

DATES TO REMEMBER

SEPTEMBER 19 Board Meeting
Closed

SEPTEMBER 20 Annual Meeting
7:00 p.m.
Election of directors
Bridger Middle School

SEPTEMBER 25 Bylaws Picnic
2:00 p.m.
Highleah grounds
Vote on updated bylaws

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

TIPS FROM THE TOOLSHED

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.

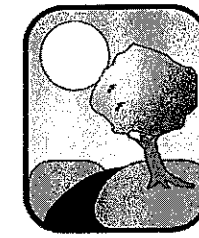
Products labeled "biodegradable" or "flushable" can still clog pipes and sewer lines.

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.



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)

Andrea Thompson
Vice President (Elected 2014)

Tina Windhausen
Treasurer (Elected 2015)

Jordan Baze
Secretary (Elected 2015)

Diane Pulford
(Elected 2013)

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

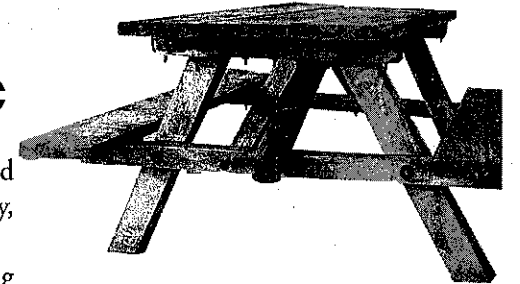
Citizens Information Center
816-325-7000

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: 7/12 - 8/9
Water/Sewer: \$11,895.03

BYLAWS VOTE AT SEPT. 25 PICNIC



Cooperative members will vote on updated bylaws at the Fourth Annual Picnic on Sunday, September 25.

Registration is at 1 p.m. and the meeting will begin at 2 p.m. with a community picnic afterward on the grounds behind the clubhouse.

Hamburgers, hot dogs, bratwurst, potato salad, baked beans and lemonade will be served. The bylaws require a majority vote of the membership to pass.

If enough members attend to hold a vote on the bylaws, door prizes will be awarded. Two members will win a month's free carrying charges and four members will win \$50 gift card prizes. Members must be present to win.

Only members in good standing can vote. Any member with an unpaid balance of more than 30 days cannot vote. If you cannot attend, you may vote by proxy.

Members voting by proxy must appoint another member in good standing to vote on their behalf. No attending member may cast more than his or her vote plus one proxy vote.

Reminder

ANNUAL MEETING SLATED FOR SEPT. 20

Cooperative members will vote to fill two three-year positions on the board of directors at the annual meeting on Tuesday, September 20.

The meeting will begin at 7 p.m. at Bridger Middle School, east of Highleah at 18200 East Missouri 78 highway. Please enter through the back door on the north side of the building.

Door prizes will be awarded: first prize of a month's free carrying charges, second prize of \$50 and third prize of \$25. Members must be present to win.

In order to vote, a member must be present either in person or by proxy. Members voting by proxy must appoint another member in good standing to vote on their behalf.

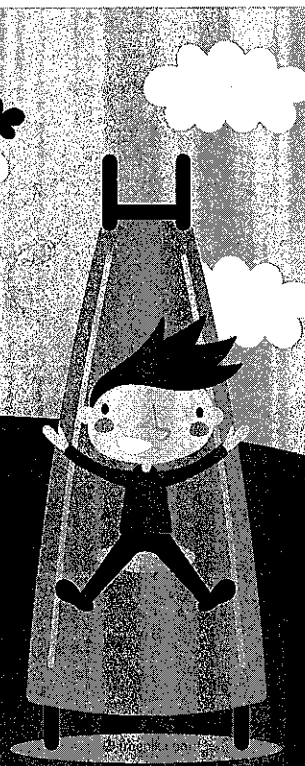
No attending member may cast more than his or her vote plus one proxy vote.

A quorum is necessary to hold the annual meeting.

NEW SLIDE FOR PLAYGROUND

A new playground slide will be installed by the ballfield.

It will replace the toddler slide that has been on the playground in the northwest corner of the property since 1969.



Cheryl McIntyre was awarded the \$25 door prize by Tina Windhausen, board treasurer. Cheryl's name was drawn during the open session of the August board meeting.

Members vote on bylaws at picnic

On Sunday, Sept. 25, members of Highleah will vote to adopt updated bylaws.

Passing the bylaws requires 51 percent or one more vote than half of the members.

Because the Federal Housing Administration and the U.S. Department of Housing and Urban Development were no longer involved in the operations of Highleah, references to FHA and HUD were removed from the bylaws in 2011.

Five other changes were made to the bylaws at that time.

These were revisions governing:

- (1.) the removal of a director -- adding a stipulation for removal due to excessive absences from board meetings;
- (2.) transfer on death registration -- adding that as an option for members;
- (3.) transfer values -- establishing values for the different unit sizes;
- (4.) proxies -- allowing a member to appoint a proxy; and
- (5.) notification of meetings -- adding electronic mail.

Since 2011, three attempts have been made to pass the revised bylaws but not enough members have attended the elections.

There are some misconceptions and misunderstandings about the bylaws, which may have kept members from attending the meetings.

