



# Highleah Highlights

2001 Pembroke Crescent West Independence, MO 64057

PHONE (816) 257-0070 FAX (816) 257-2639  
www.highleah.com

## Board of Directors

Marsha Clark  
*President  
(Security)*

Dorinda Meihls  
*First Vice President  
(Pet Committee)*

John Baggs  
*Secretary  
(Community Relations/Activities)*

Todd McQuade  
*Treasurer  
(House and Grounds)*

## Handy Phone Numbers

Highleah Office  
816-257-0070

Maintenance Emergency  
913-894-3441

Security Patrol  
816-645-3001

Police (Non-Emergency)  
816-325-7300

Natural Gas Company  
816-756-5252

Power & Light Service  
816-325-7930

Animal Control  
816-325-7205

Citizens Information Center  
816-325-7000

## BOARD MEETING, November 21, 2011 NEWSLETTER MINUTES

Marsha Clark, president, called the executive session to order at 5:40 p.m. Other board members present were Dorinda Meihls, first vice president; James Windhausen, second vice president; John Baggs, secretary; and Todd McQuade, treasurer.

Also attending were Dudley Leonard, cooperative attorney; and Melva Linville, property manager, and Carmen Detherage, comptroller, with Linville Management Services, Inc.

### Open Session

Carol Gibson, on-site manager; Gina Zukel, assistant on-site manager; Kevin McQuade, maintenance superintendent; and Billy Cantrell with Central Jackson County Patrol joined the meeting.

Twelve members and guests signed in for the open session. Marsha welcomed them and called the open session to order at 6 p.m.

Minutes of the October 17 board meeting were approved unanimously.

Marsha read aloud the board member code of ethics and board members signed and dated copies.

Carol discussed the on-site manager's report. In October, there were 40 statements of credit, 54 statements of charges due, one attorney referral, 40 defaults, one eviction in process, one extermination, one animal violation, five vehicle violations, one noise violation and three grounds violations.

Three installation permits were received and approved.

Nineteen units are on the market: eight three-bedroom units and 11 two-bedroom units. Two of these units are sold.

The board voted unanimously to accept Carol's report.

Kevin presented the maintenance superintendent's report. In October, 149 work orders were completed. There were three move-outs and one move-in.

Palmer Lawn Professionals mowed and mulched leaves two times.

Thirteen units are in rehab. Three of these are completed.

## UTILITIES: 10/7 - 11/3

Water/Sewer: \$8,176.74  
Electric: \$1,184.74

Repairs to 1904 Pembroke Crescent East are 95 percent completed.

The board voted unanimously to accept Kevin's report.

Melva distributed copies of the cooperative audit to board members.

To avoid conflict with federal holidays in 2012, the board chose to meet on January 23 and February 27.

Marsha distributed a draft proposal of "Cooperative Committees Charges" for board members to review. It will be discussed at the January board meeting.

Complaints about dumpster diving were referred to Todd for the House and Grounds Committee to address.

Dorinda gave the Pet Committee report. Pet Rules and Regulations are being revised and copies distributed to members for their consideration and comments.

Marsha reported for the Security Committee. She met with Billy Cantrell and discussed preparing incident reports in triplicate: a member copy, on-site manager copy and a Security copy.

Marsha distributed regulations on curfew, weapons, the basketball court and parking as well as a security ticket record and notification document and board expectations of Security personnel.

To the curfew regulations, members asked that "clubhouse and patio areas" be added to #1. "No minor under the age of seventeen (17) shall loiter in or upon the streets, walkways, playgrounds, **clubhouse and patio areas** or open area of any of the premises with Highleah Townhouses, Inc., between the hours of 10:00 p.m. and 6:00 a.m."

Billy answered questions from members.

The floor was opened for member comments and the open session ended at 7:30 p.m.

## Reminder

There is no board meeting in December. The next board meeting is January 23, 2012.



## Pet Committee

### Committee Members

Volunteers are needed to begin serving on the Pet Committee in February.

Pet owners are required to serve a six-month term every two years as long as they own a pet.

Pet Committee members will be selected in the order they appear on the committee's list of all registered pet owners by street. If a pet owner declines to serve on the committee, the owner's pet privileges may be revoked.

Pet Committee members are required to attend all committee meetings during their six-month term. If members are unable to attend a meeting, they may have a spouse or roommate attend for them. Or they may call another pet owner on their street to attend for them.

If a Pet Committee member does not attend four of the six required meetings, the owner's pet privileges may be revoked even if someone else attended for the committee member.

Please consider volunteering.

### Complaints

Complaints must be submitted in writing and signed by a member of Highleah and turned into the office.

All written complaints will be addressed by and followed up by the committee chairperson.

### Revisions to Rules

The Pet Committee is reviewing and revising the current Pet Rules and Regulations.

To better understand the changes being considered, please pick up a copy of the existing rules from the office.

## Security Committee

The Security Committee met with Billy Cantrell of Central Jackson County Patrol in November.

Cantrell was made aware of member concerns about phone calls made to the patrol that were not returned. He also was asked to document incident reports and logs more thoroughly.

