

# 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.  
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: 10/7 - 11/4**  
Water/Sewer: \$10,582.30

## BOARD MEETING, November 16, 2015 NEWSLETTER MINUTES

**Board members present:** Martha Ramcke, president; Andrea Thompson, vice president; Jordan Baze, secretary; and Diane Pulford. Tina Windhausen, treasurer, joined the meeting at 4:45 p.m. and left at 6 p.m.

**Staff present:** Gina Zukel, on-site manager; Linda Thompson, assistant manager; and Kevin McQuade, maintenance superintendent

**Also attending:** Dudley Leonard, cooperative attorney; Betsy Kilker, administrative assistant, and Carmen Detherage, comptroller, for Linville Management Services, Inc.

Martha Ramcke, president, called the meeting to order at 3:40 p.m.

Minutes of October 19 were approved.

## OPEN SESSION

Ten members signed in for the open session. Martha welcomed them and called the session to order at 6:05 p.m.

Gina gave the office report. In November, there were 49 defaults and one eviction. There were eight exterminations, one installation permit received, 10 animal violations and three yard violations. Currently on the market are one two-bedroom unit and two three-bedroom units.

Commingled recycling started on November 11 and the office has received good feedback.

Kevin presented the maintenance report. In October, 163 service requests were received and 168 completed. Eleven handrails were installed for a total of 65 so far.

There were three move-outs and one move-in. Three more move-ins are expected. Seven rehabs are underway.

JC's Lawn Service mowed three times.

Betsy presented the managing agent's report.

Three applications have been approved. One final statement is pending. Financial reports were mailed on November 6.

Martha opened the floor to member comments.

Bill Hoots won the door prize drawing.

Martha announced that the next board meeting is January 25.

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

## Available at the Office, FREE to Members

- **FURNACE FILTERS**
- **ICE MELT** Bring your own container.
- **BED BUG MONITORS** These early-detection devices are designed to be placed under mattresses and other bed bug spots. The bugs are trapped in adhesive and easily detected through a clear window.

## Reminder

There is no board meeting in December. The next board meeting is January 25, 2016

# 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.

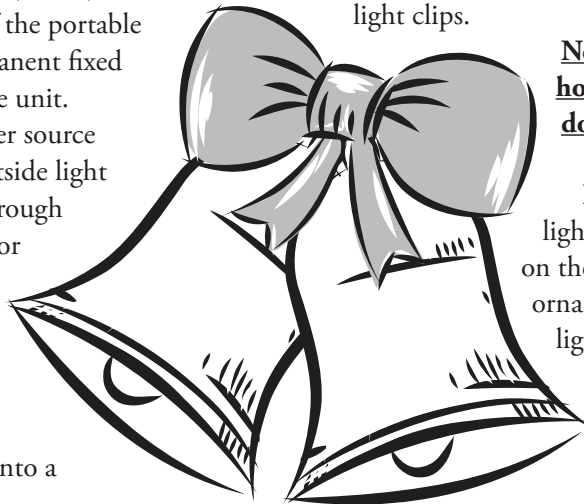
**Do not install anything on the window framing.**

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.



## Board Adopts Office Policies

Two traditions were entered into official policy and a new financial agreement plan was introduced earlier this year.

The board approved the way charges are assessed for late fees and for service requests (work orders) to the maintenance staff. Here are the policies.

*Carrying charges must be in the drop box by 8 a.m. the next business day after the 10th of the month or a late fee will be assessed on any amount owed.*

*Payment plans and other financial arrangements must be determined by the board of directors or by the cooperative attorney.*

*Members are allowed to carry a total of \$200 in maintenance service requests (work orders) up to 12 months. Members will be required to sign a financial agreement plan to make a minimum payment of 1/12th the amount owed every month.*

## New Rule for Improvements

Earlier this year, the board expanded the requirements for improvements to units.

The new rule is "Members may upgrade to current Highleah standards with an approved installation/alteration permit and by using the approved payment plan".

## Board Meets Monday, January 25, 2016

The board begins the New Year with a fourth Monday meeting.

January and February meetings were changed to avoid a conflict with federal holidays on the third Monday of those months.

Here are the dates for 2016.

January 25  
February 22  
March 21  
April 18  
May 16  
June 20  
July 18  
August 15  
Sept. 19 closed  
Sept. 20 annual meeting  
Oct. 17  
Nov. 21

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



Martha Ramcke, board president, awards the door prize drawing to Bill Hoots at the November board meeting. All members attending open sessions are eligible for the drawing, a \$25 gift card.

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



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

# Help Us Pass Revised Bylaws

Please return the reply cards about the annual meeting.

These cards were mailed out after the September meeting. The board of directors is asking for your thoughts about what we can do to draw enough members for a vote on the bylaws.

We need a majority of members at a meeting to vote on the revised bylaws. As you know, we've been trying to pass these bylaws for the last five years.

If you have not yet done so, please take a minute and fill out the pre-addressed stamped postcard and mail it in. Your answers will help us schedule the kind of annual meeting we need to approve the bylaws.

If you no longer have your card, here are the questions we are asking.

Did you attend the annual meeting? \_\_\_\_\_ Yes \_\_\_\_\_ No

I did not attend. I had another commitment \_\_\_\_\_.

The date or time was inconvenient \_\_\_\_\_.

Please suggest a convenient date or time: \_\_\_\_\_.

Other comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You can fill this out and place it in the drop box at the office.  
You do not need to include your name.

Thank you.