

DeeDee Swanson

for Board of Directors

My name is DeeDee Swanson and I am interested in serving on the Board of Directors.

I moved into Highleah in December of 2012 because I heard it was a wonderful and safe place to live. I had never heard of co-op living before; so, I checked Highleah out. I'm glad I did. It "feels" like home.

I grew up in Wisconsin and am the youngest of 15 children. I went to college at the University of Wisconsin-LaCrosse and majored in physical education and health. I first taught preschool handicapped children and also coached high school girls volleyball, basketball and track.

I have worked in management most of my adult life from factories, convenience stores, theaters and hotels.

Communication is the key to unity. I would like to try to satisfy all tenants or at least listen to them and then make sure the tenant knows that something is being done with their complaint.

I ask you to consider me, DeeDee Swanson, to represent the membership on the Board of Directors.

- DeeDee Swanson
18027 Reading Place

Marsha Clark

for Board of Directors

I would like to submit my resume for consideration to serve you on the Highleah Board of Directors for another three years. I believe my experience and expertise will continue to be an asset as many of the current board members are new and are learning about serving on a board. With age and experience come wisdom.

My family and I have lived here for 29 years this past August. We have enjoyed the beautiful grounds and have been blessed to be a member of such a friendly neighborhood. Over the years, we have made a lot of friends, shared the joys and the sorrows as one would in a community family.

During the past 15 years as a member of the Board of Directors, I have had the pleasure of serving on the Pet Committee, the Newsletter Committee, the Security Committee and I have volunteered my time to assist with Pet Registration Day. I have cared for many of your children by

keeping a watchful eye out for them while playing, keeping the playgrounds safe and picking up litter and trash.

Over the past three years I have provided supports to the elderly by helping them find resources to return to the community from long-term care and after they have completed their short-term rehab therapy. Previously I worked 21 years with children and adults with developmental disabilities in a variety of settings. My goal has been to help them to live the same quality of life that you and I enjoy every day.

Thank you for your time and consideration. I look forward to visiting with you on September 16, 2014, at our Second Annual Meeting Picnic.

Respectfully submitted,
Marsha J. Clark

Heidi L. Taylor

for Board of Directors

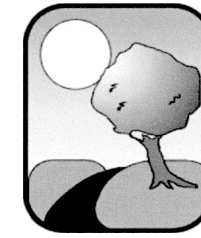
I would like to submit my resume for consideration to serve you on the Highleah Townhouses, Inc., Board of Directors.

My family and I have lived here for more than five years this past June. We have enjoyed the beautiful grounds and have been blessed to be a member of such a friendly neighborhood. Over the years, we have made a lot of friends, shared the joys and the sorrows as one would in a community family.

During the past few years, I have served on the Jackson County Genealogical Society's Board of Directors. I was newsletter editor and Web site contributor while serving on that board. I currently serve as a volunteer at the Midwest Genealogy Library and contribute considerable time to other volunteer endeavors in our community along with keeping a watchful eye out for the children in our cooperative while they play on the playgrounds and our neighborhood.

Thank you for your time and consideration. I look forward to visiting with you at the Annual Meeting on September 16, 2014, in the Highleah courtyard or I can be reached anytime via highleahchange@gmail.com.

Respectfully submitted,
Heidi L. Taylor
1802 Devonshire
Independence, Mo. 64057
816.868.9675



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/House & Grounds)

Diane Pulford
First Vice President (Education Grant)

Martha Ramcke
Secretary (House & Grounds)

*If you have pet complaints,
please turn them in to the office.
The House and Grounds
Committee handles only violations of
the pet waste disposal rule.*

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
816.621.7722
*Hours: Noon to 8 p.m.
Tuesday through Friday
11 a.m. to 6 p.m.
Saturday and Sunday*

UTILITIES: 7/3 - 8/4
Water/Sewer: \$11,435.10

BOARD OF DIRECTORS

Cooperative members will fill two three-year positions on the board of directors at the Second Annual Meeting Picnic on Tuesday, September 16.

Registration is at 5:30 p.m. and the meeting will begin at 6 p.m. The meeting will be behind the clubhouse and will include a picnic for all members and their families.

