

# Running for the Highleah Board of Directors

Name:  
Diane L. Pulford

*I would like to be considered for 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 of 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.*

MEMBER  
HIGHLEAH TOWNHOUSES, INC.  
INDEPENDENCE, MO 64057

Dear Member:

At the bottom of this page you will find a proxy for your use if you will be unable to attend the Annual Membership Meeting of HIGHLEAH TOWNHOUSES, INC. on September 22, 2013. Your By-Laws provide for proxies in Article IV, Section 8, as follows:

**PROXIES:** A member may appoint as his proxy only a member of his immediate family (as defined by the Board of Directors) except that an unmarried member may appoint any other member as his proxy. In no case may a member cast more than one vote by proxy in addition to his own vote. Any proxy must be filed with the Secretary before the appointed time of each meeting.

**YOUR PROXY MUST BE IN A SEALED ENVELOPE WITH YOUR SIGNATURE ACROSS THE SEAL.**

A proxy may be appointed as follows:

1. Membership owned by married couple (H & W): Both spouses named on the Occupancy Agreement. Proxy may only be other spouse; or child 18 years of age, living at home, having legal capacity, and NAMED AS RESIDENT OF HIGHLEAH ON CURRENT CERTIFICATION OF HOUSEHOLD COMPOSITION.

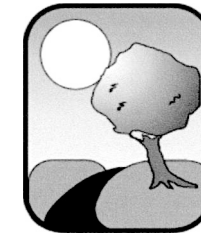
2. Membership owned by a single (unmarried) individual: Proxy may be any other member in good standing of Highleah Townhouses, Inc.

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Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, do hereby appoint as my proxy  
(member's name)

\_\_\_\_\_  
(proxy's name and address)  
for the Annual Membership Meeting of September 22, 2013.



# Highleah Highlights

2001 Pembroke Crescent West Independence, MO 64057

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

## Board of Directors

Marsha Clark  
President  
(Newsletter/Security)  
highleahsec@yahoo.com

Diana Pulford  
First Vice President

Martha Ramcke  
Secretary

Nicole Zaragoza  
Treasurer

## 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

Animal Control  
816-325-7205

Citizens Information Center  
816-325-7000

**UTILITIES: 7/9 - 8/8**  
Water/Sewer: \$10,349.32  
Electric: \$1,275.42

## Free carrying charges, other prizes awarded at Family Fun Annual Membership Meeting

Cooperative members will vote on new bylaws and fill four positions on the board of directors at a Family Fun Annual Membership Meeting and picnic on Sunday, September 22.

The meeting and picnic will be held in the area behind the sales office and maintenance building at 2001 Pembroke Crescent West.

Registration is at 12:30 p.m. The meeting starts at 1 p.m. Door prizes for the annual meeting will be awarded: first prize of a month's free carrying charges, second prize of \$50 and third prize of \$25.

Hamburgers, hot dogs and side dishes will be served on the patio of the clubhouse at the end of the meeting.

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.

A question-and-answer session will be held after the election to discuss revisions to the bylaws.

Unlike the election that requires a quorum, a vote on the bylaws requires a majority of the membership to pass. If enough members are present for a bylaws vote, door prizes will be awarded for members participating in the bylaws vote.

The bylaws were revised by cooperative attorney Dudley Leonard to remove references to FHA and HUD and to update them with the way the cooperative currently operates.

The regular monthly board of directors meeting on Monday, September 16, will be closed.



Nicole Zaragoza, board member, awards a \$25 gift card to Venita Davis, winner of the door prize drawing at the August meeting.

## BOARD MEETING, August 19, 2013 NEWSLETTER MINUTES

Marsha Clark, president, called the meeting to order at 6 p.m. Also present were Martha Ramcke, Nicole Zaragoza and Diane Pulford, board members; Gina Zukel, assistant on-site manager; Kevin McQuade, maintenance superintendent; Bryan Tims, assistant maintenance superintendent; Dudley Leonard, cooperative attorney; Melva Linville, property manager, and Betsy Kilker, administrative assistant, with Linville Management Services, Inc.

John Howe with the Independence Police Department also was present. He was off duty and working security for the property.

Twenty-one members signed in for the open session.

Marsha introduced new board members, Diane Pulford and Nicole Zaragoza.

Gina presented the office report. In July, there were 22 statements of credit, 49 statements of charges due, 50 defaults, one permit approved of two installation permits received, one extermination and two vehicle violations.

The annual meeting will be a picnic on Sunday, September 22. Registration begins at 12:30 p.m. The picnic will be in the area behind the clubhouse.

Sixteen units are on the market. Fourteen of these are not sold.

Kevin presented the maintenance superintendent's report. In July, there were 181 requests for service and 185 completed. There have been four move-ins and two move-outs.

JC's Lawn mowed four times in July. Mowings are now on Wednesdays.

Five of 15 active rehabs are completed.

Two new maintenance technicians have been hired: Michael Hood and Joeffrey Bahr.

Annual inspections will begin in October.

Marsha opened the floor to member comments.

Venita Davis won a \$25 gift card in the door prize drawing.

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

## Running for the Highleah Board of Directors

### Name:

*Nicole Zaragoza*

### Education:

*1999 graduate of William Chrisman High School  
2004 graduate of Independence College of Cosmetology*

### Work Experience:

*Senior stylist and nail technician*

*Beauty Brands*

*Since 2011*

*Third key shift leader and stylist*

*Fantastic Sams*

*2004 - 2011*

### Organizations:

*Girl Scouts*

*Boy Scouts*

*Gillis House*

*501st Legion, a Star Wars charity*

### Achievements:

*Cosmetology salesmanship, increased sales and extended educational awards*

*High school debate awards*

### Family:

*I have two children and have been married for four years. I enjoy reading, hiking and traveling.*

### I want to serve on the board because:

*I feel that I would be great for the board of directors because I pay attention to details. I am extremely thorough and I love to work with people. I get an extremely odd enjoyment out of doing research.*

*I am willing to take the time to try to make this a community and have us all move forward within the cooperative. I would like to get to know the rules and procedures more; so, I can appreciate my home and community better while helping others do as well.*

*I would also like to learn from the other board members to further our community and friends. I love to have fun while staying on task and genuinely enjoy the company of others. I love meeting new people and have a very positive outlook.*

## Running for the Highleah Board of Directors

### Name:

*Martha Ramcke*

### Cooperative experience:

• *appointed to Highleah board of directors in June*

• *member of Highleah Townhouses for 8 years*

• *cooperative employee in Kansas City area  
Independence Square assistant office manager since  
February of 2012 to present  
Loma Vista West office manager for five years  
Highleah Townhouses assistant office manager for two years*

### Qualifications:

*I have 25 years experience in cooperative and rental property management in Wisconsin and Missouri.*

### Family:

*I'm raising an 8 year-old-son currently living at Highleah and one older son grew up in Highleah.*

### Education:

*I have attended several courses through the Midwest Association of Housing Cooperatives and Linville Management mini-conferences over the years. There is always something new to learn.*

### I want to serve on the board because:

*Highleah is a safe, affordable, close-knit community with neighbors who look out for each other. I want our cooperative community to remain a home for seniors, single mothers, young families and retirees who can enjoy living together peacefully and within their means.*

*Please vote for me at the annual meeting on Sunday, September 22.*

*Thank you.*

## Yard Sale Slated for September 21

Look for bargains throughout the cooperative all day long on Saturday, September 21.

That's the date for the annual cooperative yard sale.

The rain date is September 28.

## 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 water bill this month is \$10,349.32.

