

the Bugler

Highleah Townhouses, Inc. • 2001 W. Pembroke Crescent, Independence, MO 64057

Board of Directors

Jim Legge
President
(Newsletter & Pet Complaints)

Marsha Clark
First Vice President
(Security)

Dan Hastings
Second Vice President
(House and Grounds)

Dorinda Meihls
Secretary
(Pet Registration)

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

UTILITIES

Dec. 7, 2010 - Jan. 7, 2011

Water/Sewer: \$9,149.50
Electric: \$1,0970.24

BOARD MEETING, January 24, 2011

NEWSLETTER MINUTES

Marsha Clark, first vice president, called the meeting to order at 6 p.m. Other board members present were Dan Hastings, second vice president, and Dorinda Meihls, treasurer. Also attending were Carol Gibson, on-site manager; Gina Cowan, assistant on-site manager; Kevin McQuade, maintenance superintendent; Melva Linville, property manager, and Suzanne Miles, human relations coordinator, for Linville Management Services, Inc.; and Dudley Leonard, cooperative attorney.

Attending the open session were a member and Billy Cantrell of Central Jackson County Patrol. Minutes of the November 15, 2010, board meeting were approved.

Carol discussed the on-site manager's report. In November, there were 38 statements of credit, 52 statements of charges due, one attorney referral and 29 defaults. In December, there were 41 statements of credit, 46 statements of charges due, one attorney referral and 33 defaults.

Two evictions are in process. Six installation permits were received and five were approved. Four reasonable accommodation requests have been completed. There have been four exterminations, one animal violation, two vehicle violations and one noise violation. One move-in has been completed and one is scheduled for February 7. Sixteen units are on the market. The board voted unanimously to accept Carol's report.

Kevin presented the maintenance report. In December, 156 work orders were completed. There was one move-out. Grounds work includes cleaning up trash from the holidays. Illegal dumping appears to be taking place after hours and on weekends. Roofs have been replaced on six buildings. The speed bumps are being lowered. Vandals threw bricks through windows and patio glass doors of four units, resulting in a cost to the cooperative of more than \$600 to replace the glass. The board voted unanimously to accept Kevin's report.

Dorinda reported for the Pet Committee. She has organized the files and found what appear to be households with multiple pets and one overweight pet. Three complaints were filed in December. Dorinda will check her files against those maintained in the office.

Marsha opened the floor to member comments. Marsha thanked him for attending and the open session ended at 6:21 p.m.

Board Will Meet on February 28

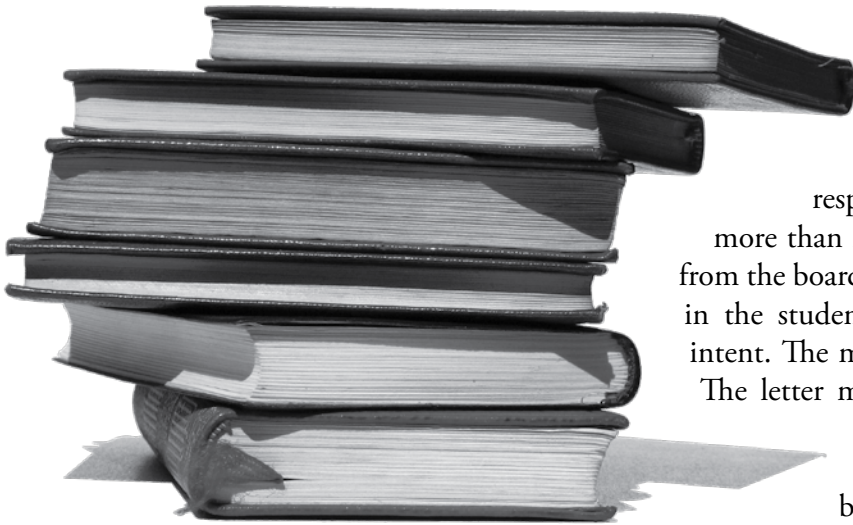
The regular monthly meeting of the Highleah board of directors has been moved to the fourth Monday in February.

