

Pet Owners Required to Abide by Rules

cont. from pg. 3

PET PRIVILEGES

Pet owners may have two (2) dogs, two (2) cats or one (1) dog and one (1) cat per household. Any of the following also are allowed:

- a. One (1) aquarium up to 50 gallons for fish. Members will be responsible for any water damage to the unit from the aquarium.
- b. Two (2) birds in cages kept indoors inside the unit.
- c. Two (2) hamsters or gerbils kept indoors inside the unit.

1. Any pet not listed here is considered to be unauthorized and not allowed. The cooperative reserves the right to refuse pets having the propensity to injure including but not limited to the following dog breeds: American pit bull terrier, American Staffordshire terrier, Staffordshire bull terrier, Chows, Akitas, Rottweilers, Dobermans, wolf or any mix thereof.

2. No pets for breeding purposes shall be kept on Highleah Townhouses, Inc. property.

3. The maximum weight allowed for a dog at full growth is 65 pounds. Members must provide veterinary verification of vaccinations and weight.

4. All cats and dogs will be vaccinated annually or as recommended by a veterinarian in accordance with the rules of Highleah and the ordinances of the City of Independence. Verification must be submitted to the Cooperative Office within 10 days.

5. Visiting pets are not allowed.

6. Pets will not be allowed to make unreasonable noise.

7. No pet, cat or dog is allowed to run loose on the cooperative grounds at any time. All pets, cats and dogs must be on a lead and under the control of a responsible person when on cooperative grounds.

8. All pet feces must be cleaned up immediately anywhere at all times when the pet is outside the unit on the cooperative grounds. Pet waste must be placed in a plastic bag and disposed of in a proper trash receptacle.

9. Any dog feces reported on the property will be tested for a DNA match. All samples must be collected by the Highleah representative.

10. The fee for clean-up the first time will be \$100; the second time, \$125; and the third time, \$175 with a loss of pet privileges and a letter from the attorney.

11. Tie-outs used to restrain pets outside units cannot exceed six (6) feet in length. Pets are not allowed to be tied or attached in any way to trees.

Owners must clean up immediately the areas where pets have been restrained.

12. No restrained pet is to be left unattended after 10 p.m. or before 7 a.m. Pets cannot be left outside longer than two (2) hours at any time.

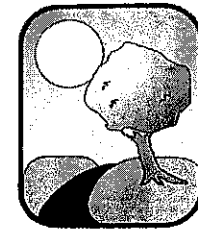
13. Any pet that attacks or bites a person or another animal will be removed from the premises by an Animal Control Officer, licensed veterinarian, health or police officer in accordance with Independence City Code.

14. Pet owners are responsible for damage to the cooperative grounds and structures including the inside and outside of their units. The member will be charged for repairs including materials and labor in accordance with the Occupancy Agreement.

15. All pet complaints must be in writing, signed by a member or employee and given to the Cooperative Office. The board responds only to written complaints signed by a member or employee.

16. With the exception of pet waste violations, members receiving notice on three (3) separate occasions of a violation of any of these rules within a 12-month period will be in jeopardy of losing their pet privileges. The member will be called before the Board of Directors for a grievance hearing to discuss the violation.

Members who have their pet privileges revoked must wait two (2) years from the date of revocation before applying to have the privileges reinstated by the Board of Directors. If a member's pet privileges are revoked a second time, the privileges will remain revoked indefinitely.



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

Great Plains SPCA
**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: 1/12 - 2/9
Water/Sewer: \$11,902.22

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 17.

Please send to the attention of:

**Education Grant Committee
Attn: Diane Pulford
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. Board member Diane Pulford chairs the committee.

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 17.

BOARD MEETING, February 27, 2017 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, and Kevin McQuade, maintenance superintendent

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

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

Gina gave the office report.

There have been seven statements of credit, 22 statements of charges due, one attorney referral and 41 defaults. One installation permit has been received and approved.

There have been two exterminations, eight animal violations, one vehicle violation and one noise violation.

