



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

UTILITIES: 12/6 - 1/9

Water/Sewer: \$10,734.43
Electric: \$1,407.32

BOARD MEETING, January 23, 2012 NEWSLETTER MINUTES

Marsha Clark, president, called the executive session to order at 5:35 p.m. Other board members present were Dorinda Meihls, first vice president; John Baggs, secretary; and Todd McQuade, treasurer.

Also attending were Dudley Leonard, cooperative attorney; and Melva Linville, property manager; Carmen Detherage, comptroller; Suzanne Miles, human relations coordinator; all with Linville Management Services, Inc.

Open Session

Carol Gibson, on-site manager; Gina Zukel, assistant on-site manager; and Kevin McQuade, maintenance superintendent, joined the meeting.

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

Minutes of the November 21, 2011, board meeting were approved unanimously.

To the curfew regulations, the board voted unanimously 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."

Carol discussed the on-site manager's report. In November, there were 37 statements of credit, 53 statements of charges due, three attorney referrals and 46 defaults.

In December, there were 35 statements of credit, 50 statements of charges due, three attorney referrals, 44 defaults, five installation permits received, three animal violations, four yard and common area violations, two housekeeping standards violations and one eviction in process.

Two members have submitted resumes for the board position: Paula Goth and Joyce Nilson.

Nineteen units are on the market: eight three-bedroom units and 11 two-bedroom units. Three of these are occupied; four of the three-bedroom units

have been sold and one two-bedroom unit has been sold.

The board voted unanimously to accept Carol's report.

Kevin presented the maintenance superintendent's report. In November, 208 work orders were completed. There were three move-outs and one move-in.

In December, 161 work orders were completed.

Palmer Lawn Professionals completed the final mowing of the property for 2011 in December. They also cleaned gutters and downspouts and cleaned up leaves.

Maintenance is installing adapters on new downspouts to drain boxes.

The board voted unanimously to have Kevin seek bids on foundation stabilization and crack repair on Building #57 on Buckingham Court. KC Waterproofing Solutions has evaluated the settling.

Sixteen units are in rehab. Two of these are completed.

Committee reports were given.

Dorinda reported for the Pet Committee. In December, the committee reviewed comments received from members about changes to Pet Rules and Regulations.

She asked for board input about attendance to committee meetings.

The January and July committee meetings have been cancelled.

Marsha reported for the Security Committee. She is recommending that the contract with Central Jackson County Patrol be cancelled. She is still investigating other companies.

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

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 9.

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 9.

For Sale

Sony 27-inch color TV
Works good.
Call Marilyn
at 816-305-5173

Apply for Utility Assistance

Community Service League
404 North Noland Road
Indep., MO 64050
816-254-4100
www.cslcares.org

Yard and Common Areas

Members are allowed to have only flower beds in the front and side of their units. Members may have flower beds and gardens only in the back of their units.

Fencing around these is not to exceed twelve (12) inches in height. All flower beds and/or gardens must be designed in such a manner as to cause water drainage away from the building and NOT create a "damming" effect. No clinging vines/flowers on any building or fences.

1. Members are not allowed to have a dog house or any type of structure, including playground equipment outside their unit with the exceptions of:

- a. Lawn furniture
- b. Barbecue grills
- c. Outdoor riding toys
- d. Garden hoses

These items are allowed but must be stored in the back yards, not in the front yard overnight. Items must be stored on your patio or within the area/size of a patio authorized for your unit. These items cannot be out in the common area.

2. Front yard flower beds and shrubs are not to extend over six (6) feet from the foundation of a townhouse and must be kept free of weeds. Back yard flower beds and vegetable gardens must extend no farther than five (5) feet from the foundation if you do not have a patio. If you have a patio in your back yard, the flower bed/vegetable gardens cannot extend more than two (2) feet from around the patio and not extend beyond the width of your unit. All gardens must be kept free of weeds. Flower beds can be on sides of the unit to extend no farther than three (3) feet. With prior permission from the board of directors, plants or flowers may be planted no more than two (2) feet from the base of a tree. Only plants or flowers can be planted. No vegetable gardens will be allowed in the front or sides of the units. Ornamental grasses cannot exceed 24 inches in height. Members agree to maintain any ground cover and/or potted plants.

3. Climbing on or in trees is not allowed on the property.

4. A trellis is only allowed within a garden area and may not be attached to the unit. Trellises are not to be taller than four (4) feet.

5. There are no water slides or slip-and-slides allowed at Highleah. Pools are limited to children's plastic or blow-up pools, maximum size limits of 6 feet wide by 12 inches deep. The pools are to be emptied daily and stored in the back of the unit. No filled pool shall be left unattended. Any damage caused to the property from a pool through neglect of a member will be the responsibility of the member to repair the damages. Maintenance will repair the damage at the member's expense.

6. Tents for children only may be set up for overnight usage. Any damage caused to the property from a tent through neglect of a member will be the responsibility of the member to repair the damages. Maintenance will repair the damage at the member's expense.

7. Members are not to discard appliances, metal furniture, car batteries, tires, oil or yard waste in the dumpster. Christmas trees are considered yard waste and should be disposed of off property. The City of Independence has provided a drop-off site in the past for Christmas trees. Please contact the City of Independence for current locations. Any large objects that are too big for the dumpsters (mattresses, wooden and fabricated furniture, etc.) must be put out for trash pickup on Monday, Wednesday or Friday.

8. Political signs may be displayed within three (3) feet of the unit. The sign must be removed within twenty-four (24) hours following the election. Signs should be no larger than 18 inches by 24 inches in size.

9. Maintenance personnel have the right/authority to remove or trim any plants, bushes, flowers, grasses or vegetation that do not comply with the regulations or those that may cause a safety hazard after a member has been given a written notice of ten (10) days to take care of a situation. Members will be charged the hourly rate of the maintenance personnel for such work or materials that may occur.

10. Should Maintenance have to remove or repair any items in violation of the "Rules and Regulations," the unit member will be charged the hourly rate to resolve the problem. Unit members WILL NOT be compensated for the value of items removed.

FEBRUARY 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 <i>Pet Committee 6pm Clubhouse</i>	3	4
5	6	7 <i>Activities Committee 6pm Clubhouse</i>	8 <i>House & Grounds Committee 7pm Clubhouse</i>	9	10	11
12	13	14	15	16	17	18
19	20 <i>Office Closed for Presidents Day</i>	21	22	23	24	25
26	27 <i>Board Meeting Open Session 6pm</i>	28	29			