



DATES TO REMEMBER

JULY 18 Board Meeting
Open session at 6 p.m.

SEPTEMBER 20 Annual Meeting
Election of directors, Bridger Middle School

SEPTEMBER 25 Bylaws Picnic
Vote on updated bylaws

ANNUAL MEETING IN SEPT.

Please remember that the annual meeting is the third Tuesday in September, the 20th.

Two will be elected to the board of directors for three-year terms.

If you are interested in running for a board position, please submit a resume to the office. All resumes will be published in the August and September newsletters.

Members in good standing who care about our community are encouraged to run for office.

Security Alarms Require Installation Permit

The board approved a new rule at the June meeting.

The rule covers the installation and use of security alarms in units: "Security alarms are considered improvements. Members are required to submit an installation/alteration permit before an alarm system is installed.

"The office must have your alarm code to allow maintenance to enter the unit in the event of an emergency.

"For maintenance to handle work orders during working hours, members must disarm the alarm system or submit to the office a maintenance code for the alarm."

Reminder

WET PAINT DOESN'T BELONG IN DUMPSTERS.

Please do not put wet paint in the dumpsters.

Besides creating a mess in the trash bin, paint is regulated as a hazardous waste and requires careful disposal.

Members May Vote by Proxy

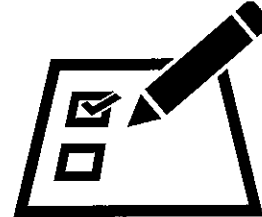
Cooperative members will vote for candidates for the board of directors at the annual meeting and for new bylaws at a picnic.

The annual meeting is Tuesday, September 20. The picnic is Sunday, September 25.

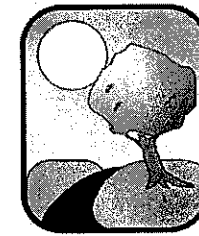
If you cannot attend the annual meeting or the picnic, you may vote by proxy.

Members voting by proxy must appoint another member in good standing to vote on their behalf.

No attending member may cast more than his or her vote plus one proxy vote.



Gina Zukel, office manager, presents the door prize of \$25 to winner Edna Carver whose name was drawn during the open session of the June board meeting.



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.

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: 5/10 - 6/8
Water/Sewer: \$12,011.05

BOARD MEETING, June 20, 2016 NEWSLETTER MINUTES

Open Session

Board members present: Martha Ramcke, president; Jordan Baze, secretary; Tina Windhausen, treasurer. Diane Pulford joined the meeting at 6:15 p.m.

Board member absent: Andrea Thompson, vice president

Staff present: Gina Zukel, office manager; Linda Thompson, assistant office manager; and Kevin McQuade, maintenance superintendent

Also attending: Betsy Kilker, administrative assistant, Linville Management Services, Inc.; and Dudley Leonard, cooperative attorney

Fifteen members signed in. Martha welcomed them and called the open session to order at 6 p.m.

Gina gave the office report.

In May, there were 30 statements of credit, 35 statements of charges due and 39 defaults. Three installation permits were received and approved. There were nine exterminations, three vehicle violations, one noise violation, one yard/common area violation and one towing.

There are no vacant units on the market.

Kevin presented the maintenance report.

In May, there were 228 requests for service and 199 completed.

Palmer Lawn Professionals mowed the grass four times. Farage Tree Service trimmed trees on the property.

There were three move-ins in June. Five units are in various stages of rehabbing and all have been sold.

Betsy presented the managing agent's report.

Four applications were approved. Two final statements were completed.

Linville Management processed \$192,257.44 in accounts payable for the month.

Financial reports were mailed to the board on June 6.

Tina, Jordan and Martha presented reports from the Midwest Association of Housing Cooperatives conference.

Martha opened the floor to member comments.

The door prize drawing was held. Edna Carver won the prize.

The open session ended at 6:50 p.m.

Revised Bylaws Provide Funds to Protect Members

If your furnace needs to be replaced, you know that a new furnace is only a work order away.

Maintenance will install a new furnace if yours becomes unsafe or no longer heats your unit the way it should.

But what if Highleah Townhouses, Inc., didn't have the money to replace such things?

Why is it members can take these things for granted? Because Highleah sets aside money in a reserve fund to make necessary repairs and replacements.

The new bylaws guarantee that the money will be there.

New bylaws mean much more than merely removing references to the U.S. Department of Housing and Urban Development.

The new bylaws protect members by requiring that a savings account be maintained.

Because HUD is no longer involved in the operations of Highleah, the HUD requirement to fund savings accounts is no longer in effect. When Highleah had a HUD mortgage, the cooperative was required to set aside some in savings to cover emergencies as well as routine upkeep and replacements for roofs, furnaces and other major expenditures.

To make sure the money is there for repairs and replacements to members' units and to the property, the board voted in 2011 to retain reserve requirements and require that a Replacement Reserve Account and a Miscellaneous Improvement Reserve Account be created and funded.