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

Kevin presented the maintenance report.

In January, there were 137 requests for service received and 133 completed. There were three move-ins and two move-outs. One rehab is done and five rehabs are in various stages of completion.

Palmer Lawn Professionals cleaned up leaves from December 14, 2016, through January 13, 2017, for a total cost of \$11,925. They completed a salt-and-sand treatment to the streets on January 14.

Betsy presented the managing agent's report for January.

One application was approved by the board. Linville Management sent three letters to members and processed \$156,210.30 in accounts payable. Financial reports were mailed to the board on February 22.

Martha opened the floor to member comments. She announced that the next board meeting is March 20.

Betty Forbes won the door prize drawing.

The meeting was adjourned at 6:25 p.m.

BE ON TIME: PAY ONLINE

Your carrying charges are due the first day of every month.

Paying is even easier now that members can **make their payments online** through the **Resident Portal**.

Carrying charges become delinquent on the 10th of the month and unpaid accounts are sent to the attorney on the 20th of the month.

The checks you write to Highleah Townhouses are being deposited the day they are received.

A new accounts receivable program allows the checks to be cashed immediately.

When you write a check to pay the cooperative, you need to make sure that funds are in your account at that time.

When you make a payment to Highleah, the money is applied to your account in this order: attorney fees are paid first, filing fees next, then late charges, work orders and finally, carrying charges.

The money is applied to the work order unless you are on a payment agreement plan.



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.

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.

FURNACE FILTERS

ICE MELT Bring your own container.

GUESTS CAN STAY NO LONGER THAN 30 DAYS

There is a 30-day limit for visitors.

At the end of 30 days, the member is required to notify the site manager's office. A new household composition must be completed and the visitor must be in compliance with cooperative guidelines to qualify for occupancy.

A criminal background report is required for additions to the household composition and there is a charge for this report.

Failure to comply with the visitor policy will place the member in default.

CHANGES TO UNITS REQUIRE APPROVAL, PERMIT

Improvements or physical changes to the exterior or interior of a townhouse must be pre-approved.



An Installation/Alteration Permit must be completed, submitted to the office and approved before any work begins.



When approved alterations are completed, the work must be inspected by the maintenance superintendent.



An improvement is defined as any permanently affixed addition or enhancement made to a unit which was not originally in the unit and which changes the structure or the appearance of the unit in some way.



Andrea Thompson, board vice president, presents a gift card to Betty Forbes. Betty won the door prize drawing at the open session of the February board meeting.

Please Use Water Wisely

Water is provided for normal use.

Summer water usage is limited to filling a wading pool and watering grass, shrubs and flowers.

Please do not turn your sprinklers on longer than necessary. Excessive watering raises carrying charges for everyone.

Our most recent water bill was \$11,902.22.

Pet Owners Required to Abide by Rules

Any member accepting the duties of pet ownership by registering a pet will be required to abide by all Highleah Townhouses, Inc.'s pet rules and regulations and the Independence, Mo., ordinances concerning pet ownership.

These regulations are specifically directed to eliminating nuisances caused by poorly-controlled dogs and cats but are applicable to all animals maintained on the property.

All members must file a statement whether or not the member has a pet on the premises at the time of move-in and every year at the time of recertification.

DEFINITIONS

Control: A pet shall be deemed to be under control of a responsible person when that person can observe and take effective corrective action to prevent nuisance or harm to people, animals or property.

Owner: Shall mean any person residing in the community who keeps or harbors a pet.

Pet: Any non-human creature maintained in the community.

REGISTRATION

All pets kept on the premises must be registered with the Cooperative Office within 10 days after move-in or acquisition of the pet.

The following forms are required to complete the registration.

1. Pet registration form
2. Signed Pet Rules and Regulations form
3. Proof of current vaccinations in accordance with City of Independence animal ordinances
4. Current weight of the pet
5. Current photo of the pet
6. Written proof of spaying or neutering
7. A one-time, nonrefundable fee of \$50 per pet
8. Dogs must have their DNA registration kit completed with the office