The committee reviewed with Cantrell Highleah rules and regulations about parking, curfew, weapons and the basketball court that the patrol needs to enforce.

At the January 30 meeting, the Security Committee will

- review committee guidelines and protocols;
- review Security logs, complaints, incidents;
- develop a tracking system for member complaints, calls or issues;
- formalize the committee, duties and expectations; and elect a person to chair the committee.

## Signs Look Tacky

Signs cluttering up the property detract from the appearance of our cooperative.

If you post signs or notes, please remember to take them down. Old signs become tattered and frayed and turn to litter.

We recently went through major improvements and renovations to our units, buildings and grounds. Let's keep Highleah looking good.

## Cooperative Acknowledges Jim Legge's Service

Jim Legge served on the board of directors for Highleah Townhouses for 30 years. The board has prepared a letter thanking Jim for his service to the cooperative. If you are interested in signing the letter, please stop by the office before December 20.

## Giant Moving Sale

**I'm downsizing - everything must go**

Microwave  
Broiler  
China Cabinet  
Entertainment Center  
Coffee Table  
Small Couch  
Wall Clocks  
Picture Frames  
Laundry Baskets  
Dishes  
Stainless spoons, knives,  
measuring cups



**And much more!**

Please call Noreen James at 816-679-3703 to see these great bargains at 2022 Pembroke Crescent West.

## Services for Hire

### Nail grinding for dogs

Healthier, happy pets walk on pads instead of nails. Walking properly relieves stress on the joints. I will grind your dog's nails shorter and smooth. I am an experienced, certified pet stylist and will come to your home. My fee is \$10.

**Please call for an appointment: 816-257-0860.**

### In-Home Care and Housekeeping

- Running errands
- Grocery shopping
- Picking up prescriptions from the pharmacy
- House cleaning (I do windows!)
- Laundry/ironing
- Assistance with personal care
- Cooking
- Organizing
- I will even take you shopping.

Contact me for availability.

Flexible hours. References available.

**Jamie Martin at 816-616-0240**

Dear Members,

Greetings to all. I want to first thank each and every one of you for electing me to the Board of Directors for Highleah.

The new board of directors wants to involve the community as much as we can. As a director and as chairman of the newly created "Activities & Community Relations" Committee, I want to begin to implement more activities and better relations within the Highleah community.

The Activities Committee will be responsible for planning and structuring activities to promote a healthy and enjoyable social life among the cooperative's adults, adolescents and children of all ages.

The committee will prepare fliers and update the cooperative calendar for upcoming events printed in the monthly newsletter. The committee also will be involved in budgeting materials for the activities.

Would you like to help?

We need people like you to donate time, energy and experience in a variety of areas such as planning activities, running the activities, creating fliers, judging contests and assisting in other ways.

Please call the office today at 816.257.0070 to find out more about how you can help.

I am currently planning to hold monthly meetings at 6 p.m. on the first Tuesday of the month at the clubhouse.

I look forward to hearing from you.

Sincerely,

John Baggs  
Board secretary  
Chairman for Activities & Community Relations Committee

## Applications Accepted for Board Vacancy

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

The bylaws state that the board of directors shall consist of five members. We are now down to four board members.

The board has the responsibility to select someone to fill this vacancy until the next Annual Meeting.

If you are interested in volunteering your time and energy to help your community, please submit a resume to the on-site office staff by January 23, 2012.

The current board then will interview those interested and make a selection.



VACANCY

# Cooperative Committees Charges

Committees influence the direction and the quality of life at the cooperative. The saying, “Many hands make light work,” is true for co-ops.

I would be interested in learning more about the following committees and possibly becoming a participant in them.

\_\_\_The Activities Committee is responsible for planning and structuring activities to promote healthy and enjoyable social life among the cooperative’s adults, adolescents and children.

\_\_\_Educational Grant Committee encourages continued education after high school by awarding a grant to a qualified graduating senior from the cooperative.

\_\_\_House and Grounds Committee helps the Board meet its maintenance responsibilities. This committee studies and reports on the maintenance and general conditions of buildings and grounds.

\_\_\_The Newsletter Committee helps the Board share information with the cooperative members of changes, upcoming events, activities and meetings. To gain feedback and encourage involvement and participation.

\_\_\_Pet Committee helps the Board in ensuring the members with pets are registering them and following the Pet Rules and Regulations.

\_\_\_Security Committee helps promote a safe community for the Board by ensuring that members are abiding by rules and regulations covering parking, curfew, weapons and crime violations.

Please note that although it is not mandatory that all members participate in the committees, this co-op could not continue to operate as it does without the dedication of its committee members.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

# JANUARY 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Office Closed	3 Activities Committee 6 p.m. Clubhouse	4	5 Pet Committee 6 p.m. Clubhouse	6	7
8	9	10	11 House & Grounds Committee 7 p.m. Clubhouse	12	13	14
15	16 Office Closed Martin Luther King, Jr. Day	17	18	19	20	21
22	23 Board Meeting Open Session at 6 p.m.	24	25	26	27	28
29	30 Security Committee 6 p.m. Clubhouse	31				