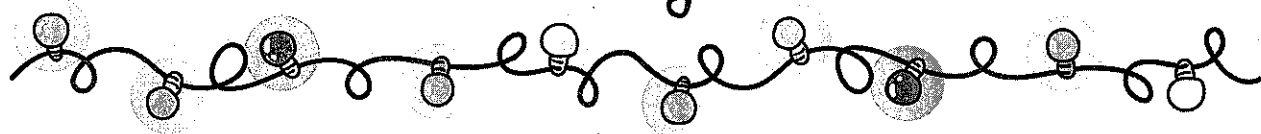


# Please Observe Holiday Decorations Rules



All holiday lights and/or decorations must be rated for outdoor use only and be of the fused type.

**Extension cords:** Must be rated for outside use only and be of the grounded type with three conductors.

**Ground-fault circuit interrupter:** All holiday lights and/or holiday ornaments and extension cords must be plugged into the ground-fault circuit interrupter (GFCI) at the power source. The GFCI can be of the portable extension cord type or of the permanent fixed type mounted on the outside of the unit.

Highleah will not allow the power source to come from the front or back outside light fixtures or from extension cords through the front door, patio doors or first or second story windows. It is recommended that you have a permanent GFCI receptacle installed on the outside of your unit or run the lights through the basement window and plug them into a portable GFCI extension cord.

All connections made by the lights, ornaments or extension cords on the exterior of the unit must be wrapped with electrical tape where they are joined.

**Installing holiday lights and ornaments:** Highleah does not allow installing holiday lights and/or ornaments on the shingles, soffits, fascia board, shutters, brick, windows or window framing, front storm doors or patio doors of the exterior of the unit.

No stapling, nailing or permanent fastening when mounting holiday lights or ornaments is allowed.

Highleah will allow you to install holiday lights only on the gutters with plastic or metal guttering hooks, on the bushes in front of your unit and holiday ornaments on the ground area in front of your unit.

**Back of units:** Highleah will allow you to install holiday lights and ornaments only on fencing and wrought iron railing on the patio.

**Front doors:** Highleah will allow you to install wreaths, holiday ornaments and battery-operated holiday lights on the front door.

These can be installed only with an over-the-top-of-the-door wreath hanger, suction cup hooks or adhesive mounted light clips.

**Note: No nails, tacks or electrical holiday lights or ornaments on the front door.**

**Inside the units:** Inside the unit holiday lighting and ornaments can be installed on the window glass only. The lights and ornaments must be installed with suction cup light clips or suction cup hangers.

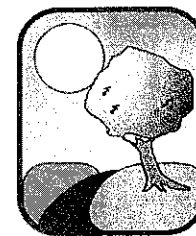
**Do not install anything on the window framing.**

You do not have to use the ground-fault circuit interrupter receptacle on inside lights and ornaments but the indoor lights must be fused.

**Christmas lights must be removed by Feb. 1. All other holiday lights or decorations must be removed after five (5) days of the date of the holiday.**

All members must submit an installation/alteration permit to have holiday lights and/or ornaments. If an entire building has lights installed on it, the member from whose unit the electrical power is being used must submit an installation permit.

This policy has been adopted to help ensure the safety of all members, their guests and the property of Highleah Townhouses.



# 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: 10/8 - 11/8**  
Water/Sewer: \$12,997.22

## BOARD MEETING, November 21, 2016 NEWSLETTER MINUTES

### OPEN SESSION

**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., and Dudley Leonard, cooperative attorney

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

Martha reminded members the next board meeting will be January 23, 2017.

Gina presented the office updates.

There have been 27 statements of credit, 33 statements of charges due, 30 defaults, four exterminations, five animal violations, three vehicle violations and one installation permit submitted and approved.

There are no vacant units on the market.

Kevin presented the maintenance report.

In October, there were 146 requests for service and 134 completed.

There were three move-outs and one move-in.

Palmer Lawn Professionals mowed three times and finished trimming all the shrubs. Palmer has been mulching leaves weekly. Not enough leaves have dropped to schedule a leaf clean-up.

Betsy presented the managing agent's report. Four applications were approved. Two final statements were completed and one final statement is pending.

