



Tips to Secure Your Unit

Here are some reminders for protecting yourself and your property.

1. Obtain insurance to protect the value of your material possessions.
2. Consider using a bar to secure your sliding glass door.
3. Never prop your door open while you are gone, even when making short trips to visit a neighbor.
4. Pull the blinds shut so that would-be criminals cannot case your unit.
5. Be aware of people posing as door-to-door sellers. They may be checking to see who is not home. Do not open your door to someone you don't know.
6. Always confirm identification of maintenance technicians or outside service providers, such as the phone company.
7. Keep your car doors locked at all times. Do not leave your vehicle unlocked or running. Do not leave belongings in your vehicle in plain view.
8. If you see unusual activity in a vacant unit, report this to the office. After hours, call 911. Security patrols are provided for Highleah by off-duty Independence police officers.

Education Grant Applications Available

Information sheets and application forms are available in the office for students who wish to apply for the \$500 education grant.

Applications, essays and transcripts must be received in the office no later than March 13 sent to the attention of Diane Pulford, education grant committee. The student must make arrangements with a high school administrator to send an official student transcript to the office.

Family members of students must be in good standing at Highleah. The grant is awarded to high school graduates who will be attending an accredited college, university or trade school in the summer or fall.

Sign up for selection

Members who wish to participate in the student selection process for the education grant should submit a letter of intent to include the reason the member wants to serve on the committee along with their address and telephone number.

Letters must be received in the office no later than March 13 sent to the attention of Diane Pulford, education grant.

Members Welcome at All Open Sessions of Board Meetings

Open sessions of monthly board meetings begin at 6 p.m.

The sessions involve the board of directors, the on-site manager, the maintenance superintendent, property manager, cooperative attorney and other corporation advisers.

The sessions are open to all members of Independence Square.

Minutes of open, closed and executive sessions are a record of what is done or decided during a board meeting. Minutes are not a record of what is said.

If you are interested in hearing the complete discussion of an open session, you are encouraged to attend the session.



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)

Dee Dee Swanson
Second Vice President (Elected 2014)

Diane Pulford
Secretary (Elected 2013)

Andrea Thompson
Treasurer (Elected 2014)

If you have pet complaints, please turn them in to the office. The House and Grounds Committee handles only violations of the pet waste disposal rule.

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: 10/6 - 11/5
Water/Sewer: \$10,817.59

BOARD MEETING, November 17, 2014 NEWSLETTER MINUTES

Martha Ramcke, president, called the open session to order at 6:05 p.m. Also present were Dee Dee Swanson, second vice president; and Andrea Thompson, treasurer. Others attending were Gina Zukel and Linda Thompson, cooperative representatives; 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.

Gina presented the on-site manager's report. In October, there were 46 statements of credit, 51 statements of charges due, 43 defaults, one attorney referral and three exterminations.

Five units are on the market: three two-bedroom units and two three-bedroom units.

Kevin gave the maintenance superintendent's report. In October, 140 requests for service were received and 130 completed. There were two move-ins and four move-outs.

JC's Lawn Service completed four mowings. Seven rehabs are under way. Two of the rehabs have move-ins scheduled for this month and January.

Martha opened the floor to member concerns.

Cheryl McIntire won the door prize drawing.

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

January, February Meetings Moved to Fourth Monday

The board meetings for January and February have been changed to avoid a conflict with federal holidays on the third Monday of those months.

The board will meet on the fourth Mondays: January 26 and February 23, 2015.

The open meeting begins at 6 p.m. Please join us.



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.



*Best Wishes for a
Joyous Holiday Season
and a Happy New Year*

*From Your Board of Directors & Staff
at Highleah Townhouses, Inc.*

House and Ground Reminders

Ice melt and furnace filters are available at the office for members to pick up.

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 parking lots. They do not shovel between vehicles.

Please bring flower pots and planters inside.



Dudley Leonard, cooperative attorney, awards a \$25 gift card to the winner of the door prize drawing, Cheryl McIntire.

Reminders

There is no board meeting in December. The next board meeting is Monday, January 26, 2015.

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 February 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.

