

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. 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.

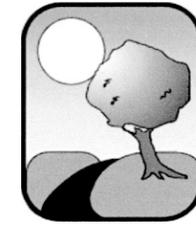
Board Member Code of Ethics

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 Managing Agent, and then let the Managing Agent see that the motion is carried out.)
- reveal confidential information made available to the board to help make a business decision.



Highleah Highlights

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www.highleah.com

Board of Directors

Marsha Clark
President
(Newsletter)

Martha Ramcke

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

Animal Control
816-325-7205

Citizens Information Center
816-325-7000

UTILITIES: 6/5 - 7/9

Water/Sewer: \$10,644.21
Electric: \$1,661.74

BOARD MEETING, June 17, 2013 NEWSLETTER MINUTES

Marsha Clark, president, called the meeting to order at 6 p.m. Also present was Martha Ramcke, a new board member; Carol Gibson, on-site manager; 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.

Marsha introduced Martha Ramcke, who has accepted an appointment to the board until the annual meeting in September.

Minutes of the June 17 board meeting were approved.

Carol presented the office report. In June, there were 31 statements of credit, 71 statements of charges due, two attorney referrals, two installation permits received and approved, six exterminations, one animal violation and one house and grounds violation. In July, there have been 41 defaults.

Twenty units are on the market. Six of these have been sold.

Kevin presented the maintenance superintendent's report. In June, there were 181 requests for service and 176 completed. There have been three move-ins and three move-outs.

The grounds have been mowed four times. JC's Lawn is the new lawn care company. Five of 18 rehabs are completed.

Marsha opened the floor to member comments.

Wayne Baker won a \$25 gift card in the door prize drawing.

The open session ended at 6:25 p.m.



Martha Ramcke awards a \$25 gift card to Wayne Baker, the winner of the door prize drawing in July. All members who attend open sessions are eligible for the door prize drawing. The winning members' tickets will be drawn at the end of the open session -- and you must be present to win. All open sessions start at 6 p.m.

Annual meeting to be picnic on Sept. 22

Cooperative members will elect board members and vote on new bylaws at a Family Fun Annual Membership Meeting on Sunday, September 22.

Registration will be at 12:30 p.m. and the meeting will start at 1 p.m. A picnic will be served on the patio of the clubhouse at the end of the meeting.

A question-and-answer session will be held after the election of board members to discuss revisions to the bylaws.

Several door prizes will be awarded including a month's free carrying charges and cash prizes of \$50 and \$25.

The bylaws require a majority vote of the membership to pass.

The bylaws were revised by cooperative attorney Dudley Leonard to remove references to FHA and HUD and to update them with the way the cooperative currently operates.

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.

The regular monthly board of directors meeting on September 16 will be closed.

Yard Sale Slated for September 21

Look for bargains throughout the cooperative all day long on Saturday, September 21.

That's the date for the annual cooperative yard sale.

The rain date is September 28.



Recycling Centers in Independence

MRC now operates the two City recycling centers.

Items accepted at the centers include paper, cardboard, paperboard, steel and aluminum cans, plastic, glass food and beverage jars, toner cartridges, flat-screen television sets, lawn and garden equipment, computer monitors and rechargeable batteries. These are accepted free of charge.

A fee will be charged for old-style television sets that are not flat screens: \$15 for television sets with screens up to 27 inches and \$35 for larger screens.

35th Street Recycling Center

13600 E. 35th St.

10 a.m. to 6 p.m. on Friday

8 a.m. to 4 p.m. on Saturday

Vista Avenue Recycling Center

875 Vista Avenue

8 a.m. to 4 p.m. on Sunday

10 a.m. to 6 p.m. on Monday

Resumes accepted for board vacancies

We are in need of board members for Highleah Townhouses, Inc.

The bylaws state that the board of directors shall consist of five members.

If you are interested in volunteering your time and energy to help your community, please submit a resume to the on-site office staff.

Resumes of candidates will be published in the September newsletter.

Candidate resumes to be published in newsletter

Resumes of candidates for the board of directors will be published in the September newsletter.

Here is an easy format to help you organize your information.

Most of the categories are optional. You may choose to write in complete sentences or use only bullet points.

Name:

Cooperative experience:

Qualifications:

Family:

Work history:

Education:

"I want to serve on the board of directors because:"

Running for the Highleah Board of Directors

Name:

Martha Ramcke

Cooperative experience:

- *appointed to Highleah board of directors in June*
- *member of Highleah Townhouses for 8 years*
- *cooperative employee in Kansas City area Independence Square assistant office manager since February of 2012 to present Loma Vista West office manager for five years Highleah Townhouses assistant office manager for two years*

Qualifications:

"I have 25 years experience in cooperative and rental property management in Wisconsin and Missouri."

Family:

"I'm raising an 8 year-old-son currently living at Highleah and one older son grew up in Highleah."

Education:

"I have attended several courses through the Midwest Association of Housing Cooperatives and Linville Management mini-conferences over the years. There is always something new to learn."

I want to serve on the board because:

"Highleah is a safe, affordable, close-knit community with neighbors who look out for each other. I want our cooperative community to remain a home for seniors, single mothers, young families and retirees who can enjoy living together peacefully and within their means."

Please vote for me at the annual meeting on Sunday, September 22.

Thank you.