

## All Units to be Inspected this Year

Annual inspections will be completed on all units within the year. Units will be inspected in sections and members will be notified before the maintenance crew is scheduled to inspect their individual units.

Annual inspections are specifically concerned with a member's failure to meet standards that create a threat to health or safety.



# Highleah Highlights

2001 Pembroke Crescent West Independence, MO 64057

PHONE (816) 257-0070 FAX (816) 257-2639  
www.highleah.com

### Annual Maintenance Inspection

Date: \_\_\_\_\_ Work Order # \_\_\_\_\_

Address: \_\_\_\_\_

1. Change Furnace Filter: Yes \_\_\_ No \_\_\_ Left Filter \_\_\_\_\_

2. Housekeeping: Good \_\_\_ Poor \_\_\_\_\_

Comments: \_\_\_\_\_

3. Furnace area cleared 36 inches around: Yes \_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_

4. Smoke Alarms: OK \_\_\_ Not OK \_\_\_\_\_

Comments: \_\_\_\_\_

5. Breaker box area cleared 36 inches around: Yes \_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_

6. Windows, patio doors and basement windows cleared of obstructions: Yes \_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_

7. Switch, receptacle covers, light fixtures missing or not working: OK \_\_\_ Not OK \_\_\_\_\_

Comments: \_\_\_\_\_

8. Non-operational, missing doors, door stops in unit: OK \_\_\_ Not OK \_\_\_\_\_

Comments: \_\_\_\_\_

9. Pets in unit: Yes \_\_\_ No \_\_\_ How many and what kind?

Comments: \_\_\_\_\_

10. Other comments: \_\_\_\_\_

\_\_\_\_\_

Member's signature

Inspected by

#### 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)

Angie Dyer  
(Appointed 2015)

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: 12/8 - 1/8**  
Water/Sewer: \$11,930.55

### BOARD MEETING, January 26, 2015 NEWSLETTER MINUTES

Martha Ramcke, president, called the meeting to order at 3:40 p.m. Also present were Diane Pulford, secretary; 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.

Martha introduced Angie Dyer, a member who has submitted a written application for the board, and the board voted unanimously in favor of appointing Angie to fill the vacancy on the board.

Minutes of the November 17, 2014, meeting were approved.

#### Open Session

Martha Ramcke, president, welcomed members and called the open session to order at 6:05 p.m. Also present were Dee Dee Swanson, second vice president; Diane Pulford, secretary; Andrea Thompson, treasurer; and Angie Dyer.

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.

Nine members signed in. An off-duty Independence police officer also attended as a representative of the security patrol.

Martha reminded members that the next board meeting is February 23 and education grant applications need to be submitted by March 18. She introduced Angie Dyer as a new board member.

Gina presented the on-site manager's report. In December, there were 31

statements of credit, 47 statements of charges due, two attorney referrals and 45 defaults. There were three attorney referrals in November.

Four requests for reasonable accommodations were completed in December and January. There have been five exterminations, two animal violations, one vehicle violation and one yard/common area violation.

There are two three-bedroom units on the market and two two-bedroom units.

Kevin gave the maintenance superintendent's report. In December, there were 168 requests for service received and 153 completed. In November, 126 requests for service were received and 115 completed.

In December, there were three move-outs and one move-in; in November, one move-in and one move-out.

JC's Lawn Service mowed the grass once, completed a salt and sand treatment to the streets, cleaned gutters and removed leaves.

Eight rehabs are under way and four are nearly done.

Concrete work has been completed at 18021 Reading Place by K&K.

KC Property Solutions completed work on Buildings #24 and #25 and on 18028 Dover Fork.

Palmer Lawn Professionals completed the retaining wall and ground drainage behind 1923 Pembroke Crescent West. Two handrails will be installed by maintenance.

Martha opened the floor to member comments.

Caron Snider won the door prize drawing.

The open session ended at 6:35 p.m.

## Daylight Saving Time Begins on March 8

It's that time of year again.

You'll lose an hour on Sunday, March 8.

That's when Daylight Saving Time kicks in. So, set your clocks ahead one hour.

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

You get your hour back on November 1.

## Meet New Board Member, Angie Dyer

Angie Dyer was appointed to the board at the January meeting. She and her husband have lived at Highleah since 2013 and their first baby was born last year.

Angie submitted an application to serve on the board because she believes Highleah is a "welcoming and inviting community" and she wants to bring fresh ideas to the board and be a voice for her neighborhood.

"Knowing one's neighbors and neighborhood can create a sense of belonging and help home to be a safe and secure place," she said.

Angie's work history includes coaching teens and leading children; teaching ballroom dance; and serving in retail and restaurant businesses; as well as volunteering at an animal shelter, in neighborhood clean-up and with the elderly.



Angie Dyer, new board member, awards the January door prize to Caron Snider.

## 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.

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.

## Loose Trash Makes Mess, Attracts Pests

The Trash Fairy, doesn't live here. But if she did, the Trash Fairy would close the lid on the dumpster and pick up the garbage members leave around it.

As it is, trash doesn't magically disappear and leaving the lid open on the dumpster attracts flies and other pests. Please remember to put trash in bags and to place them inside, not next to, a dumpster.

If you pile up turkey bones, candy 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.

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.

## Carrying Charges Due First Day of the Month

Your carrying charges are due the first day of every month. They become delinquent on the 10th of the month and unpaid accounts are sent to the attorney on the 20th of the month. 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.



## 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.

## Members Asked to Report Suspicious Activities

Whenever you see suspicious activities or persons on Highleah property, please call the Independence Police Department at 9-1-1.

Responding to and investigating all citizen 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.

Security patrols for Highleah are off-duty Independence police officers. They respond to all calls and file reports. The nightly reports are turned in to the Highleah office the next day.

Having this kind of documentation keeps management and the board aware of incidents and helps determine whether additional action is necessary.