To elect new board members, we need a quorum of 20 percent of the membership, present or by proxy. 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.

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.

BYLAWS

The bylaws require a majority vote of the membership to pass.

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.

If a majority of members is present, three first prizes will be awarded: three different members will be awarded a month's free carrying charges. Second prize will be \$50 and third prize, \$25.

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.

The regular monthly board of directors meeting on September 15 will be closed.

BOARD MEETING, August 18, 2014 NEWSLETTER MINUTES

OPEN SESSION

Marsha Clark, president, called the meeting to order at 6:07 p.m. Also present were board members Diane Pulford, first vice president; Martha Ramcke, secretary; Dudley Leonard, cooperative attorney; Gina Zukel and Linda Thompson, cooperative representatives; 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.

Eighteen members signed in.

Minutes of August 13 and July 21 were approved unanimously.

Gina presented the office report. There have been 36 statements of credit, 71 statements of charges due, two attorney referrals, 33 defaults, two reasonable accommodation requests completed and one installation/alteration permit received and approved.

Three units are on the market: two two-bedroom units and one three-bedroom unit.

The fall garage sale will be Sept. 20 and 21. Gina will run an ad in the Examiner.

Kevin presented the maintenance superintendent's report. In July, there were 178 requests for service received and 165 approved. There were five move-ins and two move-outs.

Five mowings were completed. The mowing service has asked that members put edging or a small fence around their flowers and plants so that they are not mistaken for weeds and cut down.

Four rehabs are under way.

Marsha asked that members use the side entrance to the clubhouse while repairs are being made to the front entrance.

She reminded members of the annual meeting and picnic on Sept. 16. Two positions are open on the board.

Marsha opened the floor to member comments.

The door prize drawing was held. Angie Dyer was the winner.

The open meeting ended at 6:35 p.m.

Liberty Tax Service Seminar

7 p.m. on Wed., Oct. 22 in the clubhouse

Learn about:

- Affordable Care Act
- Earned Income Credit
- Renter's Rebate

For more information, call 816.252.9990. Snacks will be provided.

For Sale

BoFlex PowerPro XTL

BoFlex has the resistance upgrade bars, bench, lower leg extension, overhead pull-up bars - all the extra attachments for versatile use of the equipment and maximum weight for heavy lifting.

\$375 OBO

Kim at 816.520.7270

Cooperative Yard Sale

September 20 - 21



Linda Thompson, cooperative representative, awarded the door prize to Angie Dyer, winner of the drawing during the August open session.

Board Members Sign Ethics Agreement

Serving on the board of directors is a responsibility and privilege.

The Highleah board meets on the third Monday of every month. Meetings begin with an open session at 6 p.m. In addition to regular monthly board meetings, the board may call special meetings throughout the year. Once elected, all board members are required to sign the Board Member Code of Ethics.

BOARD MEMBERS CODE OF ETHICS

As a member of the board of directors, I will

- listen carefully to my teammates.
- respect the opinion of other board members.
- respect and support the majority decisions of the board.
- recognize that all authority is vested in the full board only when it meets in legal session.
- keep well-informed of developments relevant to issues that may come before the board.
- participate actively in board meetings and actions.
- bring to the attention of the board any issues that I believe will have an adverse effect on the cooperative or those we serve.
- attempt to interpret the needs of those we serve to the cooperative, and interpret the actions of the cooperative to those we serve.
- refer complaints to the proper level on the chain of command.
- recognize that my job is to ensure that the cooperative is well-managed, not to manage the cooperative.
- represent all members and not a particular court or interest group.
- consider myself a "trustee" of the cooperative and do my best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of its members.
- always work to learn how to do my job better.
- declare conflicts of interest between my personal life and my position on the board, and abstain from voting when appropriate.

