

DATES TO REMEMBER

OCTOBER 17 Board Meeting
Open session at 6 p.m.

NOVEMBER 21 Board Meeting
Open session at 6 p.m.

DECEMBER No Board Meetings

CARRYING CHARGE INCREASES REMAIN LOW OVER THE YEARS

Here's a history of carrying charge increases since 1985. Currently carrying charges range from \$468 to \$502 a month.

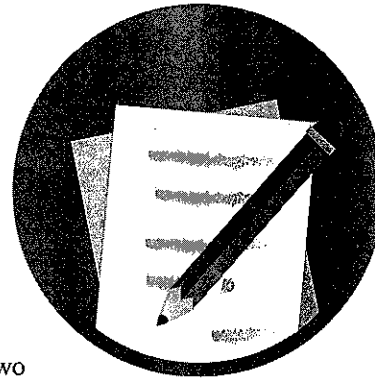
In 1985, carrying charges were increased by \$15.

1986 \$25	2003 \$12
1987 \$6	2004 \$15
1988 \$20	2005 \$20
1989 \$7	2006 \$15
1990 \$3	2007 \$5
1991 \$5	2008 No increase
1992 \$5	2009 \$23
1993 No increase	2010 \$12
1994 No increase	2011 \$15
1995 \$10	2012 \$12
1996 No increase	2013 \$12
1997 \$10	2014 \$15
1998 No increase	2015 \$15
1999 \$10	2016 \$15
2000 \$10	
2001 \$10	
2002 \$15	

REPORTS PRESENTED AT SEPTEMBER BOARD MEETING

OFFICE REPORT

Gina presented the office report. In August, there were 45 statements of credit, 30 statements of charges due, one attorney referral and 38 defaults. There were five exterminations, five animal violations and one yard/common area violation. The animal violations were all due to DNA testing of dog waste on the property. One two-bedroom unit is currently on the market.

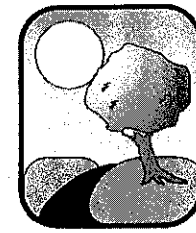


MAINTENANCE REPORT

The maintenance report, prepared by Kevin, included 189 requests for service in August and 177 completed. There were two move-ins and two move-outs. Palmer Lawn Professionals mowed four times. Four rehabs are in various stages of completion. Classic Roofing completed the new roof on building #42 for a total cost of \$15,000. The platform slide for the playground has been ordered and should be delivered by the third week in October. Total cost with tax was \$6,991.69.

MANAGING AGENT'S REPORT

Betsy presented the managing agent's report. One application was approved. Two are pending. One of the pending applications has been withdrawn by the applicant. Two final statements were completed. Linville Management processed \$180,299.30 in accounts payable for the month. Financial reports were mailed to board members on September 14.



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 Boze
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: 8/9 - 9/8
Water/Sewer: \$12,174.55

MEMBERS ELECT DIRECTORS; REJECT UPDATED BYLAWS

Members of Highleah Townhouses, Inc., cast ballots in two elections in September. At the annual meeting on Sept. 20, members voted to fill two positions on the board by electing Martha Ramcke and Diane Pulford. The officers will continue to serve as they are currently: Martha Ramcke, president; Andrea Thompson, vice president; Jordan Boze, secretary; Tina Windhausen, treasurer. At a special picnic meeting on Sept. 25, members voted to reject the revised bylaws. Voting in favoring of the updated bylaws were 155 members; voting against the bylaws were 19 members. Passing the bylaws required a favorable vote of at least 166.

BYLAWS MEETING, September 25, 2016 NEWSLETTER MINUTES

Board members present: Martha Ramcke, president; Andrea Thompson, vice president; Tina Windhausen treasurer; Jordan Boze, secretary; and Diane Pulford
Staff present: Gina Zukel, on-site manager; Linda Thompson, assistant manager; Kevin McQuade, maintenance superintendent
Also attending: Dudley Leonard, cooperative attorney; Melva Linville, property manager, and Betsy Kilker, administrative assistant, for Linville Management Services, Inc.

Martha Ramcke, president, announced that a quorum was present and called the meeting to order at 2:33 p.m.

Martha welcomed members and thanked them for attending.

She referred to the official notice of the Special Membership Meeting mailed to all members on September 12 as proof of notice of the meeting.

Martha turned the meeting over to Dudley Leonard.

Dudley asked for three volunteers to serve as inspectors of election. Erin Coover, Sharon Conn and Jane Leonard volunteered.

Dudley reviewed the revisions to the bylaws and answered questions.

When there were no more questions or discussion, roll was called and ballots were distributed.

Members voted to either accept the bylaws in their entirety or to reject the bylaws in their entirety.

Dudley and the election inspectors left to count ballots.

Door prize drawings were held. Robert Lewis and Doug Hollomon each won a month's free carrying charges. Fifty-dollar gift cards were awarded to Dave Johnson, Kathleen Castillo, Karen Cook and Mark O'Dell.

Dudley and the election inspectors returned. The revised bylaws failed to pass by a vote of 155 to accept the bylaws and 19 to reject the bylaws. Passing the bylaws required a vote of at least 166.

The meeting was adjourned at 3:09 p.m.

PET WASTE MUST BE PROPERLY COLLECTED FOR DNA TESTING

In July, members of Highleah Townhouses began participating in a program called PooPrints.