Bylaws are not rules and regulations. Bylaws cover membership, meetings and financial management of the corporation.

Rules and regulations cover the conduct of members and guests on the property. The purpose of rules is to promote harmony and to create a community where the comfort and privacy of all residents are considered.

Bylaws govern the operations of the cooperative, which is a corporation. The bylaws define the purpose of the corporation -- non-profit housing -- and the duties and responsibilities of owning and managing the corporation.

Bylaws do not affect carrying charges. Carrying charge increases are an annual decision made by the board of directors.

NEWSLETTER MINUTES | BOARD MEETING, August 15, 2016

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; Linda Thompson, assistant office manager; and Kevin McQuade, maintenance superintendent

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

Cheryl McIntyre and Dave Johnson signed in for the open session. Martha welcomed them and called the open session to order at 6:05 p.m.

Martha reminded members that the board meeting on September 19 is closed. The next open session is on Monday, October 17.

Gina gave the office report.

In July, there were 29 statements of credit, 35 statements of charges due, three attorney referrals and 40 defaults.

Four installation permits were received. There were two animal violations, two vehicle violations, two yard violations, one extermination and one noise violation.

One two-bedroom unit is currently on the market.

Kevin presented the maintenance superintendent's report. In July, there were 186 requests for service and 187 completed. There were three move-outs and one move-in.

Palmer Lawn Professionals mowed four times, applied grub control and herbicide and trimmed shrubs outside the office.

There are six rehabs in various stages of completion.

Betsy presented the managing agent's report.

One application was approved. Two final statements were completed.

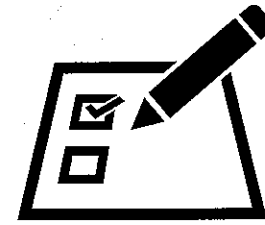
Linville Management processed \$162,479.86 in accounts payable for the month.

Financial reports were mailed to board members on August 4.

Martha opened the floor to member comments.

The door prize drawing was held and Cheryl McIntyre won.

The open session ended at 6:25 p.m.



Running for re-election

Name: Martha Ramcke

My name is Martha Ramcke and I currently serve as your board president. I am seeking another term as a member of the board of directors of Highleah Townhouses, Inc. I have served on the board since July of 2013.

I moved to Missouri in July of 2004 from Wisconsin. The first job I landed was at Highleah Townhouses. I worked in the office as the assistant for about two years. Once I became familiar with what a Cooperative was, I wanted to move in!

I was renting a two-bedroom apartment for \$525 a month back in 2004. Lucky for me a three-bedroom unit came on the market. At the time, I had two sons, a 12-year-old and a one-year-old; so, it was perfect for us. It was affordable, welcoming and safe for my family.

Well, here it is 2016 and my oldest son lives here with his own family now.

I have more than 25 years of office experience and more than 12 years working in Cooperative Housing. I have had training through the National Association of Housing Cooperatives (NAHC), Midwest Association of Housing Cooperative (MAHC) and the National Apartment Association (NAA). I also have attended several different types of diversity training over the years. On-going education/training is very important for the Cooperative. I also believe in educating the members during the monthly board meetings.

I want to serve on the board of directors because I want to keep Highleah a pleasant, safe, quality housing cooperative and an affordable place to live for all members. Highleah is a Cooperative and it is a Corporation (business). Most importantly, it is a community. It is your community. It is your community! Members must help to keep it that way.

You must live cooperatively with others and be considerate of each other. The board is elected by the membership. The board establishes standards, policies and the rules and regulations for the cooperative.

I hope each and every member will attend the Annual Membership Meeting on Tuesday, September 20, 2016, and cast your vote. Your vote counts!

Also, don't forget, mark your calendar as well for the Bylaws Meeting on Sunday, September 25, 2016. The bylaws changes are important for the Corporation since the HUD loan was paid off some time ago.

Thank you for your consideration and I hope you will cast your vote for me.

Cooperatively yours,
Martha Ramcke

Name: Diane L. Pulford

I would like to continue on the Highleah board of directors. I have been a resident at Highleah Townhouses for more than 30 years and I have raised my children and grandchildren here as well.

I am a retired cardio-pulmonary neurology technician. I graduated from Mt. Carmel School of Respiratory Therapy, Oakland Community College and from Ferndale High School with a business diploma. I have worked not only as a technician but also as a supervisor and an office manager.

I have been in Girl Scouts of America for more than 38 years, as a member, leader, troop service director and a Girl Scout trainer responsible for more than 20 troops.

I am an active member in my church and have participated and led many activities and youth work as a registered youth leader for the Community of Christ church. I also served on the Board of Health Ministries Association for many years.

In 1984, neighbors in Highleah nominated me for Good Neighbor of the Year. I was not only named Good Neighbor of the Year for Neighborhood #37 but also was honored with the title Good Neighbor of the Year for the City of Independence.

I would like to serve on the board of directors because I have enjoyed living here for many years and would like to maintain the high standards this co-op possesses. I respect and appreciate the management of Highleah and how they have created a safe, clean and peaceful environment for their residents. This would be my first and foremost goal as a representative of the Highleah Townhomes.

Thank you for your consideration.

Diane L. Pulford

How Payments Are Applied

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.