As a member of the board, I will not

- criticize other board members for their opinions, in or out of the board room.
- use the cooperative for my personal advantage or that of my friends or relatives.
- discuss the confidential proceedings of the board outside the board room.
- promise how I will vote on any issue before a meeting.
- interfere with the duties of the administrator or undermine his or her authority with staff members.
- act as a director outside of board meetings unless so authorized by the board. (Outside the board meetings, the board member is just like any other member and his or her status as a board member is restricted to times when the board meets as a group to hear reports, discuss problems, make reports and make decisions.)
- direct the cooperative staff. (Cooperative staff are to be directed by Management. When a board member thinks something should be done, first it's brought out before the board. If the board decides to act, the board should vote on a motion notifying the Managing Agent, and then let the Managing Agent see that the motion is carried out.)
- reveal confidential information made available to the board to help make a business decision.

Current Parking Rule

6. Number of vehicles allowed per household is limited to one (1) vehicle per licensed driver on the household composition to be parked on Highleah property. Each unit is assigned one (1) numbered space.

The first car home is to park in the numbered space. Guest spaces are on a first come, first serve basis.

Do not park in a guest spot for more than seventy-two (72) hours. Vehicles are to be moved on a regular basis in guest spots.

Karen S Powell
1802 Devonshire Pl

I have lived here at Highleah Townhouses, Inc. five years now and find it to be a good place to live. I have decided it is time to step up and give back and hopefully make it an even better place. So with your help let's move toward that goal together.

My first experience of living in a cooperative was growing up in a family of seven with only one bathroom. Talk about learning to work together and being cooperative, now that was a challenge.

My next experience in cooperative living was when our children were young, we lived at Country Storehouse in Bates City. There were several families that lived there and each person was invited to expand their talents and skills to benefit the whole.

For any of you that remember the Co-op Food Fair that used to be on Truman Road, I was the Natural Foods Manager. Some of you may have even worked with me as volunteers. That experience showed me how paid staff and volunteer staff can work side by side to benefit the cooperative. This is something I would really like to find a way to implement here.

One of my greatest accomplishments was when I worked with Special Olympics and helped coach the co-ed basketball team that came in third place in the state. Talk about helping people cooperate and work together, now that was a fun challenge. I figure with all the wonderful people here working together is very doable.

On a professional level I am a retired manager from the American Red Cross. I managed a multimillion dollar annual budget and again worked with both paid and volunteer staff. Our Red Cross Region did blood mobiles over a five state area so organization and planning was a big part of the job.

I see a great future for our cooperative and have so many ideas to move this cooperative forward. And with the joint efforts of volunteer and paid staff it does not need to cost big bucks. As owner/residents of Highleah we can look at the original intent in the Articles of Incorporation and use those guidelines to make this an even better place to live.

I look forward to serving as your representative on the Board of Directors and because I love people my door will always be open.

Hello, my name is Venita Davis and I am submitting my resume for consideration to serve the Owner/Residents on the Board of Directors of Highleah Townhouses, Inc.

As a member of your board, I will strive to and work diligently to keep this a safe, beautiful and affordable place to live for our seniors, moderate and low- income families. I was born raised here in Independence. This is a great town to live in and Highleah is part of that.

My background and experience is quite extensive. I started working when I was 15 for Hill's Flower Shop doing accounting and bookkeeping. From there I worked for Macy's on the Independence Square doing auditing, and counting the weekly income preparing it for deposit.

I married after I graduated high school and raised 2 children. I started doing taxes and did that for about 15 years. Then I started working with developmental handicapped adults for about 15 years, which was very rewarding. I became a resident manager of a group home and brought it under budget in the first month there.

I went to college and earned a degree in Psychology and had a paper published in the Journal of Child Psychology.

For several years I worked in inventory control and auditing. Since then, I have worked with the MO. Dept. of Revenue and I am currently a tax examiner.

With the limited budget that we have to work with, I believe that my experience will help keep the cost and affordability with in reason and still provide the services that we all cherish. My goal is that each and every Owner/Resident will be heard and represented. And that we work with in the by-laws of the cooperation.

I ask that you consider me, Venita Davis to represent you on your Board of Directors for Highleah Townhouses, Inc.

Thank you for your time and consideration. I look forward to visiting with you all at the Annual Meeting on September 16, 2014, in the Highleah courtyard.

Respectfully submitted,

Venita Davis

17884 Buckingham Ct.

Independence, MO 64057