

From the Rule Book: Yard and Common Areas

Members are allowed to have only flower beds in the front and side of their units. Members may have flower beds and gardens only in the back of their units.

Fencing around these is not to exceed twelve (12) inches in height. All flower beds and/or gardens must be designed in such a manner as to cause water drainage away from the building and NOT create a “damming” effect. No clinging vines/flowers on any building or fences.

1. Members are not allowed to have a dog house or any type of structure, including playground equipment outside their unit with the exceptions of:

- a. Lawn furniture
- b. Barbecue grills
- c. Outdoor riding toys
- d. Garden hoses

These items are allowed but must be stored in the back yards, not in the front yard overnight. Items must be stored on your patio or within the area/size of a patio authorized for your unit. These items cannot be out in the common area.

2. Front yard flower beds and shrubs are not to extend over six (6) feet from the foundation of a townhouse and must be kept free of weeds.

Back yard flower beds and vegetable gardens must extend no farther than five (5) feet from the foundation if you do not have a patio.

If you have a patio in your back yard, the flower bed/vegetable gardens cannot extend more than two (2) feet from around the patio and not extend beyond the width of your unit.

All gardens must be kept free of weeds. Flower beds can be on sides of the unit to extend no farther than three (3) feet. With prior permission from the board of directors, plants or flowers may be planted no more than two (2) feet from the base of a tree. Only plants or flowers can be planted. No vegetable gardens will be allowed in the front or sides of the units.

Ornamental grasses cannot exceed 24 inches in height. Members agree to maintain any ground cover and/or potted plants.

3. Climbing on or in trees is not allowed on the property.

4. A trellis is only allowed within a garden area and may not be attached to the unit. Trellises are not to be taller than four (4) feet.

5. There are no water slides or slip-and-slides allowed at Highleah. Pools are limited to children’s plastic or blow-up pools, maximum size limits of 6 feet wide by 12 inches deep.

The pools are to be emptied daily and stored in the back of the unit. No filled pool shall be left unattended. Any damage caused to the property from a pool through neglect of a member will be the responsibility of the member to repair the damages. Maintenance will repair the damage at the member’s expense.

6. Tents for children only may be set up for overnight usage. Any damage caused to the property from a tent through neglect of a member will be the responsibility of the member to repair the damages. Maintenance will repair the damage at the member’s expense.

7. Members are not to discard appliances, metal furniture, car batteries, tires, oil or yard waste in the dumpster.

Christmas trees are considered yard waste and should be disposed of off property. The City of Independence has provided a drop-off site in the past for Christmas trees. Please contact the City of Independence for current locations.

Any large objects that are too big for the dumpsters (mattresses, wooden and fabricated furniture, etc.) must be put out for trash pickup on Monday, Wednesday or Friday.

8. Political signs may be displayed within three (3) feet of the unit. The sign must be removed within twenty-four (24) hours following the election.

Signs should be no larger than 18 inches by 24 inches in size.

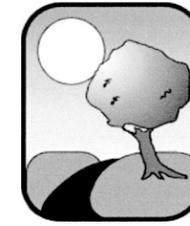
9. Maintenance personnel have the right/authority to remove or trim any plants, bushes, flowers, grasses or vegetation that do not comply with the regulations or those that may cause a safety hazard after a member has been given a written notice of ten (10) days to take care of a situation.

Members will be charged the hourly rate of the maintenance personnel for such work or materials that may occur.

10. Should Maintenance have to remove or repair any items in violation of the “Rules and Regulations,” the unit member will be charged the hourly rate to resolve the problem.

Unit members **will not** be compensated for the value of items removed.

11. Rocks belong on the ground and are to be left there. Picking rocks up, moving or throwing them anywhere on the property is prohibited.



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)

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: 1/8 - 2/6
Water/Sewer: \$10,442.43

BOARD MEETING, February 23, 2015 NEWSLETTER MINUTES

Martha Ramcke, president, welcomed members and called the open session to order at 6 p.m. Also present were DeeDee 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; and Melva Linville, property manager, and Carmen Detherage, comptroller, with Linville Management Services, Inc.

Six 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 March 16 and applications for the education grant are due by March 18.

