

Board Members Sign Ethics Agreement

Serving on the board of directors is a responsibility and privilege.

The Highleah board meets on the third Monday of every month except when the annual meeting is scheduled. The board holds an open session at 6 p.m.

In addition to regular monthly board meetings, the board may call special meetings throughout the year.

Once elected, all board members are required to sign the Board Member Code of Ethics.

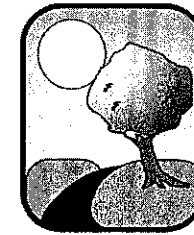
Board Member Code of Ethics

As a member of the board of directors, I will

- listen carefully to my teammates.
- respect the opinion of other board members.
- respect and support the majority decisions of the board.
- recognize that all authority is vested in the full board only when it meets in legal session.
- keep well-informed of developments relevant to issues that may come before the board.
- participate actively in board meetings and actions.
- bring to the attention of the board any issues that I believe will have an adverse effect on the cooperative or those we serve.
- attempt to interpret the needs of those we serve to the cooperative, and interpret the actions of the cooperative to those we serve.
- refer complaints to the proper level on the chain of command.
- recognize that my job is to ensure that the cooperative is well-managed, not to manage the cooperative.
- represent all members and not a particular court or interest group.
- consider myself a "trustee" of the cooperative and do my best to ensure that it is well-maintained, financially secure, growing and always operating in the best interests of its members.
- always work to learn how to do my job better.
- declare conflicts of interest between my personal life and my position on the board, and abstain from voting when appropriate.

As a member of the board, I will not

- criticize other board members for their opinions, in or out of the board room.
- use the cooperative for my personal advantage or that of my friends or relatives.
- discuss the confidential proceedings of the board outside the board room.
- promise how I will vote on any issue before a meeting.
- interfere with the duties of the administrator or undermine his or her authority with staff members.
- act as a director outside of board meetings unless so authorized by the board. (Outside the board meetings, the board member is just like any other member and his or her status as a board member is restricted to times when the board meets as a group to hear reports, discuss problems, make reports and make decisions.)
- direct the cooperative staff. (Cooperative staff are to be directed by Management. When a board member thinks something should be done, first it's brought out before the board. If the board decides to act, the board should vote on a motion notifying the Management Agent, and then let the Management Agent see that the motion is carried out.)
- reveal confidential information made available to the board to help make a business decision.



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 2016)

Andrea Thompson
Vice President (Elected 2014)

Tina Windhausen
Treasurer (Elected 2015)

Jordan Baze
Secretary (Elected 2015)

Diane Pulford
(Elected 2016)

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
913-808-3372**
**Hours: Noon to 7 p.m.
Tuesday through Friday
11 a.m. to 6 p.m.
Saturday and Sunday**

UTILITIES: 5/10-6/8
Water/Sewer: \$11,805.97

BOARD MEETING, June 19, 2017 NEWSLETTER MINUTES

Board members present: Martha Ramcke, president; Andrea Thompson, vice president; Tina Windhausen, treasurer; and Diane Pulford
Jordan Baze, secretary, joined the meeting at 4 p.m.

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

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

Martha called the meeting to order at 3:30 p.m.

Minutes of the May 15 board meeting were approved. Martha reminded all that the next rules meeting is June 26.

Open Session

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

Martha reminded members that the office will be closed on July 4 and the next board meeting is July 17.

Gina gave the office report.

There have been 27 statements of credit, 30 statements of charges due, two attorney referrals and 36 defaults. One installation permit has been received and approved. There have been three animal violations, one vehicle violation and two yard/common area violations.

Five two-bedroom units are on the market.

Kevin presented the maintenance report.

In May, 210 requests for service were received and 176 completed. There were three move-outs and one move-in.

Palmer Lawn Professionals mowed five times, applied liquid herbicide and finished cleaning the gutters.

Nine rehabs are underway and four of the nine are sold.

Betsy gave the managing agent's report.

Seven applications were approved, three final statements were completed and seven letters were sent to members.

Linville Management processed \$179,991.76 in accounts payable for the month of June.

Financial reports were mailed to members on June 12.

Martha opened the floor to member comments.

Members discussed trees downed by the storm.

Sarah O'Dell wants the recycling bin moved because cars driving up to the bin are a safety concern for children playing in the area.

Chris Lopez won the door prize drawing.

The open session ended at 6:20 p.m.



CANDIDATES RESUMES PUBLISHED IN NEWSLETTER

If you are interested in running for the Highleah Board of Directors, please submit a resume to the office.

Resumes appear will appear in the August and September issues of "Highleah Highlights."

If you want to publish a resume in the newsletter, here is an easy format to follow.

You don't need to use every category.

Please limit the length to one typed page.

Here is a format you can use to prepare a resume.

Name:

Cooperative experience:

Qualifications:

Family:

Work history:

Education:

"I want to serve on the board of directors because:"



Assistant maintenance superintendent Bill Fitzgerald presents a \$25 gift card to Chris Lopez. Chris won the door prize drawing at the June open session.

Storage Furniture Specifications

Outdoor deck storage boxes are approved for members with patios.

The rule states: "Outdoor deck storage boxes can be placed only on patios and can be no wider than 60 inches, no higher than 36 inches and no deeper than 25 inches. The storage boxes must be no closer than two feet to the air conditioning condenser unit."

Available at the Office, FREE TO MEMBERS

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.

The monitors can be delivered to your unit. Please call the office to request delivery: 816-257-0070.

FURNACE FILTERS

GRASS SEED Grass seed is free to members who want to plant grass in bare areas in their lawn. Please bring a bag or a container with you to the office to pick up the seed.

Maintenance superintendent Kevin McQuade recommends putting the grass seed in the freezer 24 hours before planting. Then, sow the seed and water it.

ANNUAL MEETING IN SEPTEMBER

Please remember that the annual meeting is the third Tuesday in September, the 19th.



One seat will be open on the board of directors.

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.

Door prizes will be awarded: first prize of a month's free carrying charges, second prize of \$50 and third prize of \$25. Members must be present to win.

In order to vote, a member must be present either in person or 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.

A quorum is necessary to hold the annual meeting.

SECURITY ALARMS REQUIRE INSTALLATION PERMIT

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.



Help Keep Our Co-Op a Safe, Clean Place to Play, Live

Warmer weather and the end of the school year mean more children will be playing on the Highleah grounds.

Here are some precautions to keep in mind.

POOL RULES

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 the Occupancy Agreement they signed when they moved in. 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.

OTHER REMINDERS:

Please remember that children are to be supervised when outside.

If your children are walking the dog, they need to be advised to clean up after the pet, too.

Observe the speed limit of 15 m.p.h. and make sure your children are buckled safely in their own seats inside the car -- and not riding on your laps.

Do not park on the sidewalk.