



DATES TO REMEMBER

JUNE 20 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

Reminder

The office will be closed on Monday, July 4, in observance of Independence Day.

Free Grass Seed for Members

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.



Andrea Thompson, board vice president, presents the door prize award to Betty Domville during the open session of the May board meeting.



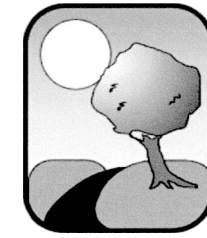
Martha Ramcke, board president, presents the Spirit of Highleah Award to Phyllis Locke given in appreciation for picking up litter on her walks.

FOR SALE

Countertop Dishwasher

\$100

Call 816-810-1397



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: 4/7 - 5/10
Water/Sewer: \$12,582.12

BOARD MEETING, May 16, 2016 NEWSLETTER MINUTES

Open Session

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

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

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

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

Martha announced that the next board meeting will be June 20. The annual meeting will be September 20 at Bridger Middle School and the bylaws picnic will be at 2 p.m. on Sept. 25. The yard sale is June 3 and 4.

Gina gave the office report.

In April, there were 30 statements of credit, 21 statements of charges due, one attorney referral, 38 defaults, seven installation permits received and approved, three exterminations, one animal violation, five vehicle violations, one yard/common area violation, one housekeeping standards violation and one towing.

There are no vacant units on the market.

Kevin presented the maintenance report.

In April, there were 236 requests for service and 197 completed.

There were five move-ins and two move-outs. Palmer Lawn Professionals mowed the grass four times and applied herbicide.

Five rehabs are in various stages of completion.

Downey Construction has completed all concrete work. Twenty-five handrails have been installed on the back of units with three steps or more.

Betsy presented the managing agent's report.

Four applications were approved; one was denied.

Linville Management processed \$207,504.99 in accounts payable for the month.

Financial reports were mailed to the board on May 3.

A new Web site is being designed and should be operational later in the year.

The Spirit of Highleah Award was presented to Phyllis Locke in appreciation for her efforts to keep the grounds clean by picking up trash on her walks.

Martha opened the floor to member comments.

The door prize drawing was held. Phyllis Locke's name was drawn and she gave the prize, a \$25 gift card, to Betty Domville.

The open session ended at 6:25 p.m.

Cooperative Living

Housing cooperatives like Highleah Townhouses, Inc., are home to young families with children, single parents, college students, empty-nesters, senior citizens and retirees.

The first thing you notice about housing cooperatives is their affordability.



"Housing co-ops were built to provide safe, economical housing for people of moderate incomes," said Melva Linville, who manages Highleah and other co-ops in the Kansas City area.

People who live in Highleah and other cooperatives are not renters, tenants or homeowners. They are members of a housing cooperative. They don't pay rent. They pay carrying charges every month.

Carrying charges cover the costs of carrying on the co-op's business: real estate and other taxes and expenses associated with administration, operation and maintenance of the property.

Bylaws require that the cooperative set aside funds in savings to cover emergencies as well as routine upkeep and replacements for roofs, furnaces and other major expenditures.

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.



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.

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 beginning on June 15. 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 August 1 and 2, there will be a professional property clean-up to remove all pet waste from the grounds of Highleah.