

## DATES TO REMEMBER

**AUGUST 15** Board Meeting  
Open session at 6 p.m.

**SEPTEMBER 20** Annual Meeting  
Election of directors, Bridger Middle School

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

## ANNUAL MEETING SLATED FOR SEPT. 20

Cooperative members will vote to fill two positions on the board of directors at the annual meeting on Tuesday, September 20.

The meeting will begin at 6 p.m.

Door prizes will be awarded: first prize of a month's free carrying charges, second prize of \$50 and third prize of \$25. Members must be present to win.

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.

A quorum is necessary to hold the annual meeting.

Members in good standing who care about our community are encouraged to run for office.

## 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.

## Reminder

### PLEASE THROW TRASH IN DUMPSTERS

Members are reminded to put trash in bags and to place the bags inside, not next to, a dumpster.

Recently a member reported finding credit and employment applications with personal information on them, mail and other trash littering the area around a dumpster.

Members who empty their trash cans directly into the bin are creating a mess for the maintenance staff. When the dumpster is picked up, loose trash is blown all over the grounds.

Litter and garbage strewn throughout the complex are unsightly and unsanitary.



Martha Ramcke, board president, awards the door prize to Phyllis Locke at the July meeting.

### Brand new GE Portable Dishwasher

For  
Sale

- black with butcher block top
- never used
- paid \$600

Now selling for \$400.

Call Kelly at 816.808.8188



# 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.

### 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: 6/8 - 7/12**  
Water/Sewer: \$14,360.60

### BOARD MEETING, July 18, 2016

## NEWSLETTER MINUTES

### Open Session

**Board members present:** Martha Ramcke, 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:** Melva Linville, property manager, and Betsy Kilker, administrative assistant, with Linville Management Services, Inc.

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

The next board meeting is August 15.

Gina gave the office report.

In June, there were 22 statements of credit, 32 statements of charges due, one attorney referral and 49 defaults. There were two exterminations, two animal violations, two vehicle violations and one yard/common area violation. There is a two-bedroom unit on the market and there is a three-bedroom unit on the market.

Kevin presented the maintenance report.

In June, there were 235 requests for service and 236 completed. There were four move-ins and two move-outs.

Palmer Lawn Professionals mowed five times, cleaned out all gutters and applied weed killer and herbicide.

Five units are in various stages of rehabbing.

Betsy presented the managing agent's report.

Two applications were approved and one application is pending.

Three final statements were completed and one is pending.

Linville Management processed \$187,938.19 in accounts payable for the month.

Financial reports were mailed to the board on July 13.

Martha opened the floor to member comments.

The door prize drawing was held. Phyllis Locke won the prize.

The open session ended at 6:25 p.m. and the meeting was adjourned.

## 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.

I have been in Girl Scouts of America for more than 38 years, as a member, leader, troop service director and a Girl Scout trainer responsible for more than 20 troops.

I am an active member in my church and have participated and led many activities and youth work as a registered youth leader for the Community of Christ church. I also served on the Board of Health Ministries Association for many years.

In 1984, neighbors in Highleah nominated me for Good Neighbor of the Year. I was not only named Good Neighbor of the Year for Neighborhood #37 but also was honored with the title Good Neighbor of the Year for the City of Independence.

I would like to serve on the board of directors because I have enjoyed living here for many years and would like to maintain the high standards this co-op possesses. I respect and appreciate the management of Highleah and how they have created a safe, clean and peaceful environment for their residents. This would be my first and foremost goal as a representative of the Highleah Townhouses.

Thank you for your consideration,  
**Diane L. Pulford**

## Revised bylaws provide funds to protect members

If your furnace needs to be replaced, you know that a new furnace is only a work order away.

Maintenance will install a new furnace if yours becomes unsafe or no longer heats your unit the way it should.

But what if Highleah Townhouses, Inc., didn't have the money to replace such things?

Why is it members can take these things for granted? Because Highleah sets aside money in a reserve fund to make necessary repairs and replacements.