Gina presented the on-site manager’s report. In January, there were 37 defaults, two exterminations and one noise violation. No units are on the market at this time.

Kevin gave the maintenance superintendent’s report. In January, there were 161 requests for service and 156 were completed. There were two move-ins and 23 annual inspections.

Seven units are in various stages of rehab. Five are nearly done and all are sold.

Tree trimming has been completed.

Palmer Lawn Professionals applied a salt and sand treatment on January 5. Dave Johnson has retired from the maintenance staff.

Martha opened the floor to member comments.

Kevin told members that new grass seed is available free from the office.

Betty Forbes won the door prize drawing, a \$25 gift card.

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



How to Teach Children About Fire Safety, Prevention

Children of all ages set more than 35,000 fires annually, according to the U.S. Fire Administration.

More than \$200 million worth of property is destroyed in these fires and about 150 people die.

In an effort to prevent injuries, fatalities and property damage, the USFA urges parents to educate their children about the nature of fire: fire can be fast, hot, dark and deadly.

Here are some tips:

- Keep matches and lighters in a secured drawer or cabinet.
- Encourage your children to tell you when they find matches and lighters.
- Develop a home fire escape plan. Practice it with your children and designate a meeting place outside.
- Supervise young children closely.
- Teach children that fire is a tool, not a toy.
- Show children how to stop, drop to the ground and roll if their clothes catch fire.
- Show children how to crawl low on the floor, below the smoke, to get out of the house and stay out in the case of fire.
- Teach children not to hide from fire fighters.
- For more information, go to www.usfa.fema.gov, the website of the U.S. Fire Administration.

For Sale

Residential Fire Extinguishers

\$5 a piece
2.5 pound
All-purpose
All-steel

Call Bill Hoots at 816-853-1022.

Board Meets Monday, March 16

The January and February meetings were 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 the rest of 2015:

<i>March 16</i>	<i>August 17</i>
<i>April 20</i>	<i>September 21</i>
<i>May 18</i>	<i>(closed)</i>
<i>June 15</i>	<i>October 19</i>
<i>July 20</i>	<i>November 16</i>

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.

The open sessions involve the board of directors, the on-site manager, the maintenance superintendent, property manager, cooperative attorney and other corporation advisers.

The sessions are open to all members of Highleah Townhouses.

Minutes of open, closed and executive sessions are a record of what is done or decided during a board meeting. Minutes are not a record of what is said.

If you are interested in hearing the complete discussion of an open session, you are encouraged to attend the sessions. Please join us.



Andrea Thompson, board member, awards a \$25 gift card to Betty Forbes, winner of the door prize drawing at the February meeting.

Cooperative Courtesy Makes Spring Safer

Spring is in the air and Highleah members are everywhere. Some drive Fords and some ride boards.

Some grab bikes and pedal away. Others head outside to hang out or play. As we all enjoy the warmer weather a few simple courtesies will make life better.

Motorists, please drive slow and look out for little ones wherever you go. Parents, please keep track of children and toys. And show our youth how to be polite and poised.

Skateboarders, please take your ramps down when you are done.

Bicyclists, remember that sidewalks and streets belong to everyone.

Whether you're young or old, we can all agree,

Let's keep Highleah as safe as can be.

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.



Doggie Waste Disposal Bags Now Available On-Site

New pet waste clean-up reminder signs and stations with disposal bags have been posted on the property.

We hope to encourage all members to clean up after their pets and keep the grounds neat and clean for everyone to enjoy.

Those who fail to do so are sent a notice and given 24 hours to clean up.

Pet waste is considered unsanitary and annoying to members of all ages who enjoy our grounds. A recent U.S. Geological Survey study of streams and creeks in the Kansas City region showed that bacteria from pet waste is the source of about 25 percent of the bacteria in local waterways.

When pet waste is disposed of improperly, water quality isn't the only thing that suffer your health may be at risk, too. Adults working in their gardens, children playing outside and family pets are at risk for infection from some of the bacteria and parasites found in pet waste.

Complying with Highleah pet waste rules is now easier than ever. Not complying, however, can get expensive.

If pet owners don't comply, maintenance then is dispatched to clean up and members are charged.