

Yard and Common Area

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.

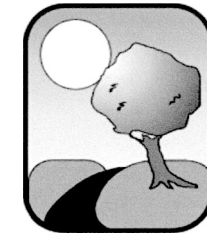
Signs should be no larger than 18 inches by 24 inches in size.

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.



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
(Newsletter)

Dorinda Meihls
First Vice President
highleahtownhousepets@comcast.net
(Pet Committee)

Paula Goth
Second Vice President
Education Grant

John Baggs
Secretary
highleahsec@yahoo.com
(Security)

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

Animal Control
816-325-7205

Citizens Information Center
816-325-7000

UTILITIES: 12/4 - 1/7

Water/Sewer: \$10,981.67
Electric: \$1,563.62

BOARD MEETING, January 28, 2013

NEWSLETTER MINUTES

Marsha Clark, president, called the meeting to order at 6 p.m. Other board members present were Dorinda Meihls, first vice president; Paula Goth, second vice president; and John Baggs, secretary.

Also attending were Carol Gibson, on-site manager; Gina Zukel, assistant on-site manager; Kevin McQuade, maintenance superintendent; Bryan Tims, assistant maintenance superintendent; Dudley Leonard, cooperative attorney; Melva Linville, property manager, and Suzanne Miles, human relations coordinator, with Linville Management Services, Inc.; and John Howe with the Independence Police Department.

Minutes of the November 19 meeting were approved.

Carol discussed the office report. In November, there were 21 statements of credit, 51 statements of charges due, one attorney referral, two evictions in process and 52 defaults.

In December, there were 35 statements of credit, 63 statements of charges due, four attorney referrals and 58 defaults.

Three installation permits were received and two approved. There were four exterminations, one animal violation and two vehicle violation.

Fifteen two-bedroom units are on the market. Four of these are sold and three are occupied.

The board accepted Carol's report.

Kevin presented the maintenance superintendent's report. In November, there were 149 service requests received and 136 completed; 123 work orders completed; three move-ins; one transfer; and three move-outs.

In December, there were 132 service requests received and 124 completed; 71 work orders completed; and three move-ins.

The board accepted Kevin's report.

Dorinda reported for the Pet Committee. Since November, the committee has received two separate pet violation notices.

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John reported for the Security Committee. He distributed a breakdown of criminal activity, according to police reports, from November 1 through January 22.

The board deleted the section on rules for the Baseball Diamond and the first sentence in No. 9 of the Basketball Courts rules: "Any member in violation of the above rules may put their right of occupancy in jeopardy."

Four members signed in for the Open Session. Marsha opened the floor to member comments.

Dave Johnson won the door prize drawing of a \$25 gift card.

The open session ended at 6:40 p.m.

Personal Property Insurance Can Protect Cooperative Members

Can members of Highleah Townhouses afford to be without insurance?

Property insurance offers protection and coverage in such unfortunate situations as a fire, water damage and other disasters that can occur unexpectedly and inconveniently, said Tom Quick, vice president of Cretcher Heartland Incorporated, an insurance agency in Overland Park.

Quick cites four reasons cooperative members should consider personal property coverage for belongings in their units.

1. Based on limits and coverages, insurance for your personal property can be purchased for as low as \$160 a year.

2. Insurance coverage is available to pay you for the improvements and betterments you have made to your unit.

3. Insurance coverage is available to pay your living expenses if you are displaced from your unit by fire or other covered peril.

4. Insurance coverage is available for your defense and settlement for the property damage or bodily injury you or any member of your household are liable for.

Please contact your insurance agent for additional information and premiums to meet your needs and budget.

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 18.

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 representatives 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 18.

Tips from the Toolshed

LABELS CAN BE MISLEADING

Think before you flush.

Highleah's maintenance staff recommends disposing of wipes and anything else that's not toilet paper in the trash can.

Products labeled "biodegradable" or "flushable" can still clog pipes and sewer lines.

Moist, disinfecting or cleansing wipes eventually break down, but they can cause problems before they do. Disposable wipes do not dissolve like normal toilet paper. Flushing them can cause pipes to clog and could lead to a sewer back-up in your unit.

Products marketed as "flushable" may pass through your household plumbing but could contribute to clogging if a tree root or other obstruction is in the way. These can also cause problems in the city sewer mains.

Diapers, disposable toilet cleaner heads, feminine hygiene products, diapers and disposable wipes are just some of the products that can cause a back-up in your home plumbing.

Cleaning a sewer back-up can be messy, costly and inconvenient.

WASHING MACHINE ODORS CAN BE PREVENTED, ELIMINATED

Washer odors usually are caused by leaving the washer lid closed when not in use.

Leaving the lid closed does not allow air to circulate and dry out the moisture remaining in the tub area. The air and moisture mixture becomes stagnant and creates an odor.

When the washer is not in use, leaving the lid up for air circulation will help prevent odor.

Here are some steps to get rid of odors inside washing machines.

1. Fill the washer with hot water. Set at regular speed and the longest wash cycle.

2. Add 3/4 cup of a water softening additive which can be found in the laundry detergent aisle. Baking soda also can be used.

3. Allow washing machine to complete entire wash and rinse cycle.

4. If odor lingers, repeat the entire process.

To minimize the possibility of electric shock, unplug the washer from the power supply before attempting any maintenance or cleaning.



February Meeting Moved to Fourth Monday

The board meeting for February has been changed to avoid a conflict with Presidents Day, a federal holiday, on the third Monday.

The board will meet on February 25. The open meeting begins at 6 p.m. Please join us.

Daylight Saving Time Begins on March 10

It's getting to be that time of year again. You'll lose an hour on Sunday, March 10. That's when Daylight Saving Time kicks in. So, clocks need to be set ahead one hour.

For example, if you get up at 6 a.m. on Sunday, March 10, move the time up to 7 a.m.

You get your hour back on November 3.