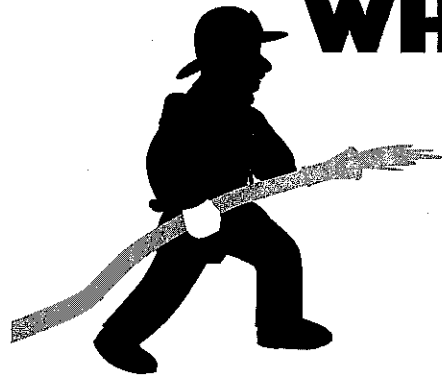
In accounts payable for the month, Linville Management processed \$185,742.37. Financial reports were mailed to the board on November 11.

Martha opened the floor to member comments.

Debbie Seneff won the door prize drawing.

The meeting was adjourned at 6:10 p.m.

# FIRE SAFETY IMPORTANT WHEN DECORATING



Be fire-smart when you deck the halls, urges the U.S. Fire Administration.

Nearly half of all holiday decoration fires happen because

decorations are placed too close to a heat source.

Christmas tree fires often are caused by electrical problems. Inspect holiday lights every year before you put them up. Throw away light strands with frayed or pinched wires.

Water your Christmas tree every day. A dry tree is dangerous because it can catch on fire easily.

Because December is the peak time of year for home candle fires, consider using battery-operated flameless candles. They can look, smell, and feel like real candles without the danger of the flame.

A third of all candle fires start in the bedroom. If you do use lit candles, make sure they are in stable holders and place them where they cannot be knocked down.

For more information, go to [www.usfa.fema.gov](http://www.usfa.fema.gov), the Web site of the U.S. Fire Administration.

## PET WASTE MUST BE PROPERLY COLLECTED FOR DNA TESTING

In July, members of Highleah Townhouses began participating in a program called PooPrints.

The purpose of the program is to keep the grounds clean, sanitary and safe for everyone to enjoy.

The rules require that dog waste on the property be tested for a DNA match. The waste must be collected by the authorized Highleah representative only. No one else can collect the waste and turn it in.

### HERE'S WHAT THE RULES SAY:

"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."

We thank all members who are complying with the rules to clean up after their pets.



## BETTER A CHILLY RIDE THAN NO RIDE AT ALL

It takes just a few minutes to warm up a car . . . and even less time to steal one.

Cold weather auto thefts increased dramatically throughout the Independence area last year when owners started their vehicles and left the motor running and the cars unattended and unlocked.

Even though going to work in a cold car is uncomfortable, having your car stolen is even more bothersome. If you are going to warm up your car before leaving, consider having a spare set of car keys so you can lock it up when you go back inside.

Then, watch the car from a window or door while it is warming up.

## REFERRAL BONUS AVAILABLE FOR MEMBERS

Members of Highleah Townhouses receive \$200 checks as referral bonuses when an applicant they recommend becomes a member.

We thank our members for their vote of confidence in our cooperative and for helping us attract qualifying new members.

Word-of-mouth recommendations are our best source of new members. When you tell others to consider Highleah for their new home, it means that you enjoy living here and that you know someone else who would be a good neighbor for us.

The referral should be mentioned at the time of application.

The referring member will receive \$200 after the applicant moves in.



Linda Thompson, assistant office manager, awards the door prize to Debbie Seneff. Debbie won the door prize drawing at the open session of the November board meeting.



Dudley Leonard, cooperative attorney, awards the door prize drawing to Sharon Conn during the open session of the October board meeting.

## JAN. BOARD MEETING

There is no board meeting in December. The first board meeting of the new year is January 23, 2017.

The Highleah office will be closed on December 23, 24, 25 and 26 and on January 2 of 2017.



## DOOR PRIZE DRAWINGS AWARDED AT OPEN SESSION

Attending open sessions of the monthly board meetings is a good way to stay informed about activities at the cooperative.

Your appearance at the Highleah open session also may win you a \$25 gift card.

All members who attend the open session will be 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.



## HOUSE AND GROUNDS REMINDERS

Please store all toys inside your unit or back patio area. No toys should be in the front yard areas.

Maintenance employees shovel stoops, sidewalks and streets. They do not shovel between vehicles.

Remember to drain and shut off outside faucets and detach garden hoses.

Raked leaves should be placed in yard-waste bags and left at the door of the maintenance shop. Yard waste bags are free at the office.

Please bring flower pots and planters inside.



FROM YOUR BOARD OF DIRECTORS & STAFF  
AT HIGHLEAH TOWNHOUSES, INC.