The new bylaws guarantee that the money will be there.

New bylaws mean much more than merely removing references to the U.S. Department of Housing and Urban Development.

The new bylaws protect members by requiring that a savings account be maintained.

Because HUD is no longer involved in the operations of Highleah, the HUD requirement to fund savings accounts is no longer in effect. When Highleah had a HUD mortgage, the cooperative was required to set aside some in savings to cover emergencies as well as routine upkeep and replacements for roofs, furnaces and other major expenditures.

To make sure the money is there for repairs and replacements to members' units and to the property, the board voted in 2011 to retain reserve requirements and require that a Replacement Reserve Account and a Miscellaneous Improvement Reserve Account be created and funded.

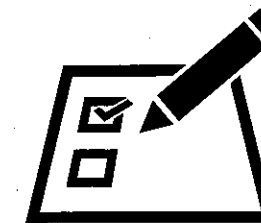
The board wants to assure members that prudent reserves will be maintained, no matter who serves on the board in the future. The bylaws govern the management of Highleah. Board members and the property manager are legally bound to abide by them.

Since the bylaws were revised in June of 2011, three attempts have been made to pass the new bylaws at the annual meeting. But attendance has been too low to hold an election.

This year, a separate meeting will be held on September 25 to vote on the bylaws. Passing the revised bylaws requires 51 percent or one more vote than half of the members.

The revised bylaws are the only protection members have that the money will be there when they need a new furnace or their building needs a new roof.

Please plan to attend the September 25 meeting and vote to adopt the revised bylaws.



## Running for re-election

Name: **Martha Ramcke**

My name is Martha Ramcke and I currently serve as your board president. I am seeking another term as a member of the board of directors of Highleah Townhouses, Inc. I have served on the board since July of 2013.

I moved to Missouri in July of 2004 from Wisconsin. The first job I landed was at Highleah Townhouses. I worked in the office as the assistant for about two years. Once I became familiar with what a cooperative was, I wanted to move in!

I was renting a two-bedroom apartment for \$525 a month back in 2004. Lucky for me a three-bedroom unit came on the market. At the time, I had two sons, a 12-year-old and a one-year-old; so, it was perfect for us. It was affordable, welcoming and safe for my family.

Well, here it is 2016 and my older son lives here with his own family now.

I have more than 25 years of office experience and more than 12 years working in cooperative housing. I have had training through the National Association of Housing Cooperatives (NAHC), Midwest Association of Housing Cooperatives (MAHC) and the National Apartment Association (NAA). I also have attended several different types of diversity training over the years. On-going education/training is very important for Highleah. I also believe in educating the members during the monthly board meetings.

I want to serve on the board of directors because I want to keep Highleah a pleasant, safe, quality housing cooperative and an affordable place to live for all members. Highleah is a cooperative and it is a corporation (business). Most importantly, it is a community. It is your community! Members must help to keep it that way.

You must live cooperatively with other members and be considerate of each other. The board is elected by the membership. The board establishes standards, policies and the rules and regulations for the cooperative.

I hope each and every member will attend the Annual Membership Meeting on Tuesday, September 20, 2016, and cast your vote. Your vote counts!

Also, don't forget, mark your calendar as well for the Bylaws Meeting on Sunday, September 25, 2016. The bylaws changes are important for the corporation since the HUD loan was paid off some time ago.

Thank you for your consideration and I hope you will cast your vote for me.

Cooperatively yours,  
**Martha Ramcke**



## Running for re-election

Name: **Diane L. Pulford**

Highleah Board of Directors and Members,

I would like to continue on the Highleah board of directors. I have been a resident at Highleah Townhouses for more than 30 years and I have raised my children and grandchildren here as well.

I am a retired cardio-pulmonary neurology technician. I graduated from Mt. Carmel School of Respiratory Therapy, Oakland Community College and from Ferndale High School with a business diploma. I have worked not only as a technician but also as a supervisor and an office manager.