The purpose of the program is to keep the grounds clean, sanitary and safe for everyone to enjoy.

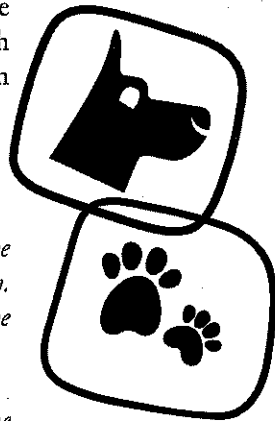
The rules require that dog waste on the property be tested for a DNA match. The waste must be collected by the authorized Highleah representative only. No one else can collect the waste and turn it in.

HERE'S WHAT THE RULES SAY:

"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."

We thank all members who are complying with the rules to clean up after their pets.



ANNUAL MEETING, September 20, 2016 NEWSLETTER MINUTES

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

Staff present: Gina Zukel, on-site manager; Linda Thompson, assistant manager; Kevin McQuade, maintenance superintendent

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

Martha Ramcke, president, announced that a quorum was present and called the meeting to order at 7:12 p.m.

Martha welcomed members and thanked them for attending.

She referred to the official notice of the Annual Membership Meeting mailed to all members on September 9 as proof of notice of the meeting.

Jordan Baze read aloud the minutes of the annual meeting held on September 15, 2015. The minutes were approved as read.

Martha asked for three volunteers to serve as inspectors of election. Travis Johnson, Jane Leonard and Phyllis Locke volunteered.

Melva gave the managing agent's report. She prepared a pie chart illustrating how carrying charges were spent and distributed copies to members. The cooperative's assets are \$12,224,394. Reserves are \$696,704.

Martha announced that two three-year positions are open on the board of directors. Martha Ramcke and Diane Pulford have submitted applications.

Martha turned the meeting over to Andrea Thompson, vice president.

Andrea asked for nominations from the floor. There were no nominations from the floor and a motion to close the nominations was made and carried.

Martha Ramcke and Diane Pulford were elected by acclamation.

Door prize drawings were held. Sydney Achterberg won a month's free carrying charges. Edna Carver won second prize of \$50 and Lois Vickers, third prize of \$25.

The annual meeting was adjourned at 7:50 p.m.

The board convened for a closed session.

CLOSED SESSION

The board discussed officer positions and agreed that the current office-holders would continue serving in their respective positions.

The meeting was adjourned at 8 p.m.

BED BUG INSPECTIONS

If you suspect that your unit may have bed bugs, please call the office. Please do not come into the office to make your report.

Devices designed to detect bed bugs are available free at the office to members.

The detectors are designed to be placed under mattresses and other bed bug spots. The bugs are trapped in adhesive and are easily detected through a clear window.

Highleah Townhouses, Inc., has a zero-tolerance policy for bed bug infestations.

Here is the policy.

MEMBER RESPONSIBILITIES

Report any suspicion of the presence of bed bugs immediately to the on-site office.

Fully cooperate with inspectors, management and pest management professionals during the entire process of eliminating the pests.

Continue to help the cooperative by monitoring your unit for bed bugs after treatment has been made.

COOPERATIVE RESPONSIBILITIES

We will take your bed bug problem seriously and will schedule a qualified inspection as soon as possible.

We will schedule inspections for adjacent units to assess the extent of the infestation and will treat all units found to be affected by the infestation.

We will pre-inspect the day before treatment is scheduled to make sure your unit is properly prepared. We will let you know if anything is not ready.

We will assist the pest management professionals in gaining proper access to all areas to be treated.

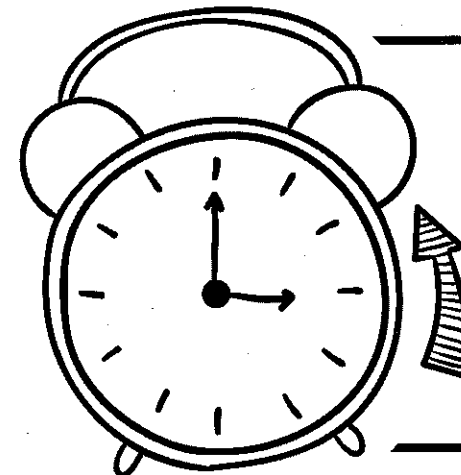
We will make any structural repairs recommended by the pest management professional necessary to eliminate bed bug hiding places. We will caulk and seal any cracks and crevices in the unit.

We will schedule follow-up treatments for your unit as necessary and recommended by the pest management professional.

We will commit to using the most effective treatment recommended for the infestation. In most cases, heat treatment will be used when available.

Treatment will be provided at no cost to the member as long as full cooperation is given. However, should a member fail to cooperate or to follow the instructions for eliminating the pest or should the member have repeated infestation issues in the unit, the member may be subject to charges for the treatment.

A member's failure to report suspected infestation and/or failure to comply with the necessary procedures for eliminating the pest will result in a violation of the Occupancy Agreement and possible termination of occupancy.



Daylight Saving Time Ends on Nov. 6

It's that time of year again. You'll gain an hour on Sunday, Nov. 6. That's when Daylight Saving Time ends. So, set your clocks back one hour. For example, if you get up at 6 a.m. on Sunday, move the time back to 5 a.m.