The board wants to assure members that prudent reserves will be maintained, no matter who serves on the board in the future. The bylaws govern the management of Highleah. Board members and the property manager are legally bound to abide by them.

Since the bylaws were revised in June of 2011, three attempts have been made to pass the new bylaws at the annual meeting. But attendance has been too low to hold an election.

This year, a separate meeting will be held on September 25 to vote on the bylaws. Passing the revised bylaws requires 51 percent or one more vote than half of the members.

The revised bylaws are the only protection members have that the money will be there when they need a new furnace or their building needs a new roof.

Please plan to attend the September 25 meeting and vote to adopt the revised bylaws.

POOL RULES DESIGNED TO KEEP KIDS SAFE

Highleah allows children's plastic or inflatable swimming pools during the summer.

But members must observe the rules that are written with the safety of our children in mind. Pools can be no wider than six feet and no deeper than 12 inches.

Every day, the pool must be emptied of water and stored behind the unit. Members who leave a pool filled with water unattended are violating Highleah rules and regulations and their occupancy agreement. Violations place your membership in default.

A swimming pool full of water is a potential drowning danger to a child and can become a breeding ground for mosquitoes.

Highleah does not allow any kind of water slides.

If a pool causes damage to the property, the member is responsible for repairing the damages or for paying for the repairs by our maintenance crew.

Please observe these common-sense safety precautions. We want to keep Highleah a safe and desirable place to live.



Updated Bylaws to Vote on September 25



In June of 2011, the board of directors met to update the bylaws of Highleah Townhouses, Inc.

Because the Federal Housing Administration and the U.S. Department of Housing and Urban Development were no longer involved in the operations of Highleah, references to FHA and HUD were removed from the bylaws at the meeting in 2011.

Five other changes were made to the bylaws at that time. These were revisions governing:

- (1.) the removal of a director - adding a stipulation for removal due to excessive absences from board meetings
- (2.) transfer on death registration - adding that as an option for members
- (3.) transfer values - establishing values for the different unit sizes
- (4.) proxies - allowing a member to appoint a proxy
- (5.) notification of meetings - adding electronic mail

Since that meeting, three attempts have been made to pass the revised bylaws at the annual meeting. Because the bylaws require 51 percent or one more vote than half of the members, they have not passed because attendance has been too low.

There are some misconceptions and misunderstandings about the bylaws, which may have kept members from attending the meetings.

Bylaws are not rules and regulations. Bylaws cover membership, meetings and financial management of the corporation.

Rules and regulations cover the conduct of members and guests on the property. The purpose of rules is to promote harmony and to create a community where the comfort and privacy of all residents are considered.

Bylaws govern the operations of the cooperative, which is a corporation. The bylaws define the purpose of the corporation, non-profit housing, and the duties and responsibilities of owning and managing the corporation.

Bylaws do not affect carrying charges. Carrying charge increases are an annual decision made by the board of directors.

The board will hold a vote again on the updated bylaws on September 25.

Until then, bylaws will be discussed at every open session of board meetings and questions will be answered by the cooperative attorney.

Minutes of the June 6, 2011, meeting are available to all members



Dog Owners Required to Register Pet's DNA

Highleah Townhouses takes pride in being a pet-friendly community.

At the same time, the cooperative wants to keep the grounds clean, sanitary and safe for everyone to enjoy.

Unfortunately, dog waste continues to be a problem here at Highleah. Some members do not use the pet stations provided and do not clean up after their pet. They leave the pet waste for others to see, smell and step in.

The board of directors is initiating a program known as PooPrints to help keep pet waste off the premises.

All dog owners will be required to register their dog's DNA with the office. Owners will need to swab the inside of their dog's mouth for a DNA sample with a kit provided at the cooperative office.

After all dogs are registered, the DNA of any waste found on the property will be matched to the registry. The pet owner whose dog's DNA matches the sample will be assessed a clean-up fee of \$100 for the first offense.

Dog owners may make appointments at the office now. At this time, there is no charge for the DNA registration. Beginning August 1, 2016, there will be a charge of \$45 to pet owners who are late in registering their dog's DNA at the office.

Appointments can be made from 9 a.m. to 4 p.m. Monday through Thursday and from 9 a.m. to noon on Friday. Call the office at 816.257.0070.

On July 30 and 31, there will be a professional property clean-up to remove all pet waste from the grounds of Highleah.

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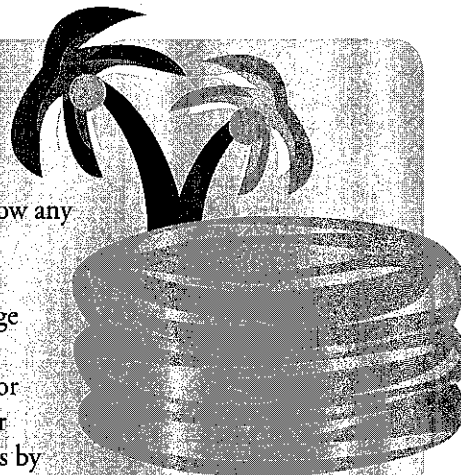
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