The office will be closed on Monday, Feb., 21, in observance of Presidents Day.

The board meeting will be on Feb. 28. The open session begins at 6 p.m. Please join us.

High School Seniors Can Apply for Education Grant

This spring, Highleah Townhouses, Inc., and Linville Management Services, Inc., will award the annual \$500 education grant to a deserving graduating senior. Students and their family members 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. Students must complete an application, write a 500-word essay and comply with all requirements. The essay must explain why the applicant believes he or she deserves the grant. The student also must make arrangements with a high school administrator to send an official student transcript to the office. An information sheet and application form are available from the office. Applications, essays and transcripts must be received in the office no later than March 15. Please send to the attention of: Education Grant, Highleah Townhouses, Inc., 2001 Pembroke Crescent West, Independence, MO 64057.



Grant Selection Committee

Selecting the grant recipient will be the responsibility of a committee of at least two and no more than four Highleah members and one representative from the board of directors. Members who want to participate in the student selection process should submit a letter of intent. The member must be in good standing at Highleah. The letter must include the reason the member wants to serve on the committee, an address and phone number. Please send to the attention of the board of directors by March 15.

CREATE A NEW LOGO FOR HIGHLEAH AND WIN A \$50 GIFT CARD

Our property now has a fresh, new look. And it's time that the Highleah logo was updated, too. The logo is the symbol or graphic representation for the property. And a new logo design is worth \$50 to the member who creates the winning entry in the Highleah Townhouses logo competition.

The logo contest is open to residents of all ages. The winning logo will be published on the cooperative's Web site and used for stationery. The winner receives a \$50 gift card.

Artists are encouraged to think in terms of a full-color logo and to include a complete address line in the design. The new look will be used on the newsletter and all Highleah correspondence.

Logo designs are due to the office by February 22.



Checks Cashed the Day they are Received

The checks you write to Highleah Townhouses are being deposited the day they are received. A new accounts receivable program allows the checks to be cashed immediately.

When you write a check to pay the cooperative, you need to make sure that funds are in your account at that time.

High Speed Bumps Being Lowered

Motorists driving through Highleah need to use caution. The speed bumps are being lowered. But they will remain in place. So, please drive slowly.



Members Asked to Report Suspicious Activities

Whenever you see suspicious activities or persons on Highleah property, please call the Independence Police Department at 911. Responding to and investigating all citizens concerns are what the police do. You can help prevent crime by being alert to strangers on the property and questionable behavior. To keep the cooperative safe for all of us, report your concerns to the police. You also can call Central Jackson County Patrol whose officers protect the property. The patrol's phone number is 816.645.3001. Between 4 and 11 a.m., you may get the patrol's answering machine. You are encouraged to leave a message. All calls will be returned, said Billy Cantrell.





MARY KAY Independent Beauty Consultant
BECCA ARROYO

Contact me for a free facial or any questions about products.

Monthly specials through February 28 include discounts
on 23 new foundation shades and all lip colors.

Call 816.786.2932 or visit my Web site,
www.maykay.com/becca.arroyo

Loose Trash Makes Mess, Attracts Pests

Santa Claus may have visited you over the holidays but his colleague, the Trash Fairy, doesn't live here. Holiday wrapping paper, boxes, broken ornaments and other trash from December celebrations won't as magically disappear as it appeared. Please remember to put trash in bags and to place it inside, not next to, a dumpster. If you pile up turkey bones, candy cane wrappers, soft drink cans, coffee grounds and banana peels around the dumpsters, they will end up scattered all over the grounds by critters scavenging for food. 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.



Illegal Dumping

The maintenance staff has evidence that some of the trash in Highleah dumpsters is coming from companies and individuals who are not members of the cooperative. This is illegal. If you believe a motorist throwing trash into a dumpster is not a Highleah member, please get a license tag number and turn the number into the office. Illegal dumping makes extra work for our maintenance staff and fills up dumpster space intended for use by members.