



### DATES TO REMEMBER

**OCTOBER 16** Board Meeting  
Open session at 6 p.m.

**NOVEMBER 20** Board Meeting  
Open session at 6 p.m.

**NOVEMBER 23 & 24** Thanksgiving Observed  
Office Closed

**DECEMBER** No Board Meetings



*Kevin McQuade, maintenance superintendent, presents Spirit of Highleah certificates to sisters Isabella and Olivia Betterton.*



*The girls helped clean up branches and storm debris on the property. Isabella is 7 and Olivia, 9. They are the daughters of Justin and Sidni Betterton.*



**HAVE YOU LOST YOUR KEYS?**

Please check with the office.  
Several sets of keys have been turned in.

**816-257-0070**



# Highleah Highlights

2001 Pembroke Crescent West • Independence, MO 64057

PHONE (816) 257-0070 • FAX (816) 257-2639  
www.highleah.com

#### Board of Directors

Jordan Baze  
**President (Elected 2017)**

Andrea Thompson  
**Vice President (Elected 2014)**

Martha Ramcke  
**Secretary (Elected 2017)**

Diane Pulford  
**Treasurer (Elected 2017)**

Tina Windhausen  
**(Elected 2017)**

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  
913-808-3372  
Hours: Noon to 7 p.m.  
Tuesday through Friday  
11 a.m. to 6 p.m.  
Saturday and Sunday**

**UTILITIES: 8/7-9/5**  
Water/Sewer: \$12,931.42

### BOARD MEETING, September 19, 2017 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; and Bill Fitzgerald, assistant maintenance superintendent

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

At 7:05 p.m., Martha Ramcke, president, announced that a quorum was not present and an election could not be held. In keeping with the bylaws, current board members will continue to serve until next year.

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 8 as proof of notice of the meeting.

Jordan Baze read aloud the minutes of the annual meeting held on September 20, 2016. The minutes were unanimously approved by the board.

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 \$12,247,048. Reserves are \$797,518.

Door prize drawings were held. Sally Rodgers won a month's free carrying charges. Diane Pulford won second prize of \$50 and Shirley O'Dell, third prize of \$25.

The meeting ended at 7:30 p.m.

The board convened for a closed session. The meeting was adjourned at 7:50 p.m.

## FREE Fall Festival

5 to 7 p.m. on Saturday, Oct. 21  
Beacon Heights Community of Christ  
19402 E. Holke Road in Independence

Games, treats, cotton candy,  
bobbing for apples and a campfire.  
Bring blankets and lawn chairs.

For more information,  
call 214.335.4065



## Daylight Saving Time Ends on Nov. 5

It's that time of year again. You'll gain an hour on Sunday, Nov. 5. 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.

## 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.

A permit also applies to the installation and use of security alarms in units.

Security alarms are considered improvements. Members are required to submit an installation/alteration permit before an alarm system is installed.

The office must have your alarm code to allow maintenance to enter the unit in the event of an emergency.

For maintenance to handle work orders during working hours, members must disarm the alarm system or submit to the office a maintenance code for the alarm.



## 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.

An 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.



## Available at the Office, Free to Members

### FURNACE FILTERS

**ICE MELT** Bring your own container.

**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.

## Autumn Weather Reminders

Raked leaves should be placed in yard-waste bags and left at the door of the maintenance shop.

Members are reminded to drain and shut off their outside faucets and detach garden hoses during winter months.



## TIPS FROM THE TOOL SHED

### PREVENTING GARBAGE DISPOSAL BREAKDOWNS

Garbage disposals should be used for food waste only.

Do not dispose of grease, rice, pasta, bones, egg shells, coffee grounds, corn cobs or stringy vegetables and fruit such as asparagus, lettuce, celery, cole slaw, potatoes and banana peels.

Use cold water only.

### 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.

## FOR SALE

3 Matching Tires  
Hankook P195/60R15  
34,500 miles  
Original equipment on 2010 Ford Focus  
\$6 each, Call 816-257-1982

## NEW OFFICERS ELECTED

The board elected officers for the 2017-2018 fiscal year.

Jordan Baze was elected president; Martha Ramcke, secretary; and Diane Pulford, treasurer. Andrea Thompson will continue to serve as vice president.

## LOOSE TRASH MAKES MESS, ATTRACTS PESTS

The Trash Fairy doesn't live here.

But if she did, the Trash Fairy would close the lid on the dumpster and pick up the garbage members leave around it.

As it is, trash doesn't magically disappear and leaving the lid open on the dumpster attracts flies and other pests.

Please remember to put trash in bags and to place them inside, not next to, a dumpster.

If you pile up turkey bones, candy wrappers, soft drink cans, coffee grounds and banana peels around the dumpsters, they will end up scattered all over the grounds by critters scavenging for food.

Members who empty their trash cans directly into the bin are creating a mess for the maintenance staff. When the dumpster is picked up, loose trash is blown all over the grounds. Litter and garbage strewn throughout the complex are unsightly and unsanitary.

### ILLEGAL DUMPING

The maintenance staff has evidence that some of the trash in Highleah dumpsters is coming from companies and individuals who are not members of the cooperative.

This is illegal. If you believe a motorist throwing trash into a dumpster is not a Highleah member, please get a license tag number and turn the number into the office.

Illegal dumping makes extra work for our maintenance staff and fills up dumpster space intended for use by members.