annual meeting is held on the third Tuesday. Meetings begin with an open session at 6 p.m.

In addition to regular monthly board meetings, the board may call special meetings throughout the year.

Once elected, all board members are required to sign the Board Member Code of Ethics.

Board Member Code of Ethics

As a member of the board of directors, I will

- listen carefully to my teammates.
- respect the opinion of other board members.
- respect and support the majority decisions of the board.
- recognize that all authority is vested in the full board only when it meets in legal session.
- keep well-informed of developments relevant to issues that may come before the board.
- participate actively in board meetings and actions.
- bring to the attention of the board any issues that I believe will have an adverse effect on the cooperative or those we serve.
- attempt to interpret the needs of those we serve to the cooperative, and interpret the actions of the cooperative to those we serve.
- refer complaints to the proper level on the chain of command.
- recognize that my job is to ensure that the cooperative is well-managed, not to manage the cooperative.
- represent all members and not a particular court or interest group.
- consider myself a "trustee" of the cooperative and do my best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of its members.
- always work to learn how to do my job better.
- declare conflicts of interest between my personal life and my position on the board, and abstain from voting when appropriate.

*As a member of the board, I will **not***

- criticize other board members for their opinions, in or out of the board room.
- use the cooperative for my personal advantage or that of my friends or relatives.
- discuss the confidential proceedings of the board outside the board room.
- promise how I will vote on any issue before a meeting.
- interfere with the duties of the administrator or undermine his or her authority with staff members.
- act as a director outside of board meetings unless so authorized by the board. (Outside the board meetings, the board member is just like any other member and his or her status as a board member is restricted to times when the board meets as a group to hear reports, discuss problems, make reports and make decisions.)
- direct the cooperative staff. (Cooperative staff are to be directed by Management. When a board member thinks something should be done, first it's brought out before the board. If the board decides to act, the board should vote on a motion notifying the Management Agent, and then let the Management Agent see that the motion is carried out.)
- reveal confidential information made available to the board to help make a business decision.

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.



Two positions open on board of directors

Cooperative members will fill two three-year positions on the board of directors at this year's annual meeting.

Members in good standing who care about our community are encouraged to run for office. Resumes of candidates will be printed in the September newsletter.

The annual meeting will be on the third Tuesday in September, the 15th.