



## Office manager retires after more than three decades

Carol Gibson, Highleah Townhouses office manager, retired in October.

Carol served the cooperative community for more than 30 years. Generations of members came to know Carol when they moved in as young families and later when their own children stayed to become members.

We wish Carol well in a richly-deserved retirement and acknowledge with gratitude her longtime commitment to Highleah.



## Recipes Wanted

Holidays are a perfect time to share your favorite recipe with your neighbors.

We are collecting recipes from residents to be published in the monthly newsletter, "Highleah Highlights." Please submit the recipes to the office.

Here's what we need to know.

Your name: \_\_\_\_\_

Your phone number in case we have a question. Your number will not be published but the newsletter editor may call you: \_\_\_\_\_

Name of the dish: \_\_\_\_\_

Category (please check)

Appetizers and beverages

Breads and rolls

Casseroles and main dishes

Desserts

Soups and salads

Vegetables

A brief history of this recipe. Why is it a family favorite? Have you won a contest with it?

Is the recipe a tradition, a dish that is served, for example, every Thanksgiving? Are there any special instructions for those fixing this dish for the first time?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please bring your recipe to the office or mail it to Highleah Townhouses, Inc., at 2001 Pembroke Crescent West, Independence, MO 64057.

## 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.

In the meantime, you can prepare for the inspection by complying with the housekeeping standards of Highleah.

Annual inspections are specifically concerned with a member's failure to meet standards that create a threat to health or safety.

### Inside the Unit In General

1. Walls should be clean, free of dirt, grease, holes, cobwebs and fingerprints.
2. Floors should be clean, clear, dry and free of hazards.
3. Ceilings should be clean and free of cobwebs.
4. Windows should be clean and must not be nailed shut. Shades or blinds should be intact.
5. Woodwork should be clean, free of dust, gouges or scratches.
6. Doors should be clean, free of grease and fingerprints. Locks must work.
7. Heating units should be dusted and access uncluttered.
8. Trash should be disposed of properly and not left in the unit.
9. The entire unit should be free of rodent and insect infestation.
10. Hallways should be clean and free of hazards.
11. Basement and utility areas should be clean and neat. Remove lint from dryers after use.
12. Window openings should have no objects to obstruct exit in case of emergency.
13. Members cannot store large quantities of recycled materials for long periods of time. They must be kept in a sealed container.



Board member Martha Ramcke awards a \$25 gift card to the winner of the October door prize drawing, Dana Hall.

## Free Breakfast with Santa

9 to 11:30 a.m.  
Saturday, Dec. 7

Beacon Heights Community of Christ  
19402 E. Holke Road

Eat breakfast, have your picture taken with Santa, enjoy some crafts and much more.

