

High School Seniors Can Apply for \$1,000 Education Grant

This spring, Highleah Townhouses, Inc., and Linville Management Services, Inc., will award a \$1,000 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 Committee
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 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.



New Wildlife Rule Passed

At the October board meeting, a new rule was passed: "It is prohibited for any person within the boundary of Highleah Townhouses, Inc., to hunt, shoot, trap, dispose of, harm, or kill any animal, reptile, or bird."

"The cooperative may on occasion hire the services of professionals to remove certain wildlife that are causing damage to the property."

The cooperative is using behavior modifications and conditioning to encourage wildlife away from populated areas and back to their natural habitat.

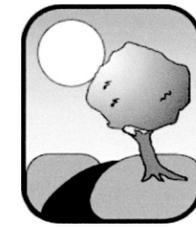
Please do not feed the birds and squirrels.

Squirrels cost the cooperative money - both in their capture and in the damage they do.

Highleah has to pay to have squirrels removed from the grounds.

Squirrels cause a considerable amount of damage to the exterior of the buildings.

The cooperative cannot kill them. Squirrels must be trapped and transported to another area and released. Feeding them just encourages more of the squirrels to hang around the property and do their damage.



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: 12/7 - 1/8
Water/Sewer: \$12,096.45

Spirit of Highleah Awards Given to Helpful Members



Pam Dodds, Ruth Castillo and Shirley O'Dell were presented "Spirit of Highleah" awards for their outstanding service to the cooperative. The three make a conscientious effort to keep the grounds clean and free of debris on their walks through the property.

Three members were recognized for their service to the cooperative at the January 25 board meeting.

Ruth Castillo, Pamela Dodds and Shirley O'Dell were given "Spirit of Highleah" awards for their conscientious efforts in picking up trash and taking care of the grounds of Highleah as they enjoy their walks on the property.

They were presented with certificates of appreciation and gift cards during the open session of the meeting.

BOARD MEETING, January 25, 2016 NEWSLETTER MINUTES

Board members present: Martha Ramcke, president; Andrea Thompson, vice president; Jordan Baze, secretary; Tina Windhausen, treasurer; and Diane Pulford

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

Also attending: Melva Linville, property manager, and Betsy Kilker, administrative assistant, with Linville Management Services, Inc.

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

Gina gave the office report. In December, there were 50 defaults and one eviction. In January, there were 49 defaults. There have been three installation permits received, one reasonable accommodation request, two exterminations for bed bugs, five animal violations, two vehicle violations and two noise violations.

Bed bug inspections began on January 7, 2016, with 84 units inspected. No evidence of bed bugs was found. The next inspection dates are February 4, March 3 and April 7. All units will be inspected three times during 2016.

Currently on the market are one one-bedroom unit, three three-bedroom units and two two-bedroom units.

Kevin presented the maintenance report. In November, 176 service requests were received and 174 completed. In December, 160 service requests were received and 158 completed. Eleven handrails were installed in November and 10 in December.

All gutters and downspouts have been cleaned. A fourth leaf removal is underway.

Seven rehabs are in various stages of completion.

Betsy presented the managing agent's report.

Four applications have been approved and one is pending. Five final statements have been completed. Financial reports were mailed to the board on January 5.

Three members were presented the Spirit of Highleah awards for their consistent efforts to pick up trash and keep the grounds free of debris. They were Ruth Castillo, Pam Dodds and Shirley O'Dell. They received gift cards and certificates of appreciation.

Martha opened the floor to member comments. She announced that the next board meeting is Monday, February 22.

Cheryl McIntire won the door prize drawing.

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

Illegal Cars Will Be Towed

Highleah will be towing vehicles that are parked illegally or in violation of cooperative parking regulations.

At the January meeting, the board voted to add a towing rule to the existing parking rules: "The Manager may authorize a towing company to remove a motor vehicle unattended for more than 48 hours and may authorize towing a motor vehicle parked in a restricted or assigned area."

Vehicle owners are responsible for paying all towing and storage fees.

Board Adopts Office Policies

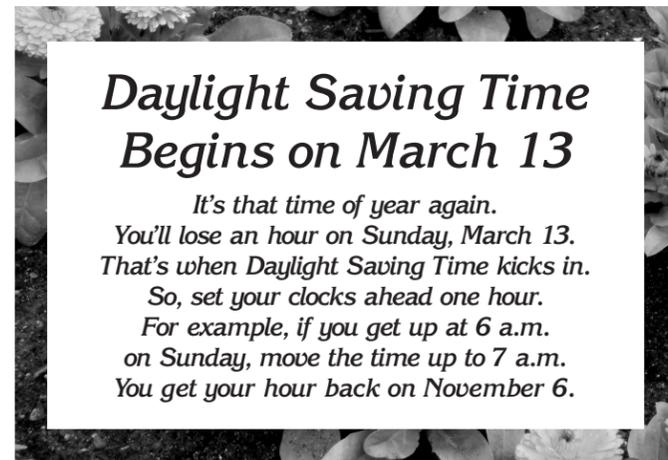
Two traditions were entered into official policy and a new financial agreement plan was introduced earlier this year.

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.



Daylight Saving Time Begins on March 13

It's that time of year again. You'll lose an hour on Sunday, March 13. 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 6.

PLEASE REPORT RUTS

If you have a rut in your lawn, please call in a work order so we can fill it in.



Board Meets Monday, February 22, 2016

The February meeting was changed to the fourth Monday to avoid a conflict on the third Monday with the observance of Presidents Day. The regular meeting date is the third Monday of the month.

Here are the dates for 2016.

- 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.

Your appearance at the open session may win you a \$25 gift card in a door prize drawing. All members who attend the open session are eligible for the drawing.

The winning member's ticket will be selected at the end of the open session -- and you must be present to win.

Attending open sessions of the monthly board meetings also is a good way to stay informed about activities at the cooperative. Please join us.

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.

Bed Bug Inspections Underway

Bed bug inspections began on January 7 with 84 units inspected. No evidence of bed bugs was found.

Future inspections will be conducted on February 4 for 84 units, March 3 for 84 units and April 7 for 78 units. Then the whole process begins again until every unit has been inspected three times during 2016.

If you suspect that your unit may have bed bugs, please call the office. Please do not come into the office to make your report. We can deliver bed bug monitors to you.

Devices designed to detect bed bugs are available free at the office to members.

The detectors are designed to be placed under mattresses and other bed bug spots. The bugs are trapped in adhesive and are easily detected through a clear window.

Highleah Townhouses, Inc., has a zero-tolerance policy for bed bug infestations.

Door Prize Drawings Awarded at Open Sessions



Tina Windhausen, board treasurer, presents a \$25 gift card to Cheryl McIntire who won the door prize drawing at the January meeting.

Attending open sessions of the monthly board meetings is a good way to stay informed about activities at the cooperative. Your appearance at the Highleah open session also may win you a \$25 gift card.

All members who attend the open session will be eligible for the door prize drawing. Cheryl McIntire won the door prize drawing at the January open session.

The winning members' tickets will be drawn at the end of the open session -- and you must be present to win.

All open sessions start at 6 p.m.